



## AGENDA

### ORDINARY COUNCIL MEETING

24 JULY 2019

#### NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member & Community Members

Pursuant to resolution 1118.122 of the meeting held 28 November 2018, an Ordinary Meeting of the Shire of Narrogin will be held on Wednesday, 24 July 2019, in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.

A handwritten signature in black ink, appearing to read "Dale Stewart".

Dale Stewart  
**Chief Executive Officer**

### **Acknowledgement of Noongar People**

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Electronic copies of minutes and agendas are available  
for download from the Shire of Narrogin website [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)

Alternative formats are also available upon request, including large print,  
electronic format (disk or emailed), audio or Braille





Shire of  
**Narrogin**

*Love the life*

# STRATEGIC COMMUNITY PLAN

**SNAPSHOT**

2017-27

## VISION

To be a leading regional economic driver and a socially interactive and inclusive community.

## MISSION

Provide leadership, direction and opportunities for the community.

## KEY PRINCIPLES

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

- Respect the points of view of individuals and groups;
- Build on existing community involvement;
- Encourage community leadership;
- Promote self-reliance and initiative;
- Recognise and celebrate achievement;
- Support the principles of social justice; and
- Acknowledge the value of staff and volunteers.

## OUR VALUES

### Care with Trust & Teamwork

**Caring** - We display kindness and concern for one another and our community

**Accountability** - We accept responsibility for our actions and outcomes

**Respect** - We treat everyone how we would like to be treated

**Excellence** - We go the extra mile to deliver outstanding services

**Trust** - We share without fear of consequences

**Team Work** - We work together for a common goal

## ECONOMIC

### Support growth and progress, locally and regionally...

#### Growth in revenue opportunities

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

#### Increased Tourism

- Promote, develop tourism and maintain local attractions

#### An effective well maintained transport network

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

#### Agriculture opportunities maintained and developed

- Support development of agricultural services

## SOCIAL

### Provide community facilities and promote social interaction...

#### Provision of youth services

- Develop and implement a youth strategy

#### Build a healthier and safer community

- Support the provision of community security services and facilities
- Advocate for mental health and social support services
- Continue and improve provision of in-home care services

#### Existing strong community spirit and pride is fostered, promoted and encouraged

- Develop and activate Sport and Recreation Master Plan
- Engage and support community groups and volunteers
- Facilitate and support community events
- Provide improved community facilities (eg library/recreation)
- Encourage and support continued development of arts and culture

#### Cultural and heritage diversity is recognised

- Maintain and enhance heritage assets
- Support our Narrogin cultural and indigenous community

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

- Advocate for increased education facilities for the region
- Advocate for and support increased education services

## ENVIRONMENT

### Conserve, protect and enhance our natural and built environment...

#### A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

#### Effective waste services

- Support the provision of waste services

#### Efficient use of resources

- Increase resource usage efficiency

#### A well maintained built environment

- Improve and maintain built environment

## CIVIC

### Continually enhance the Shire's organisational capacity to service the needs of a growing community...

#### An efficient and effective organisation

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

#### An employer of choice

- Provide a positive, desirable workplace

## DISCLAIMER

Council and Committee agendas, recommendations, minutes and resolutions are subject to confirmation by the Council or Committee and therefore, prior to relying on them, one should refer to the subsequent meeting of Council or the Committee 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.

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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.

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# ORDINARY COUNCIL MEETING

## 24 JULY 2019

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### 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Acting Presiding Member, Deputy President Wiese, declared the meeting open at 7:00 pm.

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

#### Elected Members (Voting)

Cr T Wiese – Deputy Shire President (Acting Presiding Member)

Cr C Ward

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 C Thompson – Executive Assistant

#### Leave of Absence

Mr L Ballard – Shire President

#### Apologies

#### Absent

#### Visitors

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

Name	Item No	Interest	Nature
Cr L Ballard	10.1.1	Financial & Proximity	Owns a Heritage Listed property
Cr C Bartron	10.1.1	Financial & Proximity	Owns a Heritage Listed property
Cr T Wiese	10.1.1	Proximity	Leases a property upon which is a heritage listed building.
Cr B Seale	10.1.1	Financial & Proximity	Owns a Heritage Listed property
Cr T Wiese	10.4.1	Financial	Policy 1.3 Elected Members Recognition of Service

Cr C Ward	10.4.1	Financial	Policy 1.3 Elected Members Recognition of Service
Cr N Walker	10.4.1	Financial	Policy 1.3 Elected Members Recognition of Service
Cr P Schutz	10.4.1	Financial	Policy 1.3 Elected Members Recognition of Service
Cr M Fisher	10.4.1	Financial	Policy 1.3 Elected Members Recognition of Service
Cr C Bartron	10.4.1	Financial	Policy 1.3 Elected Members Recognition of Service
Cr B Seale	10.4.1	Financial	Policy 1.3 Elected Members Recognition of Service
Cr G Bartron	10.4.1	Financial	Policy 1.3 Elected Members Recognition of Service
Mr D Stewart	10.4.1	Financial & Impartiality	Policy 8.19 Employees – Recognition of Service (Gratuity)
Mr F Ludovico	10.4.1	Financial	Policy 8.19 Employees – Recognition of Service (Gratuity)

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

Nil

#### **5. PUBLIC QUESTION TIME**

#### **6. APPLICATIONS FOR LEAVE OF ABSENCE**

The next meeting is scheduled for 28 August 2019.

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

##### **7.1 Ordinary Council Meeting**

##### **OFFICER'S RECOMMENDATION**

That the minutes of the Ordinary Council Meeting held on 26 June 2019 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 SHIRE OF NARROGIN REVIEW OF LOCAL HERITAGE SURVEY 2019

At Council's meeting of 26 June 2019, four elected members declared a proximity and or a financial interest in this item which required it to be carried over to this meeting subject to receiving approval from the Minister for Local Government to enable the declaring elected members to participate in discussion and the vote on the matter. Subject to that approval being received, this item is re-presented for Council's consideration.

The following elected members have disclosed an Interest in this item as follows:

- Shire President Mr L Ballard (Financial & Proximity Interest)
- Deputy Shire President Cr T Wiese (Proximity Interest)
- Cr C Bartron (Financial & Proximity Interest)
- Cr B Seale (Financial & Proximity Interest)

Note: Given the Acting Presiding Member has disclosed a Proximity Interest he will be required to vacate the Chair and leave the room resulting in the need to appoint an interim replacement Acting Presiding Member. The process, pursuant to Section 5.6 of the Local Government Act 1995, is that the Council is to choose one of the remaining Elected Members. The manner to so choose is not prescribed. It may be by agreement or by resolution.

File Reference	18.7.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.1.093, 1 August 2015 Res. 0815.115
Date	12 June 2019
Author	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Shire of Narrogin Draft Local Heritage Survey 2019

#### Summary

Council's consideration is requested to review the former Shire and Town of Narrogin Municipal Heritage Inventories, which are to be consolidated as the Local Heritage Survey 2019.

## Background

On 1 July 2016, the former Shire of Narrogin and Town of Narrogin merged under a new entity known as the Shire of Narrogin. Part of the merger process is to consolidate the former Shire of Narrogin and former Town of Narrogin Municipal Heritage Inventory.

In 2018, the revised Heritage Act came into effect and renamed the “Municipal Heritage Inventory” as the “Local Heritage Survey”. It is a requirement under the previous and the revised Heritage Act to undertake a review of the Inventory of Heritage Places every five years.

In August 2018, Laura Gray of Heritage Intelligence (WA) was appointed by the Shire of Narrogin to undertake the review and the consolidation of the former Shire of Narrogin and the Town of Narrogin Local Municipal Heritage Inventories.

The review undertaken was to assess the previous heritage listings in accordance with the State Heritage Office Guidelines. The four criteria that have been used for the assessment of places of heritage significance are:

- Aesthetic value (particular aesthetic characteristics);
- Historic value (evolution or pattern of the history of the local district);
- Social value (natural or cultural history, technical innovation or achievement of the local district); and
- Research value (social, cultural, education or spiritual reasons).

The draft Local Heritage Survey 2019 includes 190 listings (place records) of which 142 are located within the town site area and the remaining 48 sites are located outside of the town site area. In respect of the 190 listings, 17 sites are included in the State Register as Grade A categories.

The categories for the Heritage Listings are as follows:

Grade A - A place of exceptional cultural heritage significance to the Shire of Narrogin and the state of Western Australia, that is either in the Heritage Council of Western Australia’s Register of Heritage Places, or worthy of consideration for entry into the Register. Subject to policies and the provisions of the Local Planning Scheme.

Grade B - A place of considerable cultural heritage significance to the Shire of Narrogin that is worthy of recognition and protection through provisions of the Shire of Narrogin’s Local Planning Policy. Subject to policies and the provisions of the Local Planning Scheme.

The Review proposes the grouping of places to be recognised as a Heritage Protection Area’s (HPA’s). The two areas that have been identified are:

- Town Centre Precinct HPA which comprises the following:
  - The identified places in Egerton Street, Federal Street, with a group south of Federal Street to encompass the Railway Institute and Anglican Church,
  - Fortune Street, encompassing buildings within the Town Centre Precinct.
- Narrogin Railway HPA is identified as comprising many sites, and several places are individually listed on the State Register. Further research to identify the curtilage (State Heritage Office has a defined curtilage in their registration documentation), and the location of the sites to provide interpretation will be a positive outcome.



Grade C - A place (including a site with no built remains) of some cultural heritage significance to Shire of Narrogin. No constraints, although retention of built places is encouraged.

### Comment

The review of the Local Heritage Survey has been undertaken as a requirement under the Heritage Act 2018.

The Draft heritage listings included an additional 51 places to the list:

- Grade B category – 10 additional places
- Grade C category – 17 new listings
- Heritage Protection Area – 24 Places

The process will require the draft Local Heritage Survey to be advertised for public comment as well as written notification to affected land owners. This is also highlighted below in the FT-TPS No.2, FS-TPS No. 2 and the Planning and Development (Local Planning Schemes) Regulations 2015.

#### Former Town of Narrogin Town Planning Scheme (FT –TPS) No 2

Under the FT-TPS No. 2 clause 2.6 there is a provision for development standards in areas of Significant and Historic Places where Special Approval of Council is required prior to its consideration. There are a total of 22 places listed under this clause with a significant number of places included under the State Register.

#### Former Shire of Narrogin Town Planning Scheme (FS-TPS) No.2

Under the FS-TPS No. 2, Part V – Heritage Precincts and Places of Cultural Significance, it specifies the establishment and the requirement to maintain a Heritage list of buildings, objects, structures and places of heritage significance and worthy of conservation. This section of the clause also outlines the requirement for an application for a planning approval, the formalities of application and the variations to the scheme provisions in considering the application.

#### Planning and Development (Local Planning Schemes) Regulations 2015

In clause 8(1) of the Deemed Provisions in Schedule 2, it states that a local government must establish and maintain a heritage list to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation.

Clause 8(3), further states that a local government must not enter a place or remove a place from the heritage list or modify the entry of a place in a heritage list unless the local government:

*“(a) notifies in writing each owner and occupier of the place and provides each of them with a description of the place and the reasons for the proposed entry; and*

*(b) invites each owner and occupier to make submissions on the proposal within 21 days of the day on which the notice is served or within a longer period specified in the notice; and*

*(c) carries out any other consultation the local government considers appropriate; and*

*(d) following any consultation and consideration of the submissions made on the proposal, resolves that the place be entered in the heritage list with or without modification, or that the place be removed from the heritage list.”*

It is recommended that the Shire of Narrogin Draft Local Heritage Survey 2019 be advertised for public comment for a period of 30 days and any submissions received will be presented to Council for its further consideration.

### Statutory Environment

Former Town of Narrogin Town Planning Scheme No. 2 – clause 2.6

Former Shire of Narrogin Town Planning Scheme No. 2 – Part V

Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2, clause 8.

### Policy Implications

There are no Council policies that relate, nor any that are proposed at this time.

### Financial Implications

An allocation was included in the 2018/2019 Budget to the amount of \$20,000, to which \$18,678 including GST has been committed to the project.

### Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.1	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	Social (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
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 Council, in accordance with Clause 8(1) of the Deemed Provisions for Local Planning Schemes (Schedule 2 of Planning and Development (Local Planning Schemes) Regulations 2015):

1. Approve the draft Shire of Narrogin Local Heritage Survey 2019 for the purpose of consultation, in accordance with Clause 8(3) of Schedule 2 of the above regulations for a period of 30 days.
2. Consider, all submissions received following the conclusion of the advertising submission period.

**SHIRE OF NARROGIN**

**LOCAL HERITAGE SURVEY 2019**

A review of the Heritage Inventory

**FINAL DRAFT**



**HERITAGE INTELLIGENCE (WA)**

*Laura Gray* JP M.ICOMOS B.Arch (hons)

**JUNE 2019**

A review of the Inventory of Heritage Places is a requirement of the Heritage Act (1990) that has just been superseded by the Heritage Act 2018 that has renamed the inventory as the “Local Heritage Survey”. This review will be in accordance with the Part 8 of the Heritage Act 2018 that is essentially the same guidelines as the 1990 Act requirements, including the identification of the “Heritage List”.

The review is an amalgamation of the former Town and Shire of Narrogin’s heritage inventories since those entities amalgamated in 2016 to become the Shire of Narrogin. This review will assess every place previously listed or identified as being of heritage value, from both inventories, in consideration of the State Heritage Office’s guidelines; *Criteria for the assessment of local heritage places and areas* as recommended in *State Planning Policy 3.5 Historic Heritage Conservation*.

Any one or more of the four criteria for the assessment of heritage significance as summarised hereunder can be the basis for inclusion in the Local Heritage Survey:

Aesthetic value\*

Criterion 1 It is significant in exhibiting particular aesthetic characteristic.

Historic value

Criterion 2 It is significant in the evolution or pattern of the history of the local district.

Research value

Criterion 3A: It has demonstrable potential to yield information that will contribute to an understanding of the natural or cultural history of the local district.

Criterion 3B: It is significant in demonstrating a high degree of technical innovation or achievement.

Social value

Criterion 4 It is significant through association with a community or cultural in Western Australia for social, cultural, education or spiritual reasons.

Degree of significance

Rarity

Criterion 5 It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.

Representativeness

Criterion 6 It is significant in demonstrating the characteristics of a class of cultural places or environments in the local district.

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For consistency, all references to architectural style are taken from Apperly, R., Irving, R., Reynolds, P. *A Pictorial Guide to Identifying Australian Architecture. Styles and Terms from 1788 to the Present*, Angus and Robertson, North Ryde, 2002.

Condition refers to the current state of the place in relation to each of the values for which the place has been assessed. Condition reflects the cumulative effects of management and environmental effects.

Integrity is a measure of the likely long-term viability or sustainability of the values identified, or the ability of the place to restore itself or be restored, and the time frame for any restorative process.

Authenticity refers to the extent to which the fabric is in its original state.

Substantiation of the heritage value of heritage places is the foundation for understanding a place and inclusion in the Local Heritage Survey. Almost every place in the review has been photographed, no historical research has been undertaken beyond the existing documentation, the information has been interpreted and formatted to the relevant place records, physically described from the photograph, cross referenced with other places, and documented in a place record, with references to the State Heritage Office database number, and arranged in alphabetical order as the primary index. When there is no documentary evidence it falls to the actual fabric of the place to represent the significance of that place.

There are 190 listings (place records) proposed in the Final Draft Local Heritage Survey 2019. The 190 places comprises 142 in the town and 48 in the district (numbered separately with a D). Some listings (place records) comprise more than one place such as the Narrogin Railway Group, Narrogin Regional Hospital Group, and Mackie Park. Of those 190 (place records) 17 places are State Registered Grade A (4 included in the Railway group) that form part of the proposed heritage List with Grade B places.

For each place deemed to be of heritage value, a level of significance and consequent grading is applied to determine the places that have a high level of significance for inclusion in the Shire of Narrogin's 2019 Heritage List that provides policies and the provisions of the Local Planning Scheme for future conservation.

The 2015 Inventory review undertaken by the Town of Narrogin determined that Grades A and B were relevant to the Town Planning Scheme (at that time), and Grade C had no implications. This review similarly recommends that Grades A and B places form the "Heritage List" that is relevant to the provisions of the Local Planning Policy.

The proposed Heritage Protection Areas are equivalent to a Grade B. Contributory levels of each place within a Heritage Protection Area determines the degree of significance and consequent intervention, conservation and/or development, in consideration of the impact within the context of the precinct. Design Guidelines will provide guidance for both the Shire of Narrogin and the owners of places within the Heritage Protection Areas.

The listed places recommended for the 2019 Heritage List are comprised of Grades A and B; Grade C has no implications:

**Grade A** A place of exceptional cultural heritage significance to Shire of Narrogin and the state of Western Australia, that is either in the Heritage Council of Western Australia's [Register](#)

of Heritage Places, or worthy of consideration for entry into the Register. Subject to policies and the provisions of the Local Planning Scheme.

**Grade B** A place of considerable cultural heritage significance to Shire of Narrogin that is worthy of recognition and protection through provisions of the Shire of Narrogin's Local Planning Policy. Subject to policies and the provisions of the Local Planning Scheme.

A Town Centre Precinct is proposed, it is identified in three street groups: Egerton Street Heritage Area, Federal Street Heritage Area and Fortune Street Heritage Area, together comprising the Town Centre Precinct. It is anticipated that each street group would have specific development guidelines under an overarching Policy for the Town Centre Precinct.

Within each of the street Heritage Protection Area (HPA), levels of contribution to the heritage area have been recommended. Some places make little or no contribution. The policy's intent is to ensure that that any development of those places of little or no significance would respect the higher level contributory places and the overall context of the HPA.

**Grade C** A place (including a site with no built remains) of some cultural heritage significance to Shire of Narrogin. No constraints, although retention of built places is encouraged.

Ascertaining Gradings is difficult where places have not been located or there is not any available documentary evidence. In such instances, including identifying residential homes that have not been "listed" previously, and for many district places that have not been located, a Grade C has been the default position.

Community consultation will be invaluable in providing local input to places and their histories to further build on the Local Heritage Survey.

Hereunder is the Local Heritage Survey list of places recognised at this final draft stage, for Shire of Narrogin consideration and community consultation. Listings in *Italics* are nominated places not previously listed. That includes places in the proposed Heritage Areas that likely would not be listed individually if not in a Heritage Area. Grade B Individual town additions 10 places; in Heritage Protection Areas 24 places; and, Grade C places in town-17 new listings, nothing added in the district.

Hereunder are the proposed places for the FINAL DRAFT Local Heritage Survey 2019 for review.

<b>Ref No</b>	<b>Place name</b>	<b>Address</b>	<b>Proposed Grade</b>
1	SITE 1 <sup>st</sup> Aerodrome/Golf Course	Bannister Road	C
2	SITE Carabin	Clayton Road	C
3	WESLEY Uniting Church & Hall	1-3 Doney Street	B
4	Coffee Palace (fmr)	2-4 Doney Street	B
5	<i>House</i>	<i>6 Doney Street</i>	C
6	Cornwall Hotel	12 Doney Street	B

# Shire of Narrogin

## LOCAL HERITAGE SURVEY 2019

FINAL DRAFT

7	Conference Hall	Doney Street (opposite Garfield Street)	C
8	Shop and residence	Doney Street (nw cnr Garfield Street)	B
9	SITE Empire Hall	Doney Street	C
10	SITE Chinese laundry	Doney Street	C
11	House	36 Doney Street	C
12	Golf Club	Earl Street	C
13	SITE Pottery works	Earl Street	C
14	SITE Moss Park	Earl Street	C
15	SITE Wayside Inn	Earl Street	C
16	Police Station& courthouse complex	Earl Street	C
17	Shire of Narrogin Office & Council	Earl Street	C
18	St Mathews Catholic Church	Earl Street	B
19	SITE Presbyterian Church	Earl Street (nw cnr Fathom Street)	C

### Egerton Street Heritage Area (HPA)

20	Shop	13 Egerton Street	B HPA
21	Shop	17 Egerton Street	B HPA
22	Bushalla's House (fmr) & shop	20 Egerton Street	B HPA
23	SITE Amusu (Bushalla's)	22 Egerton Street	B HPA
24	West Australian Bank (fmr)	21 Egerton Street	B HPA
25	Shop	23 Egerton Street	B HPA
26	6 shops (1904)	28-32 Egerton Street	B HPA
27	School Master House (fmr)	27 Egerton Street	B HPA
28	Soldiers Memorial Institute	29 Egerton Street	B HPA
29	Ambulance Hall (fmr)	31 Egerton Street	B HPA
30	Narrogin School (fmr)	33-37 Egerton (southwest cnr Earl Street)	A
31	Narrogin Railway Group	Fairway Street	A/B

Railway Station  
Railway foot bridge  
Goods shed & loading platform  
Pine Trees Fairway Street  
SITE Original station (1888)  
SITE Signal Cabin (site)  
SITE Island platform (removed 1961)  
SITE 1,000 gallon tank  
SITE 25,000 gallon tank & stand  
SITE Shell Depot  
SITE Vacuum Oil Depot



SITE Sale Yards loading platform

SITE Original Railway Institute. Fairway Street

SITE Reservoir on the creek holding 7 million gallons. Herald Street

SITE Train Men's Barracks. cnr Francis & Herald streets

32	SITE Gt Southern Roller Mill	Fairway Street	C
33	SITE Unemployed Mens Camp	Fairway Street	C
34	Residence (2 <sup>nd</sup> Vailima)	15 Falcon Street (southwest cnr Earl Street)	B
35	Methodist Manse (fmr)	49 Falcon Street	B
36	<i>Houses</i>	<i>57 Falcon Street (representing 53, 55, 57)</i>	C
37	SITE School house 1 <sup>st</sup>	26 Federal Street	C
38	<i>Mill factory</i>	<i>29 Federal Street</i>	C
39	SITE Town well	37 Federal Street	C

Federal Street Heritage Area (HPA)

40	Road Board Building (fmr)	43-47 Federal Street (east side)	B HPA
41	<i>2 shops</i>	<i>49-51 Federal Street (east side)</i>	B HPA
42	Horden Hotel	53-73 Federal Street (east side)	B HPA
43	Mackie Park & Memorial Clock, Ladies Rest Centre (fmr)	75 Federal Street	B HPA
44	<i>SITE National Hall</i>	<i>sw cnr Federal/Smith Sts (west side)</i>	B HPA
45	Duke of York Hotel	34 Federal Street (west side)	B HPA
46	Mardoc Building	38-48 Federal (west side)	B HPA
47	<i>Parry's (fmr)</i>	<i>50-54 Federal Street (west side)</i>	B HPA
48	<i>1 shop</i>	<i>56-58 Federal Street (west side)</i>	B HPA
49	<i>2 shops</i>	<i>60-64 Federal Street (west side)</i>	B HPA
50	<i>2 shops</i>	<i>66-70 Federal Street (west side)</i>	B HPA
51	Canberra Bakery (fmr)	72 Federal Street (west side)	B HPA
52	<i>2 shops</i>	<i>74 Federal Street (west side)</i>	B HPA
53	SITE Agricultural Hall	78 Federal Street (west side)	B HPA
54	Narrogin Town Hall	80 Federal Street (west side)	B HPA
55	Narrogin Lesser Hall (4 shops)	82 Federal Street (west side)	B HPA
56	Manning's Store (fmr) & palm trees	83 Federal St (cnr Fortune; rear Fairway)	B HPA
57	<i>2 story shops</i>	<i>88 Federal Street (west side)</i>	B HPA
58	<i>4 shops</i>	<i>100 Federal Street (west side)</i>	B HPA
59	Union Bank (fmr)	104 Federal Street (nw cnr Park Street)	B HPA
60	<i>Railway Institute (1959)</i>	<i>105 Federal Street (se cnr Park Street)</i>	B HPA
61	Anglican Church	106 Federal Street (sw cnr Park Street)	B HPA

# Shire of Narrogin

## LOCAL HERITAGE SURVEY 2019

FINAL DRAFT

62	Residence	110 Federal Street	C
63	Narrogin Club (fmr)	112 Federal Street	C
64	Infant Health Clinic	113 Federal Street	C
65	Residence	114 Federal Street	C
66	Residence	156 Federal Street	C
67	Butter factory Manager's (fmr)	172 Federal Street	A
68	Butter factory (fmr)	174 Federal Street	A
69	Railway Loco Sheds	175 Federal Street	A
70	Municipal Power House (fmr)	Forrest Street (northeast cnr Fairway Street)	B

### Fortune Street Heritage Area (HPA)

71	AMP (fmr)	1 Fortune Street (sw cnr Fairway Street)	B HPA
72	Shop	8 Fortune (ne cnr Rowley Street)	B HPA
73	Shop	17 Fortune Street	B HPA
74	2 shops /2 storey	19 Fortune Street	B HPA
75	TLE	20 Fortune Street	B HPA
76	Observer Building	21 Fortune Street	B HPA
77	Post Office	22 Fortune Street	A/B HPA
78	Shop	23 Fortune Street	B HPA
79	National Bank	25 Fortune Street	A/B HPA
80	Shop	26 Fortune Street	B HPA
81	2 shops	28 Fortune Street	B HPA
82	Commonwealth Bank	29 Fortune Street	A/B HPA
83	Baptist Church (fmr)	31 Fortune Street	B HPA
84	Narrogin Trading Co (fmr)	32 Fortune Street	B HPA
85	2 shops	40 Fortune Street	B HPA
86	Shop	48 Fortune Street ( cnr Earl Street)	B HPA
87	Masonic Lodge	41 Fortune Street	B
88	Narrogin Club	45 Fortune Street	B
89	Convent (fmr)	59 Fortune Street	B
90	SITE ST Georges Baths	Fox Street	C
91	7 <sup>th</sup> Day Advent Church	Furnival Street	C
92	Scout Hall	Furnival Street	C
93	House	16 Furnival Street (nw cnr Earl)	C
94	House	Earl Street (se cnr Furnival Street)	C
95	House	53 Furnival Street (se cnr Floreat Street)	C

# Shire of Narrogin

## LOCAL HERITAGE SURVEY 2019

FINAL DRAFT

96	Observer Print Office (fmr)	Glyde Street	C
97	SITE Doll factory	18 Glyde Street	C
98	4 Aboriginal Transitional houses	1552 Granite Street	C
99	SITE no. 25 Inland Aviation Fuel	Granite Road	C
100	Narrogin High School & Hostel	Gray Street	C
101	<i>Sheds</i>	<i>Gregory Street</i>	C
102	SITE Dodd's 1 <sup>st</sup> house	Gt Southern H'way	C
103	Railway House	2 Hale Street	A
104	Railway House	4 Hale Street	A
105	Railway House	6 Hale Street	A
106	Royal Hostel (fmr)	2 Hansard Street	B
107	Residence (Palmhaven)	9 Havelock Street	B
108	Residence (Wahroinga)	13 Havelock Street	B
109	Residence (Mrs Yeats)	14 Havelock Street	B
110	Residence (Ennis)	17 Havelock Street	B
111	Residence (1 <sup>st</sup> Vailima Hospital)	18 Havelock Street	B
112	Residence Fleay	31 Havelock Street	B
113	Residence	24 Homer Street	B
114	<i>Residence</i>	<i>25 Homer Street</i>	B
115	<i>Residence</i>	<i>27 Homer Street</i>	B
116	Residence (Carinya)	28 Homer Street	B
117	<i>Residence</i>	<i>29 Homer Street</i>	B
118	<i>Residence</i>	<i>36 Homer Street</i>	B
119	SITE Dr Mackies house	26 Johnston Street	C
120	<i>Church (Latter Day Saints)</i>	<i>66 Kipling Street</i>	C
121	SITE Newton House Gnarojin Park	Kipling Street	C
122	North East Precinct:		C
	SITE 1 <sup>st</sup> Aboriginal Townhouse	73 Fox Street	
	House	41 Kipling Street	
	House	53 Kipling Street	
	House	91 Kipling Street	
	House	6 Hillman Street	
	House	67 Northwood Street	
	House	77 Northwood Street	
123	Lutheran Church	33 Lock Street	C
124	MRD Migrant Camp (fmr)	Mokine Road	A
125	Railway Dam	Mokine Road	C

**Shire of Narrogin****LOCAL HERITAGE SURVEY 2019**

FINAL DRAFT

126	House (rectory)	9 Park Street (behind Anglican Church)	C
127	CWA Hall	12 Park Street	B
128	Forestry Cottage 724	5 Wald Street	C
129	War Memorial Park & Pavillion	Williams Road	A
130	Residence (Nurse Ness's Hospital)	6 Williams Road	B
131	Residence	8 Williams Road	B
132	Residence (Roseneath)	14 Williams Road	B
133	Residence *Dr Jacobs (cnr Glyde)	20 Williams Road	B
134	Residence (Lavater's)	23 Williams Road ( cnr 65 Fortune Street)	B
135	Residence	28 Williams Road	B
136	Residence	30 Williams Road	B
137	Residence	38 Williams Road	B
138	Narrogin Primary School	Williams Road	C
139	Narrogin Regional Hospital GROUP	Williams Road	A
140	SITE Old Chinaman's Garden	Williams Road	C
141	Town reservoir	Williams Road	C
142	SITE Experimental Farm	Williams Road	C

**District Places****BOUDAIN**

D1	SITE Boudain School	Yilliminning Road	C
D2	SITE Narrogin East Airfield	Yilliminning Road	C

**DRYANDRA**

~~D3 Manager's house BN 382 CALM Dryandra A~~ **DELETE: not in Shire of Narrogin**

**GEERAYLING**

D4	Carnegie House	Williams Road	C
D5	SITE Geerlalying School	Manaring Road	C

**HIGHBURY**

D6	Highbury Hotel	Great Southern Highway	B
D7	Highbury General Store (2 <sup>nd</sup> )	Great Southern Highway	C
D8	SITE Highbury Sports Ground (2 <sup>nd</sup> )	Great Southern Highway	C
D9	Trecane House	Great Southern Highway	C
D10	SITE Highbury General Store (1st)	Great Southern Highway	C
D11	Highbury Hall	Burley & Wilson Street	B
D12	SITE Highbury School, Wolwolling School	Wilson Street	C
D13	SITE Highbury Sports Ground (orig)	Highbury East Road	C

**Shire of Narrogin****LOCAL HERITAGE SURVEY 2019**

FINAL DRAFT

D14	Browns House ruins	569 Morcombe Road	C
D15	Burley's Cottage ruin	Narrakine South Road	C
D16	SITE Forestry House	Forestry West Road	C
D17	Noalimba House	Warrens Road	C
D18	SITE Newmans sheep washpool	Narrakinie Gully Warrens Road	C
D19	SITE Mokine Spring Taylor's Soak	Chomley Road	C
D20	SITE Wolwolling House (original)	390 Weise Road	C
D21	Wolwolling House (stone)	414 Weise Road	C
D22	SITE Wolwolling Pool	Weise Road	C

**HIGHBURY EAST**

D23	SITE Cootarring School/Jaloran School	Whinbin Rock Road	C
D24	SITE Gidding's Camp Oven	Whinbin Rock Road	C
D25	Sims grain silos	Rushy Pool Road	C

**HIGHBURY WEST**

D26	John Warrens house dip	Highbury West Road	C
D27	Warrens Flat Rock Sheep dip	Highbury West Road	C
D28	Hurst's Sheep dip	Highbury West Road	C

**MINIGIN**

D29	Rosedale House	Rosedale Road	C
D30	Minigin House	Clayton Road	C
D31	Narrogin West Airfield	Clayton Road	C
D32	SITE Minigin Airfield	Clayton Road	C
D33	SITE Minigin School	Clayton Road	C

**NARROGIN VALLEY**

D34	Hotham River Bridge 0394	Wickepin Road	C
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**NEBRIKINNING**

D35	SITE Nebrikinning School	Nebrikinning Road	C
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**NOMAN'S LAKE**

D36	Nomans Lake Hall	Lake Road	C
D37	SITE Noman's Lake School	Lake Road	C

**OCKLEY**

D38	SITE Wardering Lutheran Church & School	Lange Road	C
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**RUSHY POOL**

D39	SITE Rushy Pool Hall & School	Narrogin Valley Road	C
D40	SITE Muribin Pool stockyards & Oxley survey	Carmody Road	C

**WAINERING**

D41	SITE Wainering School	Wickepin Road	C
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D42	SITE Maylands House	Wickepin Road	C
<b>YILLIMINNING</b>			
D43	Balaling House	Yilliminning Road	C
D44	Cranstoun House	Yilliminning Road	C
D45	SITE original Race track	Yilliminning Road	C
D46	SITE Yilliminning South School & Yilliminning Rock School	Yilliminning Road	C
D47	SITE Yilliminning Hall	Lange Road	C
D48	SITE Yilliminning School	Taylor Road	C

**HERITAGE LIST:****Grades A & B places and proposed Heritage Protection Areas (HPAs)**

An important part of the recognition and understanding of cultural heritage significance of a place, is that some guidance is provided to the owners, managers and statutory authority, to respond to that assessed significance.

Grades have been determined relevant to the assessed level of significance for each place. Implications for each recommendation are also summarised. The Heritage List is subject to the provisions of the Local Planning Policy.

Within the Heritage List groups of places have been identified to be recognised as Heritage Protection Area with guidelines developed specific to those areas.

The following Heritage Protection Areas are proposed:

Town Centre Precinct comprising the identified places in Heritage Protection Areas (HPAs) separately identified in Egerton Street, Federal Street (with a group south of Federal Street to encompass the Railway Institute and Anglican Church, both on the southern corners of the Park Street intersection), and Fortune Street, encompassing those within overarching Town Centre Precinct would allow for some “heritage” control over development in Harris Street and Rowley Street.

Narrogin Railway Heritage (HPA) Protection Area is identified as comprising many sites, and several places are individually listed on the State Register. Further research to identify the curtilage (State Heritage Office has a defined curtilage in their Registration documentation), and the location of the sites to provide interpretation will be a positive outcome.

Groups and single residential places have also been identified as being of significance (some of lesser significance in Grade C list). It would be foresighted to develop special recognition for those places and the discrete identified areas, not particularly included on the heritage list with Local Planning Scheme provisions, but rather a special recognition to applaud the owners without putting restrictions on them, although assessing any developments to those properties would be preferred.

The Heritage List is comprised of:

**Grade A** A place of exceptional cultural heritage significance to Shire of Narrogin and the state of Western Australia, that is either in the Heritage Council of Western Australia's Register of Heritage Places (R) or worthy of consideration for entry into the Register.

A place worthy of recognition and protection through provisions of the Shire of Narrogin's Local Planning Scheme.

Planning application needs to be submitted to Shire of Narrogin for any proposed development. A Heritage Impact Statement may be required.

Planning application referred for heritage comment and background information for HCWA.

The development application needs to be submitted to Heritage Council (HCWA) for support for any proposed development, and Shire of Narrogin cannot approve contrary to HCWA recommendation.

**Recommend:** Maximum encouragement to owners to retain and conserve the place.  
Full consultation with property owner prior to listing.

**Grade B** A place of considerable cultural heritage significance to Shire of Narrogin that is worthy of recognition and protection through provisions of the Shire of Narrogin's Local Planning Scheme.

Planning application needs to be submitted to Shire of Narrogin for any proposed development.

Planning application referred for heritage comment.

**Recommend:** Retain and conserve the place.  
Document the place prior to any development; and, photographic archive report if retention is not possible.

**Residential Grade B** (*proposed*)

A residential place of considerable cultural heritage significance to Shire of Narrogin that is worthy of recognition BUT NOT NECESSARILY by means of the provisions of the Shire of Narrogin's Local Planning Scheme.

Planning application needs to be submitted to Shire of Narrogin for any proposed development.

Planning application referred for heritage comment.

**Recommend:** Retain and conserve the place.  
Document the place prior to any development; and, photographic archive report if retention is not possible.

**PROPOSED HERITAGE LIST**

Ref No	Place name	Address	
3	WESLEY Uniting Church & Hall	1-3 Doney Street	B
4	Coffee Palace (fmr)	2-4 Doney Street	B
6	Cornwall Hotel	12 Doney Street	B
8	Shop and residence	Doney Street (nw cnr Garfield Street)	B
18	St Mathews Catholic Church	Earl Street	B

Egerton Street Heritage Area (HPA)			Level of Contribution to HPA
20	Shop	13 Egerton Street	Little/moderate
21	Shop	17 Egerton Street	Little
22	Bushalla's House (fmr) & shop	20 Egerton Street	Considerable
23	SITE Amusu (Bushalla's)	22 Egerton Street	Site: none
24	West Australian Bank (fmr)	21 Egerton Street	Moderate/considerable
25	Shop	23 Egerton Street	Little
26	6 shops (1904)	28-32 Egerton Street	Little/moderate
27	School Master House (fmr)	27 Egerton Street	Moderate/considerable
28	Soldiers Memorial Institute	29 Egerton Street	Moderate/considerable
29	Ambulance Hall (fmr)	31 Egerton Street	Moderate

30	Narrogin School (fmr)	33-37 Egerton (southwest cnr Earl Street)	A
31	Narrogin Railway Group	Fairway Street	A (4)
34	Residence (2 <sup>nd</sup> Vailima)	15 Falcon Street	
35	Methodist Manse (fmr)	49 Falcon Street	

Federal Street Heritage Area (HPA)			Level of Contribution to HPA
40	Road Board Building (fmr)	43-47 Federal Street (E)	Moderate/considerable
41	2 shops	49-51 Federal Street (E)	Little/moderate
42	Horden Hotel	53-73 Federal Street (E)	Considerable
43	Mackie Park, Memorial Clock, Ladies Rest Centre	75 Federal St	Moderate
44	SITE National Hall	sw cnr Federal (W)	Site: none
45	Duke of York Hotel	34 Federal Street (W)	Moderate
46	Mardoc Building	38-48 Federal (W)	Considerable/exceptional
47	Parry's (fmr)	50-54 Federal Street (W)	Moderate
48	1 shop	56-58 Federal Street (W)	Moderate
49	2 shops	60-64 Federal Street (W)	Little
50	2 shops	66-70 Federal Street (W)	Moderate
51	Canberra Bakery (fmr)	72 Federal Street (W)	Moderate/considerable
52	2 shops	74 Federal Street (W)	Little
53	SITE Agricultural Hall	78 Federal Street (W)	Site: none



54	Narrogin Town Hall	80 Federal Street (W)	exceptional
55	Narrogin Lesser Hall (4 shops)	82 Federal Street (W)	Moderate/considerable
56	Manning's Store (fmr) & palm trees	83 Federal St (cnr Fortune)	Considerable
57	2 story shops	88 Federal Street (W)	Moderate
58	4 shops	100 Federal Street (W)	Little/Moderate
59	Union Bank (fmr)	104 Federal Street (nw cnr)	Considerable
60	Railway Institute (1959)	105 Federal Street (se cnr)	Moderate/considerable
61	Anglican Church	106 Federal Street (sw cnr)	Moderate/considerable

67	Butter factory Manager's (fmr)	172 Federal Street	A
68	Butter factory (fmr)	174 Federal Street	A
69	Railway Loco Sheds	175 Federal Street	A
70	Municipal Power House (fmr)	Forrest Street	

Fortune Street Heritage Area (HPA)			Level of Contribution to HPA
71	AMP (fmr)	1 Fortune Street (Fairway)	Considerable/exceptional
72	Shop	8 Fortune cnr Rowley St)	Little
73	Shop	17 Fortune Street	Moderate
74	2 shops /2 storey	19 Fortune Street	Little
75	TLE	20 Fortune Street	Little/no
76	Observer Building	21 Fortune Street	Moderate/considerable
77	Post Office	22 Fortune Street	A Considerable
78	Shop	23 Fortune Street	Little/no
79	National Bank	25 Fortune Street	A Considerable
80	Shop	26 Fortune Street	Moderate/considerable
81	2 shops	28 Fortune Street	Little/Moderate
82	Commonwealth Bank	29 Fortune Street	A Considerable/exceptional
83	Baptist Church (fmr)	31 Fortune Street	Considerable
84	Narrogin Trading Co (fmr)	32 Fortune Street	Considerable
85	2 shops	40 Fortune Street	Little/Moderate
86	Shop	48 Fortune Street ( cnr Earl)	Little/Moderate

87	Masonic Lodge	41 Fortune Street	
88	Narrogin Club	45 Fortune Street	
89	Convent (fmr)	59 Fortune Street	
103	Railway House	2 Hale Street	A
104	Railway House	4 Hale Street	A
105	Railway House	6 Hale Street	A
106	Royal Hostel (fmr)	2 Hansard Street	
107	Residence (Palmhaven)	9 Havelock Street	

**Shire of Narrogin****LOCAL HERITAGE SURVEY 2019**

FINAL DRAFT

108	Residence (Wahroinga)	13 Havelock Street	
109	Residence (Mrs Yeats)	14 Havelock Street	
110	Residence (Ennis)	17 Havelock StreetB	
111	Residence (1 <sup>st</sup> Vailima Hospital)	18 Havelock Street	
112	Residence Fleay	31 Havelock Street	
113	Residence	24 Homer Street	
114	Residence	25 Homer Street	
115	Residence	27 Homer Street	
116	Residence (Carinya)	28 Homer Street	
117	Residence	29 Homer Street	
118	Residence	36 Homer Street	
124	MRD Migrant Camp (fmr)	Mokine Road	A
127	CWA Hall	12 Park Street	
129	War Memorial Park & Pavillion	Williams Road	A
130	Residence (Nurse Ness's Hospital)	6 Williams Road	
131	Residence	8 Williams Road	
132	Residence (Roseneath)	14 Williams Road	
133	Residence *Dr Jacobs (cnr Glyde)	20 Williams Road	
134	Residence (Lavater's)	23 Williams Road ( cnr 65 Fortune Street)	
135	Residence	28 Williams Road	
136	Residence	30 Williams Road	
137	Residence	38 Williams Road	
139	Narrogin Regional Hospital GROUP	Williams Road	A

**District Places****DRYANDRA**

D3	<del>Manager's house BN 382</del>	<del>CALM Dryandra</del>	<del>A</del>
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**HIGHBURY**

D6	Highbury Hotel	Great Southern Highway
D11	Highbury Hall	Burley & Wilson Street

**GRADE C PLACES AND SITES**

1	SITE 1 <sup>st</sup> Aerodrome/Golf Course	Bannister Road
2	SITE Carabin	Clayton Road
5	House	6 Doney Street
7	Conference Hall	Doney Street (opposite Garfield Street)
9	SITE Empire Hall	Doney Street
10	SITE Chinese laundry	Doney Street
11	House	36 Doney Street
12	Golf Club	Earl Street
13	SITE Pottery works	Earl Street
14	SITE Moss Park	Earl Street
15	SITE Wayside Inn	Earl Street
16	Police Station& courthouse complex	Earl Street
17	Shire of Narrogin Office & Council	Earl Street
19	SITE Presbyterian Church	Earl Street (nw cnr Fathom Street)
32	SITE Gt Southern Roller Mill	Fairway Street
33	SITE Unemployed Mens Camp	Fairway Street
36	Houses	57 Falcon Street (representing 53, 55, 57)
37	SITE School house 1 <sup>st</sup>	26 Federal Street
38	Mill factory	29 Federal Street
39	SITE Town well	37 Federal Street
62	Residence	110 Federal Street
63	Narrogin Club (fmr)	112 Federal Street
64	Infant Health Clinic	113 Federal Street
65	Residence	114 Federal Street
66	Residence	156 Federal Street
90	SITE ST Georges Baths	Fox Street
91	7 <sup>th</sup> Day Advent Church	Furnival Street
92	Scout Hall	Furnival Street
93	House	16 Furnival Street (nw cnr Earl)
94	House	Earl Street (se cnr Furnival Street)
95	House	53 Furnival Street (se cnr Floreat Street)
96	Observer Print Office (fmr)	Glyde Street
97	SITE Doll factory	18 Glyde Street
98	4 Aboriginal Transitional houses	1552 Granite Street

99	SITE no. 25 Inland Aviation Fuel	Granite Road
100	Narrogin High School & Hostel	Gray Street
101	Sheds	Gregory Street
102	SITE Dodd's 1 <sup>st</sup> house	Gt Southern H'way
119	SITE Dr Mackies house	26 Johnston Street
120	Church (Latter Day Saints)	66 Kipling Street
121	SITE Newton House Gnarojin Park	Kipling Street
122	North East Precinct:	
	SITE 1 <sup>st</sup> Aboriginal Townhouse	73 Fox Street
	House	41 Kipling Street
	House	53 Kipling Street
	House	91 Kipling Street
	House	6 Hillman Street
	House	67 Northwood Street
	House	77 Northwood Street
123	Lutheran Church	33 Lock Street
125	Railway Dam	Mokine Road
126	House (rectory)	9 Park Street (behind Anglican Church)
128	Forestry Cottage 724	5 Wald Street
138	Narrogin Primary School	Williams Road
140	SITE Old Chinaman's Garden	Williams Road
141	Town reservoir	Williams Road
142	SITE Experimental Farm	Williams Road

**District Places**

**BOUDAIN**

D1	SITE Boudain School	Yilliminning Road
D2	SITE Narrogin East Airfield	Yilliminning Road

**GEERAYLING**

D4	Carnegie House	Williams Road
D5	SITE Geerlalying School	Manaring Road

**HIGHBURY**

D7	Highbury General Store (2 <sup>nd</sup> )	Great Southern Highway
D8	SITE Highbury Sports Ground (2 <sup>nd</sup> )	Great Southern Highway
D9	Trecane House	Great Southern Highway
D10	SITE Highbury General Store (1 <sup>st</sup> )	Great Southern Highway
D12	SITE Highbury School, Wolwolling School	Wilson Street

D13	SITE Highbury Sports Ground (orig)	Highbury East Road
D14	Browns House ruins	569 Morcombe Road
D15	Burley's Cottage ruin	Narrakine South Road
D16	SITE Forestry House	Forestry West Road
D17	Noalimba House	Warrens Road
D18	SITE Newmans sheep washpool	Narrakinie Gully Warrens Road
D19	SITE Mokine Spring Taylor's Soak	Chomley Road
D20	SITE Wolwolling House (original)	390 Weise Road
D21	Wolwolling House (stone)	414 Weise Road
D22	SITE Wolwolling Pool	Weise Road

#### **HIGHBURY EAST**

D23	SITE Cootarring School/Jaloran School	Whinbin Rock Road
D24	SITE Gidding's Camp Oven	Whinbin Rock Road
D25	Sims grain silos	Rushy Pool Road

#### **HIGHBURY WEST**

D26	John Warrens house dip	Highbury West Road
D27	Warrens Flat Rock Sheep dip	Highbury West Road
D28	Hurst's Sheep dip	Highbury West Road

#### **MINIGIN**

D29	Rosedale House	Rosedale Road
D30	Minigin House	Clayton Road
D31	Narrogin West Airfield	Clayton Road
D32	SITE Minigin Airfield	Clayton Road
D33	SITE Minigin School	Clayton Road

#### **NARROGIN VALLEY**

D34	Hotham River Bridge 0394	Wickepin Road
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#### **NEBRIKINNING**

D35	SITE Nebrikinning School	Nebrikinning Road
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#### **NOMAN'S LAKE**

D36	Nomans Lake Hall	Lake Road
D37	SITE Noman's Lake School	Lake Road

#### **OCKLEY**

D38	SITE Wardering Lutheran Church & School	Lange Road
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#### **RUSHY POOL**

D39	SITE Rushy Pool Hall & School	Narrogin Valley Road
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D40 SITE Muribin Pool stockyards & Oxley survey Carmody Road

**WAINERING**

D41 SITE Wainering School Wickepin Road

D42 SITE Maylands House Wickepin Road

**YILLIMINNING**

D43 Balaling House Yilliminning Road

D44 Cranstoun House Yilliminning Road

D45 SITE original Race track Yilliminning Road

D46 SITE Yilliminning South School & Yilliminning Rock School Yilliminning Road

D47 SITE Yilliminning Hall Lange Road

D48 SITE Yilliminning School Taylor Road

The 2019 Local Heritage Survey is review of the former Town of Narrogin's heritage inventory of town places, and the former Shire of Narrogin's heritage inventory of district places. The amalgamation of the heritage records in response to the 2016 formation of the current Shire of Narrogin.

The 2019 Local Heritage Survey reiterates the considerable significance of the rich heritage and history of Narrogin's town and districts, and will provide strategic guidance to conserve those places of assessed as having a high level of cultural significance.

## **PLACE RECORDS**

Town places numbered 1-142

District places numbered D1-D48

The place records are presented as numbered in order with town places in street alphabetical order and then district places in alphabetical order of the districts.

There are some gaps that can hopefully be filled with the community consultation and active interest and input, and, a guide to be able to identify the places that were not able to be located, particularly in the district, despite two days of driving.

### 10.1.2 APPLICATION FOR PLANNING CONSENT – HAIRDRESSER AT LOT 2 (No. 40) FEDERAL STREET, NARROGIN

File Reference	A167000
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Miss Sarah Ducker
Previous Item Numbers	Nil
Date	12 July 2019
Author	Eric Anderson – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Location Plan 2. Application for Planning Consent	

#### Summary

This report recommends that Council use the discretion afforded to it under clause 6.3.1 of the Former Town of Narrogin –Town Planning Scheme (FT-TPS) No. 2, to waver statutory advertising of the Application for Planning Consent submitted by Miss S. Ducker for the use of a Hairdresser at Lot 2 (No. 40) Federal Street, Narrogin, and that Council proceed to conditionally approve the proposal.

#### Background

On 5 July 2019, the Shire of Narrogin received an Application for Planning Consent for a proposed Hairdresser at Lot 2 (No. 40) Federal Street, Narrogin. The subject property has an area of 905m<sup>2</sup> and is near the intersection of Federal Street and Egerton Street. The proposal is to utilise one of the existing shop fronts on the ground floor of the building. The subject property is also noted as being on the State Heritage Register (Place No. 1811). The proposed works are mainly cosmetic (ie internal fitout) with the exception of the installation of a new sink. As the external appearance will remain the same and no construction is taking place it is not deemed necessary to refer the matter to the State Heritage Office.

#### Comment

The proposed use of a Hairdresser can best be classified as a “Service Premises” under the FT-TPS No. 2. Under the aforementioned scheme, the use of “Service Premises” is classified as a PS within the Central Business Zone, meaning that:

*“a use that is not permitted unless special approval to it is given to the Council 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.”*



Clause 6.3.1 of the (FT-TPS) No. 2 states that;

*“The Council shall in the case of an application for permission to carry on a use marked AP in the Development Table and may in the case of an application for permission to carry on a use marked PS in the Development Table or in any other case in which application is made for its approval give notice of the application in accordance with the provisions of this Clause.”*

The above clause means that Council must advertise proposals for AP uses but Council has the discretion and may advertise proposals for PS uses. It is the Officer’s recommendation that Council consider using the discretion afforded to it by the above clause and consider waiving statutory advertising on the following grounds:

1. The proposed change in use is from a retail (florist) to a service premises and both fit under the same broader genus of retail activity and customer service.
2. The intended use is consistent with the amenity of the area as there is several other hairdressers on Federal Street.
3. The applicant is not proposing any structural alterations to the building.
4. The use will predominantly be for services that should not cause any nuisance to the surrounding businesses.

#### Parking

Under the Development Table, one (1) parking bay is required per 33m<sup>2</sup> of gross floor area. The dimensions of the store provided by the applicant are 14.2m in depth and a 5.6m frontage (79.52m<sup>2</sup>). Based on the estimated floor area 2.4 parking bays (2 rounded to nearest whole number) will be required. Council has the authority to grant a 50% variation (reduction) to parking. Given the location of the property in the Central Business District zone, the provision of on street parking on Federal Street/ Egerton Street and that there is only one hairdresser proposed to operate in the business (at present), it is recommended that Council support the 50% reduction in parking.

A site inspection undertaken on 12 July 2019 identified the parking at the rear of the property does not allow for the ease of vehicle access and egress as the parking bays are orientated bumper to bumper. It is the Officer’s recommendation that a condition of approval be included requiring the applicant provide a car parking plan detailing how parking and landscaping will be provided on site for at least one car bay.

#### **Consultation**

The item was discussed with the Shire’s Building Surveyor, Environmental Health Officers and Executive Manager Development and Regulatory Services.

A site visit to the rear of the property was conducted on 12 July 2019 by the Shire’s Planning Officer.

#### **Statutory Environment**

Former Town of Narrogin – Town Planning Scheme No. 2

## Policy Implications

Nil

## Financial Implications

An application for Planning Consent fee to the value of \$147 had been paid to the Shire of Narrogin.

## Strategic Implications

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:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business

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 1 OF 2

That, with respect to the Application for Planning Consent – Hairdresser at Lot 2 (No. 40) Federal Street, Narrogin, Council support the wavering of the advertising of the subject proposal by the authority and discretion afforded to it by Clause 6.3.1 of the Former Town of Narrogin – Town Planning Scheme No. 2, for the following reasons:

1. The proposed change in use is from a retail (florist) to a service premises and both fit under the same broader genus of retail activity and customer service;
2. The intended use is consistent with the amenity of the area as there are several other hairdressers on Federal Street;
3. The applicant is not proposing any structural alterations to the building;
4. The use will predominantly be for services that should not cause any nuisance to the surrounding businesses.

## **OFFICERS' RECOMMENDATION 2 OF 2**

That, with respect to the Application for Planning Consent – Hairdresser at Lot 2 (No. 40) 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. Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.
5. A signage application is required to be submitted to the Shire of Narrogin should the applicant wish to erect signage on the abovementioned property.
6. A car parking plan, detailing the required minimum car parking bay, is to be lodged within six (6) months of the date of the approval, detailing how the existing parking at the rear of the property is to be designed to allow safe traffic management to the satisfaction of the Chief Executive Officer.





# PLANNING CONSENT



Shire of  
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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

## APPLICATION FOR PLANNING CONSENT

TOWN PLANNING SCHEME NO.2  
DISTRICT SCHEME

<b>Shire of Narrogin RECEIVED</b>	
Directed to	<u>ETC</u>
<b>05 JUL 2019</b>	
Ref No	<u>10A1917743</u>
Property File	<u>A167000</u>
Subject File	
Ref	

Name of Applicant	<u>Sarah Ducker</u>
Correspondence Address	<u>42 Federal street</u>

I hereby apply for planning consent to:

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

Existing use of land	
Approximate cost of proposed development	<u>\$ 4,000</u>
Estimated time of completion	<u>15-7-19</u>
No of persons to be housed / employed after completion	<u>one</u>

## TITLE OFFICE DESCRIPTION OF LAND

### LOCALITY PLAN

House No		Lot No		Location No	<u>42</u>
Plan or Diag		Street Name	<u>Federal</u>		
Certificate of Title	Volume: _____			Folio: _____	

### LOT DIMENSIONS

Site area		Square metres
Frontage	<u>5.6m</u>	Metres
Depth	<u>14.2m</u>	metres

### AUTHORITY

Applicant's Signature	<u>Sarah Ducker</u>	Date	<u>2-7-2019</u>
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**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 4/7/19

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

### 10.1.3 BOUNDARY ENCROACHMENT – LOT 1 (NO. 34) PARRY COURT, NARROGIN

File Reference	A334400
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Chris and Lisa Fleay
Previous Item Numbers	Nil
Date	11 July 2019
Author	Azhar Awang– Executive Manager Development and Regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Locality Plan 2. Plan of Property Encroachments	

#### Summary

Council's consideration is requested in regard to the property encroachment of Lot 1 No. 34 Parry Court, Narrogin over Reserve 20605 vested in the former Town of Narrogin for the purposes of "Recreation and Parkland" and Reserve 37119 also vested in the former Town of Narrogin as Pedestrian Access Way (PAW).

#### Background

A building approval was issued by the former Town of Narrogin in April 1985 for the construction of a new residential dwelling at the then Lot 1609 Parry Court, Narrogin. The approved plan showed the boundary setback to be 1.5m from the south boundary and approximately 9m to the front of the boundary with the main access via Parry Court. Although the approved plan showed the southern boundary to be setback 1.5m, in reality this was not reflected on the property.

In December 1995, the previous property owner amalgamated former Lot 1609 and Lot 651 to create the current Lot 1 with a total combined area of 3,446m<sup>2</sup>.

In May 2001, Chris and Lisa Fleay brought the property at Lot 1 No. 34 Parry Court, Narrogin. The property adjoins, residential properties to the north, Narrakine Road Reserve to the west, Reserve 20605 to the south of the property, Parry Court Road Reserve and Reserve 37119 PAW to the east.

In January 2003, the former Department of Land Administration wrote to the local Land Surveyor querying an encroachment over Reserves 20605 and 37119 that he came across whilst undertaking survey works in the area. The Department provided two options to the Land Surveyor, as follow, in dealing with this matter:

1. To contact the property owners (Lot 1) highlighting the encroachment over two reserves vested with the former Town of Narrogin and to discuss the possible options. This includes the property owner formally approaching the former Town of Narrogin in writing with a proposed plan showing

the extent of the encroachment and to register an expression of interest to purchase the land from the Crown.

2. For the land surveyor to contact the former Town of Narrogin and inform them of the encroachment and for the former Town to follow up with the property owner.

Shire records do not show that the matter was pursued further.

On 15 March 2018, the Shire's Planning Services was made aware of the situation regarding the encroachment and wrote a letter to the property owners highlighting the boundary encroachment. An email was also sent to the Department of Planning Land and Heritage (DPLH) regarding the issue.

On 19 April 2018, the DPLH responded via email on its position on encroachments on Crown Land:

- Owners must develop within the boundaries of their lot and should not propose or build structures which encroach over Crown Land.
- All encroachments on Crown Land require removal or appropriate tenure.
- An encroachment constructed on Crown Land without the Minister for Lands' permission will be treated as an offence under s.267 of the Land Administration Act 1997 (LAA).

On 24 May 2019, the Shire's Planning Services wrote another letter to the property owners as to the status of this encroachment.

On 30 May 2019, the property owners responded via email stating that when they purchased the property in 2001 they were not aware of the boundary encroachments until informed by the Local Licensed Surveyor. The property owners also advised that they were in close liaison with the Shire's Planning Services on receiving the initial letter back in 2018 and that the Shire was waiting for the response from the DPLH as to what course of action they wish to pursue, either for the Shire to consider the proposal or for the DPLH to deal direct with the property owners.

At the writing of this report no response has been received from the DPLH.

## Comment

### Zoning

Under the former Town of Narrogin Town Planning Scheme No. 2, Lot 1 Parry Court, Narrogin is zoned 'Single Residential' with an 'R12.5' density coding. Reserve 20605 (Foxes Lair) is zoned 'Recreation' and vested to the former Town of Narrogin as a Class 'A' reserve for the purposes of 'Recreation and Parkland'. Reserve 37119 is a Pedestrian Access Way (PAW) under the ownership of the former Department of Planning and Infrastructure.

Any amalgamation of land from the Reserves will require a Scheme Amendment to be undertaken to reflect the Residential zoning of the area. Due to the small area (total of 165m<sup>2</sup>) of parcel of land to be amalgamated. If it is approved, the required rezoning should be undertaken as part of the review of the Shire of Narrogin Draft Town Planning Scheme No. 3.



### Encroachments

The area of encroachments involved two parcels of land.

The first is the parcel of land to the south of the property which abuts Reserve 20605 Class 'A' Reserve. An approximate total area of 135m<sup>2</sup> encroached into this Reserve which includes a water tank, gazebo, landscape areas and fencing.

Reserve 20605 is Crown Land and will require the approval from the Minister of Land.

Part 4, section 42 – Class A reserves, creating, changing etc. of the Land Administration Act 1997, outlines the process and the requirement for the Minister's approval.

The second parcel of land is to the east of the property with a total area of approximately 30m<sup>2</sup> that encroaches over Reserve 37119 which is a dedicated PAW. The area of encroachment comprises of mainly landscaped area and property fencing to the front of the property. The PAW currently provides access to Parry Court and Reserve 20605.

This parcel of land is owned by the former Department of Planning and Infrastructure. Section 152 of the Planning and Development Act 2005 provides the provision for dealing with the purpose of the reserve.

Section 87 of the Land Administration Act 1997 deals with the sale of Crown Land for amalgamation with adjoining land as required for this proposal. This section also deals with the closure of Pedestrian Access Way. The intent is to excise approximately 30m<sup>2</sup> of the PAW and amalgamate this into Lot 1.

In the event that the Council and the DPLH support the excision of the Crown Land, there will be a cost associated with the formalisation of the property encroachments including the purchase of the land, survey works and land transfer. The costs associated with the purchase of the land will be advised by the DPLH as part of this process. In terms of the survey works the property owners will need to appoint a licensed Land Surveyor for the survey works and the processing of the transfer of land at the property owner's cost.

As pointed out by DPLH under section 267 of the Land Administration Act 1997, it is an offence for an encroachment constructed on Crown Land without the Minister for Land's permission. Property owners must develop within their boundaries of their lot and that any encroachments on the Crown Land are to be removed or appropriate tenure.

The encroachments occurred prior to the current property owners purchasing the land and from that date onwards no other buildings or structures had encroached over the current building line notwithstanding that the property fence line to the southern and eastern portion, is not the true property boundary.

The area of encroachment is well fenced and contained and does not adversely impact the abutting reserves.

On this basis it is recommended that the encroachments be formalised by supporting the excision of Reserve 20605 and Reserve 37119, and amalgamated into Lot 1 Parry Court, Narrogin.

### **Consultation**

- Officers from the Department of Planning Land and Heritage
- Chris and Lisa Fleay, the property owners of Lot 1 Parry Court, Narrogin.

## Statutory Environment

The Planning and Development Act 2005 – section 152 deals with reserve purpose.

The Land Administration Act 1997 - section 87 deals with the closure of the PAW and amalgamation of Crown Land. Section 42 deals with class A reserve.

Former Town of Narrogin Town Planning Scheme No. 2.

## Policy Implications

Nil

## Financial Implications

There may be costs incurred associated with the proposal such as officers' time in administering the process including advertising and notification to the relevant agencies. The cost of advertising and acquisition are estimated to be less than \$5,000, to which these will be recovered from 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:	3.1	A preserved natural environment
Strategy:	3.1.1	Conserve, enhance, promote and rehabilitate the natural environment

## Voting Requirements

Simple majority

## **OFFICERS' RECOMMENDATION**

That, with respect to the property encroachments of Lot 1 Parry Court , Narrogin over Reserve 20605 (Crown Land – Class A Reserve) and Reserve 37119 (Pedestrian Access Way), Council:

1. Write to the Department of Planning Land and Heritage and advise them of the alleged property encroachments;
2. Advise the Department of Planning Land and Heritage it supports the excision of Reserve 20605 and Reserve 37119 and amalgamated to Lot 1 Parry Court, Narrogin so as to formalise the property encroachments;
3. Recommend that the applicant engage a licensed Land Surveyor to prepare a survey diagram of the encroachment for submission to the Department of Planning Land and Heritage for its consideration;
4. Advise the applicant that should they not wish to proceed with the land acquisition, they will be required to remove all structures from the reserves;
5. Advise the applicant, that all building set backs from the new side boundary shall be 1.5m in accordance with the former Town of Narrogin Town Planning Scheme No. 2;
6. Advise the applicant that costs (other than Shire administration) associated with land acquisition and advertising shall be borne by the property owner.









Property Encroachments

#### 10.1.4 APPLICATION FOR PLANNING CONSENT – OUTBUILDING (GLIDING ‘T’ HANGARS) AT LOT 8 (No. 2194-2202) CLAYTON ROAD, MINIGIN

File Reference	File No A391
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Narrogin Gliding Club
Previous Item Numbers	Nil
Date	15 July 2019
Author	Eric Anderson – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Application for Planning Consent	

#### Summary

Council's consideration is requested in regard to the Application for Planning Consent submitted by the Narrogin Gliding Club for the proposed outbuildings (Gliding ‘T’ Hangers) at Lot 8 (No. 2194-2202) Clayton Road, Minigin.

#### Background

On 21 May 2019, the Shire of Narrogin received an Application for Planning Consent for proposed outbuildings (Gliding ‘T’ Hangers) at Lot 8 (No. 2194-2202) Clayton Road, Minigin. The subject property has an approximate area of 23.496ha. The proposal is to construct two adjoining hangers and to remodel two of the existing hangers to add one fuselage compartment and one wing compartment, to allow for an extra two gliders. The wing compartments of the new gliding shelters are 7m long, 1.5m high and 2m deep. The fuselage compartments of the new gliding shelters are 4m long and 2.4m high. All new and existing gliding shelters are orientated as such so that the wings overlap to reduce the overall bulk.

#### Comment

##### Zoning

The subject property is reserved for the purpose of ‘Public Purpose’ under the Former Shire of Narrogin – Town Planning Scheme (FS-TPS) No. 2. Under Clause 2.2 the following are matters to be considered by Council when considering an application for which the subject property is reserved:

*“Where an application for planning approval is made with respect to land within a reserve, the Council shall have regard to the ultimate purpose intended for the reserve and the Council shall, in the case of land preserved for the proposes of a public authority, confer with that authority before granting it’s approval”.*

It is noted that the subject property is owned freehold by the Shire of Narrogin and not vested with or managed by a public authority. It is the Officer's opinion that the proposal is consistent with the intended purpose of the land which is for the use of the Narrogin Gliding Club for aeronautical activities.

#### Tenure

At the Ordinary Council Meeting held on 22 August 2018, an Application for Planning Consent for a proposed aircraft hangar was presented to Council whereby it resolved as follows:

*"That, with respect to the Application for Planning Consent for an Outbuilding (Aircraft Hangar) at Lot 1 (No. 2194-2202) Clayton Road, Minigin, Council request the Chief Executive Officer to commence negotiating the renewal of the lease of the Narrogin Airstrip for a further term of up to 21 years, with the final document subject to Council approval".*

Since that meeting the lease has been negotiated and was re-presented to Council at the Ordinary Council Meeting held on 27 February 2019. Council at that meeting resolved as follows:

*"That, with respect to the renewal of the Narrogin Gliding Club and the Narrogin Flying Club Leases, Council:*

- 1. Endorse the Narrogin Gliding and Flying Club leases as presented at Attachments 1 & 2 subject to 11.8 being amended to make it clear that the lessees have responsibility for painting of internal and external surfaces at their cost and replacing the word 'will' with the word 'with' in clause 11.8 (2)(c).*
- 2. Authorise the Chief Executive Officer to make minor amendments if required, to both leases, prior to both parties, signing the leases.*
- 3. Subject to part 2, authorise the Shire President and Chief Executive Officer to sign and affix the Shire's Common Seal to the Leases as presented at Attachments 1 & 2".*

As the new lease is scheduled to commence on 1 October 2019 for a period of 21 years there should be no issues with the tenure.

#### Referral

Email correspondence was sent to a representative of the Narrogin Flying Club on 15 July 2019 inviting comments. On 15 July 2019 comments were received stating that *"This all looks fine to me and the Narrogin Flying club has no issues with these developments"*.

#### Height, Scale & Location

The Officer supports the proposal as presented for the following reasons:

- The proposed structures are consistent with the form and layout of existing structures;
- The proposed new hangars are set back 36.35m from the primary street frontage;
- The proposed new hangars are consistent in the finish and materials used to the existing structures;
- The proposed structures are designed to allow the glider wings to overlap; and
- The proposed structures comply with the adopted height and setback of the Narrogin Airport Master Plan (2013) and associated Obstacles Surfaces Plan.

## Consultation

The item was sent to a representative of the Narrogin Flying Club for comment on 15 July 2019 and there were no objections raised to the proposed development.

## Statutory Environment

Former Shire of Narrogin – Town Planning Scheme No. 2

## Policy Implications

Nil

## Financial Implications

An application for Planning Consent fee to the value of \$147 has been paid to the Shire of Narrogin.

## Strategic Implications

The proposal is consistent with the objectives of the Shire's adopted Narrogin Airport Master Plan (2013).

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.2	Increased Tourism
Outcome:	1.3	An effective well maintained transport network
Strategy:	1.3.2	Review and implement the Airport Master Plan

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 – Outbuilding (Gliding 'T' Hangars) at Lot 8 (No. 2194-2202) Clayton Road, Minigin, Council approve the application 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. 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 drainage run-off associated with the development shall be contained on site or connected to the Council's storm water drainage system to the satisfaction of the Chief Executive Officer.
5. The proposed outbuilding is for the storage of aircraft and associated equipment only and shall not be used for commercial or habitation purposes.
6. Construction of the outbuilding shall be kept clear from all service connections.
7. The building materials and colours used shall match existing buildings on the lot and are to be non-reflective.

## APPLICATION FOR PLANNING CONSENT



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(FDRS005)

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PO Box 1145  
Narrogin WA 6312

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enquiries@narrogin.wa.gov.au

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

TOWN PLANNING SCHEME NO.2  
DISTRICT SCHEME

Name of Applicant	Narrogin Gliding Club
Correspondence Address	48/57 Beach St Fremantle
Applicant Phone Number	
Applicant email	

I hereby apply for planning consent to:

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

Existing use of land	gliding club at Narrogin Airfield
Approximate cost of proposed development	\$12000
Estimated time of completion	two years
No of persons to be housed / employed after completion	none

## TITLES OFFICE DESCRIPTION OF LAND

## LOCALITY PLAN

Lot No	House No	Street Name	CLAYTON ROAD NARROGIN 6312			
Location No	Plan or Diag	Certificate of Title	Volume:	Folio:		

## LOT DIMENSIONS

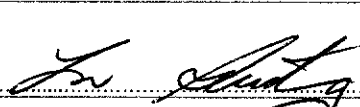
Site area	20855 (APPROX)	Square metres
Frontage	233	Metres
Depth	99	metres

## AUTHORITY

Applicant's Signature 	TREASURER	Date 21/05/2019
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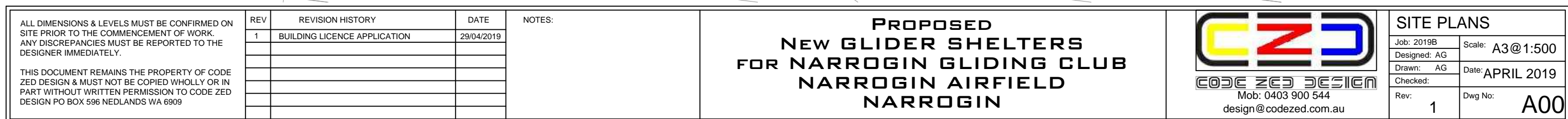
NOTE: WHERE THE APPLICANT IS NOT THE OWNER, THE OWNER'S SIGNATURE IS REQUIRED.

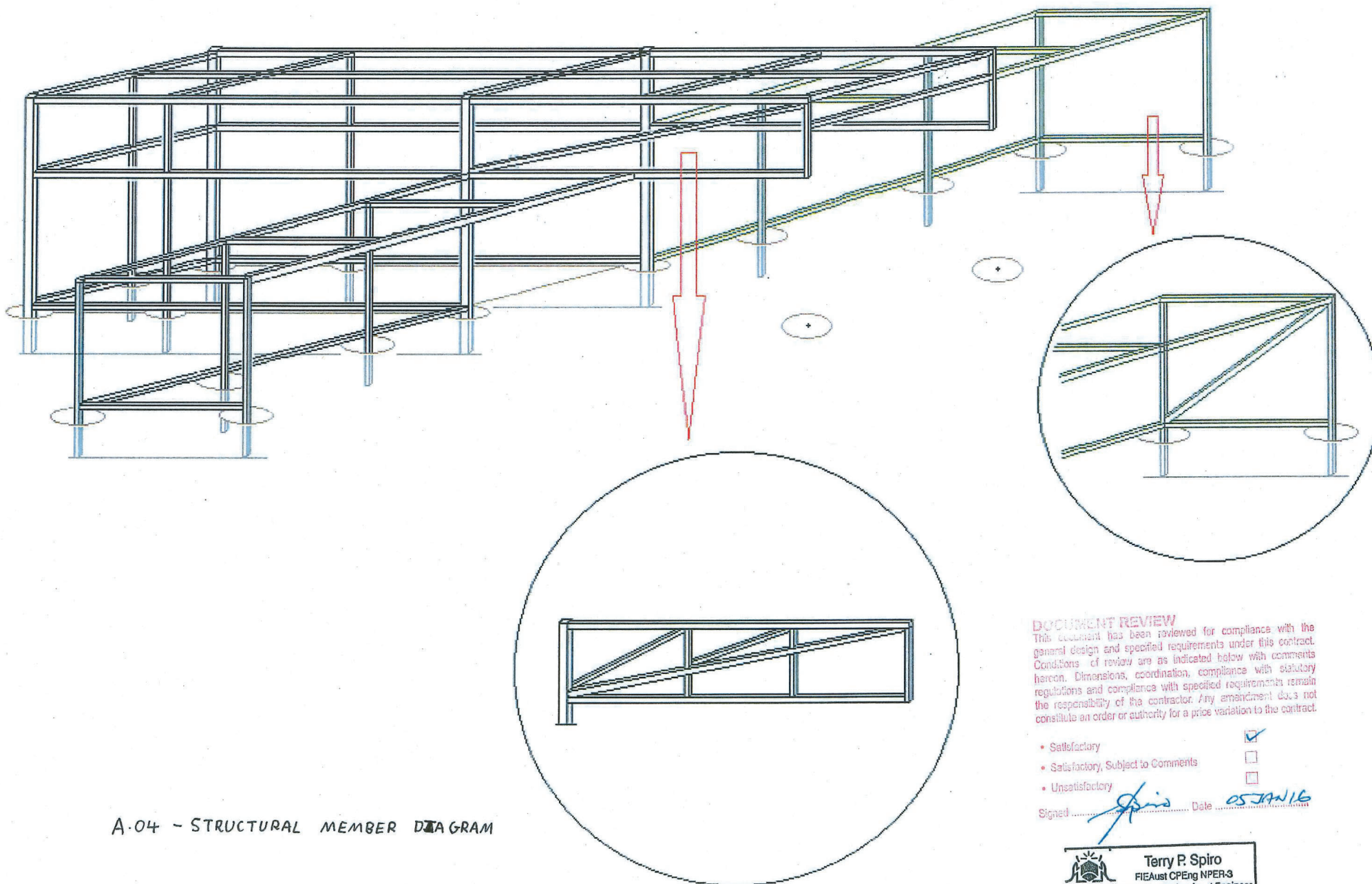
NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.

Owner's Signature  PRESIDENT	Date 21/5/2019
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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 OVER.

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A-04 - STRUCTURAL MEMBER DIAGRAM

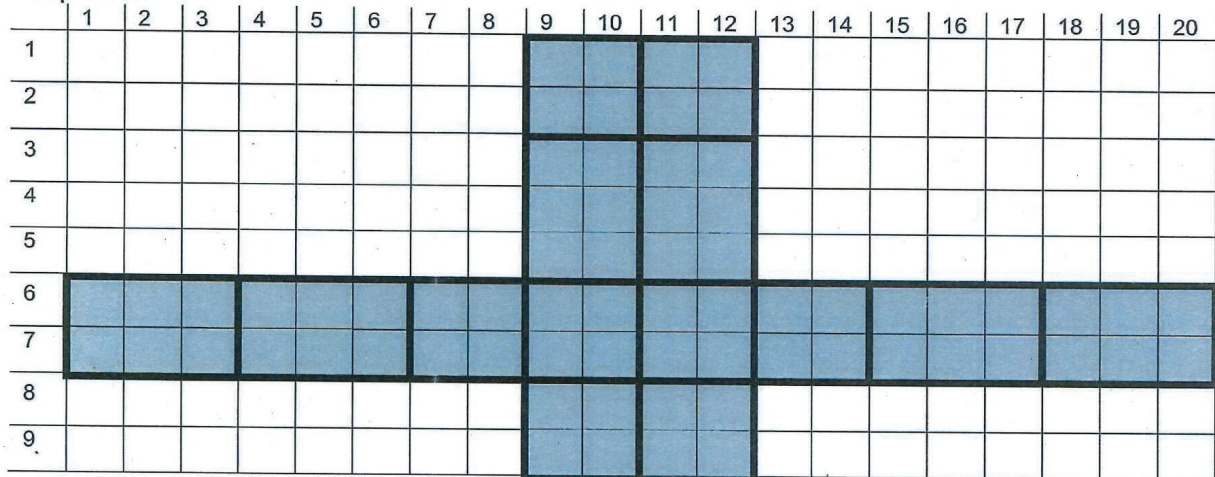
**DOCUMENT REVIEW**  
 This document has been reviewed for compliance with the general design and specified requirements under this contract. Conditions of review are as indicated below with comments hereon. Dimensions, coordination, compliance with statutory regulations and compliance with specified requirements remain the responsibility of the contractor. Any amendment does not constitute an order or authority for a price variation to the contract.

• Satisfactory ☒  
 • Satisfactory, Subject to Comments ☐  
 • Unsatisfactory ☐  
 Signed Terry P. Spiro Date 05 JAN 16

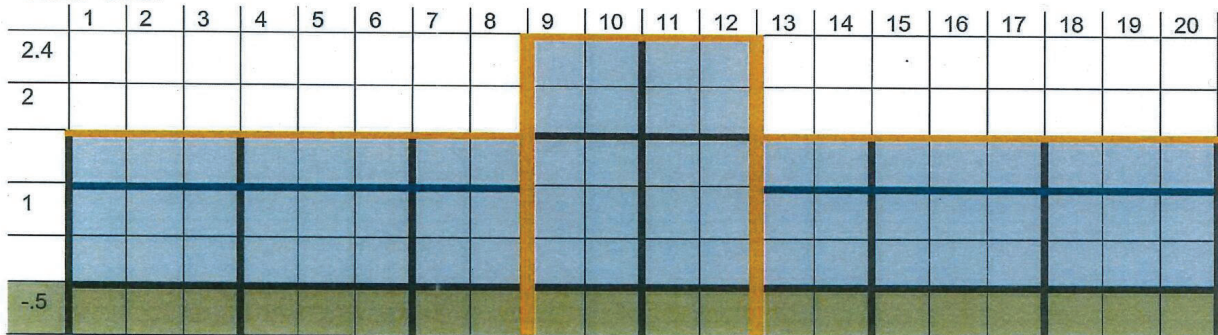




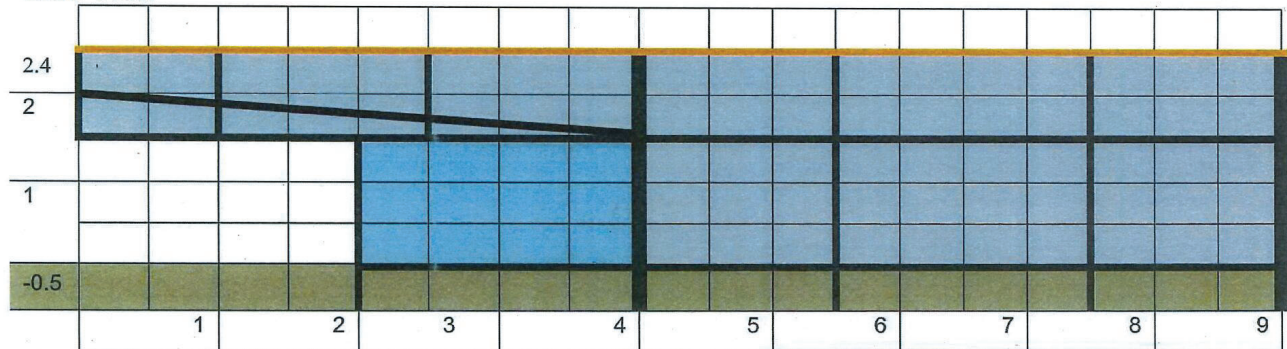
Top View



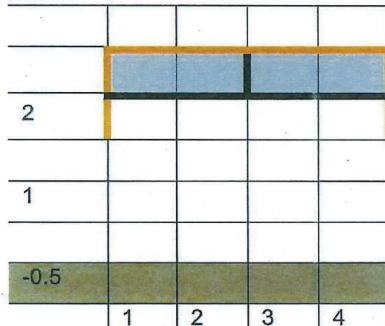
Rear View



Side View



Front View



**DOCUMENT REVIEW**

This document has been reviewed for compliance with the general design and specified requirements under this contract. Conditions of review are as indicated below with comments hereon. Dimensions, coordination, compliance with statutory regulations and compliance with specified requirements remain the responsibility of the contractor. Any amendment does not constitute an order or authority for a price variation to the contract.

- Satisfactory ☒
- Satisfactory, Subject to Comments ☐
- Unsatisfactory ☐

Signed Terry P. Spiro Date 05 JAN 16



Tube

A-05 - CONSTRUCTION DETAILS

Location	length	Number	Attach	Hole	Sheets
Roof	4m	8	6w 26b		12 x 4m
	5m	3			22 x 2m
wing roof	8m	4	4w 40b		
	2m	6			
Side	5m	2	8w 58b	6	14 x 2.4m
	4m	2			12 x 1m
	3m	4			
	2m	6			
	1m	4			
Post 75x75x2.5	3m	4			
Wing End	2m	4	4w 8b	2	6 x 1.5m
	3m	2			
Wing rear	8m	2	16b	6	22 x 1.5m
	2m	6			
Rear	3m	1	16b	1	6 x 2.4m
	2m	4			
Front	4m	1	8b		6 x 0.5m
	0.5m	1			

Summary	Sheets Length
<b>Patio Tube Length</b>	0.5m x 6
(76x38x1.6)	1m x 12
0.5m x 1	1.5 x 28
1m x 4	2m x 22
2m x 26	2.4m x 20
3m x 7	4m x 12
4m x 11	<b>197ZL 2,167</b>
5m x 5	
8m x 6	<b>Finishing angle 50x50</b>
<b>238.5PT 1,640</b>	2m x 2
	<b>88.8A 1,231</b>
<b>Post 75x75x2.5 = 4 @ 3m</b>	
<b>Post Screws 344</b>	
<b>Sheet Screws 500</b>	
<b>Brackets 172</b>	

Bracket = 60mm x 20mm x 1.6mm (right angle) for single post screw

Post Screw = Short self tapping screw no grommet

Sheet screw = long self tapping with rubber grommet

**Declaration of Compliance**  
This document has been reviewed for compliance with the general design and specified requirements under this contract. Conditions of review are as indicated below with comments hereon. Dimensions, coordination, compliance with statutory regulations and compliance with specified requirements remain the responsibility of the contractor. Any amendment does not constitute an order or authority for a price variation to the contract.

- Satisfactory ☒
- Satisfactory, Subject to Comments ☐
- Unsatisfactory ☐

Signed Terry P. Spiro Date 05 JAN 19



A.06 - MATERIAL LIST

#### 10.1.5 APPLICATION FOR PLANNING CONSENT – SINGLE DWELLING (REDUCED REAR SET BACK) AT LOT 912 (NO. 148) FEDERAL STREET, NARROGIN

File Reference	A263167
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Plunkett Homes (1903) Pty Ltd
Previous Item Numbers	Nil
Date	18 July 2019
Author	Eric Anderson – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Application for Planning Consent	

#### Summary

This report recommends that Council approve the Application for Planning Consent – Single Dwelling (reduced rear setback in excess of 50 per cent) at lot 912 (No. 148) Federal Street, Narrogin.

#### Background

On 17 May 2019 the Shire of Narrogin received and Application for Planning Consent for a proposed Single Dwelling with a reduced rear setback (in excess of a 50 per cent reduction) at Lot 912 (No. 148) Federal Street, Narrogin. The proposed dwelling is a single storey, three (3) bedroom two (2) bathroom dwelling with a double garage and an open plan kitchen, dining and family room area. The subject property measures 861.91m<sup>2</sup> in area, has a rectangular shape and has an effective frontage of 32.71m with a depth of 26.353m. The proposed dwelling occupies 151.46m<sup>2</sup> (17.57 per cent site coverage).

On 28 May 2019 the application was put on hold as the clients wished to move the proposed dwelling to the southern side of the property to reduce the need for a retaining wall on the Northern property boundary.

On 4 June 2019 the applicant advised that the client wished to leave the house in the original proposed location (north side) and the application was subsequently reinstated.

In processing the application for a rear boundary setback variation, the comments of the adjoining residents was sought from 13 June 2019 to 27 June 2019, with no submissions being made during that time.



## Comment

The subject property is zoned “Residential” with a density coding of R12.5. A single dwelling is a permitted use (P) within the “Residential” zone. Clause 5.1.3 of the Residential Design Codes (R-Codes) deemed to comply provisions require buildings to be set back in accordance with Table 1, Tables 2a and 2b. Table 1 of the R-Codes requires a minimum front setback of 7.5m and a minimum rear setback of 6m. The minimum permissible side setbacks are 1m for walls 9m or less without major openings (windows or doors) and 1.5m for walls 9m or less for walls with major openings.

The proposed dwelling is setback 2.06m from the rear boundary and 7.5m from the front setback. The supplied side setback to the north has three different walls with setbacks measuring 3m, 4m and 4.5m and complies with the minimum side setback of 1.5m. The garage has a side setback (south) of 18.52m and the remainder of the house has a side setback of 20.22m. A 3.94m (65.66%) variation is being sought for the rear setback. The proposed dwelling cannot be brought forward further without also requiring a front setback variation. The Officer did suggest to the applicant that orientating the house parallel to the street in a more ‘rural living design’ may be more suited to the site.

On 4 June 2019 the applicant advised that it was not within the client’s budget to pursue a more costly elongated design and that the proposed dwelling was orientated as such to utilise the space next to the dwelling on the south side as the ‘backyard’.

It is the Officer’s view that the proposed variation is mostly due to the lots orientation and that the proposed dwelling will not pose a detrimental impact on the privacy of the neighbouring property by way of overlooking for the following reasons:

- The proposed dwelling is located on the northern side of the site and corresponds to the location of an outbuilding on the neighbouring property on the western side (rear side where variation is being sought);
- The finished floor level is only 147mm higher (inclusive of a 100mm slab) than the neighbouring property;
- The proposed wall height is 2.66m and is enclosed by an existing 1.8m boundary fence; and
- The roof line is visually articulated by the differing pitch levels reducing the impact of the overall scale of the dwelling.

## Consultation

Adjoining residents were notified of the proposal from 13 June 2019 to 27 June 2019 with no submissions being received.

## Statutory Environment

- Former Town of Narrogin – Town Planning Scheme No. 2
- State Planning Policy 7.3 Volume 1 – Residential Design Codes

## Policy Implications

Nil

## Financial Implications

An Application for Planning Consent fee to the value of \$695.24 has been paid to the Shire of Narrogin.



## 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 – Single Dwelling (reduced rear set back in excess of 50 per cent) at Lot 912 (No. 148) 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 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 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 Council'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. 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.

# 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	[REDACTED]
Applicant Phone Number	[REDACTED]

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of: **Single Residential Dwelling – R12.5 – Reduced Rear Setback**
- Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	Vacant Land
Approximate cost of proposed development	\$217,262.00
Estimated time of completion	January 2020
No of persons to be housed / employed after completion	3

## TITLES OFFICE DESCRIPTION OF LAND

### LOCALITY PLAN

House No	148	Lot No	912	Location No	
Plan or Diag		Street Name	Federal Street, Narrogin		
Certificate of Title	Volume: 370	Folio: 79			

### LOT DIMENSIONS

Site area	861.91 Square metres
Frontage	Metres
Depth	metres

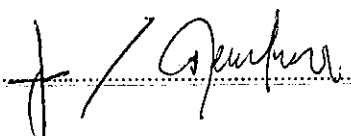
### AUTHORITY

Applicant's Signature *[Signature]* Date 17/5/19

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

\\perth.jwh.com.au\bcs\jobs\180000 - 189999\180262\180262 - local government\180262\_planning application form.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 16/5/19

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





⊕	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.

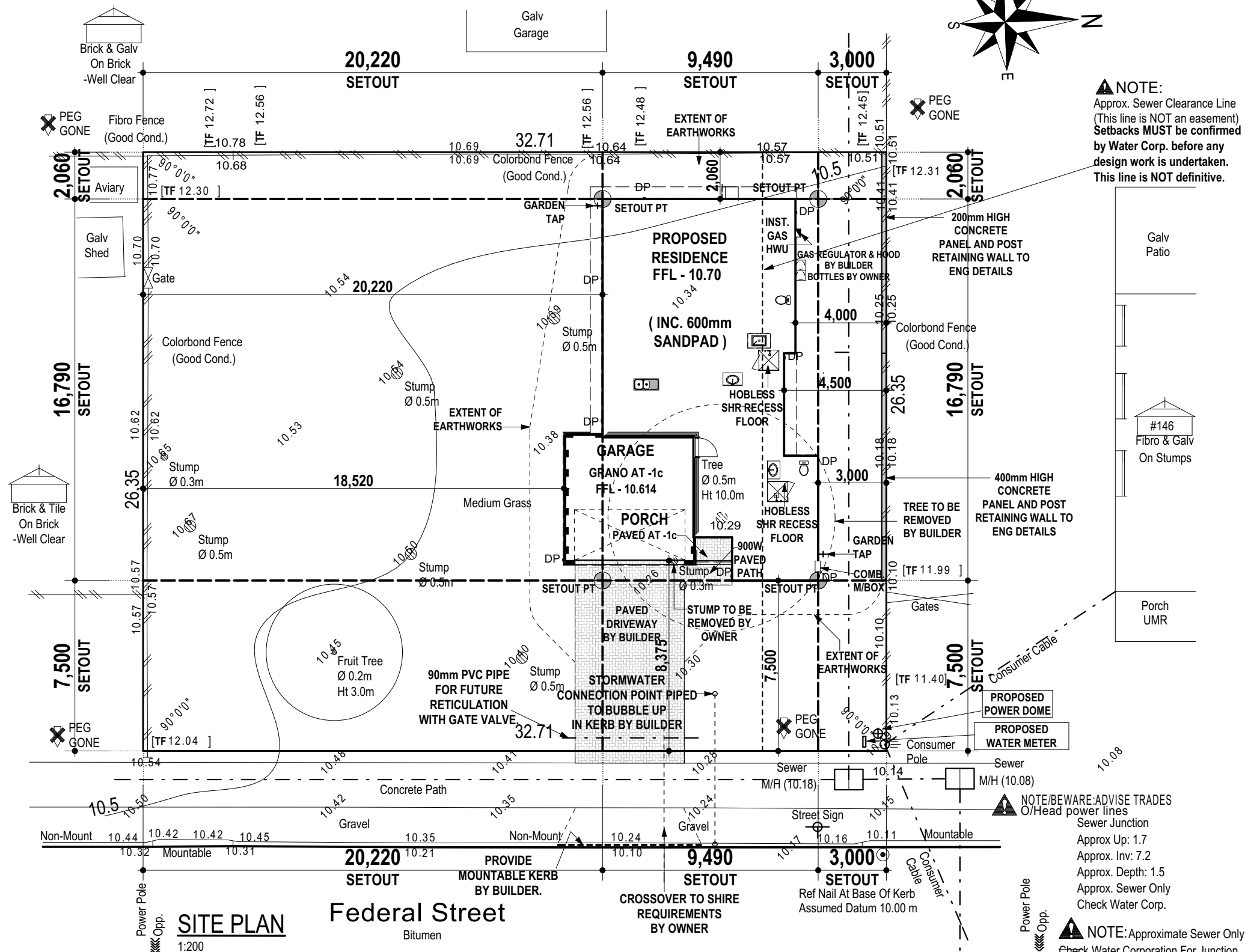
## DISCLAIMER:

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.

NOTE: REFLUX VALVE REQUIRED TO SEWER



## SITE COVERAGE:

ZONED R12.50 (45% ALLOWABLE COVERAGE)  
SITE AREA: 861.91m²  
HOUSE AREA: 151.46m² (EXCLUDES AREA OPEN ON TWO OR MORE SIDES)  
% OF SITE COVERAGE: 17.57%

## NOTE:

STORMWATER DISPOSAL LINKED TO BUBBLE UP TO KERB BY BUILDER

LOCATION OF DOWNPIPES IS INDICATIVE ONLY & MAY BE CHANGED AT BUILDERS DISCRETION.

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.

## LOT MISCLOSE

0.000m

## SOIL DESCRIPTION

Sand / Gravel / Clay /  
Rock(Poss)  
Light Grass Cover

Scale 1:200



WIND CLASSIFICATION AS PER A.S. 4055:  
N1 - FOR GROUND STOREY OF RESIDENCE

SITE PAVING AREAS	
LOCATION	AREA
DRIVEWAY/ PATH	42.25
DRIVEWAY/ PATH	3.80
crossover	2.59
PORCH	1.93
	50.57 m²

NOLLAMARA

TYPE: 2c BRICK VENEER SPECIFICATION : LUXE

© COPYRIGHT

Plunkett Homes

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.plunketthomes.com.au

Reg. Builder N°: 7995. A.B.N. 98 009 250 373.

REV	VO #	DRN	DATE	CHK
		VS	16-04-19	AM

Sub-contractors to verify all dimensions on site.

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

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

OWNER WITNESS

OWNER WITNESS

BUILDER WITNESS

CLIENT:

LOPEZ & GICANA

ADDRESS:

LOT 912 (#148)  
FEDERAL STREET  
NARROGIN

SHEET N° 2 OF 7 + 3 ANC

JOB N° 180262

REVISION - DATE 16-04-19









Friday 17 May 2019

Shire of Narrogin  
PO Box 1145  
NARROGIN WA 6312

To Whom It May Concern,

**Lot 912 (No. 148) Federal Street, Narrogin**  
**Proposed Single Residential Dwelling**

This letter has been produced in support of the abovementioned proposal with respect to a variation to the deemed-to-comply provisions of the Western Australian Residential Design Codes (R-Codes) for:

- Clause 5.1.3 - Lot Boundary Setback.

The proposal is also subject to the provisions of the Shire's Local Planning Policies.



Figure 1: Subject site aerial.



## Background

1. The subject site is zoned 'Residential' and designated a density coding of R12.5 under the provisions of the Former Town of Narrogin Town Planning Scheme No. 2.
2. The subject site is 861.91m<sup>2</sup> in area, and is of a regular shape.
3. The subject site has an effective lot frontage of 32.71m to Federal Street.
4. Federal Street is designated a 'Distributor B' road by Main Roads Western Australia.

## Variation to R-Codes

### Clause 5.1.3 Lot Boundary Setback

R-Codes Clause 5.1.3 deemed to comply requirements recognise compliance where;

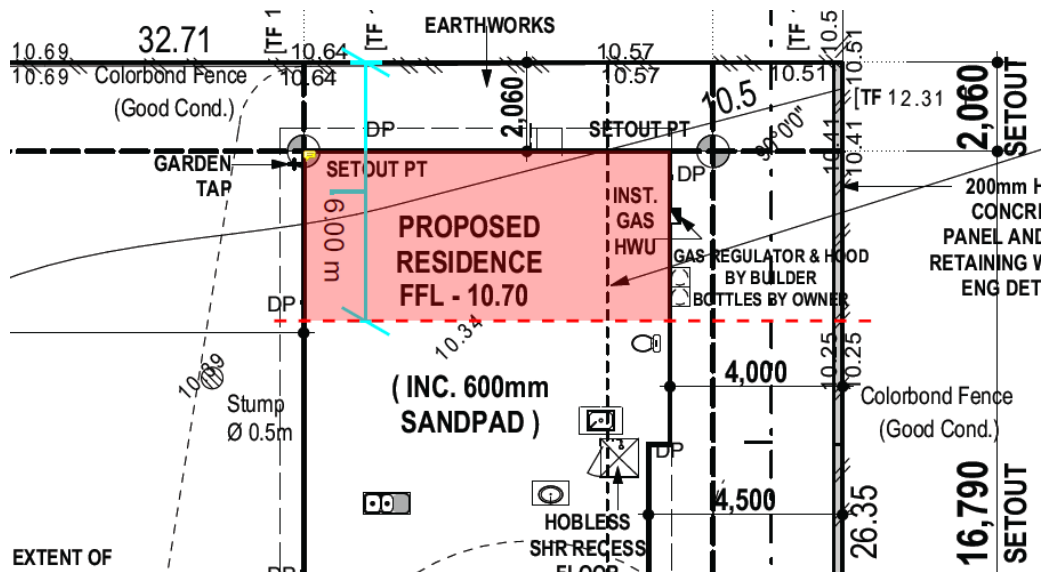
- C3.1** *Buildings which are setback in accordance with the following provisions, subject to any additional measures in other elements of the R-Codes*
- i. *Buildings set back from lot boundaries in accordance with Table 1, Tables 2a and 2b (refer to Figure Series 3 and 4);*

...

The proposed dwelling is setback 2.06m from the rear lot boundary as opposed to the minimum deemed-to-comply distance of 6m (as specified in Table 1 of the R-Codes for R12.5 coded sites). As a result, a 3.94m rear setback variation is proposed.

R-Codes Clause 5.1.3 provides the following Design Principles which can be addressed to achieve compliance;

- P3.1** *Buildings set back from lot boundaries or adjacent buildings on the same lot so as to:*
- *reduce impacts of building bulk on adjoining properties;*
  - *provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and*
  - *minimise the extent of overlooking and resultant loss of privacy on adjoining properties.*
- P3.2** *Buildings built up to boundaries (other than the street boundary) where this:*
- *makes more effective use of space for enhanced privacy for the occupant/s or outdoor living areas;*
  - *does not compromise the design principle contained in clause 5.1.3 P3.1;*
  - *does not have any adverse impact on the amenity of the adjoining property;*
  - *ensures direct sun to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted; and*
  - *positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework.*



## Justification

### Clause 5.1.3 – Lot Boundary Setback

*Reduce impacts of building bulk on adjoining properties;*

Given this, the lack of an upper floor, and the fact that much of the rear façade would be obscured from view from neighbouring lots by opaque boundary fencing, the proposal is considered to adequately limit the impact of building bulk.

