



Shire of
Narrogin

MINUTES

ORDINARY COUNCIL MEETING

27 February 2019

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Meeting of Council.

Signed:

Date

1 March 2019

These minutes were confirmed at the Ordinary Council Meeting held on 27/3/2019

Signed:

(Presiding Person at the meeting at which minutes were confirmed)

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**

**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 2017-27

SNAPSHOT

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

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ORDINARY COUNCIL MEETING MINUTES - 27 FEBRUARY 2019

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7:03 pm.

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

Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)
Cr T Wiese – Deputy Shire President
Cr C Ward
Cr N Walker
Cr P Schutz
Cr C Bartron (Arrived 7.11 pm and departed 8.00 pm)
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
Ms N Bryant – Manager Finance
Ms S Guy – Manager Community Leisure & Culture

Leave of Absence

Cr M Fisher

Visitors

Deborah Hughes-Owen	Arts Narrogin
Cait Stewart	Arts Narrogin
Mary Martin	Arts Narrogin
Karen Keeley	Arts Narrogin
Amy George	Arts Narrogin
Ryan Taaffe	Circuitwest
Sam Lynch	Circuitwest
Avril Baxter	Gnarojin Community Garden
Thomas Popp	Narrogin

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

Name	Item No	Interest	Nature
Cr G Ballard	Late Item 12.1	Financial & Proximity	Owner of the land and 50% owner of the business
Cr P Schutz	Late Item 12.1	Financial	The applicant is a client of Cr Schutz

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0219.001

Moved: Cr Seale Seconded: Cr Ward

That the minutes of the Ordinary Council Meeting held on 19 December 2018 be confirmed as an accurate record of the proceedings subject to the following correction:

- That the resolution number on resolution (2 of 2) on page 10 be edited to 1218.125A owing to the same number being given to the two resolutions of the agenda item.

CARRIED 7/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Shire President acknowledged the tragic passing of Mr John Cowcher, Shire President of the Shire of Williams in January and noted that he had attended the funeral and extended his deepest sympathy and condolences on behalf of the Elected Members, management and employees of the Shire of Narrogin to the Cowcher family and the Shire of Williams on their loss.

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

CircuitWest addressed Council and visitors on the modern local government's significant role in engaging with the community to plan for its economic, social and environmental wellbeing. The Community Strategic Plan is the place to identify the role of the performing arts in growing the economy, increasing social cohesion, and creating distinctive, liveable places. Council has the responsibility of leading this strategic planning process with and for its communities. CircuitWest will introduce Performing Spaces – a local government guide to growing community wellbeing through the performing arts.

7.11 pm – Cr Bartron attended the meeting.

The Presiding Person thanked the speaker, Ryan Taaffe from CircuitWest for the valuable insight into Narrogin's interest in Community Arts and the 'community' aspect as being the key driver.

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.1 APPLICATION FOR HOME OCCUPATION – HEALTH STUDIO (PERSONAL TRAINING AND FITNESS) AT LOT 2 (NO. 10) DELLAR STREET, NARROGIN

File Reference	A130000
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Narelle Thornton
Previous Item Numbers	Nil
Date	11 February 2019
Author	Eric Anderson – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager, Development and Regulatory Services
Attachments 1. Application for home occupation 2. Cover letter 3. Location Plan	

Summary

Council is requested to consider an application for a home occupation – Health Studio (Personal training and fitness) at the residential property at Lot 2 (No. 10) Dellar Street, Narrogin.

Background

On 19 December 2018, the Shire of Narrogin received a Home Occupation application for a proposed Health Studio (Personal Training and Fitness) at Lot 2 (No. 10) Dellar Street, Narrogin. The subject property has an area of 8,503m². The proposal is to operate one-on-one personal training out of the existing outbuilding (shed) on the western side of the dwelling. The activities will include weights, cardio and fitness. The proposed hours of operation range from 6.30 am – 7.00 pm Monday to Sunday (Attachment 2). However, given the applicant works from 9.00 am – 3.00 pm four (4) days a week (Attachment 2), the likely hours of operation are proposed to be from 6:30 am – 8:30 am and from 3:00 pm to 7:00 pm Monday to Friday. The outbuilding measures 9 metres by 7.5 metres and is orientated east-west with sliding doors to the south. The existing use of the outbuilding is for storage, a home gym and training equipment.

On 10 January 2019, an advertisement was published in the Narrogin Observer and letters sent to adjoining land owners notifying them of the proposal for a period of 21 days as outlined in clause 3.1.4 of the Former Town of Narrogin Town Planning Scheme (FT-TPS) No. 2. After the closing date of the

submission period, 31 January 2019, the Shire of Narrogin received 1 written response in favour of the proposal.

The application is therefore presented to Council, to consider the positive submission received and determine if the Home Occupation application is consistent with the character and objectives of a 'Single Residential' Zone.

Comment

Zoning

The subject property is zoned 'Single Residential' and is surrounded by single residential properties of similar size and rural setting. A Home Occupation in a 'Single Residential' zone is listed as an 'IP' use meaning it is not permitted unless it is incidental to a predominant use as determined by Council.

Home Occupation is defined in the FT-TPS as:

"means a business or activity carried on with the written permission of the Council within a dwelling house or the curtilage of a house by a person resident therein or within a domestic outbuilding by a person resident in the dwelling house to which it is appurtenant that:

- a. does not cause injury to or prejudicially affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury, or prejudicial affection due to the emission of light, noise, vibration, electrical interference, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, liquid wastes or waste products or the unsightly appearance of the dwelling house or domestic outbuilding in or the land on which the business is conducted;*
- b. does not entail employment of any person not a member of the occupier's family;*
- c. does not occupy an area greater than twenty square metres;*
- d. does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located;*
- e. does not display a sign exceeding 0.2 square metres in area;*
- f. in the opinion of the Council it is compatible with the principal uses to which land in the zone it is located may be put and will not in the opinion of the Council generate a volume of traffic that would prejudice the amenity of the area;*
- g. does not entail the presence, use or calling of a vehicle of more than two tonnes tare weight;*
- h. does not entail the presence of more than one commercial vehicle and does not include provision for the fuelling or repairing of motor vehicles within the curtilage of the dwelling house or domestic outbuilding;*
- i. does not entail the offering for sale or display of motor vehicles, machinery or goods (other than goods manufactured or serviced on the premises); and*
- j. does not entail a source of power other than an electric motor of not more than 0.373 kilowatts (0.5hp)".*

In respect to point c. above, the floor area of the outbuilding is 67.5m². At a site meeting at the property undertaken by the Shire's Planning Officer, it was discussed and observed that the applicant intends

to keep one (1) 3 m x 7.5 m bay of the shed for storage purposes thereby reducing the proposed floor area of the Home Occupation to 45m². In the event of Council granting its approval, it is recommended that a condition be placed on the proposal limiting it to occupy the 45m² as discussed.

The applicant has requested hours of operation that are inconsistent with the prescribed hours under the Environmental Protection (Noise) Regulations 1997. The prescribed hours under the aforementioned regulations are 7.00 am – 7.00 pm Monday to Saturday and it is prohibited on Sundays and Public Holidays. Accordingly, Officers have recommended that the hours of operation reflect the Environmental Protection (Noise) Regulation 1997. Shire of Narrogin authorised Officers will have the capacity to review the conditions of approval as part of the annual renewal for Home Occupations which occurs on 1 January each year that the applicant seeks to renew their approval.

Consultation

A site inspection was undertaken by the Planning Officer in conjunction with the applicant.

Public advertising was conducted in accordance with clause 3.1.4 of the FT-TPS No. 2, with one positive submission received as previously noted.

Statutory Environment

Former Town of Narrogin Town Planning Scheme No. 2.

Policy Implications

Nil

Financial Implications

An application for Home Occupation fee to the value of \$222 has been paid to the Shire of Narrogin. All associated advertising costs are to be borne by the applicant and paid prior to the issuing of the approval.

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

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Application for Home Occupation – Health Studio (Personal Training and Fitness) at Lot 2 (No. 10) Dellar Street, Narrogin, Council approve the application subject to the following conditions:

1. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
2. The 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. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
4. All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer.
5. An annual renewal fee in accordance with the schedule of fees and charges (\$73) shall be charged on 1 January of each calendar year.
6. No signage related to the activity shall exceed 0.2m² in area.
7. The activity must not employ any person not a member of the occupier's family.
8. The home occupation permitted shall occupy 45m² and shall not encroach on the remaining storage area.
9. The hours of operation shall be between 7.00 am to 7.00 pm Monday to Saturday. The operation will not be permitted on Sundays and Public Holidays.
10. A planning approval to conduct a home occupation is issued to a specific occupier of a particular parcel of land, it shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect of which it was granted. Should there be a change of the occupier of the land in respect of which planning approval for a home occupation is issued the planning approval is cancelled.

COUNCIL RESOLUTION 0219.002

Moved: Cr Seale Seconded: Cr Walker

That with respect to the Application for Home Occupation – Health Studio (Personal Training and Fitness) at Lot 2 (No. 10) Dellar Street, Narrogin, Council approve the application subject to the following conditions:

1. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
2. The 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. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
4. All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer.
5. An annual renewal fee in accordance with the schedule of fees and charges (\$73) shall be charged on 1 January of each calendar year.
6. No signage related to the activity shall exceed 0.2m² in area.
7. The activity must not employ any person not a member of the occupier's family.
8. The home occupation permitted shall occupy 45m² and shall not encroach on the remaining storage area.
9. The hours of operation shall be between 7.00 am to 7.00 pm Monday to Saturday. The operation will only be permitted on Sundays and Public Holidays between the hours of 9.00 am and 5.00 pm.
10. A planning approval to conduct a home occupation is issued to a specific occupier of a particular parcel of land, it shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect of which it was granted. Should there be a change of the occupier of the land in respect of which planning approval for a home occupation is issued the planning approval is cancelled.

CARRIED 8/0

Reason for change: Council endorsed the opening on Sundays and Public Holidays between the hours of 9.00 am and 5.00 pm due to it being for one client only.

HOME OCCUPATION



Shire of
Narrogin
Love the life

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 PERMIT OR RENEWAL OF A HOME OCCUPATION

TOWN PLANNING SCHEME NO.2
DISTRICT SCHEME

Owner Name:	Narelle Thornton
Address:	10 Dellar Street Narrogin WA 6312

Occupier Name:	Narelle Thornton
Address:	10 Dellar Street Narrogin WA 6312

DESCRIPTION OF LAND

House No	10	Lot No	2	Location No	D031610
Plan or Diag		Street Name	Dellar Street		
Certificate of Title	Volume: 1570		Folio: 208		

Nature of Proposed Home Occupation and Business Name:

Pop up fitness class and Personal training

Area of Building/Land to be used for Home Occupation:

Shed 1 small amount of land near shed.

Particulars of Persons to be employed. Please State the number and relationship to Occupier.

Employee 1: Name	Narelle Thornton	Relationship to Owner/Occupier:	owner
Employee 2: Name		Relationship to Owner/Occupier:	
Employee 3: Name		Relationship to Owner/Occupier:	

Description of equipment or machinery to be used:

Gym equipment, treadmill, weights gym set home gym

Description and location of storage areas:

The weights are stored on racks other equipment is stored in storage area.

Description and location of proposed signage:

no signage is needed

c:\users\esol\Desktop\web site\planning\application form for home occupation.docx

Number of Parking bays to be provided:	2.5 acres to the rear of Property	Hours of Operation:	mon - Sund 7:00am to 7pm or when needed.
Frequency of delivery and collection of goods	2 times a week and personal training when needed		

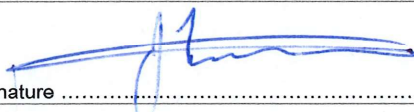
The occupier named above hereby applies for the permit/renewal of a permit in respect of the Home Occupation described above and states that the above particulars are true and correct.

AUTHORITY

Applicant's Signature	N Jhorntan	Date	14-12-18
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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	14-12-18
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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 BELOW.

NOTE: ALL PERMITS FOR HOME BUSINESSES, HOME OCCUAPTION AND COTTAGE INDUSTRY SHALL BE LIMITED TO 12 MONTHS IN ACCORDANCE WITH CLAUSE 3.1.5 OF TOWN PLANNING SCHEME.

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT FOR A HOME OCCUPATION:

Where an application involves a home occupation the following should be included, unless especially exempt by the Shire:

- A completed Application for Permit/Renewal of a Home Occupation and payment of the required fee in accordance to the Shire of Narrogin's adopted budget.
- Payment of all costs associated with advertising of the proposal for public comment (where required).
- Provide site and floor plans confirming the area of the dwelling and associated outbuildings to be utilized for the business.
- Indicate all activities that will be undertaken at the stated address.
- Confirmation of the proposed number of employees associated with the business and their relationship to the occupier of the dwelling.
- Indicate site dimensions and be to metric scale.
- Indicate any improvements proposed to be constructed, their appearance, height and proposed uses.
- Indicate car parking areas, their layout and dimensions and access ways and the position of existing and/or proposed crossovers
- Indicate Signage Plans.

OFFICE USE ONLY

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

Mr Eric Anderson
Planning Officer
Development & Regulatory Services
89 Earl Street
Narrogin WA 6312

Home Occupant

Dear Mr Anderson

I wish to seek approval to run my own fitness and personal training programs in a shed which is located next to my main dwelling. The kind of program which I am seeking to run is weights, cardio and fitness. The hours which I plan to offer are Monday to Sunday from 6.30 am to 7 pm depending on client demand it's not on a full time basis as I work for carpet court 4 days a week from 9 am to 3 pm so I have put the above hours to give myself some lead way depending on the clients themselves and when they require a PT session to be done. The amount of clients in a Personal Training session will be one person at a time. In the space of a week it will be 8 clients spread out over a 7 day period. The service which I plan to offer on my property is Personal Training. Only one on one session due to the size of the shed where the PT session shall be run from.

The parking for the Personal Training client is suited at the back of the dwelling where there is 2.5 acres or near the shed where there is also ample packing without interfering with other homes on the street. As there is only one client per session the noise should be kept at a minimum. I have informed all neighbours of my intentions to run Personal Training from within my shed. And it was not a problem they were ok with it.

I shall give you dimensions of my shed which are 9m x 7.6m. The room in front of the shed can allow for 10 cars to be parked there without blocking any views of people's driveways and blocking off footpaths in anyway. But seen as I am only offering Personal Training with it being one client at a time and only 8 clients in a duration of a week and not at the same time it should not be an issue for space etc.

Hope this is enough information to assist with the application.

Kindest regards

Narelle Thornton
Owner



10.1.2 APPLICATION FOR PLANNING CONSENT – HEAVY DIESEL MECHANIC AT LOT 51 (NO. 1) GRANT STREET, NARROGIN

File Reference	A213400
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Brett Rowe
Previous Item Numbers	Nil
Date	14 February 2019
Author	Eric Anderson – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development & Regulatory Services
Attachments 1. Location Plan 2. Email advising of Town Planning requirements 3. Application for Planning Consent and Plans	

Summary

Council is requested to consider the application for planning consent for a proposed Heavy Diesel Mechanic at Lot 51 (No. 1) Grant Street, Narrogin.

Background

In early January 2019 the Shire of Narrogin received a customer enquiry from a potential applicant seeking advice to establish a 'Heavy Diesel Mechanic' workshop at the subject property. The subject property is zoned 'Other Commercial' and measures 1,520m² with a dual frontage onto Gordon and Grant Street. Following a review of the Former Town of Narrogin – Town Planning Scheme (FT-TPS) No. 2 and a review of the assessment file records to determine if any non-conforming use right existed, it was considered that there was insufficient evidence of the existence of a non-conforming use right on site. The applicant and current owner were subsequently advised on 9 January 2019, that the proposal for a Heavy Diesel Mechanic workshop under the current zoning is a prohibited use and therefore would not be supported (Attachment 2). A follow up meeting on 17 January 2019 was held with the current owner of the premises at the Shire office in the presence of, the Shire's Planning Officer and the Executive Manager Development and Regulatory Services.

History of Use

To understand the history of the site and to demonstrate that no non-conforming use right exists, the following overview is provided.

On 17 June 1994 the FT-TPS No. 2 (current scheme) was published in the Government Gazette, coming into effect thereafter.

The Shire of Narrogin records show that the last sale of the property prior to the implementation of the FT-TPS NO. 2 was on 10 October 1990. The following year an application was lodged for the upgrading and addition to the workshop with a new Colorbond shed replacing the existing workshop. The zoning of the property at the time was 'Commercial'.

The proposed and subsequent approved use of the premises was for the sale and service of agricultural machinery. In the minutes of the Health, Building and Town Planning Committee held on 19 March 1991 it was noted that the workshop aspect of the premises would be operating as a non-conforming use as it was in a 'Commercial' zoned area. The new shed was located in the same location as the previous shed with a rear setback from Gordon Street (East Side) reduction from 7.5m to 4.8m being granted on 35 March 1991 (building permit).