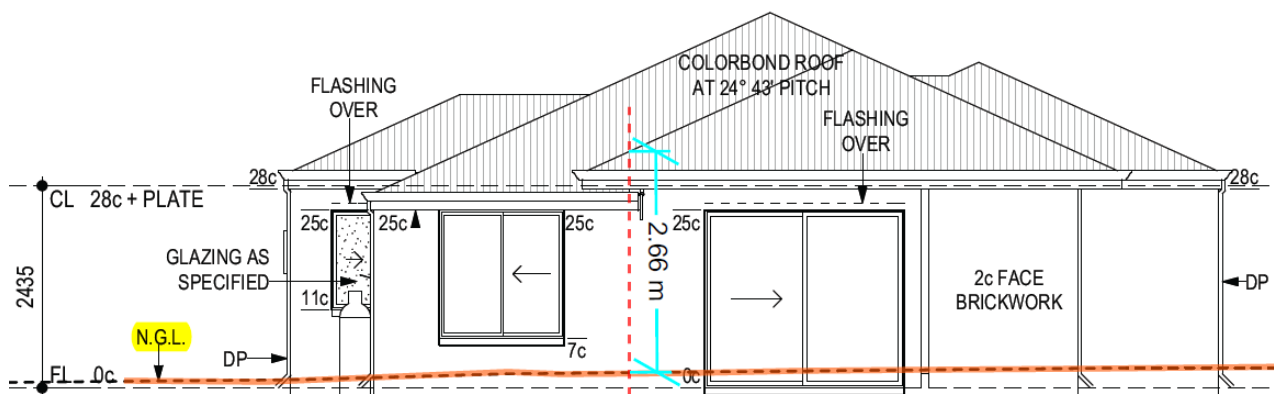




Figure 4: View of rear boundary fencing of subject site (north western corner pictured).

*Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and*

The proposal is compliant with R-Codes Clause 5.4.2 - Solar access for adjoining sites and would contribute to negligible, if any additional overshadowing as a result of the proposed reduced lot boundary setback. The lot adjoining the rear lot boundary is to the west of the subject site, meaning that it would not be denied of any favourable direct northern sunlight. The southern neighbouring lot is 20.22m away from the portion of the dwelling within 6m of the rear lot boundary, while the northern neighbouring lot enjoys first access to direct northern sunlight. Other than this rear setback incursion, all other walls are appropriately set back from the lot boundary, thus allows for adequate direct solar access and ventilation to adjoining lots.

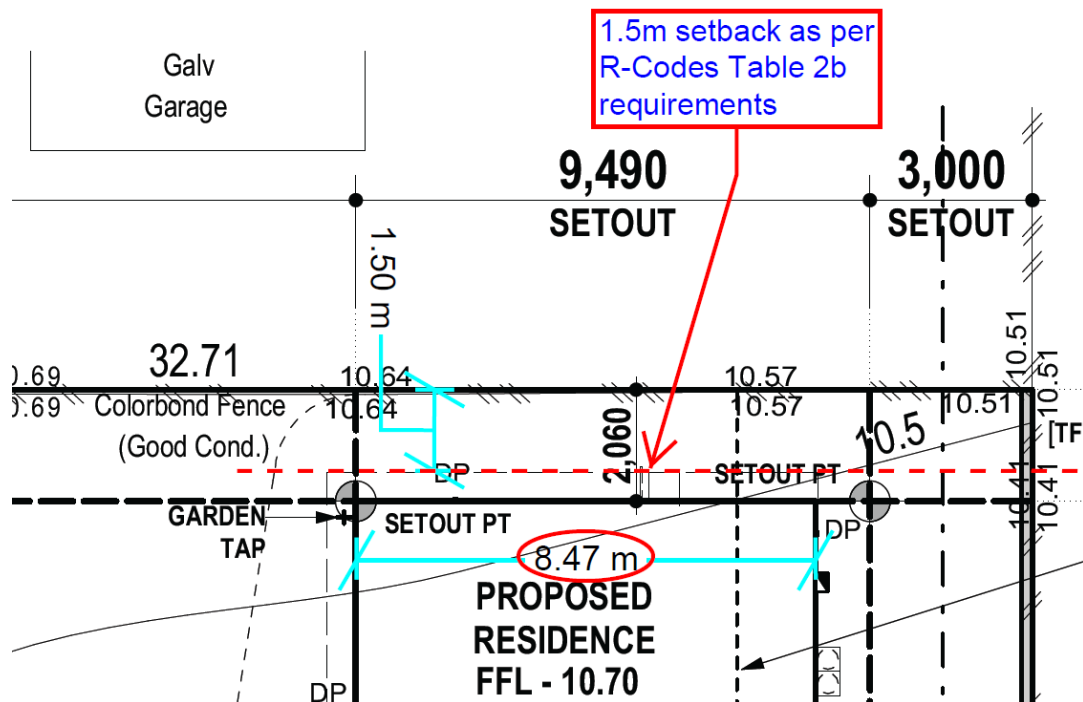
In relation to the subject site, the 3m to 4m setback to the northern side lot boundary allows for a useable portion of open space to benefit from direct northern solar access, as well as cross ventilation.

*Minimise the extent of overlooking and resultant loss of privacy on adjoining properties.*

As depicted on the plans and figure 4 image provided, the rear facing elevation will merely face opaque boundary fencing. Moreover, the proposed finished floor levels are not more than 0.5m above the natural ground level towards the rear portion of the dwelling and the rear facing major openings. This means that overlooking will not be triggered as outlined in R-Codes Clause 5.4.1 – Visual Privacy. In this manner, the privacy of neighbouring lots is effectively maintained despite the rear setback variation.

### Additional Note

Further to the justification provided, it must be noted that the rear elevation of the dwelling is setback further than what would be required by Table 2b of the R-Codes. As a result, the rear setback variation remains somewhat consistent with the deemed-to-comply requirements of the R-Codes in ensuring that the rear setback provided is no different from a common side setback for a deemed-to-comply single storey dwelling.



## Conclusion

The client has chosen this design to maximise their use and function of the property. The designer has been instructed to create a modestly sized home which has been thoughtfully designed by walking a fine line between achieving the most out of the site and maintaining the external amenity of the dwelling. Applying the R-Codes design principles against the proposal demonstrates that this development proposal has been able to suitably address the relevant criteria. Accordingly, the above justification is tendered for the Shire's approval.

Please do not hesitate to contact the undersigned, should you wish to discuss any aspects of the proposal further.

Yours faithfully,

## David D'Orazio

MA Urban & Regional Planning (Curtin)  
BAppSc (Architectural Science) (Curtin)

Statutory Planner | FORMSCAPE Built form planning solutions

Tel | +618 9355 5484

Email | david@wabca.com.au

Web | www.formscape.com.au

## 10.1.6 SHIRE OF NARROGIN DRAFT PUMP TRACK & MOUNTAIN BIKE TRAIL FEASIBILITY STUDY

File Reference	26.3.4
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	12 July 2019
Author	Susan Guy – Manager Community Leisure & Culture
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
<b>Attachments</b> 1. Draft Shire of Narrogin Pump Track & Mountain Bike Trail Feasibility Study 2019	

### Summary

Council is requested to consider the Shire of Narrogin Draft Pump Track & Mountain Bike Trail Feasibility Study 2019 for the purpose of seeking public comment for a period of 60 days, with any submissions received being referred to Council for final consideration.

### Background

A Western Australian Mountain Bike Strategy published in 2015 represented the culmination of some three years' work by WestCycle, West Australian Mountain Bike Association (WAMBA), the mountain bike community, the Department of Parks and Wildlife and the former Department of Sport and Recreation. According to the Strategy:

- 19% of Western Australians own a mountain bike;
- Mountain bikers are seeking places to ride in increasing numbers;
- Almost 120,000 mountain bikes are purchased every year in WA;
- Mountain biking is one of the world's fastest growing recreational and tourism activities and WA is following this global trend;
- 'Camakazi' and 'Scorpion', just two of the 30+ trails in the Kalamunda Circuit network are ridden over 50,000 times in 12 months;
- Demand for mountain biking experiences significantly exceeds supply providing opportunities for forward thinking local governments to target mountain bikers with diverse and quality experiences;
- The recent rapid rise of mountain biking now provides Western Australia with a unique opportunity to grow and evolve into a world class mountain bike destination. This will support the growth and diversification of the State's tourism industry whilst also securing meaningful economic and social outcomes for local and regional communities; and
- The South West is emerging as an area of long term international level potential but there will remain a need for quality trails and facilities closer to Perth.

See:

<https://westcycle.org.au/wpcontent/uploads/2017/08/WesternAustralianMountainBikeStrategy.pdf>

Recognising these significant industry trends, the Shire appointed Common Ground Trails (Common Ground) to prepare a feasibility study with the intention of identifying opportunities which may exist for the Shire to provide mountain biking experiences locally for tourists, visitors and residents alike. The potential provision of mountain bike facilities in the Shire as a recreation resource for local residents reflects the changing nature of recreation. There is an identified move away from structured sport towards recreation activities that can be undertaken informally and at any time. Mountain biking is just such an activity as well as an activity which has the potential to attract visitors.

In early discussions with Common Ground, it was decided to explore the feasibility for a pump track as a possible additional recreational infrastructure for the Shire. Common ground advised a pump track offers users significantly different features to a BMX track. A pump track is a 1-3m wide track that can be used for bicycle, skateboard, in-line skates and scooter riders to practice skills on a series of features, such as berms and rollers placed in quick succession. Essentially it is a scaled down BMX track which does not require pedalling. Common Ground also advised that the Shire's current BMX track site (adjacent to the Shire's former golf course) should not be subject to the feasibility study as BMX freestyle racing is also trending and has become a popular international sport. (BMX freestyle made its debut into the Olympics in 2008 and will be included in the Olympic Games in 2020). Therefore it was agreed that the Shire should keep its BMX facility for its community of BMX enthusiasts, rather than consider turning it over to a pump track site.

### Comment

Mountain bike trails are purpose-built trails in varying terrain. The terrain available will typically dictate the style of trail built. Common Ground assessed potential mountain bike trail sites within the Shire, considering tenure, location, scale, strengths and weaknesses of each site and undertook community and stakeholder consultations as part of the feasibility study. It has recommended Foxes Lair, the Commonage and Railway Dam as the most appropriate sites for the development of purpose designed mountain bike trails and found the terrain in the Shire will suit cross country style trails. Cross Country Mountain biking utilises a broad variety of track types such as dirt roads, dedicated paths, single tracks and short or long circuits - anywhere from one kilometre to hundreds of kilometres.

Common Ground determined that the scale of the combined Foxes Lair, Commonage and Railway Dam site could comfortably accommodate up to 20km of purpose-built mountain bike single track. The Feasibility Study recommends that corridor evaluation, detailed design and construction be staged and advises that approximately 10km of trail will adequately service the current Shire population. It is argued a staged development with 10km of trail built initially, will show the social benefits of mountain bike trails for Narrogin as well as demonstrate the minimal environmental impact of sustainably built trails.

Common Ground emphasises that trail development should follow best practice development procedures as outlined in the Western Australian Mountain Bike Management Guidelines.

See: <https://parks.dpaw.wa.gov.au/connect/mountain-bike-guidelines-draft>

It is a given that there are significant environmental, land use and heritage issues that need to be carefully considered by any local government embarking on a trails project. A significant amount of planning for trails development in the Perth region has largely been driven by the Department of Biodiversity, Conservation and Attractions (DBCA) and the Department of Local Government, Sport and Cultural Industries (DLGSCI). Should any development take place the Shire would need to ensure



extensive consultation is undertaken with these two State government departments along with key stakeholders and identified communities of interest.

The Feasibility Report acknowledges the recently completed Shire of Narrogin Walk Trails Master Plan which recommends formalising existing walk trails within Foxes Lair and the Railway Dam Reserve with general trail maintenance and installation of standardised signage and interpretation along each route. Common Ground argues these routes should be taken into account during concept development for mountain bike trails and maintained as walk only trails. It is further argued, sustainable trails meet users' needs, reduce environmental impact and require less maintenance and the way to achieve this is to develop the right trail, in the right area, the right way and for the right reasons.

The Feasibility Study points out that there is currently a shortage of pump and jump track facilities in the Wheatbelt Region and that there is demand for a facility in Narrogin, as indicated by the results of the community engagement undertaken for the feasibility study. Common Ground recommends that a challenge park (including a pump track, bike playground and beginner/intermediate jump lines) be developed adjacent to the existing skate park in Gnarojin Park. The Shire's Gnarojin Park Masterplan, as a conceptual plan, does not incorporate a pump track as recommended recreational infrastructure. However, the placement of a pump track here fits with the intent of the Masterplan to allocate recreational/play areas on the ends of the north-south axis of the Park. Common Ground has assessed that there is sufficient space adjacent to the skate park for a pump track facility as well as a bike playground and beginner/intermediate jump lines. Challenge parks are larger scaled developments featuring multiple bike-related facilities and are used to improve riding skills.

Common Ground advises a challenge park with its combined facilities provides an excellent entry point into bike riding while offering technical riding features for more advanced riders all within one convenient and safe location. Such facilities have proven extremely successful nationally and internationally.

Common Ground has advised that a pump track within the town site combined with a 10km mountain bike trail will be adequate infrastructure for the Shire in the first instance to entice visitors and build excitement for further trail development.

### Consultation

- Chief Executive Officer
- Executive Manager Development and Regulatory Services
- Ranger
- Building Surveyor
- Community - online survey, face to face surveys, one on one discussions
- Steve Bennet - Senior Policy Officer, Outdoor Recreation DLGSCI.

### Statutory Environment

Nil

### Policy Implications

Nil

## Financial Implications

The opinion of probable cost (OPC), corridor evaluation, detailed design and construction, for the first 10km of mountain bike trail recommended for the Commonage and Railway Dam sites is \$435,000. Site assessment and concept planning costs add an additional \$50,000 but are initial and shared costs for all three recommended sites (ie Foxes Lair, the Commonage and Railway Dam). An additional 10km of trail in Foxes Lair (corridor evaluation, detailed design and construction) is estimated to cost \$435,000. Maintenance is estimated at \$20,000 pa for 10km of trail. See table below.

Mountain Bike Trail - Opinion of Probable Cost		
Stage	Element	\$
1	Site Assessment (Flora and Fauna studies, Aboriginal Cultural Heritage study and Phytophthora Hygiene study) for all three sites - Foxes Lair, Commonage and Railway Dam.	30,000
2	Concept planning for all three sites to determine trail network style and extent. Includes audit of existing trails and consideration of other trail users.	20,000
	Sub Total Stages 1&2	50,000
3	For up to 10 km of trail in Commonage and Railway Dam sites:	
	Corridor evaluation	5,000
	Detailed Design	30,000
	Construction	400,000
	Sub Total Stage 3	435,000
4	For up to 10 km of trail in Foxes Lair:	
	Corridor evaluation	5,000
	Detailed Design	30,000
	Construction	400,000
	Sub Total Stage 4	435,000
	TOTAL	920,000

The OPC for the concept development design and construction costs for the challenge park (pump track, jump track and small bike playground) is \$570,000 as detailed in the table below. Annual maintenance costs are estimated at \$25,000 pa.



Challenge Park - Opinion of Probable Cost				
Element	Design \$	Construction \$	Maintenance \$pa	Notes
Concept development	30,000			For entire site to determine final site layout.
Pump track	20,000	200,000	10,000	Surrounding landscape design is a separate cost
Jump track	15,000	200,000	10,000	Beginner and intermediate lines set to fit comfortably within the site.
Small bike playground	5,000	100,000	5,000	
Total	70,000	500,000	25,000	

Should the study ultimately be endorsed by the Council, the resultant capital and operating costs will need to be incorporated into subsequent long term financial plans with commensurate funding sources identified to support the development of these facilities.

Officers envisage that there would be Commonwealth and State funding that may contribute to at least 50% of the capital costs. Officers would be actively seeking such contributions, and until such time as success of grants forthcoming, the reality is that these projects will not come to fruition.

### Strategic Implications

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:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Strategy:	1.1.2	Promote Narrogin and the Region
Outcome:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions

Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.1	Provision of youth services
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.3.3	Facilitate and support community events
Strategy:	2.3.4	Provide improved community facilities (eg library/recreation)

Objective	3.	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

### OFFICERS' RECOMMENDATION

That, with respect to the Draft Shire of Narrogin Pump Track & Mountain Bike Trail Feasibility Study, Council advertise the document for the purpose of seeking public comment for a minimum period of 60 days, with any submissions received being referred to Council for final consideration.





**DRAFT**  
**SHIRE OF NARROGIN**  
**PUMP TRACK &**  
**MOUNTAIN BIKE**  
**TRAIL**  
**FEASIBILITY STUDY**  
**2019**



Prepared by Common Ground Trails Pty Ltd for the Shire of Narrogin, June 2019.

## ACKNOWLEDGEMENTS

Common Ground Trails wishes to acknowledge the contribution of the Project Manager, Susan Guy (Manager Community Leisure and Culture, Shire of Narrogin) Shire of Narrogin staff, project stakeholders as well as the valuable input from, organisation representatives, users and individuals.

The Shire of Narrogin is located on the tribal lands of the Noongar People. We acknowledge the Noongar People as traditional owners of the land and recognise their continuing connection to Country.

## DISCLAIMER

Common Ground Trails Pty Ltd, its employees, directors and associated entities shall not be liable for any loss, damage, claim, costs, demands and expenses for any damage or injury of any kind whatsoever and howsoever arriving in connection with the use of this Plan or in connection with activities undertaken in mountain biking generally.

While all due care and consideration has been undertaken in the preparation of this report, Common Ground Trails Pty Ltd advise that all recommendations, actions and information provided in this document is based upon research as referenced in this document.

Common Ground Trails Pty Ltd and its employees are not qualified to provide legal, medical or financial advice. Accordingly, detailed information in this regard will require additional professional consultation in order to adequately manage and maintain the facilities and reduce risk.

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## EXECUTIVE SUMMARY

Common Ground Trails have been engaged by the Shire of Narrogin to undertake a detailed feasibility study for the development of a pump track facility within Narrogin and a network of mountain bike trails within the vicinity of the town site.

The demand for mountain bike facilities is growing as evidenced by national and local studies. Studies into children's participation in cultural and leisure activities, undertaken by the Australian Bureau of Statistics, indicate the rising popularity of wheeled sports over organised sports. Targeted surveys to determine interest in mountain bike facilities undertaken by Common Ground Trails for both the Shire of Narrogin and other local government authorities in the Perth region indicate a strong interest in purpose designed facilities.

Stakeholder and community engagement involved discussions with key stakeholders, an online community survey and opportunity to discuss ideas with Common Ground Trails staff in person. Meetings to determine opportunities and constraints were held with staff from the Shire of Narrogin, the Department of Local Government, Sport and Cultural Industries (DLGSCI), the Department of Biodiversity, Conservation and Attractions (DBCA) and local community members with a keen interest in mountain biking. The online community survey received 161 responses with a vast majority in favour of mountain bike facilities.

Assessment of potential sites within the Shire was undertaken considering tenure, location, scale, strengths and weaknesses of each site.

Following stakeholder and community engagement and assessment of potential sites within the Shire of Narrogin, Common Ground Trails recommend that development of a pump track (or challenge park) facility and purpose designed mountain bike trails are feasible. Cycling facilities have been proved to offer a multitude of social and economic benefits to communities and Narrogin is well placed to reap these benefits.

Of the sites assessed it is recommended that a pump track (or challenge park including a pump track, bike playground and beginner/intermediate jump lines) be developed adjacent to the existing skate park in Gnarojin Park. Opportunity to capitalise on existing support infrastructure such as shelter, toilets and access paths as well as proximity to town and complimentary neighbouring recreation uses make this site ideal for a challenge park.

Foxes Lair, the Commonage and Railway Dam are recommended as the most appropriate sites for development of purpose designed mountain bike trails. Proximity to town and scale of the sites together with existing use of the reserves by mountain bikers suggest formal development of mountain bike trails would provide a valuable recreation resource. The scale of the site could comfortably accommodate up to 20km of purpose built mountain bike single track.

Common Ground Trails recommend following the development process as outlined in the [Western Australian Mountain Bike Management Guidelines](#)<sup>A</sup>. Preliminary costings for each development stage are outlined in the report. The risks to the Shire of Narrogin in developing mountain bike facilities are mainly connected to the use of the track, rather than the planning, design and construction phase and can be managed with appropriate design and management.

<sup>A</sup>. [Department of Biodiversity Conservation and Attractions. \(2015\). WA Mountain Bike Management Guidelines.](#)

## INTRODUCTION

Recognising the increasing popularity of mountain bike facilities and their economic and social benefits the Shire of Narrogin engaged Common Ground Trails to undertake a detailed feasibility study for the development of a pump track facility within Narrogin and a network of mountain bike trails within the vicinity of the town site.



Precedent image: Kingsley Pump and Jump Trail – City of Joondalup

## CONTEXT

### SITE CONTEXT

Located approximately 200km south east of Perth, the Shire of Narrogin is a thriving rural community. With a population of just over 5000<sup>1</sup> the Shire acts as a regional centre providing many services to other communities in the South Central Wheatbelt.

### DEMOGRAPHICS

When compared to the Western Australian average, the population of the Shire of Narrogin (and the town of Narrogin itself) has a higher proportion of young people under 24 and a lower proportion between 24 and 55 (refer to Figure 1). In terms of population growth Narrogin is predicted to decline from 5,162 recorded in the 2016 census to 4,725 by 2031<sup>2</sup>. The Shire of Narrogin, aware of this projection, has been proactive in developing a suite of plans and strategies aimed to arrest this forecast decline. The proposal to explore the feasibility of bike trails and pump tracks is an example of these initiatives. Recreational infrastructure such as mountain bike trails and pump tracks may well impact positively on retention rates of young families in rural towns as well as present as a tourist attraction.

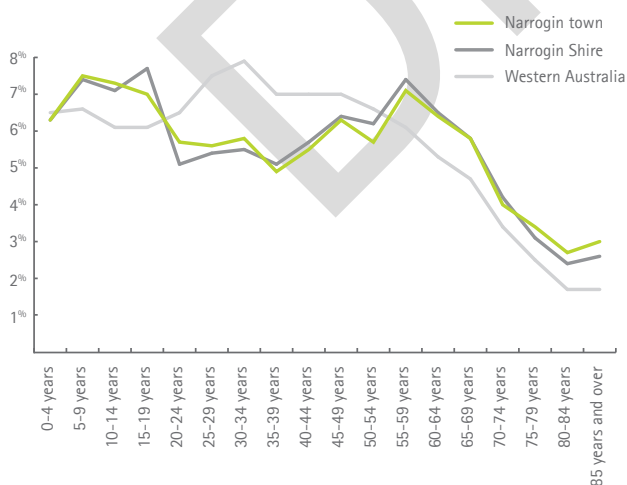


Figure 1. Narrogin townsite, Shire of Narrogin and Western Australia – Age Distribution<sup>1</sup>.

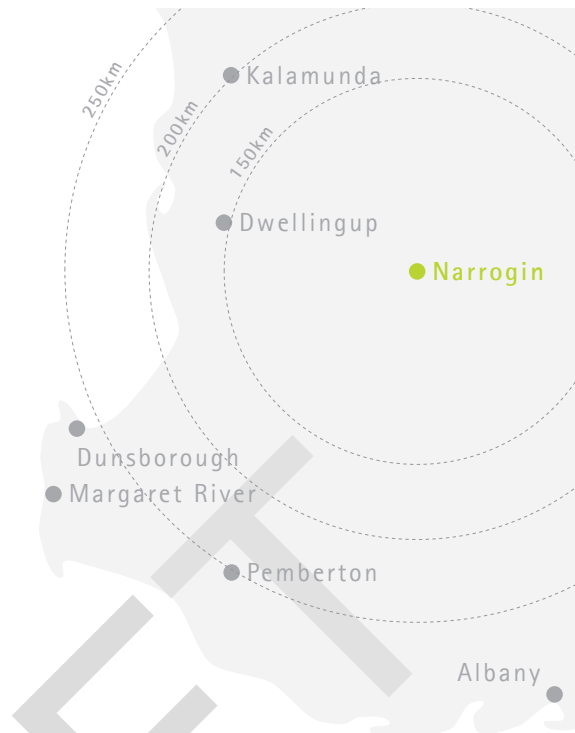


Figure 2. Existing mountain bike destinations

### EXISTING CYCLING FACILITIES

The skate and active wheeled sports scene is highly activated and popular within the Perth Region and the greater WA context.

Figure 2 shows the existing mountain bike destinations in WA and in the vicinity of Narrogin. The closest is Dwellingup 150km to the north west.

There is currently a shortage of pump and jump track facilities in the Wheatbelt Region. There is demand for a facility in Narrogin, as indicated by the results of the community engagement undertaken for this feasibility study (refer to consultation section on page 12).

1. ABS (2019), 2016 Census data. [https://quickstats.censusdata.abs.gov.au/census\\_services/getproduct/census/2016/quickstat/LGA56460?opendocument](https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA56460?opendocument). Accessed 17 May 2019

2. DPLH (2019), WA Tomorrow population forecasts. <https://www.dplh.wa.gov.au/information-and-services/land-supply-and-demography/western-australia-tomorrow-population-forecasts>. Accessed 17 May 2019



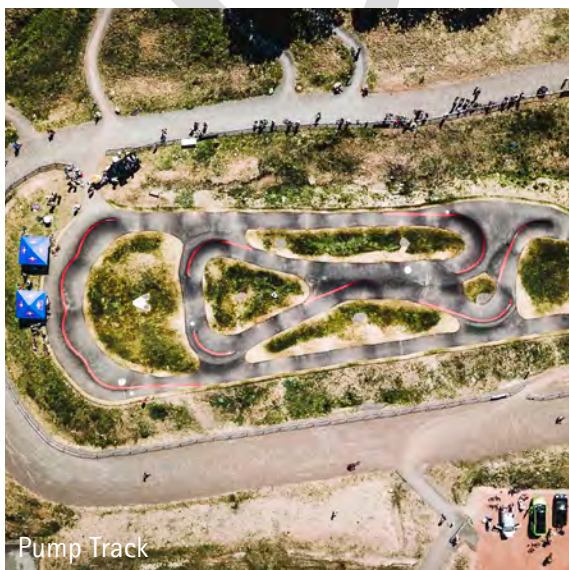
## FACILITY TYPES AND TRENDS

In order to assess the suitability and the appropriateness of a cycling facility within Narrogin, it is important that a sound understanding of the potential facilities is established. Within urban interface sites there are a range of facilities that can be developed including; BMX tracks, Pump Tracks, Jump Tracks, Skills Tracks and Safety Tracks. Where there is appropriate land available longer purpose built mountain bike trails may also be appropriate.

## PUMP TRACKS

A pump track is a 1-3 metre wide track that can be used for bicycle, skateboard, in-line skates and scooter riders to practice skills on a series of features, such as berms and rollers placed in quick succession. Essentially they are scaled down BMX tracks which do not require pedaling. 'Pump' refers to the action made by riders pushing down with their arms and legs to manoeuvre the bike or board over features to maintain momentum without pedaling or pushing-off the ground. Typically, tracks can be ridden continuously, and different combinations of features can be linked to provide a varied challenge. Bike handling skills can be transferred to other mountain bike tracks. Well designed pump tracks cater for all abilities, with all features being roll-able for beginners, and allowing for progression to pumping, and even jumping for more advanced riders. Riding a pump track is easy and children are typically comfortable using them within 10-20 minutes.

A well designed pump track provides enough challenges to stay attractive for years, because the rollers and berms can be combined and transitioned in different directions, creating opportunity for skilled riders to do jumps and maneuvers. Pump tracks can be made from natural soil, hardened surfaces, wood, fibreglass, concrete or asphalt. Historically pump tracks were constructed from natural soil blends and required significant ongoing maintenance. More recently, world's best practice is tending toward lower maintenance surfacing techniques and materials, such as asphalt, which are inclusive for a larger user base of wheeled-sports including skateboarding, scooters, in-line skates and non-off road bikes.





## JUMP TRACKS

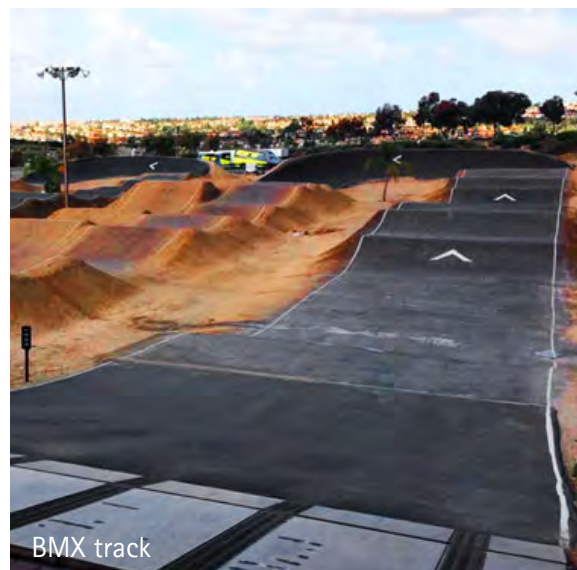
Jump tracks typically feature a series of jumps of various size and technicality in multiple lines. Provision of jump tracks is a vital inclusion allowing for progression for young people through to adults who seek an alternate and often more challenging experience than a pump track. Jumps are developed so that they allow for progression while always keeping safety in mind. Featuring all types of jumps, including table-tops, gaps, step-ups, step-downs and hips, with features linked so riders flow immediately from one to the next. Ideally, a rider will not have to brake between jumps. Well designed jump tracks offer a wide variety of challenges, from easy rollers to big jumps. A diversity of lines will allow riders to build their skills gradually and will create a park that is fun for all abilities. Typically, jump lines are arranged side-by-side in increasing difficulty, all starting at a common roll-in hill and traveling in the same direction. Jump tracks are primarily constructed of soil, however increasingly jump take offs and entire jump lines are being made from hardened surfaces, such as wood, concrete and asphalt. This significantly reduces ongoing maintenance and improves rideability.



Jump lines

## BMX TRACKS

BMX tracks typically consist of a single lap track usually between 300-400m, constructed from compacted dirt or asphalt, with a start ramp and features such as tabletops, gap jumps and rhythm sections. BMX racing rewards strength, quickness, and bike handling. BMX tracks are typically used in a structured and organised setting rather than unstructured play.



BMX track

## SKILLS TRACKS

Skills tracks feature man-made technical trail features that test the skills of a rider and allow them to try features that they may encounter on trails in the region. Typical features may include log rollovers, log rides, balance planks, rock drops and other technical features. They can also incorporate street features such as rails and wall rides, or freeride stunts like ladder bridges, skinnys, teeters and drops. Importantly all features are built with progression allowing users to start small and build their confidence up to larger features. Successfully executed skills park areas feature a diverse range of materials and can look like well landscaped areas or 'nature play' areas with natural features such as timber, logs and rocks.



Skills features

## SAFETY TRACK

Road and Cycle Safety Tracks makes learning road rules fun for young people on bikes and scooters. A Safety Track features a miniature road network giving real-life experiences while learning essential safety skills. Safety Tracks are designed to enable; reading traffic signals, crossing railways and school crossings, negotiating roundabouts and gutters, recognising traffic signs and line marking, and cycling on roads or footpaths. Safety tracks are typically constructed using materials and features as they would be encountered in the real world including asphalt and concrete combined with various line marking and road safety signage. To improve the enjoyment of these tracks, features like fuel stations and parking areas are included for diversity.

The Shire of Narrogin recently installed a small safety track at Ashworth Park which should prove popular with local kids.



Safety Track

## BIKE PLAYGROUND

Bike playgrounds include features such as tunnels, ramps, walls, and balance planks and are designed to suit a more playful riding style, incorporating tricks and highly skilled riding. Typically bike playgrounds have a more urban character, with constructed elements rather than more natural features.



Bike Playground



## CHALLENGE PARKS

Pump, jump, skills and safety tracks are often integrated into one, larger-scale, seamless facility under the banner of challenge parks. Challenge parks are larger scaled developments featuring multiple bike related facilities and are used to improve riding skills. Their combined facilities provide an excellent entry point into bike riding while offering technical riding features for more advanced riders all within one convenient and safe location.

Challenge parks are typically developed with soft landscaping, hardscaping and site improvements turning the area into an aesthetically pleasing community hub and making them suitable for urban interface developments. Due to their offerings, challenge parks also often act as a trailhead or hub for the area's greater trail networks. Urban interface challenge parks provide significant community benefit with extensive use from youth, but also recreation enthusiasts and, when of significant scale, tourists. Such facilities have proven extremely successful nationally and internationally.

## MOUNTAIN BIKE TRAILS

Mountain bike trails are purpose built trails in varying terrain. The terrain available will typically dictate the style of trail built (Refer to Appendix A for full list of different trail types). The terrain in the Shire of Narrogin will suit cross country style trails. Cross country mountain biking utilises a broad variety of track types such as dirt roads, dedicated paths, single tracks and short or long (anywhere from 1 km to hundreds of km's) circuits. Usually, this type of track involves climbing and descending, and depending on the location can cover various degrees of steepness and includes a wide variety of terrain. Cross country riding is one of the most popular and caters to both recreational and competitive riders.



Challenge Park

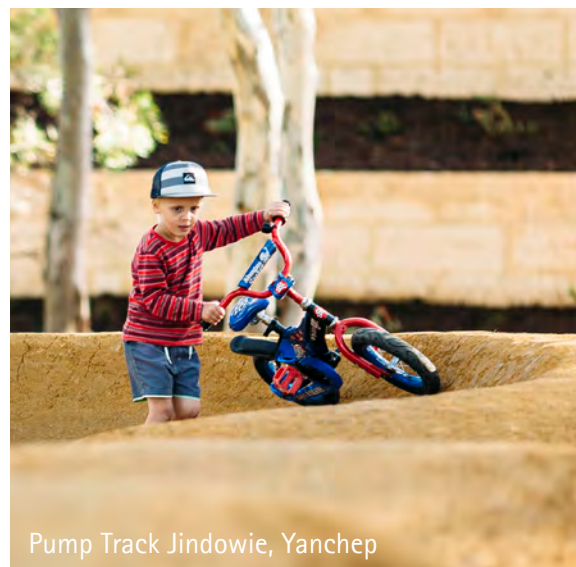


Mountain Bike Trail

## BENEFITS OF CYCLING FACILITIES

Due to their ability to cater for people of all ages and families, the demand for pump tracks and challenge parks is quickly growing (refer to Participation and Consultation sections of this report for participation statistics). Challenge parks and mountain bike trails offer a range of benefits. These are set out below:

- Challenge parks cater for the growing trend in cycling as a recreation activity and provide a safe and fun environment for young people to learn bike handling skills. Local mountain bike networks often connect to pump track facilities in parks and public open space where adults and children can ride in a safe environment;
- Provide a low cost recreation opportunity for under privileged community members;
- Attract visitors to the local area, particularly families looking for activities on school holidays;
- Promote physical activity improving health and wellbeing;
- Pump tracks can be built in small areas connecting with existing sporting precincts, parks, trails and even lakes, beaches and golf courses;
- If designed appropriately, pump tracks can cater for a range of users, such as scooters and skateboards but only if surfaced with concrete or asphalt;
- Pump tracks can create passive surveillance through use by community members in otherwise quiet or unused areas;
- Pump tracks can be ridden by people of all ages, from toddlers on pedalless balance-bikes, to teenagers, through to over-55s and older people; and
- Mountain bike trails with a suitable range of classification can be ridden by people of all ages and abilities.



Pump Track Jindowie, Yanchep

## PARTICIPATION

Wheeled sports have recently been shown to be growing in popularity over organised sports across Australia. Research undertaken by the ABS into Children's Participation in Sport and Physical Recreation found that participation rates for physical recreation activities such as skateboarding, bike riding and roller blading were much higher than organised sports (Refer to Table 1). The research also indicated increasing participation rates for both males and females (Refer to Table 2). Note data relating to skateboarding and roller blading in the years 2009 and 2012 also incorporates scooter riding. More recent data is yet to be released however in the 6 years since this study anecdotally the popularity of wheeled sports has continued to grow.

Table 1. Comparison of organised sport vs wheeled sports 2012.<sup>3</sup>

Males	No ('000)	Participation
Soccer	309.7	21.7
Bike riding	998.8	69.9
Skateboarding or roller blading	857.8	60.0
Females	No ('000)	Participation
Dancing	367.4	27.1
Bike riding	770.6	56.8
Skateboarding or roller blading	640.0	47.2

Table 2. Growth in wheeled sports participation rates across Australia 2009-2012.<sup>3</sup>

Males	No ('000)		Participation	
	2009	2012	2009	2012
Bike riding	992.5	998.8	66.1	69.9
Skateboarding or roller blading	780.4	857.8	55.9	60.0
Females	No ('000)		Participation	
	2009	2012	2009	2012
Bike riding	721.1	770.6	54.4	56.8
Skateboarding or roller blading	562.2	640.0	42.4	47.2

Participation in BMX racing has increased dramatically since the discipline made its Olympic debut at the 2008 Beijing Games and Australia is now the second largest BMX nation in the world<sup>4</sup>. Membership of BMX Sports Western Australia has more than doubled since 2005 (1,156 members in 2005 2,810 members in 2017)<sup>4</sup>. BMX club membership in Western Australia has a young demographic, with 72% of riders under 17<sup>5</sup>. BMX and pump track facilities are widely recognised as a primary gateway into cycling (in particular mountain biking) for young people, with participation building skills, physical attributes and tactical knowledge transferable to other cycling disciplines.

Mountain biking in Western Australia is growing in popularity. The Western Australian Mountain Bike Strategy identified young people as being underrepresented in mountain bike participation<sup>6</sup>. Increasing availability and accessibility of different styles of trail offering different levels of technical difficulty is one of the recommendations aimed at reducing barriers to participation<sup>6</sup>.

Anecdotal evidence from recently opened facilities around Perth indicates there is a need locally for more purpose designed facilities. Kingsley Pump and Jump Park in City of Joondalup opened in 2017 and includes a pump track, jump track, and safety track. This facility consistently draws crowds especially on weekends, with people traveling large distances to visit the facility. Dwellingup recently opened a pump track and skate facility, located in the town, adjacent to the existing playground and oval. Locals are enjoying the facility during the week and large crowds are visiting on weekends and during holiday periods. This pump track is the largest in WA currently (approx 800sqm) and features beginner, intermediate and advanced line options.

3. ABS (2012), Children's Participation in Cultural and Leisure Activities, Australia, 2012, code 4901.0.

4. Western Australia Strategic Cycling Facilities Review (2017)

5. BMX Sports Western Australia. (2017). 2016-2017 Annual Report.

6. Western Australian Mountain Bike Strategy 2015 - 2010  
Unlocking the potential.

## CONSULTATION

As part of determining the feasibility of mountain biking facilities in Narrogin, comprehensive community and stakeholder engagement was carried out in order to gauge community support for the proposal and to:

- Understand the demand for pump tracks, mountain bike trails and other cycle facilities;
- Understand the values and objectives of land managers, agencies, industry organisations, community groups and surrounding neighbours;
- Understand the key issues impacting land managers, community groups and general trail users; and
- Identify potential opportunities for future development.

### STAKEHOLDER ENGAGEMENT

As part of the process of collecting information, assessing ideas, issues and requirements, Common Ground met with the Shire of Narrogin's CEO, Manager Community Leisure and Culture, Building Surveyor and Shire Rangers. The key points of discussion included:

- Outlining the different types of mountain bike facilities and their suitability for Narrogin;
- The economic potential of these facilities for the town of Narrogin, and the need for facilities to allow for event opportunities;
- Identification of potential sites for a pump track and mountain bike trails;
- Current known proposals for facilities in the vicinity of the Shire such as Dryandra National Park to the North West of town; and
- Management and maintenance considerations.

Discussions were also held with key government agency's including DLGSCI and DBCA, who indicated support for development of mountain bike facilities in appropriate locations. While there is no formal mountain bike club in Narrogin currently, there are a few keen individuals pursuing the development of the sport locally. Valuable discussions were held with each of these individuals. Discussion focused on creation, use and management of existing trails,

potential locations for a network of trails and desires of the local riders in terms of style of trail.

### COMMUNITY ENGAGEMENT

A short online survey was made available for a period of two weeks and promoted on the Shire's Facebook page and through local and broader community email networks, including mountain bike clubs. The intent of the survey was to gain an understanding of:

- The demand for trails within the study area and surrounds;
- Distance users would be prepared to travel to use a facility;
- Preferred trail type;
- Preferred style and difficulty of trail;
- Demographics of participants; and
- Travel habits/ participant experiences.

Complementing the survey, locals were given opportunity to meet with Common Ground staff to engage in discussions around ideas and concerns. Common Ground were available at the Narrogin Coles from 3pm-6pm on the 17 May 2019.

A vast majority of respondent's were in support of both a pump track facility and purpose built mountain bike trails (refer to Figure 3). Of those respondents who identified as not local a network of trails 10-20km in length would be enough to entice them to Narrogin and over 20km would prompt return visits. Respondent's rider ability was spread from beginner to advanced indicating a facility and trails which cater for beginners and for rider progression is needed. A majority of respondents were in the age group 35-44 however 52% of respondents in this age bracket indicated they ride with their children, suggesting a higher proportion of youth interest than the age of survey respondents would indicate. A vast majority of general comments received through the survey were positive and in favour of mountain bike facilities in Narrogin (refer to Appendix C).

Stakeholder and community engagement suggests that the local and broader community would use a pump track and mountain bike trails



in the Shire. Establishment of a facility should also consider design for beginners ensuring potential for growth in participation and maximising of the benefits of cycling within the community.

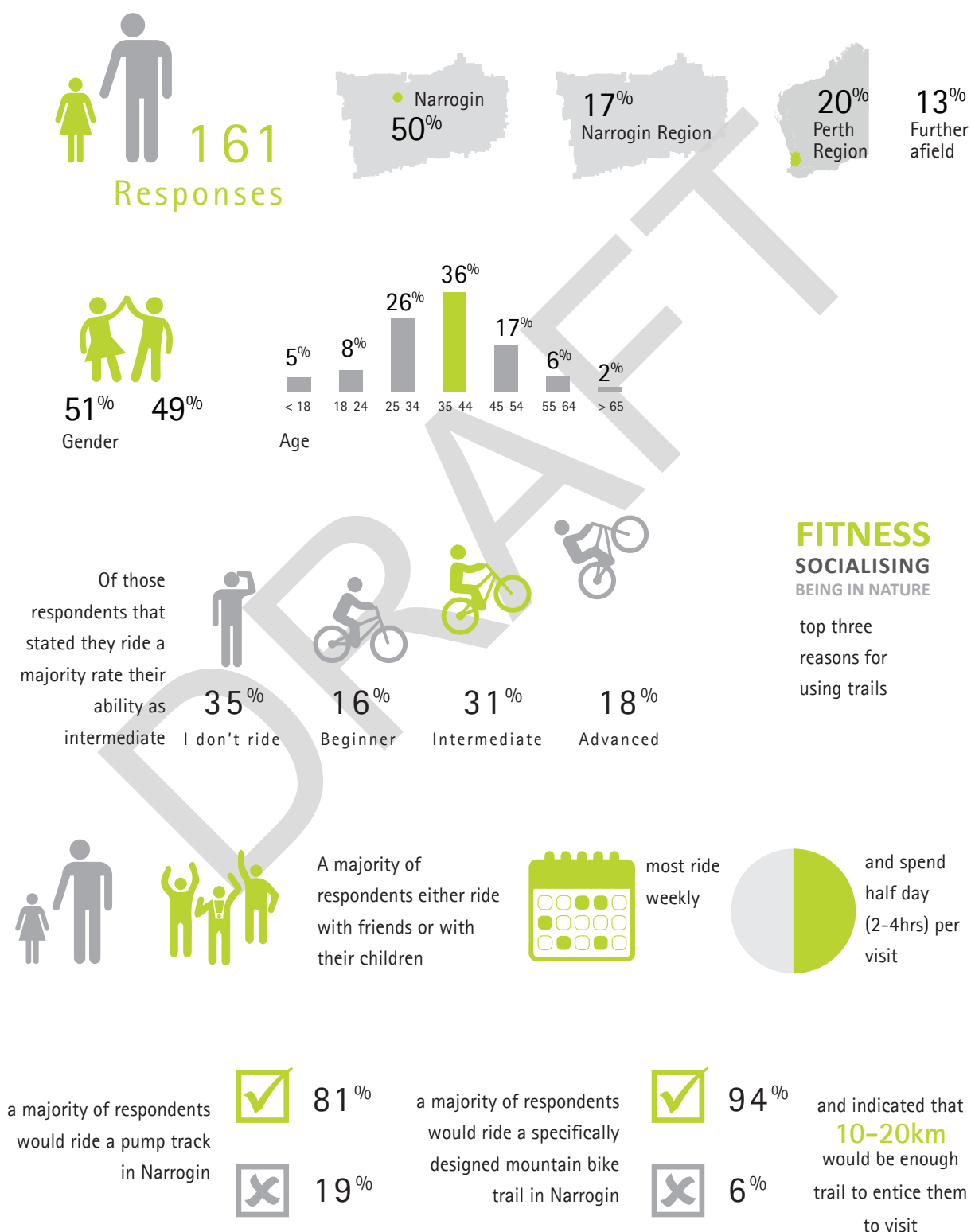


Figure 3. Snapshot of results from the community survey conducted by Common Ground in May 2019.

## SITE ASSESSMENT

While there is potential for significant community and social benefit through the development of mountain bike facilities, there are also risks associated with inappropriate development. The cornerstone of successful development is appropriate site selection. The following characteristics must be considered when identifying and assessing a site:

- Proximity to supporting recreation activities;
- Accessibility for users;
- Connectivity to related activities;
- Terrain and geology of site;
- Hydrology / drainage;
- Tenure and deliverability;
- Competing site uses;
- Impact on surrounding land use;
- Scale of site; and
- Flora, fauna, cultural and hygiene constraints.

In order to establish if Narrogin has an appropriate location for a challenge park and a network of mountain bike trails an assessment of potential sites was undertaken. Sites were identified through stakeholder consultation and desktop analysis. A range of sites were immediately ruled out due to having significant existing development and established use. An on ground review and desktop assessment of the identified sites was undertaken using a broad set of criteria including:

- Tenure – appropriate land manager;
- Location – proximity to existing recreation areas;
- Scale – physical and usable size of site;
- Strengths – positive attributes of the site; and
- Weaknesses – negative attributes of the site.

Refer to Figures 4 and 5 and Tables 3 and 4 for site assessment details.

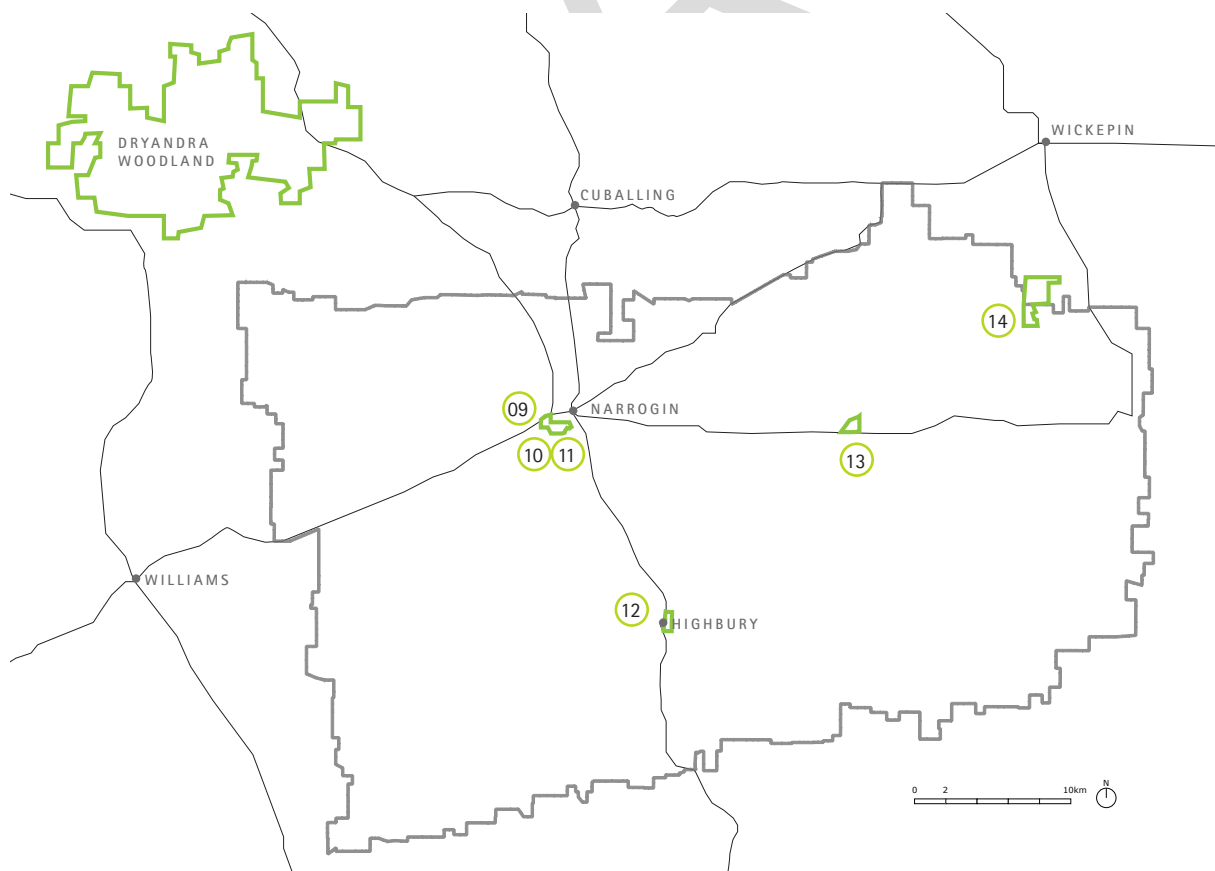


Figure 4. Sites assessed for a mountain bike trail network. Dryandra Woodland wasn't assessed but is identified and located as it is a site with proposed mountain bike trails.



Figure 5. Sites assessed for a challenge park and mountain bike trail network

## CHALLENGE PARK SITES

Table 3. Challenge park site assessment

ID	LOCATION	TENURE	SCALE (Ha)	USE/ZONING	STRENGTHS	WEAKNESSES
01	Pitt St	Shire Reserve	0.6622	Recreation	Connectivity to future related trails, appropriate terrain, tenure and deliverability, no competing site uses, scale of site.	Potential impacts on surrounding residential areas, accessibility for users.
02	Archibald Park	Shire Reserve	4.8241	Recreation	Connectivity to future related trails, tenure and deliverability, no competing site uses, scale of site.	Accessibility for users, terrain requires significant work to make suitable.
03	Former Railway Tennis Club (southern end of Gnarojin Park)	Shire Reserve	1.7301	Community and Recreation	Proximity to supporting recreation activities, accessibility for users, connectivity to future related trails, appropriate terrain, tenure and deliverability, no competing site uses, minimal impact on surrounding land use, scale of site.	Requires drainage upgrade.
04	Adjacent skate park (within Gnarojin Park)	Shire Reserve	0.4084	Community and Recreation	Proximity to supporting recreation activities, accessibility for users, appropriate terrain, tenure and deliverability, no competing site uses, minimal impact on surrounding land use, scale of site.	Distance from future related trails.
05	BMX/Old Golf course	Crown Reserve	1.4678	Recreation	Proximity to related recreation activities, appropriate terrain, tenure and deliverability, no competing site uses, minimal impact on surrounding land use, scale of site.	Distance from future related trails, accessibility for users.
06	Garfield St	Shire Reserve	1.0812	Recreation	Appropriate terrain, tenure and deliverability, no competing site uses, scale of site.	Potential impacts on surrounding residential areas, distance from future related trails, accessibility for users.
07	Little athletics	Shire Reserve	0.6063	Recreation	Appropriate terrain, tenure and deliverability, no competing site uses, scale of site.	Potential impacts on surrounding residential areas, distance from future related trails, accessibility for users.
08	Northwood St	Shire Reserve	1.2254	Recreation	Appropriate terrain, tenure and deliverability, no competing site uses, scale of site.	Potential impacts on surrounding residential areas, distance from future related trails, accessibility for users.



Of the sites identified and assessed within Narrogin, Common Ground recommends that site 04 adjacent to the existing skate park is the most appropriate for development of a challenge park. Features which make this site desirable include;

- Potential central trail head for future trail networks;
- Sufficient scale to host full challenge park;
- Improvement of disturbed and minimally managed site;
- Enhanced community based entry statement for township;
- Accessibility from town centre;
- Proximity to existing skate park precinct;
- Appropriate terrain and geology;
- Existing and proposed hydrology / drainage solutions;
- Site under management of Shire;
- No competing site uses and complimentary neighbouring use in the skate park;
- Minimal impact on surrounding land use;
- Existing mature trees on site for shade; and
- Existing support infrastructure including Changing Places accessible toilet facility.

The proposed site is a unique opportunity to develop a leading bike facility within the urban context of Narrogin. The ideally located site offers current and future potential for development of an outstanding facility catering for diverse user groups, promoting progression and allowing for entry into mountain biking as a recreation and sport. This facility has the potential to be one of the benchmark community mountain bike facilities for Australia and has the potential to showcase Narrogin's unique characteristics.

While the feasibility study was asked to investigate a pump track only there is potential for the site to also host other complimentary cycling facilities such as a bike playground and beginner/intermediate jump lines. A more advanced jump facility would be best placed at Site 02 Archibald Park with the possibility of a community managed facility should there be sufficient interest from riders (refer to City Park case study, pg 29). Archibald Park is more suited to this type of facility due to existing disturbance and scale of site.

The Narrogin Park Masterplan does not include a pump track, however the Shire agrees the Masterplan's intent was to identify areas within the Park to activate. There is sufficient space adjacent the skate park for a pump track facility (and a bike playground and beginner intermediate jump lines). Placement of a pump track here fits with the intent of the Masterplan to place recreation/play areas on the ends of the north-south axis of the Park. The Masterplan proposal for native plantings and a social/events space in this vicinity, wouldn't be impacted (refer to Figure 7).



Figure 6. Recommended site for pump track, bike playground and beginner/intermediate jump lines.



Figure 7. Recommended location for pump track, bike playground and beginner/intermediate jump lines in context of the Gnarojin Park Masterplan.



Figure 8. Gnarojin Park – Recommended approximate location for pump track, bike playground and beginner/intermediate jump lines.



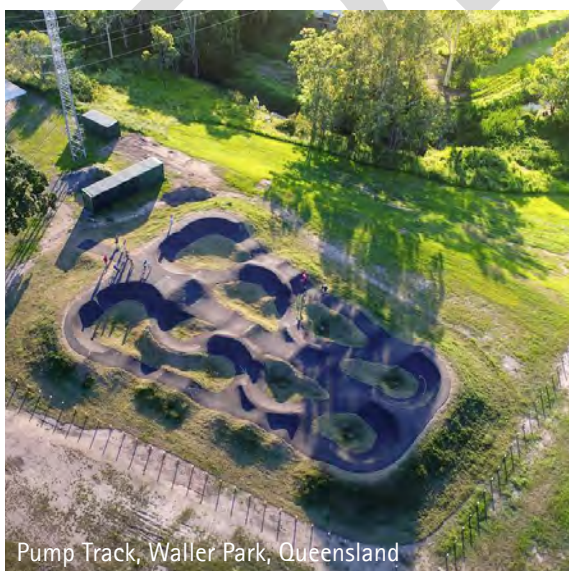


Figure 9. Example facility and feature images.

## MOUNTAIN BIKE TRAIL NETWORK SITES

Table 4. Mountain bike trail site assessment

ID	LOCATION	TENURE	SCALE (Ha)	USE/ZONING	STRENGTHS	WEAKNESSES
09	Foxes Lair Reserve	Shire Reserve	64.432	Recreation	Existing network of community built trails, scale of site, appropriate terrain and geology, proximity to town.	Significant Flora and Fauna values
10	Commonage	Shire Reserve	53	Recreation	Existing network of community built trails, scale of site, appropriate terrain and geology, proximity to town.	Significant Flora and Fauna values
11	Railway Dam	Shire Reserve	16	Recreation	Existing network of community built trails, appropriate terrain and geology, proximity to town.	Areas of disturbed land not suitable for trails. (note these disturbed areas are suitable for advanced jump lines)
12	Highbury Nature Reserve	Crown Land	51	Nature Reserve	Proximity to services in Highbury, scale of site.	Nature Reserve precludes all recreation activity apart from walking. Distance from large population centre.
13	Yilliminning Rock	Crown Land	80	Recreation and Open Space	Scenic landscape.	Significant Flora and Fauna values, scale of available space for trails
14	Bird Whistle Nature Reserve	Crown Land	1031	Public Purpose / Nature Reserve	Appropriate terrain, no competing site uses, scale of site.	Significant Flora and Fauna values, distance from population centre. Nature Reserve precludes all recreation activity apart from walking.

Of the sites identified and assessed within the Shire, Common Ground recommends that Foxes Lair Reserve, the Commonage and Railway Dam are the most appropriate for development of mountain bike trails. Features which make these sites desirable include;

- Sufficient scale for up to 20km of trail;
- Appropriate terrain and geology;
- Accessibility from Narrogin town site;
- Site under management of Shire;
- Complimentary site uses; and
- Minimal impact on surrounding land use

Yilliminning Rock was ruled out due to the scale of the site and natural values. Other reserves within the Shire of Narrogin including Birdwhistle Nature Reserve and Highbury Nature Reserve have been ruled out based on land tenure. These reserves are classed as Nature Reserves with the primary purpose under the Conservation and Land Management Act 1984 for the conservation of flora and fauna (Section 6 (5)). The only conditionally permissible recreation activity within gazetted nature

reserves is passive bushwalking activities on trails specifically developed for the interpretation and appreciation of flora and fauna.

It should be noted that the 2011 Dryandra Woodland management plan<sup>6</sup> proposes development of mountain bike trails in the western region of the park. While development of these trails is not imminent, cyclists already use the fire roads and management roads and Narrogin is well placed to leverage tourism/ economic benefits from this destination. Development of mountain bike trails in Foxes Lair, Commonage and Railway Dam sites should complement the experience developed in Dryandra Woodland and promotion and marketing should consider linking the two experiences.

6. Department of Environment and Conservation (2011) Dryandra Woodland Management Plan No. 70.



There is an existing network of community built mountain bike trails within the Foxes Lair, the Commonage and Railway Dam sites which have informally developed over several years. Any proposed development of mountain bike trails on these sites should involve an audit of these trails to assess their long-term sustainability and suitability for inclusion in a coherent network of trails which would contain a range of trail classification. The scale of these sites could potentially and comfortably accommodate up to 20km of purpose built mountain bike single track.

Trail development should follow best practice development procedures as outlined in the Western Australian Mountain Bike Management Guidelines. Common Ground recommends that mountain bike trails be developed in stages as outlined below.

STAGE 1	<b>Site Assessment</b>
	For Foxes Lair, Commonage and Railway dam sites
	Including detailed trail audits, Flora and Fauna study, Aboriginal Cultural Heritage study, and Phytrophora hygiene study
STAGE 2	<b>Concept Development</b>
	For Foxes Lair, Commonage and Railway dam sites
STAGE 3	<b>Detailed Design and Construction</b>
	For trails within Commonage and Railway Dam sites
STAGE 4	<b>Detailed Design and Construction</b>
	For trails within Foxes Lair

The Foxes Lair, Commonage and Railway Dam sites are popular local reserves which also cater for bushwalking, trail running, picnics and organised events such as orienteering. Consideration of other park uses is essential in development of mountain bike trails. In cases where the risk of user conflict is low and trails are low speed for cyclists, consideration can be given to dual use trails. However it is recommended that where possible walk and mountain bike trails be single use and specifically designed for each user group.

The recently completed Shire of Narrogin Walk Trails Master Plan recommended formalising existing walk trails within Foxes Lair and the Railway Dam Reserve with general trail maintenance and installation of standardised signage and interpretation along each route. These routes should be taken into account during concept development for mountain bike trails and maintained as walk only trails.

Given the significant flora and fauna values in Foxes Lair and the network of existing walk trails it is recommended that the bulk of mountain bike trails be focussed within the Commonage. The balance of walk and mountain bike trails should be carefully considered in the concept development stage.

Sustainable trails meet user's needs, reduce environmental impact and require less maintenance. The way to achieve this is to develop the right trail, in the right area, the right way and for the right reasons. Following best practice development procedures as outlined in the [Western Australian Mountain Bike Management Guidelines](#) will ensure that mountain bike trails developed in Foxes Lair, the Commonage and Railway Dam are sustainable from an environmental and user perspective.

Department of Water managed land to the south west of Foxes Lair has potential to host future expansion of mountain bike trails, however at this stage restrictions on recreation activity will limit development of trails.

## TRAIL DEVELOPMENT

A staged planning and development process is highly recommended to achieve a successful pump track and mountain bike trail facility. The development process is similar to most construction projects with planning, design and construction stages. The full recommended development process is outlined in the Western Australian Mountain Bike Management Guidelines. The key stages are briefly discussed below.

### PLANNING

Determining the framework for a project is vital to its ongoing success. The framework stage uses stakeholder consultation to document the project brief, scope, scale and target user groups, stages of development, funding sources, management and overall objectives. The resulting project framework is used as a overall project brief to guide future stages.

### CONCEPT DESIGN

While the project framework informs the concept design process, it is also important to achieve community buy in at this early stage. Typically, a community design workshop is undertaken to ascertain the design aspirations of the end users, looking into what features and characteristics are desired. This workshop should be led by an experienced facilitator and professional designer. The concept design will consider access, site topography, drainage, constraints and other important elements. Recommendations on facility inclusions and surface materials are typically made at this stage. The final concept provides a report and layout of the track showing the design intent and opinion of probable cost. While detailed feature surveys are not required at this stage, they do assist the process. The documentation and reports created in the concept design stage should be sufficiently detailed to assist funding applications.

### FUNDING

With the concept design completed and opinion of probable costs established there is typically sufficient documentation and project understanding to seek external funding or undertake fundraising.

### DETAILED DESIGN

The detailed design stage documents all construction requirements in detailed drawings and written specification. Detailed designs can include a bill of quantities establishing the overall material requirements. In addition to documenting the facility earthworks and track finishing, it is important that full soft and hard landscaping design is undertaken at this stage. The final detailed design documentation will enable successful construction pricing and tendering.

### CONSTRUCTION

Construction of pump tracks generally involves the use of building machinery such as excavators, skid steers and roller compactors. While some earth moving work can be performed by general civil contractors or Shire staff, specialised building skills and shaping techniques are essential to achieve the flow, pump and jump actions that riders are seeking. Community involvement and creating a sense of ownership of pump tracks is also important, which in the long term can lead to assisted management. Working with community groups to involve volunteers in the build process, ensuring a safe and professional work environment is one way of achieving sense of ownership.

### MANAGEMENT

Ongoing management is vital to maintaining user safety and user experience. Management and maintenance requirements can vary significantly depending on the materials and finishes used to construct the facility.

## DELIVERY

There are number of delivery methods which can be considered for the development of the trails. The three primary delivery methods are; professional, professional with volunteer assistance and volunteer lead. Delivery methods are often determined by location of the development and the quality of facility required. Facilities developed in urban and urban fringe are typically lead or undertaken by professional designers and contractors. Developments located in the natural landscape have a higher potential for volunteer development. The following outlines the benefits and constraints with each of the delivery methods.

### PROFESSIONAL

Professional design, by industry specific designers, typically yields high quality and accurate documentation enabling competitive and accurate pricing. Professional design can be costly but typically ensures successful and highly desirable facilities. Typically professional designers will host workshops to foster community participation and ownership. Professional construction, by industry specific contractors, ensures high quality with a high level of accountability. Professional construction is most appropriate when the project incorporate hardened surfaces and landscaping requirements. It does however have higher capital costs and can lead to reduced ownership if not successfully delivered. Development progress is typically fast.

### PROFESSIONAL WITH VOLUNTEER ASSISTANCE

Community lead design with professional documentation can yield high quality and accurate documentation and community ownership. It remains costly and can have compromised design outcomes if not successfully managed. Professionally lead construction, by industry specific contractors, with volunteer assistance can yield high quality but with a reduced level of accountability. Volunteer assisted construction is most appropriate when the project incorporates a combination of natural and hardened surfaces. Volunteer assisted projects can be difficult to price and unless volunteer involvement is significant, it can increase the cost of development through increased management requirements.

## VOLUNTEER

Community lead design with minimal input from professionals can be low cost but can often lead to lower quality documentation and potentially less useable facilities. Volunteer lead construction is most appropriate for natural surface developments in urban fringe and natural landscape settings. Accountability of the final outcome is significantly reduced and development progress is typically slow. Volunteer lead construction can lead to significant community ownership, if the final product is desirable.

### COMMUNITY CONTRIBUTION

In addition to volunteer involvement, there are a number of additional areas where the Narrogin community can contribute significantly to the facility development.

Due to the prominent location of the recommended sites, and considering the potential scale, professional design and construction with community input and contribution would likely yield the best outcome for the overall development. As identified should there be sufficient community interest in ongoing management Archibald Park would be ideally suited to development of a set of community designed, built and managed dirt jumps.

## RISK MANAGEMENT

The risks to the Shire of Narrogin in developing mountain bike facilities are mainly connected to the use of the track, rather than the planning, design and construction phase. Using a contractor with experience in design and building similar tracks removes much of the risk. Usage risks include the site being used for anti-social behaviours such as drinking; track deterioration; and physical injury to users. Anti-social behaviours can be discouraged through surveillance of the site, by other users, CCTV, or regular patrols. The risk of track deterioration can be managed by appropriate design and surfacing (asphalt for pump track) and installing sufficient drainage systems. Physical injury to users is a moderate risk which the Shire of Narrogin should be able to manage.

The Shire of Narrogin already has a BMX track and skate park operating within the shire and has public liability insurance commensurate with the risk, however riders use the tracks at their own risk and the Shire of Narrogin is able to mitigate some of the risk by ensuring the tracks are always in good repair and fit for use. In this sense an asphalt track which does not deteriorate quickly is safer than a non-surfaced track which quickly shows wear and is easily damaged by wet weather.

## SUMMARY

Following stakeholder and community engagement and assessment of potential sites Common Ground Trails recommend that development of a pump track (or challenge park) facility and purpose designed mountain bike trails are feasible within Narrogin Shire. Cycling facilities have been proved to offer a multitude of social and economic benefits to communities and Narrogin is well placed to reap these benefits.

Of the sites assessed it is recommended that a pump track (or challenge park including a pump track, bike playground and beginner/intermediate jump lines) be developed adjacent to the existing skate park in Gnarojin Park. Opportunity to capitalise on existing support infrastructure such as shelter, toilets and access paths as well as proximity to town and complimentary neighbouring recreation uses make this site ideal for a challenge park.

Foxes Lair, the Commonage and Railway Dam are recommended as the most appropriate sites for development of purpose designed mountain bike trails. Proximity to town and scale of the sites together with existing use of the reserves by mountain bikers suggest formal development of mountain bike trails would provide a valuable recreation resource. The scale of the site could comfortably accommodate up to 20km of purpose built mountain bike single track. Proposed development of mountain bike trails in Dryandra Woodland to the north west of Narrogin will compliment development of trails closer to town and add to the appeal for riders visiting from outside the region.

In terms of next steps, should Council support development of a pump track (or challenge park) and mountain bike trails as per the development process outlined in the [Western Australian Mountain Bike Management Guidelines](#), it is recommended that a concept plan for each site be developed. Common Ground strongly encourages the Shire of Narrogin to include the community in this process ensuring outcomes on the ground that are supported by and cater for the needs of the local community.



## PRELIMINARY COSTINGS

### CHALLENGE PARK

The following table provides the opinion of probable cost (OPC) for design and construction for each element in a challenge park. These costs are based on Common Ground Trails recent experience in designing and constructing challenge parks. Note staged development is possible.

ELEMENT	OPC DESIGN	OPC CONSTRUCTION	FUNDING SOURCE	OPC MAINTENANCE	NOTES
CONCEPT DEVELOPMENT	\$30,000	N/A	External funding partnership/grant	N/A	Concept design for whole site, to determine final site layout
PUMP TRACK	\$20,000	\$200,000 (400sqm track)	External funding partnership/grant	\$10,000/pa (recurrent internal budget)	Surrounding landscape design separate
JUMP TRACK	\$15,000	\$200,000	External funding partnership/grant	\$10,000/pa (recurrent internal budget)	Beginner and intermediate lines set to fit comfortably within the site
SMALL BIKE PLAYGROUND	\$5,000	\$100,000	External funding partnership/grant	\$5,000/pa (recurrent internal budget)	
TOTAL	\$70,000	\$500,000		\$25,000/pa	

## MOUNTAIN BIKE TRAILS

The following table provides an outline of the OPC for each stage of the trail development process for approximately 20km worth of specifically designed trail.

These costs are based on Common Ground Trails recent experience in designing and constructing mountain bike trails.

STAGE	ELEMENT	OPC	FUNDING SOURCE	NOTES
1	SITE ASSESSMENT	\$30,000	External funding partnership/grant	Site assessment for all three sites (Foxes Lair, Commonage and Railway Dam) including undertaking Flora and Fauna studies, Aboriginal Cultural Heritage study and Phytophthora Hygiene study.
2	CONCEPT PLANNING	\$20,000	External funding partnership/grant	Concept design for all three sites, to determine trail network style and extent, include a thorough audit of existing trails and considering other trail users.
	SUB TOTAL STAGE 1&2	\$50,000		
3	CORRIDOR EVALUATION	\$5,000	External funding partnership/grant	For up to 10km of trail within Commonage and Railway Dam sites
	DETAILED DESIGN	\$30,000	External funding partnership/grant	
	CONSTRUCTION	\$400,000	External funding partnership/grant	
	SUB TOTAL STAGE 3	\$435,000		
4	CORRIDOR EVALUATION	\$5,000	External funding partnership/grant	For up to 10km of trail within Foxes Lair
	DETAILED DESIGN	\$30,000	External funding partnership/grant	
	CONSTRUCTION	\$400,000	External funding partnership/grant	
	SUB TOTAL STAGE 4	\$435,000		
TOTAL (FOR ALL ALL 4 STAGES)		\$920,000		

Note management/maintenance costs will be approximately \$40,000 / pa for 20km worth of mountain bike trail.

Site assessment and concept planning should be undertaken for all three sites concurrently so that a vision and coherent layout is developed for the trail network. Given the current population size of Narrogin, staging corridor evaluation, detailed design and construction is recommended, starting with approximately 10km (distance to be determined in concept planning stage) in the Commonage and Railway Dam sites. Approximately 10km of trail will adequately service the current population and combined with a pump track in the townsite should be enough to entice visitors and build excitement

for further trail development. This approach will also allow time for the local mountain bike community to develop to a point where a club could potentially be formed to oversee maintenance of the trails. Staged development will also allow for demonstration of the social benefits of mountain bike trails and the minimal environmental impact of sustainably built trails.

# APPENDICES

## APPENDIX A

### Mountain Bike Trail Types

Trail type defines the style of trail and its typical attributes. Different trail types suit different styles of riding and typically each trail type will have a specific kind of mountain bike designed to suit. Different cohorts use different types of trails and all trail types can have varying classifications.

#### CROSS COUNTRY (XC)

Primarily singletrack orientated with a combination of climbing and descending trails and natural trail features of varying technicality. Cross Country trails appeal to the majority market and can cater for timed competitive events. Typically bikes are lightweight with shorter travel dual suspension or no rear suspension.

#### ALL MOUNTAIN (AM)

Similar to Cross Country and primarily singletrail orientated, with greater emphasis on technical descents, with nontechnical climbs. All mountain trails can cater for timed enduro competitive events. Bikes are typically light-medium weight with medium-travel dual suspension.

#### DOWNHILL (DH)

Purely descent only trails with emphasis on speed and technical challenge. These trails can cater for timed downhill competitive racing. Downhill trails appeal to the more experienced market and typically require uplift to the trailhead via chairlift or vehicle shuttle. Bikes are designed for descending and are typically long-travel dual suspension and built for strength over weight.

#### FREERIDE (FR)

Typically descent focused trails with emphasis solely on technical challenge. Freeride trails feature both built and natural terrain technical features with a focus on drops and jumps. Appeals to the more experienced market and caters for competitions judging manoeuvres and skills only. Bikes are typically medium to long-travel dual suspension and are built for strength.

#### PARK (PK)

Built feature environment with emphasis on manoeuvres, skills and progression. Appeals to wide market including youth and can cater for competitions judging aerial maneuvers. Can include jump and pump tracks and skills park. Typically dirt surfaced but can include hardened surfaces. Bikes are typically built for strength, with short travel suspension.

#### TOURING (TR)

Typically long distance riding on reasonably uniform surface conditions and lower grades. Touring trails are dual direction linear trails or long distance circuits with a focus on reaching a destination. Touring trails can include rail trails, access/ fire roads and singletrack. While there is a limited market for long distance mountain biking, touring trails can be ridden in sections making them accessible to all. If carrying panniers bikes are usually robust with limited suspension, however, for short sections or day trips most mountain bikes are suitable.

While diverse, each of the trail types meet a different market segment. It is important that the majority of trails cater for the existing and potential market majority.

## APPENDIX B

### Case Studies

#### KINGSLEY PUMP AND JUMP TRACK, PERTH

In 2017 the City of Joondalup opened a bike orientated park within the Shepherds Bush Reserve in the suburb of Kingsley. Located along Barridale Drive, and accessible via the Perth Bicycle Network, the facility is often accessed via bike. The previously dilapidated site is now extremely popular and well used by the community. The challenge park meets the needs of a diverse range of users from young children to the adults and is extremely popular with families. It caters for beginners through to advanced riders in a well thought out and integrated layout.

The Shepherds Bush Park has dedicated parking, playground, picnic and BBQ facilities and grassed area. Most importantly the overall development features three dedicated bike facilities. These are described below.

#### JUMP TRACK

The Shepherds Bush Reserve facility features two jump lines, rated intermediate and advanced. Each jump line begins on a large asphalt start ramp, features four step up table top jumps and a large return berm with hipped jump entry option. The jumps range from 1.2m to 2m high and are up to 4.5m long. To minimise maintenance each of the jumps features an asphalt lip combined with a clay landing which reduces risk of injury. The jump track integrates seamlessly with the pump track allowing experienced riders to transition between and providing a consistent finish. To reduce risk the intermediate and advanced jump lines are demarcated with blue and red painted lines.



#### PUMP TRACK

The reserve also features a highly used asphalt pump track. The pump track is designed to cater for a range of users and has easily rollable lines combined with larger optional transfer lines. The pump track is demarcated with green line work allowing parents to advise and monitor young riders. The asphalt surface was utilised to reduce ongoing maintenance. The pump track is utilised as part of the return track to the jump tracks allowing users to effortlessly pump their way back to the top of the start mound.

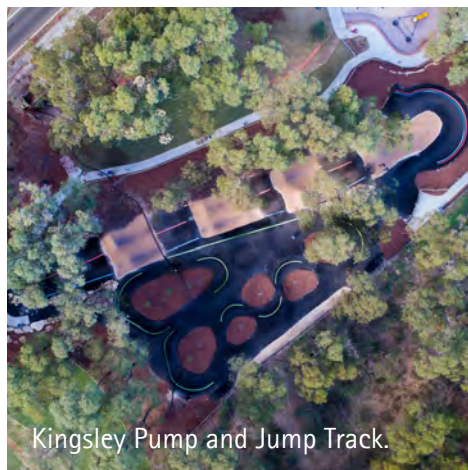
The jump track and pump track are surrounded by a low fence which manages risk of young children accidentally wandering into a high speed area. The area is accessible through two gated entries at either end of the jump lines which also feature safety signs and bins.

#### SAFETY TRACK

Catering for young children, the Shepherds Bush Reserve facility also features a road safety track. The simple track design features an asphalt surface with signed intersections and roundabout as well as a parking areas and fuel station.

All of the facilities in the greater Shepherds Bush facility are designed to cater for cyclists but scooter and skateboarders frequent the area.

One of the primary reasons the facility is popular with families is the diversity of experiences combined with rest areas and sheltered spaces. The extremely popular facility has something for everyone.



Kingsley Pump and Jump Track.



## CITY BIKE PARK, ADELAIDE

City Bike Park is located in Adelaide's CBD. Hand built and maintained by a dedicated crew of volunteers, the park is one of the best known dirt jump trail spots in Australia. This facility is a good example of how the riding community can be effectively engaged to activate and enhance public space.

Originally built in 2004, the park has been through a number of phases of redesign, coming from a competition based facility to more of an all-inclusive recreation facility with jumps to suit beginners, intermediate and advanced riders. The park has been designed, built and managed by a dedicated group of volunteers, until 2017 when the Adelaide City Council raised some concerns regarding insurance. Negotiations resulted in the volunteer crew being retained and a third party trail building company engaged for safety assessment/auditing and an operational framework put in place. Adelaide City Council provide ongoing support in the form of tools and supplies.

Management of the jumps also involves watering before use, covering and chaining when not in use and restricting and monitoring use after rainfall events all tasks which are undertaken by volunteers.

The success of City Bike Park is primarily due to the enthusiasm, and dedication of a few individuals within the community and also the support from the City of Adelaide. For further information on the history of City Bike Park refer to [www.citydirtcrew.com](http://www.citydirtcrew.com).

While the level of community interest in a cycle facility in Narrogin would suggest that a similar community led jumps line could be feasible, ongoing commitment to maintain is unknown.



City Bike Park.  
Image source: [www.citydirtcrew.com](http://www.citydirtcrew.com)





## APPENDIX C

General comments from community survey conducted by Common Ground Trails in May 2019.

It would be a great addition to our town
It's a brilliant idea! The mountain biking community is growing and it would be a tourist attraction.
It is great for tourism
Up until the last 5 years Narrogin Town Council have regularly maintained trails throughout Foxes Foxes Lair, Around the Railway dam and along the railway line which have been used for the last 35 years that I have been here, for all sorts of bike riding, pushing prams, children with scooters, mobility scooters, walking. I would love to see this made MULTI use, not just one group. Pretty much all towns except Narrogin seem to have well maintained trails usable by everyone. No reason not to incorporate mountain biking as well.
It would be fantastic for Narrogin to provide a nature base tourist attraction
Such a good idea! We're down in Tarwonga a couple of times a year and would be epic to have something active to do.
Request a tender from WA trail builders to obtain a cross section to determine a suitable builder. There are different materials for the finishing off of trails that are sustainable.
Be great to be able to stop in Narrogin on way to/from other locations like collie and dwellingup
Great for both locals and visitors to the town.
It's a worthwhile investment into a rural town
Confirming the health aspect and provision of an activity for young people.
This is a fantastic idea.
Needs to be interesting, cater for tourists not just locals, good length. Consider reserves such as Yilimining/ Wikepin way
Kids need something
A great physical activity for every age group.
Great ideas! Keep it up.
"Preferably put the mountain bike trails in foxes lair, foxes lair would be a good spot for the trails because there is already some good trails in there and it would be for the trails to intertwine. me and my family love mountain biking in foxes lair, foxes lair is a really nice and relaxing place to be. with all the wildlife around you.
It would be ideal to build the pump track at the skatepark
please put the pump track near the skate park.
Pump track - location next to skate park would be ideal Mountain Bike Trails -Further development of trails in a GE vicinity of Foxes Lair would be great. More flow, develop some berms and obstacles. Well done.
It would have to be very high standard or unique trail to entice people out there
I have just recently been to the new pump and skate board track with my grandchildren it is very well supported and I feel would be very good for our town
We really need these in narrogin please!!!
10-20km would entice me to come to narrogin, >20km+ would entice me to come back again
There's already some good mtb trails in Narrogin so it wouldn't take much to make them next level
This a great thing for the town, it's youth but also all ages. And also enticing for others to come out and enjoy which will give NARROGIN a boost
Get them both because it would attract more people that enjoy mtb to the narrogin area
There is a BMX track I don't think it gets used much anymore. What about spending money to improve what we already have.
It can give more activity for patents with young kids and also can attract more people to town
I just want to shred!
A pump track would be an excellent investment for a range of age groups, who wish to utilise these facilities to enhance their skills. With the abundance of nature reserves, mountain bike trails would add to the development of areas such as Foxes Lair and Railway Dam. This can be another way for interconnection throughout the community with what Narrogin has to offer.

## **10.2 TECHNICAL AND RURAL SERVICES**

There are no reports requiring a Council decision for the current month.

## 10.3 CORPORATE AND COMMUNITY SERVICES

### 10.3.1 SCHEDULE OF ACCOUNTS PAID – JUNE 2019

File Reference	12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	30 June 2019
Author	Agatha Prior – Finance Officer Accounts
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	
1. Schedule of Accounts Paid – June 2019 (separate cover).	

#### Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – June 2019.

#### 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 – June 2019 is presented to Council for notation. Below is a summary of activity.

June 2019 Payments			Local Spending	\$	%
Payment Type	\$	%	Local Suppliers	269,937.76	23.78
Cheque	18,496.15	1.63	Payroll	384,472.47	33.87
EFT (incl Payroll)	984,138.57	86.71	Total	654,410.23	57.66
Direct Debit	111,703.27	9.84			
Credit Card	15,458.93	1.36			
Trust	5,237.50	0.46			
Total Payments	1,135,034.42	100.00			

The payment schedule has been provided to Elected Members separately and is 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

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 June 2019, Council note the Report as presented.

### 10.3.2 MONTHLY FINANCIAL REPORTS – JUNE 2019

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	10 July 2019
Author	Nicole Bryant – Manager Finance
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	
1. Monthly Financial Report for the period ended 30 June 2019.	

#### 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 June 2019 Monthly Financial Reports.

#### Comment

The June 2019 Monthly Financial Reports are presented for review.

#### Consultation

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 June 2019, Council note the Reports as presented.

**MONTHLY FINANCIAL REPORT**  
(Containing the Statement of Financial Activity)  
**FOR THE PERIOD ENDED 30 JUNE 2019**

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 JUNE 2019**

**MONTHLY SUMMARY  
INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 June 2019  
Prepared by: Manager Finance  
Reviewed by: Executive Manager of Corporate & Community Services

**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.

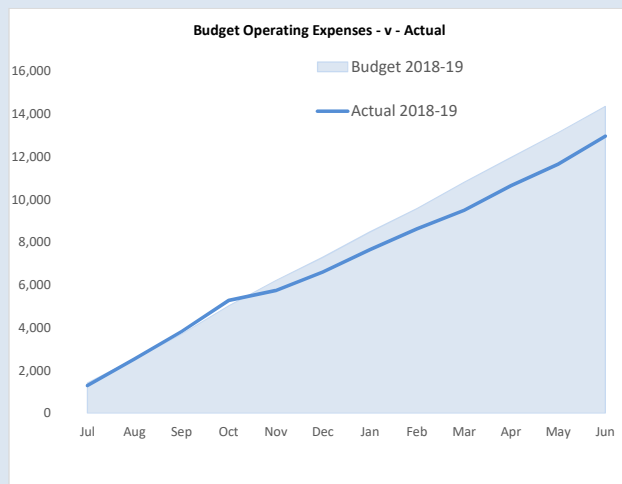
**ROUNDING OFF FIGURES**

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

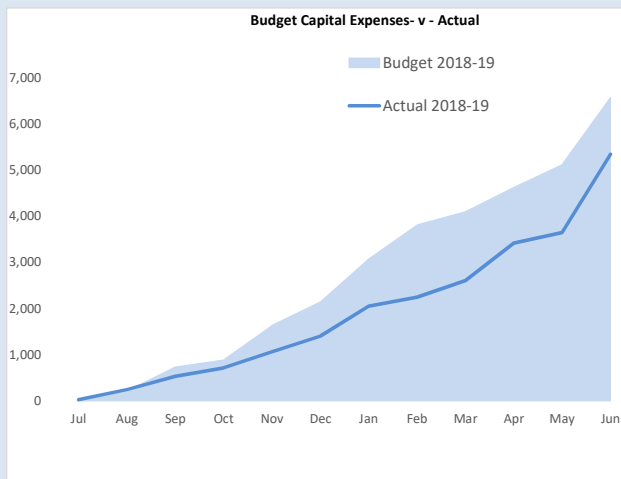
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 JUNE 2019**

**MONTHLY SUMMARY INFORMATION  
GRAPHS**

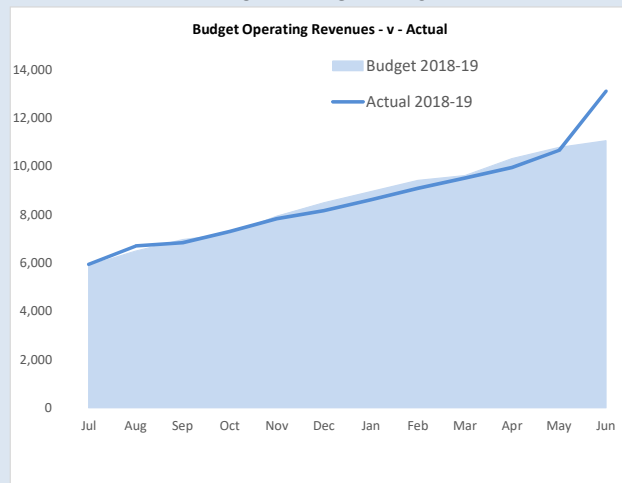
**OPERATING EXPENSES**



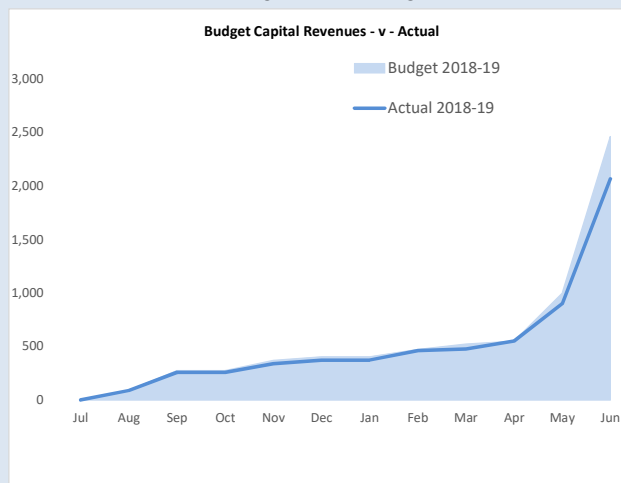
**CAPITAL EXPENSES**



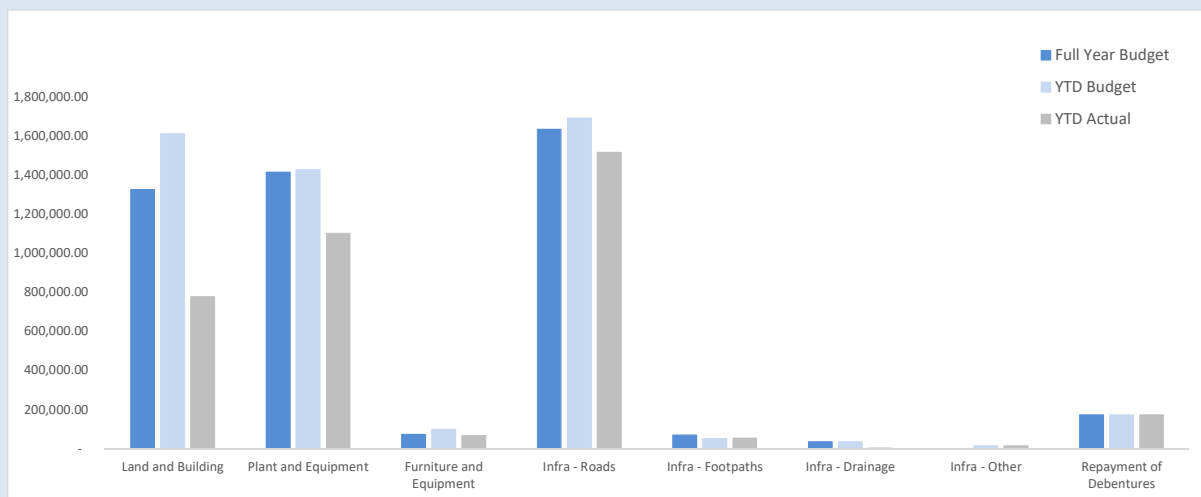
**OPERATING REVENUE**



**CAPITAL REVENUE**



**CAPITAL EXPENSES BY ACTIVITY**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

## STATEMENT OF FINANCIAL ACTIVITY

## STATUTORY REPORTING PROGRAMS

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 JUNE 2019

	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3,760,640	3,760,640	3,760,640	0	0%	
<b>Revenue from operating activities</b>						
General Purpose Funding - Rates	4,788,695	4,788,695	4,838,775	50,080	1%	
General Purpose Funding - Other	1,285,132	1,285,132	2,633,606	1,348,474	51%	▲
Governance	5,100	5,100	3,581	(1,519)	(42%)	
Law, Order and Public Safety	123,365	123,365	266,478	143,113	54%	▲
Health	26,500	26,500	53,404	26,904	50%	▲
Education and Welfare	1,528,109	1,528,109	1,464,072	(64,037)	(4%)	
Housing	8,240	8,240	8,668	428	5%	
Community Amenities	1,048,504	1,048,504	1,082,425	33,921	3%	
Recreation and Culture	130,839	130,839	194,321	63,482	33%	▲
Transport	971,445	971,446	1,285,192	313,746	24%	▲
Economic Services	266,539	266,539	275,187	8,648	3%	
Other Property and Services	83,126	83,126	185,250	102,125	55%	▲
	10,265,594	10,265,595	12,290,960	2,025,365	16%	
<b>Expenditure from operating activities</b>						
General Purpose Funding	(274,326)	(274,326)	(282,381)	(8,055)	3%	
Governance	(668,618)	(668,618)	(586,846)	81,772	(14%)	
Law, Order and Public Safety	(685,151)	(685,151)	(532,421)	152,729	(29%)	
Health	(272,082)	(272,082)	(250,111)	21,971	(9%)	
Education and Welfare	(1,796,366)	(1,796,366)	(1,551,292)	245,074	16%	▲
Housing	(30,491)	(30,491)	(31,506)	(1,014)	(3%)	
Community Amenities	(1,565,833)	(1,565,833)	(1,393,143)	172,690	12%	▲
Recreation and Culture	(3,443,058)	(3,443,058)	(3,056,803)	386,255	13%	▲
Transport	(4,870,906)	(4,870,906)	(4,537,950)	332,956	7%	
Economic Services	(706,439)	(706,439)	(671,474)	34,965	5%	
Other Property and Services	(36,908)	(36,908)	(64,699)	(27,791)	(43%)	▼
	(14,350,179)	(14,350,179)	(12,958,627)	1,391,552		
<b>Operating activities excluded from budget</b>						
Add back Depreciation	3,516,972	3,516,972	3,492,227	(24,745)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	137,193	137,193	70,190	(67,004)	(95%)	▼
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	(26,598)	(26,598)	100%	
Movement in Leave Reserve (Added Back)	7,029	7,029	(52,714)	(59,743)	113%	
Adjust Rounding	0	0	0	0		
<b>Amount attributable to operating activities</b>	(423,391)	(423,390)	2,815,438	3,238,827		
<b>Investing Activities</b>						
Non-Operating Grants, Subsidies and Contributions	786,982	786,982	809,023	22,041	(3%)	
Purchase of Investments	0	0	0	0		
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,609,202)	(1,609,202)	(776,423)	832,778	107%	▲
Plant and Equipment	(1,427,253)	(1,427,253)	(1,101,117)	326,136	30%	▲
Furniture and Equipment	(98,811)	(98,811)	(65,308)	33,503	51%	▲
Infrastructure Assets - Roads	(1,690,671)	(1,690,671)	(1,515,702)	174,969	12%	▲
Infrastructure Assets - Footpaths	(51,300)	(51,300)	(52,300)	(1,000)	(2%)	
Infrastructure Assets - Road Drainage	(33,589)	(33,589)	(2,194)	31,395	1431%	▲
Infrastructure Assets - Other	(591,261)	(591,261)	(388,550)	202,710	52%	▲
Infrastructure Assets - Parks and Gardens	(14,000)	(14,000)	(13,203)	797	6%	
Proceeds from Disposal of Assets	834,810	834,810	604,762	(230,048)	(38%)	▼
Proceeds from Sale of Investments	0	0	0	0		
<b>Amount attributable to investing activities</b>	(3,894,295)	(3,894,295)	(2,501,013)	1,393,282		
<b>Financing Activities</b>						
Proceeds from New Debentures	350,000	350,000	350,000	0	0%	
Proceeds from Advances	0	0	0	0		
Repayment of Debentures	(129,976)	(129,977)	(129,778)	199	0%	
Self-Supporting Loan Principal	0	0	0	0		
Transfer from Reserves	1,273,480	1,273,480	1,108,631	(164,849)	(15%)	▼
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	(936,458)	(936,458)	(1,309,505)	(373,047)	(28%)	▼
<b>Amount attributable to financing activities</b>	557,046	557,045	19,348	(537,697)		
<b>Net Capital</b>	(3,337,249)	(3,337,250)	(2,481,665)	855,585		
<b>Total Net Operating + Capital</b>	(3,760,640)	(3,760,640)	333,773	4,094,413		
<b>Closing Funding Surplus(Deficit)</b>	0	0	4,094,413	4,094,413		



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****NET CURRENT ASSETS****FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 JUNE 2019****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.

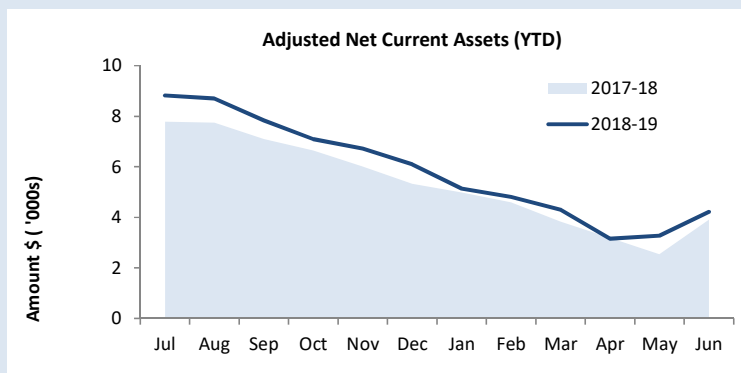
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 JUNE 2019**

**OPERATING ACTIVITIES  
ADJUSTED NET CURRENT ASSETS**

	Previous Period Actual 31 May 2019	Year to Date Actual 30 Jun 2019
<b>Adjusted Net Current Assets</b>	\$	\$
<b>Current Assets</b>		
Cash Unrestricted	3,215,441	3,738,095
Cash Restricted (Reserves)	3,970,754	4,155,674
Receivables - Rates and Rubbish, ESL, Excess Rates	372,969	399,251
Receivables - Other	33,629	617,787
Inventories	32,168	7,310
	7,624,961	8,918,116
<b>Less: Current Liabilities</b>		
Payables	(166,126)	(405,893)
Loan Liability	(9,530)	(166,658)
Provisions	(596,311)	(596,311)
	(771,966)	(1,168,861)
<b>Net Current Asset Position</b>	6,852,995	7,749,255
Less: Cash Restricted	(3,970,754)	(4,155,674)
Add Back: Component of Leave Liability not Required to be funded	389,140	334,863
Add Back: Current Loan Liability	9,530	166,658
Adjustment for Trust Transactions Within Muni	(1,159)	(688)
<b>Net Current Funding Position</b>	3,279,752	4,094,413

**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)**

**\$4.09 M**

**Last Period Actual**

**Surplus(Deficit)**

**\$3.28 M**

**NOTE: For the Cash Assets above the following investments have been made as at reporting date:**

	Investment Value \$	Maturity Date	Rate	Institution	Investment %
<u>Cash Unrestricted</u>					
Municipal Fund	Nil				
<u>Cash Restricted (Reserves)</u>					
Reserve Fund	Nil				
<u>Total Investment Holdings via Entity</u>	Nil				

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

### FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 JUNE 2019

## 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 material variance adopted by Council for the current 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	63,482	33%	▲	Permanent	Insurance claims income received for Golf Club and Artworks
Transport	313,746	24%	▲	Permanent	Additional Wandrra income
<b>Expenditure from operating activities</b>					
Education and Welfare	245,074	16%	▲	Permanent	HACC, CHSP, HCP & Aged Other - Expenditure estimated evenly over 12 months
Community Amenities	172,690	12%	▲	Permanent	Contract town planning, Cemetery maintenance/operations, public convenience maintenance expenditure all under budget
Recreation and Culture	386,255	13%	▲	Permanent	Town hall building maintenance, parks and gardens, town oval maintenance, NRRC electricity, community chest, event festival matching expenditure all under budget
<b>Investing Activities</b>					
Proceeds from Disposal of Assets	(230,048)	(38%)	▼	Permanent	Executive vehicle, ecombi roller, twin drum turf roller not disposed of
Capital Acquisitions	1,601,288	1687%	▲	Permanent	Refer to Capital Acquisitions Note
<b>Financing Activities</b>					

#### KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

▲ Favourable variance

▼ Unfavourable variance

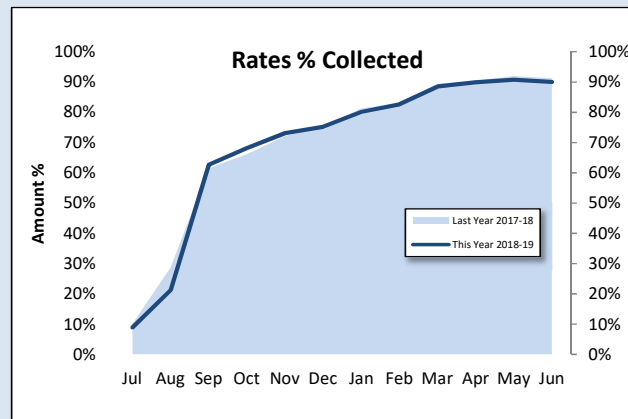
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 JUNE 2019**

Rates Receivable	30 Jun 18	30 Jun 19
	\$	\$
Opening Arrears Previous Years	492,340	492,340
Levied this year		4,790,002
Movement in Excess Rates		35,134
Domestic Refuse Collection Charges		471,569
Domestic Services (Additional)		3,466
Commercial Collection Charge		44,814
Commercial Collection Charge (Additional)		45,287
Total Rates and Rubbish (YTD)	5,153,240	5,403,911
Less Collections to date	(5,153,240)	(5,310,085)
<b>Net Rates Collectable</b>	<b>492,340</b>	<b>586,166</b>
% Collected	91.28%	90.27%
Pensioner Deferred Rates		(178,661)
Pensioner Deferred ESL		(8,254)
<b>Total Rates and Rubbish, ESL, Excess Rates</b>		<b>399,251</b>

**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.



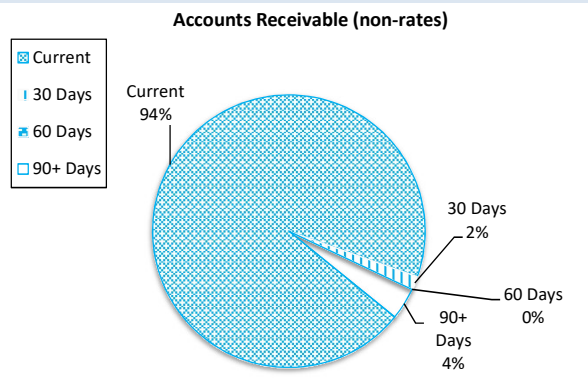
<b>Collected</b>	<b>Rates Due</b>
<b>90%</b>	<b>\$399,251</b>

**OPERATING ACTIVITIES**  
**RECEIVABLES**

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	603,831	10,306	23	24,270	638,430
Percentage	95%	2%	0%	4%	
<b>Balance per Trial Balance</b>					
Rates Pensioner Rebate Claims					11,017
GST Input					8,174
Provision For Doubtful Debts					(38,020)
<b>Total Receivables General Outstanding</b>					<b>619,601</b>
Amounts shown above include GST (where applicable)					

**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>\$619,601</b>
<b>Over 30 Days</b>
<b>5%</b>
<b>Over 90 Days</b>
<b>4%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 JUNE 2019**

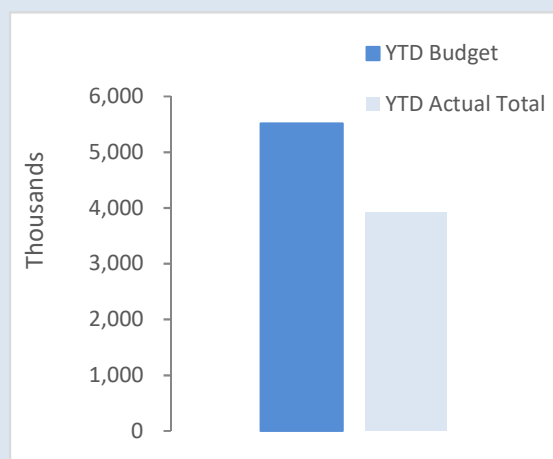
**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Amended Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land and Buildings	1,609,202	1,609,202	776,423	832,778
Plant & Equipment	1,427,253	1,427,253	1,101,117	326,136
Furniture & Equipment	98,811	98,811	65,308	33,503
Roads	1,690,671	1,690,671	1,515,702	174,969
Footpaths	51,300	51,300	52,300	(1,000)
Road Drainage	33,589	33,589	2,194	31,395
Other Infrastructure	591,261	591,261	388,550	202,710
Parks and Gardens	14,000	14,000	13,203	797
<b>Capital Expenditure Totals</b>	<b>5,516,086</b>	<b>5,516,086</b>	<b>3,914,798</b>	<b>1,601,288</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**



Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$5.19 M</b>	<b>\$3.91 M</b>	<b>71%</b>




















































To be read in conjunction with Strategic Projects Tracker



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 JUNE 2019**

**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**









































% of Completion

	Amended Budget	YTD Budget	YTD Actual	Variance Under(Over)
	\$	\$	\$	\$
<b>Capital Expenditure</b>				
<b>Land and Buildings</b>				
 Building Renovation Administration	190,060	190,060	35,685	154,375
 Animal Pound Building (Capital)	7,781	7,781	455	7,326
 Other Law & Order Building (Capital)	455	455	455	0
 HACC - Building (Capital)	56,602	56,602	52,991	3,611
 Kitchen Upgrade	35,000	35,000	23,394	11,606
 Mackie Park Public Toilets and Office - Capital	15,000	15,000	16,336	(1,336)
 Memorial Park Public Toilets Capital	100,000	100,000	4,845	95,155
 Highbury Public Toilets (Capital)	5,525	5,525	5,525	0
 Town Hall (Federal St) Building Capital	129,100	129,100	125,837	3,263
 Railway Institute Hall & Office Building Capital	3,096	3,096	3,600	(504)
 Highbury Hall Building Capital	5,937	5,937	5,937	0
 NRRC Building (Capital)	229,950	229,950	148,631	81,319
 NRRC Building Capital 2018-19	153,668	153,668	166,620	(12,952)
 Tennis Clubroom Roof Repairs	7,500	7,500	6,556	944
 Library Landscape - Stage 1	100,000	100,000	80,432	19,568
 Railway Station Building (Capital)	6,641	6,641	0	6,641
 Museum Building (Capital)	5,000	5,000	1,980	3,020
 Accommodation Units (NCP)	351,364	351,364	4,096	347,268
 Caravan Park Renovations	183,896	183,896	84,911	98,985
 Visitor Information Bay Upgrade (Williams Road)	20,000	20,000	4,411	15,589
 Sale Yard (Showmen's) Toilets Building Capital	2,627	2,627	3,726	(1,099)
	<b>1,609,202</b>	<b>1,609,202</b>	<b>776,423</b>	<b>832,778</b>
<b>Plant and Equipment</b>				
 Fire Truck (Highbury)	50,000	50,000	0	50,000
 NO05 Ranger Vehicle 2018	36,790	36,790	36,790	0
 EHO Vehicle 2018	18,602	18,602	18,602	0
 NGN10179 Toyota Hiace 2018	58,000	58,000	57,931	69
 Lawn Mower 2018	1,590	1,590	1,590	0
 Brush Cutter 2018	1,000	1,000	898	102
 NGN847 Ford Mondeo 2019 (HACC) (PA010B)	27,000	27,000	27,587	(587)
 NGN839 CHCP Vehicle	27,000	27,000	20,208	6,792
 NGN219 CATS Vehicle 2019	26,500	26,500	25,452	1,048
 CCTV Installation Refuse Site	8,364	8,364	8,364	0
 NGN00 EMDRS Vehicle 2018(2)	35,134	35,134	35,134	0
 NGN00 EMDRS Vehicle 2019	35,755	35,755	36,498	(743)
 NGN00 EMDRS Vehicle 2019(2)	35,755	35,755	0	35,755
 CCTV Installation Old Courthouse Museum	7,500	7,500	0	7,500
 ONO EMTRS Vehicle 2018 (3)	36,389	36,389	36,389	0
 ONO EMTRS Vehicle 2019	36,508	36,508	36,498	10
 ONO EMTRS Vehicle 2019 (2)	36,508	36,508	38,470	(1,962)
 ONO EMTRS Vehicle 2019 (3)	36,508	36,508	0	36,508
 N001 MO Vehicle 2018(2)	36,243	36,243	36,243	0
 N001 MO Vehicle 2019	36,870	36,870	36,243	627
 N001 MO Vehicle 2019(2)	36,870	36,870	0	36,870
 Works Supervisor Vehicle 2018	35,416	35,416	35,416	0
 1N0 CF Vehicle 2018	36,498	36,498	36,498	0
 NGN802 Gardener Vehicle 2018	23,677	23,677	23,677	0
 NO1 2018 UD 6 Wheeler Nissan Diesel Tip Truck	226,000	226,000	218,462	7,538
 NO592 PG LH Vehicle PG 2018	27,368	27,368	27,368	0
 NGN677 Toro Mower 2018 (WORKS) (PE041)	33,000	33,000	33,000	0
 NO2731 Four Axle Side Tipping Trailer - Additions	25,000	25,000	18,060	6,940
 NO2706 Four Axle Side Tipping Trailer - Additions	25,000	25,000	19,393	5,607
 Workshop Tool Purchase (Mechanic)	14,206	14,206	14,206	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 JUNE 2019**

**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**






























% of Completion

	Amended Budget	YTD Budget	YTD Actual	Variance Under(Over)
 New VHF Radios x 15	0	0	0	0
 NGN6121 1982 Twin Drum Turf Roller (WORKS)	34,850	34,850	34,850	0
 CCTV Installation NCP	9,030	9,030	8,500	530
 1NGN CEO Vehicle 2018(2)	51,593	51,593	51,593	0
 1NGN CEO Vehicle 2019	48,438	48,438	48,438	0
 1NGN CEO Vehicle 2019(2)	49,440	49,440	0	49,440
 1NGN CEO Vehicle 2019(3)	49,440	49,440	0	49,440
 ONGN EMCCS Vehicle 2018(2)	34,676	34,676	34,676	0
 ONGN EMCCS Vehicle 2019	34,651	34,651	0	34,651
 002 NGN MF Vehicle 2018	21,804	21,804	21,804	0
 NGN 0 MLC Vehicle 2018	22,281	22,281	22,281	0
	<b>1,427,253</b>	<b>1,427,253</b>	<b>1,101,117</b>	<b>326,136</b>
<b>Furniture and Equipment</b>				
 Airconditioner Upgrade - DRS	20,000	20,000	0	20,000
 Replace Pelments and Drapes, Jessie House	4,415	4,415	4,014	401
 Mobile Works Solution (HACC)	33,515	33,515	28,940	4,575
 Computer Purchases	6,000	6,000	10,436	(4,436)
 Town Hall Airconditioner	15,000	15,000	520	14,480
 Jessie House Airconditioner	6,881	6,881	6,881	0
 Library Software Upgrade	13,000	13,000	14,518	(1,518)
	<b>98,811</b>	<b>98,811</b>	<b>65,308</b>	<b>33,503</b>
<b>Infrastructure - Roads</b>				
 Earl Street - Renewal (Local)	109,813	109,813	49,833	59,980
 Egerton Street - Upgrade (Local)	171,494	171,494	126,358	45,136
 Whinbin Rock Road - Renewal (Rural)	70,618	70,618	29,878	40,740
 Wagin-Wickepin Road - Renewal (Local)	99,625	99,625	70,119	29,506
 Wangeling Gully Road - Renewal (Rural)	90,792	90,792	57,618	33,174
 Quarry Road - Renewal (Rural)	85,627	85,627	54,290	31,337
 Gordon Street - Renewal (Local) (R2R)	9,300	9,300	7,834	1,466
 Earl Street North - Renewal (Local) (R2R)	25,800	25,800	26,918	(1,118)
 Floreat Street - Renewal (Local) (R2R)	14,640	14,640	16,085	(1,445)
 Hough Street - Renewal (Local) (R2R)	16,815	16,815	18,101	(1,286)
 Park Street - Renewal (Local) (R2R)	11,655	11,655	8,050	3,605
 Northwood Street - Renewal (Local) (R2R)	12,240	12,240	12,814	(574)
 Palmer Street - Renewal (Local) (R2R)	7,875	7,875	6,260	1,615
 Watt Street - Renewal (Local) (R2R)	6,900	6,900	6,611	289
 Short Street - Renewal (Local) (R2R)	2,850	2,850	2,676	174
 Horace Street - Renewal (Local) (R2R)	8,910	8,910	7,878	1,032
 Harper Street - Renewal (Local) (R2R)	10,260	10,260	10,701	(441)
 Falcon Street - Renewal (Local) (R2R)	12,000	12,000	12,435	(435)
 Argus Street - Renewal (Local) (R2R)	4,050	4,050	6,260	(2,210)
 Quigley Street Short Street - Renewal (Local) (R2R)	8,880	8,880	7,163	1,717
 Narrakine Road South - Renewal (Rural) (R2R)	123,027	123,027	125,418	(2,391)
 Herald Street - Upgrade (Local) (RRG)	620,400	620,400	671,324	(50,924)
Congelin - Narrogin Road - Renewal (Local) (RRG)	167,100	167,100	181,076	(13,976)
	<b>1,690,671</b>	<b>1,690,671</b>	<b>1,515,702</b>	<b>174,969</b>
<b>Infrastructure - Footpaths</b>				
Mackie Park - Footpath Construction	4,200	4,200	4,200	0
Earl St Footpath Construction	5,300	5,300	5,300	0
Doney Street Footpath Construction	22,800	22,800	22,800	0
Felspar Street Footpath Construction (Karinya Cottage Homes)	19,000	19,000	20,000	(1,000)
	<b>51,300</b>	<b>51,300</b>	<b>52,300</b>	<b>(1,000)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 JUNE 2019**

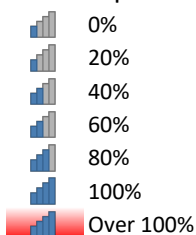
**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

	Amended Budget	YTD Budget	YTD Actual	Variance Under(Over)
<b>Infrastructure - Drainage</b>				
 Drainage - Butler Street	33,589	33,589	2,194	31,395
	<b>33,589</b>	<b>33,589</b>	<b>2,194</b>	<b>31,395</b>
<b>Infrastructure - Other</b>				
 Refuse Site Transfer Station	7,962	7,962	7,962	0
 Bin Surrounds	20,326	20,326	21,203	(877)
 Cemetery Upgrade	57,440	57,440	34,468	22,972
 Gnarojin Park Master Plan	23,248	23,248	22,625	623
 CBD Design - Colour Palette and signage	10,000	10,000	8,847	1,153
 Townscape - Highbury	5,000	5,000	2,260	2,740
 Townscape - Narrogin	10,000	10,000	9,725	275
 NRRC Infrastructure Other (Capital)	10,000	10,000	8,340	1,660
 Foxes Lair	17,000	17,000	15,898	1,102
 Heritage Trail	42,185	42,185	42,275	(90)
 Railway Dam	5,000	5,000	0	5,000
 McKenzie Park - Playground Equipment	10,000	10,000	3,800	6,200
 Pine Park - Playground Equipment	12,000	12,000	8,658	3,342
 Ashworth Park - Playground Equipment	20,000	20,000	23,796	(3,796)
 Narrogin Walk Trails Master Plan	16,000	16,000	15,900	100
 Mountain Bike & Pump Track Feasibility Study	9,900	9,900	9,982	(82)
 Skate Park Improvements	55,200	55,200	19,382	35,818
 Watt Street - Playground Equipment	0	0	0	0
 Gnarojin Community Garden Carpark & Driveway Upgrade	10,000	10,000	2,708	7,292
 Museum Carpark	60,000	60,000	56,226	3,774
 Pioneer Drive Carpark	50,000	50,000	23,514	26,486
 Aerodrome Infrastructure Other (Capital)	10,000	10,000	10,047	(47)
 Caravan Park Resealing, Line Marking	20,000	20,000	0	20,000
 Local Tourism Planning Strategy	35,000	35,000	7,000	28,000
 Site Inspection Report - Felspar St Depot	20,000	20,000	16,717	3,283
 Economic Development Strategy	30,000	30,000	0	30,000
 Commercial Standpipe (Highbury West & Chomley Road)	25,000	25,000	17,217	7,783
	<b>591,261</b>	<b>591,261</b>	<b>388,550</b>	<b>202,710</b>
<b>Infrastructure - Parks &amp; Gardens</b>				
 Sydney Hall Way Park Bikepath Capital	14,000	14,000	13,203	797
	<b>14,000</b>	<b>14,000</b>	<b>13,203</b>	<b>797</b>
<b>Capital Expenditure Totals</b>	<b>5,516,086</b>	<b>5,516,086</b>	<b>3,914,798</b>	<b>1,601,288</b>

**Capital Expenditure Total**

**Level of Completion Indicators**



Percentage YTD Actual to Revised Budget  
Expenditure over budget highlighted in red.

Variance is calculated on:  
YTD Budget vs YTD Actual

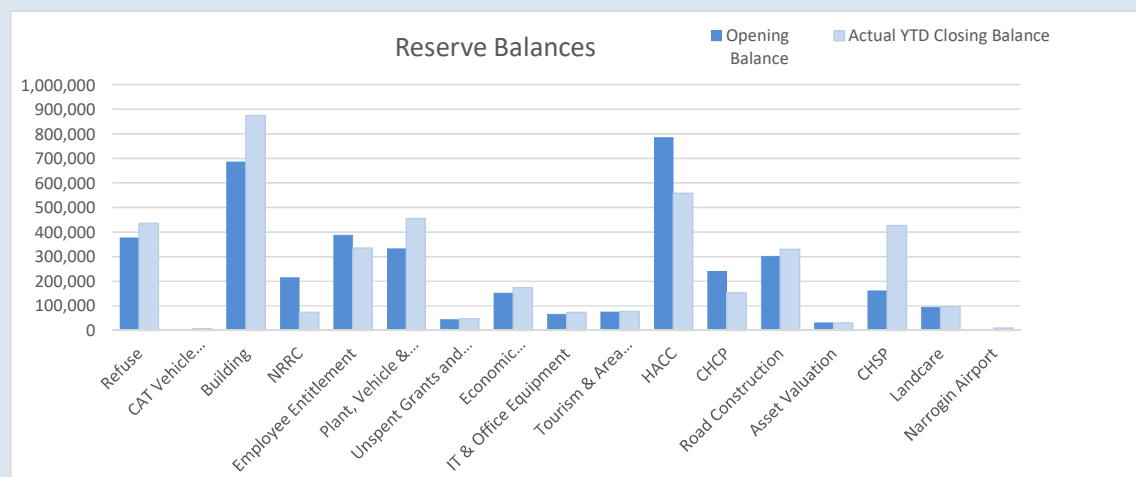
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 JUNE 2019**

**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	8,634	50,000	50,000	0	0	433,302	435,109
CAT Vehicle Replacement	4,297	78	98	7,125	2,460	11,500	0	0	6,855
Building	686,182	12,444	15,737	171,762	171,762	280,000	0	590,388	873,681
NRRC	214,761	3,895	4,925	140,000	140,000	285,759	285,759	72,897	73,927
Employee Entitlement	387,576	7,029	8,890	0	0	0	61,604	394,605	334,862
Plant, Vehicle & Equipment	333,984	6,057	7,664	425,000	508,500	400,768	395,189	364,273	454,959
Unspent Grants and Contributions	44,816	811	1,025	0	30,000	4,724	27,577	40,903	48,265
Economic Development	152,014	2,757	3,483	18,552	18,552	0	0	173,323	174,049
IT & Office Equipment	66,049	1,198	1,514	5,000	5,000	0	0	72,247	72,563
Tourism & Area Promotion	75,469	1,369	1,733	0	0	0	0	76,838	77,202
HACC	784,351	14,224	17,985	0	0	216,805	244,761	581,770	557,575
CHCP	241,070	4,372	5,533	0	0	73,924	93,741	171,518	152,862
Road Construction	301,328	5,465	6,911	21,166	21,166	0	0	327,959	329,405
Asset Valuation	30,610	555	699	0	0	0	0	31,165	31,309
CHSP	160,970	2,919	3,690	17,853	261,366	0	0	181,742	426,026
Landcare	94,846	0	2,178	0	0	0	0	94,846	97,024
Narrogin Airport	0	0	0	10,000	10,000	0	0	10,000	10,000
	<b>3,954,799</b>	<b>70,000</b>	<b>90,699</b>	<b>866,458</b>	<b>1,218,806</b>	<b>1,273,480</b>	<b>1,108,631</b>	<b>3,617,777</b>	<b>4,155,673</b>

**KEY INFORMATION**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 JUNE 2019**

**BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
		<b>Budget Adoption</b>						0
		Variation between adopted budget opening position and actual		Opening Surplus(Deficit)		74,482		74,482
2110821		Budget Amendment as per council resolution 0918.096, 26 September 2018	0918.096	Operating Expenses		4,000		78,482
2070603		Budget Amendment as per council resolution 0918.096, 26 September 2018	0918.096	Operating Expenses			(4,000)	74,482
4110260	BC160	Budget amendment as per council resolution 1018.100 24 October 2018	1018.100	Operating Expenses		106,350		180,832
4110260	BC161	Budget amendment as per council resolution 1018.100 24 October 2018	1018.100	Operating Expenses		89,409		270,241
5110253		Budget amendment as per council resolution 1018.100 24 October 2018	1018.100	Capital Revenue			(166,656)	103,585
5110253		Budget amendment as per council resolution 1018.100 24 October 2018	1018.100	Capital Revenue			(29,103)	74,482
4080350	FE030	Budget Amendment as per council resolution 1018.103, 24 October 2018	1018.103	Capital Expenses		7,000		81,482
5080352		Budget Amendment as per council resolution 1018.103, 24 October 2018	1018.103	Capital Revenue			(7,000)	74,482
2040112		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		1,500		75,982
2040116		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(10,000)	65,982
2040121		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		1,000		66,982
2040125		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		1,000		67,982
2040127		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(5,000)	62,982
2040207		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		16,905		79,887
2040212		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		485		80,372
2040214		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		500		80,872
2040218		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		500		81,372
2040219		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		0.31		81,372
2040224		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		0.12		81,372
2050105		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		1,000		82,372
2050110		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		17,552		99,924
2050112		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(1,500)	98,424
2050114		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		13,973		112,397
2050191		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(1,438)	110,959
2050200		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(3,629)	107,330
2050210		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(15,000)	92,330
2050211		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(4,052)	88,278
2050212		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		23,061		111,339
2050214		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(13,973)	97,366
2050215		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(62,210)	35,156
2050304		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		2,000		37,156
2050313		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		1,599		38,755
2050391		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		1,547		40,302
2050407		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		218		40,520
2080341		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(100)	40,420
2080348		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(300)	40,120
2080349		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(200)	39,920
2080350		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(100)	39,820
2080391		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(4,025)	35,795
2080449		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(100)	35,695
2080491		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses			(9,710)	25,985
2080762		Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		7,000		32,985



2080791	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	8,846	<b>41,831</b>
2090103	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(3,200)	<b>38,631</b>
2100401	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(2,700)	<b>35,931</b>
2100691	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(5,654)	<b>30,277</b>
2100802	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(40,136)	<b>(9,859)</b>
2100803	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(1,000)	<b>(10,859)</b>
2110105	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(0.35)	<b>(10,859)</b>
2110233	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(1,484)	<b>(12,343)</b>
2110260	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	0.15	<b>(12,343)</b>
2110300	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(3,000)	<b>(15,343)</b>
2110301	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(40,500)	<b>(55,843)</b>
2110311	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	13,802	<b>(42,041)</b>
2110314	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(1,566)	<b>(43,606)</b>
2110315	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(500)	<b>(44,106)</b>
2110316	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	11,533	<b>(32,573)</b>
2110317	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,571	<b>(31,002)</b>
2110319	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	2,500	<b>(28,502)</b>
2110320	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	5,262	<b>(23,240)</b>
2110321	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	740	<b>(22,500)</b>
2110322	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	110	<b>(22,390)</b>
2110325	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	3,360	<b>(19,030)</b>
2110326	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	327	<b>(18,703)</b>
2110331	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(5,060)	<b>(23,763)</b>
2110332	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(960)	<b>(24,723)</b>
2110334	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(19,230)	<b>(43,953)</b>
2110802	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	8,378	<b>(35,575)</b>
2110805	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(2,000)	<b>(37,575)</b>
2110816	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	7,529	<b>(30,046)</b>
2110834	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(667)	<b>(30,713)</b>
2120200	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(3,000)	<b>(33,713)</b>
2120211	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(10,000)	<b>(43,713)</b>
2120214	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(1,500)	<b>(45,213)</b>
2120217	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	0.24	<b>(45,212)</b>
2120391	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(94,197)	<b>(139,410)</b>
2130200	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	8,500	<b>(130,910)</b>
2130203	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(12,750)	<b>(143,660)</b>
2130204	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	479	<b>(143,181)</b>
2130205	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	250	<b>(142,931)</b>
2130319	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(3,500)	<b>(146,431)</b>
2130606	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(3,275)	<b>(149,706)</b>
2130607	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	2,930	<b>(146,776)</b>
2130609	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	0.27	<b>(146,776)</b>
2130610	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(0.10)	<b>(146,776)</b>
2140100	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	10,000	<b>(136,776)</b>
2140215	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(40,000)	<b>(176,776)</b>
2140220	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(20,000)	<b>(196,776)</b>
2140239	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(6,000)	<b>(202,776)</b>
2140500	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	20,000	<b>(182,776)</b>
2140501	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	2,906	<b>(179,869)</b>
2140523	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(20,000)	<b>(199,869)</b>

2140591	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	94,301	(105,568)
2140691	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	154	(105,415)
2090192	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(528)	(105,943)
2040292	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(11,460)	(117,404)
2050192	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(14,668)	(132,072)
2050392	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(385)	(132,457)
2050492	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(13,790)	(146,247)
2080592	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(1,264)	(147,512)
2080692	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(5,159)	(152,671)
2080892	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(52)	(152,723)
2100192	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(1,962)	(154,686)
2100292	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(28,337)	(183,022)
2100392	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(9)	(183,031)
2100892	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	3,124	(179,907)
2110192	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(10,116)	(190,023)
2110292	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(26,035)	(216,059)
2110392	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(508,958)	(725,016)
2110592	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(2,134)	(727,150)
2110692	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(101)	(727,251)
2120292	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(323,203)	(1,050,454)
2120492	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(1,491)	(1,051,945)
2130292	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(3,041)	(1,054,986)
2130692	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(44,037)	(1,099,023)
2140492	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(7,657)	(1,106,680)
2140592	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(6,859)	(1,113,539)
2090198	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	6,660	(1,106,879)
2030199	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,749	(1,105,129)
2030499	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,743	(1,103,386)
2040197	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	545	(1,102,841)
2040199	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	6,100	(1,096,741)
2040299	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	2,614	(1,094,127)
2050199	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,743	(1,092,384)
2050399	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	2,614	(1,089,770)
2050497	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	109	(1,089,661)
2050499	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,743	(1,087,918)
2070399	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	2,614	(1,085,304)
2080197	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	73	(1,085,232)
2080199	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	436	(1,084,796)
2080399	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,743	(1,083,052)
2080499	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	2,614	(1,080,438)
2080599	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	7,407	(1,073,031)
2080697	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	73	(1,072,959)
2080699	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,743	(1,071,216)
2080897	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	474	(1,070,742)
2080899	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	2,614	(1,068,128)
2090199	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	871	(1,067,257)
2100199	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	6,972	(1,060,285)
2100299	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	5,229	(1,055,056)
2100399	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	871	(1,054,185)
2100698	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	(3,460)	(1,057,645)

2100699	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		(1,055,902)
2100899	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,743	(1,054,159)
2110197	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,743	(1,053,904)
2110199	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	255	(1,051,290)
2110297	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	2,614	(1,051,217)
2110299	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	73	(1,050,346)
2110397	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	871	(1,049,800)
2110399	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	546	(1,048,057)
2110599	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,743	(1,045,443)
2110897	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	2,614	(1,044,551)
2110899	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	892	(1,041,937)
2120299	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	2,614	(1,040,194)
2120599	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,743	(1,038,887)
2130197	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,307	(1,038,704)
2130199	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	182	(1,037,397)
2130297	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,307	(1,037,197)
2130299	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	201	(1,034,583)
2130399	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	2,614	(1,031,969)
2130697	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	2,614	(1,031,750)
2130699	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	219	(1,030,443)
2140199	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,307	(1,029,572)
2140293	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	871	(970,108)
2140299	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	59,464	(963,572)
2140394	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	6,536	(955,915)
2140598	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	7,657	(959,115)
2140599	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		(3,200)
2140696	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses		(87,149)
2140699	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	3,486	(1,042,778)
3050201	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue		(3,641)
3050202	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue		(1,039,834)
3050304	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	6,585	(977,624)
3070303	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	62,210	(975,124)
3080313	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	2,500	(960,124)
3080314	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	15,000	(960,024)
3080500	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	100	(959,924)
3080600	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	100	(936,699)
3080603	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	23,225	(940,449)
3080711	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue		(3,750)
3090102	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue		(2,000)
3100103	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue		(937,449)
3100300	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	5,000	(940,909)
3100606	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue		(3,460)
3110104	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue		(3,000)
3110306	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue		(10,000)
3120115	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	3,000	(950,909)
3120200	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	3,000	(918,924)
3120390	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	31,985	(968,924)
3120404	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue		(50,000)
3120500	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue		(965,424)
3130200	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	3,500	(901,334)
				64,090	(901,574)
					(240)
					(911,574)
					(10,000)
					(931,574)
					(20,000)
					(921,574)
				10,000	

3130204	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	300		(921,274)
3130600	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue		(2,168)	(923,442)
3140100	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue		(10,000)	(933,442)
3140511	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue	1,125		(932,317)
3140590	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Revenue		(3,023)	(935,341)
4040271	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	0.41		(935,340)
4050355	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	5,362		(929,978)
4050445	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	455		(929,524)
4070355	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	2,398		(927,126)
4080350	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	585		(926,541)
4080355	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(26,590)	(953,131)
4080360	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(41,102)	(994,233)
4080450	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(13,515)	(1,007,748)
4080570	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(17,853)	(1,025,602)
4100155	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	1,636		(1,023,965)
4100165	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	3,312		(1,020,653)
4100655	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	621		(1,020,032)
4100850	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	4,475		(1,015,557)
4110150	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(6,881)	(1,022,438)
4110160	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(44,277)	(1,066,715)
4110170	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	0.48		(1,066,715)
4110275	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	0.09		(1,066,715)
4110360	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(14,000)	(1,080,715)
4110365	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	69,541		(1,011,174)
4110370	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(29,103)	(1,040,277)
4110375	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(7,500)	(1,047,777)
4110550	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(790)	(1,048,567)
4120167	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	1,973		(1,046,594)
4120175	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	17,700		(1,028,894)
4120350	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	41,732		(987,162)
4120466	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	20,000		(967,162)
4120470	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(10,000)	(977,162)
4130255	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	970		(976,192)
4130265	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(15,000)	(991,192)
4130550	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	21,166		(970,026)
4130660	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(25,000)	(995,026)
4130671	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(0.40)	(995,027)





4140585	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(43,219)	(1,038,246)
4140655	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	2,719		(1,035,527)
5050150	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue	27,273		(1,008,254)
5050151	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue		(27,273)	(1,035,527)
5050350	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue	1,182		(1,034,345)
5050351	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue		(1,182)	(1,035,527)
5080350	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue	10,000		(1,025,527)
5080351	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue		(10,000)	(1,035,527)
5080352	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue	69,889		(965,639)
5080452	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue	20,711		(944,927)
5080552	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue		(11,514)	(956,441)
5100650	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue		(2,212)	(958,653)
5100651	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue	2,212		(956,441)
5120350	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue	10,390		(946,052)
5120351	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue		(10,390)	(956,441)
5120352	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue		(41,732)	(998,173)
5140550	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue	45,607		(952,566)
5140551	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue		(45,607)	(998,173)
4120165	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(60,000)	(1,058,173)
4110370	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses		(62,659)	(1,120,832)
Multiple	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	1,008,124		(112,708)
Multiple	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Expenses	13,440		(99,268)
Multiple	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Operating Expenses	7,029		(92,239)
Multiple	Budget Amendment as per Council Resolution 0219.016, 27 February 2019	0219.016	Capital Revenue	92,240		0
				-	2,473,713	- 2,473,713 0

## KEY INFORMATION



Shire of Narrogin  
Strategic Projects 2018/19

For the Period Ended 30 June 2019

Project Progress	
Complete	
On Track	
Off Track	
In Trouble	

(The dates are indicative and may be adjusted as projects progress)

Line No	COA Description	Project Type	Project Title	Project Description	2018/19 Annual Budget incl Amendments	2018/19 YTD Actual incl o/s Purchase orders	Responsible Officer		2019						Comments
									January	February	March	April	May	June	
1	<b>Governance</b> OTHGOV - Capital Furniture & Equipment	Cr	Airconditioner Upgrade - DRS	New air conditioner for the DRS area	20,000.00	-	Azhar Awang	●							Being undertaken at the same time as Building renovations in Summer 2019/20
2	OTHGOV - Capital Administration Building		Building Renovation Administration	Toilets \$30,000, reception \$50,000, Covered Entry \$100,000	190,060.00	60,643.23	Azhar Awang	●							Inappropriate to undertake this project in Winter season. Will need to be progressed in Summer 2019/20. Toilet completed
3	<b>Law, Order &amp; Public Safety</b> FIRE - Plant & Equipment (Capital)		Fire Truck (Highbury)	Purchase 2nd hand fire truck to be placed in Highbury	50,000.00	-	Dale Stewart	●							
22	<b>Community Amenities</b> PLAN - Plant & Equipment		2017/18	NGN00 EMDRS Vehicle 2019(2)		35,755.00	-	Torre Evans	●						
24	COM AMEN - Building (Capital) - Other Community Amenities	Memorial Park Public Toilets Capital		Design, planning & demolition. Construction new Public Toilet	100,000.00	-	Azhar Awang	●							Carried forward to 2019/20
30	<b>Recreation &amp; Culture</b> HALLS - Furniture & Equipment (Capital) GEN	Comm	Town Hall Airconditioner	Humidifier and air cond of Art Collection	7,500.00	520.00	Azhar Awang	●							Carried forward to 2019/20
40	REC - Infrastructure Other (Capital)		Skate Park Improvements	Landscaping, shades and furniture \$10,000 C/F: \$18,080 (MRWA already received) Skate park urban art project, Shade sails \$20,000, skate park bins and surrounds \$3,000, seating \$12,000	55,200.00	19,381.84	Azhar Awang	●							Carried forward to 2019/20
81	<b>Transport</b> ROADC - Drainage (Capital)	C/FWD	Drainage - Butler Street	December 2017 Council meeting Resolution 1217.141	33,589.00	2,193.70	Azhar Awang	●							Carried forward to 2019/20
87	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019 (3)		36,508.00	-	Torre Evans	●							
90	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2019(2)		36,870.00	-	Torre Evans	●							
104	<b>Economic Services</b> TOUR - Building (Capital)		Accommodation Units (NCP)		351,364.00	4,913.85	Frank Ludovico	●							Carried forward to 2019/20
106	TOUR - Building (Capital)	Visitor Information Bay Upgrade (Williams Road)	Remove old signs, repaint, install new signs	20,000.00	8,610.89	Azhar Awang	●								Carried forward to 2019/20
107	TOUR - Infrastructure Other (Capital)	C/FWD	Caravan Park Resealing, Line Marking	Resealing of Caravan Park, Line marking	20,000.00	-	Frank Ludovico	●							Carried forward to 2020/21
108	TOUR - Infrastructure Other (Capital)		Local Tourism Planning Strategy	The preparation of a plan exploring options for the development of tourism in the Shire	35,000.00	29,945.45	Azhar Awang	●							Not proceeding until 2019/20
111	ECONOM - Infrastructure Other (Capital)		Economic Development Strategy	The preparation of a plan exploring options for Economic development in the Shire	30,000.00	-	Dale Stewart	●							Part carried forward to 2019/20
114	<b>Other Property &amp; Services</b> ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2019(2)		49,440.00	-	Torre Evans	●							Changeover did not occur as deal no longer continuing
116	ADMIN - Plant and Equipment (Capital)		ONGN EMCCS Vehicle 2019		34,651.00	-	Torre Evans	●							Changeover did not occur as deal no longer continuing
119			Great Southern Regional Business Association	Donation of \$18,551.61	18,551.00	-	Dale Stewart	●							Carried forward to 2019/20. No project identified in 2018/19
					1,124,488.00	126,208.96									
4	<b>COMPLETED PROJECTS</b> ANIMAL - Building (Capital)	C/FWD	Animal Pound Capital	Noise control upgrade	7,781.00	454.55	Azhar Awang	●							
5	ANIMAL - Plant & Equipment (Capital)		NO05 Ranger Vehicle 2018		36,790.00	36,789.68	Azhar Awang	●							
6	SAN - Infrastructure Other (Capital) GEN		CCTV Installation Refuse Site		8,363.64	8,363.64	Azhar Awang	●							
7	HEALTH - Plant & Equipment (Capital)		EHO Vehicle 2018	New Senior EHO Vehicle	18,602.18	18,602.18	Azhar Awang	●							
8	HACC - Furniture & Equipment (Capital)	Replace Pelments and Drapes, Jessie House	Replace pelmets and drapes at Jessie House	4,415.00	4,013.64	Frank Ludovico	●								
9	HACC - Building (Capital)		HACC - Building (Capital)	Supply & install bathroom vinyl floor covering \$2,500, Floor covering activity area \$23,000, Repainting of Jessie House \$12,000	52,187.00	48,977.37	Frank Ludovico	●							
9	HACC - Plant & Equipment (Capital)		Lawn Mower 2018	Lawn Mower	1,590.00	1,590.00	Frank Ludovico	●							

Line No	COA Description	Project Type	Project Title	Project Description	2019-20 Annual Budget incl Amendments	2019-20 YTD Actual incl o/s Purchase orders	Responsible Officer		January	February	March	April	May	June	Comments
10	HACC - Plant & Equipment (Capital)	C/FWD	Brush Cutter 2018	Brush Cutter	1,000.00	898.17	Frank Ludovico	●							
11	HACC - Building (Capital)		HACC - Building (Capital)	Install Electric sliding doors at Jessie House \$13,000.	13,000.00	12,300.10	Frank Ludovico	●							
12	HACC - Building (Capital)		HACC - Building (Capital)	kitchen upgrade \$35,000	35,000.00	23,394.33	Frank Ludovico	●							
13	HACC - Plant & Equipment (Capital) GEN		HACC - Plant & Equipment (Capital) GEN	Replacement HiAce Bus	58,000.00	57,930.91	Frank Ludovico	●							
14	CHCP - Furniture & Equipment (Capital)	C/FWD	Mobile Works Solution (HACC)	Alchemy Technology Interface and IT purchase of Mobile Works solution	33,515.17	28,940.12	Frank Ludovico	●							
15	CHCP - Plant & Equipment (Capital) GEN	C/FWD	NGN 839 Toyota Altise		27,000.00	20,208.22	Frank Ludovico	●							
16	AGEDOTHER - Plant & Equipment (Capital)		NGN219 CATS Vehicle 2019		26,500.00	25,452.27	Frank Ludovico	●							
17	SAN - Infrastructure Other (Capital)		Refuse Site Transfer Station	Installation of Safety railing at transfer station (OHS Audit Report)	7,962.05	7,962.05	Azhar Awang	●							
18	SAN - Infrastructure Other (Capital)		Installation on Bin Surrounds	Installation of Bin Surrounds - Townscape	20,325.77	21,203.24	Azhar Awang	●							
19	PLAN - Municipal Heritage Inventory	C/FWD	Municipal Heritage Inventory	Municipal Heritage Inventory	-	-	Azhar Awang	●							
20	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2018(2)	0	35,134.27	35,134.27	Torre Evans	●							
21	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2019		35,755.00	36,497.91	Torre Evans	●							
23	COM AMEN - Building (Capital) - Other Community Amenities		Mackie Park Public Toilets and Office (Capital)	Refurb baby changeroom \$15,000.	15,000.00	16,335.90	Azhar Awang	●							
25	COM AMEN - Building (Capital) - Other Community Amenities	C/FWD	Highbury Public Toilets (Capital)	Retaining wall and infill around new leach drains installed	5,525.00	5,525.00	Azhar Awang	●							
26	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities		Cemetery Upgrade	C/F: Design, survey, stormwater & road design for extension of the cemetery \$57,440.	57,440.00	41,204.01	Azhar Awang	●							
27	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities		Gnarojin Park Master Plan	Completion of Plan	23,247.73	22,625.00	Azhar Awang	●							
28	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities		Townscape - Highbury	Highbury Townscape annual allocation	5,000.00	2,260.00	Azhar Awang	●							
29	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities	C/FWD	Townscape - Narrogin	Narrogin Townscape annual allocation	10,000.00	9,725.19	Azhar Awang	●							
31	HALLS - Furniture & Equipment (Capital) GEN		Town Hall Airconditioner	Relocate Air conditioner	7,500.00	520.00	Azhar Awang	●							
32	HALLS - Building (Capital)		Town Hall (Federal St) Building Capital	Repitching of Mayors parlour roof.	129,100.00	125,836.85	Azhar Awang	●							
33	HALLS - Building (Capital)		Railway Institute Hall & Office Building Capital	As per Corporate Business Plan replace 72m timber roof fascia \$3,096	3,096.00	3,600.00	Azhar Awang	●							
34	HALLS - Building (Capital)	CBP	Highbury Hall Building Capital	Rewire Highbury Hall \$10,000	5,937.00	5,937.00	Azhar Awang	●							
35	NRRC - Building (Capital)		NRRC Building (Capital)	Exhaust system upgrade \$40,000, Re-tile dry side changerooms \$20,000, Boiler repairs \$30,000	229,950.00	148,631.20	Azhar Awang	●							
36	NRRC - Building (Capital)	CBP	NRRC Building Capital 2018-19	Replace 624.9m2 metal roofing \$44,368, replace 375.3m2 gyprock lined ceiling \$19,891.	153,668.00	166,620.46	Azhar Awang	●							
37	NRRC - Infrastructure Other (Capital)	C/FWD	NRRC Infrastructure Other (Capital)	Multiple Club trophy cabinet \$10,000	10,000.00	8,340.00	Azhar Awang	●							
38	REC - Infrastructure Other (Capital)		Foxes Lair	Repair washouts to Foxes Lair tracks \$10,000, Signage \$7,000	17,000.00	20,639.50	Azhar Awang	●							
41	REC - Infrastructure Other (Capital)	C/FWD	Heritage Trail	Heritage Plaques Production Stage 2 - 10 additional plaques \$12,000, QR code development & production \$2,000, Plaque installation \$3500.	42,185.00	42,275.00	Azhar Awang	●							
42	REC - Infrastructure Other (Capital)	2017/18	McKenzie Park - Playground Equipment	Shade shelter, table & seating \$10,000,	10,000.00	9,978.00	Azhar Awang	●							
43	REC - Infrastructure Other (Capital)		Pine Park - Playground Equipment	Basketball half court \$12,000 Councillor request	12,000.00	8,658.00	Torre Evans	●							
44	REC - Infrastructure Other (Capital)	2017/18	Ashworth Park - Playground Equipment	Ashworth Park Shade Structure	20,000.00	23,795.75	Torre Evans	●							
45	REC - Infrastructure Other (Capital)		Narrogin Walk Trails Master Plan	Narrogin Walk Trails Master plan	16,000.00	15,900.00	Azhar Awang	●							
46	REC - Infrastructure Other (Capital)	C/FWD	Mountain Bike & Pump Track Feasibility Study	Mountain bike & pump track feasibility study	9,900.00	9,981.82	Azhar Awang	●							
47	LIB - Furniture and Equipment		Library Software Upgrade	Completion of software installation	13,000.00	14,518.00	Frank Ludovico	●							
48	LIB - Building (Capital)		Library Landscape - Stage 1A	Library Landscape - Stage 1	100,000.00	80,431.93	Frank Ludovico/Keenan	●							
49	HERITAGE - Building (Capital)		Museum Building (Capital)	Install disability access at the Old Courthouse Museum \$5,000.	5,000.00	1,980.00	Azhar Awang	●							
50	HERITAGE - Building (Capital)	C/FWD	CCTV Installation Old Courthouse Museum	Install CCTV Old Courthouse Museum \$7,500.	7,500.00	6,988.00	Azhar Awang	●							
51	OTHCUL - Gnarojin Community Garden Carpark & Driveway Upgrade		Gnarojin Community Garden Carpark & Driveway Upgrade	Upgrade carpark with blue metal to make more durable during winter, upgrade driveway and rear access with blue metal	10,000.00	2,707.73	Azhar Awang	●							
52	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities		CBD Design - Colour Palette and signage	CBD Design - Colour palette and signage recommendations Part of \$20,000 Townscape annual allocation	10,000.00	8,847.00	Azhar Awang	●							
53	ROADC - Infrastructure Other (Capital)		Museum Carpark	Renew with asphalt and kerbing (many cracked and lifted areas)	60,000.00	56,226.47	Torre Evans	●							
54	ROADC - Infrastructure Other (Capital)	C/FWD	Pioneer Carpark	Preliminary Carpark Earthworks (Cr request)	50,000.00	23,514.44	Torre Evans	●							Complete pending tree planting in June. Purchase order issued for trees. Pending financial input from Keadac
55	ROADC - Roads (Capital) - Council Funded		Earl Street - Renewal (Local)	Stabilising and seal	109,813.00	49,833.49	Torre Evans	●							
56	ROADC - Roads (Capital) - Council Funded		Egerton Street - Upgrade (Local)	Reconstruction	171,494.00	126,357.89	Torre Evans	●							
57	ROADC - Roads (Capital) - Council Funded		Whinbin Rock Road - Renewal (Rural)	Resheet	70,618.00	29,877.55	Torre Evans	●							
58	ROADC - Roads (Capital) - Council Funded		Wagin-Wickepin Road - Renewal (Local)	Reconstruct Stabilise and seal	99,625.00	70,118.98	Torre Evans	●							
59	ROADC - Roads (Capital) - Council Funded		Wangeling Gully Road - Renewal (Rural)	Resheet	90,792.00	57,618.45	Torre Evans	●							
60	ROADC - Roads (Capital) - Council Funded		Quarry Road - Renewal (Rural)	Resheet	85,627.00	54,289.55	Torre Evans	●							
61	ROADC - Roads (Capital) - Roads to Recovery		Gordon Street - Renewal (Local) (R2R)	Reseal	9,300.00	7,834.39	Torre Evans	●							

Line No	COA Description	Project Type	Project Title	Project Description	2019/20 Annual Budget incl Amendments	2019/20 YTD Actual incl o/s Purchase orders	Responsible Officer		January	February	March	April	May	June	Comments
62	ROADC - Roads (Capital) - Roads to Recovery		Earl Street North - Renewal (Local) (R2R)	Reseal	25,800.00	26,918.00	Torre Evans	●							
63	ROADC - Roads (Capital) - Roads to Recovery		Floreat Street - Renewal (Local) (R2R)	Reseal	14,640.00	16,085.07	Torre Evans	●							
64	ROADC - Roads (Capital) - Roads to Recovery		Hough Street - Renewal (Local) (R2R)	Reseal	16,815.00	18,100.79	Torre Evans	●							
65	ROADC - Roads (Capital) - Roads to Recovery		Park Street - Renewal (Local) (R2R)	Reseal	11,655.00	8,050.36	Torre Evans	●							
66	ROADC - Roads (Capital) - Roads to Recovery		Northwood Street - Renewal (Local) (R2R)	Reseal	12,240.00	12,814.22	Torre Evans	●							
67	ROADC - Roads (Capital) - Roads to Recovery		Palmer Street - Renewal (Local) (R2R)	Reseal	7,875.00	6,260.00	Torre Evans	●							
68	ROADC - Roads (Capital) - Roads to Recovery		Watt Street - Renewal (Local) (R2R)	Reseal	6,900.00	6,610.56	Torre Evans	●							
69	ROADC - Roads (Capital) - Roads to Recovery		Short Street - Renewal (Local) (R2R)	Reseal	2,850.00	2,676.15	Torre Evans	●							
70	ROADC - Roads (Capital) - Roads to Recovery		Horace Street - Renewal (Local) (R2R)	Reseal	8,910.00	7,878.21	Torre Evans	●							
71	ROADC - Roads (Capital) - Roads to Recovery		Harper Street - Renewal (Local) (R2R)	Reseal	10,260.00	10,701.47	Torre Evans	●							
72	ROADC - Roads (Capital) - Roads to Recovery	Falcon Street - Renewal (Local) (R2R)	Reseal	12,000.00	12,435.49	Torre Evans	●								
73	ROADC - Roads (Capital) - Roads to Recovery	Argus Street - Renewal (Local) (R2R)	Reseal	4,050.00	6,260.00	Torre Evans	●								
74	ROADC - Roads (Capital) - Roads to Recovery	Quigley Street Short Street - Renewal (Local) (R2R)	Reseal	8,880.00	7,163.05	Torre Evans	●								
75	ROADC - Roads (Capital) - Roads to Recovery	Narrakine Road South - Renewal (Rural) (R2R)	Reconstruction and Seal	123,027.00	125,418.10	Torre Evans	●								
76	ROADC - Roads (Capital) - Regional Road Group	Herald Street - Upgrade (Local) (RRG)	Reconstruction	620,400.00	671,323.76	Torre Evans	●								
77	ROADC - Roads (Capital) - Regional Road Group	Congelin - Narrogin Road - Renewal (Local) (RRG)	Stabilise and Seal	167,100.00	181,075.99	Torre Evans	●								
78	ROADC - Footpaths (Capital)	Mackie Park - Footpath Construction	Replace broken, cracked concrete footpath with new	4,200.00	4,200.00	Torre Evans	●								
79	ROADC - Footpaths (Capital)	Earl St Footpath Construction	To improve safety of footpath in front of ABC Kindergarten	5,300.00	5,300.00	Torre Evans	●								
80	ROADC - Footpaths (Capital)	Doney Street Footpath Construction	Part of 5 year footpath program Full length	22,800.00	22,800.00	Torre Evans	●								
82	AERO - Infrastructure Other (Capital) - Aerodromes	CBP	Aerodrome Infrastructure Other (Capital)	Sealed apron off runway next to water tank for refilling water bombers \$10,000.	10,000.00	10,046.94	Torre Evans	●							
83	AERO - Infrastructure Other (Capital) - Aerodromes	CBP	Aerodrome Infrastructure Other (Capital)	As per Corporate Business Plan Airport Master Plan \$20,000 (Total of \$30,000 to be spent)	-	-	Torre Evans	●							
84	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2018 (3)		36,388.81	36,388.81	Torre Evans	●							
85	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019		36,508.00	36,497.91	Torre Evans	●							
86	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019 (2)		36,508.00	38,470.27	Torre Evans	●							
88	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2018(2)		36,242.56	36,242.56	Torre Evans	●							
89	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2019		36,870.00	36,242.55	Torre Evans	●							
91	PLANT - Plant & Equipment (Capital)		Works Supervisor Vehicle 2018		35,415.91	35,415.91	Torre Evans	●							
92	PLANT - Plant & Equipment (Capital)		1N0 CF Vehicle 2018		36,497.73	36,497.73	Torre Evans	●							
93	PLANT - Plant & Equipment (Capital)		NGN802 Gardener Vehicle 2018		23,677.28	23,677.28	Torre Evans	●							
94	PLANT - Plant & Equipment (Capital)		NO1 2018 UD 6 Wheeler Nissan Diesel Tip Truck		226,000.00	218,461.59	Torre Evans	●							
95	PLANT - Proceeds from Disposal of Asset		Proceeds on Disposal - NO2776 2013 eCombi Broons Roller		-	-	Torre Evans	●							
96	PLANT - Plant & Equipment (Capital)	NO592 PG LH Vehicle PG 2018	27,368.18	27,368.18	Torre Evans	●									
97	PLANT - Plant & Equipment (Capital)	NGN677 Toro Mower 2018 (WORKS) (PE041)	33,000.00	33,000.00	Torre Evans	●									
98	PLANT - Plant & Equipment (Capital)	NO2731 Four Axle Side Tipping Trailer - Additions	Refurbishment	25,000.00	18,060.00	Torre Evans	●								
99	PLANT - Plant & Equipment (Capital)	NO2706 Four Axle Side Tipping Trailer - Additions	Refurbishment	25,000.00	19,392.71	Torre Evans	●								
100	PLANT - Plant & Equipment (Capital)	Workshop Tool Purchase (Mechanic)	14,205.64	14,205.64	Torre Evans	●									
102	PLANT - Plant & Equipment (Capital)	NGN6121 1982 Twin Drum Turf Roller (WORKS)	34,850.00	34,850.00	Torre Evans	●									
103	TOUR - Plant & Equipment (Capital)	C/FWD	CCTV Installation NCP	9,030.00	8,500.00	Frank Ludovico	●								
105	TOUR - Building (Capital)	C/FWD	Caravan Park Renovations	Retiling of ablution block 1 \$60,000, Universal access toilet \$60,000	183,896.00	138,421.98	Frank Ludovico	●							
109	COM AMEN - Building (Capital) Other Community Amenities	CBP	Sale Yard (Showmen's) Toilets Building Capital	As per Corporate Business Plan replace 37m2 metal roofing \$2,627	2,627.00	3,725.75	Azhar Awang	●							
110	ECONOM - Infrastructure Other (Capital)		Site Inspection Report - Felspar St Depot	Detailed Site Inspection report for contamination Felspar St Depot Part 1 of Stage 2	20,000.00	16,717.38	Azhar Awang	●							
112	ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2018(2)		51,592.73	51,592.73	Torre Evans	●							
113	ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2019		48,438.27	48,438.27	Torre Evans	●							
115	ADMIN - Plant and Equipment (Capital)		ONGN EMCCS Vehicle 2018(2)		34,675.64	34,675.64	Torre Evans	●							
117	ADMIN - Plant and Equipment (Capital)		002 NGN MF Vehicle 2018		21,803.57	21,803.57	Torre Evans	●							
118	COMMUNITY - Plant & Equipment (Capital)		NGN 0 MLC Vehicle 2018		22,281.30	22,281.30	Torre Evans	●							
					4,251,817.43	3,820,836.57									

### 10.3.3 ADOPTION OF 2019/20 DRAFT ANNUAL BUDGET

File Reference	12.4.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.3.4, 22 May 2019 Res. 0519.009 Item 10.3.4, 28 June 2019 Res. 0619.009
Date	12 July 2019
Author	Frank Ludovico – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
<b>Attachments</b> 1. Schedule of Fees and Charges 2019/2020 2. Shire of Narrogin draft Budget for Year Ended 30 June 2020 3. Capital and Strategic Requests	

#### Summary

The 2019/20 Draft Annual Budget for the year ending 30 June 2020 is prepared and delivers on other strategies adopted by the Council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure, as well as renewing and maintaining all assets at sustainable levels.

The document is now submitted to Council for formal adoption.

#### Background

The 2019/20 Draft Annual Budget has now been balanced and converted into the statutory format since the Council's budget workshops held on 8 May, 12 June and 3 July 2019.

The 2019/20 Draft Annual Budget has been prepared with due regard to the adopted Corporate Business Plan. In this respect the Council has been able to accommodate most of the proposed activities.

The primary changes from the Corporate Business Plan 2018-2022 include:

- Accessibility Access Upgrades, \$50,000, not previously envisaged in the Plan;
- Upgrades to Public Toilets, \$230,000, in response to public input. The Memorial Park toilet being carried forward from 2018/19;
- Library Expansion Stage 2, \$120,000, in response to public input;
- Railway Station Platform and Pedestrian Overpass repairs, \$50,250, in response to asset management and lease obligations;
- Cooramining Road renewal, \$144,651, after successful funding from Local Government Commodity Freight Roads program being confirmed;
- Gnarojin Park inclusive of Cultural Heritage Plan, Landscape Design, Electrical Design, Hydrology Report, \$164,720;

- The bringing forward from Year 2 of the Plan, a proposed Storm Water Harvesting Plan; and
- The deferment to Year 2 of the Plan, the preparation of a Local Biodiversity Strategy.

### Comment

The Budget has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

The Significant Projects Program, totalling \$5.6 million, has been provided for with investment in, for example:

Significant Projects	Value (\$)	Funding
Allowance made to construct a shed to house a fire vehicle/trailer/minor equipment in Highbury	30,000	
Building renovations Earl Street Administration	180,000	IP
Accessibility access upgrades CBD	50,000	
Gnarojin Park (Aboriginal Cultural Heritage Plan, landscape design, electrical design)	139,000	
Construction of new public toilets - Memorial Park	119,700	IP
Highbury Tennis Courts – contribution to resurfacing (\$75k project)	25,000	
Replacement or renovation of toilets at: Smith St, Clayton Road Oval, and Harris St	130,000	
Narrogin Cemetery kerbing, draining, landscaping, sealing of roads	40,000	
Additional CCTV cameras	30,000	
Subsidies to ARtS Narrogin and Dryandra Country Visitor Centre	108,000	
Yilliminning Rock camping area (3 shelters, BBQ, seating, signage, cement slab,)	18,000	
Renovations to Narrogin Railway Station Platform and Pedestrian Overpass	50,250	
Park upgrades (Wilbur Park Highbury)	15,000	
Library landscaping - Stage 2	120,000	
Roadworks – Local Government Commodity Freight Roads program (Cooramining Rd)	144,651	G
Roadworks - Roads to Recovery	303,300	G
Roadworks - Regional Road Group (Clayton Rd \$738k)	786,250	PF
Roadworks – Municipal (Dongolocking Rd \$218.5k)	798,097	
Footpath Construction (Ensign St, Argus St and Park St)	76,000	
Narrogin Caravan Park new accommodation units	394,000	IP
Plant & Machinery Purchases	891,000	
Youth Services in conjunction with service providers	50,000	IP

(In Progress – “IP”, Partially Funded – “PF”, Grant Dependent – “G”). All others are funded by municipal/reserve

### Rating

In accordance with the Memorandum of Understanding (MOU) between the former Town and Shire of Narrogin, it was agreed to phase in the additional rate increase to allow the rural ward GRV ratepayers to gradually achieve parity with the urban ward GRV ratepayers. Details of the MOU can be found at <http://www.narrogin.wa.gov.au/live/services/rates.aspx>.

The proposed differential general rates were approved by the Council on 22 May 2019 and advertised for public comment in the West Australian on 25 June 2019 and Narrogin Observer on 30 May 2019 and 17 June 2019. Two submissions were received. They are attached to this agenda item.



Submission	Comment	Officer Comment
PN & DJ Giles	<p>The increase is exorbitant.</p> <p>Very little is done in Highbury.</p> <p>Mosquito Spraying once a year is not working.</p> <p>What is the agenda being planned for or (sic) small township.</p> <p>Rates seems to be supporting Narrogin township.</p> <p>As pensioner please reconsider the increase.</p>	<p>The rates increase are as per the MOU sign by the former Shire and Town of Narrogin.</p> <p>A Townscaping Plan for Highbury was adopted by Council in March 2017 and is being implemented.</p> <p>Mosquito spraying is no longer recommended by the WA Department of Health at this location.</p>
G Baylis	<p>Property prices have decreased in Highbury.</p> <p>Town drains overflow.</p> <p>Footpaths are cracked.</p> <p>Roads are damaged by heavy vehicles.</p> <p>50 kph limit is not enforced.</p>	<p>The Executive Manager Technical and Rural Services inspected the roads and foot paths around Highbury and visited Mr Baylis 5/6/19.</p> <p>Mr Baylis was advised the footpath defects would be repaired, that drainage was maintained in Highbury throughout the year, a “truck reduce noise” sign has been installed on Burley Street. Main Roads have been requested to reduce the RAV speed limit from 60km/hr to 40km/hr on Burley Street and included in the draft 2019/20 Budget are repairs to defects and a reseal on Burley Street.</p>

### Employees

Two additional positions have been included in the Draft Budget:

- Bushfire Risk Planning Officer. A fully funded position by the Department of Fire and Emergency Services. The Officer will prepare the Bushfire Risk Management Plan a strategic document that identifies assets at risk from bushfire and their priority for treatment.
- Senior Finance Officer. This Officer will support the Finance Team in developing strategic documents such as Long Term Financial Plans and Asset Management Plans.

### New Services & Assets

Other new services include a new strategic partnership with service providers such as the YMCA, regarding provision of ‘Y Time’, a new initiative aimed at providing youth of the region, aged between 10 and 18, with greater social and recreational activities.

This service will cost in the order of \$50,000 per annum and leverage State and Partner funds and provide a number of programs and services including:

- Afterschool programs;

- School holiday programs
- Drug and alcohol awareness;
- Health and wellbeing;
- Bullying and resilience programs; and
- Sporting activities.

### Efficiency Gains

An important feature of this Budget is the various ongoing efficiency gains, business and or service improvement changes either made by the Organisation prior to budget adoption and/or planned for the coming year in the following areas:

- Reviewing the need for and remuneration of each position as vacancies arise;
- Disposal of under-utilised light fleet and plant;
- Disposal of surplus minor plant and equipment;
- Construction of a number of new assets as detailed in the Capital Works Program; and
- Expanding the provision of services to other local governments on a fee-for-service basis.

### Budget Highlights

Feature	Amount	Comment
Perth CPI March 2019	1.1%	
Local Government Cost Index	1.8%	
State Government electricity price increase	1.75%	
State Government water, sewerage and drainage increase	2.5%	
State Government Emergency Service Levy increase	2.7%	
National Wages increase (for those on minimum of the award)	3.0%	
Salaries & Wages	\$4,885,374	
Shire Rates Income	\$4,934,996	
Effective increase for Town GRV rates, taking into account no refuse increases.	1.65%	equating to \$30pa for an average household
General Revaluation of Town properties will be implemented from 1 July 2019. This will affect relativities from last year.		Valuation expense of \$55k 18/19 reduced to normal levels of \$12.5k
Financial Assistance Grants – General Purpose	\$1,663,824	(2% reduction on last year)
Financial Assistance Grants – Roads:	\$592,415	(similar as last year's figure) Half prepaid in 2018/19 remainder in 2019/20 in 4 payments
Roads to Recovery	\$303,297	increase of 15%

Regional Road Group	\$525,001	about the same as last year
Main Roads WA – Statutory Road Maintenance grant	\$142,744	increase of 6%

#### Key Operational Changes from 2018/19

- Councillor remuneration unchanged from 2018/19 levels (no increase).
- WA Wages & Salaries Tribunal recommended a 1% increase.
- Biennial Election cost of \$27,000.
- Audit Fees increasing to \$48,900, an increase of 17%.
- Refuse and Recycling charges to remain at 2018/19 levels (no increase).
- Refuse Tip passes discontinued.
- Household and Other Refuse “Closed Model” budget introduced.
- Narrogin Regional Leisure Centre extra amount of \$20,000 allowed for opening on Sundays.
- Caravan Park additional accommodation units will incur additional cost increase by 15%. Noting the Administration has been conservative with income projections.
- Interest & Principal on Caravan Park Loan amounting to \$41,660.
- Standpipe Expenditure and Income retained at similar levels of 2018/19, with a net improvement in income by \$4,000.
- Information System – there will be no change in service level however a conversion from in-house to contract is planned.
- Increasing focus on cemetery cleanliness / condition.
- Increasing focus on street tree and rural tree pruning and verge and drainage management.
- Increasing focus on CCTV.
- Increasing focus on Bridge preservation and maintenance.
- Increasing focus on asset management of the airport with increased transfers to reserves.
- Increasing focus on greening / maintaining Centre Sports Oval.
- Provision of \$10,000 for consideration of a subsidy towards an intra-town Bus Service.
- Provision of \$15,000 to consider supporting colour palette and CBD façade support programs.

#### Fees and Charges

Since Council adopted the 2019/20 Fees and Charges at its 26 June 2019 Council meeting, additional charges are proposed. These are detailed below:

NARROGIN CARAVAN PARK	Fee or Charge	Comment
Each additional person caravan site weekly	48.00	Previously 38.00

Weekly charge not amended when each additional person caravan site single night fee was reviewed.

HEALTH SERVICES	Fee or Charge	Comment
Application to install Waste Water treatment Plant	118.00	Statutory Charge
Permit to use Waste Water treatment System	118.00	Statutory Charge
Inspection fee of Waste Water treatment System	125.00	New Fee
Local Government Report Fee	125.00	New Fee

## New Fees

HEMOCARE	Fee or Charge	Comment
Commonwealth Home Support Services (CHSP)		
Social Support Group Fees per day	10.00	Previously 8.00
Social Support Group Transport each way	2.50	2.50
Domestic Assistance per hour	10.00	Previously 8.00
Home Maintenance (Gardening/Handyman) per hour	10.00	Previously 8.00
Laundry per hour	10.00	Previously 8.00
Ironing per hour	10.00	Previously 8.00
Meals on Wheels per meal	\$9.00 per meal/ \$13.00 meal & sweet	\$9.00 per meal/ \$13.00 meal & sweet
Nursing Care per hour	10.00	Previously 8.00
Personal Care (including medication prompts) per hour	10.00	Previously 8.00
Podiatry Fees	At cost	At cost
Group Activity Fees per day	10.00	Previously 8.00
Tuart (Social support group) per day	5.00	No change
Tuart SSG Transport each way	2.50	No change
Respite Care per hour	10.00	Previously 8.00
Social Support per hour	10.00	Previously 8.00
Social Support (Shopping) per hour includes transport	10.00	Previously 8.00
Shopping Bus (transport to and from CBD) each way	2.00	No change
Trips to the Tip per hour	10.00	Previously 8.00
Transport (including volunteer transport) one way	5.00	No change
Cancellation Fee. Will be charged if you do not give us at least 24 hours' notice of a cancellation. The staff are still required to be paid for their time so please try to inform us if you will not be home.	10.00	Previously 8.00
Home Care Packages (HCP)		
Care Management Fee	20%	28%
Package Management Fee	5%	7%
Support worker (week day) per hour (include Personal Care and Home Maintenance)	60.50	55.00
Support worker (week day after 6pm) per hour (include Personal Care and Home Maintenance)	71.50	65.00
Support worker (Saturday)	71.50	65.00
Support worker (Sunday) per hour	71.50	65.00
Support worker (Public Holiday) per hour	126.50	115.00
Social Support Group Weekdays per day	112.20	102.00
Social Support Group (Saturday) per day	134.20	122.00
Social Support Group (Sunday and Public Holidays) per day	167.20	152.00
Social Support Group transport 10km per trip	22.00	22.00
Our core hours are 7am to 6pm. A minimum service fee of 2 hours will apply		
Meals provided per meal - delivered by Meals on Wheels Committee main meal	Set by WACHS	9.00
Meals provided per meal - delivered by Meals on Wheels Committee main meal and desert.	Set by WACHS	13.00
Meals delivered by NHC	22.00	20.00
Meals delivered by NHC - Sunday / Public Holiday	27.50	25.00
Exit Fee	250.00	

HEMOCARE	Fee or Charge	Comment
Co-ordination - An additional hourly rate may be applied in exceptional circumstance where high levels of Case Management are required.	60.50	55.00
Travel per service per one way trip to 10kms (Driver included)	35.20	32.00
Travel per service over 10 kms per km: Base Rate of \$32.00 plus 85 c per km Note: the applicable Support Worker Charge will also be incurred.	0.94	0.85
Acquired on behalf of the Client		
Webster Packing and other consumables	At cost	At cost
Clinical Nursing Care	At cost	At cost
Allied Health	At cost	At cost
Other Charges such as Equipment	At cost	At cost
Mileage - charge out when Officers use their own vehicle to attend clients.	\$0.85 per km	\$0.85 per km
Our core service hours are 7 am to 6 pm. A minimum service duration of 1 hour will apply outside these hours. This may be reduced if another client needs a service around the same time.		
Late Notice Cancellation Charges- Where a service is cancelled with less than 24 hours' notice a charge equivalent to the hourly charge will apply.		
General Fees		
Brokerage (Up to) per hour	101.00	101.00
Rosa bus hire per hour (No dry hire)	60.50	55.00
Rosa bus driver rate per km	1.10	1.10
Hire of Jesse House (as approved by Manager)	150.00	150.00

CHSP fees and charges were previously recommend by HACC these have not altered for several years.

HCP Administration Fees are no longer able to be claimed and have been replaced by a Care and Package Management Fee (20% and 5% of respectively). Other charges have been revised to account for the change

### Consultation

- Elected Members;
- Executive Management Group; and
- Officers from relevant functional areas.

### Statutory Environment

Section 6.2 Local Government Act 1995 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next following 30 June.

Section 5.63 (1)(b) The Local Government Act 1995 specifically excludes the need for Elected Members to "Declare a Financial Interest" in imposing a rate, charge or fee.



The Section reads as follows:

*“5.63(1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter –*

*(b) an interest arising from the imposition of any rate, charge or fee by the local government;”*

Additionally, the declaration provisions of the Act to not apply to Council business reimbursements or to Members sitting fees. Any other interest, be it Financial, Proximity or Impartiality must be declared.

Divisions 5 and 6 Local Government Act 1995 refer to the setting of budgets and raising of rates and charges. The Local Government (Financial Management) Regulations 1996 details the form and content of the budget. The 2019/20 Draft Annual Budget as presented is considered to meet statutory requirements.

There is no legislative requirement to re-advertise differential rates, even if they are changed from the advertised figures.

Regulation 34(5) Local Government (Financial Management) Regulations 1996 requires each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

### Policy Implications

Policy 3.6 Rating – Merger Parity Transition. This policy confirms the agreement of the Memorandum of Understanding made between the former Shire of Narrogin and former Town of Narrogin and signed in March 2015, and applying from the 2016/17 Budget as follows:

Annual Parity Factor Increase – Compounding Over 10 Years	Rating Category
3.21%	UV – Rate in \$
5.48%	UV – Minimum
6.92%	GRV Rate in \$
5.48%	GRV – Minimum
2.49%	GRV - Rural Townsite Minimum

### Financial Implications

The financial implications of the Budget are based upon the objective of achieving a balanced budget at 30 June 2020 after carrying out normal operational requirements and an extensive capital program.

### 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

## Voting Requirements

Absolute Majority

### OFFICERS' RECOMMENDATION

That with respect to the Budget for the 2019/20 Financial Year, Council:

1. Notes the submissions received regarding the advertised 2018/19 Differential Rating model.
2. Pursuant to the provisions of the Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopt the Municipal Fund Budget as contained in Attachment 2 (under separate cover) of this agenda and the minutes, for the Shire of Narrogin for the 2019/20 financial year which includes the following:
  - Statement of Comprehensive Income by Nature and Type;
  - Statement of Comprehensive Income by Program;
  - Statement of Cash Flows;
  - Rate Setting Statement;
  - Notes to and Forming Part of the Budget; and
  - Capital Expenditure Program.
3. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part 1 above, Council pursuant to the Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, impose the following differential general and minimum rates on Gross Rental and Unimproved Values.

Differential Rate Category	Rate in the \$	General Min. Payment (\$)	Lesser Min. Payment (\$)
GRV – Urban	11.3035c	1,105.00	
GRV – Rural	7.0754c	799.00	713.00
UV	6.1620c	799.00	

4. Pursuant to the Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, adopt the following due dates for the payment in full by instalments:

#### Option 1

Due Date – Thursday 5 September 2019

#### Option 2

1st Instalment due – Thursday 5 September 2019  
2nd Instalment due – Thursday 7 November 2019  
3rd Instalment due – Thursday 9 January 2020  
4th Instalment due – Thursday 12 March 2020

5. Pursuant to the Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, adopt an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$52.50 for the four (Statutory) instalment option.
6. Pursuant to the Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, adopt an interest rate of 5.5% pa where the owner has elected to pay rates and service charges through an instalment option.
7. Pursuant to the Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, adopt an interest rate of 11% pa for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable (being not less than 35 days).
8. Pursuant to the Section 6.13 of the Local Government Act 1995 and Regulation 19A of the Local Government (Financial Management) Regulations 1996, adopt an interest rate of 11% pa for any amount of money (other than rates and service charges) owing to the Local Government that remains unpaid after becoming due and payable (being not less than 35 days).
9. Pursuant to the Section 6.12 of the Local Government Act 1995, adopt the following rates incentive scheme including a contribution of \$3,000 from municipal funds towards this scheme:
  - 1st Prize - \$1,000 of Chamber of Commerce Vouchers;
  - 2nd Prize - \$500 of Chamber of Commerce Vouchers and;
  - 15 Prizes of \$100 each Chamber of Commerce Vouchers.
10. Pursuant to the Section 5.99 of the Local Government Act 1995 and Regulation 30 of the Local Government (Administration) Regulations 1996, adopt the following annual fees for payment of elected members in lieu of individual meeting attendance fees:
  - President \$20,000 pa
  - Councillors (x8 each) \$ 8,500 pa
11. Pursuant to the Section 5.99A of the Local Government Act 1995 and Regulation 31 of the Local Government (Administration) Regulations 1996 adopt the following annual local government allowance for elected members:  
  
Information & Communications Technology (ICT) Allowance
  - President \$1,600 pa
  - Councillors (x8 each) \$500 pa

12. Pursuant to the Section 5.99A of the Local Government Act 1995 and Regulation 31 of the Local Government (Administration) Regulations 1996, adopt the following annual local government allowance for elected members:
  - Child Care the actual cost per hour or \$25 per hour, whichever is the lesser amount.
13. Pursuant to the Section 5.99A of the Local Government Act 1995 and Regulation 32 Local Government (Administration) Regulations 1996, adopt the following annual local government allowance for elected members:
  - Travelling Expenses rate applicable to the reimbursement of travel and accommodations costs in the same or similar circumstances under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission as at the date of the current determination of the Salaries and Allowances Tribunal on Local Government Elected Council Members.
14. Pursuant to the Section 5.98(5) of the Local Government Act 1995, adopt the following annual local government allowance to be paid in addition to the annual meeting allowance:
  - Shire President                      \$23,500 pa
15. Pursuant to the Section 5.98(5) of the Local Government Act 1995, adopt the following annual local government allowance to be paid in addition of the annual meeting allowance:
  - Deputy Shire President              \$5,875 pa
16. Pursuant to the Section 6.16 of the Local Government Act 1995, adopt the amended Fees and Charges included 2019/20 Draft Annual Budget, Attachment 1.
17. Pursuant to section 6.47 of the Local Government Act 1995, provide a 100% waiver to properties leased to Not for Profit Community groups, subject to it being provided for in their lease or being previously waived / applied in the 2018/19 financial year.
18. In accordance with the Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopt the following materiality reporting thresholds:

Condition	Action
Actual variances to Budget up to 5% of Budget	No reporting required
Actual variances to Budget between 5% and 10% of Budget	Use Management Discretion
Actual Variance exceeding 10% and a greater value greater than \$15,000	Must Report

## Schedule of Fees and Charges 2019/2020

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2019/20
				\$
<b>BUSINESS UNIT: GENERAL PURPOSE FUNDING</b>				
<b>Rates</b>				
3030125.1502	Penalty interest			11.00%
3030126.1502	Instalment interest			5.50%
3030128.1304	Instalment charge (statutory 4 instalments)			52.50
<b>Ad hoc payment arrangements</b>				
3030132.1304	1 to 2 payments			0.00
3030132.1304	2 to 5 payments			18.50
3030132.1304	Greater than 5			52.50
3030132.1304	Payment arrangement - dishonour fee			11.00
3040204.1304	Electoral roll copy			15.30
3040204.1304	Rate Book (Paper copy)	Yes		102.00
3040204.1304	Rate Book (Electronic copy)	Yes		76.50
3030129.1304	Rate enquiries			76.50
3100605.1304	Orders & Requisitions			137.70
3030129.1304	Request for additional copies of a Rate Notice			15.30
3030131.1103	Debt collection fee - Landgate title search fee (per search)			30.00
3030131.1103	Debt collection fee - caveat withdrawal			183.00
3030131.1103	Debt collection fee - caveat lodgement			183.00
3030131.1103	Debt collection fee - property seize & sale order			183.00
<b>Other General Purpose Funding</b>				
	Outstanding sundry debtors			11.00%
3030404.1304	1 to 2 payments			0.00
3030404.1304	2 to 5 payments			18.50
3030404.1304	Greater than 5			52.50
3030404.1304	Payment arrangement - dishonour fee			11.00
<b>BUSINESS UNIT: LAW, ORDER &amp; PUBLIC SAFETY</b>				
<b>Ranger Services</b>				
3050302.1301	Seizure impoundment registered dog/cat		S	30.00
3050302.1301	Seizure impoundment unregistered dog/cat		S	100.00
3050300.1304	Daily impound fee			16.00
3050303.1304	Destruction/disposal of dog/cat			200.00
3050300.1304	Surrender of dog/cat			105.00
3050300.1304	Out of hours release fee		S	100.00
3050300.1304	Sale of dog/cat (excluding license)	Yes		53.00
3050301.1304	Unsterilised dog/cat registration fee 1 year		S	50.00
3050301.1304	Unsterilised dog/cat registration pensioner fee 1 year		S	25.00
3050301.1304	Unsterilised dog/cat registration fee 3 years		S	120.00
3050301.1304	Unsterilised dog/cat registration pensioner fee 3 years		S	60.00
3050301.1304	Unsterilised dog/cat registration fee life time		S	250.00
3050301.1304	Unsterilised dog/cat registration pensioner fee life time		S	125.00
3050301.1304	Sterilised dog/cat registration fee 1 year		S	20.00
3050301.1304	Sterilised dog/cat registration pensioner fee 1 year		S	10.00
3050301.1304	Sterilised dog/cat registration fee 3 years		S	42.50
3050301.1304	Sterilised dog/cat registration pensioner fee 3 years		S	21.25
3050301.1304	Sterilised dog/cat registration fee life time		S	100.00
3050301.1304	Sterilised dog/cat registration pensioner fee life time		S	50.00
3050301.1304	Sterilised Working dog fee 1 year		S	5.00
3050301.1304	Sterilised Working dog fee 3 year		S	10.60
3050301.1304	Sterilised Working dog fee lifetime		S	25.00
3050301.1304	Dangerous dog registration fee 1 year		S	50.00
3050301.1304	Annual application for approval or renewal of approval to breed cats (per cat)		S	100.00
3050305.1304	Application to keep more than standard number of cats - residential		S	20.00
3050305.1304	Application to keep more than standard number of cats - cat management facility		S	500.00
3050305.1304	Renewal of permit - cat management facility or cat breeder		S	100.00
3050301.1304	Cats registered after 31 May in any year, for that registration year		S	50% of the fee payable



## Schedule of Fees and Charges 2019/2020

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2019/20
3050305.1304	Application for a kennel licence		S	700.00
3050305.1304	Issue of a kennel licence or renewal of a kennel licence		S	100.00
3050305.1304	Application to transfer a kennel licence		S	100.00
3050305.1304	Application to keep more than standard number of dogs		S	50.00
3050305.1304	Microchipping of impounded animal			30.00
3050305.1304	Impoundment of shopping trolley (per trolley)			25.00
3050301.1304	Dogs kept in approved kennel establishment licensed under section 27 of the Act, where not otherwise registered (per establishment)		S	200.00
3050301.1304	Penalty: unregistered dog/cat		S	200.00
3050301.1304	Penalty: dog in public place without a collar or tags		S	200.00
3050301.1304	Penalty: dog not on leash in certain public places		S	200.00
3050301.1304	Penalty: dog causing a nuisance		S	200.00
3050301.1304	Penalty: failure of alleged offender to give full name and address		S	200.00
3050304.1304	Ranger hourly rate (including travel time)	Yes		84.00
3050304.1304	Mileage rate per km	Yes		1.50
3050305.1304	Removal of trapped animal	Yes		21.00
3050305.1304	Hire of small animal trap per week	Yes		21.00
3050305.1304	Hire of large animal trap per week	Yes		32.00
	Bond for animal trap			58.00
3050305.1304	Anti barking device per month	Yes		32.00
	Anti barking device bond			58.00
	Dangerous dog collar:	Yes		
3050305.1304	- Small	Yes		35.00
3050305.1304	- Medium	Yes		55.00
3050305.1304	Dangerous dog sign	Yes		32.00
	Abandoned / Impounded Vehicles			
3050400.1301	- Towing charge			Cost plus 20%
3050400.1301	- Storage of impounded vehicle (per month or part thereof)			70.00
3050400.1301	- Administration			35.00
	Stock Impoundment			
3050305.1301	- As per Section 464 Local Government (Miscellaneous Provisions) Act 1960		S	

### BUSINESS UNIT: HEALTH

#### Health Services

3070300.1300	Application to install waste water treatment system		S	118.00
3070300.1300	Permit to use waste water treatment system		S	118.00
3070300.1300	Inspection fee of Waste Water treatment System	Yes		125.00
3070300.1300	Local Government Report Fee	Yes		125.00
3070300.1300	Report to Health Department on waste water system			125.00
3070301.1304	Annual food business (including Schools) registration fee (pro rata applies)		S	110.00
3070300.1300	Food business notification fee			50.00
3070301.1304	Follow up inspection		S	110.00
3070300.1300	Annual caravan park licence		S	220.00
3070300.1300	Itinerant food vendor/stallholder fee per day		S	50.00
3070300.1300	Annual itinerant food vendor/stallholder fee new or renewal		S	250.00
3070301.1304	Senior EHO - per hour	Yes		85.00
3070301.1304	EHO - per hour	Yes		60.00
3070301.1304	Mileage rate per km	Yes		1.50
3070301.1304	Liquor Act Certification Section 39 (commercial)			122.00
3070301.1304	Liquor Act Certification Section 39 (not for profit)			61.00
3070301.1304	Meat inspection fee			EHO Charge Out Rate
3070301.1304	Settlement inspection fee - upon request			110.00
3070301.1304	Re-inspection fee		S	110.00

### BUSINESS UNIT: EDUCATION & WELFARE

<b>Homecare</b>				
	<b>Commonwealth Home Support Services (CHSP)</b>		S	
	Social Support Group Fees per day	Yes		10.00

## Schedule of Fees and Charges 2019/2020

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2019/20
	Social Support Group Transport each way	Yes		2.50
	Domestic Assistance per hour	Yes		10.00
	Home Maintenance (Gardening/Handyman) per hour	Yes		10.00
	Laundry per hour	Yes		10.00
	Ironing per hour	Yes		10.00
	Meals on Wheels per Meal	Yes		\$9.00 per meal/ \$13.00 meal and sweet
	Nursing Care per hour	Yes		10.00
	Personal Care (including medication prompts) per hour	Yes		10.00
	Podiatry Fees	Yes		At cost
	Group Activity Fees per day	Yes		10.00
	Tuart (Social support group) per day	Yes		5.00
	Tuart SSG Transport each way	Yes		2.50
	Respite Care per hour	Yes		10.00
	Social Support per hour	Yes		10.00
	Social Support (Shopping) per hour includes transport	Yes		10.00
	Shopping Bus (transport to and from CBD) each way	Yes		2.00
	Trips to the Tip per hour	Yes		10.00
	Transport (including volunteer transport) one way	Yes		5.00
	Cancellation Fee. will be charged if you do not give us at least 24 hours notice of a cancellation. The staff are still required to be paid for their time so please try to inform us if you will not be home.	Yes		10.00
	<b>Home Care Packages (HCP)</b>		S	
	Care Management Fee			20%
	Package Management Fee			5%
	Support worker (week day) per hour (include Personal Care and Home Maintenance)			60.50
	Support worker (week day after 6pm) per hour (include Personal Care and Home Maintenance)			71.50
	Support worker (Saturday)			71.50
	Support worker (Sunday) per hour			71.50
	Support worker (Public Holiday) per hour			126.50
	Social Support Group Weekdays per day			112.20
	Social Support Group (Saturday) per day			134.20
	Social Support Group (Sunday and Public Holidays) per day			167.20
	Our core hours are 7am to 6pm. A minimum services of 2 hours will apply			
	Social Support Group transport 10km per trip			22.00
	Meals provided per meal - delivered by Meals on Wheels Committee main meal			Set by WACHS
	Meals provided per meal - delivered by Meals on Wheels Committee main meal and dessert			Set by WACHS
	Meals delivered by NHC			22.00
	Meals delivered by NHC - Sunday / Public Holiday			27.50
	Exit Fee			250.00
	Co-ordination - An additional hourly rate may be applied in exceptional circumstance where high levels of Case Management are required.			60.50
	Travel per service per one way trip to 10kms (Driver included)			35.20
	Travel per service over 10 kms per km: Base Rate of \$32.00 plus 85 c per km			0.94
	<b>Note:</b> the applicable Support Worker Charge will also be incurred.			

## Schedule of Fees and Charges 2019/2020

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2019/20
	Acquired on behalf of the Client			
	Webster Packing and other consumables			At cost
	Clinical Nursing Care			At cost
	Allied Health			At cost
	Other Charges such as Equipment			At cost
	Mileage - charge out when Officers use their own vehicle to attend clients.			\$0.85 per km
	<b>Our core service hours are 7 am to 6 pm. A minimum service duration of 1 hour will apply outside these hours. This may be reduced if another client needs a service around the same time.</b>			
	<b>Late Notice Cancellation Charges-</b> Where a service is cancelled with less than 24 hours' notice a charge equivalent to the hourly charge will apply.			
	<b>General Fees</b>			
	Brokerage (Up to) per hour	Yes		101.00
	Rosa bus hire per hour (No dry hire)	Yes		60.50
	Rosa bus driver rate per km	Yes		1.10
	Hire of Jesse House (as approved by Manager)	Yes		150.00
<b>Other Welfare</b>				
	Veterans as set by the Department of Veterans Affairs	Yes		
	CATS vehicle			
	Perth	Yes		75.00
	Busselton	Yes		85.00
<b>BUSINESS UNIT: STAFF HOUSING</b>				
<b>Staff Housing</b>				
	Staff will be charged the difference between the housing subsidy and the cost to the Shire of renting the residential building (unless the employment contract states otherwise).	Yes		
<b>BUSINESS UNIT: COMMUNITY AMENITIES</b>				
<b>Sanitation - Household &amp; Other</b>				
<b>Rubbish Charges</b>				
3100100.1304	Domestic refuse services (first service)			226.00
3100200.1304	Commercial refuse services (first service)			231.00
3100203.1304	Special refuse service (first service)			339.00
3100101.1304	Additional service - household			226.00
3100207.1304	Additional service - commercial			253.00
3100201.1304	Additional pickup - commercial on a per bin per pick up basis			231.00
3100203.1304	Additional service - special refuse service			339.00
3100105.1304	Domestic recycling service			84.00
<b>Refuse Site Fees</b>				
<b>Free access for rate payers and residents who deliver capacities less than 1m3 to the refuse site, subject to proof of rate payer or residential status in the shire of Narrogin with proof being demonstrated via an acceptable process such as, Shire of Narrogin registration plates, rate notice or driver's licence</b>				
<b>* NOTE: Quantities are per cubic metre or part thereof</b>				
3100202.1304	Waste per cubic metre			16.00
3100202.1304	Demolition waste per cubic metre			77.00
3100202.1304	Truck bodies			210.00
3100202.1304	Passenger tyre			8.25
3100202.1304	Light truck tyre			11.00
3100202.1304	Truck tyre			15.00
3100202.1304	Car/truck battery			3.75
3100202.1304	Car bodies			39.00
3100202.1304	Small animal carcasses			27.00
3100202.1304	Large animal carcasses			81.00
3100202.1304	Liquid waste (oils) non-commercial per litre (dollars per litre)			0.20
3100202.1304	Liquid waste (oils) Commercial Disposal per litre (dollars per litre)			0.20

## Schedule of Fees and Charges 2019/2020

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2019/20
3100202.1304	Liquid waste (excludes oils) per litre (dollars per litre)			0.10
3100202.1304	Green waste per 2.4m x 1.8m trailer (See <b>*NOTE</b> above)			7.00
3100202.1304	Green waste (commercial) per cubic metre			7.00
3100202.1304	Asbestos waste per cubic metre (see <b>*NOTE</b> above)			152.00
3100202.1304	Clinical/soiled waste per cubic metre (see <b>*NOTE</b> above)			152.00
3100202.1304	Power pole butts per cubic metre (contaminated timber)			148.00
<b>General Waste from Outside the Shire of Narrogin</b>				
3100202.1304	Per cubic metre			79.00
3100202.1304	General Waste from surrounding Shire's (Cuballing & Williams) per tonne			79.00
<b>Recycled Water</b>				
310300.1304	Sale of recycled water per kilo litre	Yes		1.50
	Narrogin Racing as per lease agreement	Yes		
<b>Town Planning</b>				
<b>Planning Services</b>				
3100600.1304	Home Occupation - initial application fee		S	222.00
3100600.1304	Home Occupation - annual renewal fee		S	73.00
3100600.1304	Zoning Certificates, Property Settlements & Enquiries (Zoning)		S	73.00
3100600.1304	Planning Application fees based on cost of development (as amended)			
3100600.1304	(a) Not more than \$50,000		S	147.00
3100600.1304	(b) More than \$50,000 but not more than \$500,000 based on estimated costs		S	0.32%
3100600.1304	(c) More than \$500,000 but not more than \$2.5 million		S	\$1,700.00 plus 0.257% for every \$1 in excess of \$500,000
3100600.1304	(d) More than \$2.5 million but not more than \$5 million		S	\$7,161.00 plus 0.206% for every \$1 in excess of \$2.5m
3100600.1304	(e) More than \$5 million but not more than \$21.5 million		S	\$12,633.00 plus 0.123% in excess of every \$1 in excess of \$5 million
	(f) More than \$21.5 million		S	34,196.00
3100600.1304	Subdivision/Strata Clearance fees			
3100600.1304	(a) Not more than 5 lots -per lot		S	73.00
3100600.1304	(b) More than 5 lots but not more than 195 lots - per lot over 5		S	35.00
3100600.1304	(c) More than 195 Lots		S	7,393.00
3100600.1304	Change of use fee		S	295.00
3100600.1304	Fee for use/development already commenced		S	Development fee plus Twice the schedule fee
3100600.1304	Provision of Written Planning Advice		S	73.00
3100600.1304	Determining an application to amend or cancel development approval		S	295.00
3100600.1304	Executive Manager Development & Regulatory Services - per hour		S	130.00
3100600.1304	Manager - per hour		S	85.00
3100600.1304	Town Planner - per hour		S	60.00
3100600.1304	Secretary Administrative Officer - per hour		S	45.00
3100600.1304	Vehicles mileage rate	Yes		1.50
	Structure Plan and Local Development Plan			
	Scheme Amendment			
3100600.1304	- Basic			2,800.00
3100600.1304	- Standard			4,200.00
3100600.1304	- Complex			5,500.00
3100600.1304	Sign Application			147.00
3100600.1304	Extractive Industry - new			739.00
3100600.1304	Extractive Industry - commenced or carried out			1,478.00
3100600.1304	Liquor Act Certification Section 40		S	122.00
3100601.1304	Landgate title search fee (per search)			30.00

## Schedule of Fees and Charges 2019/2020

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2019/20
<b>Other Community Amenities</b>				
<b>Cemetery</b>				
<b>Single Burial Permits:</b>				
3100800.1304	Application	Yes		50.00
3100800.1304	Grant of Right of Burial - immediate use only	Yes		250.00
3100800.1304	Interment in a grave 2.1 metres deep	Yes		1,500.00
3100800.1304	Re-opening of an ordinary grave for 2nd or 3rd burial	Yes		1,500.00
3100800.1304	Reinstatement, if required	Yes		500.00
3100800.1304	After hours interment - weekdays	Yes		250.00
3100800.1304	After hours interment - weekend/public holidays	Yes		500.00
<b>Exhumation:</b>				
3100800.1304	Exhumation	Yes		2,400.00
3100800.1304	Exhumation reinstatement in existing grave, if required	Yes		500.00
3100800.1304	Interment in a new grave after exhumation	Yes		1,500.00
<b>Ashes</b>				
3100801.1304	Single interment permit:			
3100801.1304	Application (single funeral permit & permission to place a plaque)	Yes		50.00
3100801.1304	Grant for use of Niche Wall	Yes		250.00
3100801.1304	Interment - Niche Wall (temporary blank cover)	Yes		200.00
3100801.1304	Interment - garden	Yes		200.00
3100800.1304	Interment - grave	Yes		300.00
3100800.1304	Interment - scattering	Yes		0.00
3100800.1304	After hours interment - weekdays	Yes		100.00
3100800.1304	After hours interment - weekend/public holidays	Yes		200.00
<b>Other</b>				
3100800.1304	Permission to erect Memorial - grave, garden	Yes		80.00
3100800.1304	Transfer of Right of Burial/Pre-Need Purchase of Certificate	Yes		50.00
3100800.1304	Issue of a copy of Grant Right of Burial /Pre-Need Purchase of Certificate	Yes		50.00
3100800.1304	Pre-need services (booking of a site)			
3100800.1304	Pre-need purchase of certificate for burial - 5 years	Yes		300.00
3100801.1304	Pre-need purchase of certificate for Niche Wall - 5 years	Yes		300.00
3100801.1304	Pre-need of certificate for garden memorial position	Yes		not permitted
3100801.1304	Pre-need purchase of certificate for memorial plaque position	Yes		not permitted

### BUSINESS UNIT: RECREATION & CULTURE

#### Public Halls & Civic Centres

##### Town Hall & Reception Centre (Commercial Usage)

3110100.1302	Town Hall Complex full day (Includes light & sound equipment if approved by CEO/EMCCS) (Excludes Mayors Parlour and Nexus Gallery)	Yes		602.00
3110100.1302	Town Hall Complex (Excludes Mayors Parlour and Nexus Gallery) hourly rate	Yes		87.00
3110100.1302	Town Hall full day	Yes		357.00
3110100.1302	Town Hall hourly rate	Yes		77.00
3110100.1302	Town Hall setting up full day	Yes		117.00
3110100.1302	Town Hall rehearsals hourly rate	Yes		26.00
3110100.1302	Kitchen only per day	Yes		199.00
3110100.1302	Kitchen only per hour	Yes		41.00
3110100.1302	Cutlery and crockery hire per person			----
3110100.1302	Damaged cutlery and crockery will be replaced at a charge of direct replacement cost plus 20% Administration charge	Yes		Cost plus 20%
3110100.1302	Light & sound equipment Use (not for relocation) (hires to persons deemed by CEO or EMCCS to have the skills to use)	Yes		51.00
3110100.1302	Supper room full day	Yes		158.00
3110100.1302	Supper room per hour	Yes		31.00
3110100.1302	Mayors Parlour full day	Yes		158.00
3110100.1302	Mayors Parlour per hour	Yes		31.00
3110100.1302	Baby grand piano full day (not to be removed from site)	Yes		102.00
3110100.1302	Baby grand piano hourly rate	Yes		15.00
3110100.1302	Upright piano hire (internal) (to be returned on return to Town Hall)	Yes		20.00



## Schedule of Fees and Charges 2019/2020

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2019/20
3110100.1302	Upright piano hire (external) (the Hirer is to fund all relocation costs and retune the piano on return to the Town Hall)	Yes		Cost plus 20%
3110100.1302	Reception Centre full day	Yes		408.00
3110100.1302	Reception Centre hourly rate	Yes		62.00
3110100.1302	Cleaning	Yes		Cost plus 20%
3110100.1302	Setting up hourly rate (per staff member involved) (minimum 1 hour charge)	Yes		90.00
3110100.1302	Nexus Gallery full day	Yes		----
3110100.1302	Nexus Gallery hourly rate	Yes		----
3110100.1302	Nexus Gallery Art hire per day	Yes		----
	CEO is given authority to negotiate a hire fee for significant functions and conferences at the JHCC and Town Hall	Yes		
	Bond without alcohol			337.00
	Bond with alcohol			1,122.00
<b><u>Town Hall &amp; Reception Centre (Not for Profit(*)/Individual Resident or Ratepayer (Not a business)</u></b>				
3110100.1302	Town Hall Complex full day (Includes Light & Sound Equipment if approved by CEO/EMCCS) (Excludes Mayors Parlour and Nexus Gallery)	Yes		204.00
3110100.1302	Town Hall Complex (Excludes Mayors Parlour and Nexus Gallery) hourly rate	Yes		31.00
3110100.1302	Town Hall full day	Yes		153.00
3110100.1302	Town Hall hourly rate	Yes		26.00
3110100.1302	Town Hall setting up full day	Yes		153.00
3110100.1302	Town Hall rehearsals hourly rate	Yes		26.00
3110100.1302	Kitchen only per day	Yes		102.00
3110100.1302	Kitchen only per hour	Yes		21.00
3110100.1302	Damaged cutlery and crockery will be replaced at a charge of direct replacement cost plus 20% Administration charge	Yes		Cost plus 20%
3110100.1302	Light & sound equipment use (not for relocation) (hires to persons deemed by CEO or EMCCS to have the skills to use)	Yes		31.00
3110100.1302	Supper Room full day	Yes		77.00
3110100.1302	Supper Room per hour	Yes		15.50
3110100.1302	Mayors Parlour full day	Yes		77.00
3110100.1302	Mayors Parlour per hour	Yes		15.50
3110100.1302	Baby grand piano full day (not to be removed from site)	Yes		51.00
3110100.1302	Baby grand piano hourly rate (not to be removed from site)	Yes		10.50
3110100.1302	Upright piano hire (Internal) (to be retuned on return to Town Hall)	Yes		15.50
3110100.1302	Upright piano hire (External) (The Hirer is to fund all relocation costs and retune the piano on return to the Town Hall)	Yes		Cost plus 20%
3110100.1302	Reception Centre full day	Yes		204.00
3110100.1302	Reception Centre hourly rate	Yes		31.00
3110100.1302	Setting up hourly rate (per staff member involved) (minimum 1 hour charge)	Yes		90.00
3110100.1302	Cleaning	Yes		Cost plus 20%
	CEO is given authority to negotiate a hire fee for significant functions and conferences at the JHCC and Town Hall	Yes		
	Bond without alcohol			280.00
	Bond with alcohol			560.00
	(*) Any function or event that is subject to the 'Not for Profit' Fees and Charges rates must acknowledge the Shire sponsorship at the function/event.			
<b><u>John Higgins Community Complex</u></b>				
3110100.1302	Fees and Charges to be provided by the YMCA.			
3110100.1302	Office standard size per year (if not on a lease agreement)	Yes		1,260.00
3110100.1302	Office large size per year (if not on a lease agreement)	Yes		1,525.00
<b>Other Recreation</b>				
<b><u>Sportsgrounds</u></b>				
3110301.1302	Half day hire (schools & non sporting organisations)	Yes		76.00
3110301.1302	Full day hire (schools & non sporting organisations)	Yes		152.00
3110301.1302	Half day hire commercial	Yes		242.00
3110301.1302	Full day commercial	Yes		404.00
3110301.1302	Narrogin Towns Cricket Club - yearly charge	Yes		1,328.00
3110301.1302	Narrogin Hawks Football Club - yearly charge	Yes		3,075.00
	Bond for commercial use	Yes		2,333.00
	Bond for community use if required by the EMCCS	Yes		581.00

## Schedule of Fees and Charges 2019/2020

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2019/20
<b>Narrogin Regional Recreation Centre</b>				
<b><u>Narrogin Regional Leisure Centre (NRLC)</u></b>				
Fees and Charges provided by the YMCA.				
<b>Aquatics (Casual)</b>				
	Adult Swim	Y		6.00
	Child Swim -U10 (Supervised)	Y		1.00
	Concession Swim	Y		5.00
	Family Swim	Y		18.00
	Concession Family Swim	Y		13.90
	Spectator (Over 9 yrs)	Y		1.00
<b>Visit Passes (Book of 10)</b>				
	Adult	Y		57.50
	Child	Y		47.50
<b>Lane Hire</b>				
	Lane Hire Swim Club - Peak per hour	Y		8.20
	Lane Hire Swim Club - Off Peak per hour	Y		8.20
	Inflatable Hire	Y		82.20
<b>Schools</b>				
	Vacation Swimming	Y		3.60
	In Term Swimming	Y		2.60
<b>Casual Group Fitness</b>				
	Aqua Aerobics	Y		15.00
	Aqua Aerobics (Concession)	Y		12.00
	Group Fitness	Y		15.00
	Group Fitness (Concession)	Y		12.00
	Spin	Y		15.00
<b>Casual Gym</b>				
	Gym - Casual	Y		13.00
	Gym - Concession	Y		10.50
<b>Memberships (per fortnight)</b>				
<b>Full membership includes gym, swim &amp; group fitness</b>				
	Full Centre Membership	Y		40.00
	Full Centre Membership Joining Fee	Y		45.00
	Full Centre Membership (Concession)	Y		33.50
	Full Centre Membership Joining Fee (Concession)	Y		18.00
	Full Centre Family Membership	Y		80.00
	Full Centre Family Membership Joining Fee	Y		90.00
	Gym Membership	Y		28.00
	Gym Membership Joining Fee	Y		45.00
	Gym Membership (Concession)	Y		22.00
	Gym Membership Joining Fee (Concession)	Y		18.00
	Aquatic Membership	Y		28.00
	Aquatic Membership Joining Fee	Y		45.00
	Aquatic Membership Fee (Child) - Under 10			N/A
	Aquatic Membership Joining Fee (Child)			N/A
	Aquatic Membership Fee (Concession)	Y		22.00
	Aquatic Membership Joining Fee (Concession)	Y		18.00
<b>Swimming Lessons (10 weeks)</b>				
	Swimming Lessons Per Term	Y		110.00
	Swimming Lessons Per Term (Concession)	Y		88.00
<b>Stadium</b>				
	Social Sports Game Fees	Y		60.00
	Social Sports Registration Fee	Y		80.00
	Basketball Association Indoor Court Hire (Per Hour)	Y		60.00
	Netball Association Indoor Court Hire (Per Hour)	Y		60.00
	Netball Association Outdoor Court Hire (Per Hour)	Y		50.00
	Spectator (Over 9yrs) (Operational Discretion)	Y		1.00

## Schedule of Fees and Charges 2019/2020

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2019/20
	Forfeit Fee	Y		58.00
	<b>Squash</b>			
	Squash Court Hire Per Hour - Club or Non club member	Y		15.00
	Squash Court Hire Per Hour (Concession)	Y		12.00
	<b>Synthetic Hockey Pitch</b>			
	Annual UGSHA Charge for lease of Pitch	Y		75,000.00
	<b>Childcare (per child)</b>			
	Creche - member	Y		4.00
	Creche - non-member	Y		6.00
	Creche 10 pass (members)	Y		40.00
	Kindy Gym	Y		4.50
	Childterm Program Cost	Y		100.00
	<b>School Usage (per child)</b>			
	Hockey Turf	Y		2.60
	Squash	Y		2.60
	Stadium	Y		2.60
	Outdoor Netball	Y		2.60
	Gym	Y		5.50
	Pool entry	Y		2.60
	<b>John Higgins Community Complex</b>			
	Hall hire full day	Y		555.00
	Hall hire half day	Y		290.00
	Half Hall Full day	Y		277.50
	Half Hall half day	Y		145.00
	Hall Hire per hour	Y		75.00
	Half Hall Hire per hour	Y		37.50
	Kitchen Hire - flat rate per booking	Y		50.00
	Out of Hours staffing fee (per hour or part thereof)	Y		50.00
	<b>Office Lease - per week</b>			
	JHCC - 3m x 3m - Office - NFP	Y		90.00
	JHCC - 3m x 3m - Office - Commerical (Business:APM)	Y		250.00
	Internal - 6m x 3m office (Nb Toy Library free)	Y		180.00
	Internal - 8m x 3m office FULL HIRE (Nb DSR portion @ \$104.50pw)	Y		240.00
	Internal - 8m x 3m office HALF HIRE	Y		120.00
	Internal - 10m x 3m office FULL HIRE	Y		300.00
	Internal - 10m x 3m office HALF HIRE	Y		150.00
	Existing NFP Club Hires (Ag, Netbal, UGSHA) (AG Soc lease \$300pa expires 30/6/20)	Y		10.00
	<b>Sports Grounds</b>			
	Thomas Hogg, Clayton Rd & Centre Sports			
	Hourly Rate	Y		17.50
	Half Day Hire (4hrs)	Y		70.00
	Full Day Hire (8hrs)	Y		140.00
	<b>Kiosk all items at weighted average cost plus 100% markup*</b>			

## Schedule of Fees and Charges 2019/2020

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2019/20
<b>Libraries</b>				
<b><u>RW Farr Library</u></b>				
3110500.1304	Email access 30 minutes	Yes		2.00
3110501.1301	First overdue notice - book	Yes		----
3110501.1301	Second overdue notice - book	Yes		----
3110501.1301	Lost or damaged book/dvd	Yes		cost
3110500.1304	Handling fee for invoice	Yes		13.25
3110500.1304	Laminating A4 size	Yes		2.05
3110500.1304	Laminating A3 size	Yes		4.10
3110500.1304	Scanning per page	Yes		2.05
3110500.1304	Disk repair (CD/DVD)	Yes		5.10
3110500.1304	Disk cleaning (CD/DVD)	Yes		2.05
3110500.1304	A4 Single sided photocopy per copy	Yes		0.45
3110500.1304	A3 & A4 double sided photocopy per copy	Yes		0.60
3110500.1304	A3 double sided per copy	Yes		0.80
3110500.1304	A4 single sided colour per copy	Yes		2.05
3110500.1304	A3 single & A4 double sided colour per copy	Yes		4.10
3110500.1304	Coffee / Tea (if provided by the Shire)	Yes		2.05
3110500.1304	Restricted wireless internet access	Yes		Free
3110500.1304	Historical research (Town & Shire of Narrogin residence) e.g. family history per hour	Yes		35.00
3110500.1304	Historical research (Non Town or Shire of Narrogin residence)e.g. family history per hour	Yes		60.00
	Sale of other Items at RRP or cost plus 20% which ever is the higher.			