On 22 February 1996 planning approval was granted for a wash bay cover extending to the North of the existing workshop. A rear Setback reduction (taken from Grant Street) was granted on the North side reducing it to 1.53m. The conditions of that approval were;

- "1. The cover may be constructed with a setback to the rear (northern boundary) of approximately 1.53m.*
- 2. A brick parapet wall is to be constructed to adjoin the covered bay in the rear (northern) aspect to maintain a setback of approximately 1.53m.*
- 3. Landscaping to be applied to the existing parts of the lot both front and rear to enhance the appearance of the lot and premises.*
- 4. The brick parapet wall is to be constructed in accordance with the relevant codes and approvals and is to meet the required Fire Rating Level.*
- 5. Plans and specification for the project are to be amended accordingly and to be re-submitted to Council for approval."*

The property was sold on 22 May 2003 (after the gazettal of FT-TPS No. 2) for the purpose of establishing an employment enterprise. It was then on sold on 1 September 2005 and on 23 November 2007 planning approval (DA32/07-08) was issued for the use of a 'Warehouse, showroom and steel supplies retailer' subject to compliance with the following conditions:

1. "The premises shall be kept neat and tidy condition at all times to the satisfaction of the Town of Narrogin;
2. Storage of equipment, machinery and materials to the satisfaction of the Director Technical and Environmental Services;
3. No "General Industry" activities to be undertaken on the property;
4. Commercial activities thereon the property to comply with the requirements of the Environmental Protection (Noise) Regulations 1997.
5. All signage shall be subject to a separate planning application being submitted and approved prior to the erection of such signage;
6. Fencing to comply with the requirements of the relevant Town of Narrogin local laws;
7. No street trees shall be removed, cut back, pruned or interfered with in any way, without the prior approval of the Director Technical and Environmental Services;

8. Parking bays and ground treatment to be installed satisfaction of the Director Technical and Environmental Services within six months of the date of planning approval;
9. All vehicles to be parked in an orderly manner within the identified parking area, as per the approved plans to the satisfaction of the Director Technical and Environmental Services”.

The aforementioned approval is the most recent planning approval that has been granted by the Shire of Narrogin. It would be considered that the non-conforming use that existed from the Gazettal date of TPS-NO. 2 upon the issuing of planning approval on 23 November 2007 would have been extinguished with the latter mentioned approval.

Comment

Zoning

Lot 51 (No.1) Grant Street, Narrogin is zoned “Other Commercial” under FT-TPS No. 2. The proposed use Heavy Diesel Mechanic Workshop falls within the definition of Motor Vehicle Repair Station which is defined as:

“Means land and buildings used for the mechanical repair and overhaul of motor vehicles including tyre recapping, retreading, panel beating, spray painting and chassis reshaping”.

Such use is not listed in the Development Table and therefore under clause 2.2.4 of the FT-TPS No.2 is a prohibited use.

Non-Conforming Use

Non-conforming use is defined as:

“Means a use of land which, through lawful immediately prior to the coming into operation of this Scheme, is not in conformity with the Scheme”.

The question at hand is whether the Shire has the ability to consider the proposal as falling within the definition of non-conforming use after the non-conforming has been changed to another use.

Part IV of the FT-TPS No. 2 on Non-Conforming Uses of Land, the following clause relating to the discontinuance of a non-conforming use.

Clause 4.2 states:

“Subject to clause 4.3, if a non-conforming use is discontinued or changed after the gazettal date, a person shall not thereafter use the land or any building or structure thereon or in which the non-conforming use was carried on for a purpose not permitted by the Scheme”.

Clause 4.3 states:

“The Council may upon such conditions as it thinks fit permit the change of a non-conforming use to another non-conforming use if in its opinion the latter use is less prejudicial to the amenity of the area”.

Clause 4.6 states:

“When a non-conforming use of any land or building has been discontinued for a period of six months or more such land or building shall not thereafter be used otherwise than in conformity with the provisions of the Scheme”.

Based on the above clauses and the change of land uses that have occurred prior to and after the gazettal of FT – TPS No. 2, the non-conforming use is considered to be extinguished and no longer applicable. Any changes to permit land uses that are not permitted will require a Scheme Amendment to rezone the land.

Draft Town Planning Scheme No 3

The Draft Town Planning Scheme No. 3 which is the joint document of the former Town and Shire of Narrogin Local Planning Schemes has been approved by the Shire of Narrogin for consent to the Western Australian Planning Commission to readvertise the Draft Local Planning Scheme due to the significant changes during the public submission period.

The Draft Scheme proposed to rezone the land to “Service Commercial” and classified “Motor Vehicle Repair” as a “D” use where discretionary approval is required from the Council. On this basis it is considered that the proposed Heavy Diesel Mechanic would be consistent with the Draft Scheme. However, the joint Town Planning Scheme No. 3 is still in a draft form and therefore cannot be applied to the proposal. In order to allow the proposal to be established on the subject property, a Scheme Amendment will be required to rezone the land to allow an additional use class ‘Motor Vehicle Repair’ to be permitted on the site.

As the non-conforming use has been extinguished, Council does not have the power to approve any prohibited use which is contrary to the FT-TPS No.2, unless a Scheme Amendment is undertaken to allow an additional use to be permitted on the subject property.

Based on the above assessment, it is recommended that Council refuse the planning application for a Heavy Diesel Mechanic workshop on the subject property as this is contrary to FT – TPS No. 2.

In all of the above assessment, the emphasis of the development to be approved is subject to a Scheme Amendment.

Should Council wish to support the proposed development, it is suggested that the following actions and conditions be applied:

1. The applicant / owner submit a written undertaking within 10 working days stating that a Scheme Amendment be prepared by a qualified Planning Consultant.
2. Within three (3) months of the letter of approval, the applicant/owner is to submit the Scheme Amendment to the Council to support the initiation to permit an Additional Use class – Motor Vehicle Repair Station on the subject property.
3. Advertise the proposal in accordance with clause 6.3 of the Former Town of Narrogin Town Planning Scheme No. 2.
4. In the event that no negative submissions are received during the advertising period, Council authorise the Chief Executive Officer to issue planning approval for the proposed Heavy Diesel Mechanic Workshop at Lot 51 (No. 1) Grant Street, Narrogin subject to the following conditions:
 - a. The proposal is temporary for a period of 12 months to allow the Scheme Amendment to be approved by the WAPC, after which time the approval will be reconsidered by Council for further extensions pending on the outcome of the Scheme Amendment.
 - b. 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.

- c. The development hereby approved shall occur generally in accordance with the submitted plans in support of the application and these shall not be altered or modified without the prior written approval of the Shire of Narrogin.
- d. All drainage run-off associated with the development shall be contained on site or connected to the Shire's stormwater drainage system to the satisfaction of the Shire of Narrogin.
- e. 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.
- f. The existing landscaping shall be upgraded and reticulated to the satisfaction of the Chief Executive Officer.
- g. Landscaping areas are to be maintained at all times to the satisfaction of the Chief Executive Officer.
- h. Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.
- i. Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting and not spill into any adjacent residential premises.
- j. All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer.
- k. All car parking dimensions are to comply with Appendix IV of the Town of Narrogin Town Planning Scheme No. 2.
- l. A signage application is required to be submitted to the Shire of Narrogin should the applicant seek to erect signage on the abovementioned property.
- m. Areas for the loading and unloading of goods are to be clearly marked and clear of all streets.

Consultation

A meeting was held at the Shire of Narrogin on 17 January 2019 between the current owner of the premises and the Shire's Planning Officer and the Executive Manager Development and Regulatory Services.

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 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 AND COUNCIL RESOLUTION 0219.003

Moved: Cr Ward Seconded: Cr Wiese

That, with respect to the Application for Planning Consent – Heavy Diesel Mechanic at Lot 51 (No. 1) Grant Street, Narrogin, Council refuse the proposed development for the following reasons:

1. The proposed use which is defined as “Motor Vehicle Repair Station” is a prohibited use under the current zoning “Other Commercial”; and
2. The proposed use is contrary to the Former Town of Narrogin Town Planning Scheme No. 2.

FORESHADOWED MOTION

Cr Seale foreshadowed that if the motion was lost he would be moving an alternate motion to accept the proposed development.

The Presiding Person put the original motion which was

LOST 0/7

FORESHADOWED MOTION AND COUNCIL RESOLUTION 0219.004

Moved: Cr Seale Seconded: Cr Bartron

That, with respect to the Application for Planning Consent – Heavy Diesel Mechanic at Lot 51 (No. 1) Grant Street, Narrogin, Council support the application subject to:

1. The applicant submitting a written undertaking within 10 working days stating that a Scheme Amendment will be prepared by a qualified Planning Consultant.
2. Within three (3) months of the letter of approval, the applicant is to submit the Scheme Amendment to the Council to supporting an Additional Use class – Motor Vehicle Repair Station on the subject property.

3. Advertising the proposal in accordance with clause 6.3 of the Former Town of Narrogin Town Planning Scheme No. 2.
4. In the event that no negative submissions are received during the advertising period, Council authorise the Chief Executive Officer to issue planning approval for the proposed Heavy Diesel Mechanic Workshop at Lot 51 (No. 1) Grant Street, Narrogin subject to the following conditions:
 - a. The proposal is temporary for a period of 12 months to allow the Scheme Amendment to be approved by the WAPC, after which time the approval will be reconsidered by Council for further extensions pending on the outcome of the Scheme Amendment.
 - b. 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.
 - c. The development hereby approved shall occur generally in accordance with the submitted plans in support of the application and these shall not be altered or modified without the prior written approval of the Shire of Narrogin.
 - d. All drainage run-off associated with the development shall be contained on site or connected to the Shire's stormwater drainage system to the satisfaction of the Shire of Narrogin.
 - e. 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.
 - f. The existing landscaping shall be upgraded and reticulated to the satisfaction of the Chief Executive Officer.
 - g. Landscaping areas are to be maintained at all times to the satisfaction of the Chief Executive Officer.
 - h. Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.
 - i. Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting and not spill into any adjacent residential premises.
 - j. All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer.
 - k. All car parking dimensions are to comply with Appendix IV of the Town of Narrogin Town Planning Scheme No. 2.
 - l. A signage application is required to be submitted to the Shire of Narrogin should the applicant seek to erect signage on the abovementioned property.
 - m. Areas for the loading and unloading of goods are to be clearly marked and clear of all streets.

CARRIED 8/0



Sent: Wednesday, January 9, 2019 4:42 PM
To:
Subject: IPA1916563 - Diesel mechanic at Lot 51 No.1 Grant Street, Narrogin
Attachments: 20190109164111959.pdf

Good Afternoon ,

I have reviewed the Former Town of Narrogin Planning Scheme (FT-TPS) No. 2 and have come to the conclusion that the proposed Diesel Mechanic at Lot 51 (No. 1) Grant Street, Narrogin is unlikely to be supported for the following reasons.

The subject property is zoned "Other Commercial". The Policy statement for the other commercial zone is "Primarily for showroom and warehouse uses. Where such uses do not involve direct sales to the public, e.g., uses other than motor vehicles and marine sales premises, carparks, storage of bulky furniture and the like, the parking standard may be reduced at the discretion of the Council."

The proposed activity of a Diesel Mechanic falls within the use class "Motor Vehicle Repair Station", which is defined as :

Means land and building used for the mechanical repair and overhaul of motor vehicles including tyre recapping, retreading, panel beating, spray painting and chassis reshaping.

Such use is not listed in the zoning table under "Other Commercial" zone and therefore is a prohibited use in accordance with clause 2.2.4 of the former Town of Narrogin Town Planning scheme No.2.

Your proposal for a Diesel Mechanic fits within the zones "Light Industry" or "General Industry" depending on the scale and intensity of the proposal subject to Council's special approval requiring public advertising prior to its consideration . Under the development table the minimum lot size for a "General Industry" property is 2000m2 and 1000m2 for a light industry.

Furthermore the most recent planning approval granted to this property was issued on 23 November 2007 for the use of a **Warehouse, showroom and steel supplies retailer**. Condition 3 of that approval states that;

"No "general Industry" activities to be undertaken on the property". A copy of that approval is attached to this email.

Lastly a Scheme amendment to change the zoning of the property from "Other Commercial" to either "General industry" or "Light Industry" would not be supported for the following reasons;

1. The property does not meet the minimum lot size for a General Industry.
2. The property is located in close proximity to a residential area and as a result may adversely impact the surrounding area.

Regards,

Eric Anderson
Planning Officer
Development & Regulatory Services

APPLICATION FOR PLANNING CONSENT



Shire of
Narrogin
Love the life

89 Earl Street
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(FDRS005)

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	BRETT ROWE
Correspondence Address	21 Fox ST NGN WA 6312
Applicant Phone Number	0488491688
Applicant email	brett.hdmec@gmail.com

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of DIESEL MECHANICS SHOP
And/or 7AM - 6PM
- Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	TRACTOR DEALERSHIP, DIESEL MECHANICS, BOILER MAKERS
Approximate cost of proposed development	\$ 0
Estimated time of completion	0
No of persons to be housed / employed after completion	3

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

Lot No.	51	House No	1	Street Name	GRANT ST NARROGIN
Location No		Plan or Diag		Certificate of Title	Volume: Folio:

LOT DIMENSIONS

Site area	1600m ²	Square metres
Frontage		Metres
Depth		metres

AUTHORITY

Applicant's Signature	Date
	29/1/2019

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
	29.01.19.

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 OVER.

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

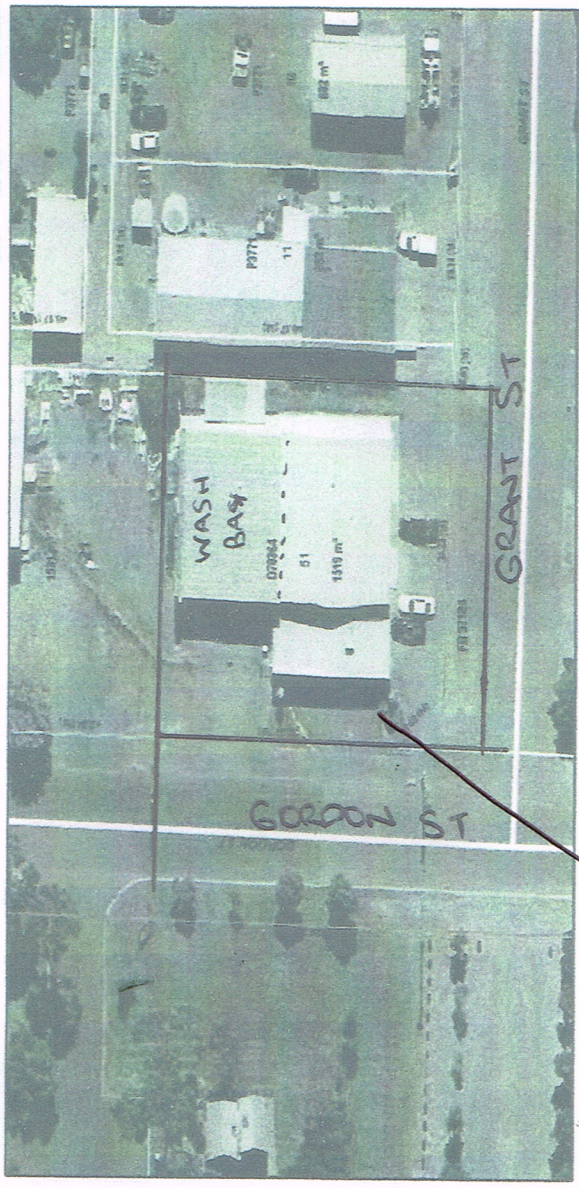
Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent shall, unless especially exempt by the Shire:

- 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	

PROPOSED BRETT LOWE MECHANICAL
GRANT ST NARROGIN



SHOWROOM 126M²
SHEDS 520M²
Block 1519M²

LMW Hegney 58962

Page 7

LAWN | GARDEN

8:00 pm – Cr Bartron left the meeting and did not return.

10.1.3 SHIRE OF NARROGIN DRAFT PUBLIC ART STRATEGY & MASTERPLAN 2019

File Reference	26.3.8
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Artsource
Previous Item Numbers	Nil
Date	14 February 2019
Author	Susan Guy Manager – Community Leisure & Culture
Authorising Officer	Azhar Awang – Executive Manager Development & Regulatory Services
Attachments	
1. Shire of Narrogin Draft Public Art Strategy & Masterplan 2019	

Summary

Council is requested to consider the Shire of Narrogin Draft Public Art Strategy & Masterplan 2019 (Attachment 1) for the purpose of seeking public comment for a period of 30 days, with any submissions received being referred to Council for final consideration.

Background

Council has mostly built its public art collection through community art projects and individual commissions. To date this has been done without a framework for planning and decision making in relation to its commissioning and acquisition of public art, as well as the sites for public art, the themes and narratives which may be represented or the ongoing care and maintenance of artworks.

The Shire of Narrogin draft Public Art Strategy & Masterplan 2019, establishes the rationale for public art and provides a framework for Council's planning and decision making in the public art realm. It is a broad, aspirational document which offers practical advice and implementation guidelines for public art projects. The Masterplan makes specific recommendations for locations, types of public artworks, priorities and budgets for future public art commissions.