### BUSINESS UNIT: TRANSPORT

<b>Transport</b>				
<b><u>Aerodrome</u></b>				
3120405.1304	Major user charge per year (Note not to be charged to the Narrogin Gliding or Flying Clubs)	Yes		850.00
3120405.1304	Minor user charge per year (Note not to be charged to the Narrogin Gliding or Flying Clubs)	Yes		510.00
<b><u>Road Numbering</u></b>				
3120212.1103	Rural property numbering	Yes		41.00

### BUSINESS UNIT: ECONOMIC SERVICES

<b>Tourism and Area Promotion</b>				
<b><u>Narrogin Caravan Park</u></b>				
3130200.1303	Caravan site fees per day (up to 2 adults and 2 children)	Yes		33.00
3130200.1303	Caravan site fees per half day (up to 2 adults and 2 children)	Yes		16.50
3130200.1303	Caravan site fees per week (up to 2 adults and 2 children) up to the first four weeks	Yes		165.00
3130200.1303	Caravan site fees per week (up to 2 adults and 2 children) after the first four weeks	Yes		155.00
3130200.1303	Each additional person caravan site single night	Yes		8.00
3130200.1303	Each additional person caravan site weekly	Yes		48.00
3130200.1303	Camping site fees (no power) (up to 2 adults and 2 children of the same family) per day	Yes		15.00
3130200.1303	Camping site fees (power) (up to 2 adults and 2 children of the same family) per day	Yes		25.00
3130200.1303	Additional person camping site (no power)	Yes		6.00
3130200.1303	Additional person camping site (power)	Yes		8.00
3130200.1303	Caravan park site and camping fees should be paid in advance. However if payment is made in arrears additional fees may apply.			
3130200.1303	Penalty fee for late payment of site or camping fees	Yes		6.00
3130200.1303	Washing machines per cycle	Yes		5.00
3130200.1303	Driers up to approximately 30 minutes	Yes		4.00
3130200.1303	Letter box rental per month	Yes		6.00
3130200.1303	Caravan storage (caravan not to be sited at a caravan site and unoccupied) per week	Yes		128.00
3130200.1303	Self contained RV (short stay) (not using any of the CP facilities) per night (subject to the official RV site being within the Narrogin caravan site)	Yes		6.00
3130200.1303	Use of showers and/or toilet only (persons not stay in caravan park) subject to the approval of the Shire	Yes		6.00
3130200.1303	New Accommodation units	Yes		To be finalised

## Schedule of Fees and Charges 2019/2020

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2019/20
<b>Other Tourism &amp; Area Promotion</b>				
3130204.1304	Shire number plates (transfer of plates not included)	Yes		Cost plus 20%
3130200.1303	Sale of other promotional material at RRP or cost plus 20%	Yes		
3130200.1303	RV permit fee (at approved RV sites external to the Caravan Park)	Yes		NIL
<b>Building Control</b>				
<b>Building Services</b>				
3130300.1304	Building Surveyor hourly rate	Yes		92.50
3130300.1304	Trainee Building Surveyor charge hourly rate	Yes		70.00
3130300.1304	Vehicles mileage rate	Yes		1.50
3130300.1304	Retrieval of building plans		S	50.00
3130300.1304	Class 1 & 10 Building Permit fee 0.32% - minimum		S	105.00
3130300.1304	Class 2-9 Building Permit fee 0.09% - minimum		S	105.00
BUILDING	Building Services Levy fee 0.137% - minimum		S	61.65
BUILDING	Building Industry Fund .2% (once work over \$20,000 value)		S	0.00
T4	Footpath, kerb and road deposit (per street frontage) 1% of value of proposed works with a minimum of \$1,500		S	1,500.00
3130300.1304	Certificate of Design Compliance as per staff time (\$340 min) or 0.2%, whichever is greater - minimum		S	340.00
3130300.1304	Certificate of Built Compliance - as per staff time (\$340 min) or 0.2%, whichever is greater - minimum		S	340.00
3130300.1304	Certificates of Construction Compliance - as per staff time (\$340 min) or 0.2%, whichever is greater - minimum		S	340.00
3130300.1304	Other charges as per the Building Act			
3130300.1304	Swimming pool inspection fee (\$57.45/4 years)		S	14.36
3130300.1304	Bushfire Attack Level Certification			
3130300.1304	- Single dwelling			150.00
3130300.1304	- each additional dwelling			120.00
<b>Other Economic Services</b>				
3130607.1304	Commercial Stand pipe per 1,000L			6.54
3130607.1304	Commercial Stand pipe access swipe card	Yes		20.00
<b>Leases</b>				
	Narrogin Bowling Club - Ptn Lot 1561 Clayton Road, Narrogin	Yes		1.00
3130600.1303	Narrogin Community Support Association Inc - Mackie Park Office - Ptn of 75 Federal Street, Narrogin	Yes		1,000.00
3110102.1303	Arts Narrogin Inc. - Portion of Lot 51 & 52 (84-86) Federal Street, Narrogin	Yes		2,500.00
3110102.1303	Narrogin Agricultural Society - 30-56 (Lot 1561) Clayton Road, Narrogin	Yes		300.00
3080120.1303	Regional Early Education and Development Services Inc. - Portion of 39-45 (41) Federal Street, Narrogin	Yes		3,500.00
	Vintage Motocross Club - Lot 109 Williams-Kondinin Road, Narrogin	Yes		1.00
3130600.1303	Rachel & David Gonclaves (Lazy Daze Café) - Portion of 39-45 (43) Federal Street, Narrogin	Yes		15,600.00
3130600.1303	Westpac Banking Corporation - 38 Fortune Street, Narrogin	Yes		40,089.00
3080600.1303	Narrogin & Districts Senior Citizens Centre - 1-3 Fathom Street, Narrogin	Yes		3,733.16
	Dryandra Country Visitors Centre - Portion of 105 Federal Street, Narrogin	Yes		1.00
3110102.1303	Narrogin Gymnastics Club Inc. - Portion of 105 Federal Street, Narrogin	Yes		5,000.00
	Narrogin Hawks Football Club - Clubrooms 58-70 (Lot 1561) Clayton Road, Narrogin	Yes		1.00
	Upper Great Southern Hockey Association - Clubrooms 30-56 (Lot 1561) Clayton Road, Narrogin	Yes		1.00
	Narrogin Croquet Club - Clubrooms and Grounds Lot 1561 Earl Street, Narrogin	Yes		1.00
	Narrogin Golf Club - Golf Club Lot 3000 Williams Road, Narrogin	Yes		24.00
3130600.1303	Narrogin Regional Child Care Services Inc. - Childcare Centre 6 William Kennedy Way, Narrogin	Yes		2,000.00
	Narrogin Clay Target Club - Clubhouse and Grounds Ptn Lot 109 Williams-Kondinin Road, Narrogin	Yes		1.00
	Narrogin Speedway Club - Clubhouse and Grounds Ptn Lot 109 Williams-Kondinin Road, Narrogin	Yes		1.00



## Schedule of Fees and Charges 2019/2020

GL CODE	DESCRIPTION	GST	Statutory fee "s"	2019/20
	Narrogin Sporting Shooters - Clubhouse and Grounds Lot 15801 Contine Road, Dumberning	Yes		1.00
	Menshed Narrogin Inc. - Clubhouse and Grounds 166 Clayton Road, Narrogin	Yes		1.00
	Narrogin Restoration Group - Clubhouse and Grounds 61 Fairway Street, Narrogin (Reserve 28598)	Yes		1.00
	Narrogin Race & Pace - Clubhouse and Grounds Ptn Lot 1561 Clayton Road, Narrogin	Yes		50.00
3120406.1304	Narrogin Gliding Club - Clubhouse and Grounds - Ptn Airfield 2194-2202 Clayton Road, Minigin	Yes		700.00
3120406.1304	Narrogin Flying Club - Clubhouse and Grounds - Ptn Airfield 2194-2202 Clayton Road, Minigin	Yes		350.00
	Narrogin Tennis Club - Clubhouse and Grounds - Ptn Lot 1561 Clayton Road, Narrogin	Yes		Nil
	Highbury Community District Council Hall - Clubhouse and Grounds - Ptn Lot 26 Burley Street, Highbury	Yes		Nil
	Highbury Tennis Club - Clubhouse and Grounds - Ptn Lot 26 Burley Street, Highbury	Yes		Nil
	Narrogin Revheads - 39 Bannister Street, Narrogin	Yes		Nil
	Narrogin Poultry Society - Shed - Ptn Lot 1561 Clayton Road, Narrogin	Yes		Nil
	Stud Breeders - Shed - Ptn Lot 1561 Clayton Road, Narrogin	Yes		Nil
	Towns Cricket Club - Shed - Ptn Lot 1561 Clayton Road, Narrogin	Yes		Nil
	Gnarrogin Community Gardens - Lot 1721 Hale Street, Narrogin	Yes		Nil
	Dryandra Country Visitor Centre - Portion of 105 Federal Street, Narrogin	Yes		1.00
3090102.1303	Chief Executive Officer - Rent of Leased House (per contract)	Yes		\$100pw
	Executive Manager Corporate and Community Services - Rent of Leased House (per contract)	Yes		

### BUSINESS UNIT: OTHER PROPERTY & SERVICES

#### Private Works

##### Charge Out Rates for Private Works

##### With Operator (Labour rates included in price)

3140100.1304	Grader per hour	Yes		188.00
3140100.1304	Loader per hour	Yes		174.00
3140100.1304	Backhoe per hour	Yes		134.00
3140100.1304	Truck (12 tonne) per hour	Yes		175.00
3140100.1304	Truck (3 tonne) per hour	Yes		145.00
3140100.1304	Truck & float per hour	Yes		225.00
3140100.1304	Jet patcher per hour	Yes		167.00
3140100.1304	Multi- roller per hour	Yes		167.00
3140100.1304	Vib (Hamm) roller per hour	Yes		124.00
3140100.1304	Excavator per hour	Yes		175.00
3140100.1304	Road sweeper per hour	Yes		167.00
3140100.1304	JD tractor per hour	Yes		168.00
3140100.1304	Bomag vibrating roller per hour	Yes		145.00
3140100.1304	Cat multi terrain loader per hour	Yes		138.00
3140100.1304	JD backhoe per hour	Yes		134.00
3140100.1304	Trailers per hour	Yes		50.00
3140100.1304	Tractor slasher per hour	Yes		30.00
3140100.1304	Tractor aerator per hour	Yes		30.00
3140100.1304	New Holland tractor per hour	Yes		168.00
3140100.1304	JD ride on mower (with trailer) per hour	Yes		126.00
3140100.1304	Toro ride on mower (with trailer) per hour	Yes		126.00
3140100.1304	10 tonne Mitsubishi fuso	Yes		175.00
3140100.1304	Tow behind broom per hour	Yes		128.00
3140100.1304	Generator hire per day or part there of (commercial)	Yes		510.00
3140100.1304	Generator hire per day or part there of (non commercial)	Yes		255.00
3140100.1304	Materials, Contracts, Plant & Labour Rates	Yes		Cost plus 20%
3140100.1304	Labour rate (normal @ normal hours)	Yes		
3140100.1304	Works crew labour per hour	Yes		90.00
3140100.1304	Works Foreman per hour	Yes		112.00
3140100.1304	Operations Manager	Yes		123.00
3140100.1304	Mileage rate per km	Yes		1.50
	* No dry hire of plant. Only experienced ticketed Shire staff to operate plant at discretion of CEO or EMTRS			
	All other charges not separately listed in this schedule that is not set by specific legislation	Yes		Cost plus 20%

## Schedule of Fees and Charges 2019/2020

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2019/20
<b>Administration Overheads</b>				
<b>Administration/Office</b>				
3040203.1304	Photocopy charges - single A4 per copy	Yes		0.50
3040203.1304	Photocopy charges - single A3 per copy	Yes		1.00
3040203.1304	Photocopy charges - A4 single colour per copy	Yes		2.00
3040203.1304	Photocopy charges - A4 double / A3 single colour per copy	Yes		4.00
3040204.1304	Minutes or Agendas (free at council meeting)	Yes		25.00
3040206.1304	Digital projector per day	Yes		36.00
3040206.1304	Portable wireless speaker (individual)	Yes		33.00
3040206.1304	Portable wireless speakers (pair)	Yes		55.00
3040101.1302	Council chambers full day	Yes		400.00
3040101.1302	Council chambers per hour	Yes		51.00
3040101.1302	Meeting room full day	Yes		240.00
3040101.1302	Meeting room per hour	Yes		41.00
3040205.1304	Secretarial support per hour	Yes		71.00
3040206.1304	FOI as per statutory fees	Yes		as per Act
3040206.1304	Cleaning	Yes		Cost plus 20%
3140511.1304	IT Officer charge out income (per hour)	Yes		70.00
	Copy of CCTV Footage (fixed Cost) includes first hour. WAPOL exempt	Yes		100.00
	Copy of CCTV Footage (Hourly fee or part there of) WAPOL exempt	Yes		70.00
3140511.1304	Vehicles mileage rate	Yes		1.50
	Security key bond	Yes		255.00
	Bonds that have been approved by the CEO or EMCCS to be paid by credit cards will attract a fee equal to that of the bank fees paid by the Shire associated with that particular transaction.			

### Additional Items about the Shire's Fees and Charges

<b>Rounding</b>	Fees and Charges are to be rounded down to the nearest 5c.
<b>Concession Rate</b>	A person who can prove at the time of purchase they are either under 18 years of age or a holder of a Seniors or Health Care Card.
<b>Bonds</b>	<p>Bonds are to be paid before the hire of facilities, equipment or the supplying of keys.</p> <p>All Bonds are to be paid by Cash or Bank Cheque unless approved by the CEO or EMCCS.</p> <p>If the CEO or EMCCS approve payment of Bond by Credit Card then additional fees will apply and the bond will be increase by 3% to cover the loss of bank fees.</p> <p>The CEO or EMCCS may amend or impose an additional bond for the use of the Shire facilities by any group or individuals where they believe it is in</p>
<b>Cleaning</b>	Unless special arrangements have been agreed to by the Town, all facilities are to be tidied to the same standard as the facility was originally hired, at the end of the hire.
<b>Requirements</b>	
<b>Other</b>	All above figures are in Australian Dollars (AUD).
<b>Statutory Fees</b>	Any statutory fees imposed by other government agencies are subject to change without warning
<b>GST</b>	All prices with Yes in the GST column include GST
<b>Cost plus 20%</b>	All other charges not separately listed in this schedule that is not set by specific legislation will be charged at cost plus 20%

**SHIRE OF NARROGIN**  
**BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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**STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30TH JUNE 2020**

**BY NATURE OR TYPE**

	NOTE	2019/20 Budget	2018/19 Actual	2018/19 Budget
		\$	\$	\$
<b>Revenue</b>				
Rates	1(a)	4,943,620	4,838,775	4,780,240
Operating grants, subsidies and contributions	9	2,809,466	4,933,353	3,334,682
Fees and charges	8	1,646,486	1,708,941	1,648,033
Interest earnings	10(a)	177,100	250,292	177,100
Other revenue	10(b)	204,578	547,651	140,155
		9,781,250	12,279,012	10,080,210
<b>Expenses</b>				
Employee costs		(5,281,439)	(5,208,351)	(5,631,002)
Materials and contracts		(3,121,662)	(3,191,464)	(3,766,178)
Utility charges		(687,072)	(655,288)	(669,066)
Depreciation on non-current assets	5	(3,450,264)	(3,492,227)	(2,508,848)
Interest expenses	10(d)	(39,440)	(41,325)	(41,325)
Insurance expenses		(267,776)	(260,371)	(250,411)
Other expenditure		(642,125)	(208,086)	(224,388)
		(13,489,778)	(13,057,112)	(13,091,218)
<b>Subtotal</b>		(3,708,528)	(778,100)	(3,011,008)
Non-operating grants, subsidies and contributions	9	851,426	809,023	846,982
Profit on asset disposals	4(b)	35,472	14,395	14,305
Loss on asset disposals	4(b)	(132,477)	(84,584)	(138,058)
		754,421	738,834	723,229
<b>Net result</b>		<b>(2,954,107)</b>	<b>(39,266)</b>	<b>(2,287,779)</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	455,418	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>455,418</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>(2,954,107)</b>	<b>416,152</b>	<b>(2,287,779)</b>

This statement is to be read in conjunction with the accompanying notes.

## FOR THE YEAR ENDED 30TH JUNE 2020

**BASIS OF PREPARATION**

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget has 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 Shire of Narrogin controls resources to carry on its functions have been included in the financial statements forming part of this budget.

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 financial statements. A separate statement of those monies appears at Note 14 to the budget.

**2018/19 ACTUAL BALANCES**

Balances shown in this budget as 2018/19 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

**KEY TERMS AND DEFINITIONS - NATURE OR TYPE****REVENUES****RATES**

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

**SERVICE CHARGES**

Service charges imposed under Division 6 of Part 6 of the *Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services.

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

**PROFIT ON ASSET DISPOSAL**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**REVENUES (CONTINUED)****NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**FEES AND CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

**EXPENSES****EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.



**STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30TH JUNE 2020**

**BY REPORTING PROGRAM**

	NOTE	2019/20 Budget	2018/19 Actual	2018/19 Budget
<b>Revenue</b>	1, 8, 9, 10(a),(b)	\$	\$	\$
Governance		1,850	3,581	5,100
General purpose funding		6,298,461	7,472,429	6,073,827
Law, order, public safety		79,900	267,020	52,070
Health		23,500	53,624	11,500
Education and welfare		1,370,538	1,462,390	1,503,752
Housing		8,240	8,668	11,700
Community amenities		1,073,914	1,080,228	1,058,504
Recreation and culture		138,571	194,321	98,854
Transport		393,646	1,275,679	915,496
Economic services		283,619	276,823	258,407
Other property and services		109,011	184,249	91,000
		9,781,250	12,279,012	10,080,210
<b>Expenses excluding finance costs</b>	5,10(c)(e)(f)(g)			
Governance		(716,201)	(574,450)	(660,911)
General purpose funding		(255,567)	(282,381)	(277,815)
Law, order, public safety		(766,873)	(527,279)	(616,412)
Health		(280,251)	(250,111)	(270,696)
Education and welfare		(1,555,453)	(1,531,903)	(1,790,640)
Housing		(34,441)	(31,506)	(34,294)
Community amenities		(1,568,717)	(1,390,223)	(1,498,653)
Recreation and culture		(3,460,169)	(3,033,645)	(2,870,879)
Transport		(4,003,206)	(4,679,123)	(4,340,358)
Economic services		(796,803)	(664,837)	(653,803)
Other property and services		(12,657)	(50,329)	(35,432)
		(13,450,338)	(13,015,787)	(13,049,893)
<b>Finance costs</b>	6, 10(d)			
Governance		(8,519)	(12,396)	(12,396)
Recreation and culture		(15,356)	(22,203)	(22,203)
Transport		0	(89)	(90)
Economic services		(15,565)	(6,637)	(6,636)
		(39,440)	(41,325)	(41,325)
<b>Subtotal</b>		(3,708,528)	(778,100)	(3,011,008)
Non-operating grants, subsidies and contributions	9	851,426	809,023	846,982
Profit on disposal of assets	4(b)	35,472	14,395	14,305
(Loss) on disposal of assets	4(b)	(132,477)	(84,584)	(138,058)
		754,421	738,834	723,229
<b>Net result</b>		<b>(2,954,107)</b>	<b>(39,266)</b>	<b>(2,287,779)</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	455,418	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>455,418</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>(2,954,107)</b>	<b>416,152</b>	<b>(2,287,779)</b>

This statement is to be read in conjunction with the accompanying notes.

## FOR THE YEAR ENDED 30TH JUNE 2020

**KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS**

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

**OBJECTIVE****GOVERNANCE**

To provide a decision making process for the effective allocation for scarce resources.

**ACTIVITIES**

Includes the activities of members of council and administration support available to the council for provision of governance of the district. Other costs relate to the task of assisting elected members and electors on matters which do not concern specific Shire services.

**GENERAL PURPOSE FUNDING**

To collect revenue to allow for the provisions of infrastructure and services

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

To provide services to help ensure a safer community

Supervision and enforcement of various local laws, fire prevention, animal control and other aspects of public safety including emergency services

**HEALTH**

To provide an operational framework for environmental and community health.

Inspect food outlets and their control, noise control and waste disposal compliance.

**EDUCATION AND WELFARE**

To provide services to the disadvantaged, the elderly, children and youth.

Preschool and other education, children and youth services, elderly and disadvantaged, senior citizens services.

**HOUSING**

To provide housing to senior employees.

Provision of staff housing.

**COMMUNITY AMENITIES**

To provide services required by the community.

Rubbish collection services, operation of refuse disposal site, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning scheme, cemetery and public conveniences.

**RECREATION AND CULTURE**

To provide recreational and cultural services to the community.

Maintain public halls, civic centres, aquatic centre, recreational centre and various sporting facilities, Provisions and maintenance of parks, gardens and playgrounds. Operations of Library, museum and other cultural facilities.

**TRANSPORT**

To provide safe, effective and efficient transport services to the community.

Construct and maintenance of roads, streets, footpaths, depots parking facilities. Purchase of plant and equipment.

**ECONOMIC SERVICES**

To promote the Shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, and standpipes. Building Control.

**OTHER PROPERTY AND SERVICES**

To monitor and control the Shire's overheads operation accounts and town planning scheme.

Private works operation, plant repair and operation costs, administration overheads, community development overheads and gross salary and wages.

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30TH JUNE 2020**

**BY NATURE OR TYPE**

NOTE	2019/20 Budget	2018/19 Actual	2018/19 Budget
	\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Rates	4,993,620	4,744,950	4,830,240
Operating grants, subsidies and contributions	3,209,466	5,406,171	4,134,682
Fees and charges	1,646,486	1,708,941	1,648,033
Interest earnings	177,100	250,292	177,100
Goods and services tax	164,883	225,446	
Other revenue	204,578	547,651	140,155
	10,396,133	12,883,451	10,930,210
<b>Payments</b>			
Employee costs	(5,281,439)	(5,331,019)	(5,631,002)
Materials and contracts	(3,094,662)	(3,109,969)	(3,739,178)
Utility charges	(687,072)	(655,288)	(669,066)
Interest expenses	(39,440)	(41,325)	(41,325)
Insurance expenses	(267,776)	(260,371)	(250,411)
Goods and services tax	(164,883)	(164,883)	
Other expenditure	(642,125)	(208,086)	(224,388)
	(10,177,397)	(9,770,941)	(10,555,370)
<b>Net cash provided by (used in) operating activities</b>	3	218,736	3,112,510
			374,840
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for purchase of property, plant & equipment	4(a)	(2,629,468)	(1,861,992)
			(2,809,584)
Payments for construction of infrastructure	4(a)	(2,910,277)	(1,967,522)
			(2,379,347)
Non-operating grants, subsidies and contributions used for the development of assets	9	851,426	809,023
			846,982
Proceeds from sale of plant & equipment	4(b)	667,897	604,762
			742,571
<b>Net cash provided by (used in) investing activities</b>		(4,020,422)	(2,415,729)
			(3,599,378)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Repayment of borrowings	6(a)	(166,659)	(129,777)
			(129,978)
Proceeds from new borrowings	6(b)	0	350,000
			350,000
<b>Net cash provided by (used in) financing activities</b>		(166,659)	220,223
			220,022
<b>Net increase (decrease) in cash held</b>		(3,968,345)	917,004
			(3,004,516)
Cash at beginning of year		7,893,081	6,976,077
			7,056,233
<b>Cash and cash equivalents at the end of the year</b>	3	<b>3,924,736</b>	<b>7,893,081</b>
			<b>4,051,717</b>

This statement is to be read in conjunction with the accompanying notes.

**RATES SETTING STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2020**

**BY REPORTING PROGRAM**

	NOTE	2019/20 Budget	2018/19 Actual	2018/19 Budget
		\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
<b>Net current assets at start of financial year - surplus/(deficit)</b>	2 (b)(i)	4,001,534	3,760,640	3,686,158
		4,001,534	3,760,640	3,686,158
<b>Revenue from operating activities (excluding rates)</b>				
Governance		1,850	3,581	5,100
General purpose funding		1,363,465	2,678,088	1,293,587
Law, order, public safety		79,900	267,020	52,070
Health		23,500	53,624	11,500
Education and welfare		1,370,538	1,464,072	1,505,434
Housing		8,240	8,668	11,700
Community amenities		1,092,366	1,082,425	1,058,504
Recreation and culture		138,571	194,321	98,854
Transport		408,915	1,285,194	924,095
Economic services		283,619	276,823	258,407
Other property and services		110,762	185,250	95,024
		4,881,726	7,499,066	5,314,275
<b>Expenditure from operating activities</b>				
Governance		(724,720)	(586,846)	(673,307)
General purpose funding		(255,567)	(282,381)	(277,815)
Law, order, public safety		(766,873)	(532,421)	(621,664)
Health		(280,251)	(250,111)	(270,696)
Education and welfare		(1,573,105)	(1,551,292)	(1,808,377)
Housing		(34,441)	(31,506)	(34,294)
Community amenities		(1,574,917)	(1,393,143)	(1,501,758)
Recreation and culture		(3,475,525)	(3,055,848)	(2,893,082)
Transport		(4,086,406)	(4,722,065)	(4,440,066)
Economic services		(812,368)	(671,474)	(660,439)
Other property and services		(38,082)	(64,609)	(47,778)
		(13,622,255)	(13,141,696)	(13,229,276)
Non-cash amounts excluded from operating activities	2 (b)(ii)	3,547,269	3,483,103	2,632,601
<b>Amount attributable to operating activities</b>		(1,191,726)	1,601,113	(1,596,242)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	9	851,426	809,023	846,982
Purchase property, plant and equipment	4(a)	(2,629,468)	(1,861,992)	(2,809,584)
Purchase and construction of infrastructure	4(a)	(2,910,277)	(1,967,522)	(2,379,347)
Proceeds from disposal of assets	4(b)	667,897	604,762	742,571
<b>Amount attributable to investing activities</b>		(4,020,422)	(2,415,729)	(3,599,378)
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(166,659)	(129,777)	(129,978)
Proceeds from new borrowings	6(b)	0	350,000	350,000
Transfers to cash backed reserves (restricted assets)	7(a)	(969,913)	(1,307,045)	(838,009)
Transfers from cash backed reserves (restricted assets)	7(a)	1,413,724	1,108,631	1,033,367
<b>Amount attributable to financing activities</b>		277,152	21,809	415,380
<b>Budgeted deficiency before general rates</b>		(4,934,996)	(792,807)	(4,780,240)
<b>Estimated amount to be raised from general rates</b>	1	4,934,996	4,794,341	4,780,240
<b>Net current assets at end of financial year - surplus/(deficit)</b>	2 (b)(i)	0	4,001,534	0

This statement is to be read in conjunction with the accompanying notes.

**RATES SETTING STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2020**

**BY NATURE OR TYPE**

	NOTE	2018/19 Budget	2017/18 Actual	2017/18 Budget
		\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
<b>Net current assets at start of financial year - surplus/(deficit)</b>	2 (b)(i)	4,001,534	3,760,640	3,686,158
		4,001,534	3,760,640	3,686,158
<b>Revenue from operating activities (excluding rates)</b>				
Rate revenue other than revenue raised from general rates	1	8,624	44,434	0
Operating grants, subsidies and contributions	9	2,809,466	4,933,353	3,334,682
Fees and charges	8	1,646,486	1,708,941	1,648,033
Interest earnings	10(a)	177,100	250,292	177,100
Other revenue	10(b)	204,578	547,651	140,155
Profit on asset disposals	4(b)	35,472	14,395	14,305
		4,881,726	7,499,066	5,314,275
<b>Expenditure from operating activities</b>				
Employee costs		(5,281,439)	(5,208,351)	(5,631,002)
Materials and contracts		(3,121,662)	(3,191,464)	(3,766,178)
Utility charges		(687,072)	(655,288)	(669,066)
Depreciation on non-current assets	5	(3,450,264)	(3,492,227)	(2,508,848)
Interest expenses	10(d)	(39,440)	(41,325)	(41,325)
Insurance expenses		(267,776)	(260,371)	(250,411)
Other expenditure		(642,125)	(208,086)	(224,388)
Loss on asset disposals	4(b)	(132,477)	(84,584)	(138,058)
		(13,622,255)	(13,141,696)	(13,229,276)
<b>Operating activities excluded from budgeted deficiency</b>				
Non-cash amounts excluded from operating activities	2 (b)(ii)	3,547,269	3,483,103	2,632,601
<b>Amount attributable to operating activities</b>		(1,191,726)	1,601,113	(1,596,242)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	9	851,426	809,023	846,982
Purchase investment property	4(a)	0	0	0
Purchase property, plant and equipment	4(a)	(2,629,468)	(1,861,992)	(2,809,584)
Purchase and construction of infrastructure	4(a)	(2,910,277)	(1,967,522)	(2,379,347)
Proceeds from disposal of assets	4(b)	667,897	604,762	742,571
<b>Amount attributable to investing activities</b>		(4,020,422)	(2,415,729)	(3,599,378)
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(166,659)	(129,777)	(129,978)
Proceeds from new borrowings	6	0	350,000	350,000
Transfers to cash backed reserves (restricted assets)	7(a)	(969,913)	(1,307,045)	(838,009)
Transfers from cash backed reserves (restricted assets)	7(a)	1,413,724	1,108,631	1,033,367
<b>Amount attributable to financing activities</b>		277,152	21,809	415,380
<b>Budgeted deficiency before general rates</b>		(4,934,996)	(792,807)	(4,780,240)
<b>Estimated amount to be raised from general rates</b>	1	4,934,996	4,794,341	4,780,240
<b>Net current assets at end of financial year - surplus/(deficit)</b>	2 (b)(i)	0	4,001,534	0

This statement is to be read in conjunction with the accompanying notes.

NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020

1. RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2019/20 Budgeted rate revenue	2019/20 Budgeted interim rates	2019/20 Budgeted back rates	2019/20 Budgeted total revenue	2018/19 Actual total revenue	2018/19 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$
<b>Differential general rate or general rate</b>									
<b>Gross rental valuations</b>									
Urban	0.11304	1,655	27,410,999	3,096,476			3,096,476	3,082,040	3,071,329
Rural	0.07075	75	1,334,414	94,415			94,415	90,023	86,632
Rural - Highbury				0			0		
<b>Unimproved valuations</b>									
General	0.00616	285	168,626,000	1,039,073			1,039,073	1,004,799	1,004,800
<b>Sub-Totals</b>		2,015	197,371,413	4,229,964	0	0	4,229,964	4,176,862	4,162,761
<b>Minimum</b>									
<b>Minimum payment</b>									
	\$								
<b>Gross rental valuations</b>									
Urban	1,105	484	3,578,615	534,820			534,820	479,769	479,769
Rural	799	16	156,289	12,784			12,784	5,456	5,456
Rural - Highbury	713	9	60,647	6,417			6,417	12,631	13,374
<b>Unimproved valuations</b>									
General	799	189	16,908,800	151,011			151,011	119,623	118,880
<b>Sub-Totals</b>		698	20,704,351	705,032	0	0	705,032	617,479	617,479
		2,713	218,075,764	4,934,996	0	0	4,934,996	4,794,341	4,780,240
Discounts/concessions (Refer note 1(e))							0	0	0
<b>Total amount raised from general rates</b>							4,934,996	4,794,341	4,780,240
Ex-Gratia Rates							8,624	9,300	0
Movement in Excess Rates							0	35,134	0
Specified area rates (Refer note 1(d))							0	0	0
<b>Total rates</b>							4,943,620	4,838,775	4,780,240

All land (other than exempt land) in the Shire of Narrogin is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire of Narrogin.

The general rates detailed for the 2019/20 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

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



NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020

1. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
<b>Option three</b>				
1st Instalment	5/09/2019	0	0.0%	11.0%
2nd Instalment	7/11/2019	17	5.5%	11.0%
3rd Instalment	9/01/2020	17	5.5%	11.0%
4th Instalment	12/03/2020	17	5.5%	11.0%

	2019/20 Budget revenue	2018/19 Actual revenue	2018/19 Budget revenue
	\$	\$	\$
Instalment plan admin charge revenue	35,000	41,287	30,000
Instalment plan interest earned	18,000	18,025	18,000
Unpaid rates and service charge interest earned	35,000	48,231	35,000
	88,000	107,543	83,000

(c) Differential Minimum Payment

Description	Characteristics	Objects	Reasons
GRV Urban	Properties that had former been located in the Town of Narrogin	To allow the Shire to impose a higher rate in the to the Urban Ward ratepayers to all the phasing in of rate parity with Urban Ward ratepayers.	During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be allowed a 10 year period to achieve rating parity with the formers Town of Narrogin Rate Payers.
GRV Rural	Properties that had former been located in the Shire of Narrogin.	To allow the Shire to set a lower rate in the dollar to Rural Ward ratepayers to allow for the phasing in of rating parity over a 10 year period.	During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be allowed a 10 year period to achieve rating parity with the formers Town of Narrogin Rate Payers.  The GRV Lesser Minimum is applicable to assessments in the Highbury townsite for the above reason.

**NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020**

**1. RATES AND SERVICE CHARGES (CONTINUED)**

The Shire did not raise specified area rates for the year ended 30th June 2020.

**(d) Service Charges**

The Shire did not raise service charges for the year ended 30th June 2020.

**(e) Waivers or concessions**

Rate or fee and charge to which the waiver or concession is granted	Type	Discount %	Discount (\$)	2019/20 Budget	2018/19 Actual	2018/19 Budget	Circumstances in which the waiver or concession is granted	Objects and reasons of the waiver or concession
				\$	\$	\$		
Rates for Not for Profit Leases	Waiver	100.0%					Per lease agreement	Support for not for Profit

The Shire will offer an early rate payment incentive scheme valued at \$3,000.

1st Prize will be valued at \$1,000,  
2nd Prize will be to the value of \$500 , and  
3rd to 17th Prize will be to the value of \$100 each.

NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020

2 (a). NET CURRENT ASSETS

		2019/20 Budget 30 June 2020	2019/20 Budget 01 July 2019	2018/19 Estimated Actual 30 June 2019	2018/19 Budget 30 June 2019
	Note	\$	\$	\$	\$
<b>Composition of estimated net current assets</b>					
<b>Current assets</b>					
Cash - unrestricted	3	215,332	3,739,866	3,739,866	292,277
Cash - restricted reserves	3	3,709,404	4,153,215	4,153,215	3,759,440
Receivables		561,486	1,011,486	1,011,486	626,369
Inventories		182,583	184,583	184,583	196,328
		4,668,805	9,089,150	9,089,150	4,874,414
<b>Less: current liabilities</b>					
Trade and other payables		(520,680)	(495,680)	(495,680)	(480,157)
Long term borrowings		1	(166,658)	(166,658)	(220,022)
Provisions		(596,310)	(596,310)	(596,310)	(845,116)
		(1,116,989)	(1,258,648)	(1,258,648)	(1,545,295)
<b>Net current assets</b>		<b>3,551,816</b>	<b>7,830,502</b>	<b>7,830,502</b>	<b>3,329,119</b>

NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020

2 (b). NET CURRENT ASSETS (CONTINUED)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Operating activities excluded from budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

	Note	2019/20 Budget 30 June 2020	2019/20 Budget 01 July 2019	2018/19 Estimated Actual 30 June 2019	2018/19 Budget 30 June 2019
		\$	\$	\$	\$
<b>(i) Current assets and liabilities excluded from budgeted deficiency</b>					
<b>Net current assets</b>	2	3,551,816	7,830,502	7,830,502	3,329,119
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.					
<b>Adjustments to net current assets</b>					
Less: Cash - restricted reserves	3	(3,709,404)	(4,153,215)	(4,153,215)	(3,759,440)
Less: Current assets not expected to be received at end of year					
- Land held for resale		(177,273)	(177,273)	(177,273)	(177,273)
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings		(1)	166,658	166,658	220,022
- Employee benefit provisions		334,862	334,862	334,862	387,572
<b>Adjusted net current assets - surplus/(deficit)</b>		0	4,001,534	4,001,534	0
<b>(ii) Operating activities excluded from budgeted deficiency</b>					
The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.					
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals	4(b)	(35,472)	(14,395)	(14,395)	(14,305)
Less: Movement in liabilities associated with restricted cash		0	0	(52,714)	0
Less: Movement in deferred pensioner rates (non-current)		0	0	(26,599)	0
Add: Loss on disposal of assets	4(b)	132,477	84,584	84,584	138,058
Add: Depreciation on assets	5	3,450,264	3,492,227	3,492,227	2,508,848
<b>Non cash amounts excluded from operating activities</b>		3,547,269	3,562,416	3,483,103	2,632,601

**NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020**

**2 (c). NET CURRENT ASSETS (CONTINUED)**

**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 Shire's operational cycle. In the case of liabilities where the Shire 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 sale where it is held as non-current based on the Shire's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Narrogin becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**CONTRACT ASSETS**

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

**PROVISIONS**

Provisions are recognised when the Shire has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**INVENTORIES**

**General**

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.

**Superannuation**

The Shire of Narrogin contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire of Narrogin contributes are defined contribution plans.

**TRADE AND OTHER RECEIVABLES**

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.

**CONTRACT LIABILITIES**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

Provision is made for the Shire of Narrogin's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Narrogin's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire of Narrogin's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**LAND HELD FOR RESALE**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

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

**NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020**

### 3. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	<b>2019/20 Budget</b>	<b>2018/19 Actual</b>	<b>2018/19 Budget</b>
	\$	\$	\$
Cash - unrestricted	215,332	3,739,866	292,277
Cash - restricted	3,709,404	4,153,215	3,759,440
	<b>3,924,736</b>	<b>7,893,081</b>	<b>4,051,717</b>
The following restrictions have been imposed by regulation or other externally imposed requirements:			
Refuse Reserve	473,498	435,109	433,302
Community Assisted Transport (CATS) Vehicle Replacement Reserve	(1,530)	4,395	0
Building Reserve	355,204	873,682	498,626
Employee Entitlement Reserve	360,549	334,862	394,605
Plant, Vehicle & Equipment Reserve	330,385	454,959	322,541
Economic Development Reserve	209,005	174,049	173,323
Narrogin Regional Recreation Centre (NRRC) Reserve	155,182	73,927	268,656
Tourism & Area Promotion Reserve	78,513	77,202	76,838
HACC Reserve	468,805	557,576	658,659
CHCP Reserve	72,341	152,862	192,229
CHSP Reserve	638,489	426,026	152,375
It & Office Equipment Reserve	78,795	72,563	72,247
Road Construction Reserve	334,999	329,405	349,125
Asset Valuation Reserve	31,309	31,309	31,165
Unspent Grants & Contributions Reserve	18	48,265	40,903
Landcare Reserve	98,672	97,024	94,846
Airport Reserve	25,170	10,000	0
	<b>3,709,404</b>	<b>4,153,215</b>	<b>3,759,440</b>
<b>Reconciliation of net cash provided by operating activities to net result</b>			
<b>Net result</b>	<b>(2,954,107)</b>	<b>(39,266)</b>	<b>(2,287,779)</b>
Depreciation	3,450,264	3,492,227	2,508,848
(Profit)/loss on sale of asset	97,005	70,189	123,753
(Increase)/decrease in receivables	450,000	439,556	850,000
(Increase)/decrease in contract assets	0	0	0
(Increase)/decrease in inventories	2,000	(30)	2,000
Increase/(decrease) in payables	25,000	(41,143)	25,000
Increase/(decrease) in contract liabilities	0	0	0
Change in accounting policies transferred to retained surplus (refer to Note 16)	0	0	0
Grants/contributions for the development of assets	(851,426)	(809,023)	(846,982)
<b>Net cash from operating activities</b>	<b>218,736</b>	<b>3,112,510</b>	<b>374,840</b>

#### SIGNIFICANT ACCOUNTING POLICES

##### CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.



NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020

#### 4. FIXED ASSETS

##### (a) Acquisition of Assets

The following assets are budgeted to be acquired during the year.

Asset class	Reporting program								2019/20 Budget total	2018/19 Actual total	2018/19 Budget total
	Governance	General purpose funding	Education and welfare	Community amenities	Recreation and culture	Transport	Economic services	Other property and services			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<u>Property, Plant and Equipment</u>											
Buildings - non-specialised	180,000	0	55,986	249,719	267,148	0	477,482	0	1,230,335	696,658	1,325,039
Buildings - specialised	0	0	0	0	0	0	0	0	0	0	0
Furniture and equipment	20,000	0	0	0	2,500	0	0	0	22,500	64,217	71,210
Plant and equipment	0	65,000	55,000	126,952	27,935	891,719	25,000	185,027	1,376,633	1,101,117	1,413,335
	200,000	65,000	110,986	376,671	297,583	891,719	502,482	185,027	2,629,468	1,861,992	2,809,584
<u>Infrastructure</u>											
Infrastructure - Roads	0	0	0	0	0	2,072,295	0	0	2,072,295	1,515,704	1,632,644
Infrastructure - Footpaths	0	0	0	0	0	76,000	0	0	76,000	52,300	69,000
Infrastructure - Other	0	0	0	290,783	295,159	45,000	68,000	0	698,942	384,121	644,114
Infrastructure - Bridges	0	0	0	0	0	31,040	0	0	31,040	0	33,589
Infrastructure - Drainage	0	0	0	0	0	32,000	0	0	32,000	2,194	0
Infrastructure - Parks and Ovals	0	0	0	0	0	0	0	0	0	13,203	0
	0	0	0	290,783	295,159	2,256,335	68,000	0	2,910,277	1,967,522	2,379,347
<b>Total acquisitions</b>	200,000	65,000	110,986	667,454	592,742	3,148,054	570,482	185,027	5,539,745	3,829,514	5,188,931

NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020

4. FIXED ASSETS (CONTINUED)

(b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

	2019/20 Budget Net Book Value	2019/20 Budget Sale Proceeds	2019/20 Budget Profit	2019/20 Budget Loss	2018/19 Actual Net Book Value	2018/19 Actual Sale Proceeds	2018/19 Actual Profit	2018/19 Actual Loss	2018/19 Budget Net Book Value	2018/19 Budget Sale Proceeds	2018/19 Budget Profit	2018/19 Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>By Program</b>												
Law, order, public safety	0	0	0	0	50,597	45,455	0	(5,142)	22,252	17,000	0	(5,252)
Education and welfare	42,652	25,000	0	(17,652)	67,071	49,364	1,682	(19,389)	54,237	38,182	1,682	(17,737)
Community amenities	105,000	117,252	18,452	(6,200)	67,355	66,632	2,197	(2,920)	102,870	99,765	0	(3,105)
Transport	447,250	379,319	15,269	(83,200)	331,998	298,660	9,515	(42,853)	452,661	361,642	8,599	(99,618)
Economic services	13,200	13,200	0	0	0	0	0	0	0	0	0	0
Other property and services	156,800	133,126	1,751	(25,425)	157,930	144,651	1,001	(14,280)	234,304	225,982	4,024	(12,346)
	764,902	667,897	35,472	(132,477)	674,951	604,762	14,395	(84,584)	866,324	742,571	14,305	(138,058)
<b>By Class</b>												
<u>Property, Plant and Equipment</u>												
Plant and equipment	764,902	667,897	35,472	(132,477)	674,951	604,762	14,395	(84,584)	866,324	742,571	14,305	(138,058)
	764,902	667,897	35,472	(132,477)	674,951	604,762	14,395	(84,584)	866,324	742,571	14,305	(138,058)

NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020

## 5. ASSET DEPRECIATION

### By Program

Governance
Law, order, public safety
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

### By Class

Buildings - non-specialised
Furniture and equipment
Plant and equipment
Infrastructure - Roads
Infrastructure - Footpaths
Infrastructure - Other
Infrastructure - Bridges
Infrastructure - Drainage
Infrastructure - Parks and Ovals

2019/20 Budget	2018/19 Actual	2018/19 Budget
\$	\$	\$
42,655	42,679	31,569
84,261	84,308	56,157
52,363	52,391	46,346
5,297	5,300	4,815
41,688	41,711	14,870
997,468	998,037	458,788
1,769,632	1,770,600	1,460,461
96,264	96,397	49,712
360,636	400,804	386,130
3,450,264	3,492,227	2,508,848
731,343	740,238	592,952
54,492	55,155	38,400
412,358	417,372	352,633
1,529,337	1,547,937	1,278,335
70,761	71,622	47,512
22,135	22,404	81,878
98,720	99,921	0
0	0	85,636
531,118	537,578	31,502
3,450,264	3,492,227	2,508,848

## SIGNIFICANT ACCOUNTING POLICIES

### DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Major depreciation periods used for each class of depreciable asset are:

Buildings	40 to 100 years
Furniture and Equipment	10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years
Sewerage piping	100 years
Water supply piping & drainage	50 to 75 years

### DEPRECIATION (CONTINUED)

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

### RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2019

6. INFORMATION ON BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Budget Principal 1 July 2019	2019/20 Budget New loans	2019/20 Budget Principal repayments	2019/20 Budget Interest repayments	Budget Principal outstanding 30 June 2020	Actual Principal 1 July 2018	2018/19 Actual New loans	2018/19 Actual Principal repayments	2018/19 Actual Interest repayments	Actual Principal outstanding 30 June 2019	Budget Principal 1 July 2018	2018/19 Budget New loans	2018/19 Budget Principal repayments	2018/19 Budget Interest repayments	Budget Principal outstanding 30 June 2019
		\$	\$	\$	\$			\$	\$	\$			\$	\$	\$
<b>Governance</b>															
Loan 125 - Corporate Software & Server Upgrade	0	0	0	0	0	0	0	0	109	0	0	0	0	0	0
Loan 128 - Administration Building Extension	327,386	0	43,105	8,519	284,281	369,354	0	41,968	12,287	327,386	348,510	0	41,968	12,396	306,542
<b>Recreation and culture</b>															
Loan 121B - Narrogin Regional Leisure Centre	219,202	0	51,483	10,791	167,719	267,883	0	48,681	15,419	219,202	263,930	0	48,681	15,420	215,249
Loan 126 - Town Hall Renovations	125,591	0	29,621	4,565	95,970	154,100	0	28,509	6,784	125,591	139,981	0	28,709	6,784	111,272
<b>Transport</b>															
Loan 51 - Shire Depot	0	0	0	0	0	0	0	0	90	0	0	0	0	89	0
<b>Economic services</b>															
Loan 127 - Industrial Land	120,048	0	11,100	5,255	108,948	130,667	0	10,619	6,636	120,048	125,416	0	10,619	6,636	114,797
Loan 129 - Accommodation Units	350,000	0	31,350	10,310	318,650	0	350,000	0	0	350,000	0	350,000	0	0	350,000
	1,142,227	0	166,659	39,440	975,568	922,004	350,000	129,777	41,325	1,142,227	877,837	350,000	129,978	41,325	1,097,859
	1,142,227	0	166,659	39,440	975,568	922,004	350,000	129,777	41,325	1,142,227	877,837	350,000	129,978	41,325	1,097,859

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.

The self supporting loan(s) repayment will be fully reimbursed.

NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020

## 6. INFORMATION ON BORROWINGS (CONTINUED)

### (b) New borrowings - 2019/20

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2020

### (c) Unspent borrowings

Loan Details	Purpose of the loan	Year loan taken	Amount b/fwd.	Amount used 2019/20 Budget	Amount as at 30th June 2020
Loan 129 - Accommodation Units	NCP Accommodation units	2019	\$ 350,000	\$ 350,000	\$ 0
			350,000	350,000	0

### (d) Credit Facilities

	2019/20 Budget	2018/19 Actual	2018/19 Budget
<b>Undrawn borrowing facilities</b>	\$	\$	\$
<b>credit standby arrangements</b>			
Bank overdraft limit	400,000	400,000	400,000
Bank overdraft at balance date	0	0	0
Credit card limit	15,000	15,000	15,000
Credit card balance at balance date	0	1,539	0
<b>Total amount of credit unused</b>	<b>415,000</b>	<b>416,539</b>	<b>415,000</b>
<b>Loan facilities</b>			
Loan facilities in use at balance date	975,568	1,142,227	1,097,859

## SIGNIFICANT ACCOUNTING POLICIES

### BORROWING COSTS

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020

7. CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	2019/20 Budget Opening Balance	2019/20 Budget Transfer to	2019/20 Budget Transfer (from)	2019/20 Budget Closing Balance	2018/19 Actual Opening Balance	2018/19 Actual Transfer to	2018/19 Actual Transfer (from)	2018/19 Actual Closing Balance	2018/19 Budget Opening Balance	2018/19 Budget Transfer to	2018/19 Budget Transfer (from)	2018/19 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Refuse Reserve	435,109	84,389	(46,000)	473,498	376,475	58,634	0	435,109	376,475	56,827	0	433,302
Community Assisted Transport (CATS) Vehicle Replacement Reserve	4,395	6,075	(12,000)	(1,530)	4,297	98	0	4,395	4,297	7,203	(11,500)	0
Building Reserve	873,682	31,522	(550,000)	355,204	686,183	187,499	0	873,682	686,182	92,444	(280,000)	498,626
Employee Entitlement Reserve	334,862	25,687	0	360,549	387,576	8,890	(61,604)	334,862	387,576	7,029	0	394,605
Plant, Vehicle & Equipment Reserve	454,959	432,726	(557,300)	330,385	333,984	516,164	(395,189)	454,959	333,984	431,057	(442,500)	322,541
Economic Development Reserve	174,049	52,956	(18,000)	209,005	152,014	22,035	0	174,049	152,014	21,309	0	173,323
Narrogin Regional Recreation Centre (NRRC) Reserve	73,927	81,255	0	155,182	214,761	144,925	(285,759)	73,927	214,761	143,895	(90,000)	268,656
Tourism & Area Promotion Reserve	77,202	1,311	0	78,513	75,469	1,733	0	77,202	75,469	1,369	0	76,838
HACC Reserve	557,576	9,469	(98,240)	468,805	784,352	17,985	(244,761)	557,576	784,351	14,224	(139,916)	658,659
CHCP Reserve	152,862	2,596	(83,117)	72,341	241,070	5,533	(93,741)	152,862	241,070	4,372	(53,213)	192,229
CHSP Reserve	426,026	212,463	0	638,489	160,970	265,056	0	426,026	160,970	2,919	(11,514)	152,375
It & Office Equipment Reserve	72,563	6,232	0	78,795	66,049	6,514	0	72,563	66,049	6,198	0	72,247
Road Construction Reserve	329,405	5,594	0	334,999	301,328	28,077	0	329,405	301,328	47,797	0	349,125
Asset Valuation Reserve	31,309	0	0	31,309	30,610	699	0	31,309	30,610	555	0	31,165
Unspent Grants & Contributions Reserve	48,265	820	(49,067)	18	44,817	31,025	(27,577)	48,265	44,816	811	(4,724)	40,903
Landcare Reserve	97,024	1,648	0	98,672	94,846	2,178	0	97,024	94,846	0	0	94,846
Airport Reserve	10,000	15,170	0	25,170	0	10,000	0	10,000	0	0	0	0
	4,153,215	969,913	(1,413,724)	3,709,404	3,954,801	1,307,045	(1,108,631)	4,153,215	3,954,798	838,009	(1,033,367)	3,759,440
		0	0									



**(b) Cash Backed Reserves - Purposes**

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

<b>Reserve name</b>	<b>Anticipated date of use</b>	<b>Purpose of the reserve</b>
Refuse Reserve	Ongoing	To fund infrastructure development and rehabilitation costs associates with the refuse site as well as the potential purchase and development of a regional waste facility.
Community Assisted Transport (CATS) Vehicle Replacement Reserve	Ongoing	To fund the replacement /change over of the CATS vehicle.
Building Reserve	Ongoing	To support the maintenance, acquisition, upgrade or enhancements of buildings within the district.
Employee Entitlement Reserve	Ongoing	To fund current and past employee's leave entitlements and redundancy payouts.
Plant, Vehicle & Equipment Reserve	Ongoing	To support the purchase/replacement of motor vehicles, and heavy plant and equipment.
Economic Development Reserve	Ongoing	To fund economic development projects that will benefit the district.
Narrogin Regional Recreation Centre (NRRC) Reserve	Ongoing	To fund NRRC additional maintenance works as well as acquisitions, upgrades and enhancement of the building, major plant & equipment items.
Tourism & Area Promotion Reserve	Ongoing	For the purpose of tourism & district promotion activities, significant events and festivals which includes banner poles, entry statements and outdoor digital screens.
HACC Reserve	Ongoing	To store unspent H.A.C.C grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.
CHCP Reserve	Ongoing	To store unspent C.H.C.P grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.
CHSP Reserve	Ongoing	To store unspent C.H.S.P grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.
It & Office Equipment Reserve	Ongoing	To fund the purchase and upgrade of computer equipment (including data connection equipment), software and office equipment and CCTV.
Road Construction Reserve	Ongoing	To fund roadworks (including Carparks, Drainage, Footpaths, Bridges and Kerbing) and flood emergency responses affecting those assets.
Asset Valuation Reserve	Ongoing	To fund asset valuations.
Unspent Grants & Contributions Reserve	Ongoing	To store unspent grants and contributions. Funds can only be expended on items that have been approved by the relevant grant agreement.
Landcare Reserve	Ongoing	To fund future natural resource management activities aligned with the principles established in the former NLCDC letter dated 6/6/17 (ICR1712270).
Airport Reserve	Ongoing	For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding to the Narrogin Airport.

The reserves are not expected to be fully utilised within a set period. It is the Shire's intention to utilise the Funds held in the above mentioned Reserves for the purposes of not utilising external overdraft facilities for short periods from time to time during the financial year. The benefit to the Shire is that financing cost are reduced by minimising the use of overdraft facilities. This advice is provided in the budget pursuant to section 6.11(3) of the Local Government Act 1995.

**NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020**

## 8. FEES & CHARGES REVENUE

	2019/20 Budget	2018/19 Actual	2018/19 Budget
	\$	\$	\$
Governance	1,600	2,157	100
General purpose funding	39,100	45,964	30,100
Law, order, public safety	23,400	37,164	23,400
Health	23,500	30,158	11,500
Education and welfare	156,612	163,868	199,518
Housing	8,240	8,568	11,700
Community amenities	1,070,914	1,080,228	1,055,504
Recreation and culture	17,100	23,061	19,900
Transport	0	350	2,504
Economic services	266,020	259,444	243,807
Other property and services	40,000	57,979	50,000
	1,646,486	1,708,941	1,648,033

## 9. GRANT REVENUE

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:

### By Program:

#### Operating grants, subsidies and contributions

Governance	250	0	5,000
General purpose funding	1,139,641	2,283,260	1,078,932
Law, order, public safety	51,500	222,768	23,670
Education and welfare	1,209,926	1,288,563	1,302,034
Community amenities	3,000	0	3,000
Recreation and culture	58,154	50,504	78,954
Transport	292,395	1,058,258	787,992
Economic services	17,100	0	14,100
Other property and services	37,500	30,000	41,000
	2,809,466	4,933,353	3,334,682

#### Non-operating grants, subsidies and contributions

Education and welfare	0	18,000	0
Recreation and culture	20,000	3,000	50,000
Transport	831,426	788,023	796,982
	851,426	809,023	846,982

NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020

## 10. OTHER INFORMATION

### The net result includes as revenues

#### (a) Interest earnings

Investments			
- Reserve funds	70,000	90,699	70,000
- Other funds	50,000	91,363	54,100
Late payment of fees and charges *	4,100	1,974	
Other interest revenue (refer note 1b)	53,000	66,256	53,000
	177,100	250,292	177,100

\* The Shire has resolved to charge interest under section 6.13 for the late payment of any amount of money at 11%.

#### (b) Other revenue

Reimbursements and recoveries	204,578	420,620	10,455
Other		127,031	129,700
	204,578	547,651	140,155

### The net result includes as expenses

#### (c) Auditors remuneration

Audit services	49,875	38,760	41,575
	49,875	38,760	41,575

#### (d) Interest expenses (finance costs)

Borrowings (refer Note 6(a))	39,440	41,325	41,325
Interest expense on lease liabilities			
	39,440	41,325	41,325

#### (e) Elected members remuneration

Meeting fees	88,000	88,000	88,000
President's allowance	24,000	23,500	23,500
Deputy President's allowance	6,000	5,875	5,875
Travelling expenses	1,000	139	1,000
Telecommunications allowance	5,600	5,600	5,600
	124,600	123,114	123,975

#### (f) Write offs

Fees and charges	0	2,622	0
	0	2,622	0

#### (g) Low Value lease expenses

Office equipment	24,076	24,076	24,076
	24,076	24,076	24,076

### SIGNIFICANT ACCOUNTING POLICIES

#### LEASES

At inception of a contract, an entity shall assess whether the contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a lessee shall recognise a right-of-use asset and a lease liability.

At the commencement date, a lessee shall measure the right-of-use asset at cost.

#### LEASES (CONTINUED)

At the commencement date, a lessee shall measure the lease liability at the present value of the lease payments that are not paid at that date. The lease payments shall be discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the lessee shall use the lessee's incremental borrowing rate.

**NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020****11. MAJOR LAND TRANSACTIONS**

It is not anticipated any land transactions or major land transactions will occur in 2019/20.

**12. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS**

It is not anticipated any trading undertakings or major trading undertakings will occur in 2019/20.

**13. INTERESTS IN JOINT ARRANGEMENTS**

It is not anticipated the Shire will be party to any joint venture arrangements during 2019/20.

**NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2020**

**14. TRUST FUNDS**

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

<b>Detail</b>	<b>Balance 1 July 2019</b>	<b>Estimated amounts received</b>	<b>Estimated amounts paid</b>	<b>Estimated balance 30 June 2020</b>
	\$	\$	\$	\$
Public Open Space Bonds	73,144	0	0	73,144
Other	500	100	(100)	500
Building Services Levy	285	16,850	(16,900)	235
BCITF	404	7,320	(7,540)	184
Retention Bonds	2,928	0	0	2,928
Footpath, Kerb & Road Bond	11,075	0	0	11,075
Key Bond	3,913	5,130	(5,450)	3,593
	92,247	29,400	(29,990)	91,657

## NOTES TO AND FORMING PART OF THE BUDGET FOR THE YEAR ENDED 30TH JUNE 2020

### 15. SIGNIFICANT ACCOUNTING POLICIES - OTHER INFORMATION

#### GOODS AND SERVICES TAX (GST)

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 budget 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.

#### COMPARATIVE FIGURES

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

#### BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

#### REVENUE RECOGNITION

Accounting Policies for the recognition of income and revenue from contracts with customers is described in Note 16.



## CAPITAL and STRATEGIC REQUESTS

Depart	GL / Job	Description	Key Informing Strategies	Total Amount \$
CCS	LB011	Building renovations administration	Nil	180,000.00
CCS	PA043B	Purchase & trade in of 009NGN Camry Altise	Plant Replacement Program	28,000.00
CCS	PA014G	Purchase & trade in of CATS car	Plant Replacement Program	27,000.00
CCS	IO080B	Library refurbishment and expansion plan - Stage 2	RW (Bob) Farr Narrogin Regional Library Strategic Plan for the Future 2016-2020	120,000.00
CCS	BC234	Upgrade NCP camp kitchen	Narrogin Caravan Park Long Term Development Concept Plan (2013)	20,000.00
DRS	FE026	DRS airconditioner	Asset Management Plan (AMP) (Buildings)	20,000.00
DRS	PE057	Lifting ramp, Ranger vehicle (for animals up to 50kg, average 8-10 per week)	Town of Narrogin OSH AS/NZS 4801:2001 Audit (October 2012)	5,000.00
DRS	BC091	Accessibility Access upgrades CBD	Disablity Access & Inclusioon Plan (DAIP)	50,000.00
DRS	IO108	Gnarojin Park Aboriginal cultural heritage management plan	Gnarojin Park Master Plan	20,000.00
DRS	IO109	Gnarojin Park electrical design	Gnarojin Park Master Plan	30,000.00
DRS	IO110	Gnarojin Park landscape design	Gnarojin Park Master Plan	89,720.00
TRS	IO117	Gnarojin Park Hydrology report	Gnarojin Park Master Plan	25,000.00
DRS	BC176	Clayton Road (Hawks) public toilet upgrade	Asset Management Plan (AMP) (Buildings)	70,000.00
DRS	BC133	Harris St (toilets - repair or replace privacy screen wall	Asset Management Plan (AMP) (Buildings)	10,000.00
DRS	BC132	Smith St Public Toilets Capital	Asset Management Plan (AMP) (Buildings)	50,000.00
DRS	IO093	Highbury tennis resurfacing	Nil	75,000.00
DRS	IO112	Yilliminning Rock camping area (3 shelters, BBQ, seating, signage, cement slab, cleaning)	Nil	18,000.00
DRS	BC161	Height safety roof system - YMCA Leisure Centre	Town of Narrogin OSH AS/NZS 4801:2001 Audit (October 2012)	20,000.00
DRS	PE069	Assessment of locomotives	Nil	5,000.00
DRS	BC175	Roller doors Croquet Club	Community Request	11,633.36
DRS	BC200	Adaptive Reuse Strategy Railway Station and Goods Shed	Nil	18,250.00
DRS	2110824	Annual Subsidy ARTs Narrogin	Public Art Strategy & MasterPlan	48,000.00
DRS	IO100B	CBD Interpretive Signage Project - stage 2	Shire of Narrogin Walk Trails Master Plan 2018 (Transplan Pty Ltd)	38,500.00
DRS	BC200	Conservation Management plan Railway Station and Goods Shed	Nil	17,000.00
	PWDCVC	Annual Subsidy Dryandra Country Visitor Centre	Tourism Development Strategy (TDS)(Draft 2019)	60,000.00
DRS	IO113	Public Art strategy - implementation	Public Art Strategy & MasterPlan	25,000.00
DRS	PE070	Fire hydrant 5yr overhaul, repairs & hose reel replacements -NRLC	Town of Narrogin OSH AS/NZS 4801:2001 Audit (October 2012)	15,248.20
DRS	BC152	John Higgins function centre air con	Community Request	22,000.00
CCS	BC190	Library (replace remaining windows from glass to laminated glass/plastic)	Asset Management Plan (AMP) (Buildings)	7,000.00
DRS	BC160	NRLC Squash court Air con - cooling	Community Request	15,000.00
DRS	BC150	Town hall complex - fire alarm system service and repair -upgrade	Town of Narrogin OSH AS/NZS 4801:2001 Audit (October 2012)	8,000.00
DRS	2110806	Photography exhibition	Public Art Strategy & MasterPlan	10,000.00
DRS	IO012	Purchase of street banners	Public Art Strategy & MasterPlan	10,000.00
DRS	IO114	Wilbur Park (Highbury) upgrade - supply and install gazebo	Highbury Townscape Plan by H&H Architects December 2017	15,000.00
DRS	IO068	McKenzie Park - Install shade shelter & seating	Nil	7,000.00
TRS	IR006	Ensign street Road surface Asphalt	Ten Year Road Program 2019-2029	98,158.00

## CAPITAL and STRATEGIC REQUESTS

Depart	GL / Job	Description	Key Informing Strategies	Total Amount \$
TRS	IO026	Cemetery upgrade Sealing of roads, kerbing, draining, removal of fencing and landscaping	Nil	47,409.60
TRS	PA002I	Plant acquisition - EMDRS vehicle changeovers 1	Plant Replacement Program	42,317.30
TRS	PA002J	Plant acquisition - EMDRS vehicle changeovers 2	Plant Replacement Program	42,317.30
TRS	PA002K	Plant acquisition - EMDRS vehicle changeovers 3	Plant Replacement Program	42,317.30
TRS	IO085	Bin surrounds x 20 & installation	Narrogin Townscape Study Review H&H Architects (July 2016)	20,000.00
TRS	BC154	Nomans Hall play equipment	Nil	6,500.00
TRS	IO115	Street/Park furniture	Nil	12,000.00
TRS	IO160	YMCA electronic board replacement	Community Request	5,067.50
TRS	IR210	Birdwhistle Road - Renewal (Rural)	Ten Year Road Program 2019-2029	108,133.00
TRS	IR213	Chomley Road - Renewal (Rural)	Ten Year Road Program 2019-2029	108,133.00
TRS	RRG047	Clayton Road - Renewal (Local) (RRG)	Ten Year Road Program 2019-2029	738,027.00
TRS	R2R202	Congelin - Narrogin Road - Renewal (Local) (R2R)	Ten Year Road Program 2019-2029	28,000.00
TRS	GFC117	Cooramining Commodity Route Funding	Ten Year Road Program 2019-2029	144,651.00
TRS	IR209	Dongolocking Road - Upgrade (Rural) Road Improvement Project	Ten Year Road Program 2019-2029	218,500.00
TRS	IB001	Railway footbridge refurbishment	Wood & Grieve Structural Engineering Report - Railway Station and Footbridge 2017	31,040.00
TRS	R2R025	Havelock Street - Renewal (Local) (R2R)	Ten Year Road Program 2019-2029	24,600.00
TRS	R2R216	Highbury West Road - Renewal (Rural) (R2R)	Ten Year Road Program 2019-2029	40,000.00
TRS	IR283	Lavator Road - Renewal (Rural)	Ten Year Road Program 2019-2029	7,938.00
TRS	R2R033	Lock Street - Renewal (Local) (R2R)	Ten Year Road Program 2019-2029	19,000.00
TRS	IR257	Lock Road - Renewal (Rural)	Ten Year Road Program 2019-2029	70,680.00
TRS	IR212	Narrogin Valley Road - Renewal (Rural)	Ten Year Road Program 2019-2029	99,149.00
TRS	R2R331	Narrogin-Harrismith Road - Renewal (Local) (R2R)	Ten Year Road Program 2019-2029	41,202.00
TRS	R2R014	Northwood Street - Renewal (Local) (R2R)	Ten Year Road Program 2019-2029	30,000.00
TRS	R2R324	Piesseville - Tarwonga Road - Renewal (Local) (R2R)	Ten Year Road Program 2019-2029	75,000.00
TRS	PA8213A	Plant acquisition - 6 wheeler truck	Plant Replacement Program	226,000.00
TRS	PA047E	Plant acquisition - asx (MF) vehicle changeover	Plant Replacement Program	25,000.00
TRS	PA833B	Plant acquisition - backhoe	Plant Replacement Program	195,000.00
TRS	PA700H	Plant acquisition - EMTRS vehicle changeover 1	Plant Replacement Program	36,497.91
TRS	PA700I	Plant acquisition - EMTRS vehicle changeover 2	Plant Replacement Program	36,497.91
TRS	PA700J	Plant acquisition - EMTRS vehicle changeover 3	Plant Replacement Program	36,497.91
TRS	PA700K	Plant acquisition - EMTRS vehicle changeover 4	Plant Replacement Program	36,497.91
TRS	PA967E	Plant acquisition - MO vehicle changeover 1	Plant Replacement Program	36,242.55
TRS	PA967F	Plant acquisition - MO vehicle changeover 2	Plant Replacement Program	36,242.55
TRS	PA967G	Plant acquisition - MO vehicle changeover 3	Plant Replacement Program	36,242.55
TRS	PA006B	Plant acquisition - trax (BS) vehicle changeover	Plant Replacement Program	25,000.00

## CAPITAL and STRATEGIC REQUESTS

Depart	GL / Job	Description	Key Informing Strategies	Total Amount \$
TRS	PA018B	Plant acquisition - triton (LH) vehicle changeover	Plant Replacement Program	26,000.00
TRS	PA8516B	Plant acquisition- multi wheel Roller	Plant Replacement Program	165,000.00
TRS	R2R204	Tarwonga Road - Renewal (Local) (R2R)	Ten Year Road Program 2019-2029	33,021.00
TRS	RRG204	Tarwonga Road - Renewal (Rural) (RRG)	Ten Year Road Program 2019-2029	38,223.00
TRS	IR205	Whinbin Rock Road - Renewal (Rural)	Ten Year Road Program 2019-2029	87,406.00
TRS	R2R328	Wilson Street - Renewal (Local) (R2R)	Ten Year Road Program 2019-2029	12,474.00
TRS	IF038	Argus Street Footpath	Ten Year Footpath Construction Program 2019-2029	35,000.00
TRS	IR002	Earl Park Street pram ramps	Ten Year Footpath Construction Program 2019-2029	5,000.00
TRS	IF003	Ensign Street Footpath	Ten Year Footpath Construction Program 2019-2029	22,000.00
TRS	IO102	Memorial Park furniture & BBQ bubbler	Nil	18,000.00
TRS	IF052	Park Street Footpath	Ten Year Footpath Construction Program 2019-2029	19,000.00
TRS	IO092	Airport Hydrological design	Narrogin Airport Master Plan (July 2013) (Forte Airport Management)	5,000.00
TRS	IO116	Clayton Road storm water catchment Hydrology Report	Nil	35,000.00
TRS	IO119	Railway Dam Storm water erosion and catchment analysis	Railway Dam (Reserve # 20939) Management Plan 2018	20,000.00
TRS	IRTREE	Street tree planting	Narrogin Townscape Study Review H&H Architects (July 2016)	20,000.00
TRS	IO160	LED Promotional Sign Board	Nil	35,000.00
TRS	BC200	Railway Station Platform Works	Wood & Grieve Structural Engineering Report - Railway Station and Footbridge 2017 Lease obligations	21,765.00
TRS	IO092	Narrogin Airport Water Bombing Apron	Narrogin Airport Master Plan (July 2013) (Forte Airport Management)	40,000.00
DRS	IO160	NRLC Building Management System	Asset Management Plan (AMP) (Buildings)	30,000.00
TRS	PA001J	Plant acquisition - CEO vehicle changeover	Plant Replacement Program	56,000.00
TRS	PA005H	Plant acquisition - EMCCS vehicle changeover 1	Plant Replacement Program	34,675.64
TRS	PA005I	Plant acquisition - EMCCS vehicle changeover 2	Plant Replacement Program	34,675.64
TRS	PA005J	Plant acquisition - EMCCS vehicle changeover 3	Plant Replacement Program	34,675.64
DRS	IO024	Crib Room for contractor - Landfill site (contract agreement)	Nil	6,000.00
DRS	W010A	Remediation works at Highbury landfill post closure management plan	Highbury Townsite Landfill Post Closure Management Plan 2018 (ICW Projects)	20,000.00
DRS	ID060	Drainage - Butler Street	Council Report	32,000.00
DRS	PE053	CCTV - additional cameras	Town of Narrogin Community Safety & Crime Prevention Plan 2005-2008	30,000.00
CCS	BC236	Accommodation at NCP as per council resolution 0519.008	Narrogin Caravan Park Long Term Development Concept Plan (2013)	44,000.00
DRS	PA961	Fire shed (Highbury)	Nil	30,000.00
DRS	BO150	Rigging assessment at Town Hall	Narrogin Town Hall Assessment	6,500.00
DRS		Narrogin Town Hall Tressle tables and chairs	Narrogin Town Hall Assessment	8,500.00
TRS	PA070	Mobile (trailer mounted) Visual display unit	Nil	25,000.00

## CAPITAL and STRATEGIC REQUESTS

Depart	GL / Job	Description	Key Informing Strategies	Total Amount \$
TRS	IR002	Earl Street -Renewal (Local)	Ten Year Road Program 2019-2029	25,000.00
DRS	IO100	CBD Design - Colour palette & signage	Corporate Business Plan	1,153.00
DRS	IO098	Local tourism and planning strategy	Corporate Business Plan	28,000.00
DRS	BC263	Memorial Park Toilet	Corporate Business Plan	119,718.80
CCS	BC236	Caravan park accommodation units	Narrogin Caravan Park Long Term Development Concept Plan (2013)	350,000.00
CEO	IO105	Economic Development Strategy	Corporate Business Plan	30,000.00
DRS	FE029	Town Hall Airconditioner - Humidifier for Art Collection	Asset Management Plan (AMP) (Buildings)	2,500.00
CCS	BC266	Homecare kitchen upgrade	Asset Management Plan (AMP) (Buildings)	5,985.67
DRS	IO011	Foxes Lair	Foxes Lair Management Plan	4,591.95
CCS	LB235	Caravan Park renovations	Narrogin Caravan Park Long Term Development Concept Plan (2013)	58,862.10
DRS	PE060	CCTV Installation old Courthouse museum	Town of Narrogin Community Safety & Crime Prevention Plan 2005-2008	7,686.80
CCS	IO094	Visitor information bay upgrade	Corporate Business Plan	4,620.00
				5,684,245.09

## 10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 10.4.1 POLICY MANUAL – 2019 REVIEW

Within the Policy Manual is Policy Item 1.3 “Elected Members – Recognition of Service” for which all Elected Members have disclosed a Financial Interest.

Prior to adoption, amendment or revocation to clauses 1, 2 or 3 of this Policy, elected members should:

- declare a financial interest in accordance with the Local Government Act, and
- receive written permission of the Minister for Local Government to participate and vote.

This Policy is a Financial Interest as defined by the Local Government Act s.5.60 and 5.60A. Exemption from the Minister under s.5.69 is therefore required prior to any amendment, alteration or revocation of the Policy whatsoever. This matter will only be discussed if Ministerial approval is received.

File Reference	13.5.4
Disclosure of Interest	The Authorising Officer discloses a Financial Interest and the CEO discloses a Financial and Impartiality Interest.
Applicant	Shire of Narrogin
Previous Item Numbers	None
Date	13 July 2019
Author	Niel Mitchell – Governance Consultant
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments 1. Policy Manual – Review 2019 – Schedule of amendments 2. Policy Manual 2019 – Amended draft	

#### Summary

To consider the detailed review of the Policies adopted by Council, with recommended new policies and various minor amendments.

#### Background

The Policy Manual outlines that a detailed review should be undertaken at least once every two years. The current Policy Manual was adopted on 26 April 2017.

#### Comment

The review is now complete and a schedule of the recommended changes is attached, briefly outlining the effect of each of the changes.

A complete ‘track changes’ version of the current and proposed Policy Manual has been provided via email to Elected Members separately.

Two of the policies have current statutory requirements associated with them –

- 3.2 Purchasing – Regional Price Preference
- 8.19 Employees – Recognition of Service (Gratuity).

As is noted in the Preface, additional new policies and some further amendments will be required once the remainder of the Local Government Amendment Act 2019 is proclaimed.

Policies are the standing instructions of Council to staff, and while they do not require a legislative basis, they must be consistent with legislation.

Policies may be made, amended or deleted at any time by resolution of Council.

### Consultation

Discussions with Chief Executive Officer and Executive Management Team and other relevant staff.

### Statutory Environment

Local Government Act 1995 –

- Section 5.50 – local notice advertising of a policy for payments in excess of award or contract is required if it is amended (for information).

Local Government (Functions and General) Regulations 1996 –

- Reg. 24F – State-wide advertising of initial adoption of, or amendment of, a regional price preference policy is required, with submissions invited and to be considered.

### Policy Implications

There are several additional new Policies proposed and various minor administrative modifications as detailed in the attachments.

### Financial Implications

Nil

### 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
Outcome:	4.2	An employer of choice
Strategy:	4.2.1	Provide a positive, desirable workplace



## Voting Requirements

Absolute majority (Delegation)

### **OFFICERS' RECOMMENDATION**

That with respect to the review of the Policy Manual, Council:

1. Adopt the Policy Manual as per the attachment with the exception of the proposed modifications to Policy 3.2 Purchasing – Regional Price Preference, and
2. Advertise the amended Policy 8.19 Employees – Recognition of Service (Gratuity) via local public notice and on the Shire's website for information, pursuant to Section 5.50 of the Local Government Act 1995.
3. Advertise that Policy 3.2 Purchasing – Regional Price Preference pursuant to Regulation 24E and F of the Local Government (Functions and General) Regulations 1996 for a minimum period of 4 weeks and in the event that there are no adverse submissions, delegate authority to the Chief Executive Officer to include it in the Policy Manual as advertised.

## Policy Manual – Review July 2019 Schedule of Amendments

Generally, will exclude comment on –

- References or Notes
- Spelling or textual corrections

Policy	Delegation Title	Clauses affected	Effect of proposed change
ALL	Throughout		Where appropriate insert “employee” or replace “officer”
	Preface		Insert Policies that will be required to be adopted
	Introduction		Definitions – for “employee” and for “officer”
	Statement of Understanding		Deleted – not required
1.1	Code of Conduct	Notes	Clarification of Returning Officer roles
1.6	Recording of Council Meetings	2 3	Deleted – might be used for additional purposes To clarify recording ceases during periods the meeting is closed to the public
1.8	Elected Members – Conference, Training, Travel and Out of pocket Expenses	1 3 5 6 7 n/a	CEO to authorise, not President (could be seen as a delegation) Specifying the meetings etc for which expenses will be considered Circumstances in which travel will be paid Circumstances in which other expenses will be considered Replacing existing clause 3 Deletion of existing clause 4
1.9	Elected Member Records	4	Deletion of clause requiring annual statement by elected members
1.10	Related Party Disclosed	1 4  7(b)(xiv) 11(c)(iii) Sch. 1.10(b)	Deletion of reference to Sch.1.10(b) Addition to Key Management Personnel of – <ul style="list-style-type: none"> <li>- Manager Finance</li> <li>- Manager Library Service</li> <li>- Manager Community Leisure &amp; Culture</li> </ul> Additional circumstance where declaration not required Additional circumstance where notification is required  Deleted – part of AASB
1.11 New	Common Seal		Confirmation of design of common seal
1.12 New	Internal Control		Recommended by Moore Stephens from their recent review to show evidence of Council’s commitment to proper and effective controls
1.13 New	Legislative Compliance		Recommended by Moore Stephens from their recent review to show evidence of Council’s commitment to the principles of good administration

Policy	Delegation Title	Clauses affected	Effect of proposed change
2.8	Enterprise Risk Management	All cl.6  cl.7 Sch.2.7	As differentiated from OSH matters Full replacement and expanded Council's acceptance of risk appetite (see Schedule) Roles and responsibilities of Council and CEO Risk Appetite – consequences, likelihood, matrix
3.1	Purchasing	4 & 5  6  7 8 9  Sch 3.1(b) cl.1  Sch.3.1(c) cl..2(c)	Permitted exceptions to obtaining a quotation, including for standing accounts If insufficient quotes received, purchase may still proceed Addition to approved exceptional circumstance Exemptions from obtaining quotes Variations to contracts resulting from accepted quotes  Thresholds and table – amending from quotations having to be received, to having to be sought and evidence retained. Consistent with amended Policy cl.6  Restrictions on approvals to sign purchase orders to sole providers
3.2	Purchasing – Regional Price Preference	Corporate Context Sch.3.2 cl.1	Deleted – reference to Delegation 3.8 to be deleted  Definition to price preference region amended to include Shire of West Arthur <b>Amendment is required to be advertised</b>
3.5	Rates – Prize Eligibility	5	Excluding Key Management Personnel from rates prize (elected members, CEO, Exec Managers, Managers)
3.8	Transaction Cards	15	Only CEO to approve transaction card limits
3.9	Complaints management	29	Limitation of referral to external agencies to CEO or Exec Managers
3.10 New	Portable and Attractive Assets	All	Resulting in part from changes to the Financial Management Regulations and Aust. Accounting Standards <ul style="list-style-type: none"> <li>- Purchases under \$5,000 are not recorded/valued in assets register</li> <li>- They are to be listed for the purposes of control only</li> </ul> Note thresholds in cl.3 – below these, the items are simply expenses, and no itemised list is made
3.11 New	Significant Accounting Policies	All	Based on the proprietary Moore Stephens template for the year ending 30 June 2019. Confirms the Significant Accounting Policies reported in the Annual Report and establishes the baseline for the following year. Due to constant changes in the regulatory requirements and Aust. Accounting Standards, detailed annual review will be necessary
5.4	Harvest & Movement of Vehicles Bans	1	Clarification

Policy	Delegation Title	Clauses affected	Effect of proposed change
8.13	Training, Study and Education	2 4  Notes	Aust Tax Office document title changed Increases discretion for CEO to vary in appropriate circumstances Specified amounts removed – reference to AO will need to be made as appropriate
8.19	Employees – Recognition of Service (Gratuity)	3(a) & (b)	Reduction of continuous service requirement from 5 years to 2 years <b>Amendment is required to be advertised</b>
9.4	Health & Wellbeing	5 6	Amended to align with OSH documentation Amended from specific to main LGIS contact details
9.6	Risk Management	All	Deleted – duplication of Policy 2.8 OSH matters are contained in separate documentation
11.1	RW (Bob) Farr Memorial Library – User Rules	All	Deleted
Former 12.1	Caravan Park – Visitor Rules	All	Deleted
<b>Section 13 brought forward as Section 12 Consequential numbering changes</b>			
12.1	Standard Crossovers	2(b)  2(c) 5(b)	Deletion of pavers as a defined “standard crossover” – does not prohibit them, but the Shire is not committed to paying a full 50% of the most expensive option Limitation on length of a “standard crossover” Amended to reinforce the maximum contribution
12.2	Roads – Developer Contributions	7	Deletion of requirement to submit a written report to Council following each inspection
12.4	Road Reserves – Stormwater Discharge	5(a)  7  10	Deletion of requirement for Council to approve connections, leaving it to discretion of appropriate employees Amended to emphasise that Shire funded reinstatement will only occur if resulting from Shire activity Added to reinforce that ownership of the approved piping remains with the landowner
12.6	Private Works	1  2  3	Reformatted and added Manager Operations as an approved person To stipulate a written quote to be submitted to the requesting person, prior to their written agreement (email, letter, quote form etc) Private works costs to be at the rates set by Council, unless varied by CEO under delegated power
12.7	Road Making Materials	2	To specify prior to commencement
12.8	Directional Street Signs	1(g)  3	To improve control over installation, which is to be charges as though a private works Reference to MRWA for roads not under Shire control
12.9	After hours use of Depot, Plant etc	2	Use for private benefit no longer permitted. On approval of CEO or EMTRS, may still be used for a charitable or not-for-profit group

Policy	Delegation Title	Clauses affected	Effect of proposed change
12.12	Restricted Asset Vehicles on Shire Roads	2	Specifying approval may be given by CEO or EMTRS
<b>Former Section 14 now included in Section 12</b>			
<b>Former Section 15 now Section 13</b>			
<b>Former Section 16 now included in Section 12</b>			

# COUNCIL POLICY MANUAL

(NOTE: Excluding policies adopted by the Council  
pursuant to the Planning and Development Act 2005 and former  
Shire of Narrogin Town Planning Scheme No. 2 and  
former Town of Narrogin Town Planning Scheme No. 2)

## REVIEW – JULY 2019



## History Summary

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Item	Date	Action	Description
1	26 April 2017	Revocation	Resolution of Council 0417.048 All previous policies, except – 1.3 Elected Members – Recognition of Service
2	26 April 2017	Adoption	Resolution of Council 0417.048 All policies adopted
3	28 June 2017	Adoption	Resolution of Council 0617.081 1.10 – Related Parties Policy
4	27 September 2017	Amendment	Resolution of Council 0917.115 14.2 – Plant Equipment and Vehicle Replacement (now 12.10)
5	22 August 2018	New Policy	Resolution of Council 0818.080 14.3 - Asset Management Policy (now 12.11)
6	26 September 2018	New Policy	Resolution of Council 0918.095 3.7 – Investments and 3.8 Transaction Cards policies
8	24 October 2018	New Policy	Resolution of Council 1018.101 15.3 – Street Trees (now 13.3)
9	26 November 2018	Edit	28/11/2018 – Editing to insert preface into front of Manual and note on front cover relating to TPS policies.
10	20 December 2018	New Policy	Resolution of Council 1218.133 3.9 – Complaints Management

## Preface

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The Policy Manual is the compiled decisions of Council to the Chief Executive Officer (CEO), employees and other officers, detailing how specific matters are to be administered, the standards to apply etc.

Council Policy is over-ridden by –

- Commonwealth and State legislation and regulations,
- the Local Planning Schemes
- Local Laws
- Council resolutions
- Delegations

Council Policy overrides –

- Executive Instructions
- Local Government Guidelines –
  - o although are not decisions of Council, close observance is strongly recommended
- administrative directions/instructions

The decisions can be made at any time, and may be varied at Council's discretion. Council Policy is not binding on the Council, but is binding on employees and officers, unless discretion is stated. Council Policy is to be considered as Council's standing or permanent instructions.

The Local Government Act requires the development of only a few policies, otherwise all policies are at Council's sole discretion.

Policies of a local government required by the Local Government Act 1995 include:

- Adoption of an Attendance at Events Policy (S5.90A)
  - o coming soon
- Adoption of an Elected Members Code of Conduct (S5.104)
  - o coming soon
- Adoption of an Employees Code of Conduct (S5.51A)
  - o coming soon
- Adoption of Continuing Professional Development Policy for Elected Members (S5.128)
  - o coming soon
- Adoption of a Policy relating to employing a CEO or Acting CEO (S5.39A and B and C)
  - o coming soon
- Adoption of Regional Price Preference Policy (R24C Local Government (Functions and General) Regulations 1996)
  - o refer Policy 3.2
- Adoption of a Policy that pays employees more than required by their contract or award (recognition of service / gratuity) (S5.50)
  - o refer Policy 8.19.

Policy is not required to be based in legislation, but can be a stand-alone instruction of Council. However, it cannot be inconsistent with legislation.

Within the Policy Manual is a detailed outline of –

- how actions and administrative decisions are to be made,
- when they are to be implemented or made,
- limitations and restrictions etc.

The Policy Statement is resolved by Council. All procedural or reference information, formatting and spelling errors may be amended or updated by the CEO.

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# INTRODUCTION

## Statutory and Corporate context

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The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to various employees and officers, and to stipulate conditions, standards or methods of control and management.

This Council Policy Manual has been prepared to complement a range of obligations imposed by legislation including local laws, and various document adopted by Council.

The order of priority for compliance is –

1. Federal and State legislation and regulations,
2. the Local Planning Scheme,
3. a specific resolution of Council,
4. Delegations Register – being specific authorisations resolved by Council, and having a statutory context under the Local Government Act,
5. Local Planning Policy – as it is made under the authority of the Local Planning Scheme, by resolution of Council,
6. Council Policy – being instructions resolved by Council on how particular matters are to be dealt with,
7. Executive Instruction – standing instructions or procedures issued by the CEO,
8. Administrative directions or instructions.

Although not decisions of Council, and therefore not a requirement of staff, consideration should be given to the following as being best practice –

- DLGRD Guidelines
- WALGA Councillors Manual, Practice Notes etc.

Unless specifically resolved that the instruction is to be included in the Policy Manual, it is considered that it is for a specific matter, and is not a general or on-going instruction.

There are some policies that have specific legislative provision, and these are noted in the individual policy.

## IMPORTANT – Consequences of Breaching Council Policy

---

Where there is a breach of Council Policy –

- a) it may result in disciplinary action up to and including termination of employment,
- b) the Shire may also be obligated to refer a breach to an external agency where an employee may be held personally liable for their actions;
- c) the employee in breach may also be personally liable for their actions, such costs charged to the Shire or to repair as a result of the private/personal or unauthorised use.

## Application – is to staff, not to community

---

Policy cannot be used to control or manage the general community – it is essentially an instruction to staff that in particular circumstances, a specific action or process is to be followed, for instance –

- Hire of facilities – if there is damage, then staff are to invoice the hirer or cancel their booking etc
- Caravan Park Rules – if a patron does not comply with these, staff are to take action
- HR / Personnel policies – outlines the circumstances in which actions are to be taken
- Crossovers – staff may approve if an application complies with requirements, or take action if a crossover does not comply.

A Policy cannot be applied directly to the community as they may not be aware of its adoption. The community has to have had the opportunity to be aware of the requirements imposed on them.

However, policy may require staff to apply specific conditions to a licence, permit etc, and to provide a written copy of the conditions being applied. These conditions applied are then enforceable.

Advertising of a local law constitutes community wide notification, whether the person is aware of it or not. Accordingly, many policies expand on how a Local Law is to be interpreted or acted upon by staff.

## Definitions

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The LG Act has not defined the term “delegation” or “delegated power”. However:

- s.5.16 refers to “... the exercise of any of its powers and duties ...”
- s.5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties ...”

The term “policy” is not defined anywhere in the LG Act, however, Departmental guidelines refer to Council “acting through” the administration to fulfil requirements and obligations.

The following terms used in this document apply insofar as they are consistent with enabling legislation –

**authority** means the permission or requirement for Council, a Committee or a person to act in accordance with –

- the Local Government Act, Regulation or other legislation,
- a delegation made by Council,
- a Council Policy,
- a specific decision of Council, or
- an Executive Instruction.

**delegation** means the authority for a Committee, the CEO or other person to exercise a power, or discharge a duty, as conferred by absolute majority decision of Council under the provisions of the relevant legislation.

**employee** means a person employed by the Shire and is on the payroll, and does not include contractors or consultants

**Council Policy** is a standing instruction resolved by Council as to how a particular matter is to be implemented:

**Executive Instruction** is a standing instruction issued by the CEO as to how a particular matter is to be implemented.

**instruction** means the requirement for a staff member to act in accordance with a direction given by the Council, the CEO, senior employee or supervisor.

**officer** generally only to be used in the context of a formal authorisation, and may include an authorised employee

## Guidelines No.17 – Delegations (Department of Local Government)

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The Department of Local Government and Communities has published Guidelines for the formation of Delegations.

The Guidelines outline the concept of “delegation” and “acting through” in parts 3 and 4, particularly in paragraph 13 where it is stated –

*... the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.*

In effect, “acting through” is an action that could reasonably be expected to be carried out as the result of a decision by Council (e.g. advertising of a tender), or as a function reasonably expected of the position that a person holds.

Not all matters which will be recorded in Policy are “acting through” matters. Similarly, not all “acting through” matters will be listed. Council Policy supported by Executive Instructions describe how that action or some other action is to be carried out.

### **Making, amending and revoking Council Policy**

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Administrative Policy requires approval by a simple majority of Council, and may be made, amended or revoked at any time by Council.

Council may impose limitations on Policy or the functions delegated as they see fit.

### **Review of Council Policy**

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There is no required timetable for the review of policy, however, it is suggested that it should be done regularly to ensure that policies are relevant, current and understood.

To maintain the Policy Manual up to date, an administrative review should be reviewed at least once a year, and a report made to Council on matters needing amendment or inclusion.

It is suggested that detailed consideration of all policies be undertaken by Council at least once every two years.

## Section 1 - COUNCIL / GOVERNANCE

### 1.1 Code of Conduct

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#### Statutory context

Local Government Act 1995 –

- s.5.103 – requirement to prepare a code of conduct for council members, committee members and employees

Local Government (Administration) Regulations 1996 –

- r.34B – required code of conduct contents about gifts to employees
- r.34C – required code of conduct contents about interest affecting impartiality

Local Government (Rules of Conduct) Regulations 2007

- r.12 – gifts to elected members

#### Corporate context

Executive Instructions –

- 2.1 – Information & Communications Technology Usage
- 2.2 – Social Media
- 2.3 – Communications
- 8.1 – Disciplinary action
- 8.4 – Grievance
- 8.12 – Secondary Employment
- 8.17 – Workplace Surveillance

#### History

Adopted 26 April 2017

Last reviewed \_\_\_\_\_

#### Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –  
1.1– Code of Conduct.
2. The Code of Conduct applies to –
  - a) Elected members, insofar as it is not contradicted by the Local Government Act or Rules of Conduct Regulations 2007,
  - b) members of a committee established by Council,
  - c) all employees.

– End of Policy

#### Notes

The Code of Conduct should also apply to contractors and suppliers, if stipulated in the contract / tender / engagement of the contractor.

The code of conduct required by the Local Government (Elections) Regulations r.8 is to be prepared by the Returning Officer and is in addition to Schedule 1.1. Where Council has resolved to conduct a postal ballot, the Returning Officer is appointed by the WA Electoral Commissioner.

## **Policy Schedule 1.1 – Code of Conduct**

A local government, in accordance with Section 5.103(1) of the *Local Government Act 1995*, is required to adopt a Code of Conduct to be observed by Council members, Committee members and employees. The Code of Conduct is to contain matters as prescribed by Regulations and can also make further provision for expectations of Council members, Committee members and employees.

The Code of Conduct is a statement of guidance for Council members that is supplementary to the enforceable rules in the *Local Government (Rules of Conduct) Regulations 2007*. It is also a statement of guidance and specific requirements to be observed by Committee members and employees of the Shire.

The Code of Conduct is to apply, insofar as it is applicable to each type of person, to every Council member, Committee member and employee of the Shire. Any provision in this Code of Conduct is of effect only to the extent that it is not inconsistent with the Act and Regulations, and any other statutory power.

This Code of Conduct does not seek to replicate the role of or requirements for Council members, Committee members or employees contained in other legislation, including but not limited to the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007*. The Guiding Statements of Responsibility section of the Code requires individuals to be aware of their obligations.

### **Definitions**

**Committee member** means any member appointed to a Committee constituted by Council in accordance with the *Local Government Act 1995* s.5.8 and s.5.10, whether a Council member or not,

**Council member** means any person who is an elected member of Council,

**employee** means any person who is employed by the Shire. For the purposes of the sections of the Code of Conduct in relation to employees' disclosure of interests, this shall include a person who under a contract for services with the local government will provide advice or a report on a matter.

### **1. Obligation to observe**

#### **Council members**

The obligation to observe a Code of Conduct for Council members arises from the *Local Government Act 1995* s.5.103 and a declaration that they have made to observe that code or the Rules of Conduct Regulations, upon election to the Council at a swearing in ceremony before a Justice of the Peace or a person authorised by the *Oaths, Affidavits and Statutory Declarations Act 2005* to take statutory declarations.

Further to that, aspects of the Code of Conduct are also linked to the *Local Government Act 1995* and associated Rules of Conduct Regulations which are enforceable in their own right.

#### **Committee members**

The obligation for Committee members (that are not also Council members) to observe a Code of Conduct arises from the requirement in the *Local Government Act 1995* s.5.103.

Committee members are appointed to their positions by the Council in accordance with the Act s.5.10 and can also be removed from the office by the local government in accordance with the Act s.5.11(2)(b).

#### **Employees**

The obligation for employees to observe a Code of Conduct arises from –

- the *Local Government Act 1995* s.5.103,
- the *Local Government (Administration) Regulations 1996* r. 34B and 34C, and
- the terms and conditions of their employment with the Shire.

The observance of Council policies is a key responsibility of any employee and any breach of those responsibilities could incur disciplinary action, including termination, via the management framework established in accordance with the CEO's responsibilities under Section 5.41(g) of the *Local Government Act 1995*.

#### **Breach of certain provisions**

Where a requirement in the Code of Conduct is prescribed in an Act or Regulations, any alleged breach may be investigated by another statutory body, including but not limited to –

- Department of Local Government and Communities, and
- Corruption and Crime Commission.

## **2. Guiding statements of responsibility**

### **Principles**

- a) In acting in the capacity of a Council member, Committee member or employee of the Shire, all persons shall observe the principles outlined in regulation 3 of the *Local Government (Rules of Conduct) Regulations 2007*. Specifically, any person acting in that capacity shall –
- Act with care and diligence;
  - Act with honesty and integrity;
  - Act lawfully;
  - Avoid damage to the reputation of the local government;
  - Be open and accountable;
  - Base decisions on relevant and factually correct information;
  - Treat others with respect and fairness;
  - Not be impaired by mind affecting substances.
- b) Additionally, all Council members, Committee members and employees shall –
- Provide relevant and factually correct information to decision-makers;
  - Fulfil their public and professional duties in a manner that is ethical, impartial, objective, responsible and in the best interests of the local government uninfluenced by fear or favour;
  - Act in accordance with their obligation of fidelity to the local government;
  - Not use or attempt to use their positions for personal benefit or the personal benefit of others, either by influencing others, the improper use of information gained in the performance of their duties, or otherwise;
  - Contribute to the good governance and strategic priorities of the Shire in accordance with the adopted vision, values, plans and budget as amended by Council from time to time ;
  - Understand and be mindful of their role, responsibilities, empowerment and limitations and act within those parameters
    - *Local Government Act 1995* Sections 2.7, 2.8, 2.9, 2.10, 5.41, part 5 division 9 and generally;
    - *Local Government (Rules of Conduct) Regulations 2007*;
    - *Local Government (Administration) Regulations 1996* regulations 34B and 34C;
    - Committee Terms of Reference;
    - Employee Position Descriptions;
    - Delegations Register et al.
  - Refrain from making allegations which are improper or derogatory, unless true, in the public interest and in an appropriate forum;
  - Refrain from any form of conduct in the performance of their official or professional duties which may cause any reasonable person unwarranted offence or embarrassment.

### **Achievement of priorities**

The local government framework of: the Council, the staff body and any Committees that the Council resolves to constitute; is established to ensure the Council's corporate goals are achieved, its strategies are implemented and its statutory obligations met. The achievement of these requirements, in accordance with adopted plans and strategies, requires teamwork, cooperation and respect for the unique role of each component of that framework.

## **3. Matters of conduct**

### **General – Applicable to Council members, Committee members and Employees**

#### **a) Lawful actions -**

It is the responsibility of all Council members, Committee members and employees to act in a manner that is lawful and in accordance with the Acts, Regulations, codes and other policies and procedures that are relevant to their particular position.



Any omission of a specific requirement from this Code of Conduct does not negate a person's responsibility to observe and comply with provisions that are applicable to their position.

b) Compliance with orders and policies

- i) Council members, Committee members and employees will comply with any lawful and reasonable order given by any person having authority to make or give such an order.  
Any doubts as to the propriety of any such order shall be taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- ii) Council members, Committee members and employees will give effect to the lawful policies of the local government and/or have due regard for the lawful policies of the local government in decision making, whether or not they agree with or approve of them.

c) Conflicts of interest

An important consideration for any Council member, Committee member or employee is to ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their statutory or contracted civic or professional duties –

- i) Any Council member, Committee member or employee intending to undertake a dealing in land within the local government area that involves an application for planning consent or subdivision approval, or which may otherwise be in conflict with the Shire's functions, shall provide written notice of this intention to the Chief Executive Officer. The notice shall be provided as soon as practicable in all circumstances, but where an application is to be lodged with the local government or another statutory body for approval, then within 7 days of the lodgement of that application. This requirement does not extend to the purchase of the principal place of residence.
- ii) Where a relative (refer definition in section 3.2.4.2 of this code) of a Council member, Committee member or employee with that person's knowledge is intending to undertake a dealing in land within the local government area that involves an application for planning consent or subdivision approval, or which may otherwise be in conflict with the Shire's functions, written notice shall also be provided in accordance with section 3.2.1.3 (a).
- iii) Where it is the Chief Executive Officer or a relative of the Chief Executive Officer intending to undertake a dealing in land in accordance with this section, the written notification required is to be provided to the President.
- iv) When an application is made by a Council member, Committee member, employee or a relative of any of those persons, the Council member, Committee member or employee has no greater or lesser rights than those of any other member of the public in relation to access to information and access to Shire employees or officers. Council members, Committee members and employees shall observe the requirements of seeking information through the usual local government process for a member of the public and booking appointments in their own time to meet with employees or officers of the Shire.
- v) In receiving a written notice on a matter where a local government decision is required, the Chief Executive Officer or the President as the case may be, shall consult with the most senior employee having responsibility for planning matters who is not otherwise the dealing in land as to the requirement or otherwise of an assessment of the application by a suitably qualified independent person and as to the appropriateness of determining the application under delegation or referring it to Council for a decision.

Nothing in this section negates or replaces the disclosure requirements of any person in accordance with –

- Division 6 of the *Local Government Act 1995* Disclosure of Financial Interests;
- Regulation 11 of the *Local Government (Rules of Conduct) Regulations 2007* Disclosure of Interest or
- any other disclosure requirements in this code.

It is not the intention of this requirement to disadvantage any person due to their election to office or their employment. The requirement is to ensure there is minimum potential for perceptions of or actual undue influence, advantage or disadvantage for a Council member, Committee member or an employee.

d) Gifts

**activity involving a local government discretion** means any activity that cannot be undertaken without an authorisation from the local government or by way of a commercial dealing with the Shire.

**gift** means any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully

adequate, but does not include any financial or other contribution to travel (in that specific requirements for contributions to travel are covered in Section 5.83 of the *Local Government Act 1995*). This definition excludes –

- A gift from a relative;
- A gift that must be disclosed in accordance with *Local Government (Elections) Regulations 1997 reg. 30B*;
- A gift from a statutory authority, government instrumentality or non-profit organisation for professional training,
- Other exclusions as defined by the Act or Regulations.

**notifiable gift** in relation to an employee means –

- a gift given to the employee that is worth between the relevant minimum threshold and \$300, or
- a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between the relevant minimum threshold and \$300.

**prohibited gift** - A gift worth \$300 or more or a gift that is one of 2 or more gifts given to the employee by the same person within a period of six months that are in total worth \$300 or more.

**relative** - a parent, grandparent, brother, sister, uncle, aunt, nephew, niece or lineal descendent of the person or of the person's spouse or de facto partner, the person's spouse or de facto partner or the spouse or de facto partner of the other specified relatives, whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by written law.

**token gift** is not defined in the Acts or Regulations, and for the purposes of this Code of Conduct is taken to mean a gift or multiple gifts that are less than the minimum **notifiable gift** threshold.

<b>Donor / Giver of gift</b>	<b>token gift</b>	<b>notifiable gift</b>	<b>prohibited gift</b>
<b>IS or is likely to be</b> undertaking an activity involving a local government discretion	Less than \$50	Between \$50 and \$300	More than \$300
<b>Is NOT</b> undertaking an activity involving a local government discretion	Less than \$200	Between \$200 and \$300	
Exclusions from requirement to notify	n/a	<ul style="list-style-type: none"> <li>- donor is a relative;</li> <li>- through a will;</li> <li>- contribution to travel.</li> <li>- from Commonwealth, State or LG funds;</li> <li>- ordinary course of occupation unrelated to duties as elected member or employee;</li> <li>- from a political party where person a member and travelling for political activity or to represent the party.</li> <li>- a gift that must be disclosed under <i>Elections Regs</i> r.30B; or</li> <li>- a gift from a statutory authority, government instrumentality or non-profit association for professional training.</li> </ul>	
Disclosure requirements	None	To be notified to CEO within 10 days, and Declared in Annual Return	N/a

- i) The notification of the acceptance of a notifiable gift is required to be in writing and include details of –
- The name of the person who gave the gift;
  - The date on which the gift was accepted;
  - A description and the estimated value of the gift;
  - The nature of the relationship between the employee and the person who gave the gift.

- ii) If the gift is notifiable being one of 2 or more gifts given to the employee by the same person within a period of 6 months that have a cumulative value above the notifiable threshold, then regardless of the value of each individual gifts, the notification is required to include, in relation to all gifts accepted within the 6 month period from that person –
  - A description;
  - The estimated value;
  - The date of acceptance.
- iii) The CEO is to maintain a register of notifiable gifts and record in it the details of notifications given to comply with a requirement under this section.
- iv) The CEO is to record details of the gift on the Shire's website.

#### **4. Specific Directions**

*The following sections of the Code of Conduct will address specific matters of conduct and, as necessary, provide specific direction on actions that must be taken when and as a matter arises by a person acting in a specific role.*

##### **Council members**

Specific rules for Council members are defined in part 2 of the *Local Government (Rules of Conduct) Regulations 2007*.

Further to that, Council members are to recognise their role as distinguished from that served by employees of the Shire, and the Council (ie in its convened state).

Council members when interacting with employees of the Shire in their capacity as a Council member shall observe the protocol of making requests for information and discussing the business of the Council with the relevant senior employee and/or the identified responding employee or officer during any organised briefing session for a matter before the Council for consideration. The liaison between individual Council member and individual employee on matters of local government business shall be conducted in a respectful, courteous and honest manner.

##### **Committee members**

###### **a) Disclosure of interest**

The disclosure of any interest that could, or could reasonably be perceived to, affect the impartiality of a Committee member carrying out their role shall be made, insofar as the provisions can relate to Committee members, in accordance with the requirements for employees in this Code of Conduct.

An interest to be disclosed may be one that is a benefit or a detriment to the Committee member.

###### **b) Gifts**

If a Committee member is offered a gift of any description in connection with the performance of their role as a Committee member, the member shall seek advice in relation to that offer from the CEO of the Shire, or nominated representative, before accepting any gift. The advice provided shall be in accordance with the requirements for elected members and employees.

###### **c) Confidential information**

A Committee member must not disclose confidential information obtained in the performance of their duties to any other person outside of the Committee or relevant Local Government employees.

For the purposes of this section, confidential information is that which is discussed during a meeting or that part of a meeting that is closed to members of the public in accordance with the provisions of the *Local Government Act 1995*, or that is in a document of the local government that is marked confidential.

###### **d) Use of local government resources**

A Committee member shall make proper use of the local government's resources as allocated to the Committee, including but not limited to assistance from employees, stationary, access to the office and meeting rooms of the local government, and only for the purposes of advancing the work and requirements of the Committee in accordance with its Terms of Reference.

###### **e) Relationships with the local government**

Committee members shall not direct or attempt to direct any local government employee to do or not to do anything.

Employees of the local government will be allocated where and as necessary to assist a Committee with its required tasks. It is expected that Committee members and employees with any responsibility in relation to that Committee will work together with a spirit of cooperation and understanding.

A Committee or Committee member shall not undertake tasks that contribute to the administration of the local government, except those tasks that are the direct responsibility of the Committee in accordance with its Terms of Reference and Council policies relating to Committees. It is noted that Council considers members of its Management and Advisory Committees as working members and thus they are to contribute to the body of work required to be done by the Committee.

## Employees

### a) Disclosure of interest

**Interest** – Any interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

This section does not apply to interests referred to in Section 5.60 of the Local Government Act 1995 (in that a financial interest or a proximity interest must be disclosed in the manner described in Division 6 of Part 5 of that Act).

An employee is excused from a requirement under (i) or (ii) to disclose the nature of an interest if –

- the employee's failure to disclose occurs because they did not know that he or she had an interest in the matter; or
- the employee's failure to disclose occurs because the employee did not know the matter in which he or she had an interest would be discussed at the meeting and the employee discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

Any interest that arises for an employee on a matter before the Council or a Committee for determination is required to be disclosed in the manner specified in (i) or (ii). However, in recognition of the requirements discharged by employees during the course of their employment, including but not limited to the exercise of delegated authority, purchasing and tender evaluation, recruitment and selection, inspection and regulation, interests shall also be disclosed in other circumstances.

Disclosures are required to be made to the CEO in these circumstances –

- i) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest –
  - in a written notice to the CEO before the meeting; and/or
  - at the meeting immediately before the matter is discussed.
- ii) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter –
  - in a written notice given to the CEO before the meeting; and/or
  - at the time the advice is given.
- iii) If in order to comply with the requirements of (i) or (ii) an employee makes a disclosure in a written notice given to the CEO before a meeting, then –
  - before that meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting;
  - immediately before a matter to which the disclosure relates is discussed at the meeting, the person presiding is to bring the notice and its contents to the attention of the persons present.
- iv) If in order to comply with the requirements of the section –
  - the nature of an employee's interest in a matter is disclosed at a meeting; or
  - a disclosure is made at a meeting if it is realised that an employee has an interest in a matter that they had not previously realised was for discussion at that meeting; or
  - the presiding member brings to the attention of those present at the meeting a written disclosure;then the nature of the interest is to be recorded in the minutes of the meeting.
- v) If during the course of discharging the requirements of their employment, an employee becomes aware of an interest or a potential interest, that interest or potential interest is to be disclosed in a prompt and full manner to the CEO and direction sought on the ability to continue to discharge the requirements of their employment in this case.
- vi) If an employee is intending to engage in private work outside of their employment with the Shire, either with a person or body with an interest in a proposed or current contract with the local government, or if the arrangement could, or could reasonably

be perceived to, either immediately or in the future, result in an interest for the employee arising in their employment with the Shire, the intention to engage in this work shall be disclosed in a prompt and full manner to the CEO and direction sought on the appropriateness of the arrangement.

b) Gifts

- i) Employees are required to refrain from accepting a prohibited gift from a person who –
  - is undertaking or seeking to undertake an activity involving a local government discretion; or
  - it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- ii) An employee is required to notify the CEO of the acceptance within 10 days of accepting the gift, when the gift is a notifiable gift from a person who –
  - is undertaking or seeking to undertake an activity involving a local government discretion; or
  - it is reasonable to believe is intending to undertake an activity involving a local government discretion;

c) Confidential information

Confidential information must only be disclosed by an employee to another person to the extent that is necessary for the employee to do so in the performance of his or her duties.

Confidential information is that which is discussed during a meeting or that part of a meeting that is closed to members of the public in accordance with the provisions of the *Local Government Act 1995*, or that is in a document of the local government that is marked confidential, or any other information obtained during the performance of duties that could reasonably be considered to be confidential or of a sensitive nature.

Nothing in this section enables the disclosure of any confidential or sensitive information to any Council member or Committee member if the information does not directly relate to a confidential matter that is on the agenda for a meeting of the Council or the Committee, nor to any employee who is not empowered or required by virtue of their position in the organisation to have that information.

The handling of confidential or sensitive information is a significant responsibility for employees with authorised access to such information. Any imparting of such information must be undertaken in strict accordance with the requirements of this code. Where there is any doubt as to the requirement to impart confidential or sensitive information, caution is urged as any unauthorised disclosure of such information is considered a serious breach of the employee's responsibilities.

d) Use of local government resources

An employee shall make proper use of the Shire's resources and shall not use them for personal or private purposes, unless the use is otherwise provided for in a contract of employment, or authorised by the CEO by some other means.

It is acknowledged that minor incidental (not primary and not majority) use of certain resources will be provided for in operational requirements. An example of this would be to conduct an internet search or check a personal email account on a Shire computer during a designated break. This type of minor incidental use is provided for in the Shire's email and internet practice, whereby it is stated these facilities are for almost exclusive business use.

e) Relationships with Council members and Committee members

Employees are employed by and responsible to the CEO. While their direction, supervision and management is the sole responsibility of the CEO in accordance with Section 5.41(g) of the *Local Government Act 1995*, it is also recognised that the CEO has a responsibility to the Council to ensure employees provide it with relevant and quality advice.

Employees shall therefore be aware of their duty to, via the CEO, provide relevant and quality advice to the Council and Committees. They shall also act courteously and with due respect during their dealings with the Council, any Committee, any Council member or Committee member. It is expected that employees will deal with each other, Council members and Committee members in an honest and respectful manner.

f) Administrative practices

As an overarching principle of employment, employees, in attending to their duties for the Shire in their required and normal hours of employment including approved overtime, shall give their full attention to their duties and requirements throughout that time to

ensure that their work is carried out efficiently and effectively. Employees shall comply with any lawful and reasonable order given by any person having the authority to make or give such an order, noting the restrictions on elected members or Committee members in relation to directing local government employees. They will also give effect to the lawful decisions of the Council in a prompt and effective manner.

*– End of Schedule*



## 1.2 Acknowledgement of Noongar People

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**Statutory context** None

**Corporate context** None

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. A Welcome to Country is to be arranged with a local Noongar Elder to recognise the traditional custodians of the area, for official major Shire of Narrogin events, including but not limited to –
  - a) events celebrating Aboriginal and Torres Strait Islander people and culture such as the official opening of NAIDOC Week,
  - b) Australia Day Citizenship Ceremonies.
2. An Acknowledgement of the Noongar People is to be read aloud at these events by the official representative of the Shire, and at other events where considered appropriate.
3. An Acknowledgment of the Noongar People is to be placed by the Shire of Narrogin in appropriate written forms, including but not limited to –
  - a) Strategic Community Plan,
  - b) Corporate Business Plan,
  - c) Shire of Narrogin website.
4. The following statement is the official Acknowledgement of Noongar people by the Shire of Narrogin –

*The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.*

– End of Policy

### Notes

### 1.3 Elected Members – Recognition of Service

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<b>Statutory context</b>	Local Government Act 1995 – <ul style="list-style-type: none"><li>- s.5.60 – when a person has an interest</li><li>- s.5.60A – financial interest</li><li>- s.5.69 – Minister may allow members disclosing interests to participate etc. in meetings</li><li>- s.5.100A – gifts to elected members may only be made in prescribed circumstances</li></ul> Local Government (Administration) Regulations 1996 – <ul style="list-style-type: none"><li>- r.34AC – gifts to council members, when permitted etc.<ul style="list-style-type: none"><li>(1) at least one 4 year term must be completed</li><li>(2) maximum gift of \$100 per year of service to maximum of \$1,000</li></ul></li></ul>
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<b>Corporate context</b>	None
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<b>History</b>	Adopted	11 October 2016
	Last reviewed	_____

#### Policy Statement

1. The CEO is to arrange a suitable gift for departing elected members, to the value permitted by the *Local Government (Administration) Regulations 1996* s.34AC, on the basis of –
  - a) \$50.00 per year for each Elected Member,
  - b) an additional \$25.00 per year for each year of service as Deputy President / Mayor,
  - c) an additional \$50.00 per year for each year of service as President / Mayor,
2. Multiple terms of service as a member of Council are to be considered individually according to each period, and not cumulatively.
3. Each departing elected member shall also receive an appropriate plaque or certificate of service.
4. Presentation of the gift and plaque or certificate will generally be made at the final meeting being attended by the elected member, or at a suitable function.
5. Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.

– End of Policy

#### Notes

#### Statutory requirement –

**Prior to adoption, amendment or revocation to clauses 1, 2 or 3 of this Policy, elected members must –**

- **declare a financial interest in accordance with the Local Government Act, and**
- **receive written permission of the Minister for Local Government to participate and vote.**

This Policy is a Financial Interest as defined by the Local Government Act s.5.60 and 5.60A. Exemption from the Minister under s.5.69 is therefore required prior to any amendment, alteration or revocation of the Policy whatsoever.

Although elected members are able to claim meeting fees, travel etc as of right, it is considered appropriate that there be some recognition from the Shire on behalf of the community, for their commitment to the district. Where qualifying, enquiries should also be made through the Department of Local Government and Communities to obtain a Certificate of Appreciation from the Minister

## 1.4 Public Question Time – Management

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<b>Statutory context</b>	Local Government Act 1995 – <ul style="list-style-type: none"><li>- s.5.24 – requirement for public question time</li></ul>	
	Local Government (Administration) Regulations 1996 – <ul style="list-style-type: none"><li>- r.5 – meetings where public question time is required</li><li>- r.6 – minimum time for public question time</li><li>- r.7 – procedure for public question time</li></ul>	
	Shire of Narrogin Meeting Procedures Local Law 2016 – <ul style="list-style-type: none"><li>- cl.6.7 – Other procedures for public question time<ul style="list-style-type: none"><li>(1) questioner to state name and address</li><li>(2) question may be taken on notice</li><li>(3) if on notice, response to be in writing and a summary in next agenda</li><li>(4) any interest is to be declared if question is directed to a relevant person</li><li>(5) two minutes to submit question or questions, unless extended</li><li>(6) all members of the public to ask their questions before additional questions</li><li>(7) where submitted in writing, the presiding member may direct it is to be considered as correspondence</li><li>(8) circumstances in which the presiding member may direct no response is to be given – same question, a statement, offensive or defamatory</li><li>(9) presiding member may extend public question time, but is not obliged to</li><li>(10) summary of response to question to be in minutes</li></ul></li></ul>	

**Corporate context**                      None

<b>History</b>	Adopted	26 July 2016
	Last reviewed	_____

### Policy Statement

1. The following Policy Schedules are adopted, and form part of this Statement –  
1.4 – Procedure for Public Question Time
2. The Procedures for Public Question Time apply to –
  - a) Ordinary and Special Council meetings,
  - b) Every meeting of Council committees which have a delegated power or duty.

– End of Policy

### Notes

Without this Policy, the only controls available to the Presiding Member of a meeting are the provisions of the Act, Regulations and Local Law, all of which allow wide discretion, but offer limited guidance as to processes.

## PROCEDURE FOR PUBLIC QUESTION TIME

The *Local Government Act 1995* requires that a minimum of 15 minutes be provided at council meetings for public question time. Public question time is early in the meeting as required by the Act. This allows questions to be asked before business is dealt with and also smooth running of the business part of the meeting. The procedure for asking a question is outlined below.

### Presenting a question

1. Questions should be addressed to the Presiding Member, and submitted in writing to the Chief Executive Officer by 4.00pm the business day prior to the meeting.
2. Priority will be given to those questions relating to a matter on the Agenda before the meeting. General questions will only be addressed if time permits.
3. The length of question, including any background information, should not exceed 150 words.
4. Questions are limited to 2 per person, and with a total time limit of 2 minutes per speaker. Multiple parts to a question are considered separate questions.
5. Questions are to be directed to the Presiding Member, not to any other person.
6. Questions must be related to issues pertaining to the Shire.
7. Question regarding personal affairs, opinions, information or perceptions not relating directly to Shire business will be refused.
8. Retain your own copy of the question/s to be read aloud at the meeting.
9. No late documentation or item is to be brought into the meeting for distribution without prior arrangement with the CEO.

### Managing the questions

10. The CEO is to compile the same or similar questions submitted with notice, and provide a single response.
11. A question without notice at the meeting is to be written on the form available at the meeting so that the exact wording of the question is recorded in the minutes of the meeting. Staff will be made available to assist in wording the question if desired.
12. A timer may be activated at the beginning of each person's time period and the Presiding Member will require questioners to conclude after 2 minutes.
13. Those asking questions are to state their name, address and the item number to which they are referring, and then read the question. Staff will have prepared brief notes to enable an informed response to be given at the meeting.
14. When specifically requested, questioner's details may be kept private.
15. Questions without notice or multiple parts to a question will be answered in the order they are asked to a maximum of 2.
16. Should time permit, after all present have had an opportunity to ask a question, additional questions may be considered.
17. Where a question raises a significant issue not addressed in the staff report, and which cannot be adequately responded to, the meeting will need to consider whether the item should be held over or referred back for further consideration. In making this decision, the meeting will take account of statutory deadlines and other implications if appropriate.

### Responding to the questions

18. The order in which questions are to be addressed is –
  - a) questions with notice relating to matters within that meeting's agenda;
  - b) questions with notice relating to other matters;
  - c) questions without notice relating to matters within that meeting's agenda; then
  - d) questions without notice relating to other matters.
19. Matters considered confidential under section 5.23 of the Act will not be addressed other than to advise of such.
20. Written questions submitted by a person not present at the meeting may be declined, and dealt with as correspondence.
21. Responses will be provided in reasonable detail, but in order to permit as many questions as possible, will be concise and to the point. Should greater detail be required, this should be notified to the Shire after the meeting.
22. Questions without notice will only be responded to at the meeting if they are simple. Otherwise they will be taken on notice and will be answered in writing after the meeting and the response included in the agenda of the next council meeting.
23. The meeting will not debate nor discuss the question raised with the questioner. Discussion or debate directly with an elected member or employee, or within the gallery is not permitted.

**PLEASE NOTE**      **Members of the public should note that no action should be taken on any item discussed at a council meeting prior to written advice on the resolution of council being received.**

– End of Schedule

## 1.5 Elected Members – Briefing Sessions

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**Statutory context** Local Government Act 1995

**Corporate context** None

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. Briefing Sessions will be held to exchange information between elected members, senior staff, management staff and committees –
  - a) prior to the last Ordinary Council meeting of the month, or
  - b) when called by the President or CEO, as necessary.
2. Briefing Sessions are closed to the general public.
3. The purpose of Briefing Sessions is to –
  - a) provide an opportunity for elected members to request information, ask questions or make comment on specific issues, or on issues in general,
  - b) discuss conceptual issues as considered appropriate by elected members or staff,
  - c) disseminate information from staff to elected members ,
  - d) coordinate questions from elected members to staff.
4. Briefing session Information Paper –
  - a) the CEO is to prepare an Information Paper for each briefing session
  - b) the briefing session Information Paper is to be distributed with the Ordinary Council Meeting Agenda, or as able for irregular briefing sessions.
5. Financial, proximity and impartiality interests –
  - a) Elected members, employees, consultants and other participants shall disclose their interests in matters to be discussed
  - b) Interests are to be disclosed in accordance with the provisions of the Act and associated regulations at the time information is provided or discussion commences on an issue.
6. Conduct of Briefing Session –
  - a) the President or other person nominated by the President is to be the Presiding Member for Briefing Session, or in the President's absence another elected member.
  - b) All questions and discussions are to be directed through the Presiding Member and there will be no debate style discussion.
  - c) Being outside the statutory decision making framework, elected members at a Briefing Session must not vote, indicate their voting intentions, make or imply any collective or collaborative decision is to be made, other than the CEO may agree to take an action that is of an administrative nature
  - d) Items listed on the current Council Meeting Agenda may be clarified on matters of procedure or fact, but are not to be debated or resolved/agreed in any way;
  - e) Proposals under a Planning Scheme are not to be discussed.
  - f) Any additional written information not included with the Council Meeting Agenda is only to be distributed to the meeting at the discretion of the Presiding Member.

– End of Policy



#### Notes

DLGC Operational Guidelines No.5 – Council Forum Guideline is not mandatory but close adherence is recommended.

## 1.6 Recording of Council Meetings

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**Statutory context**            Local Government Act 1995  
                                     State Records Act 2000

**Corporate context**        None

**History**                    Adopted                    26 April 2017  
                                 Amended                    \_\_\_\_\_

### **Policy Statement**

1. Ordinary and Special Meetings of Council may be digitally recorded, consistent with the objectives of the Local Government Act section 1.3(2)(c), which promotes greater accountability of local governments to their communities.
2. Notice advising members of the public of electronic recording of the meeting is to be given by –
  - a) clear signage displayed at each entry to the meeting,
  - b) disclosure to be made in the Agenda for the meeting.
3. Recording is to cease during the period that Council has resolved to close the meeting to members of the public in accordance with section 5.23 of the Local Government Act 1995.
4. Access to the recordings is limited to the CEO and person required to assist in the preparation of the minutes. The recordings are to be used for verifying the accuracy of the minutes, and are not available to elected members, other staff members or members of the public.

– End of Policy

Notes

## 1.7 Legal Representation for Elected Members and Employees

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**Statutory context** Local Government Act 1995

**Corporate context** None

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The following Council Policy Schedule is adopted, and forms part of this Statement –  
1.7 – Legal Costs Indemnification
2. When there is a need for the provision of urgent legal advice before an application can be considered by Council, the amount determined in accordance with Schedule 1.7 clause 3(e) where the CEO may give authorisation is \$10,000.

– End of Policy

Notes

## **Policy Schedule 1.7 – Legal Costs Indemnification**

### **1. Introduction**

This policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Shire may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

It is necessary to determine that assistance with legal costs and other liabilities is justified for the good government of the district.

### **2. General Principles**

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Shire or otherwise in bad faith.

The Shire may provide assistance in the following types of legal proceedings –

- a) proceedings brought by members and employees to enable them to carry out their local government functions (eg. where a member or employee seeks a restraining order against a person using threatening behaviour);
- b) proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieves another person (eg. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg: defending defamation actions); and
- c) statutory or other inquiries where representation of members or employees is justified.

The Shire will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not prevented, however, from taking their own private action. Further, the Shire may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Shire.

### **3. Applications for Financial Assistance**

- a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, in advance if possible, to the Council providing full details of the circumstances of the matter and the legal services required.
- c) An application is to be accompanied by an assessment of the request and a recommendation prepared by the CEO.
- d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, must ensure compliance with the financial interest provisions of the Local Government Act 1995.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value specified by Council.
- f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.
- g) Any application is to be subject to an enforceable agreement to repay expenses incurred by the Shire, either –
  - In full but not exceeding the extent recovered by a member in accordance with 4(a) below, or
  - In full where 4(2) applies.

### **4. Repayment of Assistance**

1. Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the Shire.
2. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Shire or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
3. Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire may take action to recover any such moneys in a court of competent jurisdiction.

– End of Schedule

## 1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses

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<b>Statutory context</b>	Local Government Act 1995	
	Local Government (Administration) Regulations 1996 – - r.30 – Meeting attendance fees	
<b>Corporate context</b>	Policy 8.13 – Training, Study and Education	
<b>History</b>	Adopted	26 April 2017
	Amended	<hr/>

### Policy Statement

1. The Shire will meet all reasonable expenses of members incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business authorised by Council or the Chief Executive Officer.
2. Such expenses may include –
  - accommodation,
  - meals,
  - refreshments,
  - travel,
  - other appropriate out-of-pocket expenses subject to budget allocations.
3. Eligible conferences, training, meetings etc  
Elected members are to be paid travel costs for the use of private vehicles at the rates determined by the Salaries and Allowance Tribunal Determination each year for any travel to and from Council whilst attending any of the following, as provided by the Regulations r.30 –
  - a) Council meetings (ordinary and special)
  - b) Meetings of Council appointed committees
  - c) Annual and Special Meetings of Electors
  - d) Officially called Civic Receptions
  - e) Visits by Ministers of the Crown
  - f) Council authorised meetings with Government agencies
  - g) Other Council called meetings of Councillors and staff
  - h) Meetings where the elected member is representing the Shire of Narrogin.
4. Accommodation  
Expenses automatically met by Council are limited to accommodation in single/twin or double room, registration fees, meals associated with registration, parking and breakfasts for elected members only.
5. Travel  
Unless otherwise authorised by Council, travel expenses will only be paid where –
  - a) the elected member is the appointed delegate to the organisation,
  - b) to an appointed deputy delegate, where the delegate is unable to attend, and the deputy is performing functions consistent with the principles of section 5.11A(3) and (4) of the Act.
6. Other expenses  
Unless otherwise authorised by Council or the Chief Executive Officer, meals, non-alcoholic refreshments, parking, taxi or other out of pocket expenses will be reimbursed to –
  - a) persons authorised to attend by Council,
  - b) delegate appointed by Council to the meeting or organisation,

c) deputy delegate appointed by Council, only where attending in the place of the appointed delegate.

7. Accompanying person

Only at the WALGA Annual Convention, or similar event where the elected member's partner is reasonably expected to attend, will the reasonable additional costs incurred by a partner accompanying an elected member at that event, such as breakfasts, attending the official conference dinner, official sundowners, or Shire President or CEO convened dinners, be met by the Shire. All other partner costs, such as lunches, partner tours or evening meals not convened with the Shire President or CEO will be met or reimbursed by the elected member or employee.

– End of Policy

Notes



## 1.9 Elected Member Records – Capture and Management

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**Statutory context**            State Records Act 2000  
                                     Freedom of Information Act 1992  
                                     Local Government Act 1995

**Corporate context**        None

**History**                      Adopted                      26 April 2017  
                                     Amended                      \_\_\_\_\_

### Policy Statement

1. Each elected member is responsible for determining which records are required for capture and management, and submission of the record to the CEO, for storage.
2. The Shire as an organisation, in meeting its obligations to facilitate the capture and management of elected member records will –
  - provide a collection point readily accessible to each elected member to deposit the required materials
  - materials collected will be separated according to elected member and financial year of deposit
  - for electronic records (emails, digital photos etc), a CD suitable for backup of all electronic records will be provided at least once per year,
  - the CD then to be deposited with other required materials,
  - where a copy of the record is to be retained by the elected member, photocopying or other duplicate as necessary, will be provided without charge.
3. Access to the records created may be required, and is to be facilitated by the CEO –
  - as permitted under various legislation such as the Local Government Act, the Freedom of Information Act etc,
  - by order of an authorised body such as the Standards Panel or a Court of law etc,
  - by a representative an authorised body such as the Ombudsman or Crime and Corruption Commission etc.

– End of Policy

### Notes

State Records Office policy imposes the obligations on elected members and the organisation under the State Records Act, as advised on 30 July 2009 –

*In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.*

*This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.*

*Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council.*

In effect, any form of record which may affect accountability or contribute to a decision or action made as an elected member must be retained. These records may be –

- physical – a letter, a handwritten note, a photo someone sends to an elected member in explanation / complaint, an agenda where you have made notes on various items, etc
- electronic – an email or document sent as an attachment to an email, digital photo, an e-file that is sent for review or comment
- audio – message left on your answering machine, although this is likely to be unusual, since rarely are many details left in a message, but it is a record.

The records are not only those you receive, but also those that you create, such as –

- a note of a conversation where someone asked you to pursue a particular matter,
- a letter that you write in the capacity of elected member,
- an email you send as an elected member

The records only need to be relating to those “*affecting the accountability of the Council and the discharge of its business ... up to and including the decision making processes of Council*”. It is the elected members decision and judgement as to what extent this applies, *and it is suggested that* this not be further defined.

The principles of relevance and ephemerality apply, for example –

- a note to remind you to phone a person is ephemeral, but notes of the conversation may not be,
- a copy of an agenda that has no notes made is irrelevant, as the document can be reproduced by the Shire at any time,
- a promotional brochure or conference information is not relevant

## 1.10 Related Party Disclosures (AASB 124)

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<b>Statutory context</b>	Local Government (Financial Management) Regulations 1996 -	
	<ul style="list-style-type: none"><li>- r.4 – AAS to be complied with and has priority over Regulations</li><li>- r.5 – annual budget, annual financial report and other financial reporting to be in accordance with AAS</li><li>- Sch.2 Form 1 – CEO required to certify annual financial reports complied in accordance with AAS</li></ul>	
	Local Government (Audit) Regulations 1996 – <ul style="list-style-type: none"><li>- r.9 – audit is to be performed in accordance with AAS</li></ul>	
	Australian Accounting Standard 124 – Related Party Disclosures	

**Corporate context** Annual Report Requirements

<b>History</b>	Adopted	28 June 2017
	Amended	_____

### Policy Statement

1. Policy Schedules adopted

The following Council Policy Schedules are adopted, and form part of this Statement –  
1.10 – Related Party Disclosures – Definitions

2. Application

This Related Party Disclosures Policy applies to –

- a) Related Parties of Council,
- b) Key Management Personnel.

3. Disclosure requirement

- (a) The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not.
- (b) Each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

4. Key Management Personnel (KMP)

In accordance with AASB 124, KMP are –

- All elected members
- CEO
- Executive Manager –
  - o Corporate & Community Services
  - o Development & Regulatory Services
  - o Technical & Rural Services
- Manager –
  - o Finance
  - o Operations
  - o Community Care Services
  - o Library Services
  - o Community Leisure and Culture

## 5. Related Party – Council

- (a) Related entities to Council are those where the Shire of Narrogin has significant control or influence, which is deemed to be a greater than 20% –
- financial interest in the organisation,
  - voting rights in the organisation.
- (b) Unless otherwise excluded, the administration will be required to assess all transactions made with these persons or entities.

## 6. Related Party – KMP

- a) Related parties of the KMP are close family members of the KMP.
- b) For the AASB 124, close family members could include extended family members (such as, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the KMP in their dealings with the Shire.
- c) Related entities to the KMP or close family members are those where the person has control, joint control or influence, which is deemed to be greater than 20% –
- financial interest in the organisation
  - voting rights in the organisation.
- d) Unless otherwise excluded, the administration will be required to assess all transactions made with these persons or entities.

## 7. Related Party Transactions (RPT)

- (a) A related party transaction is a transfer of resources services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.
- (b) For the purposes of determining whether a related party transaction has occurred, the following transactions or provisions of services have been identified as meeting this criterion –
- (i) payments to elected members;
  - (ii) employee compensation whether it is for KMP or close family member of KMP.
  - (iii) lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a real estate agent)
  - (iv) lease agreements as lessee or lessor, for commercial properties or other properties;
  - (v) monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement).
  - (vi) loan arrangements between related entities or KMP;
  - (vii) contracts and agreements for construction, consultancy or services
  - (viii) purchases or sales of goods; property and other assets;
  - (ix) rendering or receiving of services; or goods;
  - (x) transfers under licence agreements; or finance arrangements (example, loans);
  - (xi) provision of guarantees (given or received);
  - (xii) commitments to do something if an event occurs, or does not occur, in the future;
  - (xiii) settlement of liabilities on behalf of Council or by the Shire on behalf of that related party;
  - (xiv) use of Shire owned facilities and public open spaces, if a fee is normally charged and the KMP are not.

## 8. Ordinary Citizen Transactions (OCT)

- a) OCT are where there is no special treatment of consideration of either party and are deemed to be any transaction that a member of the public would receive in the usual course of business, and includes but is not limited to –
- (i) payment of rates and charges imposed by Budget resolution, fines and penalties etc.
  - (ii) payment of application or development fees imposed by Council and applying to any applicant
  - (iii) use of Council facilities, whether use of the facility incurs a fee or not, and includes Recreation Centre, Civic Centre, library, parks, ovals, reserves, waste facility and public open spaces
- b) OCT incorporates transactions resulting from delivery of Public Service Obligations and includes but is not limited to –

- (i) attending Shire of Narrogin functions that are open to the public
- (ii) attending events that are open to the public
- (c) All Ordinary Citizen Transactions identified within this policy are unlikely to influence the conclusions that those reading the Shire's financial statements would make.

#### 9. Materiality

For guidance, materiality is generally deemed to apply where –

- Where an RPT can be expressed in financial terms
  - o Single transaction – greater than \$300
  - o Cumulative transactions – greater than \$1,500
- Where an RPT cannot be expressed in financial terms –
  - o reasonable person test – would an ordinary person consider that pressure has been applied or influence exerted

#### 10. Related Party Notification

- a) KMP must submit to the CEO a Related Party Declaration, notifying of any existing or potential related party relationship between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.
- b) Related Party Declarations are to be submitted –
  - (i) within 30 days of commencement;
  - (ii) annually, prior to 31 August;
- c) Related Party Declarations are to be updated where –
  - (i) any new or potential related party transaction that is required or likely to be required to be disclosed in Council's financial statements; or
  - (ii) any change to a previously notified related party transaction.

#### 11. Related Party Transaction Notification

- a) A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.
- b) KMP must submit to the CEO a Related Party Transaction Notification, notifying of any transaction between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.
- c) Related Party Transaction Notifications are to be submitted –
  - (i) at minimum – within 30 days of the end of each financial year;
  - (ii) recommended – at Council meeting each month, and
  - (iii) when leaving the Shire as an elected member or cessation of employment.

#### 12. Confidentiality

- (a) All information contained in a disclosure return, will be treated in confidence.
- (b) Generally, related party disclosures in the annual financial reports are reported in aggregate and individuals not specifically identified.
- (c) Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

#### 13. Discretionary capacity of the CEO

Where a matter is not covered by this policy, the CEO is authorised to make a determination, and may seek such advice as is necessary in order to do so.

– End of Policy

#### Notes

Abbreviations –

AASB – Australian Accounting Standards Board  
KMP – Key Management Personnel  
OCT – Ordinary Citizen Transaction  
RPT – Related Party Transaction

The objective of the AASB is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

Effective beginning 1 July 2016 the Shire must disclose in the Annual Report certain related party relationships and transactions together with information associated with those transactions in its Financial Statements, to comply with Australian Accounting Standard 124 Related Party Disclosures.

If there is a related party transaction with the Shire applicable to a reporting financial year, the AASB 124 requires the Shire to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

For more information about the Shire's disclosure requirements under the AASB 124, please refer to <http://www.aasb.gov.au>

### **Policy Schedule 1.10 – Related Party Disclosures – Definitions**

**ALBT or arm's length business transaction** means a transaction where the terms between parties are reasonable in the circumstances of the transaction that would result from –

- (a) neither party bearing the other any special duty or obligation; and
- (b) the parties being unrelated and uninfluenced by the other, and
- (c) each party having acted in its own interest

**associate** means relation to an entity (the first entity), an entity over which the first entity has significant influence.

**close members of the family of a person** means relation to a key management person, family members who may be expected to influence, or be influenced by, that key management person in their dealings with the Shire and include –

- (a) that person's children and spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependants of that person or that person's spouse or domestic partner.

**control** means the ability to direct the business' activities of an entity through rights or exposure to returns from its involvement with the entity.

**entity** can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body or non-profit association.

**financial benefit** includes giving a financial benefit indirectly through an interposed entity, making an informal, oral or non-binding agreement to give the benefit, and giving a benefit that does not involve paying money.

Examples of "giving a financial benefit" to a Related Party include but are not limited to the following –

- (a) Giving or providing the Related Party finance or property.
- (b) Buying an asset from or selling an asset to the Related Party.
- (c) Leasing an asset from or to the Related Party.
- (d) Supplying services to or receiving services from the Related Party.
- (e) Issuing securities or granting an option to the Related Party.
- (f) Taking up or releasing an obligation of the Related Party.

**joint control** is the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of 2 or more parties sharing control.

**joint venture** is an arrangement of which 2 or more parties have joint control and have right to the net assets of the arrangement.

**KMP or key management personnel or Key management person** are those person(s) having authority and responsibility for planning, directing and controlling the activities of Council.

**KMP compensation** all forms of consideration paid, payable, or provided in exchange for services provided.

**material** is the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity's financial statements. For this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

**OCT or ordinary citizen transaction** are transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Shire's functions and activities.

**related party** is a person or entity that is related to the Shire or KMP pursuant to the definition contained in the AASB 124 –

- (a) an entity that is controlled, jointly controlled or significantly influenced by the Shire or KMP;
- (b) close family members of the KMP; or
- (c) an entity controlled, jointly controlled or significantly influenced by a close family member of the KMP.

**RPT or related party transaction** means a transfer of resources, services or obligations between the Shire and a related party, regardless of whether a price is charged.

**significant** means likely to influence the decisions that users of the Shire's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Shire and related party outside a public service provider/ taxpayer relationship.

**remuneration or remuneration package** and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from an RPT.

– End of Schedule



## 1.11 Common Seal

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### Statutory context

Local Government Act 1995 –

s.2.5(2) – the local government is a body corporate with perpetual succession and a common seal

s.9.49A – Execution of documents

s.9.49 – Documents, how authenticated

### Corporate context

Delegations Register –

2.1 Common Seal – Execution of documents

### History

Adopted

dd mmmm yyyy

### Policy Statement

1. The common seal of the Shire is –

2. Local Government Act 1995 section 9.49A –

(2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*

(3) *The common seal of the local government is to be affixed to a document in the presence of —*  
*(a) the mayor or president; and*

*(b) the chief executive officer or a senior employee authorised by the chief executive officer,*  
*each of whom is to sign the document to attest that the common seal was so affixed.*

### Procedures

Common Seal Register

### Forms and Templates

Nil

– End of Policy

### Notes

## 1.12 Internal Control

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### Statutory context

All legislation, regulations and local laws

### Corporate context

None

### History

Adopted dd mmmm yyyy

### Policy Statement

The Internal Controls Policy serves as evidence of Council's commitment to proper and effective internal controls and their significance to the organisation.

This policy provides a basis for establishing documented internal controls that are implemented based on risk management policies and standards.

The policy ensures that Council meets its obligations under the Local Government Act 1995, related Regulations and other legislation.

The policy will aid the organisation to address the risks as outlined under the objectives.

1. The purpose of this policy is to assist the Shire to carry out its activities in an efficient and effective manner in order to achieve its strategic objectives, to ensure adherence to policies, to safeguard the Shire's assets, and to secure (as far as possible) the accuracy and reliability of Shire financial records.
2. This policy applies to all aspects of the Shire of Narrogin operations.
3. This policy documents Council's commitment to appropriate and effective internal controls and their importance to the organisation.
4. This policy provides a framework for the establishment of documented internal controls that are implemented based on risk management policies and principles.
5. The policy will assist the organisation in addressing the risk of; material misstatement of financial information, fraud and corruption, misappropriation of funds and loss of physical assets and ensure that Council meets its obligation under the *Local Government Act 1995*, associated Regulations and other legislation.
6. Internal Control –  
Systems of policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations. These systems not only relate to accounting and reporting but also include communication and organisational processes both internally and externally, staff management and error handling.
7. Principles –
  - a) A risk based approach to address and reduce the risk of loss caused by fraud, error or misstatement.
  - b) Protection of the Shire of Narrogin's assets – people, property, reputation, financial sustainability and information.
  - c) On-going audit and identification of system gaps and improvement of internal controls at the Shire of Narrogin.
8. Roles and Responsibilities –
  - a) An appropriate and effective internal control framework is the responsibility of all employees.

- b) All employees are accountable for implementing systems, controls, processes and procedures in their own area of responsibility and will play a part in the internal control framework in differing degrees.
- c) The Audit Committee and Council are responsible for mandating that a strong internal control framework is implemented to ensure the good governance of the organisation.
- d) The Chief Executive Officer will report at least three yearly to the Audit Committee and Council on the review and improvement to Council's internal control framework.

9. Monitoring, Reviewing and Reporting –

A monitoring and reporting process/system will be implemented which will provide at least three yearly reports to management, the Audit Committee and Council on the status of Risk Management, Internal Controls and Legislative Compliance within the Shire and which will identify the need for specific areas for review.

In accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer is required to report on a review of the above three areas every three years. This is in addition to the three-yearly review required by Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* which also includes a review of the Shire's financial internal controls.

## Procedures

## Forms and Templates

Nil

– End of Policy

## Notes

## 1.13 Legislative compliance

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### Statutory context

All legislation, regulations and local laws

### Corporate context

None

### History

Adopted dd mmmm yyyy

### Policy Statement

A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire of Narrogin has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and the Council should take all appropriate measures to ensure that that expectation is met.

Regulation 14 of the Local Government (Audit) Regulations 1996 requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government, Sporting and Cultural Industries and relates to key provisions of the Local Government Act 1995.

Regulation 17 of the Local Government (Audit) Regulations 1996 also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every three financial years and a report to the Audit Committee on the results of that review.

1. The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government
2. The processes and structures will aim to –
  - a) Develop and maintain a system for identifying the legislation that applies to the Shire's activities.
  - b) Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented.
  - c) Provide training for relevant employees, elected members, volunteers and other relevant people in the legislative requirements that affect them.
  - d) Provide people with the resources to identify and remain up-to-date with new legislation.
  - e) Establish a mechanism for reporting non-compliance.
  - f) Review accidents, incidents and other situations where there may have been non-compliance.
  - g) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.
3. Roles And Responsibilities
  - a) Elected members and committee members –

Elected members and committee members have a responsibility to be aware and abide by legislation applicable to their role.
  - b) Senior management –

Senior management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.
  - c) Employees –
    - i) Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.

- ii) Employees shall report through their supervisors to Senior Management any areas of non-compliance that they become aware of.
- 4. Implementation of Legislation
 

The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.
- 5. Legislative Compliance Procedures
  - a) Identifying Current Legislation –
 

The Shire accesses electronic up to date versions of legislation through the Department of Justice Parliamentary Counsel's Office website at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au). Direct access to this site is provided from the Shire's networked computers.
  - b) Identifying New or Amended Legislation –
    - i) Western Australian Government Gazette
 

The Government Gazette publishes all new or amended legislation applicable to Western Australia. Copies of Government Gazettes are able to be downloaded from the State Law Publisher website at [slp.wa.gov.au](http://slp.wa.gov.au). It is incumbent on the CEO and Senior Staff to determine whether any gazetted changes to legislation need to be incorporated into processes.
    - ii) Department of Local Government, Sporting and Cultural Industries –
 

The Shire receives regular circulars from the Department on any new or amended legislation. Such advice is received through the Shire's Records section and is distributed to the CEO and relevant Shire officers for implementation.
    - iii) Department of Planning, Lands and Heritage (DPLH) –
 

The Shire receives Planning Bulletins from DPLH on any new or amended legislation. Such advice is received through the Shire's Records section and is distributed to the relevant Shire officers for implementation.
    - iv) Western Australian Local Government Association (WALGA) –
 

The Shire receives regular circulars from WALGA and these circulars highlight changes in legislation applicable to local governments.
  - c) Obtaining advice on Legislative Provisions
 

The Shire will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, Sporting and Cultural Industries, WALGA or the relevant initiating government department for advice.
  - d) Informing Council of legislative change
    - i) If appropriate the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.
    - ii) The Council's format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory implications' which shall detail the sections of any Act, Regulation or other legislation that is relevant.
- 6. Review of Incidents and Complaints of Non-compliance
 

The CEO shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.
- 7. Reporting of Non-compliance
  - a) All instances of non-compliance shall be reported immediately to the supervising Executive Manager.
  - b) The Executive Manager shall determine the appropriate response and then report the matter to the CEO.
  - c) The CEO may investigate any reports of significant non-compliance and if necessary report the non-compliance to the Council and/or the relevant government department.
  - d) The CEO will also take the necessary steps to improve compliance systems.

## Procedures

### Compliance Calendar

## Forms and Templates

### Nil

– *End of Policy*

## Notes

## Section 2 - ADMINISTRATION / ORGANISATION

### 2.1 Senior employees – Designation

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**Statutory context** Local Government Act 1995 –  
- s.5.37 – senior employee or class of employee may be designated

**Corporate context** Delegation 1.2 – Acting CEO (Appointment)

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

#### Policy Statement

Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees –

- a) Executive Manager, Corporate and Community Service
- b) Executive Manager, Development and Regulatory Services
- c) Executive Manager, Technical and Rural Services

– End of Policy

#### Notes

CEO is a designated senior employee under the Act. There is no requirement to have designated employees other than for the purpose of automatic appointment as Acting CEO (Refer Delegation 1.2 Acting CEO – Appointment). Most requirements placed on designated employees are already covered by s.5.74 – to declare gifts and to make primary / annual declarations if making direct report to Council or exercising delegated authority.



## 2.2 Acting / Relieving Staff Authority

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<b>Statutory context</b>	Local Government Act 1995	
<b>Corporate context</b>	Delegation 1.2 – Acting CEO – Appointment	
	Policy 8.5 – Higher Duties	
	Executive Instructions –	
	- 8.5 – Higher Duties	
<b>History</b>	Adopted	26 April 2017
	Last reviewed	_____

### Policy Statement

1. To ensure that acting and relieving staff have clear authority to fulfil the requirements of the position, a person acting or relieving in a position, however temporarily and of whatever duration, is authorised to exercise all duties, powers and responsibilities assigned to that position, whether a delegation, policy, direction or accepted practice, subject only to any limitations that may be imposed by the CEO.
2. Acting or relieving staff are to be aware that their tenure is temporary, and to take into account when making decisions, the likely views and preferences of the permanent appointee.

– End of Policy

### Notes

Notes –

1. Appointment as Acting CEO is subject to either –
  - specific decision of Council as per the Local Government Act, or
  - Delegation 1.2 Acting CEO – Appointment.

## 2.3 Display of National and Other Flags

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**Statutory context** Flags Act 1953 (Commonwealth)

**Corporate context** None

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The Shire recognises the significance of certain flags connected to its governance responsibilities and will utilise Council flagpoles to fly such flags.
2. The flags that are to be flown each working day are the –
  - a) Australian National flag,
  - b) Australian Aboriginal flag, and
  - c) Shire of Narrogin flag.
3. The Western Australian State flag and any other flag/s approved by Council or CEO may be flown on appropriate occasions.
4. Flags flown in response to Council's governance responsibilities will be flown in accordance with the relevant legislation and protocols in force at the time.
5. Order of precedence of flags –
  - (1) Australian National flag,
  - (2) National flags of other nations;
  - (3) State and Territory flags,
  - (4) Other flags prescribed by the Flags Act 1953 (Commonwealth)–
    - (a) Australian Aboriginal flag and the Torres Strait Islander flag in either order
    - (b) Australian Defence Force Ensign
    - (c) Australian White Ensign
    - (d) Royal Australian Air Force Ensign,
  - (5) Ensigns and pennants –
    - (a) Local Government,
    - (b) Commonwealth, State and Territory agencies,
    - (c) Non-Government organisations,
  - (6) Banners:
6. Flags should not be flown with any other flag on the same flagpole

– End of Policy

### Notes

Refer – Department of the Prime Minister and Cabinet

<https://www.dpmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>

<https://www.dpmc.gov.au/resource-centre/government/australian-flags-booklet-part-two>

(5 January 2017)

## 2.4 Amendments to Council Policy

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**Statutory context**                None

**Corporate context**            None

**History**                        Adopted                26 April 2017  
                                      Last reviewed        \_\_\_\_\_

### **Policy Statement**

1. The CEO is to maintain the official copy of the Council Policy Manual, updated as soon as possible after each authorised resolution of Council.
2. Additions, deletions or alterations to Council Policy Statements shall only be made by specific Council resolution stating –
  - a) stating the current Council Policy number if an amendment or deletion,
  - b) the proposed policy number to clearly indicate functional area if a new Council Policy, and
  - c) proposed wording and justification for the amendment, deletion or adoption.

– End of Policy

### **Notes**

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions, and to be familiar with the philosophy behind individual decisions.

If it is not in the Council Policy Manual, it may be usual practice, but it is not Council Policy. Unless it is specifically stated that the authority is to be included in the Policy Manual, it is to be considered that the authority to act, is for a specific matter and is not general or on-going.

## 2.5 Information & Communications Technology Usage

WALGA Workplace Relations, November 2016 – amended

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<b>Statutory context</b>	Local Government Act 1995
<b>Corporate context</b>	Policy 1.1 – Code of Conduct Policy 2.6 – Social Media Use Policy 8.1 – Disciplinary Action  Executive Instructions – <ul style="list-style-type: none"><li>- 2.1 – Information &amp; Communications Technology Usage</li><li>- 2.2 – Social Media</li></ul>
<b>History</b>	Adopted 26 April 2017 Last reviewed _____

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) employees, consultants or contractors entitled to have access to ICT,
  - b) general use of ICT resources,
  - c) unacceptable use,
  - d) security and proprietary information,
  - e) system and network activities,
  - f) email activities,
  - g) remote access,
  - h) provision of mobile phones and information/communication devices,
  - i) Department of Transport licencing,
  - j) consequences of breach of the Executive Instructions.

– End of Policy

### Notes

## 2.6 Social Media

WALGA Workplace Relations, November 2016 – amended

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**Statutory context** Local Government Act 1995

**Corporate context**

- Policy 1.1 – Code of Conduct
- Policy 2.5 – Information and Communications Technology Usage
- Policy 8.1 – Disciplinary Action
- Policy 8.2 – Discrimination, Bullying and Harassment

Executive Instructions –

- 2.1 – Information & Communications Technology Usage
- 2.2 – Social Media

**History**

Adopted	26 April 2017
Last reviewed	_____

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) application to all employees, volunteers and contractors,
  - b) use of social media for Shire purposes to be specifically authorised by CEO, or by persons authorised by CEO,
  - c) limitations on private use of Shire corporate sites,
  - d) use of any site to comment on Shire related matters, in particular if such comment is considered to be bullying, harassing or derogatory in nature, or which damages the Shire reputation, will make the employee liable to disciplinary action,
  - e) consequences of breach of the Executive Instruction.

– End of Policy

Notes

## 2.7 Shire Logo

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**Statutory context** Copyright  
Intellectual property

**Corporate context** Shire of Narrogin Corporate Style Guide

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The CEO is to prepare and maintain a Style Guide regarding this matter, which is to include but is not limited to –
  - a) use of adopted logo, colours, fonts etc
  - b) formatting etc
2. The primary logo of the Shire is –
3. The logo should be used –
  - a) on all Shire publications, letterheads, promotional materials etc
  - b) where the Shire has provided sponsorship or support for a program, activity or advertisement –  
e.g. Homecare program, sporting or community event.
4. Private use of the logo is not permitted unless –
  - a) the approval of the CEO has been obtained, and
  - b) there is an identifiable benefit to the Shire or community through acknowledgement of support or promotion of the area.
5. Approval for private use of the logo may be withdrawn at any if the use is considered to be inappropriate.
6. Permitted variations to the logo are –
  - a) use of separate panels within an overall design/program,
  - b) text in an alternative position,
  - c) tag line colour may vary in order to be more visible,
  - d) tag line may be swapped out for a facility, department or section name,  
e.g. RW (Bob) Farr Memorial Library, Narrogin Homecare etc
  - e) to be approved by CEO before use.

– End of Policy

### Notes

## 2.8 Enterprise Risk Management

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<b>Statutory context</b>	Occupational Safety and Health Act 1984	
	Local Government (Audit) Regulations 1996 - reg.17 – CEO to review risk management and report to Audit Committee	
<b>Corporate context</b>	Council Committees and Reference Groups, Establishment and Terms of Reference – Audit Committee	
<b>History</b>	Adopted	26 April 2017
	Amended	_____

### Policy Statement

1. Purpose  
The Shire of Narrogin (“the Shire”) Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.
2. Policy Schedules adopted  
The following Council Policy Schedules are adopted, and forms part of this Statement –  
2.7 – Risk Appetite
3. Policy
  - a) It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.
  - b) Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.
  - c) The Shire’s Executive Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.
  - d) Every employee, elected member, volunteer and contractor within the Shire is recognised as having a role in risk management.
  - e) Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.
4. Definitions:  
Risk means the effect of uncertainty on objectives.  
Note 1: An effect is a deviation from the expected – positive or negative.  
Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).  
*Definition (from AS/NZS ISO 31000:2018)*  
*Risk Management* means coordinated activities to direct and control an organisation with regard to risk.  
*Risk Management Process* means the systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.  
*Risk Management Framework* means the set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.
5. Risk Management Objectives  
The adoption of consistent risk management processes within a comprehensive framework will help deliver on the objectives and benefits below:



- Optimise the achievement of our vision, experiences, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations.

#### 6. Risk Appetite

- a) The Shire has defined its tolerance to risk, its risk appetite, through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.
- b) All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment and approved by a member of the Executive Management Team.

#### 7. Roles, Responsibilities & Accountabilities

- a) Council's role is to –
  - review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria,
  - determine the organisation's appetite for risk,.
  - establish and maintain an Audit Committee in terms of the Local Government Act.
- b) The CEO is responsible for the allocation of roles, responsibilities and accountabilities, which are documented in the Risk Management Procedures (Operational Document).

#### 8. Monitor & Review

- a) The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.
- b) This policy will be kept under review by the Shire's Executive Management Team and will be formally reviewed by Council biennially.

– End of Policy

#### Notes

**Policy Schedule 2.7 – Risk Appetite**

**MEASURES OF CONSEQUENCE**

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social / Community)	COMPLIANCE	PROPERTY (Plant, Equipment, Buildings)	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
								TIME	COST
<b>Insignificant (1)</b>	No injuries or illness	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item.	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response	Less than \$1,000	Exceeds deadline by 5% of project timeline	Exceeds project budget by 5%
<b>Minor (2)</b>	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,001 - \$25,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 15%
<b>Moderate (3)</b>	Medical treatment / Lost time injury >10 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$25,001 - \$100,000	Exceeds deadline by 15% of project timeline	Exceeds project budget by 25%
<b>Major (4)</b>	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire/Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$100,001 – \$500,000	Exceeds deadline by 20% of project timeline	Exceeds project budget by 35%
<b>Extreme (5)</b>	Fatality, permanent disability	Indeterminate prolonged interruption of services non- performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	More than \$500,000	Exceeds deadline by 25% of project timeline	Exceeds project budget by 45%

## MEASURES OF LIKELIHOOD

Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

## RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

– End of Schedule

## Section 3 - FINANCIAL MANAGEMENT

### 3.1 Purchasing

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<b>Statutory context</b>	Local Government (Functions and General) Regulations 1996 – <ul style="list-style-type: none"><li>- r.11A – purchasing policy required, and matters to be addressed</li></ul>	
<b>Corporate context</b>	Delegation 3.1 – Tenders – power to set specifications, criteria, call, accept, vary	
	Policy Manual – <ul style="list-style-type: none"><li>- Policy 3.8 – Transaction Cards</li></ul>	
	Executive Instructions – <ul style="list-style-type: none"><li>- 3.1 – Purchasing – Documentation</li><li>- 3.3 – Credit (Transaction) cards</li></ul>	
<b>History</b>	Adopted	26 April 2017
	Amended	<hr/>

#### Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
  - 3.1(a) – Purchasing Principles
  - 3.1(b) – Purchasing Thresholds
  - 3.1(c) – Regulatory Compliance
2. Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.
3. Proposals for consultancies, works and services etc, to be provided on Shire managed sites are also to be assessed in accordance with –
  - Policy 9.1 OSH – Employees, Volunteers, Contractor and Visitors.
  - Executive Instructions issued by the CEO
  - OSH Contractor Handbook or associated documents.
4. A quotation is to be obtained and a purchase order is required to be issued, except for –
  - reimbursement of expenses incurred by a councillor or employee on approved Shire business , where receipts are provided or a statutory declaration is made
    - o eg: parking fees, taxi fares etc
  - non-contracted or non-contestable utilities (e.g. electricity, water, telephone),
  - regular or statutory expenses of a periodic nature (e.g. rates & taxes, insurance, licenses, superannuation, etc),
  - employee/elected member allowances.
  - other payments as determined by the CEO in Executive Instruction.

Examples include –

- YMCA WA for payments for employee memberships per Council Policy
- Credit Card purchases below \$1,500
- All freight companies for delivery fees (below \$1,500)
- Petty cash purchases

- Store card purchases
  - Fuel card purchases
  - Regional Risk Coordinator Scheme by Local Government Insurance Services
  - Security and on-going alarm monitoring services.
5. A procurement is exempt from the need to obtain quotations and issue of a purchase order where a standing account has been established, as determined by the CEO in Executive Instruction.
  6. Insufficient quotations received  
Where the required number of quotations have been sought from suppliers capable of meeting the requirements, but an insufficient number of quotations have been received, a quote may nevertheless be accepted if satisfied with all other aspects of the proposed purchase –
    - a) where the purchase is \$10,000 or more – by the CEO.
    - b) where the purchase is less than \$10,000 ex GST – by the CEO or relevant Executive Manager.
  7. Exceptional Circumstances
    - a) Under exceptional circumstances, where goods or services need to be purchased urgently and there is insufficient time to obtain quotations, the CEO may permit the required purchase, notwithstanding the thresholds and requirements of Schedule 3.1(b), subject to the purchase being less than \$150,000.00 ex GST. Unique value for money circumstances that preclude obtaining quotes must exist, such as –
      - it is opportunistic such as eliminating otherwise applicable costs, in the opinion of the CEO,
      - it enhances operational efficiency,
      - mitigates against risk etc. or
      - it is appropriate in the opinion of the CEO for continuity of previous works, services, or design.
    - b) Procurement under exceptional circumstances must be approved in advance by the CEO.
  8. Purchase of road making materials (fill, rock, gravel, water etc) from a landowner is exempt from the requirement to obtain quotes.
  9. Any variations or extensions of contracts awarded are to be dealt with in accordance with Delegation 3.2 Contracts – Variations.
  10. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

– End of Policy

## Notes

Approved purchasing limits assigned to employees are determined by the CEO.

### **Policy Schedule 3.1(a) – Purchasing Principles**

The object of the Purchasing Framework is to –

- obtain quality goods and services that are judged to deliver the best value-for-money or be the most advantageous,
- provide compliance with the Local Government Act, 1995 and the Functions and General Regulations,
- deliver a best practice approach and procedures to internal purchasing for the Shire,
- ensure consistency for all purchasing activities that integrates within all the Shire operational areas.

#### **1. Ethics & Integrity**

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties –

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money,
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and code of conduct,
- purchasing is to be on a competitive basis in which all suppliers are treated impartially, honestly and consistently,
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements,
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed,
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence until such time as the purchase decision is made, and is not be released unless authorised by the supplier or relevant legislation, and
- consideration must be given to any Local Price Preference Policy adopted by Council.

#### **2. Value for Money**

Value for money is an overarching principle recognised by the Regulations, that allows the best possible outcome to be achieved for the Shire. Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

What constitutes “value for money” or “most advantageous” considerations are to be itemised and detailed as part of evaluation.

An evaluation of the best value for money outcome for any purchasing should consider –

- all relevant whole-of-life costs and benefits (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal,
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality,
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history),
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable,
- continuity of supply or service, and particularly timeliness of any warranty service, emergency or maintenance/repair response, familiarity with works/conditions etc
- where a new or start up business makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region.

Where a higher priced conforming offer is recommended, there should be clear benefits over lower priced conforming offers.

#### **3. Sustainable Procurement**

Sustainable procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services, and considerations must be balanced against value for money outcomes.

– End of Schedule



### **Policy Schedule 3.1(b) – Purchasing Thresholds and Requirements**

#### **1. Purchasing Thresholds**

The value of a purchase is not limited to the financial year when the purchase was initiated, but may be over several financial years depending on the procurement or type of contract.

**Records** – where required or obtained, the following are to be attached to the purchase order –

- a) Note of verbal specification and submission
- b) Specification required, assessment criteria set, summary of submissions, evaluation made

#### **General purchasing thresholds –**

Exemption from requirement to obtain quotations and issue a purchase order is contained in clause 4 and 5 of the Policy Statement.

<b>Anticipated Value of Purchase Excl. GST</b>	<b>Requirement</b>	<b>Documentation</b>
Less than \$1,500	Quotations not required for items of minor recurrent nature, such as groceries, stationery, hardware, mechanical, reticulation consumables etc Employee must be satisfied that the price is competitive	None
\$1,500 to less than \$5,000	Seek at least two verbal quotations  Written quotations recommended but not required	Required – - Note of quotations sought - Note of verbal quotations received Recommended – - Written quotations received
\$5,000 to less than \$10,000	Seek at least two written quotations	Required – - Notes of quotations sought - Written quotations
\$10,000 to less than \$50,000	Seek at least three written quotations	Required – - Notes of quotations sought - Written quotations received Recommended – - Written specifications - Assessment criteria - Evaluation panel
\$50,000 to less than \$150,000	Seek at least three written quotations containing price and specification of goods and services	Required – - Notes of quotations sought - Written specification - Written assessment criteria - Written quotations received - Evaluation panel
\$150,000 and above	Conduct a public tender process or WALGA Preferred Supplier / State Government Common Use Agreement Refer to Council for decision unless prior delegation to CEO	Required – - Written specification - Written assessment criteria - Written quotations received - Evaluation panel

#### **WALGA Preferred Supplier or State Government Common Use Agreement thresholds –**

Less than \$150,000	As per General threshold	As per General Thresholds
\$150,000 and above	Seek at least three written quotations containing price and specification of goods and services. Refer to Council for decision unless prior delegation to CEO	Required – <ul style="list-style-type: none"> <li>- Notes of quotations sought</li> <li>- Written specification</li> <li>- Written assessment criteria</li> <li>- Written quotations received</li> <li>- Evaluation panel</li> </ul>

Notes –

1. Any work done under warranty / guarantee is not considered to be a purchasing activity, but is a part of the original contract / agreement to purchase. Any purchase order issued for warranty / guarantee work is to note this on the purchase order.
2. Any work done outside of warranty / guarantee, even if it may affect warrant / guarantee, is a purchasing activity. Management of that risk is an administrative task, and may be a factor in a “value for money” consideration.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

### **WALGA Preferred Supplier or State Government Common Use Agreement**

Policy 3.1 Purchasing Framework adopted by Council stipulates –

*Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.*

## **2. Quotations / Submissions**

The general principles relating to written quotations / submission are –

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
  - o written specification
  - o assessment criteria to be applied
  - o price schedule
  - o conditions of responding
  - o validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

If it is not possible to get written quotations, a supplier’s verbal “decline to quote” will be sufficient, and is required to be noted with details of date, and name of person who declined.

## **3. Specifications, Assessment Criteria and Evaluation**

Applies to all procurements as determined by the thresholds in clause 1 –

- a) Where a specification is provided or required by clause 1 – What is required to be in the specification may include –
  - Details, format and request to be appropriate to the procurement
  - How many / how much,
  - what size / power etc,
  - how fitted out,
  - standard / quality required,

- type of construction,
  - where the work / product is to be delivered etc
- b) If a written specification has been issued the assessment criteria is to be included in the written specification.
- c) In any event, assessment criteria are to be determined prior to evaluation – How the submission is to be assessed and scored, and may include –
- Details and record to be appropriate to the procurement
  - Local provider or external
  - Standard of work, quality of item
  - Reliability, service, warranty
  - References
  - Price etc
- d) After close of submission period, evaluation is to be made based on the following– How the submission was actually assessed and scored –
- To what extent was each specification met,
  - How does submission measure against each criteria
  - Which score provides best value for money

Where required and prior to submissions being requested, the specifications for the procurement and the assessment criteria for determining the procurement are to be determined in writing –

- for quotations – by the purchasing employee, and approved by the relevant Executive Manager within their approved purchasing limits, otherwise by the CEO
- for tenders – by the purchasing employee, approved by the relevant Executive Manager, and authorised by the CEO under delegated power.

If required or appropriate, any Evaluation Panel is to be established prior to the request for submissions being with a mix of skills and experience relevant to the nature of the purchase. The Panel is to assess the submissions against the specifications set, the assessment criteria, value for money, local price preference and any other relevant matter.

– End of Schedule

### **Policy Schedule 3.1(c) – Regulatory Compliance**

#### **1. Tender Exemption**

In some instances public tenders or quotation procedures are not required, regardless of the value of expenditure. The permitted exemptions are stipulated in the Local Government (Functions and General) Regulations 1996 r.11.

#### **2. Sole Source of Supply (Monopoly Suppliers)**

- a) Procurement from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that –
  - there must genuinely be only one source of supply
  - every endeavour to find alternative sources has been made,
  - written confirmation of this must be kept on file for later audit.
- b) The application of provision “sole source of supply” should only occur in very few cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.
- c) Purchase orders issued to a sole supplier are to be signed –
  - where the purchase is \$10,000 or more – by the CEO.
  - where the purchase is less than \$10,000 ex GST – by the CEO or relevant Executive Manager.

#### **3. Anti-Avoidance**

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

#### **4. Tender Criteria**

- a) The CEO under delegated power shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

#### **5. Receiving and Opening Tenders**

- a) All tenders must be clearly marked, sealed and placed in the locked tender box until the official opening.
- b) When lodgement of tenders by email is permitted, the email is to be sent to a separate email inbox that remains unused until the close of the tender period.
- c) When tenders are opened there must be at least two employees present, or one local government employee and at least one person authorised by the CEO.

#### **6. Tender Evaluation**

- a) Evaluation is to be recorded against the specifications set and assessment criteria established. Reasons for the decision are to be recorded.
- b) Where required by Schedule 3.1(b) an evaluation panel will be established and include a mix of skills and experience relevant to the nature of the purchase.

#### **7. Tender Acceptance**

Unless authorised by Council, and delegation of acceptance has been made to a specific Committee or the CEO, all tenders and procurement over \$150,000 are to be presented to Council for decision.

#### **8. Records Management**

- a) All records associated with the procurement process must be recorded and retained. For a tender process this includes –
  - Tender documentation, including specifications and assessment criteria,
  - Internal documentation,
  - Evaluation documentation,
  - Enquiry and response documentation,
  - Notification and award documentation.
- b) For a direct purchasing process this includes –
  - Quotation documentation, including any specification and assessment criteria
  - Internal documentation, such as evaluation etc

- Purchase orders issued and requisitions.
- c) Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

*– End of Schedule*

## 3.2 Purchasing – Regional Price Preference

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<b>Statutory context</b>	Local Government (Functions and General) Regulations 1996 – <ul style="list-style-type: none"><li>- r.24B – terms used</li><li>- r.24C – authority to adopt a policy</li><li>- r.24D – maximum % discount and maximum \$ value of discount permitted</li><li>- r.24E – once prepared, Statewide notice is required, submissions invited, and if significant changes made, further Statewide notice</li><li>- r.24F – Policy can't be adopted until after Statewide notice of adoption, and specified matters must be in the policy, and the policy must be included in tender specifications</li></ul>
<b>Corporate context</b>	Delegation 3.1 – Tenders – authority to set specifications, criteria, call, accept, vary Delegation 3.2 – Contracts - Variations  Executive Instructions – <ul style="list-style-type: none"><li>- 3.1 – Purchasing – Documentation</li><li>- 3.3 – Credit (Transaction) cards</li></ul>
<b>History</b>	Adopted 26 April 2017 Last reviewed _____

### Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
  - Policy Schedule 3.2 – Regional Price Preference.
2. The Regional Price Preference applies to providers and suppliers –
  - a) established within the preference region,
  - b) based outside the preference region.
3. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

– End of Policy

### Notes

#### Statutory requirement –

##### The Functions & General Regulations require –

- **Statewide notice of proposed policy, amendment or revocation,**
- **public comment period of 4 weeks,**
- **submissions considered prior to adoption, and**
- **Statewide notice of adoption.**

Advertised on 3 May 2017 (West Australian) and 4 May 2017 (Narrogin Observer)

## **Policy Schedule 3.2 – Regional Price Preference**

### **1. Definitions**

**price preference** is the application of a discount to the price when comparing submitted prices only, so as to give a marginal advantage to a regional offer, and does not refer to the price that is to be accepted.

**preference region** is specified as the geographical area which comprises the whole of the Shires of Narrogin, Cuballing, Wickepin, Williams, Wagin and West Arthur

**regional tenderer** as defined under the *Local Government (Functions and General) Regulations 1996* s 24B(2) as a supplier that has been operating a business continuously out of premises within the region for at least 6 months and submits a tender for the supply of goods and/or services;

**start up businesses** means a business of less than 10 employees, which has commenced within the preceding 6 months prior to closing date of tender, or would be established specifically for the purposes of the tender

**regional content preference** is the incentive for businesses/contractors outside the region to purchase goods, services and construction from within the region, but excludes travel and accommodation costs.

**tenderer** includes a new or start up business where the owner or provider has been resident of the region for at least 6 months

### **2. Preference principles**

The Shire will encourage local industry to do business with the Shire by providing incentive through the adoption of a regional price preference advantage in conjunction with standard evaluation considerations, and as part of usual procurement consideration.

The price preference will apply to suppliers who are based in, and operate from the preference region in relation to all purchasing by the Shire for the supply of goods and services and construction (building) services, unless specifically stated otherwise, providing they are competitive in regard to specification, service, delivery and price.

### **3. Start-up Businesses**

Where a new or start up business having less than 10 employees makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region, are to constitute a component of “value for money” or “most advantageous” considerations as per Function and General Regulations r.24D(3). Reasons are to be itemised, and detailed as part of the “value for money” evaluation in accordance with Policy Sch.3.1(a) – Purchasing Principles.

### **4. Regional business preference**

This preference enables businesses/contractors within the preference area to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

The following levels of preference are to be applied to whole of contract for all purchasing under this provision –

<b>Reduction % to be applied to whole of purchase</b>	<b>Contract for</b>	<b>Maximum reduction value per purchase</b>
10%	Goods or services	\$30,000
5%	Construction (incl. building and roadworks etc) services	\$50,000

To qualify as a local business/contractor, a supplier must meet the following conditions –

- A permanent business location in the preference region for at least six (6) months. *Local Government (Functions and General) Regulations 1996* states that the 6 month calculation is based on the period prior to when the tender closes.
- Have permanent staff based in the preference region
- Management and delivery of the majority of the quotation / contract will be carried out from their business location in the preference region.

The price of the bids from the local businesses/contractors will be reduced / discounted for evaluation purposes only, by the percentage to the maximum value set out in this clause.



#### 5. Regional Content Preference

Some businesses / contractors may be based outside the preference region, but utilise significant resources based in the preference region. This preference provides an incentive for businesses / contractors outside the preference region to purchase goods, services and construction from within the preference region.

The preference applies to the value of the goods, materials or services that are purchased from within the preference region, and are referred to as *Regional Content*.

The following levels of preference are to be applied to the portion of the proposal claimed / identified as the Regional Content portion of the contract for all purchasing under this policy –

<b>Reduction % to be applied to Regional Content only of purchase</b>	<b>Contract for</b>	<b>Maximum reduction value per purchase</b>
10%	Goods or services	\$30,000
5%	Construction (incl. building and roadworks etc) services	\$50,000

Regional content limitations for suppliers based outside the preference region are –

- a) some or all of the goods, materials or services are to be supplied from regional sources. The preference only applies to that part of the tender or quote that has been supplied from regional sources, which needs to be specified in the submission.
- b) businesses outside of the preference region who claim that they will use regional business in the delivery of the contract outcomes
  - 
  - must stipulate who the regional provider will be and the value of the regional content, and
  - will be required as part of the contract conditions, to demonstrate that they have actually used the regional provider.

The price of the bids from the businesses/contractors using preference region content will be reduced for evaluation purposes and for that component of the bid only, by the amounts set out in above.

#### 6. Scope

It should be noted that price is only one factor to be considered when the Shire assesses submissions. Accordingly, a regional submission where price is within the preference is not guaranteed of procurement, as the submission must also meet other relevant criteria, as per Policy 3.1 – Purchasing Framework.

– End of Schedule

### 3.3 Self-Supporting Loans

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<b>Statutory context</b>	Local Government Act 1995 –	
	<ul style="list-style-type: none"><li>- s.6.20 – Power to borrow</li><li>- s.6.21 – Restrictions on borrowing</li></ul>	
	Local Government (Financial Management) Regulations 1996	
	<ul style="list-style-type: none"><li>- r.20 – When local public notice not required for exercise of power to borrow</li></ul>	
<b>Corporate context</b>	None	
<b>History</b>	Adopted	26 April 2017
	Last reviewed	_____

#### Policy Statement

1. A request to Council to raise a self-supporting loan will be considered only from community or not for profit organisations.
2. Each request will be considered on its merits, and the organisation may be asked to provide guarantors or other acceptable security.
3. In the event of Council agreeing to make funds available on a self-supporting basis, Council reserves the right to control and/or to carry out any of the following –
  - a) the preparation of plans and specifications for the proposed work,
  - b) the calling of tenders for the proposed work,
  - c) the preparation of the contract documents,
  - d) the letting of the contract,
  - e) sole supervision of the project,
  - f) sole authorisation of expenditure of funds for the project.

– End of Policy

#### Notes

### 3.4 Ex-Gratia Payments

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**Statutory context**            None

**Corporate context**            Delegation 3.12 – Ex-gratia payments

**History**                      Adopted            26 April 2017  
                                    Last reviewed    \_\_\_\_\_

#### **Policy Statement**

1. The Shire exercises a predisposition against making ex-gratia payments.
2. All claims are to be referred to the Shire's insurers.
3. Exceptional circumstances may be referred to Council for consideration, noting that such a referral does not constitute likelihood of Council agreement.
4. When referring to Council, the report is to advise –
  - of all attempts to claim insurance, if applicable,
  - circumstances outside of the Shire or claimant's control, that may contribute to consideration of the claim.
5. Should Council agree to make an ex-gratia payment, the claimant is to be –
  - a) made an offer in writing,
  - b) advised –
    - the offer is without prejudice
    - does not constitute a precedent
    - does not imply admission of liability
  - c) required to confirm that no further claim will be made on the Shire in relation to the matter.
6. Only once (5) above is fully completed is payment to be made.

– End of Policy

Notes

### 3.5 Rates – Prize Eligibility

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**Statutory context** Local Government Act 1995

**Corporate context** None

**History** Adopted 26 April 2017  
Amended \_\_\_\_\_

#### **Policy Statement**

1. In order to qualify for rates incentive prize, payment of rates must be processed prior to close of business hours on the due date.
2. Entry to the prize draw will not be allowed after this time and date in any circumstances.
3. The monetary value of the rates incentive prizes offered are to be determined in the relevant Budget.
4. The prizes are to be drawn by the elected head of Council within 2 weeks of the due date.
5. Key Management Personnel as defined in Policy 1.10 Related Party Disclosures are not eligible to participate.

– End of Policy

#### **Notes**

### 3.6 Rating – Merger Parity Transition

**Statutory context** Local Government Act 1995

**Corporate context** Memorandum of Understanding – former Shire and Former Town of Narrogin

**History** Adopted 26 April 2017

#### Policy Statement

##### 1. Memorandum of Understanding

Council confirms the agreement of the Memorandum of Understanding made between the former Shire of Narrogin and former Town of Narrogin and signed in March 2015, and applying from the 2016/17 Budget as follows –

##### 4.16 Rating – Parity Factor

It is agreed that to achieve parity of rating within the GRV and UV individual categories that –

- a) Calculation of the “parity factor” will be on the basis of a fixed base-line year of 2015/2016 using the principles outlined in the Proposed Merger Report of February 2014.
- b) The “parity factor” is to be applied to each rate category over an appropriate period, so that –
  - Equity in the New Entity is achieved for the GRV category, and
  - “Parity factor” for the UV category is calculated with the Shire of Wagin as the selected comparative Shire, and updated from the 2015/2016 Budgets.
- c) After application of the “parity factor”, the “natural increase” that is generally consistent across all rates categories and type be applied only to the extent necessary to meet budget requirements,
- d) The parity factor does not necessarily mean equality of rate in \$, but what is considered to be a reasonable and appropriate level considering access to amenities, facilities used and services provided.
- e) A Joint Merger Policy is to be prepared for the calculation of parity factor increase for each rate category and is to take into account that –
  - The % rates quoted on the Report and below are referenced to the Comparison Year, and are to be considered as indicative,
  - The % rate referenced to the Base Line Year is to provide for the annual cumulative effect over the period phased in.
- f) The concepts of “parity factor” and “natural increase” are to be used as the methodology to calculate a cumulative rate in \$ for each individual prescribed attribute/zoning for which a differential rate/\$ is to apply, and not implemented as a two tier differential rate in \$.

Report Comparison Year 2013-2014		Base-Line Year 2015/2016
Annual Parity Factor Over 10 Years		Annual Parity Factor Over 10 Years
3.9%	UV – Rate in \$	To be re-calculated and inserted once 2015/2016 Budgets adopted by – <ul style="list-style-type: none"><li>- Shire of Narrogin</li><li>- Town of Narrogin</li><li>- Shire of Wagin</li></ul>
7.8%	UV – Minimum	
10.5%	GRV – Rate in \$	
7.8%	GRV – Minimum	
3.3%	GRV – Rural Townsite Minimum	

##### 4.17 Rating – Unimproved Values

- a) Unimproved rates should be increased –
  - Annually, by the parity factor as calculated for Base Line Year in 4.16 above,

- The factor as calculated at that date, together with any natural increase annually, is intended to be applied equally over a period of 10 years,
- b) The parity factor is set from the 2015/2016 calculation and is not designed to achieve the same rate in \$ with the Shire of Wagin either annually or at the end of the 10 year period.

#### 4.18 Rating – Gross Rental Values

- a) Differential rating provisions will be utilised to phase in and maintain, an equitable level of rating across the New Entity.
- b) As a new Local Planning Scheme will apply the same zoning to land in the Shire as in the Town, Governor's Orders should include the capacity for differential rating on the basis of location in the former Shire or former Town, should the New Entity choose to exercise this option.
- c) It is agreed that the provisions of the Financial Management Regulation r.52A(2) should be used for the five years permitted to achieve 50% of the calculated "parity gap".
- d) Subject to any Governor's Order issues pursuant to clause 4.16(1), it is further agreed that following the 5 year period permitted by Financial Management Regulation r.52A(2), the differential rating provisions in the Act should be used for a further 5 year period to address the remainder of the "parity gap".
- e) The intent of differential rating of GRV properties is to phase in rate increases of similarly zoned land –
  - Annually, by the parity factor as calculated for Base Line Year in 4.16 above,
  - The factor as calculated at that date, together with any natural increase annually, is intended to be applied equally over a period of 10 years,

## 2. Parity Factors

Parity factors calculated in May 2016 for properties in the former Shire of Narrogin, in accordance with the MOU and used for differential rating in 2016/2017 Budget –

Annual Parity Factor - Compounding % Increase	2015/2016 Rate/\$	2015/2016 Target Rate/\$	Total Parity % Increase	Years for phase in	Annual Increase Compounding %
Unimproved Value	0.005500	0.007545	37.2%	10	3.21%
Minimum	590.00	1,006.00	70.5%	10	5.48%
Gross Rental Value	0.051500	0.10057	95.3%	10	6.92%
Minimum	590.00	1,006.00	70.5%	10	5.48%
Minimum – Rural Townsite (75%)	590.00	754.50	27.9%	10	2.49%

– End of Policy

## Notes

### Memorandum of Understanding

The MOU signed in March 2015 formed the foundation of the agreement between the former Shire and the former Town. A critically important component of that agreement was the process for achieving rating equitability between the two former local governments, as outlined above.

### Parity Factor

As per the MOU, the parity factor was recalculated on the basis of the 2015/2016 rate increases of the relevant local government, and incorporated into the calculation of the differential rating proposal put to the Town of Narrogin Council on 10 May 2016, advertised in accordance with the Governor's Order and subsequently adopted.

Note – 2015/16 Unimproved Value Target Rate/\$ is that of Shire of Wagin as per MOU

### 3.7 Investments

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- 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

<b>History</b>	Adopted	26 September 2018
	Amended	_____

#### 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

Employees 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%
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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.

### 3.8 Transaction Cards

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#### 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

Policy 3.1 – Purchasing Framework

Executive Instruction 3.3 – Transaction Card Procedures

#### History

Adopted

26 September 2018

Amended

#### Policy Statement

All cardholders must have 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 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

### 3.9 Complaints Management

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**Statutory context** N/A

**Corporate context** N/A

**History** Adopted 20 December 2018  
Amended \_\_\_\_\_

#### **Policy Statement**

##### Objectives

1. To develop a structured systematic approach to dealing with complaints received by the Shire of Narrogin from external persons.
2. To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
3. To have complaints dealt with efficiently by an appropriate employee with minimal referral.
4. To use complaints statistics to improve the effectiveness and efficiency of Shire operations.

##### Definition

5. A complaint is –  
“an expression of dissatisfaction made to or about an organization, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required”  
(as defined by the *AS/NZS 10002-2014 Guidelines for Complaint Management in Organisations*).

##### Policy

6. The Shire of Narrogin recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.
7. The Council and its staff will be open and honest in its dealings with customers.
8. When unable to satisfy the complaint, an explanation will be provided in “plain English” why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant’s request.
9. The Shire recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.
10. The Shire may determine to take the following courses of action –
  - a) take no further action and advise the complainant of the reason/s;
  - b) determine the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation;
  - c) discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.



### Confidentiality

11. Complainants have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to the complaint will be kept confidential in accordance with the *Freedom of Information WA Act 1992*.
12. All complaints are treated confidentially, unless required by law or the complainant provides their permission to release information.
13. A complaint against an employee is considered confidential under the *Freedom of Information Act 1992* and the complainant will not be advised of the outcome, unless required by law.

### Application

14. Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding –
  - a) decisions made by Council or staff;
  - b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
  - c) the standard of works or services provided by the local government;
  - d) the standard or condition of a facility provided by the local government; and
  - e) failure of the local government to comply with the Local Government Act, Council policies, local laws and other laws administered by the local government.
15. The following issues are not regarded as complaints and will not be dealt with under this policy –
  - a) requests for services;
  - b) compliance enforcement action;
  - c) a civic dispute between private individuals;
  - d) a petition;
  - e) requests for information or explanations of policies and/or procedures;
  - f) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures; and
  - g) the lodging of a submission in response to an invitation for comment.
16. Complaints regarding elected members are to be directed to the CEO who is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Council's Code of Conduct.
17. Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaints relates to the CEO whereupon the complaint will be dealt with by the Shire President.

### Guidelines

18. Any person or their representative can lodge a complaint.
19. Complaints will be accepted in writing, in person, by facsimile transmission, by email or by telephone. If a verbally received complaint alleges a criminal offence, corruption or other serious matter, the receiving employee is to advise the complainant that the matter must be submitted in writing.
20. Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. Depending on the nature of the complaint, it will be at the discretion of the receiving employee to act or refer the complaint or not to deal with the complaint.
21. When any complaint is made, other than a complaint referred to in clauses 16 or 17, the designated receiving employee shall, within the limit of their authority, attempt to satisfy the complainant as soon as possible. If a complainant cannot be satisfied immediately, or on the same day, the designated receiving employee shall immediately issue to the complainant a written acknowledgement of the complaint and if

need be, refer to the complaint and a copy of the acknowledgement to a senior employee, or the CEO, as is appropriate, for investigation and determination of the complaint.

22. The standard response times when dealing with complaints are those in the Customer Service Charter.
23. Where a complainant is advised of a likely delay to the handling of the complaint and the complaint is not finalised within a reasonable period of time, the complainant is to be provided with status reports from time to time until the complaint is satisfied.
24. The CEO shall establish and maintain an appropriate record of all complaints. The record will provide the following –
  - a) nature of each complaint;
  - b) services or facilities about which the complaints are made;
  - c) outcomes; and
  - d) other relevant information.
25. The designated receiving employee of any complaint shall be responsible for ensuring that all details pertaining to the complaint are recorded in the system established under clause 24.

#### Outcomes

26. Where a complaint has been investigated and found to be justified, the relevant employee who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint. The employee will, if appropriate, make follow-up contact with the complainant to ensure that the complaint has been resolved satisfactorily.
27. Where a complaint may identify the need for a review of procedures to prevent re-occurrences, relevant staff are to implement any required changes which they feel appropriate. If the matter cannot be easily remedied by the employee, he or she must liaise with his/her Manager or the CEO to agree on a course of action.
28. Where the complaint identifies a need for a change of Council policy in a particular area or a need for additional resources, the matter shall be referred to Council as early as practicable.
29. Where appropriate or necessary, the CEO or relevant Executive Manager may refer the complaint to an external agency having jurisdiction in the matter.

#### Dealing with unreasonable complainant conduct

30. An unreasonable complainant is defined as the following –
  - a) a rude, angry and harassing customer;
  - b) an aggressive customer;
  - c) habitual or obsessive behaviour which may include –
    - i) cannot 'let go' of their complaint;
    - ii) cannot be satisfied despite the best efforts of the Shire;
    - iii) makes unreasonable demands on the local government where resources are substantially and unreasonably diverted away from its other functions or are unfairly allocated.
31. The Shire may restrict, withhold or withdraw the provision of service to unreasonable complainants by taking one of the following actions –
  - a) require the complainant to make an appointment to meet with employees;
  - b) limit all future dealings to writing;
  - c) only respond to future correspondence which provides significant new information about the complaint or raises new issues which the Shire believes warrant fresh action; and
  - d) direct all contact to be through a specific employee or area.

32. The decision to determine an unreasonable complainant or to restrict, withhold or withdraw contact with the Shire will only be made by the Chief Executive Officer.

– *End of Policy*

Notes

### 3.10 Portable and Attractive Assets

<b>Statutory context</b>	Local Government (Financial Management) Regulations 1996 – <ul style="list-style-type: none"><li>- r.17A(5) – assets to be excluded from asset register if fair value at date of acquisition is under \$5,000</li><li>- r.17B – CEO to take steps to protect excluded portable and attractive assets</li></ul>
<b>Corporate context</b>	Delegations Register – <ul style="list-style-type: none"><li>- 3.3 – Disposing of property, and impounded, confiscated or uncollected goods</li></ul> Policy Manual – <ul style="list-style-type: none"><li>- 3.1 – Purchasing</li><li>- 3.11 – Significant Accounting Policies</li><li>- 12.11 – Asset Management</li></ul> Executive Instruction <ul style="list-style-type: none"><li>- 3.6 – Purchase of Telephones, Software/Hardware and Electronic Equipment</li></ul>
<b>History</b>	Adopted dd mmmm yyyy

#### Policy Statement

##### 1. Statement

Portable and attractive assets are to be recorded in a format approved by the CEO, in order to –

- a) be safeguarded against theft, fire and loss,
- b) enable the physical control of high risk, low value acquisitions,
- c) ensure that losses resulting from such items are minimised; and
- d) ensure that the Shire does not incur significant costs in terms of managing low risk, low value items.

##### 2. Scope

This policy applies to all items –

- a) that are portable and attractive with an acquisition value less than the asset recognition threshold for non-current assets and where the item satisfies all of the following criteria –
  - i) portable – that is, the item can be easily moved between locations by one person; and
  - ii) attractive - by its nature (size, utility, marketability) is susceptible to theft or loss; and
  - iii) valued at, or within the Shire's portable and attractive asset recognition thresholds.
- b) items defined as a portable and attractive asset –
  - i) purchased by the Shire, irrespective of the funding source and
  - ii) includes items gifted or donated to the Shire.

##### 3. Thresholds

- a) The threshold's for portable and attractive assets to be recorded are –

Category	Threshold ex GST
Information technology / electronic devices <ul style="list-style-type: none"><li>- cameras, video &amp; audio equipment</li><li>- mobile phones</li><li>- laptop computer, tablets, printers etc</li><li>- GPS devices</li><li>- other items as determined by the CEO</li></ul>	\$500 to less than \$5,000

General equipment and items <ul style="list-style-type: none"> <li>- power tools, chainsaws etc</li> <li>- trade equipment</li> <li>- floating plant / loose tools</li> <li>- road counters / traffic classifiers</li> <li>- other items as determined by the CEO</li> </ul>	\$1,000 to less than \$5,000
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- b) All costs for portable and attractive items is to be expensed using the appropriate account as determined by the chart of accounts.

#### 4. Assets \$5,000 ex GST and over

Assets having a fair value of \$5,000 ex GST or more at date of acquisition, are to be capitalised in accordance with Policy 12.11 Asset Management and relevant Significant Accounting Policies.

#### 5. Exclusion

- a) Items valued at less than the approved portable and attractive asset thresholds are not considered portable and attractive assets and therefore should not be recorded.
- b) Items as determined by the CEO in Executive Instruction that are –
  - i) to be fixed to vehicles, buildings etc (eg: two way radios), or
  - ii) otherwise determined.

#### 6. Recording

- a) To facilitate effective internal control over these items, each item will be individually registered and maintained in the approved format by the Manager Finance.
- b) Where possible, each item will be uniquely identified and an individual custodian who, due to their ability to directly exercise control over the item, will be responsible for the safe custody of the item.
- c) Purchases will be captured via the purchasing system and acquisition cost, acquisition date, description fields, serial number, item custodian and any other relevant details are to be recorded within the appropriate register.
- d) Portable and attractive items are removed from the register when they are disposed of (e.g. due to being obsolete, surplus or damaged beyond repair) or identified as lost or stolen.

#### 7. Stocktake

- a) Each Executive Manager, in consultation with the Manager Finance, is responsible for ensuring that a stock take of all registered portable and attractive items within their jurisdiction is carried out on a regular basis, but at least every three years.
- b) In addition, all registered portable and attractive items may be subject to spot audits on a periodic basis by the Executive Manager Corporate and Community Services or their delegate, to ensure that adequate control over these items has been maintained.
- c) Audits may take the following form –
  - in conjunction with tag and testing
  - recognition of existence through regular servicing/maintenance schedules
  - include a condition rating
- d) Outcomes of the stocktake will be reported to the EMCCS, highlighting those items identified as lost, stolen or unaccounted for in detail, and advised to the relevant Executive Manager and Manager Finance.