Artsource, the peak membership body for visual artists in Western Australia, was appointed as the consultant to prepare and develop the Shire's Public Art Strategy & Masterplan. Artsource has operated in the State for 30 years and has a strong and a long-standing relationship with local governments in developing cultural strategies and visual arts policies.

Comment

Public art is mostly located in public places and spaces but may also be incorporated into private areas open to the public such as schools and buildings with ready and easy access to the public. It can be represented as a literal piece of artwork such as a sculpture, a painting, a wall mosaic or a mural. It can be incorporated into a functional object including paving, water features (such as a fountain), seating, and lighting. Public art can also be a temporary work such as an art performance in an outdoor public space.

Public artworks within the Shire have traditionally been represented by murals, sculptures and monuments. These outdoor public artworks are distributed around the Shire's streets and parks. They play a valuable role in enhancing the streetscape and parks, as well as connecting the past with the present. Public places in the Shire are important. They are spaces for people to meet, sit and interact - influencing the vibrancy and vitality of an area. High quality public art can add immeasurably to a community's sense of place, contribute to civic identity, address community needs, facilitate social inclusion and provide educational value.

In its entirety, the draft Public Art Strategy & Masterplan promotes the ethos that the Shire understands that excellent public art can be provocative and awe-inspiring and the visionary aspect of art can promote conversation and enrich relationships within any community.

The underlying message of this document is that public art is valued by communities, brings a range of social, economic and cultural benefits, shapes and defines a place and fosters cultural and community identity. It is a message that says cultural investment creates positive ripple effects for social cohesion, small business economies and renewal. On the basis of this message, elected members are encouraged to consider inclusion of public art in future capital works, planning processes and program implementation and Council is encouraged to invest in a public art program through annual budget allocations.

The Public Art Strategy's vision is to create contemporary spaces that bring nature and culture together and are much loved by the community and visitors alike. Community engagement as part of the development of the Public Art Strategy and the Masterplan confirmed a strong level of interest in, and support for, further development of public art in Narrogin. The Public Art Strategy suggests a number of themes for public art in the Shire. Community consultation conducted to develop the Strategy, strongly indicated that themes and narratives for future public art commissions include cultural heritage (Indigenous narratives, colonial and early settler stories, multicultural influences, Narrogin's contribution to the world wars), biodiversity (Narrogin's distinctive natural assets, flora and fauna, the seasons, the weather and a "here and now" theme (use of new technologies, use of the CBD as a vibrant focal point through community events and the placement of artworks).

Sites and locations for public art identified by the community during the public consultation process included the Narrogin CBD, the surrounding woodlands and tourist sites. Specific locations included Gnarojin Park, Mackie Park, Federal and Fairway Street, the railway overpass, the railway buildings, the siding and the nearby goods shed, the key entrances to town and Highbury Reserve.

The Strategy identifies a number of invaluable stakeholders and partners with the Shire, if it is to forge successful and sustainable outcomes from the Strategy's operationalisation. These include ARTS Narrogin, people working in the arts; community members committed to urban renewal and creating social/economic capital, local businesses dependent on tourism activity and private developers. The strategy is intended to provide guidance for all organisations that wish to develop and deliver public art

in the Shire. Engagement with the business sector as property owners, developers, employers, patrons or potential funders of public art can provide direct benefit within Narrogin and its districts.

The Masterplan sets out ways a public art program can be utilised to create vibrancy through a step by step process that uses small, cost-effective projects to build awareness and appreciation of visual aesthetics and ultimately leads to the commissioning of major public artworks. It aims to reflect the vision and principles set out in the Public Art Strategy and help direct the aesthetics of the proposed public art themes and narratives so as to achieve contemporary. It advises that to create a coherent public art collection, the Shire will be required to:

- Encourage and welcome community interest and participation;
- Recognise and promote the value of arts and culture and the contribution it makes to community wellbeing, employment and tourism;
- Encourage cooperation and input from private developers;
- Engage in open, fair and transparent selection processes for public art procurement;
- Keep abreast of State and national policies and be inspired by other town/s and cities public art ideas; and
- Support the procurement and management of public art commissions through appropriate levels of resourcing.

Consultation

Internal

- Elected Members
- Dale Stewart – Chief Executive Officer
- Azhar Awang – Executive Manager Development and Regulatory Services

External

Community consultation methods employed were an online survey, a face to face survey, a community workshop and a two day master class with local artists.

It is noted that the current draft does not include credits for photography. These will be included prior to the document being made available for public comment.

Statutory Environment

Nil

Policy Implications

Council's decisions regarding the financing of future public art works and the commissioning processes for these art works, may necessitate support and guidance through the future adoption of a Shire of Narrogin Public Art Contribution Policy and Guidelines.

Financial Implications

Best practice public art projects can only generally be achieved through the allocation of adequate budgets. Council will be required to consider public art opportunities and investment in public art as part of its annual budget review process.

Implementing the Strategy will require the Shire to consider and assess the potential contribution and involvement of a range of partnerships with arts groups, community based organisations, Government

Departments and the Chamber of Commerce. The Public Art Strategy & Masterplan's implementation may necessitate the appointment of a public arts officer or an independent consultant or organisation with appropriate industry expertise to facilitate certain processes such as the fostering of stakeholder partnerships, procurement and the establishment of a public art advisory panel to assess public art proposals. Best practice indicates that all public art projects over a given value which are commissioned by the Shire should be assessed via a public art advisory panel.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
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
Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2 Engage and support community groups and volunteers
Strategy:	2.3.3 Facilitate and support community events
Strategy:	2.3.4 Provide improved community facilities (e.g. library/recreation)
Strategy:	2.3.5 Encourage and support continued development of arts and culture
Strategy:	2.4.2 Support our Narrogin cultural and indigenous community
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 Shire of Narrogin Draft Public Art Strategy & Masterplan, Council advertise the document for the purpose of seeking public comment for a minimum period of 30 days, with any submissions received being referred to Council for final consideration.

COUNCIL RESOLUTION 0219.005

Moved: Cr Walker Seconded: Cr Schutz

That, with respect to the Shire of Narrogin Draft Public Art Strategy & Masterplan, Council advertise the document for the purpose of seeking public comment for a minimum period of 30 days, with any submissions received being referred to Council for final consideration, subject to correction of the minor error on page 16 of the Masterplan.

CARRIED 7/0

Reason for change: To have a minor error amended prior to advertising the Draft Public Art Strategy & Masterplan.

Shire of Narrogin

Draft Public Art Strategy & Masterplan 2019



ACKNOWLEDGMENTS

Artsource and the Shire of Narrogin acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and community. We pay our respects to them and their cultures and to elders both past and present.

We would like to thank all the people that have contributed to the Public Art Strategy and Masterplan. In particular Shire of Narrogin's Project Manager Susan Guy, visual artist and educator Karen Keeley, ARTS Narrogin and independent art consultants Mariyon Slany and Yvette Coyne. Beverley Iles, Peter Dailey, and Dr. Perdita Phillips provided their precious insights for the public art master class and survey. We would also like to thank all the online survey takers.

Artsource's Chair Penny Bovell undertook the consulting, research and writing of this document.

Graphic design by Betty Richards.

Following is a list of the versions of this document:

Version	Title	Date	Authors/Editors
1	Narrogin Public Art Strategy and Masterplan Draft v1	29/04/2018	EG, KR
2	Narrogin Public Art Strategy and Masterplan Draft v2	14/07/2018	PB, EG
3	Narrogin Public Art Strategy and Masterplan Draft v3	03/09/2018	PB, MS, EG
4	Narrogin Public Art Strategy and Masterplan Draft v4	02/11/2018	PB, YC
5	Narrogin Public Art Strategy and Masterplan Draft v5	12/11/2018	PB, SG, AA
6	Narrogin Public Art Strategy and Masterplan Draft v6	12/12/2018	PB, SG, AA
7	Narrogin Public Art Strategy and Masterplan Draft v7	20/12/2018	PB, SG

COMMISSIONER: SHIRE OF NARROGIN



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EXECUTIVE SUMMARY

A VIBRANT, CULTURAL, CREATIVE NARROGIN

This document provides a foundation for the development of public art within the Shire of Narrogin. A Public Art Strategy is presented in Part 1 and a Public Art Masterplan in Part 2. The Strategy explores a vision and identifies public art themes and narratives for the Shire, types of public art best suited to the Shire's needs and recommends sites and locations for public art. The Masterplan establishes a way forward for implementing the Strategy. The document facilitates embedding public art into the fabric of the Shire to reflect the unique history, diverse communities and the creativity of Narrogin and its districts and shows a way forward for the Shire to contribute to creating a vibrant, cultural and creative Narrogin.

BUILD ON THE LEGACY OF THE PAST, RESPOND TO NEW IDEAS

The Public Art Strategy has been developed through research, surveys and community consultation and with reference to key planning documents including the Shire's Strategic Community Plan 2017–27, the 2016 Narrogin Townscape Study Review, the 2018 Gnarojin Park Masterplan (in draft at the time of writing) and the 2015 Wheatbelt Development Commission's Economic Development and Implementation Strategy for the Greater Narrogin Region. The Strategy and Masterplan build on the legacy of the past, while responding to new ideas about art, storytelling, interpretation and cultural expression. A focus on these important aspects of community life was called for in the engagement process undertaken during the development of the Strategy and Masterplan.

CULTURAL INVESTMENT TO BE VALUED

Cultural vitality and creativity are strengthened by investment in cultural assets and activities. The vision is to create contemporary spaces that bring nature and culture together and are much loved by the community and visitors alike. In its entirety this document is aspirational and promotes the ethos that the Shire of Narrogin understands that excellent public art can be provocative and awe inspiring and the visionary aspect of art can promote conversation and enrich relationships within any community. The underlying message is a constant one – that public art is valued by communities, brings a range of social, economic

and cultural benefits, shapes and defines a place and fosters cultural and community identity. It is a message that says cultural investment creates positive ripple effects for social cohesion, small business economies and renewal. On the basis of this message, Councillors and the Shire of Narrogin executive are encouraged to consider inclusion of public art in future capital works, planning processes and program implementation and Council is encouraged to invest in a public art program.

STRATEGY IMPLEMENTATION

Implementing the Strategy will require the Shire to consider and assess the potential contribution and involvement of a range of partnerships with arts groups, community based organisations, government departments and the Chamber of Commerce. Implementation will require an assessment of annual budget allocations and funding sources for public art, consideration of the appointment of a public arts officer or an independent consultant to assist with capacity building and procurement and the establishment of a public art advisory panel to assess public art proposals and assist in the development and fostering of partnerships with stakeholders. The advisory panel, appointed by the Shire would address the need for inclusion in decision making and transparent processes, both pivotal to the success of public art implementation within the Shire.

KEEPING THE STRATEGY LIVE

The Public Art Strategy is to be kept 'live'. This means that the Shire of Narrogin executive, managers and Shire Councillors frequently refer to this document with the intention to operationalise it. The Narrogin Chamber of Commerce along with individual businesses and private developers are encouraged to consider the economic, social and cultural benefits of public art and become familiar with the vision, principles and themes set out within this Strategy and Masterplan.

A STAGED APPROACH TO IMPLEMENTATION

The Strategy can be adapted to suit the Shire of Narrogin's aspirations as the Masterplan sets out and recommends a staged approach to implementing the Strategy - from building common ground to small budget space activation projects to nodal public artworks and finally to an iconic public artwork. This staged and strategic approach is considered feasible and meaningful and will produce outcomes from a public art program that contribute to a distinctive legacy and character for Narrogin and its districts for residents and visitors to appreciate and enjoy.

PUBLIC ART IN REGIONAL WA

LEFT Jahne Rees & Ross Storey, The Rainbow Serpent, 2011, Narrogin
RIGHT TOP Russell/Sheridan_Elements Margaret River
RIGHT BOTTOM Paul Elliot, Re-pressed, Wickepin

PART 1

**Shire of Narrogin
Public Art Strategy**

INTRODUCTION

The Public Art Strategy establishes the rationale for public art and describes a context in which the Strategy has been developed. It sets out guiding principles to achieve a vision for the Shire of Narrogin which includes contributing to the arts, to cultural development and the fabric of daily life in the community.

A key element of the Strategy is the provision of a curatorial response which identifies public art themes and narratives for the Shire and the identification of sites and locations for public art. The Strategy conveys a strong message that public art is transformative and viewed as an investment, brings a range of social, economic and cultural benefits, shapes and defines a place and fosters cultural and community identity.

The meaning of capacity building, and importantly, recommendations for building creative capacity within communities is addressed by the Strategy. It is argued that capacity building enables people to have the confidence to take part in the delivery of public artwork as well as to appreciate its inherent value. In the long term improved cultural infrastructure, helps to stimulate economic and creative growth, build community identity and contribute to a sense of pride and feelings of belonging.



Gordon Mithcell, Rhythm of Life, Kalamunda

PUBLIC ART RATIONALE

WHAT IS PUBLIC ART?

Public art is the practice of involving experienced artists in the conception and development of artwork and using their training and imaginative skills in the transformation of a public space. Public art is specifically commissioned for a known site and its audience is the public or community – be it a social, tourist or working community – occupying that space.

Successful public art considers a number of types of creativity and information analysis:

- > An understanding of spatial relationships, built forms, material technologies and site-specific contexts in a way that other creative disciplines do not necessarily require;
- > Visually interpreting historical, social and political information and abstract concepts; and
- > Employing ‘joined-up’ thinking to achieve results suitable to the scale and complexity of the range of public artworks across the globe, along with effective project management skills that are generally supported by an arts officer role or independent consultant.

WHY DO WE NEED PUBLIC ART?

The US based Association for Public Art sets out the value of public art as follows:

Public art can express community values, enhance our environment, transform a landscape, heighten our awareness, or question our assumptions. Placed in public sites, this art is there for everyone, a form of collective community expression. Public art is a reflection of how we see the world – the artist’s response to our time and place combined with our own sense of who we are. (Association for Public Art, www.associationforpublicart.org, cited 25/10/2018)

The Department of Local Government Sport and Cultural Industries sets out the contribution of public art and its benefits as follows:

Public Art contributes to our understanding and appreciation of our cultural and natural heritage, enhancing our built environment and creating more meaningful public spaces. Among its many social, economic and cultural benefits, public art can help to define a place and create a sense

of cultural and community identity; improve the public experience of buildings and spaces; and encourage creative collaborations between artists and other professionals such as architects, designers, landscape architects and engineers. (<http://www.dca.wa.gov.au/DevelopingArtsandCulture/publicart/>, cited 26/11/18)

Country Arts WA Chair Ross Beckett has argued investing in a thriving arts, culture and creative sector is an investment in the State’s future and that arts and culture have a key role to play in making regional communities liveable, accessible, dynamic and diverse places to live. (s3-ap-southeast-2.amazonaws.com/juiceboxcreative-cawa/wp-content/uploads/2016/03/08092559/MR_9_2017_Investment-into-WAs-thriving-arts-culture-and-creative-sector-continues.pdf, cited 22/11/18)

In 2016 the Australia Council released national, state and regional statistics about the impact of the arts in our daily lives. The Australia Council data presented below clearly shows that many Western Australians living regionally recognise the varied positive impacts the arts have on our daily lives and in our communities.

- > 70% believed the arts had a ‘big’ or ‘very big’ impact on stimulating their minds
- > 70% believed the arts impact their ability to express themselves
- > 73% believed the arts impact their ability to think creatively and develop new ideas, up from 57% in 2013
- > 74% believed the arts had a ‘big’ or ‘very big’ impact on child development
- > 68% believed the arts help us understand other people and cultures
- > 62% believed the arts impact our sense of wellbeing and happiness, up from 52% in 2013
- > 63% believed the arts shape and express Australian identity, up from 44% in 2013
- > 42% believed the arts bring customers to local businesses. (www.australiacouncil.gov.au/research/connecting-australians-states-territories/, cited 22/11/2018)

1. STRATEGIC CONTEXT

1.1 NARROGIN

The Shire is one of 15 local governments within the Wheatbelt Development Commission's Wheatbelt South sub region of Western Australia with a population of 5,162 representing just over 29% of the Wheatbelt South's population of 17,673 at the time of the Australian Bureau of Statistics (ABS) 2016 Census. The Shire comprises two town sites; Narrogin with a population of 4,274 persons and Highbury, with a population of 294. The median age of the Shire's population is 40 years and compares to a younger median age of 36 years for the State and 38 years for the Australian population. People aged 55 years and over comprised 32 percent (1,665 persons) of its population and people aged 65 years or over made up 18 percent of its population. Just under 7% (352 persons) of its population identified as Aboriginal and Torres Strait Islander compared to a significantly less proportion of 3% for both Australia and Western Australia.

Narrogin as a town site is an important regional centre offering commercial, government and non-government services. It has a regional hospital, three primary schools, a senior high school, numerous aged care facilities and a regional recreation and leisure centre.

The Shire of Narrogin embraces its culturally diverse community and seeks to meet the vision and aspirations of all within its community. Narrogin is situated on Wiilmen Country and is a special place to many Noongar people today. Noongar occupation of the Dryandra Woodland – Wilgadiny, 22 kilometres north-west of Narrogin, dates to pre-European contact. Several Noongar sites have been recorded in the area, including an ochre quarry, a scar tree, stone arrangements, rock art and artefact scatters.

Anne Neil, Dappled Light, South Perth



1.2 RELATED DOCUMENTS

This Strategy as well as the Masterplan have been developed with reference to, and link with, a number of key strategic documents. A brief overview of these linkages follow:

THE STRATEGIC COMMUNITY PLAN 2017–2027

The Shire of Narrogin's Strategic Community Plan 2017–2027 outlines a range of objectives and associated key outcomes. Its economic objective is to "support growth and progress, locally and regionally" with associated outcomes including "promote Narrogin and the region", "promote and develop tourism" and "maintain local attractions". The Shire's social objective is "to provide community facilities and promote social interaction" and a key outcome from this objective is to encourage and support continued development of arts and culture. The Shire's Strategic Plan highlights the strong creative culture of the community with a significant presence of artistic and creative endeavours. Its environment objective is to "conserve, protect and enhance our natural and built environment" with an associated outcome being to improve and maintain the built environment. (See www.narrogin.wa.gov.au/documents/339/strategic-community-plan-2017-2027, pp 18–22, cited 6/12/2018)

This Public Art Strategy encourages and supports continued development of arts and culture. The Strategy links with, and contributes to, the achievement of the Strategic Community Plan's objectives and the Strategy's chosen themes and narratives reinforce the aspirations and values of the Narrogin community.

Underpinning any public art project is the opportunity to enrich a community's experience through connection and participation. For a spectator, public art provides entertainment, promotes dialogue and interaction and for tourists it can help them remember special places and experiences. Statistical evidence proves cultural tourists spend more than other types of tourists and stay longer in communities they visit indicating creativity and art are valuable assets to regions who focus on the development of art and culture. (ABS, 2013 Arts and Culture: A Statistical Overview, 2012 (cat. No. 4172.0), cited 19/12/2018)

The extent of open space typical of regional Australia presents invaluable opportunities for situating public art and drawing attention to rural locales. Space, site and art are ideal partners for acknowledging both the natural and built environment. Public art can encourage positive points of view about complex issues concerning conservation and protection of flora, fauna and habitats. This Strategy and Masterplan encourages a constructive dialogue about the symbiotic relationship between nature and development and it is hoped new narratives will develop to pay tribute to Narrogin's heritage and its built environment.

2016 NARROGIN TOWNSCAPE STUDY REVIEW

The 2016 Narrogin Townscape Study Review conducted by H+H Architects recommends certain improvements to the built and natural environment:

- > Developing a civic and cultural heart by creating a central civic space in the CBD and developing opportunities for cultural and community buildings and facilities.
- > Consolidating the CBD by enhancing the built form and streetscape fabric, reinforcing the many unique aspects of the town and preserving the heritage characteristics, federation styles and the identification of Narrogin as a railway town.
- > Improving walkability, greening the town centre and preserving heritage trees.

Proposed public art projects outlined in the Masterplan lend themselves well to the realisation of the Townscape Study Review's proposals or recommendations. For instance, the Review suggests the use of special artwork benches commissioned for Mackie Park that would celebrate the rail history of Narrogin and themed signage as a way to emphasise the heritage aspects of the town. The Masterplan recommends local artists be given opportunities to respond to commissions for public art that are functional as well as decorative and opportunities to colour the roadway leading into Narrogin's town centre would contribute to way finding.

2018 DRAFT GNAROJIN PARK MASTERPLAN

The Public Art Strategy aligns with the current draft Gnarojin Park Masterplan by recommending a number of opportunities for temporary and ephemeral events that could be held in Gnarojin Park. Public artworks could be integrated within

the draft Gnarojin Park Masterplan's proposals for infrastructure including functional designs for furniture, shading, bollards and lighting.

2015 ECONOMIC DEVELOPMENT AND IMPLEMENTATION STRATEGY FOR THE GREATER NARROGIN REGION

This Public Art Strategy links with five of the key principles recommended in the Economic Development and Implementation Strategy published by the Wheatbelt Development Commission (WDC) and Landcorp (2015). These are:

- > Creating a Vibrant Economy – the Public Art Strategy contributes to raising the level of skills relevant to public art within the community and providing opportunities to diversify business.
- > Built Form and Housing – the Public Art Strategy encourages design elements to celebrate communities.
- > Infrastructure – the Public Art Strategy enhances Narrogin's appeal for lifestyle and business development.
- > Protecting and Enhancing the Natural Environment – the Public Art Strategy promotes awareness and connecting the community and visitors to the environment and natural assets.
- > Strengthening the Narrogin Community – the Public Art Strategy contributes to this through the creation of interest and dialogue.

2011 COMMUNITY ARTS NETWORK WA (CANWA) GNAROJIN CREEK REVITALISATION PROJECT

A project delivered in Narrogin in 2011 by the Community Arts Network (formerly CANWA) focused on Noongar stories and the rehabilitation of the Gnarojin Creek. The project was jointly funded by the Shire of Narrogin, WDC, and Lotterywest. Community capacity building and skills broadening workshops designed specifically for the Noongar community were central to the project. The CANWA project was an important step in capacity building and commencement of a public art collection in Narrogin focusing on Indigenous art. The 2018 Gnarojin Park Masterplan (in draft at the time of writing) makes recommendations regarding this important connection with the Noongar community, including the creation of more narratives for public artworks, and the upkeep and maintenance of the existing works.

1.3 THE COMMUNITY'S CALL FOR PUBLIC ART

Community engagement as part of the development of the Public Art Strategy and the Masterplan confirmed a strong level of interest in, and support for, further development of public art in Narrogin. Consultation engagement methods employed were an online survey, a face to face survey, a community workshop and a two day master class for local artists. The online and face to face surveys were used as a way to gauge the community's interest in current and future public art and potential sites for public art in the Shire.

The online survey attracted 73 responses with 75% of respondents being female, 75% in the age range 35–74 years, and approximately 10% with an Indigenous background. (Very few under 24's responded to the survey which provides an awareness to further engage this age group in the future). Respondents indicated a strong interest in seeing public art projects in Narrogin and overwhelmingly viewed Narrogin's CBD and public parks as favoured locations for public artworks, closely followed by the old railway station, with the desire to welcome visitors to the town and support the growth of the local arts community.

The results of the face to face survey conducted as a street interview with 71 people contributing, largely reflected those of the online survey. A specific question in the face to face survey asked respondents to describe/name their favourite public art. Their collective response demonstrated a breadth of, and awareness about, the discipline of public art and a familiarity with artworks located internationally, and nationally including Western Australia. Respondents were asked to rank their preferences for themes and narratives to be

expressed through public artwork. Stories of the town, local Noongar stories, settler history and the railway history were prioritised.

The community consultation workshop provided further opportunity for local input into the Public Art Strategy. The workshop was attended by a cross section of stakeholders with their ideas helping to shape the Masterplan. The participants provided invaluable deep-seated knowledge about community aspirations, suitable locations and relevant types of public art.

The two day master class targeted local artists interested in extending their studio-based practice through public art commissions. The event, delivered by an independent public art consultant and two experienced public artists, guided the participants through the various stages of developing, commissioning and delivering public artworks. The workshop was tailored specifically to Narrogin and included discussion of existing and potential sites, local history and culture, and aspects of public and community engagement. The master class focused on preparing and delivering a professional concept, understanding commission agreements and an introduction to delivering design documentation. The workshop was extremely well received with one participant commenting that it was "... one of the best I've attended in Narrogin; very informative and inspiring." The master class highlighted the potential benefits of fostering social, economic, cultural and environmental capital in the Shire of Narrogin if local artists were supported to participate in local public art projects.



Rick Vermey, Species, Murdoch

In summary, community comment and feedback has pointed to strong interest in:

- > Conveying narratives about the Narrogin region through public art.
- > Making use of public art opportunities to share knowledge, up-skill local artists and provide work opportunities for associated industries. Some artists have past experience in executing public art projects but there is a broader group of artists who would benefit from opportunities to participate including training and mentoring in the field.
- > Encouraging inclusivity following the mental health ethos; “No plan for me, without me”
- > Developing public art projects that improve morale, promote a sense of togetherness and wellbeing and encourage a sense of belonging.
- > Building connectivity between Gnarojin Park and the CBD and improving specific sites with public art such as Mackie Park, the rear of the Hordern building and the area surrounding the disused railway station.
- > Building on the existing public art projects within the Shire through a curated approach that reinforces a sense of place, improves connectivity and cohesiveness.
- > Contributing to capacity building, tourism and the economy through the creation of public art and identifying the potential for the development of artefacts and merchandising useful for raising revenue (e.g. posters, cards, t-shirts, and more).
- > Directing traffic into Narrogin by using way finding techniques and providing interest so that people will stay and explore the region.
- > The consultation has informed the vision, guiding principles and curatorial response articulated in this Strategy and the Masterplan.

1.3.1 FUTURE COMMUNITY ENGAGEMENT

The Shire of Narrogin is committed to its responsibility to consult with, and inform, its community, however this Strategy reinforces the requirement for a balance between the Shire’s need for community engagement with respect to public art initiatives and the need to demonstrate cultural leadership and innovation. Consultation can be time consuming and sometimes dilutes more challenging concepts specific to public art. For projects with a significant budget and/or those that memorialise a very specific cultural story or historical event in Narrogin, community feedback can be sought through public comment, or focus groups, depending on the nature of the project. This feedback needs to be balanced against the

requirement to maintain the integrity of an artistic proposal as might be assessed by a public art advisory panel which could be appointed by the Shire.

Best practice indicates that all public art projects over a given value which are commissioned by the Shire should be assessed via a public art advisory panel. Applying best practice, the members of the panel would be drawn from the community and membership would include visual art experts, community representatives and technical advisors. The requirement to call for community comment on individual public art projects should therefore be limited.

2. VISION

This Public Art Strategy's vision is to create contemporary spaces that bring nature and culture together and are much loved by the community and visitors alike.

It is a vision that can be achieved through a range of actions including:

- > Creating a vibrant and contemporary sense of place whilst also respecting and responding to Narrogin's existing history, culture and aspirations.
- > Strengthening the identity and overall wellbeing of the community through cultural participation and presenting opportunities to connect is a principle of social capital building.
- > Respecting Narrogin's creative sector and acknowledging its contribution to the local and regional economy.
- > Infusing qualities of diversity, creativity and character through themes, types of art and approaches.

Ongoing reference by the Shire of Narrogin to this Public Art Strategy's vision which is embedded with an ethos of the importance of investing in arts and cultural development, will contribute to and support the Shire to achieve its communicated mission of providing leadership, direction and opportunities for the community. (See www.narrogin.wa.gov.au/documents/339/strategic-community-plan-2017-2027, Cited 6/12/2018)



Fiona Foley, Blue Water Trail (details), Mackay

3. GUIDING PRINCIPLES

The Shire can observe and make use of the following ten guiding principles to work toward achieving this Strategy's vision. The principles are responsive to Shire documents, consultation with the community, research of strategies for other local governments and standard protocols.

1. Identify and acknowledge creative industries as economic drivers in the region.
2. Engage in capacity building for public artwork with key community stakeholders, business partners and community groups.
3. Use public art programs to increase the skills and employment opportunities of local artists and draw on local expertise and materials wherever possible.
4. Develop high quality public art in key locations to enrich the public realm, encourage civic pride and urban renewal.
5. Identify the key sites where artworks might be placed including sites for iconic, nodal and temporary artwork.
6. Build a collection of public art that is cohesive, curated, and maintains industry best practice standards.
7. Use the public art program to nurture social capital through developing and strengthening friendships, helping communities understand and celebrate their heritage and providing a safe way to discuss and solve difficult social problems.
8. Follow good governance, procurement and public art processes in relation to the implementation of this Strategy.
9. Respect natural environment values and world heritage values in the implementation of this Strategy.
10. Respecting the role of public art expertise and recognise it is a vital component of a successful public art program and assist in evaluating consistent design and aesthetic standards.



Margaret Dillon, Clarkson Transit Station, Perth

4. CURATORIAL RESPONSE

4.1 PRIORITIES

A curatorial approach to public art brings with it sensitivity and awareness of contemporary contexts and the history of a place and focuses on developing ideas that will relate and connect. The outcome would assume a series of public artworks that deliver multi-layered meanings and experiences for the public.

Artwork themes, types and location are prioritised in this Strategy in accordance with:

- > Relevance to achieving this Strategy's vision and the observation of the ten Guiding Principles.
- > Outcomes from the community consultation process undertaken while developing this Public Art Strategy.

4.2 PUBLIC ART KEY THEMES AND NARRATIVES

Suggested key themes for public art assist and guide artists to focus on local identity and place making opportunities as well as to identify deeper narratives. Themes and narratives also inform a public art brief (written for each public art project) and become the basis for useful avenues of research and documentation. In this sense themes and narratives help shape the final aesthetic responses and the type of visual language an artist might adopt.

Community consultation and research conducted to develop this Public Art Strategy, strongly indicated the following themes and narratives should underpin future public art commissions in the Shire.

4.2.1 THEME 1: CULTURAL HERITAGE

- > Important Indigenous narratives – develop new stories to increase a sense of belonging, ownership and pride for the community.
- > Colonial and early settler stories, historical sites and reflections on different stages of European development in the region.
- > Multicultural influences and opportunities for celebrating diversity.
- > Exploration of Narrogin's art and museum collections – utilise the museum and art collections and local literature to visualise history and reference assets.
- > Narrogin's contribution to the first and second world wars as well as to other wars such as the Korean and Vietnam Wars.
- > Rail and agricultural history.

4.2.2 THEME 2: BIODIVERSITY

- > Key destinations such as parks, woodlands and playgrounds.
- > Narrogin's distinctive natural assets.
- > Distinctive weather conditions and climate changes.
- > The relationship between farming and the weather and Noongar interpretations of the seasons.
- > The beauty of certain flora and fauna and of extinct species.
- > The special significance and aesthetic beauty of aspects and assets that are difficult to express or easily overlooked including: times of the day, e.g. dusk and dawn, the seasons, dew and frost, and significant natural places such as waterways and rocky outcrops.

4.2.3 THEME 3: HERE AND NOW

The "Here and Now" theme is an opportunity to situate current ideas within the public realm.

- > Use the CBD as a vibrant focal point through community events, popular activities and placement of artworks that act as draw cards and encourage way finding.
- > Enrich the heritage characteristics of Narrogin whilst still providing a contemporary sense of place.
- > Use new technologies to articulate contemporary ideas.
- > Link public art to leisure activities such as the races, speedway, sports and recreation and bike and walking trails.
- > Ensure public art is innovative and inclusive wherever possible.

5. KEY LOCATIONS FOR PUBLIC ART WITHIN THE SHIRE

5.1 EXISTING PUBLIC ART IN THE SHIRE

A range of public art already exists within the Shire of Narrogin. For example there are Noongar and European artworks located at Gnarojin Park and several murals created through community art projects throughout the CBD and at school sites. There are three recent State Government Building

Management and Works public art projects at the Narrogin Regional Hospital, Narrogin Senior High School and the Narrogin College of Agriculture. A full catalogue of the Shire's public artworks, their definitions and types can be found at Appendix I.