#### 8. Reporting

A report will be produced at least every three years for each Executive Manager –

- a) outlining the staff who are noted as custodians of portable and attractive items,
- b) the last time the item was part of a stocktake and where applicable,
- c) the condition of the item.

#### 9. Disposal of Portable and Attractive Items

Disposal of Portable and Attractive Items will be undertaken in accordance with Delegation 3.3 Disposing of property, and impounded, confiscated or uncollected goods.

#### **Procedures**

Executive Instruction 3.6 – Purchase of Telephones, Software/Hardware and Electronic Equipment

#### **Forms and Templates**

None

– End of Policy

Notes

### 3.11 Significant Accounting Policies

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**Statutory context**            Local Government Act 1995  
  
                                     Local Government (Financial Management) Regulations 1996  
  
                                     Australian Accounting Standards

**Corporate context**        Annual Budget  
  
                                     Annual Financial Statements

**History**                      Adopted                      dd mmmm yyyy

#### **Policy Statement**

1. The following Policy Schedules is adopted, and forms part of this Statement –
  - a) Sch. 3.11 – Significant Accounting Policies forming part of the Notes to the Annual Financial Report

#### **Procedures**

Monthly Financial Instructions – Assets

#### **Forms and Templates**

Asset Acquisition Blank 2018-19

Asset Disposal Blank 2018-19.

– End of Policy

#### **Notes**

Policy Schedule needs detailed review and consideration annually in June to ensure consistency with advice from relevant persons, resulting from possible changes in legislation and accounting standards etc during the financial year.



## **Policy Schedule 3.11 – Significant Accounting Policies forming part of the Notes to the Annual Financial Report**

### **BASIS OF PREPARATION**

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has 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.

### **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.

### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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.

### **REVENUE AND EXPENSES**

#### **Grants, Donations and Other Contributions**

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 23. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations.

### **CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

### **TRADE RECEIVABLES**

#### **Trade and other receivables**

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.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

### **Impairment and risk exposure**

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 1.

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.

### **Classification and subsequent measurement**

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.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

## **INVENTORIES**

### **General**

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.

### **Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

## **OTHER ASSETS AND ASSETS CLASSIFIED AS HELD FOR SALE**

### **Other current assets**

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

### **Non-current assets held for sale**

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

## **OTHER FINANCIAL ASSETS**

### **Other financial assets at amortised cost**

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

### **Financial assets at fair value through profit and loss**

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

### **Impairment and risk**

Information regarding impairment and exposure to risk can be found at Note 1.

### **Previous accounting policy: available for sale financial assets**

Available-for-sale financial assets were non-derivative financial assets that were either not suitable to be classified as other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

**Previous accounting policy: Loans and receivables**

Non-derivative financial assets with fixed or determinable payments that were not quoted in an active market and are solely payments of principal and interest were classified as loans and receivables and are subsequently measured at amortised cost, using the effective interest rate method.

Refer to Note 2 for explanations regarding the change in accounting policy and reclassification of available for sale financial assets to financial assets at fair value through profit and loss.

**PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE)****Fixed assets**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**Initial recognition and measurement between mandatory revaluation dates**

All assets are initially recognised at cost where the fair value of the asset at the date of acquisition is equal to or above \$5,000. All assets are subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, 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 Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

**Revaluation**

The fair value of fixed assets is determined at least every three years and no more than five years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

**Land under control**

In accordance with Local Government (Financial Management) Regulation 16(a)(ii), the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

**Land under roads**

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

**Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

### Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset	Years
Buildings	40 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	Not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	Not depreciated
pavement	50 years
Formed roads (unsealed)	Not depreciated
formation	50 years
pavement	Not depreciated
Footpaths – slab	50 years
Sewerage piping	40 years
Water supply piping and draining systems	50 to 75 years
Other infrastructure	10 to 50 years
Bridges	75 to 100 years

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

## INVESTMENT PROPERTIES

### Investment properties

Investment properties are principally freehold buildings, held for long-term rental yields and not occupied by the Shire. They are carried at fair value. Changes in the fair values are presented in profit or loss as a part of other revenue.

### Fair value of investment properties

A management valuation was performed to determine the fair value of investment properties. The main Level 3 inputs used in the valuation were discount rates, terminal yields, expected vacancy rates and rental growth rates estimated by management based on comparable transactions and industry data.

## BORROWINGS

### Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

### **Borrowing costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

### **Risk**

Information regarding exposure to risk can be found at Note 1.

## **PROVISIONS**

### **Employee benefits**

#### **Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

#### **Other long-term employee benefits**

The Shire's obligations for employees' annual and leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

### **Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

## **LEASES**

### **Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

## **JOINT ARRANGEMENTS**

### **Interests in joint arrangements**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. The equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

## **INVESTMENT IN ASSOCIATES**

### **Investment in associates**

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate. When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

## **RATES**

### **Rates**

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

## **OTHER SIGNIFICANT ACCOUNTING POLICIES**

### **a) Goods and services tax (GST)**

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.

### **b) Current and non-current classification**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire 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 or non-current based on the Shire's intentions to release for sale.

**c) Rounding off figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

**d) Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

**e) Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**f) Superannuation**

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**g) Fair value of assets and liabilities**

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

**h) Fair value hierarchy**

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

**Valuation techniques**

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

**i) Impairment of assets**

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regularity to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

– End of Schedule



## Section 4 - ORDER / PUBLIC SAFETY

No Council Policies applicable to this area of operations.

## Section 5 - FIRE CONTROL

### 5.1 Bush Fire Brigades – Establishment

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**Statutory context** Bush Fires Act 1954 –  
- s.41 – establishment and maintenance of Brigades

**Corporate context** None

**History** Adopted 13 September 2016  
Last reviewed \_\_\_\_\_

#### Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –  
5.1 – Volunteer Bush Fire Brigades areas
2. In accordance with the Bush Fires Act section 41(1) the following Bush Fire Brigades are established, and have the area as per Council Policy Schedule 5.1 Bush Fire Brigade areas –
  - Boundain
  - Highbury East
  - Highbury South
  - Highbury West
  - Minigin
  - Narrogin Central
  - Narrogin South
  - Narrogin Valley
  - Nomans Lake
  - Ockley

– End of Policy

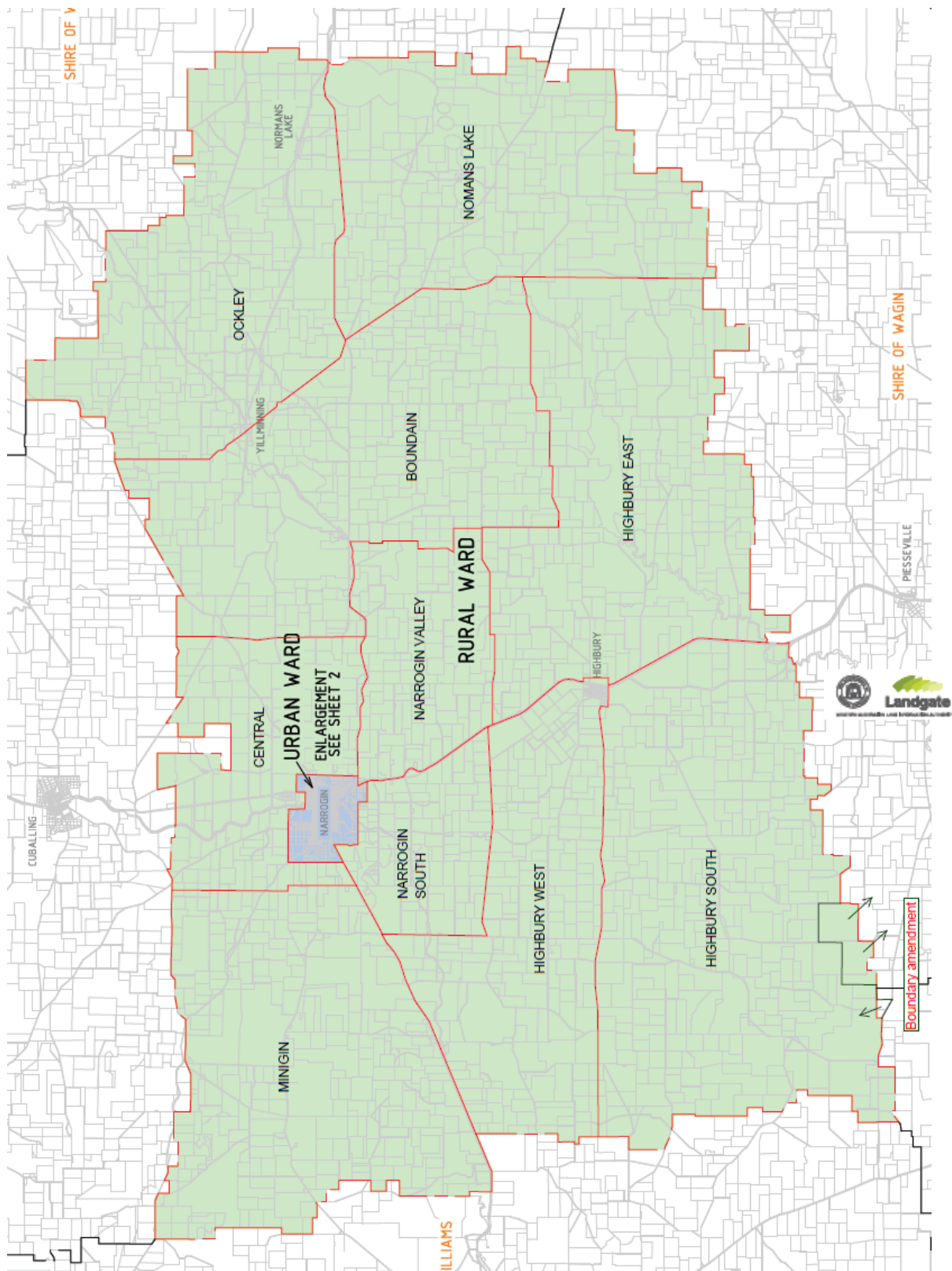
#### Notes

Brigades are not incorporated organisations.

Narrogin townsite is the responsibility of the Narrogin Fire and Emergency Services Unit, and is managed by Dept of Fire and Emergency Services.

## Policy Schedule 5.1 – Bush Fire Brigade areas

As at 1 March 2017



– End of Schedule

## 5.2 Bush Fire Brigades – Management

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<b>Statutory context</b>	Bush Fires Act 1954 Occupational Safety and Health Act 1984  Shire of Narrogin Bush Fires Brigades Local Law 2017 (required by the Act, but not yet in force)
<b>Corporate context</b>	Delegation 5.1 – Issue of burning permits – CEO Delegation 5.2 – Fire fighting – Emergency plant hire Delegation 5.4 – Prohibited and restricted burning periods – Variation
<b>History</b>	Adopted 26 April 2017 Last reviewed _____

### Policy Statement

1. Legislative context
  - a) Bush Fires Act –  
The head of power for Council and FCOs to manage all fire related matters
  - b) Occupational Safety and Health Act –  
In place since 1984, this Act is often ignored or overlooked –
    - Organisational responsibilities include –
      - o to carry appropriate insurance
      - o to provide training, PPE, resources
      - o to make certain vehicles are safe, roadworthy, fit for task and available for use
      - o to ensure all levels of bush fire brigade volunteers and staff members act lawfully and appropriately
    - Volunteer and employee obligations include –
      - o to act to ensure their own safety and welfare, and for those they are responsible for and are around them
      - o to use PPE provided
      - o to undertake appropriate training
2. Application
  - a) While this policy specifically applies to Volunteer FCOs, where relevant, it also applies to those appointed due to their position as a Shire employee.
  - b) This policy also applies to FCOs appointed to dual roles on the nomination of other Shires.
3. Appointment of Fire Control Officers
  - a) FCOs are appointed by Council, usually on the nomination of an FCO Meeting.
  - b) FCOs may also be appointed by Council on the nomination of an adjoining Shire.
  - c) Subject to the BFB Local Law, FCOs will be appointed by Council as the Captain and First Lieutenant of each Brigade, although their authority as FCO extends throughout the Shire.
4. Fire Weather Committee
  - a) This Committee is not appointed by Council, but is formed by the Chief BFCO to advise on weather conditions
5. Allocation of WAERN radios
  - a) Vehicles – each FCO

- b) Base – each FCO, Fire Weather Committee members, Base Radio Operator (if not an FCO), Shire Office
- c) Handhelds – Ranger, Narrogin Police, as arranged by CBFCO and CEO.

#### 6. Training

- a) Required –
  - Fire Control Officers Course – FCOs to complete every 5 years (refer draft BFB Local Law)
- b) Recommended –
  - Australian Interagency Incident Management System – CBFCO, DCBFCO, CEO, EMDRS, Ranger
  - Intro to Structural Firefighting / Structural Awareness – FCOs
  - Intro to Bush Fire Fighting – all volunteers
  - Fire Ground Plant Operations – selected Shire staff.

#### 7. Fire Ground Plant Operations

- a) Shire staff are not to operate any Shire plant on the fire ground unless appropriate Fire Ground Plant Operations training is completed
- b) Authorisation of staff to utilise Shire plant on the fire ground must be obtained prior to operation from:
  - CEO;
  - EMTRS; or
  - MO.

– End of Policy

#### Notes

CBFCO	Chief Bush Fire Control Officer
CEO	Chief Executive Officer
DCBFCO	Deputy Chief Bush Fire Control Officer
EMDRS	Executive Manager Development & Regulatory Services
EMTRS	Executive Manager Technical & Rural Services
FCO	Fire Control Officer
MO	Manager Operations

### 5.3 Firebreaks and Fuel Hazard Reduction – Inspection & Prosecution

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<b>Statutory context</b>	Bush Fires Act 1954 – - s.56(1) – duty of FCO to advise non-compliance  Fire Breaks and Fire Hazard Reduction Notice
<b>Corporate context</b>	Delegation 3.6 – Sundry and Rate Debtors – Recovery and Agreements  Policy 5.5 – FCO Duties
<b>History</b>	Adopted 26 April 2017 Last reviewed _____

#### Policy Statement

1. Firebreaks must be installed and fuel hazard reduction measures taken each year by the date required by the Firebreaks and Fuel Hazard Reduction Notice.
2. The inspection of firebreaks is to commence not later than seven days after the required date.
3. The inspection is to be carried out by the Ranger or other person directed by the CEO, and preferably accompanied by an FCO.
4. In accordance with the Bush Fires Act s.56(1), FCO's are to report any firebreaks not in compliance to the CEO as soon as possible, for action.
5. The owner/occupier of a property found not to comply with requirements is to be sent a letter requiring compliance by a specified date not more than 10 days after inspection.
6. A second inspection of non-complying properties is to be carried out, after the specified date for compliance has elapsed.
7. Where a property remains non-compliant, the CEO is authorised without further notice, to –
  - a) issue an infringement notice, and
  - b) arrange for the carrying out of works so that the property complies, either using the Shire's own staff or contractors.
8. Where compliance has had to be arranged by the CEO, the full cost of achieving compliance, is to be recovered from the property owner either –
  - a) if completed by contractor – the cost invoiced by the contractor engaged, plus 10%, or
  - b) if completed by Shire staff and plant – at full private works rates.
9. Non-payment of an infringement notice or cost of achieving compliance is to be treated as a sundry debt, and appropriate cost recovery actions.

– End of Policy

#### Notes

The Firebreaks and Fire Hazard Reduction Notice –

- must be published in the Government Gazette and local public notice given in order to be enforceable,
- once published, has the effect of being a local law.

## 5.4 Harvest & Movement of Vehicles Bans

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<b>Statutory context</b>	Bush Fires Act 1954	
	- s.14B – Powers of authorised persons and police officers during authorised periods	
	- s.27 – Prohibition on use of tractors or engines except under certain conditions	

Shire of Narrogin Firebreaks and Fuel Hazard Reduction Notice

<b>Corporate context</b>	None
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<b>History</b>	Adopted	26 April 2017
	Amended	_____

### Policy Statement

1. After taking advice from fire control officers as may be available or appropriate, the following persons may determine a Harvest and Movement of Vehicles Ban is to be imposed and to arrange notification (in order of authority) :
  - a) Chief Bush Fire Control Officer;
  - b) Deputy Chief Bush Fire Control Officer;
  - c) Chief Executive Officer;
  - d) Executive Manager Development and Regulatory Services.
2. Notification of Harvest and Movement of Vehicles Bans are to be notified to:
  - a) ABC Radio, and other radio stations broadcasting locally;
  - b) Department of Fire and Emergency Services, Department of Parks and Wildlife;
  - c) adjoining Shires;
  - d) message placed on the Shire of Narrogin Fire and Harvest Bans Information line (answering machine);
  - e) by SMS broadcast.
3. On notification of a Harvest and Movement of Vehicles ban:
  - a) Shire plant on road reserves, in gravel pits etc outside the Narrogin townsite is to cease that activity.
    - o This restriction does not apply to legal use of vehicles on constructed public roads.
  - b) Shire crews undertaking activities that could be considered “hot work” (chainsaw, brushcutter, slashing etc) are to cease that activity.
    - o This restriction does not apply where –
      - the activity is within the Narrogin or Highbury townsites, and
      - is on green grass/vegetation or surrounded by a clear area complying with the Fire Break and Hazard Reduction Notice.
    - o This exemption may be over-ridden by a Total Fire Ban, which prohibits any hot work in the open air, that may be issued by Department of Fire and Emergency Services.

– End of Policy

### Notes

## 5.5 FCO Duties

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### Statutory context

Bush Fires Act 1954  
Occupational Safety and Health Act 1984  
  
Shire of Narrogin Bush Fires Brigades Local Law 2017

### Corporate context

Delegation 5.4 – Prohibited and restricted burning periods – Variation

### History

Adopted	26 April 2017
Last reviewed	_____

### Policy Statement

1. Fighting fires is inherently dangerous. Matters within the control of each FCO, volunteer and person that add to that risk include –
  - a) absence of or inadequate management at the fire site (incident control, team leader)
  - b) failure to report to the person managing the fire, to follow their instructions
  - c) inappropriate attire
2. In the event of an emergency, an FCO is to ensure the safety of firefighters –
  - a) Incident Control is to be established appropriate to the circumstances,
  - b) Any FCO or person in charge of a fire, or any other person authorised to do so, may order away from the fire, any person not wearing adequate and appropriate attire, e.g.: inappropriate footwear, synthetic fabrics, shorts, short-sleeved shirt etc
3. In the event of an emergency, the FCO / Incident Control should provide relevant details to the Shire Office as able, in order to –
  - a) arrange support as needed,
  - b) respond to phone calls and enquiries from the community and others,
  - c) issue SMS broadcast if necessary.
4. Fire reports  
The appropriate FCO is to submit a written report on the forms supplied by the Shire, of any uncontrolled fires in their area.

– End of Policy

### Notes

Refer Bush Fires Act s.39, s.56



## 5.6 Fire Fighting – Emergency plant hire

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<b>Statutory context</b>	Local Government Act 1995 – <ul style="list-style-type: none"><li>- s.6.8(1)(c) – authorisation of unbudgeted expenditure in an emergency</li></ul> Bush Fires Act 1954 – <ul style="list-style-type: none"><li>- s.38(3)(4)(5) – appointed BFCO's may exercise specific authorities given to them</li></ul> Occupational Safety and Health Act 1984  Shire of Narrogin Bush Fires Brigades Local Law 2017
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<b>Corporate context</b>	Delegation 5.4 – Prohibited and restricted burning periods – Variation
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<b>History</b>	Former Delegation 12 July 2016 Adopted as Policy _____
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### Policy Statement

1. Approval is given to commit expenditure for the private hire of plant and equipment necessary for the efficient fighting and control of fires.
2. Person who may give approval for private hire of plant and equipment are –
  - a) Chief Executive Officer
  - b) Executive Manager Corporate & Community Services
  - c) Executive Manager Development & Regulatory Services
  - d) Executive Manager Technical & Rural Services
  - e) Manager Operations
  - f) Rangers

– End of Policy

### Notes

Any approval to be sought is an administrative function for expenditure purposes only, and does not extend to giving of operational instructions.

Where possible, the person is to seek advice from the senior FCO at the fire, and approval from the CEO or an Executive Manager. However, since this policy will only be used in emergency situations, it is acknowledged that this may not be possible.

Adequate resources to fight a fire, for the safety of fire fighters, and for the protection of life and property have the highest priority, and are not to be unnecessarily jeopardised by delay.

## Section 6 - ENVIRONMENTAL HEALTH / FOOD

No Council Policies applicable to this area of operations.

## Section 7 - COMMUNITY SERVICES

### 7.1 Narrogin Regional Homecare – Management

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**Statutory context** Local Government Act 1995

**Corporate context** None

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

#### **Policy Statement**

1. Narrogin Regional Homecare is to maintain a detailed Procedures Manual compliant with the requirements of the Department of Health and Ageing Community Care Common Standards.
2. Compliance with the Manual is a condition of engagement as an employee or volunteer of Narrogin Home Care.
3. The Manual is to be reviewed by the Manager Homecare annually or as required in accordance with any legislative changes, and proposed amendments submitted to the CEO for approval.
4. The attached Schedule 7.1 Narrogin Regional Homecare lists the matters to be included covered by the Manual, but is not limited to these specific items.

– End of Policy

#### **Notes**

## **Policy Schedule 7.1 – Narrogin Regional Homecare Procedures Manual**

Section –

1. Corporate Governance
2. Regulatory Compliance
3. Information Management Systems
4. Community Understanding and Engagement
5. Continuous Improvement
6. Risk Management
7. Human Resource Management
8. Physical Resources
9. Service Access
10. Assessment
11. Support Planning and Delivery
12. Client Reassessment
13. Client Referral
14. Information Provision
15. Privacy and Confidentiality
16. Complaints and Client Feedback
17. Advocacy
18. Independence
19. Food Safety Practices
20. Vehicle Best Practices
21. Emergency and Natural Disasters

*– End of Schedule*

## Section 8 - PERSONNEL

Applying to all matters in relation to personnel and employment –

Local Government Act 1995 –

### **s.5.41 Functions of CEO**

The CEO's functions are to –

....

(d) manage the day to day operations of the local government; and

....

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

....

Local Government (Rules of Conduct) Regulations 2007 –

### **r.10 Relations with local government employees**

(1) A person who is a council member must not –

(a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.

....

### Policy 1.1 – Code of Conduct

For clarification regarding appointment, management and direction of employees –

Employee class	Council involvement	Elected member / Committee involvement	CEO involvement
CEO	<u>Required</u> . May delegate selection and interview to a Committee. Appointment must be by Council resolution.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	As directed by Council, usually limited to process, research and reporting on an applicant.
Designated staff LG Act s.3.57	<u>Required</u> – to consent to appointment or dismissal. <u>Permitted</u> – Interview & recommendation can be done by CEO alone or with elected member input. <u>Prohibited</u> – management or direction.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	<u>Required</u> to initiate / consent to appointment or dismissal.  <u>Statutory function</u> – to manage and direct.
EHO	<u>If designated senior employee</u> – as above, otherwise – <u>In all cases</u> – qualification must comply with Public Health Act 2016 s.17.		
Other staff (non-designated)	<u>Prohibited</u> – Involvement in appointment, management or direction.	<u>Prohibited</u> – involvement in appointment, management or direction.	<u>Statutory function</u> – to appoint, manage, direct etc.

## 8.1 Disciplinary Action

WALGA Workplace Relations, November 2016 – amended

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<b>Statutory context</b>	Fair Work Act 2009 (Commonwealth)
	Fair Work Regulations 2009 (Commonwealth)
	Corruption and Crime Commission Act 2003 (WA)
	Public Interest Disclosure Act 2003 (WA)
<b>Corporate context</b>	Policy 1.1 – Code of Conduct
	Policy 8.3 – Employee Performance and Development
	Policy 8.4 – Grievance
	Executive Instruction 8.1 – Disciplinary Action

<b>History</b>	Adopted	26 April 2017
	Last reviewed	_____

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) general disciplinary principles,
  - b) serious misconduct,
  - c) other disciplinary action, and
  - d) reporting obligations.

– End of Policy

### Notes

## 8.2 Discrimination, Harassment and Bullying

WALGA Workplace Relations, November 2016 – amended

---

**Statutory context** Occupational Safety and Health Act 1984 (WA)  
Occupational Safety and Health Regulations 1996 (WA)  
Equal Opportunity Act 1984  
Fair Work Act 2009

**Corporate context** Policy 8.4 – Grievance  
Policy 8.21 – Equal Employment Opportunity  
  
Executive Instructions –  
- 8.1 – Disciplinary Action  
- 8.2 – Discrimination, Harassment and Bullying

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) application of legislation to the Shire, relevant employees, volunteers and contractors,
  - b) unlawful discrimination,
  - c) harassment,
  - d) sexual harassment,
  - e) bullying, and
  - f) management action.

– End of Policy

Notes

### 8.3 Employee Performance and Development

WALGA Workplace Relations, November 2016 – amended

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**Statutory context** Local Government Act 1995

**Corporate context** Policy 8.1 – Disciplinary Action

Executive Instruction 8.3 – Employee Performance and Development

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

#### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) employees to which the Executive Instruction applies
  - b) commitment to development of employee skills and capabilities,
  - c) induction of employees to cover performance management and development,
  - d) performance reviews covering types of review, purpose and conduct,
  - e) other mechanisms for feedback to employees
  - f) training and development
  - g) underperformance.

– End of Policy

#### Notes



## 8.4 Grievance

WALGA Workplace Relations, November 2016 – amended

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**Statutory context** Local Government Act 1995 –

-  
-

**Corporate context** Policy 1.1 – Code of Conduct  
Policy 8.1 – Disciplinary Policy  
Policy 8.2 – Discrimination, Harassment, & Bullying Policy  
Policy 8.21 – Equal Employment Opportunity

Executive Instruction 8.4 – Grievance

**History** Adopted 26 April 2017

Last reviewed \_\_\_\_\_

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) employees to which the Executive Instruction applies,
  - b) making of a complaint,
  - c) principles for resolution of a complaint,
  - d) outcomes of complaints,
  - e) vexations or malicious complaints,
  - f) prohibition on victimisation of a complainant.
2. Any grievances lodged against the CEO are to be dealt with by the Shire President under this policy.

– End of Policy

Notes

## 8.5 Higher Duties

WALGA Workplace Relations, November 2016 – amended

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**Statutory context** Local Government Industry Award 2010

**Corporate context** Policy 2.5 – Acting / Relieving Staff Authority  
Policy 8.13 – Recruitment and Selection

Executive Instruction 8.5 – Higher Duties

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) employees to which the Executive Instruction applies,
  - b) circumstances in which higher duties will apply.
2. The Executive Instruction is to apply to all employees, excluding the CEO and Executive Manager level positions, who are required to act in a position of higher classification than that which the employee occupies or who is assigned responsibilities or duties which warrant the payment of a higher duty allowance.

– End of Policy

Notes

## 8.6 Leave – Award Entitlements

WALGA Workplace Relations, November 2016 – amended

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<b>Statutory context</b>	National Employment Standards Local Government Industry Award 2010
<b>Corporate context</b>	Executive Instruction 8.6 – Leave – Award Entitlements
<b>History</b>	Adopted 26 April 2017 Last reviewed _____

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) acknowledgement of the priority of the Local Government Industry Award 2010 and the National Employment Standards,
  - b) annual leave processes, including –
    - i) maximum accrual of annual leave to be 8 weeks,
    - ii) arrangements to require employee to take excessive annual leave,
    - iii) annual leave over an organisation or specific crew close down
    - iv) annual leave in advance
  - c) personal / carer's leave, including –
    - i) requirements to notify supervisor or manager,
    - ii) circumstances in which evidence of illness or injury etc, may be required,
  - d) unpaid leave
  - e) consequences for breach of the Executive Instruction.

– End of Policy

### Notes

## 8.7 Leave – Community Service

WALGA Workplace Relations, November 2016 – amended

**Statutory context** Fair Work Act 2009 (Cth)  
Juries Act 1957

**Corporate context** Executive Instruction 8.7 – Leave – Community Service

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) acknowledgement of the priority of the provisions of the Fair Work Act 2009 (Cth),
  - b) acknowledgement of priority of the provisions of the Juries Act 1957,
  - c) application to all employees of the Shire,
  - d) obligation on employee to notify of membership of any relevant organisation that may necessitate leave,
  - e) priority area for consideration of leave is within the Shire, but the CEO to have discretion in appropriate circumstances,
  - f) in exceptional circumstances, CEO to have discretion to approve paid leave.

2. The definitions to apply are –

**voluntary activity** is where an employee engages in a voluntary activity, and the following criteria are met –

- a) the activity is either of –
  - a voluntary community activity, or
  - a voluntary emergency management activity
- b) the employee engages in the activity on a voluntary basis;
- c) either –
  - i) the employee was requested by or on behalf of the body to engage in the activity; or
  - ii) no such request was made, but it would be reasonable to expect that, if the circumstances had permitted the making of such a request, it is likely that such a request would have been made.

**voluntary community activity** is where an employee engages in a voluntary emergency management activity if all the following criteria are met –

- a) the employee engages in an activity that involves the community generally or a significant portion of the community;
- b) the employee is a member of, or has a member-like association with, a recognised community organisation.

**voluntary emergency management activities** is where an employee engages in a voluntary emergency management activity if all the following criteria are met –

- a) the employee engages in an activity that involves dealing with an emergency or natural disaster;
- b) the employee is a member of, or has a member-like association with, a recognised emergency management body; and

– End of Policy –

### Notes

## 8.8 Leave – Long Service

WALGA Workplace Relations, November 2016 – amended

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**Statutory context** Local Government (Long Service Leave) Regulations

**Corporate context** Executive Instruction 8.8 – Leave – Long Service

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) acknowledgement of the priority of the Local Government (Long Service Leave) Regulations,
  - b) long serve leave processes –
    - i) maximum accrual of annual leave to be 8 weeks,
    - ii) arrangements to require employee to take excessive annual leave,
    - iii) annual leave over an organisation or specific crew close down,
    - iv) annual leave in advance,
  - c) taking of pro-rata long service leave prior to due date in exceptional circumstances and subject to completion of a minimum 7 years service in local government,
  - d) long service leave taken later than 6 months after due date at the employee's request, not to be paid at a rate higher than that specified by the Regulations,
  - e) long service leave taken later than 6 months after due date at the CEO's request, to be paid at the rate applicable when taking the long service leave,
  - f) long service leave may not be deferred by the employee for more than 2 years, without the specific written approval of the CEO, which may only be given in exceptional circumstances.

– End of Policy

### Notes

## 8.9 Probationary Periods of Employment

WALGA Workplace Relations, November 2016 – amended

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**Statutory context** Local Government Act 1995

**Corporate context** Policy 8.10 – Recruitment and Selection

Executive Instruction 8.9 – Probationary Periods of Employment

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) acknowledgement of the priority of the Local Government (Long Service Leave) Regulations,
  - b) disclosure requirements for probationary period,
  - c) completion or extension of probationary period,
  - d) termination during a probationary period.

– End of Policy

Notes

## 8.10 Recruitment and Selection

WALGA Workplace Relations, November 2016 – amended

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<b>Statutory context</b>	Local Government Act 1995 Local Government (Administration) Regulations 1996 Equal Opportunity Act 1984 Occupational Safety and Health Act 1984
<b>Corporate context</b>	Policy 8.2 – Discrimination, Harassment and Bullying Policy Policy 8.4 – Grievance Policy Policy 8.9 – Probationary Periods of Employment Policy Policy 8.21 – Equal Employment Opportunity Policy  Executive Instruction- <ul style="list-style-type: none"><li>- 8.5 – Higher Duties</li><li>- 8.10 – Recruitment and Selection</li></ul>
<b>History</b>	Adopted 26 April 2017 Last reviewed _____

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) acknowledgement of the priority of the Local Government Act and Regulations requirements for section on merit, CEO and Designated senior staff recruitment,
  - b) acknowledgement of the principles of the Equal Opportunity Act,
  - c) procedural requirements to review requirement, commence, manage, and document the recruitment and selection processes,
  - d) filling of positions disclosed in the annual Budget to be an authorised action where the position,
  - e) filling of positions not disclosed in the annual Budget to be only on authority of CEO,
  - f) application of probationary periods to all positions with tenure greater than 6 months,
  - g) internal candidate preference where experience and potential indicate, for retention of corporate knowledge and development of clear career paths for staff,
2. The CEO and senior staff designated in accordance with the Local Government Act have separate or additional requirements, but unless inconsistent with legislative requirements, processes are to conform to this Executive Instruction.

– End of Policy

### Notes

## 8.11 Rostered Days Off

WALGA Workplace Relations, November 2016 – amended

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**Statutory context** Local Government Act 1995

**Corporate context** Executive Instruction 8.11 – Rostered Days Off

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) outside workers – on the basis of a 9 day fortnight,
  - b) inside staff – on the basis of a 19 day 4 week period'
  - c) accrual principles while on leave or public holidays,
  - d) accumulation of RDOs may be permitted by the relevant Executive Manager, but are not to exceed a maximum accrual of 5 days.

– End of Policy

Notes



## 8.12 Secondary Employment

WALGA Workplace Relations, November 2016 – amended

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**Statutory context** Local Government Act 1995

**Corporate context** Policy 1.1 – Code of Conduct  
Policy 8.1 – Disciplinary Action

Executive Instruction 8.12 – Secondary Employment

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) acknowledging the priority of the Local Government Act,
  - b) secondary employment to include substantial commitments to community organisations,
  - c) ensuring no conflict of interest with Shire concerns including –
    - i) use of Shire resources both physical and electronic, work time,
    - ii) potential for increased load on other staff
    - iii) community perception and preservation of the Shire's reputation,
  - d) employee responsibilities
  - e) CEO responsibilities.
2. Notwithstanding the limitations, there is to be a general encouragement for employees to participate in community activities.

– End of Policy

Notes

## 8.13 Training, Study and Education

WALGA Workplace Relations, November 2016 – amended

<b>Statutory context</b>	Local Government Act 1995 Building Regulations 2012 Food Act 2008 Occupational Safety and Health Act 1984 Public Health Act 2016
<b>Corporate context</b>	Policy 8.3 – Employee Performance and Development Policy 8.6 – Leave – Award Entitlements Policy 8.15 – Use of Fleet Vehicles – Work and Private Use Policy 8.18 – Use of Private Vehicles – Work Purposes  Executive Instruction 8.13 – Training, Study and Education
<b>History</b>	Adopted 26 April 2017 Amended _____

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) mandatory qualification requirements for specific positions, in particular environmental health, food and building matters,
  - b) mandatory training requirements, in particular for plant operation and OSH,
  - c) professional development training directly associated with the employee's position,
  - d) professional development not related to the employee's position but potential benefit to the Shire,
  - e) circumstances in which expenses and type of expenses may be met in full or in part,
  - f) provision for an allowance to be claimed by employees making private arrangements for accommodation etc for any training related to (a), (b) or (c) above,
  - g) travel arrangements,
  - h) professional association membership
2. Permitted rates for daily accommodation and breakfast and dinner, if not included in the training/conference cost are –
  - a) those in accordance with the Australia Taxation Office Reasonable Travel Allowances Determination applicable to Perth (excluding incidentals), as issued for each financial year,
  - b) to reimbursed or authorised through purchasing procedures, and
  - c) not an allowance paid to the employee.
3. Where an employee has privately arranged accommodation, an allowance of 30% of the accommodation rate only, will be paid to the employee upon claim, and other reimbursements remain applicable.
4. Nothing in this policy prevents the CEO from approving accommodation at an expense greater than that provided in clause 2 if considered appropriate if the accommodation is at or near the conference or training venue, and other relevant matters are taken into account such as transport costs and time, employee safety and security after hours etc.

– End of Policy

### Notes

Clause 2 – Australian Taxation Office Determination  
Reasonable Travel Allowances  
<https://atotaxrates.info/allowances/ato-reasonable-travel-allowances/>

## 8.14 Uniforms, PPE and Personal Presentation

WALGA Workplace Relations, November 2016 – amended

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**Statutory context** Occupational Safety and Health Act 1984

**Corporate context** Policy 8.1 – Disciplinary Action

Executive Instruction 8.14 – Uniforms, PPE and Personal Presentation

**History**

Adopted	26 April 2017
Amended	_____

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) indoor employees –
    - i) standard of dress if not wearing uniform,
    - ii) uniform allowance, whether private purchase or through corporate supplier,
    - iii) wearing and use of PPE is mandatory for relevant tasks
  - b) outdoor employees –
    - i) wearing and use of PPE is mandatory at all times
  - c) PPE and Clothing to be provided by the Shire,
  - d) conditions of use of PPE and uniforms,
  - e) wearing of PPE or clothing displaying the Shire logo out of work hours – inappropriate behaviour reflecting badly on the Shire may result in disciplinary action.
2. Uniform allowance for indoor employees, following completion of probation period –
  - full time employee - \$350 per year
  - part time employee - \$200 per year

– End of Policy

Notes

## 8.15 Use of Fleet Vehicles – Work and Private Usage

WALGA Workplace Relations, November 2016 – amended

**Statutory context** Occupational Safety and Health Act 1984

**Corporate context** Policy 8.1 – Disciplinary Action  
Policy 8.17 – Workplace Surveillance

Executive Instructions –

- 8.13 – Training, Study and Education
- 8.15 – Use of Fleet Vehicles – Work and Private Usage

**History** Adopted 26 April 2017

Last reviewed \_\_\_\_\_

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) subject to any contractual arrangement with the employee,
  - b) principles of obtaining a vehicle,
  - c) arrangements for vehicle when employee takes leave,
  - d) CEO scope of authority and responsibility,
  - e) if deemed appropriate, CEO may require FBT expense be recovered from employee,
  - f) maintenance, responsibilities and requirements for vehicle – employee and Shire,
  - g) use of a fleet vehicle displaying the Shire logo or easily identified as a Shire vehicle out of work hours – inappropriate behaviour reflecting badly on the Shire may result in disciplinary action.
  - h) garaging of vehicle,
  - i) consequences for breach of the Executive Instruction.

– End of Policy

### Notes

## 8.16 Use of Private Vehicles – Work Purposes

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**Statutory context** Occupational Safety and Health Act 1984

**Corporate context** Executive Instructions –  
- 8.1 – Disciplinary Action  
- 8.13 – Training, Study and Education  
- 8.16 – Use of Private Vehicles – Work Purposes

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) to be applied where approval is given to use a private vehicle for work purposes,
  - b) preference is for use of a fleet vehicle for all work purposes, but it is recognised that this is not always possible or appropriate,
  - c) procedure for approval to use a private vehicle, requirements and standards,
  - d) obligations of employee and Shire,
  - e) private vehicle not permitted to be used to transport Homecare clients,

– End of Policy

### Notes

## 8.17 Workplace Surveillance

WALGA Workplace Relations, June 2016

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**Statutory context** Surveillance Devices Act 1998

**Corporate context** Policy 1.1 – Code of Conduct  
Policy 8.1 – Disciplinary

Executive Instruction 8.17 – Workplace Surveillance

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) acknowledgement that the purpose workplace surveillance is –
    - i) to ensure a safe environment for employees,
    - ii) after hours security for protection of assets and equipment,
    - iii) is not intended for surveillance of employees.
  - b) approved and prohibited placement of surveillance devices,
  - c) employees permitted to access images and recordings are –
    - i) CEO,
    - ii) Executive Managers,
    - iii) Information Technology Officer, under instruction
  - d) confidentiality of images and recordings,
  - e) consequences for breach of the Executive Instruction.

– End of Policy

### Notes

Placement and use of surveillance cameras should also have regard to –

[www.dpc.wa.gov.au/GuidelinesAndPolicies/PremiersCirculars/Lists/Circular/Attachments/237/2009\\_05%20Registration%20of%20CCTV%20Systems.pdf](http://www.dpc.wa.gov.au/GuidelinesAndPolicies/PremiersCirculars/Lists/Circular/Attachments/237/2009_05%20Registration%20of%20CCTV%20Systems.pdf)

## 8.18 Salary Sacrifice

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**Statutory context** Australian Taxation Office –

- Goods and Services Tax – legislation, rulings and guidelines
- Fringe Benefits Tax – legislation, rulings and guidelines
- Superannuation – legislation, limits

**Corporate context** Executive Instruction 8.17 – Salary Sacrifice

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - a) compliance with all requirements of the Australian Taxation Office,
  - b) being cost neutral to the Shire,
  - c) limits on amount that may be salary sacrificed, duration and purposes.

– End of Policy

### Notes



## 8.19 Employees – Recognition of Service (Gratuity)

WALGA Workplace Relations, November 2016 – amended

<b>Statutory context</b>	Local Government Act 1995 –	
	- s.5.50 – Payments to employees in addition to Award or contract	
	Local Government (Administration) Regulations 1996,	
	- specifically regulation 19A	
<b>Corporate context</b>	None	
<b>History</b>	Adopted	26 April 2017
	Amended	<hr/>

### Policy Statement

#### 1. Application

An employee who has been dismissed by the Shire for any reason other than redundancy, will not be eligible to receive any payment under this policy.

Long serving employees may be recognised within the parameters set by section 5.50 of the Local Government Act 1995 and the associated Regulations.

An employee, whose employment is finishing, may be paid to a gratuity payment when their employment is ceasing due to –

- Resignation (not as a result of any performance management or investigation being conducted or pending/potential disciplinary action by the Shire);
- Retirement; or
- Redundancy.

#### 2. Gratuity

The CEO in consultation with the relevant Executive Manager, may –

- provide a gratuity to a qualifying employee in the form of a gift card or voucher from a local business within the Shire,
- exercise their discretion to provide money instead of a gift card or voucher.

#### 3. Prescribed Amounts for Gratuity Payments

Gratuity payments should be calculated based on the following prescribed amounts –

- Continuous service less than 2 years – to the value of \$30 per year of service
- Continuous service greater than 2 years – to the value of \$50 per year of service  
maximum payment of \$1,000

#### 4. Exceeding prescribed amounts

In some circumstances, Council may consider it appropriate to make a payment greater than that specified by this policy. In which case local public notice is required to be given in relation to the proposed gratuity in accordance with the Local Government Act s.5.50 (2), and is not to exceed the amounts as set in the Local Government Administration Regulations 1996, specifically regulation 19A.

#### 5. Determining Service

For the purpose of this policy, continuous service shall be deemed to include –

- any period of absence from duty on annual leave, long service leave, paid compassionate leave, accrued paid personal leave and public holidays;

- b) any period of authorised paid absence from duty necessitated by sickness of or injury to the employee up to a maximum of three months in each calendar year, but not including leave without pay or parental leave; or
- c) any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 12 months.

For the purpose of this policy, continuous service shall exclude –

- d) any period of unauthorised absence from duty unless the CEO determines otherwise;
- e) any period of unpaid leave unless the CEO determines otherwise; or
- f) any period of absence from duty on parental leave unless the CEO determines otherwise.

#### 6. Financial Liability for Taxation

The employee has full responsibility for any taxation payable on a gratuity payment.

– End of Policy

#### Notes

##### **Statutory requirements –**

- a) This Policy must be published on the Shire's website.**
- b) Recognition in excess of Policy may be made only if local public notice is given prior to payment being made.**

Advertised on 4 May 2017 (Narrogin Observer)

Notes – (to be removed when no longer applicable) –

The Shire acknowledges that at the time the policy was introduced –

- a) employees may be entitled to payments in addition to this policy as a result of accrued unused long service leave benefits, redundancy payments or notice periods as prescribed by, legislation or a relevant industrial instrument. The Shire has considered these provisions when setting the prescribed amount of any gratuity payment in this policy.
- b) the financial implications to the Shire were understood and that these financial implications had been investigated based on the workforce position current at that time.

## 8.20 Employee Superannuation

WALGA Workplace Relations, November 2016 – amended

**Statutory context** Superannuation Guarantee Contribution (Administration) Act 1992

**Corporate context** None

**History** Adopted 26 April 2017  
Amended \_\_\_\_\_

### Policy Statement

1. Application

This Policy applies to all employees whether the full-time, part-time or casual.

2. Superannuation Benefit

Employees will have freedom of choice over the complying fund that their Superannuation Guarantee Contributions (SGC) are paid into.

The superannuation default fund shall be the WA Super.

Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax).

The Shire will match the additional contribution to a maximum of 15.0% of salary, which includes the SGC component, that is – SGC component plus matching component not to exceed 15.0%.

- It should be noted that as the SGC component increases, the threshold for maximum matching contribution by the Shire will decrease.

Employees can voluntarily contribute more than the threshold but will not receive a further contribution from the Shire.

The additional contribution and the voluntary contribution can be deposited in to the employee's fund of choice.

3. Variation to This Policy

This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy.

– End of Policy

### Notes

## 8.21 Equal Employment Opportunity

WALGA Workplace Relations, November 2016 – amended

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<b>Statutory context</b>	WA Equal Opportunity Act 1984 Equal Opportunity Act 1986 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Disability Discrimination Act 1992
<b>Corporate context</b>	Policy 8.2 – Discrimination, Harassment and Bullying Policy 8.4 – Grievance Policy 8.10 – Recruitment and Selection Policy 8.13 – Training, Study and Education  Executive Instructions – <ul style="list-style-type: none"><li>- 8.2 – Discrimination, Harassment and Bullying</li><li>- 8.4 – Grievance</li><li>- 8.10 – Recruitment and Selection</li></ul>
<b>History</b>	Adopted 26 April 2017 Last reviewed _____

### Policy Statement

#### 1. Introduction

The Shire is committed to equal opportunity and diversity and promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality and dignity.

This involves the improvement in the skills and competency levels of employees to provide equal access to further employment or career path progression. The Shire acknowledges and celebrates diversity and commits to continuing to actively and flexibly seek to appoint and accommodate the unique needs of many different employees.

#### 2. Application

adopted that apply to employees, potential employees, volunteers and contractors/consultants.

#### 3. Environment

The Shire recognises that when conflict, discrimination and harassment occurs in the workplace, job satisfaction, morale and productivity suffers. A healthy and safe work environment free from unnecessary discrimination, harassment and bullying is the a primary objective of the Shire.

#### 4. Diversity

The Shire appreciates the value inherent in a diverse workforce. Diversity may result from a range of factors; origin, age, gender, race, cultural heritage, lifestyle, education, physical ability, appearance, language or other factors.

#### 5. Awareness

Upon appointment all employees are to be given a full copy of this Policy and ensure this Policy is easily accessible electronically and in other forms as requested.

#### 6. Monitoring

Employment related practices are to be periodically reviewed in accordance with this Statement, with particular consideration of practices and policies.

– *End of Policy*

#### Notes

## Section 9 - OCCUPATIONAL SAFETY & HEALTH

### 9.1 Occupational Safety & Health Policy – Employees, Volunteers, Contractors, Visitors

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<b>Statutory context</b>	Occupational Safety and Health Act 1984
<b>Corporate context</b>	Policy 1.1 – Code of Conduct Policy 8.1 – Disciplinary Action Policy 8.4 – Grievance Policy 9.4 – Workplace Visitors – Management  Executive Instructions – - 9.1 – Occupational Safety & Health – Employees and Contractors  OSH – Manuals, Requirements, Standards and Procedures OSH – Contractors Handbook
<b>History</b>	Adopted 26 April 2017 Last reviewed _____

#### Policy Statement

1. The Shire of Narrogin will provide a safe and healthy work environment, so far as practicable, for –
  - a) the community,
  - b) employees,
  - c) volunteers,
  - d) contractors, and
  - e) visitors.
2. The Shire is concerned with protecting the safety, health and welfare of all personnel and visitors. Consistent with this, the Shire will –
  - a) Provide and maintain a safe work environment by managing risk through effective hazard identification and control;
  - b) Strive for continuous improvement in Occupational Safety and Health performance utilising best practice procedures and taking into account evolving knowledge and technology;
  - c) Comply with all applicable legislation and requirements;
  - d) Establish, implement and maintain an Occupational Health and Safety Management System; including measureable objectives and targets aimed at elimination of work related injury and illness,
  - e) Ensure that all employees, including contractors and volunteers, are fully informed, instructed, trained and supervised in the tasks they are required to perform;
  - f) Communicate and consult with employees, including contractors and volunteers, involve them in the development of practices and procedures aimed at the improvement of Occupational Health and Safety performance;
  - g) Ensure that all employees, including contractors and volunteers, are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and to avoid adversely affecting the health or safety of others through any act or omission at work and report hazards, accidents, incidents and near misses to their supervisor.
3. Copies of this Policy shall be made available to all employees, volunteers, contractors and visitors, and displayed within the workplace.
4. This Policy is to be reviewed and authorised annually.

President \_\_\_\_\_

CEO \_\_\_\_\_

Date \_\_\_\_\_

– End of Policy –

#### Notes

Refer –

1. OSH – Manuals, Requirements, Standards and Procedures
2. OSH – Contractors Handbook

## 9.2 Occupational Safety & Health – Executive Instructions

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<b>Statutory context</b>	Occupational Safety and Health Act 1984	
<b>Corporate context</b>	OSH – Manuals, Requirements, Standards and Procedures OSH – Contractors Handbook	
<b>History</b>	Adopted	26 April 2017
	Last reviewed	_____

### Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instructions regarding this matter, which is to include but is not limited to –
  - a) acknowledgement of the priority of the Occupational Safety & Health Act 1984,
  - b) the establishment and operation of employee based OSH Committee in accordance with the Act,
  - c) requiring the development, maintenance and review of OSH manuals, requirements, standards, procedures, guidelines etc
  - d) requiring the development, maintenance and review of OSH Handbook for Contractors etc
  - e) consequences for breach of the Executive Instruction.

– End of Policy

### Notes



## 9.3 Drugs and Alcohol

WALGA Workplace Relations, November 2016

**Statutory context** Occupational Safety and Health Act 1984

**Corporate context** Policy 1.1 – Code of Conduct  
Policy 8.1 – Disciplinary  
Grievance Policy  
Grievance Procedure  
Policy

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

#### 1. Introduction

This policy is designed to eliminate the risks inherent in the use or abuse of drugs alcohol or other substances and to provide a safe and productive workplace for employees.

The Shire is committed to ensuring all employees take reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

#### 2. Application

For the purpose of this policy –

- the term “employee” shall extend to cover contractors as per the Occupational Safety and Health Act 1984, volunteers and any person performing work for or with the Shire in any capacity,
- the workplace is defined as any place in which work is carried out while engaged by the Shire.

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

#### 3. Responsibility

Under the Occupational Safety and Health Act 1984, workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely effected, possibly as a result of the night before in addition to consumption as work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

All employees are expected to comply with the Shire's Code of Conduct at all times. They should carry out their duties in a professional, responsible and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

#### 4. Drug Use in a Shire workplace

Employees who buy, take, or sell drugs in any Shire workplace, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

5. Prescribed and Over the Counter Medications

The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

The categories of drugs and substances prohibited by the Shire are outlined as per the Australian Standard AS 4308 for drugs of abuse.

6. Consumption of Alcohol on the Premises

Except in situations where the Shire holds or hosts a function within the district and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace. With the approval of the CEO or Executive Manager an employee may be approved to drink alcohol at a work related function.

7. Responsibilities

The Shire considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects their health and safety, and/or others in the workplace, the Shire is committed to appropriately managing the issue.

A likely outcome of any breach of this policy will be disciplinary action (up to and including termination of employment), however the Shire may also manage the issue by –

- Providing appropriate education and training to employees;
- Providing professional counselling and support where needed.

8. Managers' Responsibilities – Consumption of Alcohol at Work Sponsored Functions

Team managers shall –

- a) encourage their staff to make alternative arrangements for transport to and from the function;
- b) ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: tea, coffee and food;
- c) if the manager believes a person may be over the Blood Alcohol Content (BAC) 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- d) if the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

9. Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Shire will provide assistance to the employee –

- a) the Shire will allow an employee to access any accrued personal or annual leave, or leave without pay by agreement of the CEO, while they are undergoing treatment, and;
- b) the Shire will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

10. Pre-Employment Medical Tests

As part of the recruitment selection process, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing. Failure to provide a negative test result may result in their application for employment being unsuccessful.

11. Random Testing

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. All staff on site must participate in the random selection.

#### 12. Identification of Impairment & Testing

If the Shire has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Testing may be carried out as a result of all incidents (including, but not limited to near miss, injury, property damage, and personal altercations).

If the Shire suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions –

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- require that an employee undergo drug and alcohol testing administered by a Shire authorised testing provider (such as Pathwest) at the direction of the Shire;
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs –

- The employee tested and the CEO will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including the termination of employment.

#### 13. Testing in the event of an accident/incident

The Shire, at the discretion of the CEO or Executive Manager may require an employee to undertake a drug and alcohol test, as described above, in the event of an accident or incident where there is a risk to health and safety.

#### 14. Education, Training & Awareness

The Shire may provide education and training to all employees at the workplace about the effects of alcohol and other drugs and their risks to safety and health. Line managers may be given training so that they may identify situations where an employee is potentially misusing alcohol or drugs.

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help. Contacts at outside agencies where help can be obtained will be made readily available to all employees via the Shire's noticeboards.

The Shire engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

15. Testing Provider

Drug and alcohol testing may be undertaken by Pathwest Laboratories, Narrogin or another provider if required.

16. Consequences of Breaching this Policy

An employee engaged by the Shire who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

17. Variation to This Policy

This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy.

– End of Policy –

Notes

## 9.4 Health and Wellbeing

WALGA Workplace Relations, November 2016 – amended

**Statutory context** None

**Corporate context** None

**History** Adopted 26 April 2017  
Amended \_\_\_\_\_

### Policy Statement

#### 1. Introduction

The Shire encourages the health and wellbeing of our employees at work and promotes employee work life balance so our employees are able to fulfil work and lifestyle responsibilities efficiently and effectively.

The purpose of this policy is to ensure that staff have the opportunity to access health and wellbeing initiatives and choices in the workplace.

#### 2. Application

This policy applies to all permanent full time or part time employees of the Shire.

#### 3. Wellbeing Program

LGIS Municipal Workcare Scheme has developed a preferred supplier arrangement, and it is through this that the Shire offers employees access to health services.

The Shire is provided with a range of health services such as –

- a) Health Assessments
- b) Skin Cancer Screenings
- c) Flu Vaccinations
- d) Health Seminars/ Workshops
- e) Ergonomic Assessments
- f) Manual Task Training

Periodically throughout the year, health and well-being matters will be promoted and made available to employees. As the services are dependent on funding, limited spaces may be available however every effort will be made to provide these services to those interested in participating.

#### 4. Staff Leisure Centre Membership Subsidy

The Shire offers permanent full time and part time employees the ability to purchase a single or family membership for the Narrogin Regional Leisure Centre at a 50% discount of the adopted annual rates to encourage fitness and general wellbeing within the workforce. Note: this does not include coordinated sports activities.

#### 5. Smoke Free Workplace

The Shire is committed to promoting a smoke free workplace.

Smoking in the following places is prohibited –

- All Shire buildings,
- All Shire vehicles and plant,
- The Depot office, workshop, the bottom lean-to (plant and chemical storage) or within 20 metres of the diesel transfer tank

- Within 5 metres of access points to buildings such as doors, windows, near air conditioning vents and ducts
- Courtyards
- Other areas designated as non-smoking areas by signage

The underpinning principle being that non-smokers shall not be subjected to smoke inhalation, therefore if you are asked to move away or extinguish a cigarette, you must comply with the request.

Ensure that cigarette butts are dealt with appropriately. They must be put out, picked up and disposed of in the appropriate receptacle – they are not to be disposed of in flowerbeds, walkways etc.

## 6. Staff Support Services

### a) Access

The Shire offers staff support services, in the form of confidential counselling services through LGIS, to assist employees experiencing personal and/or work related issues.

The services are offered to all employees of the Shire and are designed to be short-term. Use of the services provided is on a voluntary basis and is free to employees.

If a problem cannot be resolved by the individual's own efforts or through other means, the LGIS counselling service can be accessed by –

- Manager referral - in some cases, managers may suggest to employees that they may benefit from utilising the counselling service. In this case referral to LGIS counselling services should be kept confidential between the manager and the employee, or
- Internal Contact – employees may contact the Executive Manager Corporate and Community services to organise referral. Alternatively, employees may access the service at their own discretion. Workers and managers can access the service by phone or email (face to face if availability permits) enabling them to receive confidential counselling support wherever they are based.

LGIS can be contacted by –

- phoning 9483 8857,
  - email [admin@lgis.wa.com.au](mailto:admin@lgis.wa.com.au), or
- <https://www.lgiswa.com.au>

### b) Number of Sessions

The counselling services provided by LGIS are primarily 'stress counselling' and of a short-term nature. Sessions are generally one hour in duration. The service is available between 8.30am and 5.00pm Mondays to Fridays. Sessions are predominantly phone based. Upon special request, face to face counselling can be organised depending on availabilities.

If the psychologist considers the issue to require ongoing counselling or long term therapy, resources will be provided to the employee to sought alternative support (for example, through the Better Access scheme via a doctor's referral or local resources available within the community).

### c) Leave Provisions

In the event that the employee desires to ensure that their manager is not aware that they are undertaking counselling, then the employee should organise sessions to be completed during non-working hours. The arrangement for taking time off during work hours will be the same as for any form of absence from the workplace, including time in lieu, however the manager does not need to be informed of the referral or the specifics of the matter.

### d) Confidentiality

A significant feature of the LGIS counselling service is the high level of Confidentiality and the respect for the employee's privacy. All employees utilising the service are required to sign a confidentiality agreement to enforce this.

Information on all referrals to LGIS counselling services will be in strict confidence. Confidentiality means that the Shire will not receive any information from LGIS concerning the employee's problem. Employees will need to provide written consent to release their personal information, should they choose to share their counselling information to a third party.

Provider – LGIS counselling services should be contacted by the employee for an appointment.

#### 7. Communication

The Shire will ensure that –

- All employees receive a copy of this policy during the induction process.
- This policy is easily accessible by all members of the organisation.
- Employees are empowered to actively contribute and provide feedback to this policy.

– *End of Policy*

Notes

## 9.5 Workplace Visitors – Management

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**Statutory context** Occupational Safety and Health Act 1984

**Corporate context** None

**History** Adopted 26 April 2017  
Last reviewed \_\_\_\_\_

### Policy Statement

1. The Shire is committed, to ensuring that visitors to workplaces are not exposed to hazards as far as reasonably practicable.
2. Severe penalties apply under the Occupation Safety and Health Act 1984 if visitors to workplaces are injured through not being appropriately cared for.
3. Visitors to workplaces are required to comply with the directions of staff by the OSH Act s.57A.
4. All locations –
  - a) Visitors who wish to move around the location must be accompanied by a Shire employee at all times, with the exception of authorised contractors/subcontractors.
  - b) Employees are to ensure that all walkways and access/exit points remain clear of obstacles at all times.
  - c) Prior to being authorised to enter a workplace/worksites which has known hazard/s, all visitors must be provided with a workplace specific induction on the nature of the hazard/s within that location and must be instructed in any emergency evacuation procedures.
5. Offices and similar locations –

All visitors are to report to the front counter, where applicable, or to the appropriate Manager / Supervisor before entering the workplace/worksites.
6. Depot Workshop and Yard –

Prior to entry into the depot workshop or yard, all visitors, contractors and subcontractors are to report to the depot office.
7. Construction and maintenance sites and similar locations –
  - a) Prior to entry to a construction/maintenance site, all visitors, contractors and subcontractors are to report to the site manager or supervisor.
  - b) High visibility workwear is mandatory for depot yard and worksites.
  - c) Appropriate footwear and PPE for the purpose is mandatory.

– End of Policy

### Notes





## Section 10 - BUILDING / DEVELOPMENT

### 10.1 Kerb / Footpath Deposit – Adjoining Works

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<b>Statutory context</b>	Building Act 2011 Building Regulations 2012
	Shire of Narrogin Public Places & Local Government Property Local Law 2016
<b>Corporate context</b>	Delegation 10.3 – Control of Planning Matters
<b>History</b>	Adopted 26 April 2017
	Last reviewed _____

#### Policy Statement

1. Where the estimated value of building / demolition developments exceeds \$20,000.00, a kerb / footpath deposit is required to be paid to the Shire of Narrogin by the applicant.
2. The following conditions apply –
  - a) The kerb/footpath deposit must be paid to the Shire of Narrogin before a building/demolition permit can be issued.
  - b) Loading and unloading of steel track machinery on the road without the use of rubber tyres or timber, will result in no refund of your kerb/footpath deposit.
  - c) All development material including sand, bricks and timber must be cleaned from the footpath and road verge area at the completion of the development
  - d) All damage to kerbing, footpaths, verge and road area caused during the development, must be repaired prior to requesting a refund.
3. The deposit is to be held in Council's Trust Fund.
4. Once the development has been completed, and a request for refund of the deposit has been received, an appropriate person is to conduct a site inspection.
5. If there is damage to the kerb, footpath, verge or road surface, the cost of repair is to be deducted from the deposit prior to refund being made
6. If approved, a refund for the authorised amount is to be issued to the person who lodged the original deposit.
7. If the cost of repairing the damage exceed the deposit amount, and invoice for the balance is to be issued to the property owner or contractor.

– End of Policy

#### Notes

## 10.2 Shade Cloth Structures

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**Statutory context**            Building Act 2011  
                                      Building Regulations 2012

**Corporate context**        None

**History**                      Adopted                      26 April 2017  
                                      Amended                      \_\_\_\_\_

### **Policy Statement**

1. Upon application, approval may be given to use shade cloth to cover or enclose an area between a patio, pergola, carport or garage and an adjoining fence –
  - a) within the side and rear setbacks of residential properties within townsites,
  - b) the structure shall be of shade cloth supported on a light weight framework of metal installed between the roof of the adjacent structure and below the top of the boundary fence,
2. Prior to approving a shade cloth structure up to a boundary, an appropriate employee shall refer the application to the adjacent landowners/occupiers for comment over a minimum 14 day period.
3. Shade cloth structures will not be permitted within the front setback of any property.
4. Approval may be granted to such structures where no objections are received during the comment period. All other applications shall be referred to Council for determination.

– End of Policy

### **Notes**

## Section 11 - PUBLIC FACILITIES

### 11.1 Deleted

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## 11.2 Hire of Venues – General

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<b>Statutory context</b>	Local Government Act 1995	
	Public Places and Local Government Property Local Law	
<b>Corporate context</b>	Delegation 11.3 – Public Places & Local Government Property Local Law 2016	
<b>History</b>	Adopted	26 April 2017
	Amended	<hr/>

### Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
  - 11.3(a) – Hire of Venues – Requirements to Hire
  - 11.3(b) – Hire of Venues – Conditions of Hire
2. Hirer Categories –
  - a) Individual / Community –

This definition also applies to private bookings such as weddings, birthday parties, christenings etc.  
A community use is defined as a non-profit organisation and shall include, but is not limited to sporting clubs, not-for-profit community groups, religious groups, education institutions, charitable institutions, service clubs and groups that have a focus on community needs with a social benefit.
  - b) Professional / commercial user –

A professional / commercial user or group is one whose intention it is to result in private gain (i.e. income generation).  
Those user groups deemed to be of a commercial nature would be charged the standard fee for use of the facilities.
3. Compliance with the following is mandatory –
  - a) Liquor Licencing Act,
  - b) Public Health Act,
  - c) Police Act,
  - d) Criminal Code, and
  - e) relevant Shire Local Laws.
4. A permit for the sale and/or consumption of alcohol from the Clerk of Courts is required to be presented, prior to the Shire giving approval for sale and/or consumption of alcohol.
5. Each approval for consumption or sale is to be notified to the Narrogin Police.
6. Equipment from facilities is not available for outside usage except with the approval in writing of the CEO or Executive Manager Corporate and Community Services, and is subject to hire fees, bond charges etc.

– End of Policy

### Notes

## **Policy Schedule 11.2(a) – Hire of Venues – Requirements to Hire**

1. Bookings
  - a) Bookings will only be held for 7 working days without payment or purchase order.
  - b) To confirm a booking, full payment of fees and bond, within 7 working days of booking, unless specific approval is given.
  - c) If an agreed deposit payment has made, full payment is required at least 14 days prior to booking date.
  - d) Bookings made less than 14 days prior to booking date must be paid in full immediately.
  - e) Bookings made without allowing sufficient time for preparation of the venue during normal work hours, may attract an extra charge if work outside of usual hours is required.
  - f) Permanent or ongoing bookings will be billed annually or monthly in advance.
  - g) The Shire reserves the right to refuse to let a venue or any portion thereof.
  - h) Tentative bookings will be accepted not more than 12 months in advance.
  - i) Multiple year bookings will not be accepted.
2. Double Bookings
  - a) In the event that two applications for bookings are received on the same day for hire of the same facility, the relevant employee or CEO may determine to which applicant the hiring will be granted. Generally, precedence will be given to the earlier booking, although the applicants are encouraged to negotiate a mutually agreed arrangement.
3. Cancellations
  - a) Cancellations by the user without penalty can be made up to 14 days prior to the booking date, with full fee refund.
  - b) Cancellation by the user within 14 days of the booking date may result in forfeiture fees and of the bond unless there are extenuating circumstances.
  - c) The Shire reserves the right to at any time cancel an agreement for hiring of a venue. Notice of cancellation will be given at the earliest possible opportunity and all monies refunded.
4. Bonds
  - a) Bonds to cover damage and cleaning must be paid at the time of confirmation of the booking date, and are refundable provided there is no cause for complaint.
  - b) An additional bond will be charged for every function at which alcohol will be available.
  - c) Any damage, excluding fair wear and tear, may result in forfeiture of part or all of the bond.
5. Fees and Charges
  - a) Hire fees and charges for use of Council facilities, including any furniture or equipment, shall be determined from time to time by the Council. (see Fees and Charges in the Annual Budget)
  - b) The Shire reserves the right to grant a reduction / concession of all or any part of hire charges in special circumstances.
  - c) The CEO has authority to approve a fee reduction case in accordance with Delegation 3.11 Donations – Financial and In-kind Works / Services.
6. Facility Availability
  - a) Council facilities are available on a casual basis.
  - b) All hirers of Council facilities must be 18 years of age or over and be legally responsible for the function, event or activity nominated on the hire form.
  - c) Hirers may be required to provide proof of age and an address on the relevant hire application.
  - d) The hirer or nominated representative (over the age of 18 years) must be in attendance for the duration of the function, activity or event, be contactable by mobile phone and be available to present hire forms and other relevant details to authorised persons when required.
  - e) At the discretion of the Shire, hirers may be required to engage suitable licensed crowd control staff at the recommended ratio for the duration of the hire period in accordance with relevant guidelines (see Note below).
  - f) The hirer will be required to provide documented evidence that such measures have been put in place.
  - g) The Shire has the right to refuse a booking application if these measures are not put in place by the hirer.

– End of Schedule

Note - Clause 6(d) "relevant guidelines" include those published by Department of Health or the Office of Racing, Gaming and Liquor.

## **Policy Schedule 11.2(b) – Hire of Venues etc – Conditions of Hire**

### **Specific Conditions –**

Specific conditions may be applied to particular activities, events or venues.

### **Standard Conditions –**

Standard Conditions that apply to all activities, events or venues –

1. Use of Venue  
Events/functions/activities are restricted to the times and areas approved and listed on the booking form.
2. Compliance with Laws and Regulations
  - a) The hirer of any portion of a Council facility will be required to comply with the provisions of the Liquor Licensing Act, Health Act, Police Act, the Criminal Code and any other Act or Local Law in force for the time being, applying to such hiring of the facility.
  - b) If, in the opinion of Council, all necessary actions have not been taken to comply with the requirements of the above and relevant Acts and Local Laws, the Council may, prior to or during the term of the engagement, forbid and prevent the use of the facility and all monies paid to Council shall be forfeited.
  - c) Any authorised officer of the Council shall be permitted free access to the facility during an engagement and shall be given every facility for enforcing these conditions.
3. Smoking
  - a) All Council buildings and enclosed venues are smoke free zones.
  - b) Health Act and Local Laws apply and provide for penalties for breach
  - c) In addition, breach will result in forfeit of 50% of bond.
4. Alcohol
  - a) Consumption of alcohol requires Shire approval.
  - b) Sale of alcohol requires both Shire approval and approval of the Licencing Court available from the Narrogin Police.
  - c) All approvals will be notified to the Narrogin Police.
5. Temporary Fixtures and decorations
  - a) Banners and displays advertising coming events to be held in a venue may be placed or temporary affixed by cable ties, rope etc to the external of the building or premises subject to –
    - no permanent fixtures of any kind whatsoever, is permitted, including drilling of holes,
    - being displayed for not more than 7 days prior to the event, without approval of the CEO,
    - being removed within 2 days of conclusion of the event.
  - b) All decorations, banners fixtures etc must be removed immediately after the event.
6. Specialist Turfs
  - a) The turf cricket pitch located at Clayton Road Oval and the Croquet Greens are classified as specialist turfs.
  - b) In determining the fees and charges for the use of specialist turfs, Council shall consider the cost of the maintenance cost of these surfaces from each Permanent Seasonal User using these surfaces.
7. Line marking
  - a) Line marking within a building may only be of adhesive tape, which is to be removed immediately after the event.
  - b) Line marking on reserves, sportsgrounds and parks may be completed using white PVA paint or English whiting only.
  - c) Line marking on any paved surface that will leave permanent traces is not permitted, and is subject to specific prior approval.
  - d) The use of lime, creosote or diesel in any form for line marking is not permitted.
8. Breach of Conditions of Hire
  - a) A breach of conditions of hire may result in the immediate termination of hire of the venue.
  - b) If warranted, action may be taken under relevant legislation, the Public Places and Local Government Property Local Law or both.



9. Damage to premises or excessive cleaning requirement
  - a) Damage to premises or excessive cleaning requirement may result in all or part of the bond paid will be retained to cover expenses for repair or cleaning.
  - b) If the bond is insufficient to cover expenses, action to recover the outstanding costs is likely under the Shire of Narrogin Public Places and Local Government Property Local Law.
10. Additional Equipment
  - a) Council facilities are fitted with a certain amount of equipment. Any additional equipment is to be provided by the hirer at the hirer's expense.
  - b) Appropriate facilities are supplied with tables and chairs as per regulations accommodation numbers. A hirer requiring additional tables and/or chairs must meet the following guidelines –
    - i) Maximum room accommodation numbers must not be exceeded;
    - ii) Tables/chairs cannot be moved from another Shire facility; and
    - iii) It is the responsibility of the hirer to source and pay for the additional tables and/or chairs and their delivery and removal from the premises at the conclusion of the designated booking time.
11. Waste disposal
  - a) The Shire will supply and service a maximum number of bins for each Council facility.
  - b) Any additional bins required by hirers for events or functions will be supplied and serviced at the cost of the hirer.
  - c) The number of bins to be provided at each facility is determined based on individual facility normal usage.

– End of Schedule

## 11.3 Hire of Venues– Annual or Seasonal Use

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<b>Statutory context</b>	Local Government Act 1995	
	Public Places and Local Government Property Local Law	
<b>Corporate context</b>	Delegation 11.3 – Public Places & Local Government Property Local Law 2016	
<b>History</b>	Adopted	26 April 2017
	Last reviewed	_____

### Policy Statement

#### 1. Permanent Seasonal Users

- a) Each club or organisation using a venue on a permanent or seasonal basis shall be required to pay a fee for such usage.
- b) That fee shall be based on a percentage of the maintenance costs of each venue, and is inclusive of all maintenance costs attributable to the upkeep of the venue (e.g. water and electricity).
- c) The cost of any work requested by permanent seasonal users that is not included as part of the normal maintenance shall be met in full by the user group requesting that work.
- d) Additional maintenance work shall only be carried out provided the Shire receives a written request for the work not less than 28 days prior to that work being required to be complete. Any such additional work must be requested, in writing by an authorised person of the user.
- e) The Shire's responsibility in clearing rubbish from venues after events is limited to emptying bins. Any additional cleaning work carried out by Shire employees will be charged at private works rates to the user concerned. Toilets etc. will be maintained and cleaned at no charge during week days but where weekend cleaning is required appropriate charges will be made.

– End of Policy

### Notes

Public Places & Local Government Property Local Law also applies.

## Former Section 12 – Tourism replaced

## Section 12 - TRANSPORT (renamed)

### 12.1 Standard Crossovers

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<b>Statutory context</b>	Local Government Act 1995 –	
	- Sch 9.1(7) – crossing from public thoroughfare to private land or thoroughfare	
	Uniform Local Provisions Regulations 1996 –	
	- r.12 – application and approval for crossing	
	- r.13 – requirement to repair	
	- r.15 – obligation to meet at least 50% of the cost of a standard crossover as defined by Council	
	Public Places and Local Government Property Local Law	
<b>Corporate context</b>	None	
<b>History</b>	Adopted	26 April 2017
	Formerly	Policy 13.1
	Last reviewed	_____

#### Policy Statement

1. The Shire will meet 50% of the cost of construction of a standard crossover giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to –
  - a) prior approval of proposal and estimated cost of construction of a crossover,
  - b) written agreement of the landowner/occupier prior to commencement of works,
  - c) by payment of the actual contribution cost to the landowner / occupier on completion, or cost recovery by the local government from the landowner / occupier.
  - d) any variation to a standard crossover is to be at full cost to the land owner.
2. A standard urban crossover specification is –
  - a) one crossover per property,
  - b) where adjoining road is bitumised, from the bitumen edge of the road to the property boundary, with the following materials –
    - reinforced concrete – up to 2.5 metres wide, 125 mm thick,
    - bitumen seal – up to 2.5 metres wide, 2 coat seal on 150mm compacted gravel base course
    - asphalt – up to 2.5 metres wide, minimum 60mm thick on 150mm compacted gravel base course
    - if gravel / natural surface – to 4.0 metres wide, 150mm compacted gravel
  - c) standard length of a crossover is 6 metres from the bitumised edge of the road, but may be varied where circumstance are deemed appropriate,
  - d) where the adjoining road is not bitumised, as per standard rural crossover specifications (clause 3) except to a width of 4.88m wide,
  - e) drainage under the crossover at Shire cost if required.
3. A standard rural crossover specification is –
  - a) one crossover per lot or location adjoining a road.
  - b) from the trafficable surface of the road to the property boundary,
  - c) compacted gravel, minimum 7.32 metres wide,
  - d) appropriate longitudinal drainage if required.

4. Local government costs –
  - a) any impact to kerbing,
  - b) impact on longitudinal drainage in place, up to 3 standard lengths of reinforced concrete pipe under the crossover cost if required,
  - c) if crossover affected when carrying out works on the adjoining road.
5. Applicant's costs –
  - a) kerbing not at the edge of the thoroughfare,
  - b) costs in excess of a standard crossover construction as defined in clause 2,
  - c) costs for crossovers in addition to standard number.

– End of Policy

Notes

## 12.2 Roads – Developer Subdivisions

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<b>Statutory context</b>	Local Government Act 1995	
	Shire of Narrogin Town Planning Scheme No. 2 Town of Narrogin Town Planning Scheme No. 2	
	Public Places and Local Government Property Local Law	
<b>Corporate context</b>	None	
<b>History</b>	Adopted	26 April 2017
	Formerly	Policy 13.2
	Last reviewed	_____

### Policy Statement

1. Definitions –  
**subdivision** includes creation of lots or locations –
  - a) requiring new roads (“internal roads”) to be constructed whether on previously privately owned land or an unmade road reserve, and
  - b) adjoining existing made roads, whether the standard of construction of the adjoining road needs to be upgraded or not.
2. A developer shall at their own expense, bring the roads to the standard required to adequately service the subdivision, where –
  - a) a subdivision is approved and –
    - the existing roads serving the lots to be subdivided require upgrading, or
    - the lots to be subdivided do not have constructed road frontage
  - b) a subdivision road adjoins two different land zonings, the higher standard shall be applied to the whole length of the road, unless varied by specific resolution of Council, and the developer required to –
    - the developer or user will be required to fund the cost of all materials required for the upgrading above the standard considered adequate by Council or requested by the user, and
    - Council will fund all labour costs and materials required to meet the standard considered adequate.
  - c) an “internal” road is required in a subdivision estate, the road is to be vested in the Crown, without encumbrance.
3. Road construction is the responsibility of the developer, and shall be at the full cost of the developer, including any costs incurred by Council, previously notified to the developer, such as civil engineer assessment, inspection or certifications.
4. Details of the proposed road to be constructed are to be submitted to Council and approval obtained prior to any commencement of work.
5. Council may enter into a written agreement to construct or upgrade a road to the required standard where –
  - a) necessitated by a new or adjoining development,
  - b) if Shire work commitments permit, and
  - c) users request sections of a road to be upgraded to a standard higher than Council considers is warranted.

6. Council will have consideration to any relevant guidelines of Main Roads WA or Institute of Public Engineering Works Australia in determining the acceptability of the proposed –
  - road construction,
  - standards,
  - width,
  - cross-section,
  - drainage,
  - traffic conditions,
  - heavy haulage route etc.
7. During construction of the road, Shire staff or representatives will inspect the work from time to time.
8. Once the road is constructed to the proper standard, Council by specific resolution will assume all responsibility for future maintenance by specific resolution.
9. Council will not accept responsibility for a road unless inspected and certified by a mutually agreed practicing civil engineer that the road is adequate and sufficient for purpose, in accordance with the matters assessed in clause 6.

– End of Policy

## Notes

## 12.3 Roads – Access to Lots / Locations without Road Frontage

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<b>Statutory context</b>	Local Government Act 1995	
	Shire of Narrogin Town Planning Scheme No.2 Town of Narrogin Town Planning Scheme No.2	
	Public Places and Local Government Property Local Law	
<b>Corporate context</b>	None	
<b>History</b>	Adopted	26 April 2017
	Formerly	Policy 13.3
	Last reviewed	_____

### Policy Statement

1. Any lot or location without road access, or created as a result of a title adjustment, or separation of lots or locations originally on one title, shall be treated as a subdivision development.
2. Any road required to service the lots or locations is to be constructed or upgraded in accordance with Council Policy 13.2 Roads – Developer Subdivisions.
3. The sale of lots or locations without road frontage will not be approved by Council unless appropriate access has been arranged and is permanently legally enforceable by the Shire. Acceptable provision for access may include a caveat, memorial or easement over an adjoining property provided that the condition on the document cannot be removed without Shire consent.

– End of Policy

### Notes

## 12.4 Road Reserves – Stormwater Discharge

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<b>Statutory context</b>	Local Government Act 1995	
	Public Places and Local Government Property Local Law 2016	
<b>Corporate context</b>	Delegation 12.1 – Reserves Under the Control of the Shire	
<b>History</b>	Adopted	26 April 2017
	Formerly	Policy 13.4
	Last reviewed	_____

### Policy Statement

1. An owner/occupier is permitted to discharge storm and seepage water to the street gutter via pipe drains or a sealed crossover.
2. All connections are to be submitted in writing and approved by the CEO or EMTRS, who shall have regard to any guidelines or standards of Main Roads WA.
3. Open drains are not permitted across constructed footpaths or natural surfaces regularly used by pedestrians.
4. Small connections may be approved by the CEO or EMTRS, and are to be of galvanised steel or UV stabilised high density PVC as approved by the CEO or EMTRS having regard any relevant guidelines, and –
  - a) materials to be approved by pipe with an internal diameter of 100mm, or
  - b) RHS (box section) with internal measurements 75mm and 100mm wide and between 75mm and 100mm high.
5. Connection greater than cumulative 200mm –
  - a) will require local government approval,
  - b) are to be of an suitable material or construction as approved by the CEO or EMTRS, and
  - c) where an adjacent underground stormwater drainage system in the road reserve has been constructed, are to be connected to the system having regards to any relevant standards.
6. Works can be constructed by –
  - a) subject to operational requirements, the Shire at private works rates,
  - b) by the owner and are subject to inspection by a Shire representative; or
  - c) by an appropriate contractor, holding public liability insurance of not less than \$10 million.
7. Costs that will be accepted by the local government –
  - a) Reinstatement of the installed drainage if affected when carrying out works on the road verge or the adjoining road.
8. Applicant's costs –
  - a) any piping from property boundary to discharge point,
  - b) costs of any reinstatement of footpath, road verge, kerbing required,
  - c) any connection to the underground stormwater drainage system,
  - d) inspection fees.
9. Any works which have been carried out without approval of the CEO or EMTRS or have not been constructed as approved, may be removed or altered, and costs recovered from the owners.



10. All installations remain the property and responsibility of the adjoining landowners, and the Shire accepts no liability for replacement, repair or upgrade whatsoever, except as provided for in clause 7.

*– End of Policy*

#### Notes

Clause 4 and 5(c) – “relevant standards” – refer to Institute of Public Works Engineering Australia or Main Roads WA for guidance.

## 12.5 Road Reserves – Closure

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<b>Statutory context</b>	Local Government Act 1995	
	Shire of Narrogin Local Planning Scheme	
<b>Corporate context</b>	None	
<b>History</b>	Adopted	26 April 2017
	Formerly	Policy 13.5
	Last reviewed	_____

### Policy Statement

Upon application, Council will consider the permanent closure of a road reserve, if –

- a) the portion of the road reserve to be closed is isolated from other road reserves, or
- b) if the road were to be constructed, it would lead to a deterioration in amenity of adjoining land (i.e.: safety, noise, dividing the property, reduced value etc).

– End of Policy

### Notes

Road closures are processed by Department of Lands, as the land in a road reserve always remains the property of the Crown. While the Shire owns the infrastructure that is constructed on the roads reserve, and has responsibility for its management, care and control, the Shire does not own the land. When a road is to be closed, the Shire will be asked to comment in support or opposition, but does not have the final say.

## 12.6 Private Works

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<b>Statutory context</b>	Local Government Act 1995	
<b>Corporate context</b>	Delegation 12.2 – Things to be done on land not local government property	
<b>History</b>	Adopted	26 April 2017
	Formerly	Policy 13.6
	Last reviewed	_____

### Policy Statement

1. Subject to work commitments, and the capacity to carry out the requested works, private works may be authorised upon such terms and conditions as is considered appropriate –
  - a) CEO – all private works,
  - b) Executive Manager Technical and Rural Service – all private works,
  - c) Manager Operation – private works not exceeding 2 days duration
2. All private works require a written –
  - a) quote to be issued to the person requesting, and
  - b) agreement by the requesting person, unless a Local Purchase Order is supplied e.g. Western Power, Telstra etc.
3. Private works are to be charged in accordance with the fees and charges schedule as resolved by Council in the annual budget unless authorised and approved by the Chief Executive Officer.
4. Private works having the potential to affect normal Shire work programs –
  - a) are to be referred to Council prior to acceptance,
  - b) may have progress payments or other arrangements as determined by Council.
5. Other private works may be carried out at the discretion of the CEO.

– End of Policy

### Notes

## 12.7 Road Making Materials – Non-Shire Controlled Land

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<b>Statutory context</b>	Local Government Act 1995	
<b>Corporate context</b>	Delegation 12.2 – Things to be done on land not local government property	
<b>History</b>	Adopted	26 April 2017
	Formerly	Policy 13.7
	Amended	_____

### Policy Statement

1. Where the required quantity, quality or type of material is not available from Council controlled areas and the material may be available from private property, the following is to be normal procedure –
  - a) Request permission to search for materials from the owner. Entry powers are to be used only as a last resort.
  - b) Calculate the approximate requirement for the project or yearly requirement of material from the proposed pit, and the expected life of the pit.
  - c) If suitable material is located, a written agreement is to be reached with the owner regarding compensation for materials to be removed.
  - d) Priority must be given at all times to reasonable negotiation to reach an amicable written agreement mutually acceptable to Council and the owner.
  - e) Should agreement for the removal of materials not be reached with the owner, procedures to resume an area sufficient for immediate and future needs may be instituted by specific decision of Council.
2. Compensation shall be agreed in writing prior to commencement of excavation, and may take the form of–
  - a) Works on the owner's property such as grading, gravel sheeting, drainage works, additional crossovers etc.
  - b) Resumption of the portion of land on which the materials are located will be at a mutually acceptable rate.
  - c) Compensation must be calculated in proportion to the volume of material extracted, and the impact of the activity on the property.
3. Works to rehabilitate the pit once materials have been removed shall take place and will be such works as agreed on in writing before excavation commences. These works may include –
  - a) tree planting,
  - b) deep ripping,
  - c) levelling,
  - d) stockpiling of original topsoil and spreading after extraction is completed,
  - e) creation of a dam site and roaded catchment etc.
4. All matters are to be agreed in writing, prior to removal of any materials.

– End of Policy

### Notes

## 12.8 Directional Street Signs – Non-commercial

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<b>Statutory context</b>	Local Government Act 1995	
	Public Places and Local Government Property Local Law	
<b>Corporate context</b>	None	
<b>History</b>	Adopted	26 April 2017
	Formerly	Policy 13.8
	Last reviewed	_____

### Policy Statement

1. The CEO or Executive Manager Technical & Rural Services may approve the erection of permanent signs for sporting groups, churches, service clubs and the like at up to three locations subject to –
  - a) The application is in writing and includes the preferred wording and location for the signs.
  - b) The cost of the sign/s is to be borne by the applicant.
  - c) The standard colours of the sign/s shall be white lettering on a blue reflective background.
  - d) The size of lettering shall be a minimum of 75mm and a maximum of 100mm.
  - e) The sign plate shall be 150mm high or 200mm high with the length of the plates to be a maximum of 1 metre.
  - f) Where a sign is to be located within the road verge on a road controlled by Main Roads WA the application is to be referred to that authority for endorsement,
  - g) Installation on Shire controlled lands is to be by Shire staff and charged at private works rates, or by a contractor agreed by the Shire under such terms and conditions as considered appropriate,
2. Business or non-government services signage, excluding Emergency Service signs if supplied by the provider, is not permitted to be installed in the CBD and adjacent areas.
3. Signage on roads controlled by Main Roads WA is to be referred to Main Roads WA for consideration and approval.

– End of Policy

### Notes

## 12.9 After Hours Use of Depot, Plant, Vehicles, Equipment and Tools

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<b>Statutory context</b>	Local Government Act 1995	
<b>Corporate context</b>	Delegations Register –	
	- 3.11 – Donations – Financial and In Kind Works / Services	
	Policy Manual –	
	- 12.6 – Private Works	
<b>History</b>	Adopted	26 April 2017
	Formerly	Policy 14.1
	Amended	_____

### Policy Statement

#### 1. Depot

Private use of the depot facilities is not permitted.

#### Use of plant, vehicles etc

2. Private use of plant, equipment etc is not permitted, except in accordance with Policy 12.6 Private Works.

3. The Shire's plant or vehicles are not to be used for commercial use, or for personal profit or reward.

4. Where use has caused damage, the CEO or EMTRS, may charge the costs incurred to the employee

5. All items must be returned in a clean, refuelled and fully operational condition in a ready to use state prior to the commencement of work.

#### 6. Use of equipment and tools

Private use of equipment and tools is not permitted.

Eg: chainsaws, lawn mowers, brush cutters, generators, cement mixers, ladders etc

#### 7. Assistance for Sporting or Community Groups

a) The use of Shire plant by staff outside of normal hours may be permitted to assist sporting or community groups serving the residents of Narrogin providing the normal plant / equipment hire rate is paid by that body, unless otherwise allowed by the CEO.

b) Delegation 3.11 Donations – Financial and In-Kind Works/Services may be applied at the discretion of the CEO.

c) If approved by the CEO or EMTRS, the plant is to be operated only by a competent employee – non-employees or a non-qualified employee are not permitted.

– End of Policy

### Notes

## 12.10 Plant, Equipment and Vehicle Replacement

**Statutory context** Local Government Act 1995

**Corporate context** None

**History**

Adopted	26 April 2017
Amended	27 September 2017
Formerly	Policy 14.2
Last reviewed	_____

### Policy Statement

The purpose of the replacement policy is to ensure that the plant and vehicles –

- meet safe operational needs;
- minimise the cost of maintenance and repairs and
- are replaced at appropriate intervals so as to minimise cost to the Shire.

Category	Description	Preferred replacement period
Light Vehicles – Admin	Utilities, cars and 4x4	60,000-80,000 or 2 years (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000 kms can be obtained)
Light vehicles – Depot	Utilities, cars and 4x4	120,000 km or 3 years (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000 kms can be obtained)
Buses	Buses	200,000 km or 7 years (subject to any grant conditions or usage)
Trucks – light	2.5 up to 8 tonnes	150,000 km 7 years
Trucks – medium, heavy	Over 8 tonnes	300,000 or 7 years
Road sweepers	Self propelled	As required
Ride on mowers	All sizes	4 years
Light plant	Tractors up to 60 kW, skid steer loaders and similar	5 years
Medium plant	Backhoes	7 years
Heavy plant	Graders, bulldozers, excavators and similar Front end loaders, tractors (over 60 kW) and similar Forklifts	10 years
Trailers	Less than 6 tonne capacity More than 6 tonne capacity	As required
Miscellaneous equipment A	Chain saws & whipper snippers Walk behind mowers Cement mixers Plate compactors & tampers Portable fire pumps and similar	As required
Miscellaneous equipment B	Welders, air compressors	As required
Trailer mounted generators		5 years

Category	Description	Preferred replacement period
Tractor and skid steer loader attachments	Slashers, turf mower and similar	As required

– End of Policy



## 12.11 Asset Management

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<b>Statutory context</b>	Local Government Act 1995	
	Local Government (Financial Management) Regulations 1996	
	Australian Accounting Standard 27	
<b>Corporate context</b>	Asset Management Plans and Strategies	
	Long Term Financial Plan	
	Corporate Business Plan	
	Annual Budgets	
<b>History</b>	Adopted	22 August 2018
	Formerly	Policy 14.3
	Last reviewed	_____

### Policy Statement

#### Objective

Sustainable service delivery through optimised lifecycle management of assets –

- demonstrate the local government's commitment to strategic asset management as described in framework guidelines provided to local government as part of Integrated Planning and Reporting requirements of the Local Government Act;
- provide guidance for elected members during annual budget process;
- provide guidance for staff responsible for development of asset plans and programs; and
- provide the community with a statement of intent regarding asset management.

This policy applies to –

- all who are involved in the operations, maintenance, refurbishment, renewal, upgrading and development of local government's existing and new infrastructure and other assets;
- all of the local government's assets which include physical features such as roads, drainage, buildings, parks, pathways, play grounds, plant and other assets that are not fixed in place.

#### Principles

The local government will procure, maintain and dispose of its assets in line with this policy and regulatory requirements.

The local government aims are to develop and implement cost-effective management strategies for the long term and strive for continuous improvement in asset management practices.

There are five core principles that this policy has regard for –

#### *Principle 1: Understand the Community's Needs*

Levels of service for each asset class will be detailed in line with community expectations and regulatory requirements. These levels of service will be determined-

- in words that are readily understood by the community,
- with regard to the cost of provision of these services to the desired level of service, and
- with an understanding of longer term changes necessary as a result of changing demographics within our community.

*Principle 2: Be Financially Sustainable*

The local government will develop annual asset plans and programs generated from rolling 10/20 year plans aligned to Corporate Plans, Asset Management Strategies, Long Term Financial Plan and Workforce Plan, updating each plan as necessary based on relevant decisions made.

Where relevant, consideration will be given to life cycle costs regarding decisions to renew, upgrade or procure significant assets before any decision is made.

The local government maintenance of assets shall be funded primarily from rates revenue and this shall be taken into regard when decisions are made to procure new assets. Where limits on rates funding exist, precedence shall be given to necessary maintenance activities for existing assets over proposals to procure new assets from this funding source.

The local government will continually review its stock of assets and undertake consolidation of assets where it is in the best interests of the community.

*Principle 3: Recognise Environmental Impact*

The local government will consider and amend asset programs as necessary, where practical and financially acceptable options exist for reducing energy or water consumption, reducing carbon impact, reducing consumption of non-renewable resources and preserve or enhance the environment in which we live.

Improvements in our asset management systems will be undertaken to ensure measuring and monitoring of consumption of resources are in place to better understand the implications for long term asset management.

*Principle 4: Continuous Improvement*

Asset management processes will be developed that include a systematic approach to planning, implementing, reviewing and modifying asset management activities to improve the efficiency and efficacy of the overall system.

Processes will be developed to ensure that the local government is aware of contemporary asset management practices and that staff and service providers undertake continuous improvement

*Principle 5: Public and Staff Safety*

All facets of the asset management process will have a risk based approach to designing and undertaking each stage of the process to ensure public and staff safety is not compromised.

Application

As there is a substantial investment in assets, the local government will endeavour to meet the service needs of the community, in a manner that does not place undue economic, social or environmental burden on future generations. Decisions relating to the provision and management of public infrastructure shall reflect the local government's core values, statutory responsibilities and accountability to the community.

To achieve this, the local government will –

1. Ensure that appropriate infrastructure and other assets are acquired, maintained and renewed to meet the needs of current and future stakeholders, at equitable intergenerational cost.
2. Undertake a critical review of the need for that asset.
3. Take into account **whole of life** costs associated with asset ownership when considering proposed capital investment or other related expenditure, including upgrade and renewal works.

4. Quantify and communicate the true cost of operating and maintaining assets, as a basis for setting service level standards and making informed decisions on asset purchase, maintenance and renewal.
5. Consult with key stakeholders to establish agreed service standards that reflect community expectations and willingness / propensity to pay.
6. Implement appropriate business practices and procedures to ensure that infrastructure and other assets are operated, maintained and renewed in accordance with agreed standards, at lowest **whole of life** cost to the community.
7. Where appropriate, engage the private sector and Government agencies to explore opportunities for alternative “non-asset” service delivery solutions, including public private partnerships and integrated / shared servicing arrangements.
8. Ensure that statutory and legal obligations with respect to the operation and maintenance of public infrastructure and other assets are effectively met, particularly with regard to public safety and security.
9. Continually seek opportunities for multiple use of assets.
10. Provide appropriate asset data and reporting to meet the needs of the end users/key stakeholders.
11. Develop and implement long term Asset Management Plans as determined by the CEO, for the key asset classes –
  - a) Transport assets – roads, paths, bridges, culverts, drainage, airport, street furniture etc.;
  - b) Property assets – buildings, freehold land and associated ancillary infrastructure;
  - c) Recreation assets – parks, ovals, reserves, gardens, playgrounds etc.;
  - d) Plant and equipment – vehicles, tools, plant and machinery, information technology and communications equipment etc.
  - e) Portable and attractive assets – in accordance with the *Local Government (Financial Management) Regulations 1996* r.17B; and
  - f) Other classes as deemed appropriate or necessary
12. Develop and implement an Asset Management Improvement Strategy detailing proposed business improvement actions and projects aimed at enhancing organisational effectiveness with respect to the management of assets.

– End of Policy

## Notes

**Asset**, for the purposes of this policy, includes a physical component of a facility which has value that enables services to be provided and has an economic life greater than 12 months.

## 12.12 Restricted Access Vehicles on Shire Roads

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<b>Statutory context</b>	Local Government Act 1995	
	Road Traffic (Vehicle Standards) Regulations 2002	
	Local Planning Scheme and relevant policies	
	Public Places and Local Government Property Local Law 2016	
<b>Corporate context</b>	Delegation 12.10 – Restricted Access Vehicles on Shire Roads	
	Roads Asset Management Planning	
<b>History</b>	Adopted	26 April 2017
	Formerly	Policy 16.1
	Amended	

### Policy Statement

- The following Policy Schedules are adopted, and form part of this Statement –
  - 12.12(a) – Information for application to Use Shire Roads
  - 12.12(b) – CA07 Conditions that may be applied
  - 12.12(c) – Components for Agreements to Use Shire Roads
  - 12.12(d) – Calculation of User Contributions
- Vehicle combinations 2 (truck and trailer) over 19 metres, 3 (B-double) and 4 (pocket road train) but not exceeding 27.5 metres in length (Restricted Access Vehicles) may be permitted on local roads subject to approval by the CEO or EMTRS.
- CA07 conditions as per Policy Schedule 12.12(b) CA07 Conditions that may be applied will be applied where considered necessary or appropriate to manage RAV access in order to –
  - a) preserve the condition of the road infrastructure,
  - b) improve the road to a standard appropriate for the proposed vehicle movement,
  - c) reduce the economic cost to the community caused through heavy vehicle damage, and
  - d) mitigate impact on community amenity of noise, dust, hours of operation, public safety etc.
- Where a CA07 condition exists, RAV operators must –
  - a) complete and lodge a written application, providing all necessary information in accordance with Policy Schedule 12.12(a) Information for Application to Use Shire Roads,
  - b) details of proposed contributions, if any, towards road improvement / replacement / maintenance, community benefit etc, in accordance with Policy Schedule 12.12(d) – Calculation of Contributions,
  - c) provide any other relevant information requested,
  - d) pay the CA07 application/assessment fee as determined by the Annual Budget.
- Where road users apply for a CA07 authority to operate Restricted Access Vehicles on roads in the Shire that are classified under the Main Roads WA permit network, the user may be required to enter into a Road Use (Restricted Access Vehicle Haulage) Agreement with the Shire.
- Where a user requests sections of road to be upgraded to a standard higher than Council considers necessary for the surrounding or usual usage, Council will apply the principles of Policy Schedule 12.12(c) Components for Agreement to Use Shire Roads to the proposal.

7. The Agreement will be a legally binding contract addressing the matters in Policy Schedule 12.12(c) Components for Agreement to use Shire Roads in a standard format that will be developed and updated from time to time under professional advice from the Shire's engineers and lawyers.
8. Council will require the other party to the Agreement to bear all costs associated with the Agreement including but not limited to legal fees involved in entering into the agreement, and the cost of all professional and engineering advice.
9. The Agreement is to address matters in accordance with Policy Schedule 12.12(c) Components for Agreement to Use Shire Roads:
10. Where considered appropriate, the Shire may convene, or request the user to convene, user groups for the purpose of establishing forward works programs on the affected roads and to identify and address safety issues.
11. Prior to the approval being issued –
  - a) Agreement in writing by both the user and the Shire is required (formal contract/agreement or exchange of letters)
  - b) Agreed contributions for road use and community benefit to be paid
  - c) Main Roads WA advised
12. Approval to operate is subject to an annual licence expiring 30 September.
13. Non-compliance with Council requirements will result in withdrawal of approval for use of the road.