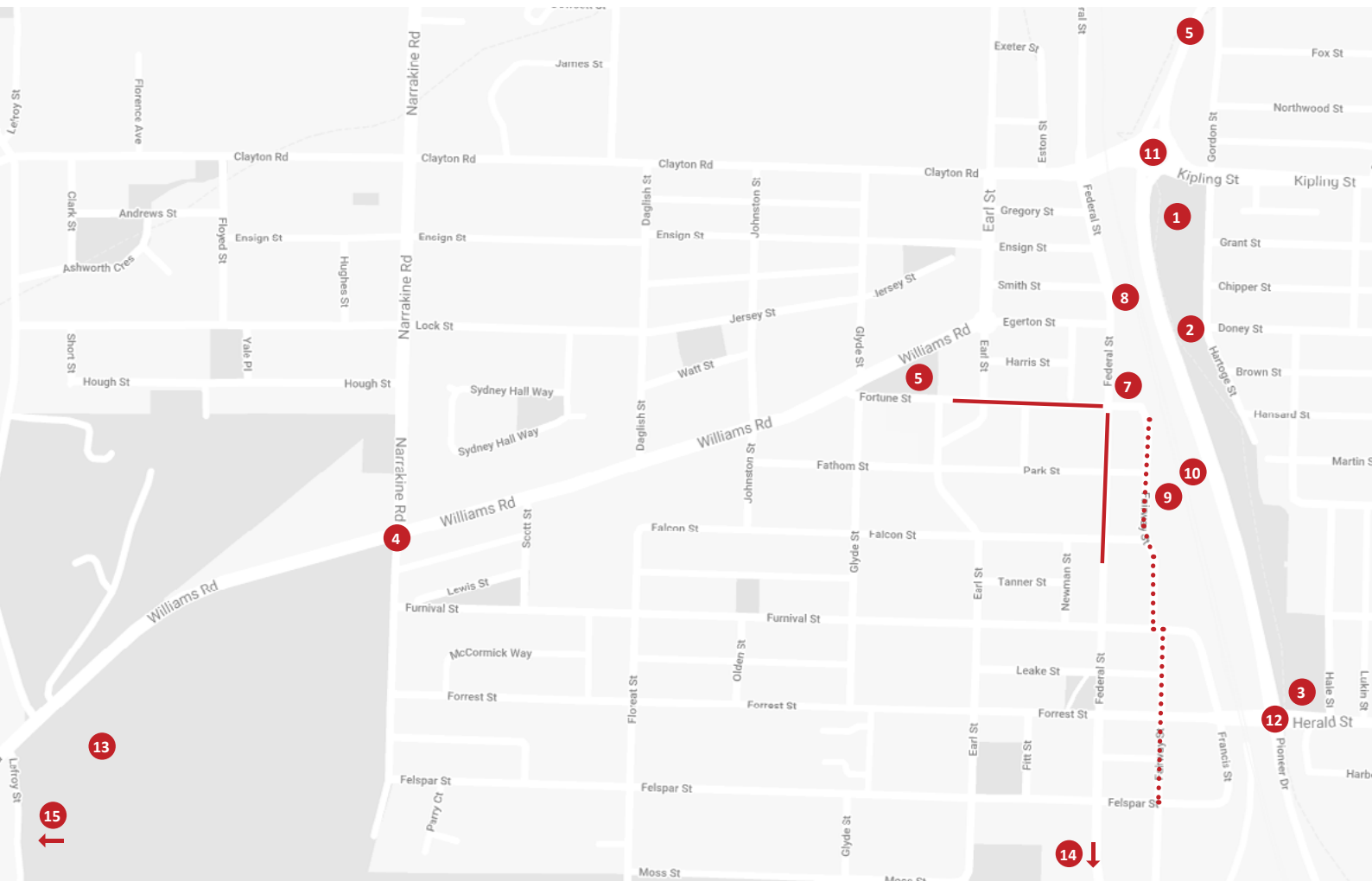
5.2 SITE ANALYSIS AND LOCATIONS

The Narrogin CBD, the surrounding woodlands and tourist sites were identified as public art sites and locations by the community during the public consultation process. The wide roads, distances between various facilities and extensive open spaces are typical features of Wheatbelt towns and they offer opportunities for further visual engagement and provide interesting site lines within the landscape.

Potential sites or locations for public art within the Shire are set out below.

- > The railway line and Gnarojin Park are two important north/south conduits of the town and divide the western and eastern housing precincts. Walkability was a key value identified in H&H Architect's 2016 Townscape Study Review. Improving connectivity within the town by strengthening east/west pedestrian routes will enhance the walkability value of the town site and provide meaningful opportunities for public art placement within Gnarojin Park and in areas adjacent to the railway line. This has been highlighted in the Gnarojin Park Masterplan (in draft at the time of writing).
- > The railway overpass provides an opportunity to scan the town at a significant height and presents interesting vistas. It provides different points of view to look down on to public artwork along Narrogin Brook, over the rooftops of the railway line and goods shed and the horizons beyond. Rooftops are possible additional sites for murals as well as the underside of the overpass which could provide an opportunity for an exciting light artwork or annual light festival (either permanent or temporary).
- > Federal and Fairway Streets adjacent to Mackie Park both provide a substantial area for nodal artwork. In addition the rear of the Federal Street buildings facing the rail line provide suitable walls for mural artwork and there is expansive roadways and light traffic streets useful for highly colourful patterns on the tarmac.
- > Mackie Park with its terraced lawns and Memorial Park provide opportunities for stand-alone artworks with commemorative or heritage subjects.
- > The railway buildings, siding and the nearby goods shed present exciting opportunities for space activation through public art. The Shire owned goods shed is located in close proximity to the Dryandra Country Visitors Centre and is a potential central location for a maker's space, crafts centre or market. Opportunities for public art may also arise at the time of any maintenance work or upgrades.
- > The Great Southern Highway, Williams-Kondinin Road, Wandering-Narrogin Road and Yilliminning Road are all potential sites for entrance artworks. These are major roads leading in and out of Narrogin with the Great Southern Highway and the Williams-Kondinin Road being major conduits for tourists.
- > The cemetery is essentially the first site viewed by travellers entering Narrogin from Williams. European cultures traditionally locate cemeteries on the outskirts of town and on a main road for easy access however an opportunity presents to install a dynamically designed screen to create privacy and constructively attract tourists from different religious backgrounds.
- > Highbury Reserve is a potential location for public art and inspiration could be taken from Northcliffe's nationally unique art and nature trail. Highbury Reserve is known for its spectacular display of spider orchids during wildflower season.

POTENTIAL LOCATIONS FOR PUBLIC ART IN NARROGIN



- | | | |
|----------------------------------|-------------------------------|---------------------|
| 1-3 Gnarogin Park | 8-9 Mural and screen projects | 14 Railway Dam |
| 4-5 Paint the road intersections | 10 Railway Station | 15 The Cemetery |
| 6 Memorial Park | 11-12 Roundabouts | — Furniture |
| 7 Mackie Park and Clock Tower | 13 Foxes Lair | Road painting |

6. AN INVESTMENT THAT MATTERS

6.1 KEEPING THE DOCUMENT “LIVE”

Keeping this Public Art Strategy ‘live’ implies that the Shire of Narrogin executive, managers and Shire Councillors frequently refer to it with the intention to operationalise it. The Narrogin Chamber of Commerce along with individual businesses and private developers are also encouraged to consider the economic, social and cultural values associated with public art and become familiar with the vision, principles and themes set out within this Strategy and Masterplan.

Well executed and planned for public art is an investment, a transformative investment. It increases the desirability, liveability and value of properties, town centres and public spaces. Public art can provide a point of difference to a building project and a commercial centre.

It is significant that recent research has shown that growth in cultural and heritage tourism across Australia has outpaced overall tourism growth. From 2005 to 2015, cultural and heritage tourism grew by 15% for international tourists compared to 8% for overall international tourism (Gomes, P., and Librero-Cano, A., ‘Evaluating three decades of the European Capital of Culture programme: a difference-in-differences approach,’ *Journal of Cultural Economics*, 2016, p.3, doi:10.1007/s10824-016-9281 and cited in the 2018 Draft Western Australian Cultural Infrastructure Strategy, DLGSCI, p. 17). Tourism is vital to any economy, particularly regional areas, and future investment and aspirations of the Shire need to strongly consider the value adding of the contribution public art can make to tourism and the regional economy.

As other stakeholders will ideally be invested in the success of the Public Art Strategy and Masterplan, it is crucial that these documents are kept up to date and publicly available. The following groups are likely to be invaluable stakeholders and partners with the Shire in order to forge successful and sustainable outcomes from operationalising this Strategy:

- > ARTS Narrogin as a peak arts organisation in the Wheatbelt region acting as a hub for the broader arts community including craftspeople, makers, hobbyists and art students;
- > People working in the arts;
- > Community members committed to urban renewal and creating social/economic capital;
- > Local businesses dependent on tourism activity; and
- > Private developers.

This Strategy can be adapted to suit the Shire of Narrogin’s changing aspirations. The operationalisation of the Strategy with reference to the Masterplan can ultimately facilitate the commissioning of a major public artwork within the Shire.

Implementing this Strategy will require Council to consider and assess the potential contribution and involvement of arts groups, community groups and business stakeholders, budget allocations and other income sources and the appointment of a public arts officer or an independent consultant to assist with capacity building and procurement.



LEFT Kathy Allam, Plastic Paradise, Sculptures by the Sea, Cottesloe
RIGHT Peter Knight, Pentaflora, Harrisdale Green

6.2 CAPACITY BUILDING

“Community capacity building is about promoting the ‘capacity’ of local communities to develop, implement and sustain their own solutions to problems in a way that helps them shape and exercise control over their physical, social, economic and cultural environments.” (Western Australian Department for Community Development (2006). sustainingcommunity.wordpress.com/2014/03/10/ccb/, cited 10/10/2018)

Communities are well served by vibrant and engaged citizens and the strengthening capacity of art practice is integral to this ethos. Building creative capacity within communities enables people to have the confidence to take part in the delivery of public artwork as well as to appreciate its inherent value in the long term. Improved cultural infrastructure helps to stimulate economic, creative growth, build community identity and contribute to a sense of pride and feelings of belonging.

The Shire of Narrogin has a number of skilled makers who could apply their knowledge to public art projects. It can be both economical to commission artists living in Narrogin or the Greater Narrogin Region, but more importantly, local artists will bring a strong sense of place to public art projects in the Shire.

The Shire of Narrogin could invest in one or more of the capacity building programs listed below for artists interested in working in public art in the Narrogin region. This approach will raise community capacity in the provision of public art as well as engendering a sense of ownership within the broader community. In line with the ten Guiding Principles and in response to comments from the community during the consultation process, below are some suggestions for capacity building activities that would help to up-skill the community:

- > Deliver future public art master classes for artists which contain direct instruction in skills related to public art - such as concept development, design documentation, working with fabricators, interpreting stories, working in 3D, presenting to selection panels;
- > Commission an artist in residence program, where the artist can act as mentor to local artists through a competitive process;

- > Assist artists to develop professionally. For example, provide assistance with the formal application and commissioning process;
- > Training for artists with non-artists, such as engineers, construction managers, builders, or public art consultants to incorporate designs and ideas into a public work;
- > Training for artists with other design professionals such as landscape architects, graphic designers, architects and others involved in large scale development projects; and
- > Training for arts administrators and arts managers to enable them to act as project managers and public art consultants for future projects.



Workshop by Rebecca Cool, Narrogin Town Hall. Photograph courtesy of ARTS Narrogin.

6.3 PARTNERSHIPS

This Strategy is intended to provide guidance for all organisations that wish to develop and deliver public art in the Shire. Engagement with the business sector as property owners, developers, employers, patrons or potential funders of public art can provide direct benefit within Narrogin and its districts. Enhancing the capacity of the creative sector has been shown to have flow on effects to the overall economy of a town. Marcus Westbury's Renew Newcastle project in New South Wales is a useful example of a way a city has built co-operation between arts and cultural community groups, other community based organisations, educational institutions, and all levels of government and government agencies (www.renewnewcastle.org).

Participation in shared strategies will lead to joint commitment and ownership, with every individual public art project providing an opportunity to enhance partnership and contribute to building the profile of the town.

Key partners for the implementation of this Strategy may include: Department of Biodiversity Conservation and Attractions (DBCA), ARTs Narrogin, the Dryandra Country Visitors Centre, Narrogin Aboriginal Corporation, Kaata-Koorliny Employment and Enterprise Development Aboriginal Corporation, Narrogin Chamber of Commerce, the Narrogin Caravan Park, aged care organisations such as Opal Narrogin, Karinya Residential Care, Narrogin Nursing Home, disability support services and local businesses.

Organisations delivering regional infrastructure such as Main Roads WA, Water Corporation WA, the Department of Regional Development and others should be considered as suitable partners for specific projects that lend themselves to community and environmental development.

6.4 PUBLIC ART ADVISORY PANEL

A public art advisory panel appointed by the Shire, could assist the Shire of Narrogin to assess public art proposals and also to assist in the development and fostering of key partnerships with stakeholders. Inclusion in decision making and transparent processes are pivotal to the success of public art implementation within the Shire.

The role of an advisory panel would be to assist the Council in matters concerning implementation of public art projects and appropriate support. It is highly recommended a member of the community knowledgeable about visual art and the discipline of public art be represented on such a panel. Professional development for less experienced panel members could assist in understanding conceptual and strategic issues around public art and ensure effective panel processes.



Akira Moriwa (Japan), Bilby, The York Festival 2018

6.5 FUNDING PUBLIC ART

In acknowledging broader social and economic benefits of public art the funding of projects requires commitment from the Shire. This section provides a brief background to the funding of public art in WA as well as suggestions for how the Shire might assign funding in the future.

The Western Australian State Government Percent for Art Scheme first adopted in 1989 is an excellent example of integrating public art within government led infrastructure projects. Jointly administered by the Department of Culture and the Arts (now DLGSCI) and the Department of Finance's Building Management and Works the Scheme has been adapted by other state government agencies, interstate entities, local government authorities and private developers as the best practice model.

More than 538 artworks valued at approximately \$46 million have been commissioned in WA by the State Government (Public Art Guidelines, Department of Culture and the Arts, 2015, p5). Many of these public works contribute to the cultural legacy of Western Australia.

The main objectives of the State Government Percent for Art Scheme are to:

- > Improve the quality of the built environment and the value of public facilities.
- > Identify and create professional and economic opportunities for artists.

The minutes of the former Town of Narrogin Council meeting 20 September 1994 Item No 10.4 (5.1) records the following motion:

"...that consideration is given to spending one percent of the budgeted construction cost of new town buildings on Art and/or Cultural Works that would be associated with the construction".

This was, at that time an extremely progressive motion for Council and in 1996 independent public art consultants Urban Thresholds were contracted to draft a Percent for Art Scheme. There is no evidence the Scheme was adopted and with few new capital works developed since then, there has been little opportunity to commission iconic public artworks based on a percent for art funding strategy.

For the successful implementation of this Strategy and Masterplan and the adoption of policies in the future it will be important for the Shire to consider three important avenues of fundraising:

- > an annual budget for public art,
- > partnering with other organisations, government bodies, developers and local businesses,
- > applying for funding through national and state funding bodies.

Establishing an annual budget allocation to serve as seed funding for larger projects can provide the financial resources needed to fundraise and plan for larger projects. An annual budget could be carried forward for two or three years if necessary, to allow for an accumulation of funds that befits the time it takes in planning, procuring and commissioning public art. Some local governments in WA levy a percentage of rates which goes towards the project management and commission fees for the creation, installation and maintenance of public art. Current practice has set this type of levy in the vicinity of 0.75% to 1.0%.

Voluntary contributions from private developers are encouraged by some local government authorities. Planning incentives are offered in return for developers commissioning public art within their development. These planning incentives will vary for each local government, depending on planning guidelines for a location but may include offsets for provision of parking spaces, building height, plot ratios or other planning considerations.

Major infrastructure project funding sourced through state or federal government can include a percentage for public art. The expectation that public art can be successfully delivered as standalone items via other external grant funding needs careful consideration. There are very few sources of grant funding available for the production of public art. Grants may cover community development or cultural heritage aspects of working with the community or the

creation of stories useful for the development of appropriate public art. Strong partnerships with industry, as well as a financial commitment from the Shire of Narrogin may assist in gaining funding for some aspects of a public art project.

National and state arts funding bodies do not generally fund public art projects however they may assist with capacity building, skills based workshops and residency opportunities in order to develop the creative capital of the community. At the time of publication potential funding sources include:

- > WA Government – Regional Economic Development Grants www.drd.wa.gov.au/rfr/REDG/Pages/default.aspx
- > Wheatbelt Regional Grants Scheme & Community Chest Fund www.wheatbelt.wa.gov.au/funding/wheatbelt-regional-grants-scheme/
- > Lotterywest – Community Spaces Outdoors. Outdoor community spaces grants help create spaces for people to come together and take part in activities that benefit their well-being. www.lotterywest.wa.gov.au/grants/grants/community-spaces-and-places-1
- > Department of Local Government, Sport and Cultural Industries grant categories for public arts (regional)
- > Aboriginal and youth arts grants
- > Community engagement specific to Local Governments such as Age Friendly Communities Planning Grants, Community Gardens Grants www.dlhc.wa.gov.au/GrantsFunding/Pages/All-grants-programs.aspx
- > Creative development
- > Creative Regions Grants Programs
- > Additional useful grants information can be found at: www.dlhc.wa.gov.au/AdviceSupport/Pages/LG-Grants-Directory.aspx
- > Country Arts WA: www.countryartswa.asn.au/our-services/funding/other-funding/project-fund/

6.9 MARKETING OF PUBLIC ART AND PUBLIC ART EVENTS

Marketing and communication of the Shire’s arts and cultural attractions is imperative to the success of the public art program and to obtain the vision for Narrogin as an important cultural tourism destination.

A comprehensive marketing strategy should be developed for the public art collection, and for individual commissions as they come about, particularly landmark artworks and other artworks linked to key events.

The marketing strategy for public art should be linked to key arts and cultural events happening throughout the year, and leverage on partnerships with ARTs Narrogin and other public art partners for the most efficient use of marketing and public relations resources. ARTs Narrogin offers visual arts and other cultural services. Its motto “Connecting the Arts in the Region” reflects the vision and goals of this organisation, and could also provide linkages in terms of marketing.



Margaret Dillon, Karratha, Photographer: Artsource

PART 2

**Shire of Narrogin
Public Art Masterplan**

INTRODUCTION

This Masterplan provides a number of ideas, recommendations and suggestions for the Shire in order to operationalise and implement the Public Art Strategy within a long range schedule. The schedule is not prescriptive but should be viewed as presenting viable opportunities for capacity building and for the creation of a cohesive and curated public art collection (a collection separate from the Narrogin Art Collection).

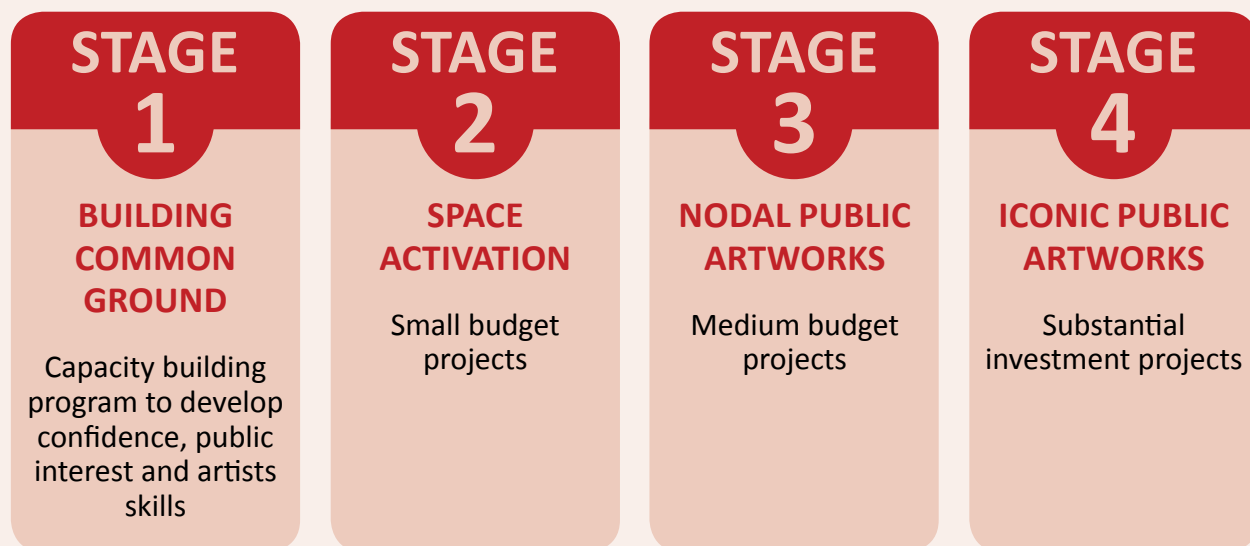
The main aims of the Masterplan are to:

- > Reflect the vision and principles set out in the Public Art Strategy and help direct the aesthetics of the proposed public art themes and narratives so as to achieve contemporary and relevant outcomes for the Shire;
- > Encourage capacity building and up-skilling for the community, as well as creating a cohesive vision that encapsulates Narrogin's character and identity through a collection of public artworks;
- > Point to ways a public art program can be utilised to create vibrancy through a step by step process that uses small, cost-effective projects to build awareness and appreciation of visual aesthetics and ultimately leads to the commissioning of major public artworks; and
- > Build on assets that make Narrogin memorable, to create objects or moments in time that offer tangible reflections of the local community and give positive personal experiences through the telling of local stories.

To create a coherent public art collection the Shire of Narrogin will be required to:

- > Encourage and welcome community interest and participation;
- > Recognise and promote the value of arts and culture and the contribution it makes to community wellbeing, employment and tourism;
- > Encourage cooperation and input from private developers;
- > Engage in open, fair and transparent selection processes for public art procurement;
- > Keep abreast of state and national policies and be inspired by other town/s and cities public art ideas; and
- > Support the procurement and management of public art commissions through appropriate levels of resourcing.

THE MASTERPLAN COMPRISES FOUR STAGES:



STAGE 1: BUILDING COMMON GROUND

Stage 1 of this Masterplan is about working with the community to build its capacities, including skills development for local artists and trades people, and increasing awareness and interest for the broader community.

In aiming for best practice, the visual art sector and its clients are protected by recommendations and policies established by the National Association of Visual Arts (NAVA), the Department of Local Government Sport and Cultural Industries (DLGSCI) and Artsource, the peak body organisation for visual artists in Western Australia. These organisations encourage best practice when selecting artists, and acknowledge that in providing public art opportunities, local government and clients aim for excellence and the best overall outcome. This process may, however, not always favour less experienced artists and regional artists can also be disadvantaged. To assist with optimising employment and capacity building in regional locations, the Masterplan recommendations favour opportunities for training and mentoring to be written into public art briefs.

STAGE 1 RECOMMENDATIONS:

RESEARCH

Initiate four visual art research residencies based on selected key stakeholder interests. The role of the visual arts researcher would be to develop constructive, pertinent and original narratives that reflect different approaches to public art and different perspectives of Narrogin. The projects should have tangible outcomes in the shape of exhibitions, performances, oral or other sorts of presentations useful for community engagement, capacity building and demonstrating the potential for public art.

The visual art researcher will share ideas and skills, mentor and collaborate with local artists interested in undertaking a public art project. They will confer with the key stakeholder groups. Relationships and intersections will develop with the intention that outcomes will be real, shared and fruitful. Roles and responsibilities will need to be outlined in a project brief.

Key stakeholders would include: ARTS Narrogin, a representative for the Museum and Art Collections and Library, representatives from the Indigenous community, local bushland and community garden enthusiasts, Dryandra Country Visitors Centre (DCVC), the Narrogin & Districts Townscape Committee, Disability Services Commission, sports and recreation groups, aged care services and the Chamber of Commerce.

MASTER CLASSES AND WORKSHOPS

Artsource presented a two-day master class for local artists during the development of the Public Art Strategy. The master class facilitated the sharing of public art knowledge and expertise.

The next step in building creative capacity within the community is to offer additional master classes to provide skills training to increase knowledge and experience in aspiring public artists to present their ideas. Content covered in the workshops would include concept development, material exploration, building small scale 3D constructions and presentation techniques.

An important aspect of master classes and workshops would be relationship building, creating partnerships and collaboration between experienced artists, aspirational artists, crafts people and local trades people with the aim of setting up mentorship opportunities.

An example of successful capacity building and community engagement through public art occurred when the former Town of Narrogin commissioned Margaret River artist Rebecca Cool to create a mural at the Town Hall Piazza in Narrogin's CBD. Many local artists assisted with painting her Council endorsed design.

EXHIBITIONS AND MERCHANDISING

The Shire could consider making use of research, master classes and workshop outcomes for building awareness and interest in the broader community. Whilst strictly not within the category of public art, creative research such as drawings; maquettes or models; preliminary designs for small and large public art projects make worthwhile material for display and exhibition at either ARTS Narrogin or the DCVC. Additionally, the outcomes (or designs) could be considered as potential merchandise for the DCVC.

STAGE 2: SPACE ACTIVATION

Space activation focuses on relatively small budget projects and paves the way for bigger commitments to public art in the future. It presents a calendar of low cost, short-term public art opportunities that build confidence, skills and public and practitioner awareness. An artist or group of artists would be paid a fee for their creative endeavours with the project or event managed by the Shire, ARTS Narrogin or an independent consultant.

As with the Stage 1 recommendations, the following space activation recommendations present an opportunity to develop more complex narratives, including responses to natural phenomena such as Narrogin's amazing light, dusk, dawn, dew (one only has to recall the spider webs throughout the bush), frost, unique flora and fauna and the many other subtle characteristics that help identify the uniqueness of the town to tourists.

STAGE 2 RECOMMENDATIONS:

SCREEN PROJECTIONS

An annual projection event that tells stories about Narrogin's history and its people. This event would provide opportunities and invite participation from local artists, art enthusiasts, tourists and students to participate in a programmed event. Screen projection events were presented as an idea by ARTS Narrogin during community consultations and the organisation would ideally manage the digital program. Subjects could include: art and sport, walking tours through woodlands, oral stories, and animation, short and experimental films. There are some exciting examples of iconic projections created for festivals around the world including from the roof of the Sydney Opera House and the Yagan Square screen in Perth's CBD (refer to Yagan Square Digital Tower, MRA, www.mra.wa.gov.au/news-and-updates/works-updates/digital-tower-construction).

Location: Custom made bill boards in the CBD, TV monitors in vacant shop windows, a large screen erected in the vicinity of the rear of the Hordern building, Mackie Park or Gnarojin Park.

THE CLOCK TOWER PLINTH

The clock tower plinth is an idea for a small-scale sculpture project based on the often controversial and humorous artwork situated on the Fourth Plinth of Trafalgar Square, London. The public art could be placed on the plinth of the Narrogin clock tower. (It is acknowledged that Council resolved to remove the clock and plinth). en.wikipedia.org/wiki/Fourth_plinth,_Trafalgar_Square (cited 3/9/2018)

Location: Corner of Fortune and Federal Street.

A LINE IN SPACE

A line in space (heading in the right direction) creates a Narrogin specific memory by embellishing parts of the Water Corporation's pipeline between Williams and Narrogin. Bold graphics would lead people into the town creating a memorable entrance. Due to the shape and scale of the pipeline the brief would suit abstract or bold graphic styles of painting. Approval will be required from the Water Corporation and its noted the Corporation has recently introduced a community activation program called "Splash of Colour" which is a curated public art series that celebrates water and the important role water plays in the future of Western Australia. www.watercorporation.com.au/about-us/in-the-community/splash-of-colour (cited 18/11/2018)

Location: The Williams to Narrogin Water Corporation of WA pipeline.



The Williams to Narrogin water pipeline

HIDDEN NARROGIN

Discovery Public Art Projects referred to in Appendix II is a type of site specific public art that encourages active engagement and curiosity. It encourages locals and visitors to actively engage with the town and the surrounding woodlands. Based on an idea from the Dryandra Country Visitors Centre this project would focus on installing ephemeral or temporary artworks within the bushlands and reserves to rouse curiosity, encourage recreational play and bush walking. Two 'unofficial' artworks can be found in Foxes Lair and at Yornaning Dam with motifs of a fox and bucket respectively, painted on small rocks.

The advantage of these sorts of small interventions is in the activation, enjoyment and discussion that can develop from finding and viewing these artworks. Technological applications (geocaches), printed maps and merchandising can support the program. (Geocaching is a treasure hunt using a GPS enabled device to find a geocache near your home, city, the bush or anywhere in the world).

Location: Foxes Lair, Railway Dam, parks and gardens across the town.



Artist Unknown, Foxes Lair, Narrogin

STAGE 3: NODAL SITE-SPECIFIC PUBLIC ART PROJECTS

It was eloquently expressed during the community consultation process that the Narrogin community needs opportunities to tell stories that are important to them; even if the stories are difficult and challenging they still should be told. Identifying narratives is an opportunity to explore reverence as much as humour and nodal public artworks are very useful for encouraging and celebrating diversity and heritage because they imply a series of works will enable a variety of expressions to unfold.

STAGE 3 RECOMMENDATIONS:

COMMISSIONING A CURATED SERIES OF WORKS

Commissioning a curated series of works with the intent to improve connectivity between Gnarojin Park and the CBD. These curated works will introduce visitors to the town, create way finding across the town, and build on the existing public art projects. Artists would be selected by a competitive process and the size of the works would be medium scale and not dissimilar to the existing Noongar public art projects already situated at Gnarojin Park.

The objective is to focus on the diverse community groups within the region and speak to Council's mission statement in the Strategic Community Plan 2017–2027 to: "Provide leadership, direction and opportunities for the community". Building on the residency and research opportunities in Stage 1 recommendations, a series of medium scale public artworks could be curated for specific sites across the town. The works would lend themselves to being:

- > Figurative or abstract stand-alone sculptures.
- > Ground plane artworks or shade facilities.
- > Light artworks to navigate spaces at night especially within Gnarojin Park and for the overpass.
- > Horticulture art, functional street furniture, lighting and shade design.

The purpose of the nodal artworks would be to create or interpret local Noongar, migrant, early settler/farming stories and stories about past industrialisation that have underpinned the success of the town. Visualising these narratives would encourage integration and present positive aspects of "town building". (Cross reference with Space Activation projects such as the Screen Projections would reinforce the curatorial approach).

This recommendation would also encourage ownership and foster a greater sense of belonging for the Noongar community and improve morale and wellbeing for all the community.

Locations: Gnarojin Park, the railway overpass, in the vicinity of the railway station through to Mackie Park and the CBD.

PAINTING THE ROADS AS ENTRY STATEMENTS

Painting the roads could be an on-going project that focuses on decorating the ground plan of a selection of intersections, footpaths or sections of the roads using high quality industrial paints. Narrogin has several major entry roads into the town. This idea was born from conversations during the community consultation indicating a desire for attracting people into the town and announcing they had arrived. Like the 'Line in Space' concept this idea places emphasis on the journey to and destination of Narrogin.

Safety concerns should be considered if adopting this idea and approval will be required by Main Roads WA or depending on who is the controlling agency of the section of the roads. Fairway Street in the CBD is an alternative and quieter street to use if safety is thought to be an issue.

Road painting designs are popular new forms of public art that are used to slow traffic in areas that combine vehicle and pedestrian use. The artwork can mark entry points and intersections and be used as way finding. It is highly recommended the designs are abstract dynamic patterns and colours with optical effects employed to promote conversation. WA artist Trevor Richards is the master of this new art form. The effects can

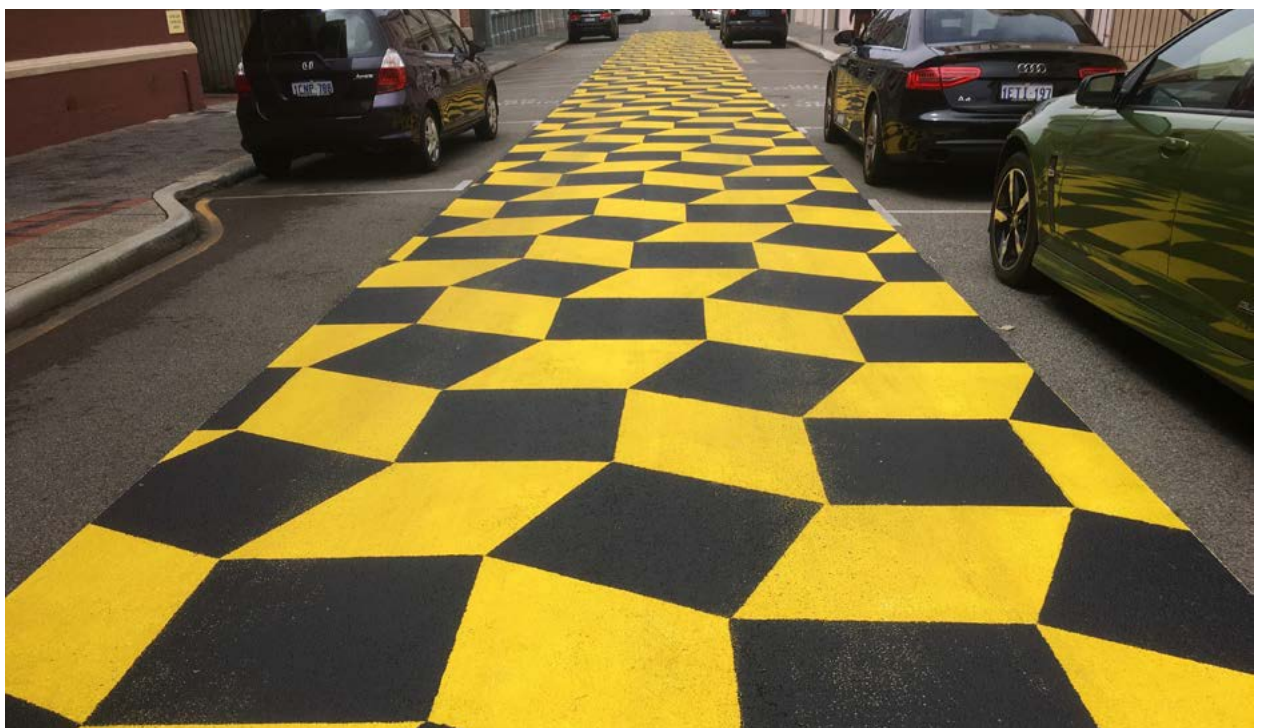
be long lasting and the paint has reasonable warranties that acknowledge endurance against traffic wear and tear. This sort of project could provide an opportunity for mentoring, youth and community involvement and be launched or connected with community festivities. www.trevorrichards.iinet.net.au/Trevor_Richards/Home.html (cited 3/09/2018).

Locations: Main roads in and out of Narrogin, Fairway Street Narrogin and the Great Southern Highway entrances into Highbury.

FUNCTIONAL SEATING FURNITURE

The creation of functional furniture such as seating and tables will reflect the recommendations in the 2016 Townscape Study Review by focusing on furniture design employing narratives about Narrogin. The idea is to take ordinary and functional items such as seating and make them into something that people will enjoy to look at as well as use. Interesting designed seating as well as bollards and lighting will enhance the streetscape and create a sense of local pride as the narratives will be unique to Narrogin.

Locations: Through the Narrogin CBD and green belts throughout the town and Highbury.



Trevor Richards, High Tide, Fremantle Festival

STAGE 4. ICONIC PUBLIC ARTWORK

Narrogin has enormous potential for the creation of an iconic and memorable town centre artwork. There is a coherent yet eclectic architectural style amongst the CBD buildings with examples of Federation, Deco and 1950's architecture. Federal Street between Egerton and Fortune Streets, presents as an impressive formal street plan. The Egerton Street intersection comprises the former Shire Offices and the grand Mardoc Building. The Hordern building is a commanding asset to the CBD and useful for capitalising on the potential for a tourist route through Wandering, Narrogin, Wagin and onto Albany.