– End of Policy

## Notes

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

Main Roads WA issues road network use permits for RAV (restricted access vehicles). Where the road network includes Shire roads, a local government can impose a CA07 conditions for RAVs that requiring the operator to carry written approval from the Shire permitting use of the road.

RAV traffic (ie: multi-trailer heavy vehicles) results in significantly increased cost to maintain the road asset, particularly if the road construction is not designed or intended to sustain such traffic. Wear and tear increases proportionally with the vehicle length, number of trailers, axle combinations and weight of the load carried.

The Shire constructs, maintains and renews road assets generally in line with expectations or requirements of local users, with funding from rates, financial assistance grants, regional roads group funding and federal funding, and does not have funding to construct or maintain road assets for heavy haulage by Restricted Access Vehicles (RAV)..

It is important that the Shire receives adequate compensation from users to ensure the construction, maintenance and renewal of its affected road assets.

Council is committed to maintaining its road assets in accordance with the integrated long term financial and asset management plans.

## **Policy Schedule 12.12(a) – Information for Application to Use Shire Roads**

The information is to cover the following minimum provisions where relevant to the application –

- a) Applicant details –
  - Applicant details – name, mail & street address, phone etc
  - Contact person – name, position, phone, email etc
- b) Haulage contractors (required for each contractor having a significant freight task) –
  - Contractor details – name, mail & street address, phone etc
  - Contact person – name, position, phone, email etc
- c) Term of application –
  - Commencing date
  - Termination date (estimated)
- d) Route (required for each different route) –
  - Origin and Terminus
  - Journey / route
  - Distances
- e) Vehicles and combinations (required for each route) –
  - class of vehicle and configurations,
  - number of vehicles,
  - frequency and hours of operation,
  - estimated tonnages and concessional loadings
- f) Dangerous goods (in order to advise local emergency services) –
  - Type
  - Frequency
  - Quantities
  - Emergency contact details
- g) Other relevant information, such as –
  - Maps
  - Engineering assessment if held
- h) Authorisation of application –
  - Name, signature of authorised person and date

Applicants to note –

- Approvals will be assessed in accordance with any Shire of Narrogin Planning Policy Developer Contributions – Local Roads, and may take up to 8 weeks to process depending on the timing of receipt.
- Operation of a Restricted Access Vehicle on any road in the Shire constitutes an offence under the Road Traffic (Vehicle Standards) Regulations 2002 unless the operator holds a valid permit issued by Main Roads WA **and** a valid letter of authority from the Shire to comply with a CA07 condition.
- The operator must adhere to all conditions imposed by Main Roads WA and additional conditions if imposed by the Shire:
- Approval of application constitutes a letter of authority in compliance with the CA07 requirement of a valid RAV permit.
- Letter of authority does **NOT** constitute a permit. The holder must only operate a restricted access vehicle on any road in accordance with a valid permit issued by Main Roads WA

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

– End of Schedule –

## **Policy Schedule 12.12(b) – CA07 Conditions that may be applied**

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/ravnetworkaccess/Pages/default.aspx> on 5 March 2017

Main Roads Heavy Vehicle Services (HVS) is responsible for administering road access for Restricted Access Vehicles (RAVs).

RAVs are vehicles that exceed any of the following –

- a width of 2.5 metres;
- a height of 4.3 metres;
- a length of 19 metres for a vehicle combination;
- a length of 12.5 metres for a rigid vehicle;
- a gross mass of 42.5 tonnes;
- any other mass or dimension limit prescribed in the Road Traffic (Vehicles) Regulations 2014.

RAVs must only operate on roads approved by Main Roads, under either an order (notice) or a permit.

There are many types of RAVs and each of them has different performance characteristics, require a different amount of road space when operating and have a different impact on the road infrastructure. For this reason, it is necessary to assess the roads these RAVs operate on to ensure the road is suitable for the particular type of vehicle and the safety of other road users is not compromised.

Main Roads Heavy Vehicle Services (HVS) works collaboratively with the relevant road asset owner to ensure roads are suitable for RAV access. RAV Networks are maintained for the various types of RAVs and are published in the form of Road Tables and a RAV Mapping Tool.

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Extract from – Main Roads WA Heavy Vehicle Operations  
Standard Restricted Access Vehicle (RAV) – Route Assessment Guidelines  
Version 3 – October 2016

### **APPENDIX H – OPERATING CONDITIONS**

Main Roads will apply the operating conditions below, as a condition of permit, to very low traffic volume roads when the road's width does not meet the minimum requirements in Appendix B.

These and other similar operating conditions may be applied to the assessment of other roads.

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. \*
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. Road not to be entered until driver has established by radio communication that there is no other RAV on the road travelling in the opposing direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school dropoffs/ pick-ups have been completed on the road.
8. Current written approval from the Road Owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.

These conditions are applied in the Prime Mover, Trailer Combinations and Truck, Trailer Combinations Operating Conditions. The applicable roads must be clearly identified as either a "Type A" Low Volume Road or a "Type B" Low Volume Road as a road condition.

\*40 km/h or 60 km/h as determined from Appendix C.

– End of Schedule

## **Policy Schedule 12.12(c) – Components for Agreement to Use Shire Roads**

The Agreement may include but is not limited to the following provisions, as appropriate and as determined by the Shire –

- a) Principles –
  - The safety of road users is paramount, and takes priority over developer activity
  - residents should appropriately contribute to assessed public maintenance of the road
  - residents should not fund construction or maintenance required for private benefit
- b) Safety Management –
  - The developer will be required to prepare and lodge a road safety risk assessment and management plan with the Shire for whole route that is in the Shire, including roads under control of MRWA.
  - Shire to action matters advised as a priority, subject to seriousness of issue
- c) Construction, or upgrade/renewal as required –
  - As per Policy Schedule 12.12(d) clause 1 Construction, upgrade and renewal.
- d) Road Design –
  - When giving consideration to the construction of a road, the Austroads standards should be applied
  - MRWA Heavy Vehicle Operations (HVO) requires inspection of a road to ascertain its ability to support RAV traffic.
  - Dependant on the category of vehicle (category 1 to 10, RAV class 2) will determine the depth of base, maximum allowable grades, width of seal, seal design and intersection treatments.
  - Vehicles should not be on a road unless it is constructed appropriately or agreement reached on upgrade over time.
- e) Guidelines –

Reference should be made to appropriate guidelines for the design of the works required, such as –

  - Roads –
    - o Australian Standards as are applicable,
    - o Relevant documentation supported by applicable professional associations
    - o Austroads – Vehicle Classification System, Designs and Guides
    - o MRWA – Specifications for Pavements
    - o MRWA – Restricted Access Vehicles, Permit Networks, Heavy Vehicle Access Road Maps
    - o MRWA, Heavy Vehicle Operations, Guidelines for Assessing the Suitability of Routes for RAV
  - Drainage catchment, and structural design –
    - o Australian Standards as are applicable – e.g. Loads on Buried Concrete Pipes, Precast Concrete Pipes
    - o Institute of Engineers – Australian Rainfall and Runoff – A quick guide to flood estimation Aug 1987
    - o Austroads – Design Codes and Guides for Bridges, Culverts and Floodways etc
    - o Concrete Pipe Association of Australia – guides and charts etc
    - o Australian Road Research Board – Guides for Stormwater drainage design in small urban catchments.
- f) Maintenance –
  - As per Policy Schedule 12.12(d) clause 2 Road Maintenance
- g) Adverse Conditions –
  - Developer to manage/restrict/cease operations voluntarily as appropriate
  - Adverse weather conditions, or other circumstances requiring temporary closure of the route
  - Claim to be made on MRWA by Shire for storm damage etc
  - Any gap not funded by MRWA remedial grants will be funded in equal shares by developer and Shire
- h) Security for road restoration and reinstatement –
  - i) For the purpose of ensuring that a road is maintained in an appropriate condition and standard, Council may require that a bond, bank guarantee or other security, in or for a sum determined by Council to be paid
  - ii) A bond required under subclause (1) is to be paid into a fund established by the Shire for the purposes of road maintenance.
  - iii) If a bank guarantee or other security required ceases to be current, operations may be required to be cease until a further



security has been provided.

- i) Payment –
  - The user will calculate and pay the amount to the Shire in advance at intervals of no less than quarterly.
  - The first payment will be non-refundable in its entirety.
- j) Community Amenity –
  - As per Policy Schedule 12.12(d) clause 3 Community Amenity
- k) Cessation of development / operations –
  - Any funds remaining to be directed to bringing the road up to a standard where renewal / upgrade for local use will not be required for at least 5 years
  - determination of standard required for 5 years by negotiation
  - assessment of required works to be certified by a mutually agreed qualified engineer as being adequate to the task
  - if after bringing up to the standard required for 5 years there is insufficient funds, invoice to be issued.
- l) Administration –
  - Engagement of external professional services to advise the Shire on matters relating to the agreement will be charged against the agreed developer maintenance contribution.
  - Engagement of external professional services is at the discretion of the Shire, and may include –
    - o Consulting engineer and other similar services directly related to the agreed route
    - o Legal advice deemed necessary for interpretation of the Agreement
    - o Other matters specifically relating to the Agreement or the agreed route
- m) Accountability –
  - Shire to provide annual report –
    - o funds received and expended
    - o Reserve Account activity
  - Developer to notify of –
    - o significant changes in traffic type or volume ,
    - o any safety issues on the road in a timely manner
- n) Dispute –
  - Priority is for resolution through direct negotiation
  - Should direct negotiation fail, a mutually agreed independent person to be appointed to make determination
  - Determination to be binding except in the case of manifest error

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

– End of Schedule –

## **Policy Schedule 12.12(d) – Calculation of User Contributions**

### **1. Road construction, upgrade, improvement –**

To be addressed –

- a) Joint assessment and agreement in writing of the construction/renewal gap,
- b) Assessment of required works to be certified by a mutually agreed qualified engineer as being adequate to the task,
- c) Applicant/user/developer to fully fund the gap,
- d) Agreement as to who will carry out the construction works – Council responsibility or developer responsibility,
- e) On completion of works, prior to issue of approval, the works are to be –
  - i) inspected by an appropriate person appointed by the Shire,
  - ii) certified by mutually agreed qualified engineer, and
  - iii) formally resolved by Council,
- f) Should MRWA / RRG / RTR fund a portion, developer funds the reduced gap.

### **2. Road maintenance –**

To be addressed –

- a) Maintenance requirements to be negotiated, and agreed in writing –
  - i) standards including frequency of completion of maintenance tasks,
  - ii) obligations to notify of change, matters for public safety etc.,
  - iii) regular inspection to ensure adequacy of conditions,
- b) Agreement as to who will carry out the maintenance works – Council responsibility or developer responsibility,
- c) Unspent developer maintenance contributions to be retained in a Reserve Account specifically for the road,
- d) If annual maintenance contribution is insufficient –
  - i) Shire to draw on Reserve, or
  - ii) issue an invoice.

Option 1 – Reference amount –

- Year 1 –
  - o Previous 5 years average maintenance for this or similar road (traffic, construction etc), each year CPI adjusted
  - o Add estimated increased annual maintenance cost
- Year 2 and following –
  - o Previous year's figure to increase annually by rural rate increase
  - o Maintenance in addition to annual reference amount resulting from road traffic damage (not wear & tear or storm damage etc) to be recovered from user.

Option 2 – Charge per tonne

- Year 1 –
  - o An agreed cents per tonne per kilometre
- Year 2 and following –
  - o Previous year's rate to increase annually by rural rate increase
  - o Maintenance in excess of the calculated figure for the year figure resulting from road traffic damage (not wear & tear or storm damage etc) to be recovered

### **3. Community amenity**

An agreed contribution to mitigate impacts on community amenity as a contribution to the Shire's community programs and/or community infrastructure for the long term benefit of residents of the Shire –

- community safety – such as crosswalk / lights, advisory / warning signage, fencing of public areas
- noise, particularly at night – such as noise barriers, vegetation buffers
- dust or windblown materials in townsites – such as road sweeping or watering down, wash down bays
- inconvenience or congestion to other road users.

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

– End of Schedule

## 12.13 Number Plates – Local Authority Fundraiser Series

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**Statutory context** Department of Transport licensing requirements

**Corporate context** None

**History**

Adopted	26 April 2017
Formerly	Policy 16.2
Last reviewed	_____

### Policy Statement

1. This Policy applies to both the NO series and NGN series local authority number plates –
  - numbers followed by NO, and
  - numbers followed by NGN.
2. The charge for each set of plates will be set by Council at the annual Budget meeting.
3. The person applying for the number plates is to nominate a local non-profit group (sporting, charitable etc) on the application form.
4. The application form including approval of the non-profit group, is to be signed by CEO, Executive Manager Corporate and Community Services or Manager Finance prior to sending to Department of Transport for manufacture of the plates.
5. Unless replacing previously issued plates, leading zeros will not be accepted, e.g. 019 NO or 008 NGN, etc.

– End of Policy

Notes

## Section 13 - NATURAL RESOURCE MANAGEMENT

### 13.1 Road Reserves – Clearing

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#### Statutory context

Local Government Act 1995

Environmental Protection Act 1986

- s.3(1) – definition of “native vegetation” includes dead vegetation
- s.51A – definitions of “clearing” and “clearing principles”
- Sch.5 – Principles for clearing native vegetation –  
Native vegetation not to be cleared if –
  - o cl.1(b) – whole or part of a significant habitat
  - o cl.1(e) – a significant remnant in an extensively cleared area
  - o cl.1(f) – associated with a watercourse

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

- r.5 – Prescribed clearing s.51C –
  - o item 3 – clearing (by burning) for fire hazard reduction
  - o item 11 – clearing along a fence line – Crown land (1.5m)
  - o item 15 – clearing to maintain cleared areas around infrastructure etc
  - o item 21 – clearing for temporary bypass road
  - o item 21A – clearing for crossover
  - o item 22 – clearing for maintenance in existing transport corridors
  - o item 23 – clearing resulting from infrastructure maintenance activities
- Sch2 – Clearing for maintenance in existing transport corridors
  - o cl.2 – extent of clearing for an area or purpose in relation to a road
  - o cl.3 – how the clearing is to be carried out

Public Places & Local Government Property Local Law 2016

#### Corporate context

None

#### History

Adopted	26 April 2017
Formerly	Policy 15.1
Last reviewed	_____

#### Policy Statement

1. Clearing of a road reserve by any means, including fence lines, for construction or maintenance purposes, must be carried out in accordance with the Environmental Protection Act 1986, and the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.
2. It is the responsibility of the landowner to ascertain if a Department of Environmental Regulation permit is required for any work proposed on a road reserve; in particular, for protection of any identified rare or endangered species of flora or fauna.
3. Any debris or spoil created by clearing of a fence line or the erection of a fence is to be removed from the road reserve and disposed of by the landowner on their property within 90 days.
4. The landowner is not permitted to alter any existing infrastructure or drainage when undertaking the clearing.
5. If needing advice, landowners are encouraged to consult with the Shire prior to any clearing of a road reserve.

## Notes

### Environmental Protection Act –

- s.3 – definition – **native vegetation** includes .... dead vegetation unless ... excluded by regulation ...
- Sch.5 – Principles for clearing native vegetation –  
Native vegetation not to be cleared if –
  - o cl.1(b) – whole or part of a significant habitat

Note – includes not just live standing vegetation but also dead vegetation and debris, as this is considered to be habitat and harbourage for ground dwelling fauna. So if pushed tress, cut branches etc are removed within 90 days, no problem, but if left there for a carefully unspecified time, would be considered to have become habitat for ground dwelling fauna

### Refer –

- s.3A(2) –  
**environmental harm** means direct or indirect –
  - (a) harm to the environment involving removal or destruction of, or damage to —
    - (i) native vegetation; or
    - (ii) the habitat of native vegetation or indigenous aquatic or terrestrial animals; or
  - (b) alteration of the environment to its detriment or degradation or potential detriment or degradation;  
or
  - (c) alteration of the environment to the detriment or potential detriment of an environmental value; or
  - (d) alteration of the environment of a prescribed kind;

## 13.2 Road Reserves – Cutting Firewood

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<b>Statutory context</b>	Local Government Act 1995	
	Public Places & Local Government Property Local Law 2016	
<b>Corporate context</b>	Delegation 11.3 – Public Places & Local Government Property Local Law 2016	
<b>History</b>	Adopted	26 April 2017
	Formerly	Policy 15.2
	Last reviewed	_____

### Policy Statement

1. Application to cut or collect firewood from a road reserve is to be made to the CEO.
2. Conditions applying to any approval granted –
  - a) At no stage is the activity to create a traffic hazard
  - b) Only dead timber is allowed to be cut
  - c) All residue to be stacked neatly so as not to cause a nuisance on road verge
  - d) Care to be taken to protect existing flora and fauna
  - e) Wood may be taken only in non-commercial quantities and for domestic use
3. It is the responsibility of the applicant to ascertain if a Department of Environmental Regulation permit is also required.
4. A collector not complying with this policy may be issued a notice to cease activity or to comply under relevant legislation or local law, up to and including cancellation of licence, issue of an infringement notice or prosecution for non-compliance of conditions of licence.

– End of Policy

### Notes

Partially covered by Public Places & Local Government Property Local Law

### 13.3 Street Trees

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<b>Statutory context</b>	Shire of Narrogin Public Places and Local Government Property Local Law 2016	
<b>Corporate context</b>	Delegation 11.3 – Public Places and Local Government Property Local Law 2016	
<b>History</b>	Adopted	24 October 2018
	Formerly	Policy 15.3
	Last reviewed	_____

#### Policy Statement

##### Purpose

1. To manage the planting, maintenance and care of street trees in public places and on local government property, in particular but not limited to road reserves, within the townsites of Narrogin and Highbury.
2. Trees are a valuable community asset, enhancing both the built and the natural environment of the Shire. They contribute to the well-being of the community and through their longevity serve as a cultural link through generations.
3. The Shire of Narrogin recognises these values and is committed to the protection and maintenance of trees whilst maintaining its obligations to provide a safe environment.

##### Application

#### 1. Area of Application

This policy applies to –

- a) Narrogin townsite, and
- b) Highbury townsite

#### 2. Tree Protection

- a) All trees on land under the care and control of the Shire of Narrogin will be protected in accordance with relevant local laws, regulations and acts and these guidelines.
- b) Significant trees on Shire and public property will be recorded in the *Street Tree Planning: Selections and Recommendations Guide 2018*.
- c) For development applications, retention of mature trees or trees of significance on public property may be included as a condition of approval.
- d) Trees on private property are the responsibility of the land owner.

#### 3. Tree Removal

- a) Authorisation:  
Removal of any tree on Shire of Narrogin controlled property can only be given by the Executive Manager, Technical and Rural Services (EMTRS), or the Chief Executive Officer (CEO). Disputes may be subject to formal referral to Council. Applications for tree removal must be in writing stating the reason why the tree should be removed.
- b) Replacement:  
In most instances of tree removal and where practicable, a replacement tree will be planted in a suitable location at the discretion of the EMTRS with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018*.
- c) Removal not justified:  
Tree removal will not be justified by any of the following reasons:
  - i) Tree obscuring commercial advertising signs
  - ii) The growth of the tree is obstructing views
  - iii) Tree litter/leaf fall/debris
  - iv) Tree casting unwanted shade

- v) Resident requests an alternate species
  - vi) A perceived danger a tree might fall in a storm
- d) Removal justified:
- Tree removal may be justified by any of the following reasons:
- i) The tree is dead or dying and remedial techniques are not possible
  - ii) The tree is causing damage to property, infrastructure or public utilities and the cost of remedial works outweighs the value of the tree
  - iii) Where, subsequent to a risk assessment undertaken by the Shire of Narrogin, the tree presents an immediate danger to the public

#### **4. Tree Planting and Replacement**

- a) The Shire shall be responsible for the planting and replacement of all street trees, trees in parks and trees on land under the care and control of the Shire of Narrogin.
- b) Trees will be chosen from the approved species list in the *Street Tree Planning: Selections and Recommendations Guide 2018*, by the EMTRS.
- c) Trees under power lines whether new or replacement planting, will only be low growth species as listed in the *Street Tree Planning: Selections and Recommendations Guide 2018*, with the aim of reducing pruning costs and making better use of the Shire's resources.
- d) Well established trees will continue to be pruned as required, unless they are deemed as an unsuitable species by EMTRS whereby they may be removed.
- e) All tree planting near assets such as footpaths, roads, fences, installations such as electricity, water and other utilities where root invasion may cause damage to such asset will include the installation of root guards, to reduce or eliminate damage to other assets and property
- f) Trees should be planted in winter, preferably June and July
- g) Local native species will be used when planting in rural or bushland areas.

#### **5. Street Tree Pruning and Maintenance**

- a) Pruning and maintenance of trees will be undertaken by the Shire of Narrogin in an annual program which gives priority to under powerline pruning, the Central Business District (CBD), parks and other significant public spaces, and attends to other trees on an as needs basis.
- b) Tree pruning will only be authorised to be undertaken by personnel approved by the Shire of Narrogin who have suitable training and practical experience in arboricultural techniques. Trees under powerlines will be pruned to meet clearance requirements as directed by Western Power or other electrical utilities of the day.
- c) Pruning will not be carried out for purposes such as to improve views, reduction of leaf fall debris, to provide visual access to commercial signs reduction of shade or other reasons that may detract from the natural amenity and purpose of the tree or where pruning will affect the health and structural integrity of the tree.
- d) The Shire of Narrogin may water new tree planting through the first two years on an as needs basis. Should a resident wish to water and care for a new street tree that is directly in front of or adjoining their property then the EMTRS may approve this.

#### **6. Development Requests**

- a) Where tree removal is approved in a development plan at the request of private land owners or commercial developers, the full cost of the tree removal including stump grinding and site remediation will be met by the applicant. All attempts must be made to retain healthy suitable trees in the first instance.
- b) Where the relocation of a crossover or a request for vehicular access requires tree removal the applicant must meet the cost of the tree removal as in 6(a). All attempts must be made to retain healthy suitable trees including finding an alternative location for a crossover so as to retain a tree.
- c) Where trees are indicated for removal on a streetscape plan, landscape plan or works program approved by the Shire, an equal number of trees may be planted in other suitable sites at the discretion of the EMTRS.



- d) All trees to be provided as a result of development requests will be chosen with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018* and authorised by the EMTRS.

## 7. Public Awareness & Community Responsibility

- a) The Shire of Narrogin will encourage property owners to retain trees on private property, particularly where they contribute to the skyline or streetscape.  
Residents wishing to extend garden planting onto their verge must seek permission from the Shire, ensuring thoroughfare is retained, and site lines are not hindered. The applicant will supply plan/design to the EMTRS for approval. The maintenance of verge plantings will be by the private land owner. The Shire reserves the right to remove the verge planting at any time due to disputes, the planting representing a hazard or at the discretion of the EMTRS.
- b) Businesses, schools and government organisations will be encouraged to develop and maintain appropriate plantings particularly on the street front verge. The maintenance of verge plantings will be by the private land owner. The Shire reserves the right to remove the verge planting at any time due to disputes, the planting representing a hazard or at the discretion of the EMTRS.
- c) Residents will be encouraged to monitor the needs of newly planted trees adjacent to their property and provide additional watering when required.
- d) Disputes between neighbours over trees that are not under the jurisdiction of the Shire will not be entered into, unless the tree presents a hazard, whereby the Local Government Act 1995 will be referred to.
- e) Annual street tree planting will be undertaken by the Shire. Residents will be able to request street trees to be planted on their verge by contacting the Shire. The tree species will be determined by the Shire of Narrogin with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018*.

– End of Policy

## Notes

### Abbreviations

EMTRS – Executive Manager, Technical and Rural Services  
CEO – Chief Executive Officer  
CBD – Central Business District

Former Section 14 – Plant / Equipment transferred to Section 12

Former Section 15 – Natural Resources renumbered as Section 13

Former Section 16 – Unclassified transferred to Section 12

#### 10.4.2 DELEGATIONS REGISTER – 2019 REVIEW

File Reference	13.5.7
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	None
Date	15 July 2019
Author	Niel Mitchell – Governance Consultant
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	
1. Delegations Register – Review 2019 – Schedule of amendments	
2. Delegations Register 2019 – Amended draft	

#### Summary

To consider the review of Delegations Register previously resolved by Council, which must be reviewed at least once every 12 months.

#### Background

The Delegations Register records the matters delegated to the Chief Executive Officer (CEO) and others as provided for in a range of legislation.

The Local Government Act 1995 requires an annual review of delegations and that all delegations be in writing.

#### Comment

The review is now complete and a schedule of the recommended changes is attached, briefly outlining the effect of each of the changes.

A complete 'track changes' version of the current and proposed Delegations Register has been provided via email to Elected Members separately.

Delegations are the standing power of delegates to exercise powers on behalf of Council, and require a legislative basis, and to be consistent with legislation. The legislative power to make the delegation and sub delegations is recorded in the Register. Similar provisions to the Local Government Act are contained in other legislation.

Only one delegation is made to an officer other than the CEO, being variation of prohibited burning periods. The Bush Fires Act requires this be made to the Shire President and Chief Bush Fire Control Officer jointly.

Delegations may be made, amended or deleted at any time, by absolute majority resolution of Council.

## Consultation

Discussions with Chief Executive Officer and Executive Management Team and other relevant staff.

## Statutory Environment

Local Government Act 1995 –

- Section 5.42 – delegation of powers and discharge of duties to the CEO by absolute majority decision
- Section 5.43 – limits on delegations to CEO
- Section 5.44 – CEO may delegate to other employees in writing.

Bush Fires Act 1954 –

- Section 18(10) – delegation to vary prohibited burning periods to President and Chief Bush Fire Control Officer jointly
- Section 18 – delegation of powers to CEO, sub-delegation by CEO not permitted.

## Policy Implications

There are no changes recommended to Council's Policies that relate to the review.

## Financial Implications

There are no financial implications in the delegations emanating to the review that did not exist prior to the review.

## 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
Outcome:	4.2	An employer of choice
Strategy:	4.2.1	Provide a positive, desirable workplace

## Voting Requirements

Absolute majority

### OFFICERS' RECOMMENDATION

That Council adopt the Delegations Register as attached.

## Delegations Register – Review July 2019 Schedule of Amendments

Generally, will exclude comment on –

- References or Notes
- Spelling or textual corrections

Reformatted throughout to provide further clarity of separation of Council resolved delegation, and CEO's discretion of sub-delegation.

Delegation		Clauses affected (Function Conditions)	Effect of proposed change
No.	Title		
ALL	Throughout		Where appropriate insert "employee" or replace "officer"
	Preface		Noting the roles of delegation and sub-delegation
	Part A		Deletion of Part title – all delegations now in relevant Section as only 1 (Delegation 5.4) is to persons other than CEO
1.1	Appointment of Authorised person	Statutory Context Functions – 1  1(c)  2  4	Insert reference to Criminal Procedure Act  Broadening of CEO discretion to appoint persons other than employees as authorised person Deletion of reference to Medical Officer of Health – removed from legislation Broadening of CEO discretion to appoint persons other than employees as authorised person Infringement notices – limits authority to withdraw or extend to CEO. Authority to withdraw infringement notices generally can only be done by a person other than the issuing person. Some legislation specifies "employee". The proposed limit satisfies all requirements.
1.2	Acting CEO – Appointment	Functions – 1	Removes minimum of 5 days for appointment
2.1	Common Seal – Execution of documents	Functions – 1 Conditions – 1  4	Transfers part to Conditions  Broadens application so that CEO has discretion to affix the seal to give effect to administrative requirements dealing with land Clarification of effect of common seal, removing a previously implied delegation to President
2.2	Destruction of records	All	Considered to be an authorisation under the State Records Act, and not a delegation
3.1	Tenders power to set specifications, criteria, call, accept, vary	Functions – 1(d)  Conditions – 1 3  4	To specify variation prior to acceptance of the tender  Council may give CEO prior delegation to accept Variations of a tender can only be made after acceptance in accordance with the Regulations Limitation subject to Delegations 3.3 and 3.4

Delegation		Clauses affected (Function Conditions)	Effect of proposed change
No.	Title		
3.2	Contracts - Variations	Functions – 1 Conditions – 1	Transfers part to Conditions  Part transfer from Functions 1 Also, additional limitation to value remaining below tender threshold
3.3	Disposing of property, impounded, confiscated or uncollected goods	Conditions – 1(c)	Disposal of Shire owned goods is subject to disclosure in Budget. This limitation does not apply to impounded, confiscated goods etc
3.6	Sundry and rate debtors - Agreements	Sub-deleg – (b)	Discretion to sub-delegate to Manager Finance deleted
3.7	Write off of sundry and rate debts	Functions – 1(b)	Discretion extended to rate and service charges write-off
3.8	Municipal Fund – Incurring expenditure	All	Department opinion is that – <ul style="list-style-type: none"> <li>- Adoption of Budget gives the authority to expend (s.6.2)</li> <li>- Emergency expenditure is provided for (s.6.8)</li> <li>- Role of CEO is to implement decisions of Council (s.5.41) and includes the decisions inherent by adoption of the Budget</li> </ul>
3.11	Donations – Financial and In-kind Works / Services	Functions – 1	Clarification
4.1	Disposal of sick or injured animals	Sub-deleg – (d)	Deleted sub-delegation to Rangers – function of an authorised person
4.2	Cat Act 2011	Sub-deleg – (c) & (d)	Deleted sub-delegation to Rangers and Customer Service Officers – function of an authorised person
4.3	Cats Local Law 2016	Sub-deleg – (c) & (d)	Deleted sub-delegation to Rangers and Customer Service Officers – function of an authorised person
4.4	Dog Act 1976	Sub-deleg – (c) & (d)	Deleted sub-delegation to Rangers and Customer Service Officers – function of an authorised person
4.5	Dogs Local Law 2016	Sub-deleg – (c) & (d)	Deleted sub-delegation to Rangers and Customer Service Officers – function of an authorised person
4.6	Impounding of vehicles and goods	Sub-deleg – (d)	Deleted sub-delegation to Rangers – function of an authorised person
4.7	Impounding of cattle etc.	Sub-deleg – (d)	Deleted sub-delegation to Rangers – function of an authorised person

Delegation		Clauses affected (Function Conditions)	Effect of proposed change
No.	Title		
4.8	Parking Local Law 2016	Sub-deleg – (b)	Deleted sub-delegation to Rangers – function of an authorised person
5.2	Fire-fighting – Emergency plant hire	All	Deleted – transferred to Policy 5.6
5.4	Prohibited Burning Periods - Variation	All Functions – 3	Brought forward from former Delegation 19.3 Removes implied sub-delegation
6.1	Control of environmental health matters	Functions – 1 2 Conditions – 1 Sub-deleg – (a) (b)	Inserts power to administer matters under the Public Health Act 2016 Amends reference to Health (Miscellaneous Provisions) Act Amended for Public Health Act and Health (Miscellaneous Provisions) Act Now permitted to EMDRS Amended as more than one EHO employed
6.3	Control of food matters	Statutory Context  Functions – 1  Sub-deleg –	Legislation requires appointment of person withdrawing or extending infringement to be other than the person issuing  Delegation now to CEO to administer. Actions may still require a qualified person (EHO etc) to undertake them Deleted provision being to qualified person, as not permitted by the Act
7.1	Cemetery Local Law 2016	Sub-deleg –	Deleted sub-delegation to EMCCS, employees responsible for cemetery administration, Rangers. Cemetery administration does not need a delegation, Rangers to be authorised persons.
8.2	Long Service Leave	Conditions – 3	Limitation on approvals for deferral more than 2 years to be brought to Council for approval
10.1	Building permits	Functions – 2  Conditions – 5	Withdrawal and extensions of time to pay infringements limited to CEO as per new Building Act Regs  Withdrawal and extensions limited to CEO
10.3	Control of planning matters	Functions – 2	Clarification
10.5	Fencing Local Law 2016	Sub-deleg – (b) & (c)	Deleted sub-delegation to Registered Building Surveyor & Rangers – function of an authorised persons
11.1	Liquor Control Act	Sub-deleg – (b)	Deleted sub-delegation to EMCCS & EMTRS – functions related more to health and building
11.2	Discount/waiver/subsidy of facility hire fees	Functions – 1	Clarification

Delegation		Clauses affected (Function Conditions)	Effect of proposed change
No.	Title		
11.3	Public Places & Local Government Property Local Law 2016	Conditions – 1 Sub-deleg – a) d), e) & f)	Clarifications  Amendment of title Deletions of Manager Operations, EHO, Rangers – Enforcement activities undertaken as authorised person
<b>Section 13 brought forward as Section 12</b> <b>Consequential numbering changes</b>			
12.2	Things to be done on land not local government property	Functions – 1 Conditions – 1	Transfer of part to Conditions  Transfer from Functions
12.3	Works on land outside the district	Functions – 1 Conditions – 1	Transfer of part to Conditions  Transfer from Functions
12.7	Private works/ infrastructure on, over or under public land	Functions – 1 Conditions – 1	Transfer of part to Conditions  Transfer from Functions
<b>Former Section 14 now included in Section 12</b>			
<b>Former Section 15 now Section 13</b>			
<b>Former Section 16 now included in Section 12</b>			
<b>Former Section 17 deleted</b>			
<b>Former Section 18 now transferred to Section 6</b>			
<b>Former Section 19 deleted to transferred to Section 5</b>			



# REGISTER OF DELEGATIONS

REVIEW – JULY 2019



## History Summary

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Item	Date	Action	Description
1	12 July 2016	Establishment	Resolution 0714.107 - Delegations Register 2016/2017 – Adoption of Shire Delegations Register
2	9 August 2016	Amendment	Resolution 0814.119 - Incorporation of: 4.3 Cats Local Law 2016; 4.5 Dogs Local Law 2016; 4.8 Parking Local Law 2016; and 7.1 Cemetery local Law 2016
3	20 December 2016	Amendment	Resolution 1216.195 – Incorporation of: 10.5 Fencing Local Law 2016; and 11.3 Public Places and Local Government Property Local Law 2016.
4	23 May 2017	Nil	Resolution 0517.064 - Annual Review
5	23 May 2018	Amendment	Resolution 0518.051 – Annual Review Delegation 3.1 Tenders..., the following text was replaced: <i>The CEO is delegated authority to accept tenders called where the value of the proposed purchase is less than the tender threshold stipulated by Regulations, without further reference to Council.</i> with: <i>All tenders and expressions of interest, equal to or above the threshold, are to be approved by Council</i>
6	26/11/18	Editing	26/11/2018 – Preface incorporated, Appendix brought to front as 'Summary'. Certification page removed.

## PREFACE

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The Delegations Register is the compiled decisions of Council to the CEO, employees and other officers, authorising them to act on behalf of Council on specific matters. The power for Council to delegate is contained within the relevant Act.

Delegations are over-ridden by –

- Commonwealth and State legislation and regulations,
- the Local Planning Schemes
- Local Laws
- Council resolutions

Delegations override –

- Council Policy
- Executive Instructions
- Local Government Guidelines –
  - o although are not decisions of Council, close observance is strongly recommended
- administrative directions/instructions

The decisions can be made at any time, and may be varied at Council's discretion. Delegation is not binding on the Council, but is binding on employees and officers, unless discretion is stated. Delegated power is to be considered as Council's instructions.

The Local Government Act requires –

- delegations to be made by an absolute majority of Council
- annual review and resolution
- places restrictions and limitations.

Please bear in mind, that the Local Government Act cannot authorise a delegation made under other legislation, unless that legislation this. A delegation must be made in accordance with its head of power, or it is invalid.

Within the Delegations Register is a detailed outline of –

- how delegations re to be made,
- who they be made to
- the authority by which they are made
- limitations and restrictions etc.

The Delegation Functions, Conditions and Sub-Delegations Permitted are resolved by Council. Sub-Delegations by the CEO within the permissions approved by Council, are at the discretion of the CEO. All procedural or reference information may be amended or updated by the Chief Executive Officer if required.

## ARRANGEMENT

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Former Section 14 – Plant / Equipment (transferred to Section 12)

Former Section 15 – Natural Resources (renumbered as Section 13)

Former Section 16 – Unclassified (transferred to Section 12)

Former Section 17 – Building and Development (deleted)

Former Section 18 – Environmental Health / Food (transferred to Section 6)

Former Section 19 – Fire Control (deleted or transferred to Section 5)

## SUMMARY

This document records the compiled delegations made by Council under the authority of the Local Government Act 1995 and other legislative instruments as specified.

This register is the formal written record by which a delegation is made and conferred. Therefore, committees, the CEO and officers are provided with this document as their record of delegation/s made to them.

## Statutory Context

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This Delegations Register has been prepared in accordance with –

Local Government Act 1995:

**s.5.16 – Delegation of some powers and duties to certain committees**

- Separate document as differing provisions apply

s.5.17 – Limits on delegations of powers and duties to certain committees

s.5.18 – Register of delegations to committees

**s.5.42 – Delegation of some powers and duties to CEO**

s.5.43 – Limits on delegations to CEO

s.5.44 – CEO may delegate powers and duties to other employees

s.7.1B – Delegation of some powers and duties to audit committees

Local Government (Administration) Regulations 1996 –

r.19 – Record to be kept by delegates

Other legislation includes, but is not limited to –

Building Act 2011

Bushfires Act 1954

Cat Act

Dog Act 1976

Food Act 2008

Health Act 1911

Local Government (Miscellaneous Provisions) Act 1960

Planning and Development Act 2005

Local Government Local Laws, currently adopted –

Cat Local Law 2016

Cemetery Local Law 2016 (amended)

Dog Local Law 2016

Fencing Local Law 2016

Health Model “A” Series By-laws (Shire 1974, Town 1966, both amended)

Meeting Procedures Local Law 2016

Parking Local Law 2016

Public Places and Local Government Property Local Law 2016

Signs, Hoardings and Bill-Posting By-Law 1986

Local Planning Scheme

Revised Local Planning Scheme for the merged Shire of Narrogin is nearing completion

Unless stated otherwise, the Local Government Act 1995 section 5.42 is the fundamental statutory context for Council to make the delegations.

Local Government Act 1995 –

#### 5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under –
- (a) this Act other than those referred to in section 5.43; or
  - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

\* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Various other legislative instruments empower or require Council to make delegations. The legislative empowerment is stated within each delegation.

Council expects the CEO to apply the provisions of the Local Government Act s.5.44 and other legislation to delegate powers and duties to other employees, including s.5.44(3) powers and duties which have been delegated to the CEO under s5.42.

### Corporate context

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The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to various officers, and to stipulate conditions, standards or methods of control and management.

This Delegations Register has been prepared to complement a range of obligations imposed by legislation including local laws, and various document adopted by Council.

The order of priority for compliance is –

1. Federal and State legislation and regulations,
2. The Local Planning Scheme,
3. A specific resolution of Council,
4. Delegations Register – being specific authorisations resolved by Council, and having a statutory context under the Local Government Act,
5. Local Planning Policy – as it is made under the authority of the Local Planning Scheme, by resolution of Council,
6. Council Policy – being instructions resolved by Council on how particular matters are to be dealt with,
7. Executive Instruction – standing instructions or procedures issued by the CEO,
8. Administrative directions or instructions.

Although not decisions of Council, and therefore not a requirement of staff, consideration should be given to the following as being best practice –

- DLGRD Guidelines
- WALGA Councillors Manual, Practice Notes etc.

Unless specifically resolved that a delegation is to be included in the Delegations Register, it is considered that it is for a specific matter, and is not a general or on-going Delegation.

There are some Delegations that have specific legislative provision, and these are noted in the individual Delegation.



## Definitions

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The LG Act has not defined the term “delegation” or “delegated power”. However:

s.5.16 refers to “... the exercise of any of its powers and duties ...”

s.5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties ...”

The following terms used in this document apply insofar as they are consistent with enabling legislation.

**authority** means the permission or requirement for Council, a Committee or a person to act in accordance with:

- the Local Government Act, Regulation or other legislation,
- a delegation made by Council,
- a policy made by Council, or
- a specific decision by Council, or
- Standard Procedural Direction given or authorised by the CEO.

**delegation** means the authority for a Committee, the CEO or other person to exercise a power, or discharge a duty, as conferred by absolute majority decision of council under the provisions of the relevant legislation.

**Council Policy** is the standing instruction resolved by Council as to how a particular matter is to be implemented:

**Executive Instruction** means the requirement for a staff member to act in accordance with a direction given by the CEO.

**Planning Policy** is established under the Planning & Development Act 2005, and the local planning scheme, and has mandatory procedures to adopt, amend or revoke.

## Guidelines No.17 – Delegations (Department of Local Government)

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The Department of Local Government and Communities has published Guidelines for the formation of Delegations.

The Guidelines outline the concept of “delegation” and “acting through” in parts 3 and 4, particularly in paragraph 13 where it is stated –

*... the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.*

In effect, “acting through” is an action that could reasonably be expected to be carried out as the result of a decision by Council (e.g. advertising of a tender), or as a function reasonably expected of the position that a person holds.

Not all matters which will be recorded in Policy are “acting through” matters. Similarly, not all “acting through” matters will be listed. Policy describes how that action or some other action is to be carried out.

## Making, amending and revoking delegations

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Delegations from Council may be made, amended or revoked at any time by an absolute majority of Council.

Where permitted by Council in the delegation, the CEO may authorise a secondary delegation at any time.

Delegations from the CEO to other employees are at the discretion of the CEO and do not require a Council resolution. The CEO can delegate a power or duty, the exercise or discharge of which has been delegated by

a local government to the CEO, subject to any conditions imposed by the local government on its delegation to the CEO (s.5.44 (3)).

It is a requirement that the use of all delegated authority is recorded but it is not a requirement to report the use of delegated authority to Council.

Council may impose limitations on secondary delegation or the functions delegated as they see fit. The CEO is not obligated to delegate the whole or any delegation authorised by Council, but may choose not to or place further limitations on the delegation.

However, unless specifically resolved that the authority is to be included in the Delegations Register, the authority to act is for a specific matter, and is not a general or on-going delegation.

## **Use of delegations**

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Delegations are made to assist with the smooth operation of the organisations, and allow appropriate levels of authority to determine a wide range of matters.

There is no requirement for any authorised person to use a delegation. It is at the person's discretion whether or not to exercise a delegated authority, and they may refer the matter to a higher level at any time, should it appear in their judgement to be the best option.

## **Record of use of delegations**

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The Act requires that the use of each delegation is recorded, but does not require that the use is reported to Council, nor does it specify recording or listing the use in a particular format. Such requirements would result in an unwieldy volume of work that is unproductive.

However, in some instances, the use of the delegation is of sufficient importance that Council should be advised so as to be aware of the impact of the decision made.

In order to reduce the unnecessary paperwork burden as far as is possible, the formal record of use of a delegation is the document that is produced in the normal course of administration of the matter. This document may be a form approving or refusing an application, a letter, batch approval for payment of creditors, file note, email or similar.

All these satisfy the requirement of the State Records Office for recordkeeping.

## **Review of delegations**

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A delegation has effect for the period of time specified in the delegation or indefinitely if no period has been specified.

It is a requirement of the Local Government Act s5.18 and s.5.46 (1) that all delegations made under the authority of that Act be reviewed by the delegator at least once in each financial year.

Any decision to amend or revoke a delegation by a local government is to be by an absolute majority s.5.45 (1) (b).

Review of delegations from the Council to committees and the CEO will be carried out before the end of each financial year and preferably in conjunction with the annual review of Council policies.

The CEO will review delegations to staff as required on changeover of staff or change of staff functions and will review all delegations at least once in the financial year in accordance with the legislation.

## **Primary delegation**

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The primary delegation recipient includes the person acting in that position should the named recipient be absent from duty. This provision does not apply where the named person is on duty, but not present at the office at the time.

## **Secondary delegation by CEO**

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The CEO is expected and encouraged to further delegate to appropriate officers, subject to the limitations imposed by the Local Government Act, other enabling legislation, or the conditions of the delegation made by Council to the CEO –

- s.5.43 – limits on delegations to CEO
- s.5.44 (1) – does not permit the CEO to delegate the capacity to further delegate, and further stipulates that the delegation may only be to employees
  - o no such stipulation is made for delegations under other legislation
- s.5.46 – requires the CEO to review sub-delegations to other employees at least annually

The delegation by the CEO is to be –

- by signed document to the person,
- a copy to be retained by them.

– End

## Section 1 - Council / Governance

### 1.1 Appointment of authorised persons

#### Statutory context

Local Government Act 1995 –

- s.3.18 – local government to administer its local laws and perform its required functions under the Act
- s.9.10(1) – Appointment of authorised persons

Criminal Procedure Act 2004 –

- s.6 – Regulations to provide for the appointment of authorised persons to issue infringement notices and specified persons permitted to withdraw or extend time to pay infringement notices

#### Corporate context

None

#### History

Adopted 12 July 2016

Amended \_\_\_\_\_

#### Delegation from Council to CEO

#### Functions to be performed

##### 1. Legislation

The CEO is delegated power to appoint employees and other persons as appropriate or necessary, to be authorised persons for the purposes of performing functions under the following Acts and associated Regulations –

- a) Local Government Act 1995, excluding –
  - s.5.37(1) – determination that an employee or class of employee is or is not designated; and
  - s.5.37(1) – appointment or termination of a person to a designated position without Council's consent
- b) Local Government (Miscellaneous Provisions) Act 1960
- c) Health (Miscellaneous Provisions) Act 1911
- d) Building Act 2011
- e) Bush Fires Act 1954
- f) Cat Act 2008
- g) Cemeteries Act 1986
- h) Dog Act 1976
- i) Environmental Protection Act & Regulations 1986
- j) Food Act 2008
- k) Litter Act 1979
- l) Planning and Development Act 2005
- m) Control of Vehicles (Off-road Areas) Act 1978
- n) Caravan Parks & Camping Grounds Act 1995
- o) Public Health Act 2016

##### 2. Local Laws

The CEO is delegated power to appoint employees and other persons as appropriate or necessary to be authorised persons for the purposes of performing functions under the following local laws –

- a) Bush Fire Brigades Local Law 2017,
- b) Cats Local Law 2016;
- c) Cemetery Local Law 2016,
- d) Dogs Local Law 2016,
- e) Extractive Industries Local Law 2017,

- f) Fencing Local Law 2016,
- g) Public Places and Local Government Property Local Law 2016;
- h) Parking Local Law 2016
- i) Health Model “A” series Bylaws, adopted 1966, (former Town of Narrogin)  
Stables Bylaw 1978,  
Mobile Rubbish Carts Bylaw 1989.
- j) Health Model “A” series Bylaws, adopted 1974, (former Shire of Narrogin)
- k) Signs, Hoardings and Billposting Bylaw 1986,

### 3. Planning

The CEO is delegated power to appoint employees as authorised persons for the purposes of performing functions under –

- a) Local Planning Schemes;
- b) Local Planning Policy.

### 4. Infringement Notices

The CEO is delegated power to appoint employees and other persons as appropriate or necessary with the power to issue infringement notices for the purposes of the *Criminal Procedure Act 2004* s.6(b) in accordance with the Local Government Act 1995 s.9.10(1), subject to –

- a) the power to withdraw any infringement notice or to extend the time to pay an infringement notice is restricted to the CEO as the person specified for this function, and may not be sub-delegated,
- b) where the infringement notice is issued by the CEO, a request to withdraw any infringement notice or extend the time to pay an infringement notice is to be referred to Council.

### **Conditions on use of delegation**

1. Appointments made by the CEO are to state the appointment is for –
  - a) the duration of employment by the Shire,
  - b) the duration of the contract with the Shire, or
  - c) specified time, event or purpose.
2. Appointment to a position by Council or CEO, in either a substantive or temporary capacity, includes the responsibility to administer and perform the functions delegated to that position, subject to –
  - a) any limitations specified in the relevant general delegation to the person or position;
  - b) any specific limitations imposed by the Council or CEO in making the appointment.
3. All proposals to commence prosecution are to be referred to Council for decision, unless specifically provided for under delegated power or by specific decision.

### **Sub-delegation permitted to**

Not permitted

<b>Delegation by CEO to other employees</b>
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Not permitted

<b>References</b>
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<b>Formal record of use</b>	Authorised person's certificate of authorisation File copy of authorisation
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<b>File number</b>	Personnel file Relevant subject file
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## Notes

No delegated power for –

- legislation not listed,
- Meeting Procedure Local Law – not required

Authorised persons exercise their authority directly from the Act, Regulation or local law that refers to “an authorised person”, and may be appointed directly by Council, or by the CEO under delegated power.

Where the Act, Regulation or local law refers to “local government” the function must be exercised through a formal delegation.

Where the Act, Regulation or local law refers to “Council”, it means the elected members in session.

Appointments of persons other than employees are to be referred to Council for determination.

Some appointments can be made independent of employment with the Shire, and unless revoked or otherwise limited, the appointment continues to remain valid. This is the case with Fire Control Officers, Authorised Dog Control Officers etc. Their appointment means –

- the community member is an officer of the local government,
- as an officer the local government, there is a duty of care to the person, as well as to the community, and must ensure that the person is adequately resourced for the task, including training, equipment etc, as necessary,
- as an officer of the local government, there is a legal responsibility for their actions, and in making the appointment there is an obligation to be satisfied that the person is appropriate and competent to exercise the authority.

As these appointments mean that the person is an officer of the local government for that specific purpose, they have the statutory authority to commit the local government to particular actions, initiate various proceedings etc, as listed in the authorising Act, and as permitted or limited by Council or the CEO.

When making an appointment, the CEO must be certain that the person appointed is capable of undertaking the role, is suitable, and provide the necessary resources for the role to be carried out such as training, equipment, etc.

This delegation does not apply to allocation of statutory functions made by the CEO to fulfil legislative requirements undertaken as a component of administrative tasks.

## 1.2 Acting CEO – Appointment

### Statutory context

Local Government Act 1995 –

- s.5.35 – Appointment of CEO requires absolute majority
- s.5.37 – Designation as senior employee to have Council consent
- s.5.42 – Council may delegate functions to CEO

### Corporate context

None

### History

Adopted 12 July 2016

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to appoint an employee designated under the Local Government Act 1995 s.5.37 as Acting CEO when the CEO is on periods of leave, up to a maximum period of 20 working days.
2. In the case of the unavailability of the CEO due to emergency, the EMCCS is automatically appointed as Acting CEO for up to 2 weeks from commencement, and continuation is then subject to confirmation by Council.

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

Not permitted

### Delegation by CEO to other employees

Not permitted

### References

**Formal record of use** Written record on personnel file

**File number** Personnel file

### Notes

Council may only delegate power to a CEO under the Local Government Act s.5.42 who is appointed in accordance with s.5.35(1)&(2) requiring an absolute majority. Accordingly, a person who is to exercise the responsibilities and delegations of CEO while acting in that position must also have specific Council approval.

Designation as a senior employee under s.5.37 complies with this requirement, as it specifies that Council must consent to the employment of a designated senior employee.

Generally, employees designated under the Act s.5.37 will only be –

- Executive Manager Corporate & Community Services
- Executive Manager Development & Regulatory Services

- Executive Manager Technical & Rural Services

A senior employee in the organisation is not automatically a designated employee under s.5.37.



## Section 2 - Administration / Organisation

### 2.1 Common Seal – Execution of documents

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#### Statutory context

Local Government Act 1995 –

- s. 5.43(ha) – CEO cannot authorise a person to sign documents on behalf of the local government
- s.9.49A(1) – only affixed as authorised by Council
- s.9.49A(2) – only to documents as authorised by Council
- s.9.49A(3) – affixed in presence of President and CEO or senior employee authorised by CEO
- s.9.49A(4) – Council may authorise person to sign documents
- s.9.49A(5) – Document does not have legal status as a deed unless permitted and executed as a deed

Local Government (Functions & General) Regulations 1996 –

- r.34 – Common seal, unauthorised use of

#### Corporate context

Policy Manual –

- 1.11 – Common Seal

#### History

Adopted 12 July 2016

#### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to affix the Common Seal without prior approval by Council in specified circumstances,

#### Conditions on use of delegation

1. The CEO may exercise this delegation where the document is –
  - a) a renewal or extension of an original document, and there is no significant variation in clauses or conditions in the renewal;
  - b) an agreement to provide funding to the Shire and the project/item to be funded is disclosed in the budget or previously approved by Council.
2. Notwithstanding Conditions clause 1, the CEO may exercise this delegation to sign and make all necessary arrangements including lodgement, removal, withdrawal, surrender or modification to –
  - (a) Notifications, covenants and easements under the Transfer of Land Act 1893;
  - (b) reciprocal access and/or parking agreements;
  - (c) rights of carriageway agreements;
  - (d) caveats under the Transfer of Land Act 1893; and
  - (e) easements or deeds under the Land Administration Act 1997 or Strata Titles Act 1985.
3. Application of the Common Seal has no effect unless countersigned by the President.

#### Sub-delegation permitted to

Not permitted under the Local Government Act section 9.49A.

Delegation by CEO to other employees
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Not permitted

References
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**Formal record of use**      File copy of document executed  
Common Seal – Register of Use  
Relevant subject file

**File number**              Various according to subject

**Notes**

Most contracts for supply of services, including contracts of employment, do not legally require the Common Seal to be affixed, although its use may be usual practice.

## **2.2 Destruction of Records (Deleted)**

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## 2.3 Confidential records – Inspection

### Statutory context

Local Government Act 1995 –

- s.5.92 – Council or committee members may access confidential information only if, and to the extent necessary, to fulfil their function
- s.5.93 – penalties if Council or committee member, or employee misuses information
- s.5.94 – public inspection of information permitted, with some restrictions
- s.5.94(1) to (3) – information that is required to remain confidential
- s.5.95(1) to (6) and (8) – exclusions from public inspection
- s.5.95(7) – some previously confidential information may be made available in some circumstances

Administration Regulations 1996 –

- r.29A – limits on confidential information that may be inspected

Rules of Conduct Regulations 2007 –

- r.6 – use of information, including confidential information, by council members
- r.7 – prohibition on improper use, for personal advantage or to someone's detriment
- r.8 – misuse of local government resources

### Corporate context

Shire of Narrogin Record Keeping Plan

### History

Adopted 12 July 2016

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to make available information determined by Council or the CEO to be confidential, and not available for public inspection.

#### Conditions on use of delegation

1. Prior to making a decision, the CEO is to determine –
  - (a) whether or not the information should remain confidential or public inspection permitted;
  - (b) the extent of information that may be released.
2. The CEO is to use discretion in exercising this delegation, taking note that –
  - (a) there is no compulsion to release confidential information,
  - (b) some information is required to remain confidential.

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

### Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate and Community Services**  
In full

<b>References</b>
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**Formal record of use**      File copy of written request and decision by CEO

**File number**                16.3.1 / 16.3.2

**Notes**

Examples of information that is required to remain confidential includes –

- (a) employee details, conditions, negotiations etc
- (b) supplier's bank information;
- (c) details required by legislation to be omitted from electoral roll;
- (d) information regarding debts owed to the Shire

CEO may consider some information to remain confidential, due to –

- (a) commercial in confidence;
- (b) potential for misuse;
- (c) insufficient reasons/justification to access the information.

Note – refusal of access does not prevent application being made under the Freedom of Information Act.

## Section 3 - Financial Management

### 3.1 Tenders – power to set specifications, criteria, call, accept, vary

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#### Statutory context

Local Government Act 1995 –

- s.3.57– Tenders for providing goods or services
- s.3.58 – Disposing of property
- s.5.43(b) – Limits on delegation to accept tenders

Local Government (Functions and General) Regulations 1996 –

Part 4 – provision of goods and services

Division 1 – Purchasing policies for local government

- r.11A – requirement for a purchasing policy
- r.11 – when tenders have to be publicly invited and exemptions from inviting

Division 2 – Tenders for providing goods and services, specifically –

- r.14(2a) – criteria for deciding on tender to be determined in writing prior
- r.14(4) – information to be disclosed, specifications, own tender to be determined prior
- r.14(5) – vary information disclosed subject to all being informed
- r.20 – Minor variation of requirements before entry into contract
- r.23 – Rejecting and accepting expressions of interest

Division 3 – Panels of pre-qualified suppliers, specifically –

- r.24AD(2a) – requirements to join panel of pre-qualified suppliers

Part 4A – Regional Price Preference

Part 6 - Miscellaneous

- s.30 (3) – exempt disposition of property

#### Corporate context

Delegation Register –

- 3.8 – Municipal Fund – Incurring expenditure

Policy Manual –

- 3.1 – Purchasing
- 3.2 – Local Price Preference

#### History

Adopted 12 July 2016

Amended 23 May 2018

Delegation from Council to CEO
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#### Functions to be performed

1. The CEO is delegated power, subject to prior budget provision having been made or to give effect to a Council decision, to –
  - (a) prepare and finalise specifications for calling all tenders, expressions of interest and panels for pre-qualified suppliers in accordance with Budget provision and at the appropriate time;
  - (b) determine the criteria for assessment of all tenders, expressions of interest and panels for pre-qualified suppliers;
  - (c) invite all tenders, expressions of interest and applications for panels of pre-qualified suppliers; or
  - (d) approve a minor variation to a tender prior to acceptance, provided the intentions and purposes of the tender are not substantially altered, and where the effect on the total contract is a –

- (i) reduction;
- (ii) increase in cost to a cumulative total of \$25,000 ex GST or 5% whichever is the greater, where the adjusted total remuneration remains within Budget provision; or
- (iii) reasonable and unforeseen increase in duration of the contract.

#### Conditions on use of delegation

1. Acceptance of tenders and expressions of interest, equal to or above the threshold, are to be by Council, unless prior delegation had been resolved.
2. Acceptance and variation of tenders is limited to the CEO only.
3. Variation of a tender after acceptance of the tender is not permitted unless provided for in the accepted tender. This is not to be construed that a contract entered into as a result of a Tender, cannot be varied, pursuant to Delegation 3.2 Contract Variations.
4. All matters dealing with purchase or disposal of land (sale or lease) are to have the specific authorisation of Council, subject to –
  - a) any prior directions of Council, and
  - b) Delegations 3.3 and 3.4.

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees
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To –

**a) Executive Manager Corporate & Community Services**

To set specifications and criteria, and to call within Corporate & Community Services division

**b) Executive Manager Technical & Rural Services**

To set specifications and criteria, and to call within Technical a& Rural Services division

**c) Executive Manager Development & Regulatory Services**

To set specifications and criteria, and to call within Development & Regulatory Services division

References
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**Formal record of use**      Report to Council via monthly briefing papers  
    Tender register and documentation on file

**File number**                      1.2.1

**Notes:**

Expression of interest is not a quote – refer Functions & General Regulations r.21(3). The mandatory requirements are equivalent to those for a tender.

This delegation applies to all tenders – whether acquisition or disposal.

## 3.2 Contracts – Variations

### Statutory context

Local Government (Functions and General) Regulations 1996 –

- r.11 – when tenders have to be invited and exemptions from inviting
- r.21A – Varying a contract with a tenderer for the supply of goods or services
- r.24AJ – Contracts with pre-qualified suppliers

### Corporate context

Policy Manual –

- 3.1 - Purchasing

### History

Adopted

12 July 2016

Amended

Delegation from Council to CEO
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### Functions to be performed

1. The CEO is delegated power to vary a contract.

### Conditions on use of delegation

1. The exercise of this delegation is subject to –
  - a) prior budget provision having been made, or
  - b) being in order to give effect to a Council decision to accept a variation of a contract entered into, or
  - c) the intentions and purposes of the contract are not substantially altered, and
  - d) where the effect on the total contract is –
    - i) a reduction;
    - ii) the cumulative value remains below the tender threshold;
    - iii) increase in cost to a cumulative total of \$40,000 ex GST or 10% whichever is the greater, where the adjusted total contract payment remains within Budget provision; or
    - iv) is a reasonable and unforeseen increase in duration of the contract.

### Sub-delegation permitted

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees
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To –

**a) Executive Manager Corporate & Community Services**

To a maximum value of \$10,000 or 5% within Corporate & Community Services division

**b) Executive Manager Technical & Rural Services**

To a maximum value of \$10,000 or 5% within Technical & Rural Services division

**c) Executive Manager Development & Regulatory Services**

To a maximum value of \$10,000 or 5% within Development & Regulatory Services division



**References**

**Formal record of use**      File copy of approved variation

**File number**              Various according to subject matter

**Notes**

### 3.3 Disposing of property, and impounded, confiscated or uncollected goods

#### Statutory context

Local Government Act 1995 –

- s.3.39 – Power to remove an impound
- s.3.40 – Vehicle may be removed if goods to be impounded are in or on it
- s.3.40A – Abandoned vehicle wreck – disposal
- s.3.41 – Impounded perishable goods
- s.3.42 – Impounded non-perishable goods
- s.3.43 – Impounded non-perishable goods, court may confiscate
- s.3.44 – Notice to collect goods if not confiscate
- s.3.47(1) – Confiscated or uncollected goods, disposal of
- s.3.47(2b) – Periods of retention before disposal
- s.3.48 – Impounding expenses, recovery of
- s.3.58 – Disposing of property

Local Government (Functions and General) Regulations 1996 –

- r.29A – Abandoned vehicle wrecks, value etc. prescribed for
- r.30 – Disposition of property excluded from Act s.3.58
- r.31 – Anti-avoidance provision for Act s.3.58

#### Corporate context

None

#### History

Adopted 12 July 2016

Delegation from Council to CEO
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#### Function/s to be performed

The CEO is delegated power to dispose of a vehicle considered to be an abandoned vehicle wreck under section 3.40A(3).

The CEO is delegated power to dispose of goods confiscated under section 3.43.

The CEO is delegated power to take all appropriate action under section 3.48 that may be necessary to recover the costs of impounding good or vehicles.

The CEO is delegated power to dispose of property under section 3.58.

#### Conditions on use of delegation

1. This delegated power –
  - (a) is subject to the operation of Delegation 3.1 Tenders.
  - (b) applies to property other than land and buildings;
  - (c) applies to property less than \$20,000 ex GST (individually or collective of associated similar items), unless prior authorisation given by Council specifically or by reference (such as trade-in vehicle or replacement vehicle disclosed in the annual Budget);
  - (d) applies to property that is surplus to requirements, unlikely to be used, damaged, or impounded;
  - (e) is to be exercised ensuring disposal of assets is by offering them for public sale by any fair means, or to an appropriate not-for-profit community group;

## 2. Restrictions –

- (a) Where the “income” from the asset being disposed of is to be used as part of consideration for the acquisition of a new asset, both disposal and acquisition must be disclosed in Budget;
- (b) If required, transfer of the property is subject to the asset not being available to the purchaser until such time as the replacement asset is available for Shire use;
- (c) And price offered is paid.

**Sub-delegation permitted to**

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

## Delegation by CEO to other employees

To –

- a) Executive Manager Corporate & Community Services**  
Matters within Corporate & Community Services division
- b) Executive Manager Technical & Rural Services**  
Matters within Technical & Rural Services division
- c) Executive Manager Development & Regulatory Services**  
Matters within Development & Regulatory Services division

## References

**Formal record of use**      Acceptance of offer on disposal file

**File number**              23.4.1

**Notes**

All matters dealing with purchase or disposal of land (sale or lease) are to have the specific authorisation of Council, subject to any prior directions of Council.

### 3.4 Disposing of land – leases, rentals etc

<b>Statutory context</b>	Local Government Act 1995 –
•	s.3.58 – disposition of assets
	Local Government (Function and General) Regulations 1996 –
•	r.30 – limited exemption for disposition of assets
<b>Corporate context</b>	None
<b>History</b>	
Adopted	12 July 2016

#### Delegation from Council to CEO

##### Functions to be performed

1. The CEO is delegated power to determine leases, licences or rental of land or property for periods of 12 months or less, in accordance with any policy, guidelines or conditions as set by Council from time to time.

##### Conditions on use of delegation

1. This delegation applies where the consideration is less than \$20,000 ex GST, unless prior authorisation given by Council specifically or by reference.
2. All leasing or rental of property for more than 12 months to be referred to Council for decision, except for staff in Shire owned housing.
3. All sale of land requires authorisation by Council resolution.

##### Sub-delegation permitted to

- a) Executive Manager Corporate and Community Services

#### Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**  
In full

#### References

**Formal record of use** File copy of notice

**File number** 5.1.5

##### Notes

Dept of Local Government and Communities considers leasing and rentals to be disposal of land under LG Act s.3.58 as it is a grant of exclusive right for the period agreed.

Functions and General Regulations r.30 has different exemptions and different values for land and other property.

### 3.5 Rates record, extensions and objections

#### Statutory context

Local Government Act 1995 –

- s.6.39 (2) – amend rate records for up to 5 years
- s.6.40 (3) – refund of rates after overpayment
- s.6.76 (4) – extension of time to make objection to rate record
- s.6.76 (5) – determination of objection to rate record

#### Corporate context

None

#### History

Adopted 12 July 2016

Delegation from Council to CEO
--------------------------------

#### Functions to be performed

1. The CEO is delegated power to –
  - a) amend rate records for the past five years preceding the current year,
  - b) refund of rates overpaid following an adjustment to the rate record if requested,
  - c) extend the time for making the objection for such period as the CEO thinks fit, on application by a person proposing to make an objection to the rate record
  - d) consider any objection to the rate record and may either disallow it or allow it, wholly or in part.

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees
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To –

- a) **Executive Manager Corporate & Community Services**  
In full

References
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**Formal record of use** File copy of rates notice, payment, agreement or determination

**File number** 25.3.1  
Property / Assessment file

#### Notes

### 3.6 Sundry and rate debtors – Recovery and agreements

#### Statutory context

Local Government Act 1995 –

- s.6.49 – Agreement as to payment of rates and service charges
- s.6.56 (1) – recovery of rates by complaint or action
- s.6.60 (2) – recovery of rates by requiring payment of rent to Shire

#### Corporate context

None

#### History

Adopted 12 July 2016

#### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to negotiate an agreement for the payment of rates, service charge and sundry debts, together with the costs of proceedings, if any, for that recovery, subject to any administrative or instalment charges, penalty interest etc being incorporated into the agreement.
2. The CEO is delegated power to recover unpaid rates or service charges after becoming due and payable, together with the costs of proceedings, if any, for that recovery –
  - a) by use of a debt collection agency,
  - b) in a court of competent jurisdiction;
  - c) by serving notice on a tenant to pay rent to the Shire;
  - d) other such means as is provided for and appropriate.
3. The CEO is delegated power to recover unpaid sundry debtors, together with the costs of proceedings, if any, for that recovery –
  - a) by use of a debt collection agency,
  - b) in a court of competent jurisdiction;
  - c) other such means as is provided for and appropriate.

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

#### Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**  
In full

#### References

**Formal record of use** File copy of instruction to court or debt collection agency etc, written agreement with debtor, notice tenant etc

**File number** 12.7.1 / 25.5.2 / Property file

**Notes**

### 3.7 Write off of sundry and rate debts

#### Statutory context

Local Government Act 1995 –

s.5.95 – information that is required to remain confidential

s.6.12(c) – Power to write off any amount of money

Local Government (Financial Management) Regulations 1996 –

r.42(2)(d) – total amount of money written off for each rate or service charge etc, to be included in the annual report

#### Corporate context

None

#### History

Adopted

12 July 2016

Delegation from Council to CEO
--------------------------------

#### Functions to be performed

1. The CEO is delegated power to write off small amounts to a maximum of \$100.00 ex GST per individual debt for –
  - a) sundry debtors and any interest, charges and associated cost where the debtor can no longer be traced, or recovery is deemed unlikely;
  - b) rates or service charges, interest on rates or service charges, or rate instalment charge where there is satisfactory evidence of attempt to pay by the required date –
    - (i) where as a result of daily interest calculations, the rates were intended to be paid in full, but an error occurred, or the payment was received by mail after the calculation was made; or
    - (ii) on transfer of the property from one owner to the next, and
    - (iii) the value of the debt makes recovery attempts uneconomical.

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees
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To –

- a) **Executive Manager Corporate & Community Services**  
In full

References
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#### Formal record of use

Listing of debts written off to be signed by CEO

Report to Council via monthly briefing papers of the number of debts and total amount only

Value of rates and service charges written off to be included in the annual report

#### File number

12.7.1



## Notes

Where a write-off is intended for rates or service charges, there must be evidence that reasonable attempts were made to pay the amount by the date of calculation, unless the value of the debt makes recovery attempts uneconomical.

Debt information is to be kept confidential under the Local Government Act s.5.95(2), and therefore no identifying details should be in public documents such as Agendas or Minutes. Debt information includes rate debts as well as sundry debts.

### **3.8 Municipal Fund and Trust fund – Payments from Bank Accounts (Deleted)**

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### 3.9 Municipal Fund and Trust Fund – Payments from Bank Accounts

#### Statutory context

Local Government Act 1995 –

s.6.8 – expenditure from Municipal Fund

s.6.8(1)(c) – Payment in an emergency

Local Government (Financial Management) Regulations 1996 –

r.5 – CEO's duties as to financial management

r.11 – Payments, procedures for making etc

r.12 – Payments from municipal fund or trust fund, restrictions on making

r.13 – Duties of CEO

Local Government (Audit) Regulations

r.16 – CEO to review certain systems and procedures

#### Corporate context

None

#### History

Adopted

12 July 2016

#### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to make payments from the Municipal Bank Account and Trust Bank Account.

#### Conditions on use of delegation

1. The exercise of this delegation is subject to –
  - (a) being in accordance with the adopted Budget;
  - (b) being approved by a resolution of Council;
  - (c) disbursement as authorised, of funds lodged to the Trust Account, or
  - (d) being authorised emergency expenditure.
2. The CEO is to ensure –
  - (a) systems and procedures required by FM Reg. r.5 are in place;
  - (b) compliance with procedures developed in accordance with FM Reg r.11;
  - (c) constant review of procedures in accordance with Audit Reg. r.17
3. All transactions are to have the approved signatures or secure electronic passwords by any two of the following approved persons, jointly –

Position	Authorising Signature / Electronic Password	
	Initial	Secondary
CEO	All	All
EMCCS	All	All
EMDRS	All	All
EMTRS	All	All

MF	All	All
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**Sub-delegation permitted to**

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services
- d) Manager Finance

Delegation by CEO to other employees
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To –

- a) **Executive Manager Corporate & Community Services**  
Restricted, as specified in Delegation Conditions
- b) **Executive Manager Technical & Rural Services**  
Restricted, as specified in Delegation Conditions
- c) **Executive Manager Development & Regulatory Services**  
Restricted, as specified in Delegation Conditions
- d) **Manager Finance**  
Restricted, as specified in Delegation Conditions

References
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**Formal record of use**      Copy of approval, authorisation, payment of invoice etc. with financial transaction  
Monthly report to Council Meeting

**File number**              Not applicable

**Notes**

This delegation is not for the issue of purchase orders, use of credit cards, store cards or fuel cards, or procedures for the processing of creditors invoice.

### 3.10 Investments

#### Statutory context

Local Government Act 1995 –  
s.6.14 – Power to invest

Local Government (Financial Management) Regulations  
r.19 – Investments, control procedure for  
r.19C – Investments of money, restrictions on

#### Corporate context

Policy Manual –  
3.7 – Investments

#### History

Adopted 12 July 2016

#### Delegation from Council to CEO

##### Functions to be performed

1. The CEO is delegated power to invest money that is not required for immediate use, provided that sufficient working funds are retained at all times.

##### Conditions on use of delegation

1. All transactions are to have two approved signatures or secure electronic passwords, at least one of whom must be –
  - a) CEO;
  - b) Executive Manager Corporate & Community Services; or
  - c) Manager Finance
2. Second signatories may be –
  - a) Executive Manager Development & Regulatory Services
  - b) Executive Manager Technical & Rural Services

##### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services
- d) Manager Finance

#### Delegation by CEO to other employees

##### To –

- a) **Executive Manager Corporate & Community Services**  
Restricted, as specified in Delegation Conditions
- b) **Executive Manager Technical & Rural Services**  
Restricted, as specified in Delegation Conditions
- c) **Executive Manager Development & Regulatory Services**

Restricted, as specified in Delegation Conditions

**d) Manager Finance**

Restricted, as specified in Delegation Conditions

References
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**Formal record of use**      Record of lodgement of funds for investment, and instructions given

**File number**                      12.3.2

**Notes**

FM Reg r.19C imposes limits on institutions, duration of investment, type etc.

### 3.11 Donations – Financial and In-kind Works / Services

#### Statutory context

Local Government Act 1995

#### Corporate context

Delegations Register –

11.2 – Discount/waiver/subsidy of facility hire fees

Annual Budget

#### History

Adopted

24 May 2017

Delegation from Council to CEO
--------------------------------

#### Functions to be performed

The CEO is delegated power to make financial donations and approve donations of works or services.

#### Conditions on use of delegation

##### 1. Financial

Where a donation is provided for by name in the adopted Budget, the CEO may make payment at the appropriate time or on application by the recipient.

Financial donations within the non-specified amount in the adopted Budget may be made by the CEO where –

- a) the amount does not exceed \$300 ex GST in any financial year; and
- b) the recipient is a community group, sporting club or non-profit organisation; or
- c) the recipient is based locally, or the purpose has particular benefit or application to the district.

Financial and works/service in-kind donations will not be considered for –

- a) businesses,
- b) individuals;
- c) recipients of funding from the “Community Chest” annual Budget allocation.

Donations for specific appeals such as a crisis appeal, will be considered individually by Council.

##### 2. In-kind works and services

In-kind works or services may be approved by the CEO where –

- a) the amount does not exceed \$500 ex GST in any financial year;
- b) the recipient is a community group, sporting club or non-profit organisation;
- c) the recipient is based locally, or the purpose has particular benefit or application to the district.

#### Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees
--------------------------------------

Not permitted

References
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**Formal record of use**      Office copy of approval / authorisation

**File reference** 2.10.1

**Notes**



### 3.12 Ex-Gratia Payments

#### Statutory context

Local Government Act 1995

**Corporate context**            Policy Manual –  
3.4 – Ex-gratia payments

**History**                            Adopted                            24 May 2017

Delegation from Council to CEO
--------------------------------

#### Functions to be performed

1. The CEO is delegated power to determine ex-gratia payment claims made on the Shire if the claim –
  - a) complies with the conditions stipulated in Council Policy 3.4 – Ex-Gratia Payments,
  - b) is less than the relevant insurance policy excess.

#### Conditions on use of delegations

1. Should the claim be declined by the CEO, the matter is to be referred to Council if requested by the claimant.

#### Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees
--------------------------------------

Not permitted

References
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**Formal record of use**            Office copy of letters on subject file

**File reference**                    2.10.1

#### Notes

## Section 4 - Order / public safety

### 4.1 Disposal of sick or injured animals

#### Statutory context

Local Government Act 1995 –

s.3.47A – Sick or injured animals, disposal of

#### Corporate context

None

#### History

Adopted

12 July 2016

Delegation from Council to CEO
--------------------------------

#### Functions to be performed

1. The CEO is delegated power to arrange for an impounded animal that is ill or injured to an extent that treatment is not practical, to be humanely destroyed.
2. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of destroying the animal.

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Development & Regulatory Services
- c) Executive Manager Technical & Rural Services

Delegation by CEO to other employees
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To –

- a) **Executive Manager Corporate & Community Services**  
In full
- b) **Executive Manager Technical & Rural Services**  
In full
- c) **Executive Manager Development & Regulatory Services**  
In full

References
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**Formal record of use**      File copy of written instruction or record of destruction

**File number**                      19.1.3

#### Notes

## 4.2 Cat Act 2011

### Statutory context

Cat Act 2011 –

- s.44 – Council may delegate to CEO
- s.45 – CEO may delegate to any employee
- s.48 – an authorised person may perform functions under the Act
- s.70 – dealing with objections – to be by Council
- s.73(1) – Prosecutions under the Act

### Corporate context

None

### History

Adopted 12 July 2016

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to exercise all discretionary matters in the Cat Act 2011, including –
  - (a) issue of all notices and infringements etc;
  - (b) granting, refusal, cancellation and setting conditions of approval to conduct activities;
  - (c) extending the time period within which infringement notices may be paid.
  - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
  - (e) carrying out of works in default of a duly served notice;
  - (f) authorising officers to undertake receipting, impounding and enforcement activities including the issuing of infringements, licences and renewals.

#### Conditions on use of delegation

1. The delegation excludes –
  - (a) determination of any fee or charge
  - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - (a) is of such severity that the action is appropriate or
  - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Development & Regulatory Services

### Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**  
In full
- b) **Executive Manager Development & Regulatory Services**

In full

References
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**Formal record of use**      File copy of notice, approval etc.

**File number**                19.7.5

**Notes**

The Act (e.g. s.63, s.64, s.65) restricts some matters to CEO.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

### 4.3 Cats Local Law 2016

#### Statutory context

Cats Local Law 2016

- s.44 – Council may delegate to CEO
- s.45 – CEO may delegate to any employee
- s.48 – an authorised person may perform functions under the Act
- s.73(2) – Prosecutions under a local law

Local Government Act 1995 –

- s.9.6 – Dealing with objection – to be by council

Shire of Narrogin Cats Local Law 2016

#### Corporate context

None

#### History

Adopted 9 August 2016

#### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Cats Local Law 2016 including –
  - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
  - (b) issue of all notices and infringements etc;
  - (c) extending the time period within which infringement notices may be paid.
  - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
  - (e) carrying out of works in default of a duly served notice;
  - (f) authorising officers to undertake receipting, impounding and enforcement activities including the issuing of infringements, licences and renewals.

#### Conditions on use of delegation

1. The delegation excludes –
  - (a) determination of any fee or charge
  - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - (a) is of such severity that the action is appropriate or
  - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Executive Manager Corporate & Community Services

#### Delegation by CEO to other employees

To –

**a) Executive Manager Corporate & Community Services**

In full

**b) Executive Manager Development & Regulatory Services**

In full

References
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**Formal record of use**      File copy of approval of discretionary use

**File number**                19.7.5

**Notes**

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

## 4.4 Dog Act 1976

### Statutory context

Dog Act 1976 –

- s.11 – appointment of dog registration officer
- s.10AA – delegations must be to CEO, who may delegate functions
- s.29 – appointment of authorised person to perform functions under Act
- s.33F – dealing with objections (dangerous dogs)
- s.44(2)(b) – enforcement proceedings by an authorised person

### Corporate context

None

### History

Adopted 12 July 2016

Delegation from Council to CEO

### Functions to be performed

1. The CEO is delegated power to exercise all discretionary matters in the Dog Act 1976, including –
  - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
  - (b) issue of all notices and infringements etc;
  - (c) extending the time period within which infringement notices may be paid.
  - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
  - (e) carrying out of works in default of a duly served notice
  - (f) authorising officers to undertake receipting, impounding and enforcement activities including the issuing of infringements, licences and renewals.

### Conditions on use of delegation

1. The delegation excludes –
  - (a) determination of any fee or charge
  - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - (a) is of such severity that the action is appropriate or
  - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.
3. The CEO may waive the registration fee for a maximum of 12 months where a dog is rescued from impoundment by a new owner.

### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**

In full

**b) Executive Manager Development & Regulatory Services**

In full

References
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**Formal record of use**      File copy of notice

**File number**              19.7.4

**Notes**

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.



## 4.5 Dogs Local Law 2016

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### Statutory context

Dogs Act 2016 –

- s.10AA – delegations must be to CEO, who may delegate functions
- s.29 – appointment of authorised person to perform functions under Act
- s.44(2)(b) – enforcement proceedings by an authorised person

Local Government Act 1995 –

- s.9.6 – Dealing with objection – to be by council

Shire of Narrogin Dogs Local Law 2016 –

- cl.4.15 – dealing with objections – to be by Council

### Corporate context

None

### History

Adopted 9 August 2016

Delegation from Council to CEO

### Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Dogs Local Law 2016 including –
  - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
  - (b) issue of all notices and infringements etc;
  - (c) extending the time period within which infringement notices may be paid.
  - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
  - (e) carrying out of works in default of a duly served notice;
  - (f) authorising officers to undertake enforcement activities such as the issuing of infringements.

### Conditions on use of delegation

1. The delegation excludes –
  - (a) determination of any fee or charge
  - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - (a) is of such severity that the action is appropriate or
  - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Executive Manager Corporate & Community Services

Delegation by CEO to other employees
--------------------------------------

To –

**a) Executive Manager Corporate & Community Services**

In full

**b) Executive Manager Development & Regulatory Services**

In full

References
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**Formal record of use**      File copy of approval of discretionary use

**File number**              19.7.4

**Notes**

For the purposes of the local law and this delegation, a person under contract is considered to be an employee.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

## 4.6 Impounding of vehicles and goods

### Statutory context

Local Government Act 1995 –

Part 3, Division 3, Subdivision 4 – Impounding abandoned vehicles wreck and goods involved in certain contraventions

s.3.37 to s.3.48

### Corporate context

None

### History

Adopted

12 July 2016

Delegation from Council to CEO
--------------------------------

### Functions to be performed

1. The CEO is delegated power to remove and impound goods from a public place if –
  - (a) the goods or vehicle present a hazard to public safety;
  - (b) the goods or vehicle obstruct the lawful use of any place;
  - (c) the goods or vehicle have been, or appear to have been abandoned
2. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of impounding vehicles and goods.

### Conditions on use of delegation

None

### Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees
--------------------------------------

To –

- a) **Executive Manager Corporate & Community Services**  
In full
- b) **Executive Manager Technical & Rural Services**  
In full
- c) **Executive Manager Development & Regulatory Services**  
In full

<b>References</b>
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**Formal record of use**      File copy of notice

**File number**                      19.4.2

**Notes**

Disposal of impounded vehicles or goods is covered by Delegation 3.2

## 4.7 Impounding of cattle etc

### Statutory context

Local Government (Miscellaneous Provisions) Act 1960 –

- s.458 – power to impound trespassing cattle
- s.459 – power to destroy cattle in certain circumstances
- s.460 – impounding in other than a public pound
- s.462 – fees for impounded cattle
- s.463 – damage by trespassing cattle
- s.464 – local government may vary fees of Sch.2, 3, 4 after notice in Government Gazette

### Corporate context

None

### History

Adopted 12 July 2016

Delegation from Council to CEO

### Functions to be performed

1. The CEO is delegated power to enforce the provisions of the Local Government (Miscellaneous Provisions) Act 1960, and Regulations, including the authorising of officers to undertake enforcement activities such as the issuing of infringements.
2. The CEO is to make appropriate arrangements for the custody and care of cattle, either within a designated pound, or by written arrangement with a land holder, including any costs or charges the landholder may incur or impose
3. The CEO is to recover the costs and charges imposed by the landholder from the owner of the cattle.
4. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of impounding the animal.

### Conditions on use of delegation

None

### Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**  
In full
- b) **Executive Manager Technical & Rural Services**  
In full
- c) **Executive Manager Development & Regulatory Services**

In full

References
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**Formal record of use**      Impounding register

**File number**                19.1.3

**Notes**

Although “cattle” is not defined, the Local Govt (Miscellaneous Provisions) Act provides for charges for various animals, that include sheep impounded–

- Schedule 2 – Ranger’s fees
- Schedule 3 – Poundage and sustenance charges
- Schedule 4 – rates for damage by trespass by cattle

Animals listed in the Schedules include in various combinations of descriptions –

- (1) Entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years
- (2) Entire horses, mules, asses, camels, bulls or boars under the age of 2 years
- (3) Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs
- (4) Pigs of any description
- (5) Rams, wethers, ewes, lambs, goats
- (6) Sheep of any description
- (7) Goats

## 4.8 Parking Local Law 2016

### Statutory context

Shire of Narrogin Parking Local Law 2016

### Corporate context

None

### History

Adopted 9 August 2016

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Parking Local Law 2016 including –
  - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
  - (b) issue of all notices and infringements etc;
  - (c) extending the time period within which infringement notices may be paid.
  - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
  - (e) carrying out of works in default of a duly served notice;
  - (f) authorising officers to undertake enforcement activities such as the issuing of infringements.

#### Conditions on use of delegation

1. The delegation excludes –
  - (a) determination of any fee or charge
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - (a) is of such severity that the action is appropriate or
  - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

### Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**  
In full

### References

**Formal record of use** File copy of approval of discretionary use

**File number** 19.7.3

### Notes

## Section 5 - Fire Control

### 5.1 Issue of burning permits – CEO

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#### Statutory context

##### Bush Fires Act 1954 –

##### s.18 – Restricted burning times

- (1) – nothing in this section permits burning in prohibited period
- (2) – prohibited & restricted times to be published in Government Gazette
- (5) – Local government may vary burning periods after consultation
- (5B) – variation for maximum of 14 days
- (5C) – burning period restrictions apply to variation period
- (6) – permit required to set fire to bush from either FCO or CEO
- (7) – person issuing permit may apply requirements or conditions
- (8) – permit holder to comply with conditions
- (9) – permit may authorise burning of bush on adjoining road reserve
- (10A) – local government may adopt enforceable schedule for burning
- (11) – if fire escapes etc expenses up to \$10,000 may be recouped
- (12) – penalty on first breach \$4,500, subsequent breaches \$10,000

##### s.23(2)(a)(iv) – road verge burning between constructed portion of road and established fire break only

##### s.24A – clover may be burnt in prohibited burning period with permit

##### s.48(1) – power to delegate to CEO

##### s.48(3) – no power of sub-delegation

##### Bush Fire Regulations 1954 –

##### r.15(1) – Permit to burn as per section 18 of the Act

##### r.15(2) – If request to burn is conditional or refused, review is only by the local government or Chief BFCO

##### r.15A – BFCO to comply with directions of local government

##### r.15B – Permit holder to comply with permit conditions

##### r.15C – Local Government may prohibit burning on certain days

##### r.16 – CEO or specifically authorised person may permit burning of clover in prohibited period

##### r.17 – permit required to burn clover

##### r.18 – 7 days notice of clover burn required, under specified restrictions

##### r.19A – duties of clover burning permit holder

##### r.20 – local government may prohibit issue of clover burn permits

##### r.21A – permit holder may be required to advertise clover burn

##### r.21B – FCO may postpone clover burn

##### Shire of Narrogin Public Places and Local Government Property Local Law 2016 activities on land under Council management and control including roads

#### Corporate context

None

#### History

Adopted 12 July 2016



Delegation from Council to CEO
--------------------------------

**Functions to be performed**

1. The CEO is delegated power to issue, vary or prohibit burning permits in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.15(1).
2. The CEO is delegated power, in consultation with the Chief Bush Fire Control Officer and the issuing FCO is possible, to review or vary the conditions of a permit issued, or issue a permit if refused.
3. The CEO is delegated power to issue, vary or prohibit permits to burn clover in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.16.
4. The CEO is delegated power to approve applications to burn a road verge vested in the care, control and management of the Shire, in accordance with the Bush Fires Act 1954 s.18(9), subject to the applicant obtaining the approval of the Dept of Parks and Wildlife.
5. The CEO is delegated power, in consultation with the Chief Bush Fire Control Officer, to issue instructions, restrictions or conditions relating to burning permits to apply generally throughout the Shire.

**Conditions on use of delegation**

None

**Sub-delegation permitted to**

Not permitted

Delegation by CEO to other employees
--------------------------------------

Not permitted

References
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**Formal record of use** Duplicate copy of permit issued

**File number** Not applicable

**Notes**

The Act s.16(6)(a) stipulates

*...obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the chief executive officer ...*

Refer also Delegation 5.4.

Issue of burning permits may be done by an authorised person – see Delegations 1.1 and 19.1.

## **5.2 Fire Fighting – Emergency Plan Hire (Deleted)**

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### 5.3 Restricted burning periods – Variations

#### Statutory context

Bush Fires Act, 1954 –

- s.18(5) – power to vary restricted burning time
- s.18(5B) – time may not be varied by more than 14 days
- s.18(5C) – compliance requirements as per s.17(8),(9),(10),(11)
- s.48(1) – power to delegate to CEO
- s.48(3) – no power of sub-delegation

#### Corporate context

None

#### History

Adopted 12 July 2016

Delegation from Council to CEO
--------------------------------

#### Functions to be performed

1. The CEO is delegated power under the Bush Fires Act 1954 s.18(5) to vary restricted burning periods,

#### Conditions on use of delegation

1. Prior to advertising the variation, the CEO is to consult with –
  - the Dept of Parks and Wildlife in accordance with s.18(5), and
  - the Chief BFCO if available, or Deputy Chief BFCO if Chief BFCO is unavailable.

#### Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees
--------------------------------------

Not permitted

References
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**Formal record of use** File copy of variations approved

**File number** 9.2.1

#### Notes

## 5.4 Prohibited burning periods – Variations

### Statutory context

Bush Fires Act, 1954 –

- s.17(7) – power to vary prohibited burning time
- s.17(7B) – time may not be varied by more than 14 days
- s.17(8) – requirements to give various notice, and Minister may rescind or modify the variation
- s.17(9) – publication requirements
- s.17(10) – local government may delegate to President and Chief BFCO jointly
- s.17(11) – Local government may rescind delegation or vary any delegated decision

### Corporate context

None

### History

Adopted	12 July 2016
Formerly	Delegation 19.3
Amended	

### Delegation from Council to President and Chief Bushfire Control Officer jointly

#### Functions to be performed

1. The Shire President and Chief Fire Control Officer are delegated power to jointly exercise the powers of Council under the Bush Fires Act 1954 s.17 (7), (8), (10) – prohibited burning periods.

#### Conditions on use of delegation

1. Should the Shire President be unavailable or hold joint office as Chief BFCO, the Deputy Shire President is deemed to be Acting Shire President in relation to this matter.
2. If the Chief BFCO is unavailable, the Deputy Chief BFCO is deemed to be Acting Chief BFCO.
3. The CEO is to be advised in order that public notification may be arranged.

#### Sub-delegation permitted to

Not permitted

### Delegation by President and CBFCO to other officers

Not permitted

### References

**Formal record of use** Written advice to CEO

**File number** 9.2.1

### Notes

## Section 6 - Environmental Health / Food

### 6.1 Control of environmental health matters

#### Statutory context

Public Health Act 2016

s.4(2) – authorised officer

s.21 – power to delegate to CEO

s.24 – authorised person must be qualified

s.25 – authorised person must have acceptable qualifications or be an EHO

Health (Miscellaneous Provisions) Act 1911 –

s.344(2) – regulations or local laws may be made so as to delegate or confer a discretionary authority to specified persons or class of person

*Government Gazette* 24 Jan 2017 – Designation of Health Authorised Officers

#### Corporate context

None

#### History

Adopted 12 July 2016

Amended 24 May 2017

Amended \_\_\_\_\_

#### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to exercise and discharge all or any of the powers and functions of the local government with regard to the Public Health Act 2016 and Regulations.
2. The CEO is delegated power to exercise and discharge all or any of the powers and functions of the local government with regard to the Health (Miscellaneous Provisions) Act 1911 and Regulations, including but not limited to –
  - (a) Part IV Sanitary Provisions,
  - (b) Part V Dwellings;
  - (c) Part VI Public Buildings;
  - (d) Part VII Nuisances and Offensive Trades;
  - (e) Part IX Infectious Diseases;
  - (f) Part XV Miscellaneous Provisions;
  - (g) Regulations made under the above parts of the Health (Miscellaneous Provisions) Act 1911, and in particular the Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974
  - (h) authorising officers to undertake enforcement activities such as the issuing of infringements.

#### Conditions on use of delegation

1. Where approvals are required, compliance with the Public Health Act and Regulations, Health (Miscellaneous Provisions) Act and Regulations, the Building Code of Australia, the Local Planning Schemes and Local Planning Policies is mandatory.
2. Any application not complying is to be refused, unless there is a discretion, in which case it is to be referred to Council for decision.

3. The delegation excludes –
  - (a) determination of any fee or charge;
  - (b) dealing with an objection,
4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - (a) is of such severity that the action is appropriate or
  - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.
5. Any prosecution proposed is to be referred to Council for decision to proceed.

#### **Sub-delegation permitted to**

- a) Executive Manager Development & Regulatory Services
- b) Environmental Health Officers

<b>Delegation by CEO to other employees</b>
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To –

**a) Executive Manager Development & Regulatory Services**

In full

**b) Environmental Health Officers**

Restricted, as specified in Delegation Conditions

<b>References</b>
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**Formal record of use**      Report to Council via monthly briefing papers  
    File copy of notice

**File number**                11.1.1

#### **Notes**

It should be noted that in some instances the EHO may be required to act without reference to Council or CEO, and regardless of Council's or CEO's wishes.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

The Public Health Act 2016 –

21. Enforcement agency may delegate

- (1) A power or duty conferred or imposed on an enforcement agency may be delegated –
  - (a) if the enforcement agency is the Chief Health Officer, in accordance with section 9; or
  - (b) if the enforcement agency is a local government, to –
    - (i) the chief executive officer of the local government; or
    - (ii) an authorised officer designated by the local government;

The effect of the delegation is that the CEO is to cause various actions to be taken by an authorised person.

Authorised person must be either –

- a) an EHO in the employ of the Shire at the time of the Public Health Act 2016 coming into force, or
- b) hold an appropriate qualification as published in the Government Gazette of 24 January 2017.

c)

## **6.2 Health Local Law 2017 – authorised person**

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Appointment under Model A Series

**Adoption of this Delegation is deferred until after publication of the Health Local Law in the Government Gazette.**

### **6.3      Amenity Local Law 2016 (Deleted)**

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## 6.4 Control of food matters

### Statutory context

#### Food Act 2008 –

- s.118 – power to delegate functions and obligations to qualified authorised person
- s.122(1)(b) – authorised person must hold office as an environmental health officer under the *Health Act 1911*
- s.122 – designated officers for infringement notices

#### Food Regulations 2009 –

- s.5 – a local government is an appropriate enforcement agency for the purposes of certain food businesses, animal processing premises and retail pet meat shops

#### Public Health Act 2016

- s.4(2) – authorised officer
- s.24 – authorised person must be qualified
- s.25 – authorised person must have acceptable qualifications or be an EHO

*Government Gazette* 24 Jan 2017 – Designation of Health Authorised Officers

### Corporate context

None

### History

Adopted	12 July 2016
Formerly	Delegation18.1
Amended	

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to exercise and discharge the powers and functions of the local government with regard to the Food Act 2008, including but not limited to –
  - a) powers of entry to premises,
  - b) taking of food samples for analysis,
  - c) formal warnings;
  - d) improvement notices;
  - e) prohibition orders; and
  - f) infringement notices.
- g) authorising or designating officers to undertake enforcement activities such as the issuing of infringements.

#### Conditions on use of delegation

1. Where required by the Act to be carried out by an appropriately qualified person, the CEO may direct the function to be performed, but the discharge of that function is at the discretion of the qualified person.
2. The delegation excludes –
  - (a) determination of any fee or charge;
  - (b) dealing with an objection,
3. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- (a) is of such severity that the action is appropriate or
- (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

4. Any prosecution proposed is to be referred to Council for decision to proceed.

#### **Sub-delegation permitted to**

Not permitted

<b>Delegation by CEO to other employees</b>
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Not permitted

<b>References</b>
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**Formal record of use**      File copy of notice, record of inspection etc

**File number**                19.6.4 / 24.3.1 / 24.3.2 / Property file

#### **Notes**

Council may appoint a person as an authorised person who is not an employee.

CEO may appoint a person as an authorised person who is an employee under Delegation 1.1

It should be noted that under the Act, an EHO may be required to prosecute, regardless of Council's direction or wishes.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

## Section 7 - Community Services

### 7.1 Cemetery Local Law 2016

#### Statutory context

Cemetery Local Law 2016

#### Corporate context

None

#### History

Adopted 9 August 2016

Delegation from Council to CEO
--------------------------------

#### Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Cemetery Local Law 2016 including –
  - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
  - (b) issue of all notices and infringements etc;
  - (c) extending the time period within which infringement notices may be paid.
  - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
  - (e) carrying out of works in default of a duly served notice;
  - (f) authorising officers to undertake enforcement activities such as the issuing of infringements.

#### Conditions on use of delegation

1. The delegation excludes –
  - (a) determination of any fee or charge
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - (a) is of such severity that the action is appropriate or
  - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees
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To –

- a) **Executive Manager Development & Regulatory Services**  
In full

References
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<b>Formal record of use</b>	File copy of approval of grant of right of burial, pre-need certificate, notice etc Duplicate copy of infringement etc
<b>File number</b>	24.7.1
<b>Notes</b>	

## Section 8 - Personnel

Applying to all matters in relation to personnel and employment –

Local Government Act 1995 –

### **s.5.41 Functions of CEO**

The CEO's functions are to –

....

(a) manage the day to day operations of the local government; and

....

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

....

Local Government (Rules of Conduct) Regulations 2007 –

### **r.10 Relations with local government employees**

(1) A person who is a council member must not –

(a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.

....

### Policy 1.1 – Code of Conduct

For clarification regarding appointment, management and direction of employees –

Employee class	Council involvement	Elected member / Committee involvement	CEO involvement
CEO	<u>Required</u> . May delegate selection and interview to a Committee. Appointment must be by Council resolution.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	As directed by Council, usually limited to process, research and reporting on an applicant.
Designated staff LG Act s.3.57	<u>Required</u> – to consent to appointment or dismissal. <u>Permitted</u> – Interview & recommendation can be done by CEO alone or with elected member input. <u>Prohibited</u> – management or direction.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	<u>Required</u> to initiate / consent to appointment or dismissal.  <u>Statutory function</u> – to manage and direct.
EHO	If designated senior officer – as above, otherwise – In all cases – qualification must comply with Public Health Act 2016 s.17.		
Other staff (non-designated)	<u>Prohibited</u> – Involvement in appointment, management or direction.	<u>Prohibited</u> – involvement in appointment, management or direction.	<u>Statutory function</u> – to appoint, manage, direct etc.

## 8.1 Designated senior employee – Vacancy

### Statutory context

Local Government Act 1995 –

s.5.37 (3) – advertising of designated senior positions

### Corporate context

None

### History

Adopted

12 July 2016

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to determine an appropriate employment package for designated senior staff other than CEO, with consideration to include but not limited to –
  - (a) salary,
  - (b) salary sacrifice options;
  - (c) removal expenses,
  - (d) accommodation arrangements,
  - (e) private use of vehicle etc, and
  - (f) any associated FBT implications.
2. The CEO is delegated power to advertise the vacancy when, as and for an appropriate period.