STAGE 4 RECOMMENDATIONS:

INVESTMENT IN A PUBLIC ARTWORK

The Shire invests in a substantial public artwork in conjunction with new infrastructure. This artwork would be iconic, contemporary and stand alone, or it could be integrated into the facades and walls of new or refurbished buildings. It would require a substantial budget in the annual planning process and sufficient lead in time to coordinate, design, fabricate and install. It would be important to create excitement and pride in this opportunity.

Gaining confidence, knowledge and enthusiasm through the execution of the numerous smaller, lower budget projects (Masterplan Stages 1-3) will assist in the decision making for a substantial artwork procurement program. It may coincide with a private development project. It could be linked to local government development approvals and possible required contributions to public art.

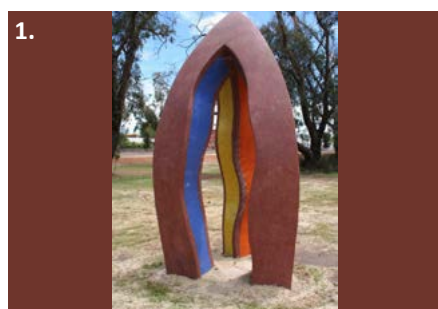
This Masterplan does not recommend a specific theme or narrative for an iconic public artwork because it would be assumed Council would reflect on the knowledge and experience gained from executing the previous recommendations in the earlier stages. It would be expected an iconic public art commission would attract expressions of interest from experienced artists capable of presenting unique and rigorously researched ideas specific to the town and the site.

Locations: Various possible locations including the CBD, Mackie Park, Great Southern Highway roundabout or the smaller roundabout at the Herald and Forrest Streets intersection.



Duncan Moon, Cloughton Reserve, City of Bayswater, Photographer: Paul Parin

APPENDIX I: INVENTORY OF PUBLIC ARTWORKS



ARTWORK TITLE:
The Rainbow Serpent, 2011

ARTIST:
Jahne Rees & Ross Storey

LOCATION:
Gnarojin Park

CURATORIAL THEME:
Indigenous artworks
CAN WA funded community art project

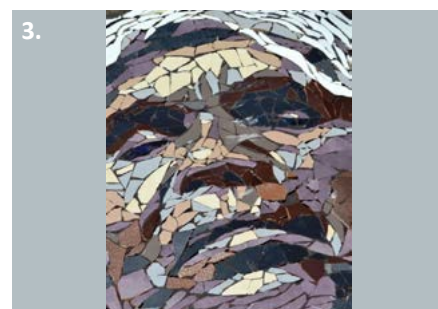


ARTWORK TITLE:
4 X Boomerang Seats, 2011

ARTIST:
Jahne Rees and Ross Storey with the local Noongar community

LOCATION:
Gnarojin Park

CURATORIAL THEME:
Indigenous artworks
CAN WA funded community art project



ARTWORK TITLE:
The Charnock Woman, 2011

ARTIST:
Ross Storey, with facilitator Danka Scholtz Lorenz

LOCATION:
Gnarojin Park

CURATORIAL THEME:
Indigenous artworks
CAN WA funded community art project

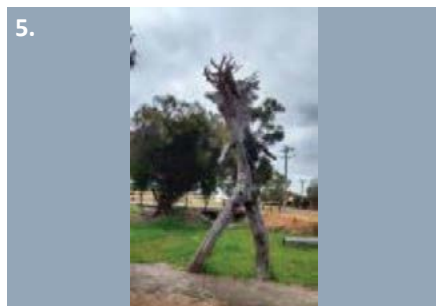


ARTWORK TITLE:
Narrogin Poles, 1994/2010

ARTIST:
Jahne Rees, Graeme Miller & Ross Storey

LOCATION:
Gnarojin Park, Noongar Dreaming Site

CURATORIAL THEME:
Indigenous artworks
Noongar Revival Project



ARTWORK TITLE:
Koor-nam-ing Koor-liny – men and women meet while walking about, 1994

ARTIST:
Jenny Morrison, Cecile Williams with community artists Ross Storey, Michelle Penny, Scott Ugle & Brian Colbung

LOCATION:
Gnarojin Park

CURATORIAL THEME:
Indigenous artworks *Noongar Revival Project*



ARTWORK TITLE:
Marramucking Well, 1994

ARTIST:
Unknown

LOCATION:
Gnarojin Park

CURATORIAL THEME:
Indigenous artwork *Noongar Revival Project*



ARTWORK TITLE:
The Waugal Wall

ARTIST:
Darren Hutchens & Ross Storey

LOCATION:
Narrogin Primary School

CURATORIAL THEME:
Indigenous/ Community Mural



ARTWORK TITLE:
Town Hall Piazza, 2015

ARTIST:
Rebecca Cool with assistance from the local community artists and Ross Storey

LOCATION:
Town Hall Piazza, Narrogin CBD

CURATORIAL THEME:
Community/Town of Narrogin Public Art Placemaking Commission



ARTWORK TITLE:
The Narrogin Race Track Mural

ARTIST:
Catherine Williamson

LOCATION:
Narrogin Race Track

CURATORIAL THEME:
Community Commission – Narrogin Race Club

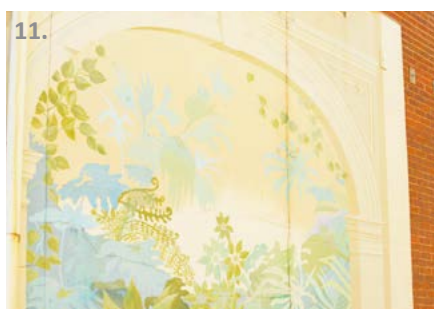


ARTWORK TITLE:
A Living Life of Sport, 2003

ARTIST:
David McFall and Samuel Fenton

LOCATION:
Narrogin Leisure Centre

CURATORIAL THEME:
Community Public Artwork Commission

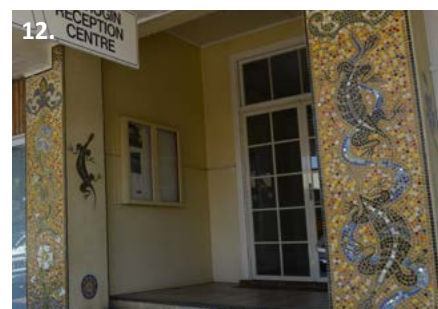


ARTWORK TITLE:
Community Art project, 1992

ARTIST:
Lee Thompson with Narrogin Artists Group (Joy Rich, Evelyn White, Susan Riley)

LOCATION:
Rear of Town Hall, Fortune Street Laneway

CURATORIAL THEME:
Heritage/Mural Town of Narrogin Public Art Placemaking Commission



ARTWORK TITLE:
Mosaic, 1999–2000

ARTIST:
Paul Connor community art workshops with local artists

LOCATION:
NEXIS Narrogin Exhibition Space

CURATORIAL THEME:
Entry Statement



ARTWORK TITLE:
Highbury Sundial

ARTIST:
Highbury District Community Council, E. Barrett-Lennard (Designer) Lionel Brookes (Builder)

LOCATION:
Great South Highway, Highbury Town Centre

CURATORIAL THEME:
Heritage Centenary of Federation Funding



ARTWORK TITLE:
Shire of Narrogin Entry Plaque

ARTIST:
Paul Connor community art workshop with local artists

LOCATION:
Council Offices, Fortune Street

CURATORIAL THEME:
Entry statement Shire of Narrogin Commission



ARTWORK TITLE:
Town of Narrogin

ARTIST:
Elinor Binning and Narrogin's Men Shed

LOCATION:
Great Southern Highway

CURATORIAL THEME:
Entry statement Shire of Narrogin Commission



ARTWORK TITLE:
Horizons and Our hearts in the land the future is in our hands, 2013

ARTIST:
Monique Tippet and Carl MacMillan

LOCATION:
Narrogin Agriculture College, Student Accommodation and Student Services

CURATORIAL THEME:
Entry statement BMW State Funded Project



ARTWORK TITLE:
Colour Collective, 2014

ARTIST:
Alex Spremberg

LOCATION:
Narrogin Senior High School

CURATORIAL THEME:
Entry statement BMW State Funded Project



ARTWORK TITLE:
The Narrogin Health Service Artworks, 2017

ARTIST:
Lorena Grant and Stan Samulkiewicz

LOCATION:
Narrogin Health Services

CURATORIAL THEME:
Entry statement BMW State Funded Project

APPENDIX I: INVENTORY OF PUBLIC ARTWORKS



ARTWORK TITLE:
Handrails

ARTIST:
Max Werner

LOCATION:
Gnarojin Park

CURATORIAL THEME:
Wayfinding



ARTWORK TITLE:
The Centenary Pathway

ARTIST:
Bernd Kaiser

LOCATION:
Gnarojin Park

CURATORIAL THEME:
Heritage 1892–1992 Centenary Park Project



ARTWORK TITLE:
Newton House Barbeque Picnic Table

ARTIST:
Jenny Dawson, hand painting of tiles by Carol Taylor, Evelyn White, Joy Rich, Mrs Chan

LOCATION:
Gnarojin Park

CURATORIAL THEME:
Heritage 1892–1992 Centenary Park Project



ARTWORK TITLE:
Newton House Tile Patchwork Quilt

ARTIST:
Jenny Dawson hand painting by Carol Taylor, Evelyn White, Joy Rich, Mrs Chan

LOCATION:
Gnarojin Park

CURATORIAL THEME:
Heritage 1892–1992 Centenary Park Project



ARTWORK TITLE:
Railway Institute Stories Off the Wall Mural

ARTIST:
Rebecca Cool and local community artists

LOCATION:
Railway Institute Hall

CURATORIAL THEME:
Community/Heritage
Country Arts WA – Community Art Project



ARTWORK TITLE:
Town Hall Seating

ARTIST:
Stan Samuelkiewicz and David Coates

LOCATION:
Narrogin Town Hall Verandahs

CURATORIAL THEME:
Functional artwork
Shire of Narrogin Public Art Commission



ARTWORK TITLE:
Newton House Barbeque

ARTIST:
Bernd Kaiser

LOCATION:
Gnarojin Park

CURATORIAL THEME:
Heritage 1892–1992 Centenary Park Project

APPENDIX II: INTERPRETING KEY TERMS

INTERPRETING KEY TERMS

ARTIST

For the purposes of this Strategy, artist means a person who earns the majority of their income from creating original artworks, who has a track record of exhibiting their artworks, and who has a university qualification or high level technical college qualification in visual or fine art, or other art form where relevant. Graphic Designers, Architects, Interior and Landscape Architects are disciplines with some shared concerns however they are not qualified artists.

THE LANGUAGE OF VISUAL ART

There are three modes of representation usually associated with visual art:

- > Abstract Art relies on simplification, geometry and symbolism;
- > Figurative Art relies on recognition and static depiction of a subject with the artist aiming to portray real life accurately; and
- > Conceptual Art draws attention to materials and contexts to help convey meaning and ideas.

CAPACITY BUILDING

Community capacity building is about promoting the 'capacity' of local communities to develop, implement and sustain their own solutions to problems in a way that helps them shape and exercise control over their physical, social, economic and cultural environments. Western Australian Department for Community Development (2006)

PUBLIC ART

Public art is the practice of involving experienced artists in the conception and development of artwork, and using their training and imaginative skills in the transformation of a public space. Public art is specifically commissioned for a known site and its audience is the public or community – be it a social, tourist or working community – occupying that space.

TYPES OF PUBLIC ART

Approaches to making public art vary extensively and artists are generally led by the knowledge and skills associated to their own practice. For example, one artist may be interested in producing

functional objects; another is interested in abstraction and geometrical form; whilst others are keen to create activities that will overtly interact in some way with the public. Below is a description of different types of public art:

- > **Applied:** artwork that is applied to a surface, such as artworks applied to building facades, or murals on walls.
- > **Community Art:** artwork that is created with the involvement of community members or groups, such as local residents or school students. Community art is usually produced through a collaborative project between a qualified artist and the community group.
- > **Discovery:** small scale works that are localised interventions that may be spontaneous or subtle; the works reveal themselves to pedestrians as they come into the vicinity.
- > **Walk trails:** usually encompass a series of nodal artworks and often use elements of surprise to maintain the interest of pedestrians.
- > **Ephemeral:** art that is transitory in nature, usually designed to naturally deteriorate over time, or as an experience or event and lasting for only a short period, such as digital projections, performance art, music, dance or exhibitions.
- > **Functional:** artwork that serves an operational function within the built environment, such as seating, bike racks, paving, fencing or lighting that has been designed by an artist.
- > **Ground plane or paving works:** form part of the ground in a public setting. Ground plane works designed to be viewed closely by pedestrians in the space, potentially slowing their movement through the area and creating the opportunity for an intimate and personal engagement between the work and the viewer.
- > **Heritage/Memorial:** artwork designed to recognise the history or cultural heritage of a place, or to commemorate a person, or past event.
- > **Indigenous Art:** cultural, heritage or contemporary artworks which are specifically commissioned to be created by Indigenous artists and/or to have involvement of local Indigenous people.

- > **Integrated:** artwork that is successfully integrated into the design and function of a place, through the collaboration of an artist with the design team.
- > **Interactive:** artwork that the public can interact with, beyond merely touching the work, such as works incorporating technology that respond overtly to public or environmental interaction, or an artwork that elicits a particular behavioural interactive response from the audience.
- > **Land Art:** artwork that uses plants, rocks or other landscaping materials as its medium. Land Art must be conceived and designed by a qualified artist who is knowledgeable of and concerned with the importance and specificity of site.
- > **Multimedia:** artwork produced or displayed through the use of technical media such as digital imagery, film, video, photography, or projection art.
- > **Stand-alone:** freestanding artworks that are not part of a building or other structure, such as sculptures and objects. Works of this type that are large scale are referred to as Landmark or Monumental artworks. Works of this type that are of medium-scale and placed at focal points within the landscape, such as an intersection, view point or rest point are called Nodal artworks.
- > **Temporary:** artwork designed to be installed for a short time frame (e.g. 1 week to 1 year), such as artwork in a seasonal program, or art made with materials that are intended to only last for a limited time.

PLACE ACTIVATION

ParklandWA states Placemaking is an approach and an ethos, which places community participation at the forefront of creating vibrant public spaces that contribute to the health, happiness and wellbeing of that community. www.parklandwa.org.au (cited 22 October 2018)

The Arts play a critical role in determining a 'sense of place' and can contribute to the urban renewal of a town or city. Temporary and ephemeral art in public spaces act as a catalyst for generating social activity on a small or grand scale and can be planned in conjunction with community events, festivals and to temporarily activate retail areas.

Examples of place activation include:

- > Artists temporarily using empty shops for events and art activities;
- > Inviting performance artists to present work during festivals;
- > Involving light artists to illuminate dark and unsafe areas of a town or city;
- > Laneway projects where artists are invited to re-invigorate unrepaired, dilapidated or disused buildings;
- > Projected digital works, murals and temporary installations are all ways of encouraging people to develop the social capital and wellbeing of a town or city.

For artists and clients alike, the benefits of ephemeral public art projects are numerous. They include:

- > A greater degree of experimentation and challenge;
- > Opportunities for emerging artists, amateur artists, community and student groups to be involved;
- > Introduces contemporary ideas about art to the public;
- > Allows a client and the public to enjoy a rolling number of artworks rather than having a fixed and static artwork with which the public becomes familiar;
- > Can help attract seasonal tourism, related for example to the wildflower season;
- > Testing of themes and narratives with the local community before proceeding with a more permanent feature.



10.1.4 DRAFT GNAROJIN PARK MASTERPLAN

File Reference	18.6.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any impartiality, financial or proximity Interest that requires disclosure.
Applicant	Enlocus
Previous Item Numbers	10.1.2
Date	13 February 2018
Author	Susan Guy – Manager Community Leisure and Culture
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Draft Gnarojin Park Masterplan 2. Gnarojin Park Masterplan Estimate of Probable Costs 3. Public Comment Schedule	

Summary

Council is requested to consider formally adopting the Masterplan for Gnarojin Park, located on Reserve 21367 (Lot 1717) and Reserve 49048 (Lot 1712).

Background

The Masterplan for Gnarojin Park was presented to Council at its Ordinary Council Meeting on 24 October 2018. Council resolved at that meeting:

“That with respect to the Draft Masterplan for Gnarojin Park, located on Reserve 21367 (Lot 1717) and Reserve 49048 (Lot 1712), Council advertise the Masterplan for the purpose of seeking public comment, for a period of 45 days, with any submissions received referred to Council for final consideration prior to formal adoption, subject to removing reference to Off-the-Leash Dog Area.”