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

Not permitted

### Delegation by CEO to other employees

Not permitted

### References

**Formal record of use**      Report to Council recommending appointment  
    File copy of finalised Information Package

**File number**                Personnel file

### Notes

This delegation does not extend to –

- the appointment of a person to the vacancy without Council consent.
- determining the remuneration package for a CEO.

Information Package for a vacancy to include –

- remuneration range;
- other benefits available;
- selection criteria or key position requirements
- closing date and application submission requirements
- any additional information appropriate.

## 8.2 Long service leave

### Statutory context

Local Government Act 1995 –

s.5.48 – Long service leave benefits for employees

Local Government (Long Service Leave Regulations)

r.6A – long service leave on half pay

r.6B – long service leave on double pay

r.7 – taking of long service leave

r.8(2) – Payment for or in lieu of leave

### Corporate context

None

### History

Adopted

12 July 2016

Delegation from Council to CEO
--------------------------------

### Functions to be performed

1. The CEO is delegated power to approve –
  - (a) applications for long service leave at half pay;
  - (b) applications for long service leave at double pay;
  - (c) appropriate period or period for taking of long service leave;
  - (d) on application of the employee, to defer taking of long service leave beyond 6 months of becoming entitled subject, subject to the employee's agreement to –
    - (i) deferral being for not more than 2 years, and
    - (ii) rate of pay shall not exceed that applicable to the employee at the end of 6 months of becoming entitled.

### Conditions on use of delegation

1. On application, the CEO is to advise the employee that deferral of long service leave beyond six months of becoming due may be approved however when the leave is taken it will be paid at the hourly rate earned by the employee at the anniversary of the 10<sup>th</sup> year plus six months.
2. Applications that are to be referred to Council –
  - (a) deferment of long service leave for more than 2 years;
  - (b) request for payment at a rate greater than the rate applicable at 6 months after becoming entitled;
  - (c) payment at the higher rate, where long service leave has been deferred at the request of the CEO.

### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees
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To –

- a) **Executive Manager Corporate & Community Services**

All employees other than CEO or Executive Managers

<b>References</b>
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<b>Formal record of use</b>	Personnel file copy of letter to employee advising of decision
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<b>File number</b>	Personnel file
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<b>Notes</b>	
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## Section 9 - Occupational Safety & Health

This section is currently empty

## Section 10 - Building / Development

### 10.1 Building permits

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#### Statutory context

Local Government Act 1995 –

s.5.36 – Local government employees

Building Act 2011 –

s.3 – authorised person to be designated under s.96

s.96(3) – the local government may designate a person to be authorised

s.127(3) – delegation by a local government must be to an employee

s.127(6A) – further delegation of power given to CEO

Building Regulations 2012 –

r.31B – applicable standards for buildings in bush fire prone areas

Building Services (Registration) Act 2011

s.17 – registration of building service practitioners

Building Services (Registration) Regulations 2011 –

r.4 – prescribed levels for building surveying

Part 3A – Building surveyors

#### Corporate context

Delegations Register –

1.1 Appointment of Authorised Persons

(4) – restrictions on issue, withdrawal and extension of time to pay infringements

#### History

Adopted

12 July 2016

Delegation from Council to CEO
--------------------------------

#### Functions to be performed

1. The CEO is delegated power to determine matters under –
  - (a) sections 18, 20, 22, 23, 24 – Building permits
  - (b) sections 21, 22, 23, 24 – Demolition permits
  - (c) sections 27 – Conditions for building permit or demolition permit
  - (d) sections 32 – Duration of building permit or demolition permit
  - (e) sections 58, 59, 60 – occupancy permit
  - (f) sections 62 – conditions of occupancy permit
  - (g) sections 65 – duration of occupancy permit
  - (h) sections 110, 111, 112 – Issue of notices and building orders
  - (i) sections 117 – Revocation of building orders
  - (j) sections 118 – giving effect to building order if non-compliance
2. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.

**Conditions on use of delegation**

1. The delegation excludes –
  - (a) determination of matter requiring a registered building surveyor
2. The CEO is to be consulted prior to use of any sub-delegation in relation to Functions clause 1 items (b), (h), (i) and (j).
3. A building permit may be issued if –
  - (a) a valid Certificate of Design Compliance is presented;
  - (b) compliance with requirements for bush fire prone areas;
  - (c) all buildings where permitted in accordance with the Building Act 2011 and
  - (d) the information required by the Regulations is provided.
4. A building permit is not to be issued unless payment has been received for –
  - (a) the assessed building permit fees
  - (b) Building Services Levy
  - (c) Building and Construction Industry Training Fund levy, or production of evidence of payment or exemption where applicable
5. The following matters are to be referred to Council for decision –
  - (a) s.192 – Dangerous Buildings
  - (b) s.193 – Removal of Neglected Building
6. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.
7. Any prosecution proposed is to be referred to Council for decision to proceed.

**Sub-delegation permitted to**

- a) Executive Manager Development & Regulatory Services

**Delegation by CEO to other employees**

To –

- a) **Executive Manager Development & Regulatory Services**  
In full

**References**

<b>Formal record of use</b>	Report to Council via monthly briefing papers – Functions clause 1 items (a), (b), (h), (i) File copy of permit, notice etc issued
<b>File number</b>	Property file

**Notes**

Building permits are separate from Local Planning Schemes functions, but are governed by them.

Any authorised person can issue a permit or notice etc – certifications can only be issued by a Registered Building Surveyor

For the purposes of this delegation, a Registered Building Surveyor under contract is considered to be an employee.

The Building Act 2011 requires response –

- within 10 days of lodgment, if a valid CDC is presented, as all assessment and preparation is done prior to lodgment in order to obtain the CDC, accordingly there is no reason that the CEO and other appropriate persons cannot be authorised to approve applications.
- for Class 1 and 10 buildings only, within 25 days of lodgment if a valid CDC is not presented, and the local government is required to source/provide the CDC.

With the Building Act 2011, the functions separated are –

- (a) Issue of permits, notices etc –
  - o does not require a registered person (Registered Building Surveyor), since the Certificate of Design Compliance has to be signed by a registered person
  - o the decision is on the basis of whether all the requirements of CDC have been met, and any appropriate person can do that if authorised
  - o delegation to issue permits can be made under this amended delegation
- (b) Building inspection and certification of plans still requires a registered person –
  - o who is registered as per the Act and Regulations and holding appropriate qualifications
  - o to provide a building certification service

## 10.2 Illegal development

### Statutory context

Local Government Act 1995 –

- s.5.42(1)(b) – Delegation to CEO of powers under the Planning and Development Act 2005 s.214(2), (3) and (5)

Planning and Development Act 2005 –

s.214 – development in contravention of planning scheme or interim development order

- (2) – power to order stop work
- (3) – power to remove, alter etc and restore land to original condition
- (5) – if delay interferes with scheme operation, power to order work to be undertaken

Town of Narrogin Town Planning Scheme No. 2 –

Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –

Part 6 – Use and Development of Land

### Corporate context

Shire of Narrogin Local Planning Policies

### History

Adopted

12 July 2016

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to issue notices in relation to illegal or delayed works in accordance with the Planning and Development Act 2005 s 214(2), (3) and (5).

#### Conditions on use of delegation

1. Where a notice is not complied with, the CEO may commence prosecution without reference to Council.

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

### Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**

In full

### References

**Formal record of use** Report to Council via monthly briefing papers  
File copy of notice

**File number** Property file

### Notes

## 10.3 Control of planning matters

### Statutory context

Planning and Development Act 2005 –

Part 5 – Local planning schemes

s.68 – Town planning schemes continued as local planning schemes

s.72 – Local government may prepare or adopt scheme

s.73 – Provisions of a local planning scheme

s.214 (2)(3)(5) – development works not in compliance may have written stop work or remedial action order issued

Town of Narrogin Town Planning Scheme No. 2 –

Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –

Part 6 – Use and Development of Land

### Corporate context

Shire of Narrogin Local Planning Policies

### History

Adopted

12 July 2016

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to administer all planning matters or functions for the Shire of Narrogin, subject to compliance with –
  - a) Planning and Development Act,
  - b) Planning Regulations,
  - c) Residential R Codes
  - d) Local Planning Schemes, and
  - e) Local Planning Policies.
2. The CEO is delegated power to respond to –
  - a) any appeal against a discretionary decision of the local government in accordance with the local government's decision on the matter to which the appeal or request for reconsideration relates,
  - b) Development Assessment Panel requirements.

#### Conditions on use of delegation

1. Any proposal that is not compliant, where discretionary approval by the local government may be considered, is to be referred to Council for decision.
2. Any proposal requiring a decision but which has been refused is to be notified to Council for information.
3. Where a planning approval is not complied with, the CEO may commence prosecution without reference to Council.

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

### Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**  
In full

<b>References</b>
-------------------

**Formal record of use**      Office copy of notice

**File reference**              Property file

**Notes**

## 10.4 Applications for subdivision and amalgamations

### Statutory context

Planning and Development Act 2005 –

- s.4 – Subdivision includes amalgamation
- s.135 – subdivision (and amalgamation) not permitted without WA Planning Commission approval
- s.138(2) – Commission to have due regard to local planning scheme
- s.142 – Commission to seek local government's comments, objections, recommendations

Town of Narrogin Town Planning Scheme No. 2 –

Shire of Narrogin Town Planning Scheme No. 2 –

### Corporate context

Shire of Narrogin Local Planning Policies

### History

Adopted	12 July 2016
Amended	24 May 2017

Delegation from Council to CEO
--------------------------------

### Functions to be performed

1. The CEO is delegated power in respect to an application received from the *Western Australian Planning Commission (WAPC)* to subdivide, re-subdivide or amalgamate land contained within the local government and to recommend to the WAPC –
  - (a) No objection to the granting of approval of an application to amalgamate or subdivide involving five (5) lots or less (including lots forming part of any strata-title scheme), unless prior planning consent has been granted to a co-ordinated development over the land;
  - (b) No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no net increase in lots created, and the new lot sizes will conform with the relevant requirements of the local planning schemes and their policies, and policies adopted in accordance with the Planning and Development Act s.26 relating to State planning policies; and
  - (c) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, considered necessary to secure the objectives of the local planning schemes, and any land use plan or strategy adopted by Council;
2. The CEO is delegated power to certify to the WAPC compliance with conditions imposed on an approval to subdivide, re-subdivide or amalgamate land have been completed to the satisfaction of the Shire.

### Conditions on use of delegation

1. Standard conditions of subdivision approval as endorsed by the WA Planning Commission are to be used where possible.

### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services



Delegation by CEO to other employees
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To –

**a) Executive Manager Development & Regulatory Services**

In full

References
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**Formal record of use**      File copy of advice of decision to applicant, developer etc

**File number**              18.6.4

**Notes**

Refer Planning Policy.

## 10.5 Fencing Local Law 2016

### Statutory context

Fencing Local Law 2016

cl.7.1 – dealing with objections – to be by Council

Town of Narrogin Town Planning Scheme No. 2 –  
Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –  
Part 6 – Use and Development of Land

**Corporate context**                None

### History

Adopted                                20 December 2016

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Fencing Local Law 2016 including –
  - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
  - (b) issue of all notices and infringements etc;
  - (c) extending the time period within which infringement notices may be paid.
  - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
  - (e) carrying out of works in default of a duly served notice;
  - (f) authorising officers to undertake enforcement activities such as the issuing of infringements.

#### Conditions on use of delegation

1. The delegation excludes –
  - (a) determination of any fee or charge
  - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - (a) is of such severity that the action is appropriate or
  - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

### Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**  
In full

### References

**Formal record of use**                File copy of advice of decision to applicant, developer etc

**File number**                        Property file

## Notes

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

## Section 11 - Public Facilities

### 11.1 Liquor Control Act

#### Statutory context

Liquor Control Act 1988 –

- s.39 – Certificate of local government of compliance with laws
- s.40 – Certificate of planning authority of compliance with planning laws
- s.156 – Local governments, functions of

Town of Narrogin Town Planning Scheme No. 2 –  
Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –  
Part 6 – Use and Development of Land

**Corporate context**                      Local Planning Policies

**History**                                      Adopted                      12 July 2016

Delegation from Council to CEO
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#### Functions to be performed

The CEO is delegated power to –

- (a) s.39 – Issue Certificates advising compliance with Food, Health and Local Government laws.
- (b) s.40 – Issue Certificates of the Local Planning Authority
- (c) s.66 (1)(d) and (2) – Respond to applications for Extended Trading Permits;
- (d) s.69 (8) – Make submissions on health grounds regarding a license;
- (e) s.153 (2) – Request copies of reports produced by the Liquor Licensing Authority;
- (f) s.156 – Report to the Liquor Licensing Authority any offences committed by a licensee and ensure appropriate assistance is given to the Authority if requested.

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees
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To –

- a) Executive Manager Development & Regulatory Services**  
In full

References
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**Formal record of use**                      File copy of notice

**File number**                                      3.2.3

#### Notes

## 11.2 Discount/waiver/subsidy of facility hire fees

### Statutory context

Local Government Act 1995 –

s.6.12(1)(b) – Power to defer, grant discounts etc

### Corporate context

Delegations Register –

3.11 – Donations – Financial and In-Kind Works and Services

### History

Adopted

12 July 2016

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to approve reduction in fees and charges of local government owned facilities, subject to –
  - a) the request is from a local community, charitable or not-for-profit organisation;
  - b) the event is for the specific benefit of the local community;
  - c) each request of the organisation does not exceed \$500 ex GST;
  - d) cleaning cost of the venue hire is not to be discounted.

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

### Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**  
In full

### References

**Formal record of use** Copy of approval of written request

**File number** 12.15.3

### Notes

## 11.3 Public Places and Local Government Property Local Law 2016

### Statutory context

Shire of Narrogin Public Places and Local Government Property Local Law 2016

### Corporate context

None

### History

Adopted 20 December 2016

Delegation from Council to CEO

### Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Public Places and Local Government Property Local Law 2016 including –
  - (a) hire of facilities, including issue of permit for consumption/sale of alcohol;
  - (b) granting, refusal, cancellation and setting conditions of approval to conduct activities in public places or on local government property;
  - (c) issue of all notices and infringements etc;
  - (d) extending the time period within which infringement notices may be paid;
  - (e) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
  - (f) carrying out of works in default of a duly served notice;
  - (g) authorising officers to undertake enforcement activities such as the issuing of infringements.

### Conditions on use of delegation

1. The delegation excludes the following clauses of the Public Places and Local Government Property Local Law 2016 –
  - cl.1.5 – setting of any fee or charge
  - cl.2.1 – making of a Determination;
  - cl.2.6 – amending or revoking a Determination;
  - cl.4.1 – Activities requiring a licence on local government property for the following –
    - (c) erect a structure for amusement in excess of 28 days;
    - (m) erect a building or refuelling site;
    - (o) erect or install a structure for water, power, sewer, communication, television or similar service;
  - cl.6.9 – giving notice of crossover in unsafe location;
  - cl.11.1 – dealing with an objection;
2. On written application made under cl.3.3, the CEO may give permission to hirers of premises or land under the control and management of the local government to consume and sell liquor on the premises or land, under such conditions and in such areas as considered appropriate.
3. Every permit issued for consumption/sale of alcohol is to be advised to Narrogin Police.
4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - (a) is of such severity that the action is appropriate or
  - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

**Sub-delegation permitted to**

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

**Delegation by CEO to other employees**

To –

- a) **Executive Manager Corporate & Community Services**  
In full
- b) **Executive Manager Technical & Rural Services**  
In full
- c) **Executive Manager Development & Regulatory Services**  
In full

**References**

<b>Formal record of use</b>	File copy of hire, approval, notice, etc File copy of advice of decision to applicant, developer etc Duplicate copy of infringement etc
<b>File number</b>	Property file Facility hire record, diary, receipt etc Local government property file

**Notes**

Refer Delegation 11.2 – Discount/waiver/subsidy of facility hire fees

Refer Delegation 13.2 – Native flora and Fauna

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

Former Section 12 – Tourism replaced

## Section 12 - Transport (renamed)

### 12.1 Reserves under control of the local government

#### Statutory context

Local Government Act 1995 –

s.3.54(1) – Reserves under control of a Local Government

Land Administration Act 1997

#### Corporate context

Policy Manual –

12.1 – Standard Crossovers

12.2 – Roads – Developer Conditions

12.3 – Roads – Access to Lots / Locations without Road Frontage

12.4 – Road Reserves – Stormwater Discharge

#### History

Adopted 12 July 2016

Formerly Delegation 13.1

Amended \_\_\_\_\_

#### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to do anything on land vested or under the control and management of Council –
  - a) subject to prior budget provision having been made, or
  - b) to give effect to a Council decision.

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

#### Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**  
In full
- b) **Executive Manager Technical & Rural Services**  
In full



**c) Executive Manager Development & Regulatory Services**

In full

**References****Formal record of use** File copy of decision on written application**File number** 21.4.2**Notes**

## 12.2 Things to be done on land not local government property

### Statutory context

Local Government Act 1995 –

- s.3.24 – Authorising person under this subdivision
- s.3.27 – Particular things local government can do on land that is not local government property
- s.3.33 – Entry under warrant
- s.3.34(2) – Entry in an emergency
- Sch.3.2 – Particular things local governments can do on land even though it is not local government property

### Corporate context

None

### History

Adopted	12 July 2016
Formerly	Delegation 13.2
Amended	_____

### Delegation from Council to CEO

#### Function to be performed

1. The CEO is delegated power to carry out work on land that is not local government property.

#### Conditions on use of delegation

1. The exercise of this delegation is subject to –
  - a) prior budget provision having been made,
  - b) to give effect to a Council decision;
  - c) if the matter is considered to be an emergency;
  - d) the consent is obtained of –
    - the owner of the land;
    - if the land is occupied, the occupier of the land; and
    - if the land is under the control or management of any other person, that other person.
  - e) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

#### Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services
- d) Manager Operations

### Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**  
In full
- b) **Executive Manager Technical & Rural Services**  
In full

**c) Executive Manager Development & Regulatory Services**

In full

**d) Manager Operations**

Restricted as specified in Delegation Conditions to works currently in progress

References
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**Formal record of use**      File copy of notice**File number**                  Property file**Notes**

The delegation applies to land not under local government control that is within the district, and is in relation to things being done on the land, not taken from the land.

## 12.3 Works on land outside the district

### Statutory context

Local Government Act 1995 –

- s.3.20 – performing function outside the district
- s.3.21 – duties when performing functions
- s.3.22 - compensation

### Corporate context

None

### History

Adopted	12 July 2016
Formerly	Delegation 13.3
Amended	_____

Delegation from Council to CEO
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### Functions to be performed

1. The CEO is delegated power to undertake necessary executive functions on land outside the district that is not property of the Shire.

### Conditions on use of delegation

1. The exercise of this delegation is subject to –
  - a) the consent is obtained of –
    - the owner of the land;
    - if the land is occupied, the occupier of the land; and
    - if the land is under the control or management of any other person, that other person.
  - b) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

### Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Manager Operations

Delegation by CEO to other employees
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To –

- a) **Executive Manager Corporate & Community Services**  
In full
- b) **Executive Manager Technical & Rural Services**  
In full
- c) **Manager Operations**  
Restricted as specified in Delegation Conditions to works currently in progress

<b>References</b>
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**Formal record of use**      File copy of agreement, consent etc

**File number**                28.4.2

**Notes**

Executive functions does not include private works requested of the Shire by an individual or other local government, but does apply to sourcing of roadmaking materials and water.

The delegation applies to land not under local government control that is outside the district, and is in relation to things being done on the land, not taken from the land.

## 12.4 Materials from land not under local government control

### Statutory context

Local Government Act 1995 –

s.3.21 – Duties when performing functions

s.3.22 – Compensation for materials, damage, access etc

### Corporate context

None

### History

Adopted

12 July 2016

Formerly

Delegation 13.4

Amended

Delegation from Council to CEO
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### Functions to be performed

1. The CEO is delegated power to negotiate with land owners and/or occupiers for access to materials required for local government functions, principally –
  - a) extraction of gravel, sand or other materials from land;
  - b) water, etc.
2. The CEO is delegated power to apply to the Department of Environmental Regulation for permits to clear vegetation as applicable.

### Conditions on use of delegation

1. The agreement reached with the land owner/occupier is to –
  - a) state a specific duration, that it is indefinite or otherwise provide for termination;
  - b) provide for mutually agreed compensation;
  - c) specify rehabilitation responsibilities if appropriate;
  - d) within the budget provision.

### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Manager Operations

Delegation by CEO to other employees
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To –

**a) Executive Manager Corporate & Community Services**

In full

**b) Executive Manager Technical & Rural Services**

In full

**c) Manager Operations**

Restricted as specified in Delegation Conditions to works currently in progress

**References**

**Formal record of use**      Written agreement with land owner/occupier

**File number**              28.4.2  
Property file where the land is within the district

**Notes**

The delegation applies to land not under local government control that that may be either within or outside the district, and is in relation to materials to be taken from the land, not things being done on the land.

Until such time as agreement is signed, or compulsory notice of acquisition is given under the Act, employees should not access the materials.

## 12.5 Notices requiring certain things to be done

### Statutory context

Local Government Act 1995 –

- s.3.24 – Authorising person under this subdivision
- s.3.25(1) – Notices requiring certain things to be done by owner or occupier of land
- s.3.26(2) – Additional powers when notice is given
- s.3.33 – Entry under warrant
- s.3.34(2) – Entry in an emergency
- s.9.60 – Regulations that operate as local laws
- Sch.3.1 – Powers under notices to owners or occupiers of land
- Sch 9.1(6) – dangerous excavations in or near public thoroughfare
- Sch.9.1(7) – Matters for which regulations under s.9.60 may be made

Local Government (Uniform Local Provisions) Regulations 1996 –

- r.11 – dangerous excavation in or near public thoroughfare
- 13 – Requirement to construct or repair crossing

### Corporate context

None

### History

Adopted	12 July 2016
Formerly	Delegation 13.5
Amended	_____

Delegation from Council to CEO
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### Function/s to be performed

1. The CEO is delegated power to issue notices requiring certain things to be done by the owner or occupier of land.
2. The CEO is delegated power to take any necessary action to achieve the purpose for which the notice was given in the event of non-compliance of the notice recipient.
3. The CEO is delegated power to seek a warrant for entry to carry out the works of a notice where the owner or occupier of land has not complied with the notice in the time specified.

### Conditions on use of delegation

1. Any prosecution proposed resulting from non-compliance with a notice is to be referred to Council for decision to proceed.

### Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services



Delegation by CEO to other employees
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To –

**a) Executive Manager Corporate & Community Services**

In full

**b) Executive Manager Technical & Rural Services**

In full

**c) Executive Manager Development & Regulatory Services**

In full

References
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**Formal record of use**      File copy of notice

**File number**                      Property file

**Notes**

Under LG Act s.9.6(1) an objection to a notice must be dealt with by Council and cannot be delegated.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

## 12.6 Notice of local government works

### Statutory context

Local Government Act 1995 –

s.3.51(3) – notice to adjoining owners affected by works

### Corporate context

None

### History

Formerly  
Amended

Adopted

Delegation 13.6

12 July 2016

### Delegation from Council to CEO

### Functions to be performed

1. The CEO is delegated power to give the required public notice and individual notice to landowners and occupiers adjoining proposed works to –
  - a) fix or alter the levels, or the alignment of a public thoroughfare, or
  - b) drain water from a public thoroughfare or public place onto adjoining land

### Conditions on use of delegation

None

### Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

### Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**  
In full
- b) **Executive Manager Technical & Rural Services**  
In full
- c) **Executive Manager Development & Regulatory Services**  
In full

### References

**Formal record of use** File copy of notice

**File number** Advertisement records – 16.2.2 / 16.2.4  
Property file

### Notes

## 12.7 Private works/infrastructure on, over or under public land

### Statutory context

Local Government Act 1995 –

s.3.37 – Contraventions that can lead to impounding

s.9.60 – Regulations that operate as local laws

Sch.9.1(8) – Private works/infrastructure on, over, or under public places

Sch.9.2(5) – gates across public thoroughfares

Local Government (Uniform Local Provisions) Regulations 1996 –

r.9 – gates across a public thoroughfare

r.17 – Private works on, over, or under public places

Shire of Narrogin Public Places and Local Government Property Local Law 2016

activities on land under local government management and control including roads

### Corporate context

None

### History

Adopted 12 July 2016

Formerly Delegation 13.7

Amended \_\_\_\_\_

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to approve private works/infrastructure on, over or under public places.

#### Conditions on use of delegation

1. The exercise of this delegation is subject to –
  - (a) written application being made;
  - (b) the applicant accepts all liability for every part and aspect of the works/infrastructure;
  - (c) impose conditions, such as –
    - building permit, structural engineering certification, environmental assessment etc, where appropriate;
    - any damage or interference to public assets to be made good to the satisfaction of CEO (roadway, fence, other structure etc)
    - traffic management plan to be approved
  - (d) where deemed appropriate, an insurance certificate indemnifying the Shire while works are underway, or for any structure, is to be provided;
  - (e) estimated value of works does not exceed \$25,000 ex GST.
2. The CEO may enter into an agreement with the applicant to carry out the works/infrastructure as a private works.
3. Any prosecution proposed for non-compliance is to be referred to Council for decision to proceed.

#### Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees
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To –

**a) Executive Manager Technical & Rural Services**

In full

References
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**Formal record of use**      Report to Council via monthly briefing papers if significant infrastructure  
    File copy of written approval

**File number**                      Property file of applicant  
    Copy on road/reserve/local government property file

**Notes**

Local Government (Uniform Local Provisions) Regulations 1996 –

r.17 – Private works on, over, or under public places

(4) – approval of local government required

(5) – conditions may be imposed

(6) – mandatory conditions – no permanent impairment of public use, public safety to be ensured, damaged to be fully repaired

(7) – penalty for non-compliance is \$5,000 and \$500 daily

(8) – person constructing is responsible for maintenance, and must insure structure, specifically indemnifying the local government against any claim

(9) – unauthorised constructions, or contravention of approval/conditions can lead to impounding

If insurance indemnity is required, a certificate is to be provided to the Shire annually. It is to be a condition of approval, that a lapse of insurance means automatic withdrawal of approval, and removal of the previously insured structure is required within 14 days.

This delegation includes minor works on the road such as –

- drilling for soil testing;
- pressure or gravity pipe from a water tank or windmill to a stock trough;
- farm drainage.

## 12.8 Events on roads

### Statutory context

Road Traffic Act 1974 –

- s.81C(2) – Making order for road closure for event
- s.81D – Road closure, how effected by local government

Road Traffic (Administration) Act 2008 –

- s.139(2) – Temporary suspension of road law

Road Traffic (Events on Roads) Regulations 1991 –

- r.4 – local government approval and payment of fee required
- r.9 – Erection of barriers, signs and other equipment

Shire of Narrogin Public Places and Local Government Property Local Law 2016

activities on land under local government management and control including roads

### Corporate context

None

### History

Adopted	12 July 2016
Formerly	Delegation 13.8
Amended	_____

Delegation from Council to CEO
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### Functions to be performed

1. The CEO is delegated power –
  - (a) in consultation with the President, to approve with or without conditions or refuse to approve, an event or function on a thoroughfare in accordance with section 81C of the *Road Traffic Act 1974*;
  - (b) in consultation with the President, to approve with or without conditions, or refuse to approve, the temporary suspension of written law in accordance with section 83 of the *Road Traffic Act 1974*; and
  - (c) make all necessary arrangement to comply with Road Traffic (Events on Roads) Regulations r.9.
2. The CEO is delegated power, in consultation with the President, to respond to any request for information made under section 7(1) of the *Public Order in Streets Act 1984*.

### Conditions on use of delegation

1. In considering any application, the CEO is to have regard to Police and Main Roads WA guidelines.

### Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees
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To –

- a) **Executive Manager Corporate & Community Services**

In full

**b) Executive Manager Technical & Rural Services**

In full

**c) Executive Manager Development & Regulatory Services**

In full

References
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**Formal record of use**      File copy of decision on written application

**File number**                      28.7.1

**Notes**

See Road Traffic (Administration) Act –

135. Protection from liability for wrongdoing

- (1) An action in tort does not lie against a person for anything that the person has done, in good faith, in the performance or purported performance of a function under a road law.
- (3) A local government is also relieved of any liability that it might otherwise have had for another person having done anything as described in subsection (1) in relation to a function of a local government under section 11, 139 or 141.

141. Closure of roads

- (2) A local government may cause a road in its district to be closed for such period that the local government considers necessary if the local government considers that the road is unsafe for traffic but the road cannot be closed by the local government for more than one month without with the Minister's written approval to do so.

See Events on Roads Regulations –

9. Erection of barriers, signs and other equipment

- (1) A road closure ordered by the Commissioner of Police under Part VA of the Act shall be effected by the erection and maintenance by the local government for the district within which the road concerned is situated of —
  - (a) barriers, being free standing posts and rails, or other barriers which are substantial and uniform in construction;
  - (b) signs, being substantial and uniform in design, with the words "Road Closed" or similar, clearly printed in black letters upon a reflective background; and
  - (c) such other equipment as the local government considers is reasonably necessary to effect the road closure.
- (2) The costs of erecting, maintaining and removing barriers, signs and other equipment to effect a road closure are payable to the local government by the person or body who applied for the order for that road closure.
- (3) A local government may waive the payment of all or any of the costs referred to in subregulation (2).
- (4) Any costs payable to a local government under subregulation (2) may be recovered as a debt due to that local government in a court of competent jurisdiction.

Main Roads WA – Traffic Management for Events on Roads: "Code of Practice"

## 12.9 Temporary road closures

### Statutory context

Local Government Act 1995 –

s.3.50 – closing to vehicles

s.3.50A – closure for repairs or maintenance

Road Traffic Act 1974

s.81D – how a road is to be closed

s.92 – power to close unsafe roads

Shire of Narrogin Public Places and Local Government Property Local Law 2016 –

cl.5.2 – no entry to closed local government property

cl.6.13 – no driving on closed thoroughfare

### Corporate context

None

### History

Adopted 12 July 2016

Formerly Delegation 13.9

Amended \_\_\_\_\_

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to –
  - a) temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) if of the opinion –
    - a thoroughfare is likely to be damaged by the passage of traffic generally or traffic of any particular class;
    - that the thoroughfare is unsafe for use.
  - b) temporarily close a road or portion of a road for repairs and maintenance;
  - c) temporarily close a thoroughfare for a period in excess of 28 days by providing local public notice.

#### Conditions on use of delegation

1. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - a) is of such severity that the action is appropriate or
  - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services
- d) Manager Operations

### Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**

In full

**b) Executive Manager Technical & Rural Services**

In full

**c) Executive Manager Development & Regulatory Services**

In full

**d) Manager Operations**

In full

References
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**Formal record of use**      File copy of public notice, instruction to staff etc

**File number**              28.7.1

**Notes**



## 12.10 Restricted Access Vehicles on Shire Roads

### Statutory context

Local Government Act 1995

Land Administration Act 1997 –

s.56(2) – road reserves under the control of the local government

Public Works Act 1902 –

s.86(2) – Governor may declare roads to be under the control of the local government

Road Traffic (Vehicle Standards) Regulations 2002

Public Places and Local Government Property Local Law 2016

### Corporate context

Policy Manual –

12.12 Restricted Access Vehicles on Shire Roads

### History

Adopted	12 July 2016
Amended	24 May 2017
Formerly	Delegation 16.1
Amended	_____

Delegation from Council to CEO
--------------------------------

### Functions to be performed

1. The CEO is delegated power to determine any application referred from Main Roads WA to use heavy haulage vehicles (Restricted Access Vehicles) on any local road within the district, recommending approval or refusal–
  - a) in accordance with Council Policy 12.12 Restricted Access Vehicles on Shire Roads;
  - b) where the estimated volume is 50,000 tonnes per year or less,
  - c) if the road has already been assessed by Main Roads WA as being suitable for the configuration proposed by the applicant,
  - d) recommending CA07 conditions on roads where deemed necessary to manage RAV access in order to preserve the condition of the road and avoid heavy vehicle damage
  - e) written agreement of the application accepting liability for damage to the roads that exceeds fair use.

### Conditions on use of delegation

1. All other applications are to be referred to Council.
2. Where the CEO declines an application, the applicant has the right to lodge a written appeal which will be presented to Council for consideration.

### Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees
--------------------------------------

To –

**a) Executive Manager Technical & Rural Services**

Negotiations for all matters prior to signing of agreement

**References****Formal record of use** File copy of decision on written application**File number** 3.2.2**Notes**

## Plant / Equipment

## Section 13 - Natural Resource Management

**13.1 Control of Vehicles (Off-road Areas) Act 1978****Statutory context**

Control of Vehicles (Off-road Areas) Act 1978 –

s.5(1) – Duty of local government to administer and enforce the Act

s.5(5) – authorised officers

**Corporate context**

None

**History**

Adopted 12 July 2016

Formerly Delegation 15.1

Amended

**Delegation from Council to CEO****Functions to be performed**

1. The CEO is delegated power to exercise all discretionary matters in the Control of Vehicles (Off-road Areas) Act 1978, including –
  - a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
  - b) issue of all notices and infringements etc.
  - c) extending the time period within which infringement notices may be paid.
  - d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
  - e) carrying out of works in default of a duly served notice;
  - f) authorising officers to undertake enforcement activities such as the issuing of infringements.

**Conditions on use of delegation**

1. The delegation excludes –
  - a) determination of any fee or charge
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - a) is of such severity that the action is appropriate or
  - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

**Sub-delegation permitted to**

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

**Delegation by CEO to other employees**

To –

- a) **Executive Manager Corporate & Community Services**

In full

**b) Executive Manager Technical & Rural Services**

In full

**c) Executive Manager Development & Regulatory Services**

In full

References
------------

**Formal record of use**      File copy of notice

**File reference**              19.6.5

**Notes**

## 13.2 Native flora and fauna

### Statutory context

Environmental Protection Act 1986 –

s.51C – Unauthorised clearing of native vegetation

Wildlife Conservation Act 1950 –

s.14 – Protection of fauna

s.23C – Licences to take protected flora

s.23D – Taking and sales of protected flora on private land

Wildlife Conservation Regulations 1970

Public Places and Local Government Property Local Law 2016 –

cl.4.4(2) – Written authority of local government required to remove, damage, interfere with any flora on local government property

### Corporate context

None

### History

Adopted	12 July 2016
Formerly	Delegation 15.2
Amended	_____

Delegation from Council to CEO
--------------------------------

### Functions to be performed

- The CEO is delegated power to approve a request for permission to pick wildflowers and / or collect seed on lands under Council's control, under the following conditions –
  - written application is to be made;
  - it is for their own domestic or hobby use;
  - permission is given for a period not exceeding one week;
  - the area of picking and/or collection is strictly limited;
  - not more than one collector is permitted in any one location;
  - a maximum of 10% of seed only to be taken in any one area.

### Conditions on use of delegation

- All applications for commercial picking of wildflowers or collection of seed are to be referred to Council for consideration, and required details include –
  - collector's credentials and purpose (collector includes the permit holder and up to 2 assistants),
  - duration of approval, if any,
  - the area of picking and/or collection
  - not more than one collector being permitted in any one location
  - a maximum of 25% of seed only to be taken in any one area
- All applications for the collection of animals, reptiles, amphibians and birds from lands under Council's control, are to be referred to Council for consideration.
- All applications to collect flora or fauna are to provide the following information at minimum –
  - collector's credentials, including any person acting on the collector's behalf

- (b) purpose of collection – domestic, hobby, display, educational, commercial
  - (c) flora/fauna to be collected – rarity, locality, need for preservation etc
  - (d) locality of collection – ease of access, likelihood of general public-knowledge or access
  - (e) period or duration sought
4. Where Council has previously permitted an application, the CEO may issue permission in subsequent consecutive years under identical terms and conditions, without further reference to Council.
5. The following statement is to be included in every approval by the CEO –  
*The approval of the Department of Parks and Wildlife is mandatory, and Shire permission is invalid without the Department's written consent accompanying Shire approval.*

#### **Sub-delegation permitted to**

- a) Executive Manager Technical & Rural Services

<b>Delegation by CEO to other employees</b>
---

To –

- a) Executive Manager Technical & Rural Services**

In full

<b>References</b>
-------------------

**Formal record of use**      File copy of notice of approval

**File number**                      11.3.1

#### **Notes**

Dept of Biodiversity, Conservation and Attractions –

- may issue a permit for a maximum of one year;
- is to be provided a copy of every approved application.

Former Section 14 – Plant / Equipment (transferred to Section 12)

Former Section 15 – Natural Resources (renumbered as Section 13)

Former Section 16 – Unclassified (transferred to Section 12)

Former Section 17 – Building and Development (deleted)

Former Section 18 – Environmental Health / Food (transferred to Section 6)

Former Section 19 – Fire Control (deleted or transferred to Section 5)

### 10.4.3 STRATEGIC COMMUNITY PLAN MINOR REVIEW

File Reference	4.2.1
Disclosure of Interest	The Author has no Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	10.4.1, 22 May 2019, Res 0519.010
Date	11 July 2019
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
<b>Attachments</b> 1. Revised Draft of the Strategic Community Plan – 2017-2027 2. Revised Draft of the Strategic community Plan – Snapshot	

#### Summary

At its meeting held on 22 May 2019, Council resolved to advertise, for public comment, some minor modifications to the Shire of Narrogin Strategic Community Plan. Council is asked to now approve the minor modifications. Note that that there were no public comments received on the matter.

#### Background

At the Ordinary Council Meeting held 22 May 2019, Council resolved as follows:

*That, with respect to Minor Review of the Strategic Community Plan 2017-2027, Council:*

- 1. Advertise for 30 days the intent to adopt the minor modifications as detailed within the Officer's report and promote the intent on the Shire's website, Library, Administration Offices, local media and social media; and*
- 2. Undertake a Survey and Community Perceptions Report on progress in achieving the Strategic Plan's Vision, Aspirations and Objectives as well as perception and satisfaction of Shire Services and Facilities in the 2019/20 financial year.*

The Council's previously approved minor modifications, that were advertised, were:

1. Change Vision to present tense from: "To be a leading regional economic driver and a socially interactive and inclusive community" to "A leading regional economic driver and a socially interactive and inclusive community".
2. Add the following proposed Council Decision-Making Criteria to the Plan:

Council takes into account when considering significant new projects or issues the following criteria. They reflect the decision-making approach to developing this plan and will continue to be applied as it is implemented:



How well does it fit our Strategic Direction?

- Does the option help to achieve our vision and aspirations?

Who Benefits?

- How are the benefits distributed across the community?
- Can we afford it?
- How well does the option fit within our Long Term Financial Plan?
- What do we need to do to manage the cost over the life cycle of the asset / project / service?

Does the Community support it?

- How well informed is the community about the costs and benefits of the option?
- What is the level of community support?
- Is the community united or divided?
- What is the evidence?

Does it involve a tolerable risk?

- What level of risk is associated with the option?
- Does the individual risk fit within our risk tolerance level(s)?

3. Add the following Values for our employees: CARE with Trust & Teamwork

Care - We display kindness and concern for one another and our community

Accountability - We accept responsibility for our actions and outcomes

Respect - We treat everyone how we would like to be treated

Excellence - We go the extra mile to deliver outstanding services

Teamwork - We work together for a common goal

Trust - We share without fear of consequences.

4. Minor administrative matters to accommodate the above changes such as indexing, referencing, and updating the name of the CEO.

### Comment

The Shire invited Public Comment on the minor modifications to the Strategic Community Plan. Advertisements were placed in the Narrogin Observer, in Social Media (Facebook) and on the Shire's website "Have Your Say". Copies were made available at the Shire Office and Library. As at 6 July 2019, after 30 days of advertising, no comment was received.

The attached draft (Attachment 1) incorporates the above minor modifications:

1. The changed Vision – pp 3
2. Decision making criteria – pp 28
3. Values – pp 29
4. Administrative matters including updating name of CEO and Table of Contents – pp 2 & 4.

### Consultation

Advertising inviting public comment was undertaken for a 30-day period. No comment was received.

## Statutory Environment

The Local Government Act 1995, section 5.56 states:

*“5.56. Planning for the future*

*(1) A local government is to plan for the future of the district.*

*(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.”*

Regulation 19C of the Local Government (Administration) Regulations 1996 states:

*“19C. Strategic community plans, requirements for (Act s. 5.56)*

*(1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*

*(2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*

*(3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*

*(4) A local government is to review the current strategic community plan for its district at least once every 4 years.*

*(5) In making or reviewing a strategic community plan, a local government is to have regard to:*

*(a) the capacity of its current resources and the anticipated capacity of its future resources; and*

*(b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*

*(c) demographic trends.*

*(6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*

*(7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

*(8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

*(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*

*(10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.”*

### Policy Implications

There are no relevant policy implications.

### Financial Implications

Nil

### 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

Absolute Majority

#### OFFICERS' RECOMMENDATION

That, pursuant to Regulation 19C of the Local Government (Administration) Regulations 1996, Council adopt the Strategic Community Plan 2017-2027, incorporating the changes as a result of the minor review, and make the Plan publicly available.

# Strategic Community Plan 2017 – 2027

(Incorporating minor review – May 2019)



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# ***Our Vision:***

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

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

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

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

## Foreword

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

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

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

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



Leigh Ballard  
Shire President

May 2019



Dale Stewart  
Chief Executive Officer

# Integrated Planning and Reporting Framework

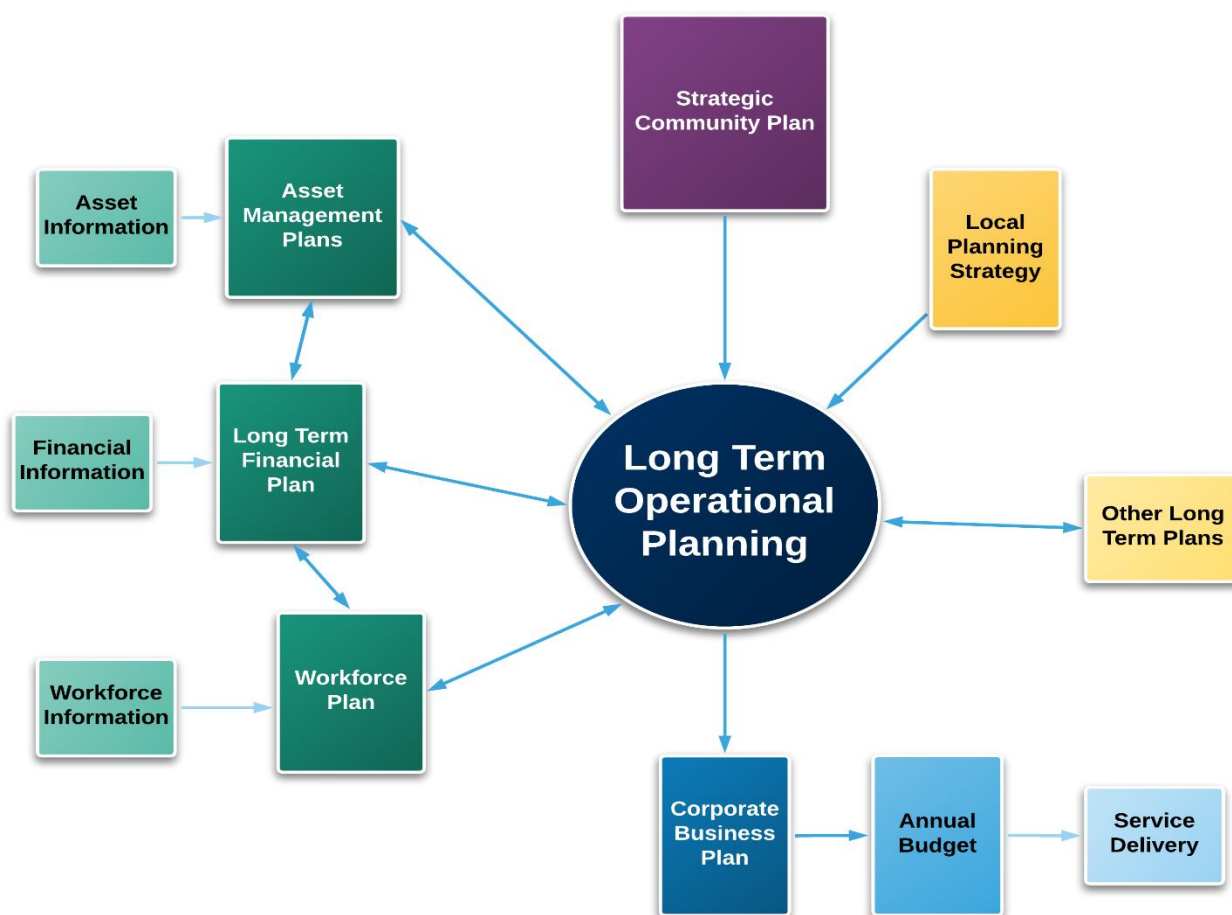
All local governments are required to prepare a Plan for the Future for their district under *Section 5.56(1) of the Local Government Act 1995*. The Plan for the Future comprises the following two key strategic documents<sup>1</sup>:

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

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

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

**Diagram: The Strategic Planning Framework**



<sup>1</sup>Local Government (Administration) Regulations 1996, Paragraph 19BA.

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



# What is the Strategic Community Plan

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

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

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

## Structure of the Plan

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

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

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

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

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

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

The document is prepared in a manner where an objective is formed with outcomes aligned and the final step is strategies are identified.



## How the Plan will be used

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

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

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

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

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

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



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

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

*This event is  
supported by*



Shire of  
**Narrogin**

*Love the life*

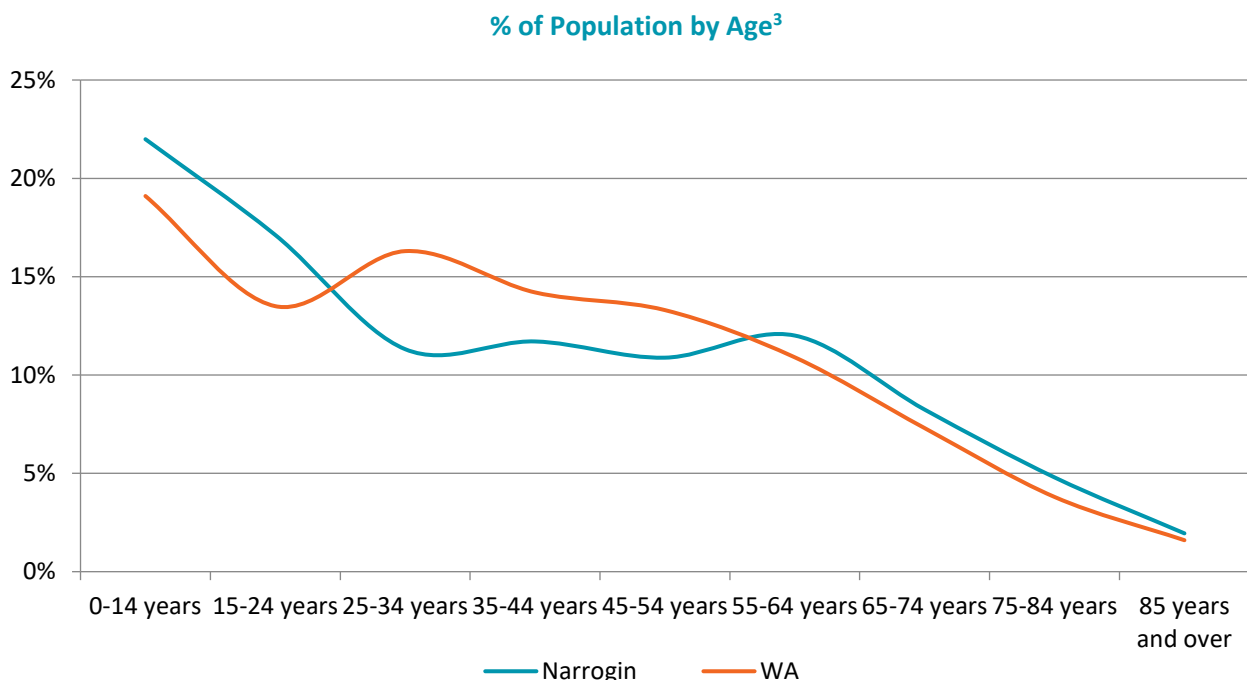


## Profile of the Shire of Narrogin

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

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

The chart below reflects the percentage of the estimated resident population within each age grouping for the Shire of Narrogin<sup>3</sup> (represented by the blue line) and Western Australia (represented by the orange line). This reflects the Shire of Narrogin has a higher proportion of young people under 24 when compared to the West Australian average and a lower percentage of the population between 24 and 55. Retaining young adults within the district has been considered when formulating this Strategic Community Plan.



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

# Narrogin Natural and Built Environment

## The Natural Landscape

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

Located in the South Central Wheatbelt Region of Western Australia, the Shire of Narrogin covers an area of 1,630km<sup>2</sup> of agricultural farmland, natural reserves, crown land and town sites. Narrogin has a Mediterranean climate characterised by hot, dry summers and cool, wet winters.

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

## The Built Environment

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

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

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

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

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

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



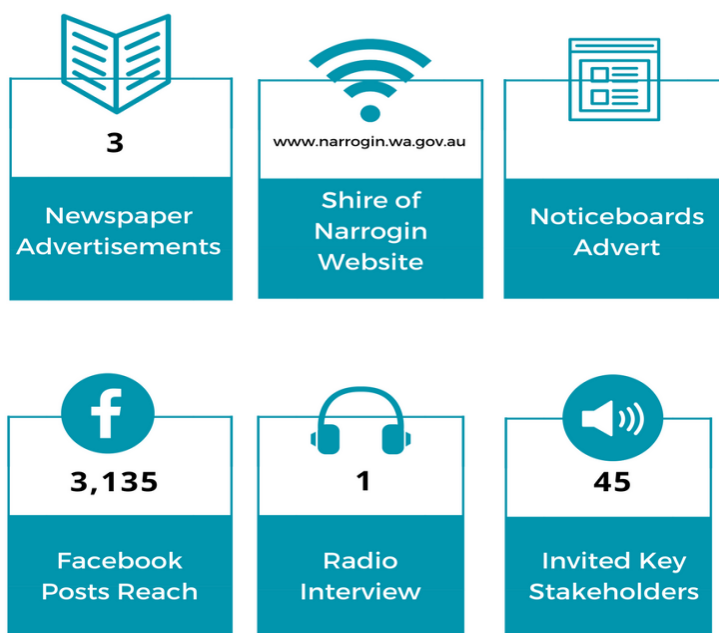




# Community Engagement

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

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



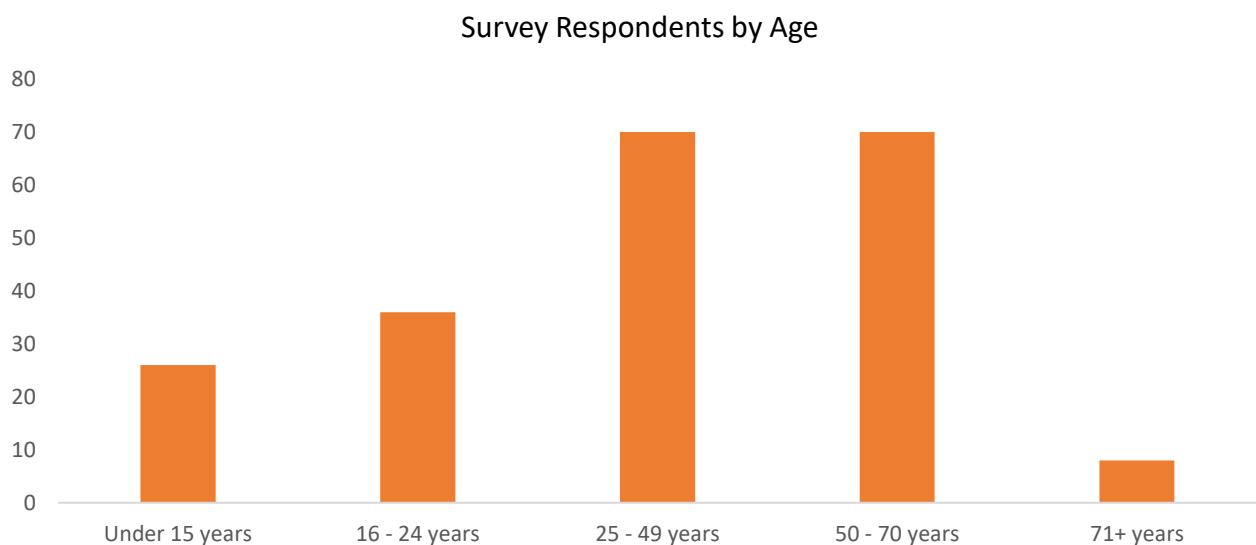
Two community workshops and a separate key stakeholder's workshop were held 20 February 2017. This was combined with a community survey, in electronic and paper form with links available on the Shire's website to maximise the opportunities for the community to respond. Narrogin community members were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



## Community Response

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

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



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



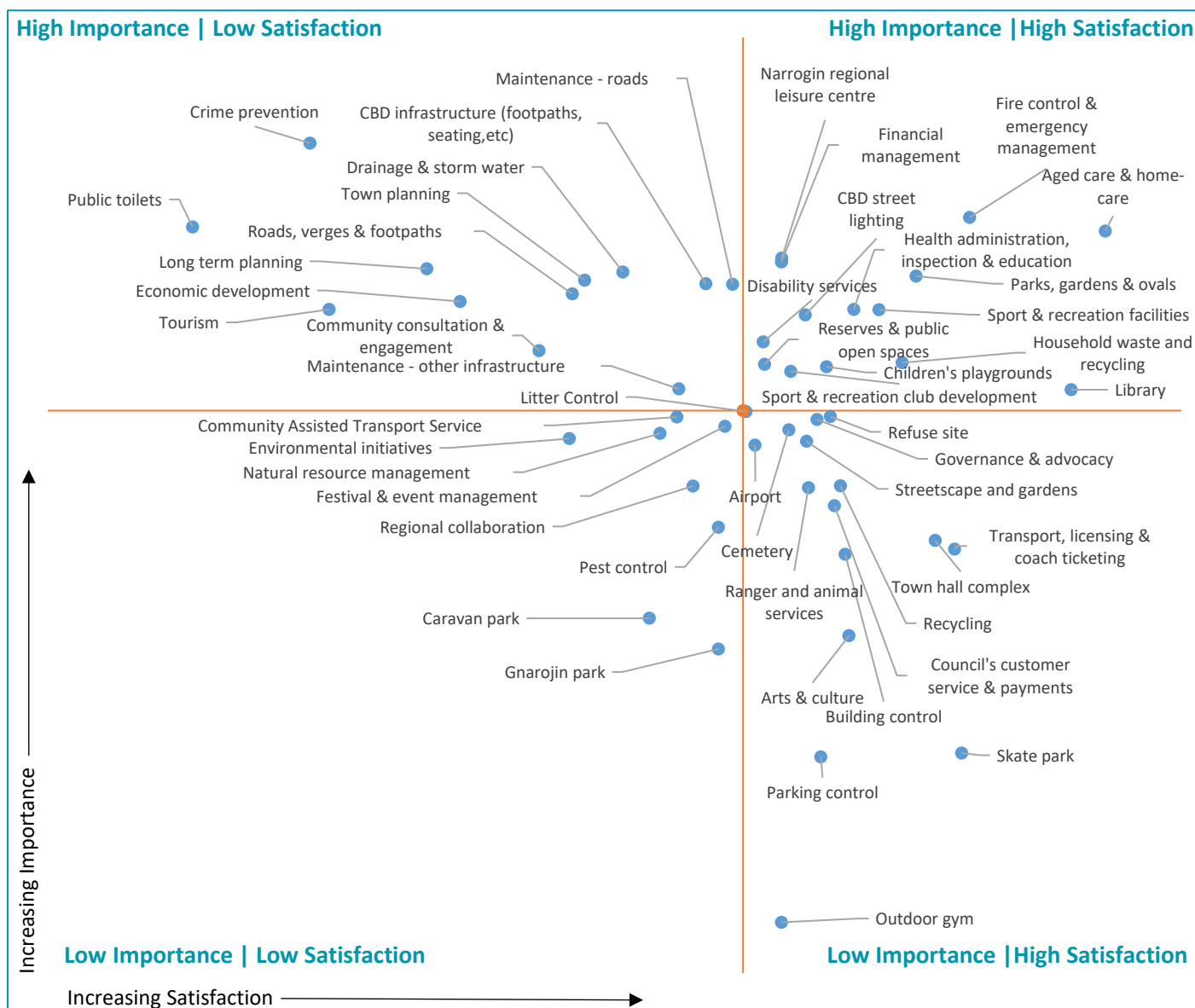


## Community Response (continued)

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

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

### Relative Importance and Satisfaction with Shire Services and Facilities







Narrogin  
*love the life*



## Objectives and Outcomes

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

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

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

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

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

## Economic Objective

Support growth and progress, locally and regionally

### Community Feedback

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

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

### Economic Aspirations and Opportunities

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

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

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

#### Comments from the Community:

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

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

*"To expand its economic base and employment opportunities..."*

*"To grow as an important regional centre for education, business, health and sport..."*

*"To become a vibrant regional hub that champions economic diversity and forward thinking..."*

## Economic Objective

Support growth and progress, locally and regionally.

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

### Outcome 1.1 Growth in revenue opportunities

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

### Outcome 1.2 Increased Tourism

1.2.1	Promote, develop tourism and maintain local attractions
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### Outcome 1.3 An effective well maintained transport network

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

### Outcome 1.4 Agriculture opportunities maintained and developed

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

# Social Objective

To provide community facilities and promote social interaction

## Community Feedback

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

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

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

## Social Aspirations and Opportunities

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

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

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

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

### Comments from the Community:

*"Fresh air and friendly people."*

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

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

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

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

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

# Social Objective

To provide community facilities and promote social interaction

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

## Outcome 2.1 Provision of youth services

- |       |  |
|-------|--|
| 2.1.1 | Develop and implement a youth strategy |
|-------|--|

## Outcome 2.2 Build a healthier and safer community

- |       |   |
|-------|---|
| 2.2.1 | Support the provision of community security services and facilities |
| 2.2.2 | Advocate for mental health and social support services              |
| 2.2.3 | Continue and improve provision of in-home care services             |

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

- |       |   |
|-------|---|
| 2.3.1 | Develop and activate Sport and Recreation Master Plan           |
| 2.3.2 | Engage and support community groups and volunteers              |
| 2.3.3 | Facilitate and support community events                         |
| 2.3.4 | Provide improved community facilities (eg library/recreation)   |
| 2.3.5 | Encourage and support continued development of arts and culture |

## Outcome 2.4 Cultural and heritage diversity is recognised

- |       |  |
|-------|--|
| 2.4.1 | Maintain and enhance heritage assets                   |
| 2.4.2 | Support our Narrogin cultural and indigenous community |

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

- |       |  |
|-------|--|
| 2.5.1 | Advocate for increased education facilities for the region |
| 2.5.2 | Advocate for and support increased education services      |

# Environment Objective

Conserve, protect and enhance our natural and built environment

## Community Feedback

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

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

## Environment Aspirations and Opportunities

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

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

### Comments from the Community:

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

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

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

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



# Environment Objective

Conserve, protect and enhance our natural and built environment

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

## Outcome 3.1 A preserved natural environment

---

3.1.1	Conserve, enhance, promote and rehabilitate the natural environment
-------	---

## Outcome 3.2 Effective waste services

---

3.2.1	Support the provision of waste services
-------	---

## Outcome 3.3 Efficient use of resources

---

3.3.1	Increase resource usage efficiency
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## Outcome 3.4 A well maintained built environment

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3.4.1	Improve and maintain built environment
-------	--

## Civic Leadership Objective

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

### Community Feedback

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

### Civic Leadership Aspirations and Opportunities

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

#### Comments from the Community:

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

*"... Shire attracts high calibre personnel, everything else will fall into place."*

*"Good governance and enhanced communications"*

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

### Outcome 4.1 An efficient and effective organisation

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

### Outcome 4.2 An employer of choice

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







## Services and Facilities

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

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

## Resource Capacity

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

### Current Resource Capacity

At the 30 June 2018, the Shire had the following resource profile<sup>4</sup>.

Resource	Level
Workforce	62 FTE
Infrastructure Assets	\$114,284,720
Property, Plant and Equipment	\$57,801,337
Cash Backed Reserves	\$3,956,057
Borrowings	\$922,004
Annual Rates Revenue	\$4,645,781
Annual Revenue	\$12,254,024
Annual Expenditure	\$12,286,365
Population	5,162

### Future Resource Capacity

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

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

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

<sup>4</sup> Shire of Narrogin 2017-18 Annual Financial Reports

## Strategic Risk Management

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

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

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

## Decision Making Criteria

Council takes into account when considering significant new projects or issues the following criteria. They reflect the decision-making approach to developing this Plan and will continue to be applied as it is implemented:

Consideration	Criteria
How well does it fit our Strategic Direction?	<ul style="list-style-type: none"> <li>Does the option help to achieve our vision and aspirations?</li> </ul>
Who Benefits?	<ul style="list-style-type: none"> <li>How are the benefits distributed across the community?</li> <li>Can we afford it?</li> <li>How well does the option fit within our Long Term Financial Plan?</li> <li>What do we need to do to manage the cost over the life cycle of the asset / project / service?</li> </ul>
Does the Community support it?	<ul style="list-style-type: none"> <li>How well informed is the community about the costs and benefits of the option?</li> <li>What is the level of community support?</li> <li>Is the community united or divided?</li> <li>What is the evidence?</li> </ul>
Does it involve a tolerable risk?	<ul style="list-style-type: none"> <li>What level of risk is associated with the option?</li> <li>Does the individual risk fit within our risk tolerance level(s)?</li> </ul>

# Values

## As employees we demonstrate our Values. CARE with Trust and Teamwork.

### CARE

We display kindness and concern for one another and our community and...

- Are passionate about providing excellent customer relations
- Support independence, wellbeing and community connections
- Commit to providing a safe physical and mental and social environment
- Show empathy, understanding and kindness
- Display generosity, friendliness and consideration for each other

### ACCOUNTABILITY

We accept responsibility for our actions and outcomes and...

- Take responsibility for the consequences of actions and decisions
- Confront controversial or difficult issues in an objective manner
- Perform duties in accordance with the laws, regulations, policies and procedures that govern us
- Demonstrate a high level of ownership and commitment to achieving results
- Conduct business in a transparent manner

### RESPECT

We treat everyone how we would like to be treated and...

- Treat individuals with compassion and dignity
- Demonstrate reliability and understands interdependence
- Listen to individual needs
- Conduct business in a non-judgemental manner
- Embrace individual cultures, diversity and values

### EXCELLENCE

We go the extra mile to deliver outstanding services and...

- Recognise and strive to meet corporate obligations
- Empower staff through clear guidelines, training and succession planning
- Display self-motivation to stay focused and committed to a task
- Demonstrate motivation to constantly strive for self-improvement
- Understand and accept the concept of continuous improvement

### TRUST

We share without fear of consequences and...

- Display courage by talking straight and being genuine
- Understand the need to be accountable for results and being upfront about mistakes
- Display fairness and treat people justly and equitably
- Demonstrate confidentiality both at a corporate & individual level
- Share responsibility and delegate duties in accordance with policies and procedures

### TEAMWORK

We work together for a common goal and...

- Commit to contributing to a happy, healthy, safe and productive workplace
- Help each other to meet obligations and deadlines
- Acknowledge we are one team working together to achieve the best results
- Predict others' needs and shares responsibilities
- Understand the need to work closely with other organisations and departments



## Measuring Success

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

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

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

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



*This event is  
supported by*



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**Narrogin**

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## References and Acknowledgements

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

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

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

Shire of Narrogin Strategic Community Plan 2013 - 2023;

Town of Narrogin Strategic Community Plan 2011 - 2022;

Council website: [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au);

Australian Bureau of Statistics;

Town of Narrogin Annual Financial Report 2015 - 2016; and

Shire of Narrogin Annual Financial Report 2015 - 2016.

## Review of the Plan

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

## Document Management

Status:	Final   V4.1
Date of Adoption:	24 May 2017
Minor Review (draft for comment)	22 May 2019 - Draft   V4.2

For further details on the Strategic Community Plan please contact

Shire of Narrogin

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# STRATEGIC COMMUNITY PLAN

**SNAPSHOT**

2017-27

## VISION

A leading regional economic driver and a socially interactive and inclusive community.

## MISSION

Provide leadership, direction and opportunities for the community.

## KEY PRINCIPLES

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

- Respect the points of view of individuals and groups;
- Build on existing community involvement;
- Encourage community leadership;
- Promote self-reliance and initiative;
- Recognise and celebrate achievement;
- Support the principles of social justice; and
- Acknowledge the value of staff and volunteers.

## OUR VALUES

### Care with Trust & Teamwork

**Caring** - We display kindness and concern for one another and our community

**Accountability** - We accept responsibility for our actions and outcomes

**Respect** - We treat everyone how we would like to be treated

**Excellence** - We go the extra mile to deliver outstanding services

**Trust** - We share without fear of consequences

**Team Work** - We work together for a common goal

## ECONOMIC

### Support growth and progress, locally and regionally...

#### Growth in revenue opportunities

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

#### Increased Tourism

- Promote, develop tourism and maintain local attractions

#### An effective well maintained transport network

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

#### Agriculture opportunities maintained and developed

- Support development of agricultural services

## SOCIAL

### Provide community facilities and promote social interaction...

#### Provision of youth services

- Develop and implement a youth strategy

#### Build a healthier and safer community

- Support the provision of community security services and facilities
- Advocate for mental health and social support services
- Continue and improve provision of in-home care services

#### Existing strong community spirit and pride is fostered, promoted and encouraged

- Develop and activate Sport and Recreation Master Plan
- Engage and support community groups and volunteers
- Facilitate and support community events
- Provide improved community facilities (eg library/recreation)
- Encourage and support continued development of arts and culture

#### Cultural and heritage diversity is recognised

- Maintain and enhance heritage assets
- Support our Narrogin cultural and indigenous community

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

- Advocate for increased education facilities for the region
- Advocate for and support increased education services

## ENVIRONMENT

### Conserve, protect and enhance our natural and built environment...

#### A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

#### Effective waste services

- Support the provision of waste services

#### Efficient use of resources

- Increase resource usage efficiency

#### A well maintained built environment

- Improve and maintain built environment

## CIVIC

### Continually enhance the Shire's organisational capacity to service the needs of a growing community...

#### An efficient and effective organisation

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

#### An employer of choice

- Provide a positive, desirable workplace

#### 10.4.4 CORPORATE BUSINESS PLAN – 2019 REVIEW

File Reference	4.2.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	None
Date	12 July 2019
Author	Niel Mitchell – Governance Consultant
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments 1. Corporate Business Plan 2019-2023 – Annual Review 2019	

#### Summary

To consider the annual review of the Corporate Business Plan 2018-2022 as required by the Local Government Act 1995.

#### Background

The Corporate Business Plan (CBP) is one of two core components of planning for the future, together with the Strategic Community Plan.

#### Comment

The current Corporate Business Plan was adopted by Council on 27 June 2018.

The Plan has been updated by –

- a) Forecast Statement of Funding and Capital Program
  - Deletion of 2018-19 financial data
  - Inclusion of 2022-23 financial data from the current Long Term Financial Plan
- b) Service Delivery
  - Deletion of 2018-19 planned actions
  - Inclusion of 2022-23 planned actions

The various actions of Service delivery have been amended to take into account projects brought forward or deferred.

No significant changes to the Plan are identified or proposed.

#### Consultation

Discussions with Chief Executive Officer, Executive Manager Corporate & Community Services and other Executive staff.

## Statutory Environment

Local Government Act 1995 –

- Section 5.56(1) A local government is to plan for the future of the district
- Section 6.2 – Local government to prepare annual budget

Local Government (Administration) Regulations 1996 –

- Reg.19DA(4) – A local government is to review the current corporate business plan for its district every year

## Policy Implications

Nil

## Financial Implications

All of the proposed modifications for year 1 of the CBP are reflected in the Draft Annual Budget 2019/20.

## 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, pursuant to Regulation 19DA(4) of the Local Government (Administration) Regulations 1996, Council adopt the Corporate Business Plan 2019-2023, incorporating the changes as a result of the minor review, and make the Plan publicly available.

**DRAFT**

# **Corporate Business Plan 2019 – 2023**



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DRAFT

Adopted at Ordinary Meeting of Council held 27 June 2018

Review adopted at Ordinary Meeting of Council held \_\_\_\_\_

# ***Our Vision:***

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

DRAFT

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

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

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

# Forward

The Strategic Community Plan outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other Shire plans, information and resourcing capabilities.

This plan, the Corporate Business Plan, provides the internal business planning tool that translates Council priorities into operations within the resources available. It details the services, operations, projects, and the associated cost, the Shire intends to deliver over the next four years.



Leigh Ballard  
Shire President

24 July 2019



Dale Stewart  
Chief Executive Officer

DRAFT

*The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.*

# Planning Framework

This Corporate Business Plan 2019-2023, together with the Strategic Community Plan 2017-2027, is the Shire of Narrogin's Plan for the Future and has been prepared to achieve compliance with *the Local Government (Administration) Regulations 1996*.

Under *Local Government (Administration) Regulations 1996* Regulation 19DA (3),

"A Corporate Business Plan for a district is to:

- a) set out, consistently with any relevant priorities in the Strategic Community Plan, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning."

In the preparation of the annual budget the local government is to have regard to the contents of the Plan for the Future as per Section 6.2(2) of the *Local Government Act 1995*.

Development of the Plan has also been influenced by the Department of Local Government and Communities Framework and Guidelines for Integrated Planning and Reporting.

## Strategic Community Plan

The Narrogin community had a strong involvement and voice in the development of the Strategic Community Plan. Commencing in January 2017, the community were invited to share their visions and aspirations for the future of Narrogin, and the Plan has subsequently been reviewed and updated to reflect the community aspirations.

The community shared what they considered most special about the district and their aspirations for the future. The sense of community and a country town feel was highly regarded along as was the multicultural community and the history of the district. It was evident the community values their natural environment and the many native reserves. High quality regional sporting and recreation facilities, along with medical and education services available in Narrogin were also very important.

The community strongly identified their desire for further economic development, supporting current local industry whilst pursuing opportunities for economic diversity and growth.

This information provided a valuable insight into the key issues and aspirations, as perceived by the local community. Importantly for the Council, these views have helped establish clear priorities and shaped the visions, values, objectives and strategies contained within the Strategic Community Plan 2017-2027.

# Planning Framework (continued)

## Corporate Business Plan

Achieving the community's vision and the Shire's strategic objectives requires the development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required to achieve the outcomes due to the constraints of limited resources. This planning process is formalised by the development of this Corporate Business Plan. The Corporate Business Plan then, in turn, converts the Strategic Community Plan into action via the adoption of an Annual Budget.

The Corporate Business Plan 2019-2023 must be reviewed annually to assess the progress of projects and realign the Plan's actions and priorities based on current information and available funding.

Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability. Along with achieving the community aspirations and objectives the Corporate Business Plan draws on information contained within the following strategic documents.

## Asset Management Plan

The Shire has developed Asset Management Plans for major asset classes in accordance with the Asset Management Policy. The Asset Management Plans form a component of an overall Asset Management Strategy which addresses the Shire's current asset management processes and sets out the steps required to continuously improve the management of Shire controlled assets.

Capital renewal estimates contained within the Asset Management Plans have been considered to the extent the financial and workforce resources are available to enable the renewals to occur.

## Workforce Plan

The Workforce Plan provides the workforce management and resource strategies necessary to deliver the objectives, outcomes and strategies of the Shire's Strategic Community Plan.

Workforce issues have been considered during the development of this Corporate Business Plan and the financial impacts of the Workforce Plan captured within the Long Term Financial Plan. A combination of workforce and financial constraints has influenced the prioritisation of actions within this Plan.

## Long Term Financial Plan

The Shire of Narrogin is planning for a positive and sustainable future. The Shire seeks to maintain, and where possible, improve service levels into the future while maintaining a healthy financial position.

During the development of this Corporate Business Plan, the Long Term Financial Plan was updated to confirm the financial capability to undertake the planned actions and ensure integration with this Plan. The results of this update are reflected within the Forecast Statement of Funding on the following page.

## Review of Plan

In accordance with statutory requirements, the Corporate Business Plan is reviewed and updated annually. The review of this Plan occurred following a major review of the Strategic Community Plan in 2017.

# Forecast Statement of Funding

The following Statement is extracted from the Long Term Financial Plan to provide an indication of the activities proposed in the in the Corporate Business Plan. This forecast underpinned by a number of assumptions that provided a reasonable estimate of activity.

## RATE SETTING STATEMENT

	2019-20 \$	2020-21 \$	2021-22 \$	2022-23 \$
<b>OPERATING REVENUE</b>				
Governance	1,850	1,906	1,963	2,022
General Purpose Funding	1,363,465	2,746,310	2,828,699	2,913,560
Law, Order Public Safety	79,900	254,297	261,926	97,784
Health	23,500	24,205	24,931	25,679
Education and Welfare	1,370,538	1,411,654	1,454,004	1,497,624
Housing	8,240	8,487	8,742	9,004
Community Amenities	1,092,366	1,125,137	1,158,891	1,193,658
Recreation and Culture	138,571	142,728	147,010	151,420
Transport	408,915	421,182	433,818	446,832
Economic Services	283,619	292,128	300,891	309,918
Other Property and Services	110,762	114,085	117,507	121,033
<b>TOTAL REVENUE</b>	<b>4,881,726</b>	<b>6,542,118</b>	<b>6,738,382</b>	<b>6,768,533</b>
<b>LESS OPERATING EXPENDITURE</b>				
Governance	(724,720)	(746,462)	(760,176)	(782,981)
General Purpose Funding	(255,567)	(263,234)	(268,070)	(276,112)
Law, Order, Public Safety	(766,873)	(789,879)	(804,391)	(656,523)
Health	(280,251)	(288,659)	(293,962)	(302,781)
Education and Welfare	(1,573,105)	(1,620,298)	(1,650,067)	(1,699,569)
Housing	(34,441)	(35,474)	(36,126)	(37,210)
Community Amenities	(1,574,917)	(1,622,165)	(1,651,967)	(1,701,526)
Recreation and Culture	(3,475,525)	(3,579,791)	(3,645,560)	(3,754,927)
Transport	(4,086,406)	(4,208,998)	(4,286,327)	(4,414,917)
Economic Services	(812,368)	(836,739)	(852,112)	(877,675)
Other Property & Services	(38,082)	(39,224)	(39,945)	(41,143)
<b>TOTAL EXPENSES</b>	<b>(13,622,255)</b>	<b>(14,030,923)</b>	<b>(14,288,703)</b>	<b>(14,545,364)</b>
<u>Increase(Decrease)</u>	<b>(8,740,529)</b>	<b>(7,488,804)</b>	<b>(7,550,321)</b>	<b>(7,776,831)</b>
<b>ADD</b>				
Movement in Employee Benefits (Non-current)	0	0	0	0
Movement in Deferred Pensioners (Non-current)	0	0	0	0
Movement in Accrued Interest	0	0	0	0
Movement in Entitlement Reserve	0	0	0	0
Non-cash amounts excluded from operating activities	3,547,269	3,547,269	3,557,269	3,567,269
<u>Sub Total</u>	<b>3,547,269</b>	<b>3,547,269</b>	<b>3,557,269</b>	<b>3,567,269</b>

# **RATE SETTING STATEMENT (Continued)**

	Proposed Estimates			
	2019-20 \$	2020-21 \$	2021-22 \$	2022-23 \$
Purchase Land				
Purchase Buildings	(1,230,335)	(77,592)	(222,869)	(349,833)
Purchase Furniture and Equipment	(22,500)	(22,500)	(30,000)	(30,000)
Purchase Plant and Equipment	(1,376,633)	(480,000)	(675,000)	(575,000)
Infrastructure Assets - Roads	(2,072,295)	(1,627,500)	(1,627,500)	(1,627,500)
Infrastructure Assets - Footpaths	(76,000)	(50,000)	(50,000)	(50,000)
Infrastructure Assets - Drainage	(32,000)	(50,000)	(50,000)	(50,000)
Infrastructure Assets - Parks & Ovals				
Infrastructure Assets - Other	(698,942)	(282,000)	(210,000)	(180,000)
Infrastructure Assets - Townscape				
Infrastructure Assets – Bridges	(31,040)	0	0	0
Infrastructure Assets – Sewerage				
Infrastructure Assets - Solid Waste				
Purchase Tools				
Proceeds from Sale of Assets	667,897	667,897	667,897	667,897
Contributions for the Development of Assets	851,426	851,426	851,426	851,426
<b>Financing Activities</b>				
Repayment of Debt - Loan Principal	(166,659)	(173,773)	(180,704)	(182,736)
Principal Repayment Received -Loans				
Advances to Community Groups				
Transfer to Reserves	(969,913)	(969,913)	(813,436)	(766,970)
<i>Sub Total</i>	<b>(5,156,994)</b>	<b>(2,213,955)</b>	<b>(2,340,186)</b>	<b>(2,292,716)</b>
<b>FUNDED FROM</b>				
Loans				
Transfers from Reserves	1,407,539	906,868	907,468	907,468
Opening Surplus/ (Deficit)	4,001,534	150,000	150,000	150,000
Closing (Surplus)/Deficit				
<b>TO BE MADE UP FROM GENERAL RATES</b>	<b>(4,934,996)</b>	<b>(5,093,048)</b>	<b>(5,247,870)</b>	<b>(5,404,676)</b>

# Capital Program

A number of projects are forecast to be undertaken during the life of the Plan which result in capital expenditure. The activities are summarised below along with an indication of the forecast capital expenditure extracted from the Long Term Financial Plan.

## SHIRE OF NARROGIN CAPITAL WORKS SCHEDULE

LAND AND BUILDINGS ITEM DESCRIPTION	Proposed Estimates			
	2019-20 \$	2020-21 \$	2021-22 \$	2022-23 \$
<b>Governance</b>				
Administration Building Renovation	180,000			
Administration Building Replace Packaged air conditioning unit				36,000
<b>Education &amp; Welfare</b>				
Senior Citizen Centre - Replace Metal Roofing			51,688	
Senior Citizen Centre – Replace 289m <sup>2</sup> carpet				17,340
Senior Citizen Centre – Replace 110m <sup>2</sup> vinyl				4,070
Accessibility Access Upgrades	50,000			
Homecare Kitchen Upgrade	5,986			
<b>Community Amenities</b>				
Cemetery Entry Gazebo - Replace Metal Roof			2,237	
Cemetery Entry Gazebo – Replace 14m seating				2,380
Smith St Public Toilets (Coles Carpark) Capital	50,000			
Harris St Public Toilets (Museum) Capital	10,000			
May Street Public Toilet Upgrade	70,000			
Memorial Park - Construct New Toilets	119,719			
<b>Recreation &amp; Culture</b>				
Town Hall (Federal St) Building Capital	8,000			
John Higgins Community Complex Building Capital	22,000			
Nomans Lake Hall Building Capital	6,500			
NRRC Building (Capital)	15,000			
NRRC Building Capital 2018-19	20,000			
Croquet Clubrooms Building Capital	11,633			
Library Building (Capital)	7,000			
Library - Stage 2	120,000			
Railway Station Building (Capital)	57,015			
NRRC - Replace 507m <sup>2</sup> Carpet		30,420		
NRRC – Replace 2755m <sup>2</sup> Vinyl				101,955
NRRC – Replace 30m Seating				5,100
NRRC – Replace 16 Shower units				43,100
Library - Replace 260m <sup>2</sup> Carpet		15,600		
Library - Replace 93m <sup>2</sup> Internal Metal Windows Frames			22,135	
Museum Building – Preplace/Repoint 230m <sup>2</sup> External brick wall				3,772
Clayton Rd Oval Clubrooms – Replace 26m Fixed seating				4,420



Clayton Rd Oval Toilet Block - Replace 38.5m <sup>2</sup> Metal Roofing			2,734	
Dr S Mainland Tennis Pavilion - Replace 56m <sup>2</sup> carpet		3,360		
Narrogin Race Course Committee Room - Replace 219m <sup>2</sup> Metal Roofing			15,549	
Narrogin Race Course Committee Room – Replace 8 hollow core doors				4,456
Narrogin Race Course Committee Room – Replace 40m fixed seating				6,800
Narrogin Race Course TAB Building - Replace 101m <sup>2</sup> Metal Roofing			7,171	
Narrogin Speedway Commentator/Steward Box – Replace 55m <sup>2</sup> external wall metal cladding				6,600
Narrogin Tennis Club - Replace 48m <sup>2</sup> Metal Roofing			3,408	
Nomans Lake Storage Shed – Replace 29m <sup>2</sup> external wall metal cladding				3,480
Railway Institute Hall - Replace 56m <sup>2</sup> Vinyl Floor Finishes		2,072		
Railway Station - Replace 650m <sup>2</sup> Metal Roofing			46,150	
Railway Yard Shed – Relace 538m <sup>2</sup> external wall metal cladding				64,560
Railway Yard Shed – Replace 598m <sup>2</sup> metal roofing				42,458
Showmen's Public Toilets - Replace 2 Shower Units		5,440		
Thomas Hogg Oval Changerooms - Replace 6 Shower Units		16,320		
Thomas Hogg Oval Changerooms – Replace 6 internal hollow core doors				3,342
<b>Transport</b>				
Shire Depot - Re-Asphalt 765m <sup>2</sup> Hard Stand Area			53,550	
<b>Economic Services</b>				
Caravan Park Campers Kitchen Building Capital	20,000			
Caravan Park Renovations	58,862			
Caravan Park Accommodation Units Construction	394,000			
Narrogin Caravan Park New Ablutions - Replace 115m Metal Roofing			8,165	
Offices (Part 3) 39 Federal St Narrogin- Replace 142m <sup>2</sup> Metal Roofing			10,082	
Visitor Information Bay Upgrade (Williams Road)	4,620			
Visitor Centre - Replace 73m <sup>2</sup> Carpet		4,380		
<b>TOTAL EXPENDITURE</b>	<b>1,230,335</b>	<b>77,592</b>	<b>222,869</b>	<b>349,833</b>

	Proposed Estimates			
FURNITURE AND EQUIPMENT ITEM DESCRIPTION	2019-20 \$	2020-21 \$	2021-22 \$	2022-23 \$
Governance Furniture & Equipment Replacements		30,000		30,000
Town Hall Airconditioner	2,500			
Airconditioner Upgrade - DRS	20,000			
<b>TOTAL EXPENDITURE</b>	<b>22,500</b>	<b>30,000</b>		<b>30,000</b>

PLANT & EQUIPMENT ITEM DESCRIPTION	Proposed Estimates			
	2019-20 \$	2020-21 \$	2021-22 \$	2022-23 \$
<b>Governance</b>				
Various Light Vehicles			75,000	
<b>Law, Order &amp; Public Safety</b>				
Ranger Vehicle P7		35,000		
Fire Shed (Highbury)	30,000			
Lifting Ramp - NO05	5,000			
CCTV Upgrade	30,000			
<b>Community Amenities</b>				
009NGN 2019 Toyota Camry Altise	28,000			
Various Light Vehicles	153,952		35,000	
<b>Recreation &amp; Culture</b>				
Manager Leisure Centre Vehicle NGN 0 P4				25,000
NRRC Fire Extinguisher Upgrades	15,248			
CCTV Installation Old Courthouse Museum	7,687			
Diesel Locomotive (Railway Yard)	5,000			
<b>Transport</b>				
NO3 2019 UD 6 Wheeler Nissan Diesel Tip Truck	226,000			
NO237 2019 Caterpillar CW34NN Rubber Tyred Roller	165,000			
NO1193 2019 JCB 4CX PC Backhoe Loader	195,000			
NGN93 Mitsubishi Triton Single Cab 2019 (Leading Hand) (PA018B)	26,000			
Mobile (trailer Mounted) Visual Display Unit	25,000			
Various Light Vehicles	254,719	70,000	115,000	30,000
JD Grader (P978)		375,000		
Komatsu Loader (P980)				250,000
CAT Mutli Roller (P8517)			150,000	
JD Tractor (P35)				80,000
Hino Crew Cab (P8219)				70,000
Hino 3T Tipper (P8220)				70,000
Flocon Patcher (P8215)			300,000	
<b>Economic Services</b>				
Various Light Vehicles	25,000			25,000
<b>Other Property &amp; Services</b>				
Various Light Vehicles	185,027			25,000
<b>TOTAL EXPENDITURE</b>	<b>1,376,633</b>	<b>480,000</b>	<b>675,000</b>	<b>575,000</b>

	Proposed Estimates			
ROADS ITEM DESCRIPTION	2019-20 \$	2020-21 \$	2021-22 \$	2022-23 \$
<b>Roads to Recovery</b>				
Various Projects	303,297	340,000	340,000	340,000
<b>Regional Road Group</b>				
Various Projects	776,250	787,500	787,500	787,500
<b>Other Grant Funded</b>				
Various Projects	144,651			
<b>Municipal Fund</b>				
Various Projects	848,097	500,000	500,000	500,000
<b>TOTAL EXPENDITURE</b>	<b>2,072,295</b>	<b>1,627,500</b>	<b>1,627,500</b>	<b>1,627,500</b>

	Proposed Estimates			
FOOTPATHS ITEM DESCRIPTION	2019-20 \$	2020-21 \$	2021-22 \$	2022-23 \$
<b>Footpath Projects</b>				
Various Projects	76,000	50,000	50,000	50,000
<b>TOTAL EXPENDITURE</b>	<b>76,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

	Proposed Estimates			
DRAINAGE ITEM DESCRIPTION	2019-20 \$	2020-21 \$	2021-22 \$	2022-23 \$
<b>Drainage Projects</b>				
Various Projects	32,000	50,000	50,000	50,000
<b>TOTAL EXPENDITURE</b>	<b>32,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

	Proposed Estimates			
OTHER INFRASTRUCTURE ITEM DESCRIPTION	2019-20 \$	2020-21 \$	2021-22 \$	2022-23 \$
<b>Sanitation - Household</b>				
Bin Surrounds	20,000			
White Road Refuse Site	6,000			
<b>Urban Stormwater Drainage</b>				
Drainage Engineering consultancy - stormwater diversion	20,000			
<b>Other Community Amenities</b>				
CBD Design - Colour Palette and signage	1,153			
CBD Design - Heritage Walk Signage (Stage 2)	38,500			
Cemetery Upgrade	47,410			
Gnarogin Park Landscape Design	89,720			

Gnarojin Park Cultural Heritage Management Plan	20,000			
Gnarojin Park Electrical Design Work	30,000			
Memorial Park Capital	18,000			
<b>Public Halls &amp; Civic Centres</b>				
Town Hall Furniture	8,500			
<b>Narrogin Regional Recreation Complex</b>				
NRRC Infrastructure Other (Capital)	70,068			
<b>Other Recreation &amp; Sport</b>				
Nature Play Playground		75,000		
Playground Equipment (Future Projects)		30,000	30,000	30,000
Clayton Road Storm Water Catchment Dam	35,000			
Highbury Tennis Court	75,000			
McKenzie Park - Playground Equipment	7,000			
Park Furniture	12,000			
Wilbur Park (Highbury) - Gazebo	15,000			
Yilliminning Rock Camping Area	18,000			
Foxes Lair	4,591			
Various Projects		147,000	150,000	150,000
<b>Other Culture</b>				
Gnarojin Park Hydrology Report	25,000			
Public Art Strategy - Stage 1	25,000			
<b>Aerodromes</b>				
Aerodrome Infrastructure Other (Capital)	45,000			
Airport Master Plan (Future Projects)		30,000	30,000	
<b>Tourism &amp; Area Promotion</b>				
Banner Poles	10,000			
Local Tourism Planning Strategy	28,000			
<b>Other Economic Services</b>				
Economic Development Strategy	30,000			
	<b>698,942</b>	<b>282,000</b>	<b>210,000</b>	<b>180,000</b>

	Proposed Estimates			
Bridges ITEM DESCRIPTION	2019-20 \$	2020-21 \$	2021-22 \$	2022-23 \$
<b>Bridges Projects</b>				
Footbridge Refurbishment	31,040			
<b>TOTAL EXPENDITURE</b>	<b>31,040</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Service Delivery

The Shire of Narrogin delivers services to its community in line with its mission, values and four key strategic objectives as set out within the Strategic Community Plan.

Each of the four objectives has several outcomes the Shire seeks to achieve over the 10+ years of the Strategic Community Plan. For each objective, one or more desired outcomes has been defined along with strategies to achieve the outcomes.

The outcomes were developed after considering the community engagement process and other external factors such as the available plans published by other government agencies.

The tables on the following pages detail future actions to be undertaken for each strategy. Prioritisation of the actions is reflected by the square indicating when the action is planned to be undertaken. This prioritisation guides the delivery of services and implementation of the actions.

The table below summarises the desired outcomes under each of the four key themes and strategic objectives.

Objectives		Outcomes	
ECONOMIC	<i>Support growth and progress, locally and regionally</i>	<b>Outcome 1.1</b> Growth in revenue opportunities <b>Outcome 1.2</b> Increased tourism <b>Outcome 1.3</b> An effective well maintained transport network <b>Outcome 1.4</b> Agriculture opportunities maintained and developed	
SOCIAL	<i>To provide community facilities and promote social interaction</i>	<b>Outcome 2.1</b> Provision of youth services <b>Outcome 2.2</b> Build a healthier and safer community <b>Outcome 2.3</b> Existing strong community spirit and pride is fostered, promoted and encouraged <b>Outcome 2.4</b> Cultural and heritage diversity is recognised <b>Outcome 2.5</b> A broad range of quality education services and facilities servicing the region	
ENVIRONMENT	<i>Conserve, protect and enhance our natural and built environment</i>	<b>Outcome 3.1</b> A preserved natural environment <b>Outcome 3.2</b> Effective waste services <b>Outcome 3.3</b> Efficient use of resources <b>Outcome 3.4</b> A well maintained built environment	
CIVIC LEADERSHIP	<i>Continually enhance the Shire's organisational capacity to service the needs of a growing community</i>	<b>Outcome 4.1</b> An efficient and effective organisation <b>Outcome 4.2</b> An employer of choice	







# Economic Objective

## Support growth and progress, locally and regionally

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business	1.1.1.1	Develop and implement an economic development strategy		■			
	1.1.1.2	Development of new industrial area	■	■	■	■	→
	1.1.1.3	Develop stakeholder relationships for exporting	■	■			
	1.1.1.4	Lobby for improved communication services within the district	■	■	■	■	→
	1.1.1.5	Engage with potential investors	■	■	■	■	→
	1.1.1.6	Advocate for Narrogin to be a centre for provision of Government services	■	■	■	■	→
Promote Narrogin and the Region	1.1.2.1	Review and update the Business Prospectus		■		■	→
	1.1.2.2	Maintain relationships with key stakeholders	■	■	■	■	→
	1.1.2.3	Investigate development of regional industrial hub		■	■		
	1.1.2.4	Engage with regional organisations for the promotion of the Region	■	■	■	■	→
	1.1.2.5	Finalise and activate the Local Planning Scheme and Local Planning Strategy	■				
Promote Narrogin's health and aged services including aged housing	1.1.3.1	Advocate for increased provision of health and aged services in the Shire of Narrogin	■	■	■	■	→
	1.1.3.2	Advocate for the provision of specialist surgical services	■	■	■	■	→
	1.1.3.3	Identify and promote the development of further aged housing		■	■		
	1.1.3.4	Continue to support the provision of HACC and aged services	■	■	■	■	→

# Economic Objective (continued)

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-2	2023 Onwards
Promote, develop tourism and maintain local attractions	1.2.1.1	Develop and activate a Tourism Strategy	■	■			
	1.2.1.2	Support tourism activities within the district	■	■	■	■	→
	1.2.1.3	Support sport, art and cultural events, recognising the economic benefit they provide	■	■	■	■	→
	1.2.1.4	Review and update the Caravan Park Master Plan		■			
	1.2.1.5	Maintain Shire controlled local tourist attractions	■	■	■	■	→
	1.2.1.6	Support and encourage local micro tourism	■	■	■	■	→

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Maintain and improve road network in line with resource capacity	1.3.1.1	Maintain and improve road network in line with Asset Management Plans	■	■	■	■	→
Review and implement the Airport Master Plan	1.3.2.1	Implement Airport Master Plan	■	■	■	■	→
	1.3.2.2	Review Airport Master Plan			■		

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Support development of agricultural services	1.4.1.1	Continue to engage with stakeholders within agricultural industry to ensure appropriate service provision	■	■	■	■	→
	1.4.1.2	Ensure appropriate consideration of the agricultural industry requirements in the preparation of the Local Planning Scheme and Local Planning Strategy	■	■	■	■	→
	1.4.1.13	Ensure agriculture is an integral element of the proposed Economic Development Strategy		■	■		
	1.4.1.4	Advocate for the interests of agriculture as a critical component of our economy	■	■	■	■	→



# Social Objective

## To provide community facilities and promote social interaction

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Develop and implement a youth strategy	2.1.1.1	Finalise youth strategy and engage with stakeholders.	■				
	2.1.1.2	Provide youth services and facilities in accordance with the youth strategy	■	■	■	■	→
	2.1.1.3	Work with local youth service providers	■	■	■	■	→

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Support the provision of community security services and facilities	2.2.1.1	Develop a community safety and security strategy		■			
	2.2.1.2	Maintain and further develop the CCTV network	■	■	■	■	→
	2.2.1.3	Advocate for increased police and justice services	■	■	■	■	→
Advocate for mental health and social support services	2.2.2.1	Lobby for increased mental health support services	■	■	■	■	→
	2.2.2.2	Lobby for increased social support services	■	■	■	■	→
Continue and improve provision of in-home care services	2.2.3.1	Continue to support the provision of HACC and aged services	■	■	■	■	→
	2.2.3.2	Lobby for increased funding for HACC and in-home care services	■	■	■	■	→

## Social Objective (continued)

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Develop and activate Sport and Recreation Master Plan	2.3.1.1	Finalise Sport and Recreation Master Plan	■				
	2.3.1.2	Activate Sport and Recreation Master Plan		■	■		
Engage and support community groups and volunteers	2.3.2.1	Continue to provide the community chest	■	■	■	■	→
	2.3.2.2	Advocate on behalf of volunteer and community groups	■	■	■	■	→
	2.3.2.3	Support emergency services	■	■	■	■	→
Facilitate and support community events	2.3.3.1	Continue to support existing community events	■	■	■	■	→
	2.3.3.2	Investigate opportunities and support for new community events	■	■	■	■	→
Provide improved community facilities (eg library/recreation)	2.3.4.1	Improve and continue to provide community facilities in line with Asset Management Plans	■	■	■	■	→
Encourage and support continued development of arts and culture	2.3.5.1	Continue to support arts and cultural activities within the district	■	■	■	■	→

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Maintain and enhance heritage assets	2.4.1.1	Review Municipal Heritage List	■				
	2.4.1.2	Maintain heritage assets in line with AMP's	■	■	■	■	→
	2.4.1.3	Seek and support initiatives for enhancement of heritage assets in the district	■	■	■	■	→
Support our Narrogin cultural and indigenous community	2.4.2.1	Continue to engage with cultural and indigenous community	■	■	■	■	→
	2.4.2.2	Adopt a Community Engagement Strategy	■				
	2.4.2.3	Lobby for long term funding in support of cultural and indigenous initiatives	■	■	■	■	→

## Social Objective (continued)

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Advocate for increased education facilities for the region	2.5.1.1	Continue lobbying for increased education facilities	■	■	■	■	➔
Advocate for and support increased education services	2.5.2.1	Continue lobbying for increased education services	■	■	■	■	➔

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# Environment Objective

## Conserve, protect and enhance our natural and built environment

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Conserve, enhance, promote and rehabilitate the natural environment	3.1.1.1	Develop and implement a Local Biodiversity Strategy		■			
	3.1.1.2	Develop and implement Natural Resource Plans		■			
	3.1.1.3	Continue to implement and support Foxes Lair Management Plan	■	■	■	■	→

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Support the provision of waste services	3.2.1.1	Continue to investigate regional waste facility	■	■	■	■	→
	3.2.1.2	Continue to implement the waste management plan	■	■	■	■	→

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Increase resource usage efficiency	3.3.1.1	Seek funding to improve and expand treated waste water irrigation system		■			
	3.3.1.2	Continue to work with research institutes for alternative energy	■	■	■	■	→
	3.3.1.3	Seek funding to harvest and reutilise storm water		■			

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Improve and maintain built environment	3.4.1.1	Maintain and implement Asset Management Plans	■	■	■	■	→
	3.4.1.2	Investigate and implement Shire of Narrogin (incorporating Narrogin and Highbury) Townscape Plan	■	■	■	■	→
	3.4.1.3	Review the Shire of Narrogin Townscape Plan				■	

# Civic Leadership Objective

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

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Continually improve operational efficiencies and provide effective services	4.1.1.1	Provide quality customer service	■	■	■	■	→
	4.1.1.2	Review, update and maintain strategic and operational plans	■	■	■	■	→
	4.1.1.3	Continue to provide quality regulatory services (planning/ building /health/ranger services)	■	■	■	■	→
	4.1.1.4	Continue to utilise technological developments to enhance efficiencies	■	■	■	■	→
	4.1.1.5	Continue to develop shared service provision	■	■	■	■	→
	4.1.1.6	Support and provide training and development opportunities for Elected Members and staff	■	■	■	■	→
Continue to enhance communication and transparency	4.1.2.1	Promote participation of community stakeholders	■	■	■	■	→
	4.1.2.2	Utilise diverse communication channels	■	■	■	■	→
	4.1.2.3	Build increased awareness of Shire operations and services	■	■	■	■	→
	4.1.2.4	Encourage community interest in Local Government Elected Member leadership	■	■	■	■	→

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Provide a positive, desirable workplace	4.2.1.1	Provide an attractive and safe work environment	■	■	■	■	→
	4.2.1.2	Maintain a positive work culture and teamwork	■	■	■	■	→



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# Measuring Success

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

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

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

# Services and Facilities

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

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



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For further details on the Corporate Business Plan please contact

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**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 1118.122 of 28 November 2018, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday 28 August 2019, at this same venue.



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