The public comment period commenced on 1 November 2018 with a Public Notice placed in the Narrogin Observer, on the Shire’s website and Facebook page as well as on public noticeboards. The public comment period closed on 17 December 2018. Comments were submitted to Council in writing by mail or email to the Chief Executive Officer. A copy of the Masterplan was made available for download from the Shire’s website and hard copies were available for viewing at the following locations:

- Shire of Narrogin administration offices, 89 Earl Street Narrogin
- The R W (Bob) Farr Memorial Library, Fortune Street Narrogin
- The Dryandra Country Visitors Centre, Cnr Fairway and Park Street Narrogin
- The Old Courthouse Museum, Cnr Earl & Egerton Street Narrogin
- The Senior Citizens’ Centre, Earl Street Narrogin

- KEEDAC, Federal Street Narrogin
- Gnarojin Community Garden, Hale Street Narrogin

Comment

The State has produced a range of documents to inform Local Government regarding Public Open Space (POS) planning. The State's Public Parkland, Planning and Design Guide, advises:

"Parkland within a defined area should be arranged into a suite of spaces that encourage pedestrian movement, retain ecological linkages and improve neighbourhood amenity. Planning for diverse, multiple function parklands that provide opportunities for a range of formal and informal sporting activities, general recreation activities and nature conservation requirements are favoured over single-use spaces. Existing attributes and intended use will define the spatial arrangement of parkland. Other considerations like car parking, access to facilities and placement of stormwater drainage infrastructure must be considered when designing parkland. (State of Western Australia, Public Parkland, Planning and Design Guide, 2014, p.15)".

In the spirit of the State's Public Parkland, Planning and Design Guide, the Gnarojin Park Masterplan presents Council with a long term planning framework to maximise the reserve's potential use for recreational and leisure pursuits by a diverse range of user groups and identifies opportunities for future upgrades and asset renewal.

The Schedule of Public Comments at Appendix 3 presents an overview of a total of 11 public submissions received and includes recommendations to Council for consideration and further investigation regarding a range of matters flagged by the public.

Of the 11 submissions received, three were in support of, two were against and six were impartial to the draft Masterplan. The following list presents a summary of some of the more salient comments received and recorded across the 11 submissions.

- Public amenities are needed at the southern end of Gnarojin Park near the Gnarojin Community Gardens.
- There is a need to consider additional connections between Gnarojin Park and the CBD, other than Egerton Street and Park Street in the Masterplan.
- The west side of Narrogin Brook needs to remain free of constructed pathways and to rule out any formal path through grassed areas south of the railway bridge.
- Ecological and environment systems need to be re-established and enhanced for their own sake, with ecological services and amenity value being secondary benefits of a healthy and functioning ecosystem.
- The Masterplan should include the Gnarojin Community Gardens rather than exclude it. It is located on Lot 1712 and part of the reserve and has many synergies with the rest of the Park.
- Restricting access and usage of the western strip of the Park through restrictions on parking and pedestrian flow is not conducive to encouraging engagement with the western side of the Park.
- The current reed beds already serve as a biological filtration system.
- Creating inundation areas removes more land based asset for events etc. and adds expense to implementation/construction/ ongoing maintenance.
- Waterway improvements need to include the restoration of existing weirs and establishment of new ones to retain permanent pools, which will facilitate the control of introduced *cumbungi* rushes.

- The Masterplan lacks obvious provision for a shared pedestrian bike footpath and lacks detail of access and connectivity to existing infrastructure for a potential mountain bike trail.
- Narrogin Creek (Brook) will never support the proposed changes to the waterway.
- The annual water flow is not sufficient to sustain the type of water feature included in the Masterplan.
- Possibility of RV Parking to be permitted on the east side of the Park immediately south of Doney Street.
- The Shire should be cognisant of the effect of any development on the natural flood carrying capacity of Narrogin Brook, ensuring that works maintain the free passage and if applicable, temporary storage of floodwaters.

Consultation

Prior to the public comment period the following consultations were undertaken as part of the development of the Plan:

External

- Community - an online survey, a face to face survey and a community workshop, in combination attracted over 200 participants. Details appear in the Masterplan's Appendices.
- Department of Planning Lands and Heritage (undertaken by Enlocus)

Internal

- Elected Members
- Dale Stewart – Chief Executive Officer
- Azhar Awang – Executive Manager Development and Regulatory Services
- Torre Evans – Executive Manager Technical and Rural Services

Statutory Environment

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

Policy Implications

Nil

Financial Implications

There are potential future financial considerations should the Gnarojin Park Masterplan be adopted by Council. At today's prices, the total estimated cost of fully implementing all projects is just over \$6.8 million, with individual projects ranging from an estimated \$15,000 through to \$1.22 million. Some 20 projects are listed in Attachment 2.

Due to significant costs and resource requirements, the implementation of the Masterplan will need to take place in stages with projects delivered individually or collectively, pending funding opportunities, over a span of some 20 years and with due consideration given to Council's Long Term Financial Plan.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
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:	2.2 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)
Strategy:	2.3.5 Encourage and support continued development of arts and culture
Outcome:	2.4 Cultural and heritage diversity is recognised
Strategy:	2.4.1 Maintain and enhance heritage assets
Strategy:	2.4.2 Support our Narrogin cultural and indigenous community
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1 A preserved natural environment
Strategy:	3.1.1 Conserve, enhance, promote and rehabilitate the natural environment

Wheatbelt Regional Investment Blueprint (Wheatbelt Development Commission 2015)

The Wheatbelt Regional Investment Blueprint is strategically relevant to Council's consideration of the Narrogin Park Masterplan. The Blueprint provides an overview of the Region's aspirations and targets. Outcomes, focus areas and priority actions are identified to deliver stated targets. For instance

“Aspiration: Diverse safe, healthy and resilient communities where services and infrastructure reflect the needs an aspiration of current and future residents.

Outcome: Community amenity contributes to community well-being and liveability and creates economic opportunity.

Focus Area: Sport and Recreation

Priority Action: Support innovative design and management of multipurpose, multi user community facilities in small towns.”

(Wheatbelt Development Commission 2015 p. 6)

Growing our Community - An Economic Development and Implementation Strategy for the Greater Narrogin Region” (Wheatbelt Development Commission 2015).

The report “Growing our Community - An Economic Development and Implementation Strategy for the Greater Narrogin Region” offers a vision and guiding principles to enable economic growth, prosperity and wellbeing for the communities of the Greater Narrogin Region (Cuballing, Highbury and Narrogin). The Strategy argued that to attract and retain residents, the Greater Narrogin region:

- *“...must look at a number of possible projects such as ...the rejuvenation of local playgrounds and parks (e.g. outdoor gyms, bushwalking trails, boardwalks, signage, picnic/barbecue areas, public facilities) and the consolidation and promotion of recreational activities other than core sports...” (p. 47).*
- *...there needs to be an emphasis on improving urban places and the quality of design in public spaces. By improving areas where the community can come together it will help build a happy and thriving region where new people could come to live (p. 53).*
- *Comprehensive planning is required at the local level for community infrastructure and development (p. 52).”*

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0219.006

Moved: Cr Walker Seconded: Cr Schutz

That, with respect to the Draft Masterplan for Gnarojin Park located on Reserve 21367 (Lot 1717) and Reserve 49048 (Lot 1712), Council:

1. Consider the 11 public submissions and formally adopt the Masterplan subject to accepting all amendments as per the officer recommendations set out in the Schedule of Public Comments at Attachment 3; and
2. Notify those persons who lodged the submissions of the outcome.

CARRIED 7/0

0.000

GNAROJIN PARK MASTERPLAN

RESERVE 21367 (LOT 1717) AND RESERVE 49048 (LOT 1712) // SHIRE OF NARROGIN WESTERN AUSTRALIA

.....

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Shire of Narrogin is situated on Wiilmen Country. The Shire and Enlocus acknowledge the Traditional Owners and pay respect to their Elders - past, present and emerging - and recognise their long and continuing connection to their Country.

ACKNOWLEDGEMENT

The Enlocus project team wish to thank and acknowledge the Narrogin community and the Gnarojin Community Garden Committee for enthusiastically embracing this project, Shire of Narrogin executive members of staff and elected members for their contribution and comments and Susan Guy, Manager Community Leisure & Culture for her support, advice and time as the Shire's project manager.

GNAROJIN PARK MASTERPLAN

MASTERPLAN REPORT

Prepared for Shire of Narrogin by Enlocus

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PROJECT No: 1802 GNAROJIN PARK MP REV E

REVISION	STATUS	DATE	BY
A	Draft: 1.01-1.04	24.07.2018	KH, MRF
B	Draft: 1.01-4.7	08.08.2018	KH, MRF
C	Draft - Full Document	05.09.2018	KH, ND, MRF
D	Full Document - Review	20.09.2018	JY, MRF
E	Draft Exhibition Issue	12.10.2018	JY, MRF

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COVER IMAGE

Gnarojin Park 11 April 2018 Photo By Michael Ford (Enlocus)

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ISSUE //

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REVISION // E

STATUS // Draft Exhibition Issue

DATE // 12.10.2018

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PREPARED BY //

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IN ASSOCIATION WITH //

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1.00 EXECUTIVE SUMMARY //

Introduction

The preparation and development of this Gnarojin Park Masterplan by consultants Enlocus has involved a site analysis, policy analysis, community consultations and consultation with Shire of Narrogin executive staff and elected members. The site focused analysis identified the Park's existing strengths and weakness and its surrounding context. The site analysis was a significant driver in the preparation of the Masterplan supported by careful consideration of community input.

Strategies

The Masterplan contains a number of design components or strategies and related to these, a number of associated proposed key projects.

The strategies are listed below. (The numerical listing of these strategies does not indicate a priority rating.)

The strategies are:

1. Circulation and Access - strengthen the north south axis, strengthen town connections and make them safe;
2. Town Connections - connect the Park and old railway station to the town centre;
3. Buffer and Safety - create a green buffer to the west side to suppress unregulated pedestrian movement along Great Southern Highway;
4. Key Zones - social areas, run-off water treatment, bush ecologies, green space;
5. Lighting - provision of lighting to all social/play/recreational areas and footpaths to improve safety;
6. Water Treatment and Waterway - water

purification strategies e.g. water filtration, pooling, water sensitive urban design (WSUD) and wetland establishment;

7. Recreation and Play - connect existing and new recreation areas, place recreation play areas on ends of north-south axis to promote and improve circulation;
8. Ecology and Connection to Environment - promote ecological, biodiversity and environmental typologies through information signage;
9. Noongar Dreaming Sites and Artwork/Artefacts - develop Noongar dreaming sites; and
10. Arts - extract, relocate, preserve and reinstall Centenary Walk tiles to a new path and expand current collection of tiles and consider future public art locations across the Park.

Key Projects

Seven key projects have been identified in this Masterplan with the intention that they can be delivered as a single project or in stages over an extended 15 to 20 year period. The aim is to ensure the Masterplan is implemented through an holistic approach. A series of proposed structural and material palettes to be used and installed for all future works going forward is included.

The seven projects are listed below. (The numerical listing of these projects does not indicate a priority rating.)

The seven projects are:

1. Pathway and access upgrades - improved pedestrian movement is important to the overall functioning of the Park;
2. Lighting; Install and improve for safety;

3. Horticulture and strengthening wildlife habitat;
4. WSUD/water ecologies/erosion prevention;
5. Events/community spaces - introduce exhibition, performance and art spaces to present opportunities for small to large events, display of public art and performances;
6. Nature based playgrounds - at the Park's north and south end; and
7. Town connection.

The community consultation process attracting over 200 participants focused on the Park's current and potential usage, its current facilities and spaces and its landscape and ecology. To create a future vision for the Park, participants were given the opportunity to outline any current concerns and identify certain elements and focus areas which they saw as important or a priority in the Park's development.

The Masterplan offers a long term strategy for the Park's improvement while maintaining the significant features of the Park, familiar to and valued by, the Narrogin community. Gnarojin Park was established in 1992 to celebrate the centenary of Local Government in Narrogin. The former Town of Narrogin won an award for the Park's design. The Park is the site of a range of public art which conveys Noongar and European history. The Centenary Pathway laid out with black granite tiles, incorporates art by local school children and informs the reader of key dates in 100 years of Narrogin's history. Newton House relays the history of an early pioneering family. Works by Noongar artists have recreated some of the stories of corroboree grounds, walkabout sites, rainbow pools, campfire grounds and other sites revived from the collective memories of local Noongar people. In addition to its public

art elements, the Park features a recreational walking/cycling trail circling Narrogin Brook, the skatepark, children's playground and the Gnarojin Community Garden.

Existing Artwork, Waterway Approvals and Heritage Approval

This Masterplan includes advice on the approval processes for future development of Narrogin Brook, the processes for any relocation of existing artwork, and processes related to the identification of potential heritage sites.

The Masterplan advises that before commencement of any works at Gnarojin Park, a desktop survey and where necessary a site survey is to be carried out. In addition the local Noongar community must be consulted to gauge their support for the proposed works. Guidance for seeking planning approval is included in this document.

Estimate of Probable Costs

An estimate of probable costs based on current industry prices and recent project tenders by Enlocus is included within this Masterplan. At today's prices the total estimated cost of fully implementing all projects is just over \$6.8 million with individual projects ranging from an estimated \$15,000 through to \$1.22 million.

Due to significant costs and resource requirements the implementation of the Masterplan would need to take place in stages with projects delivered individually or collectively, pending funding opportunities and over a span of some 20 years.



2.00

SITE

ANALYSIS



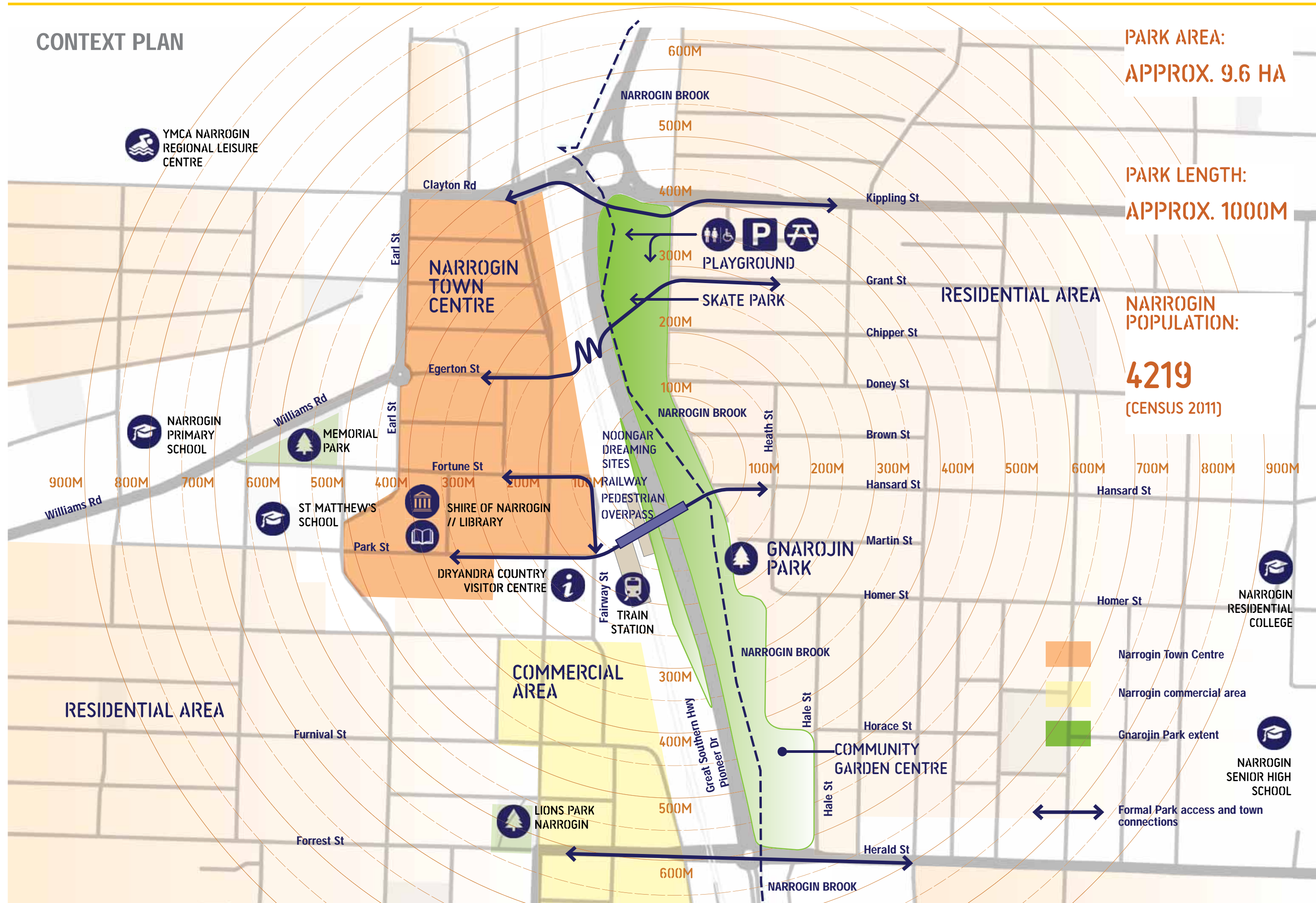
Context Plan

Enlocus identified that Gnarojin Park features eight contextual elements which have influenced and informed the Masterplan. These elements comprise the Context Plan and are as follows

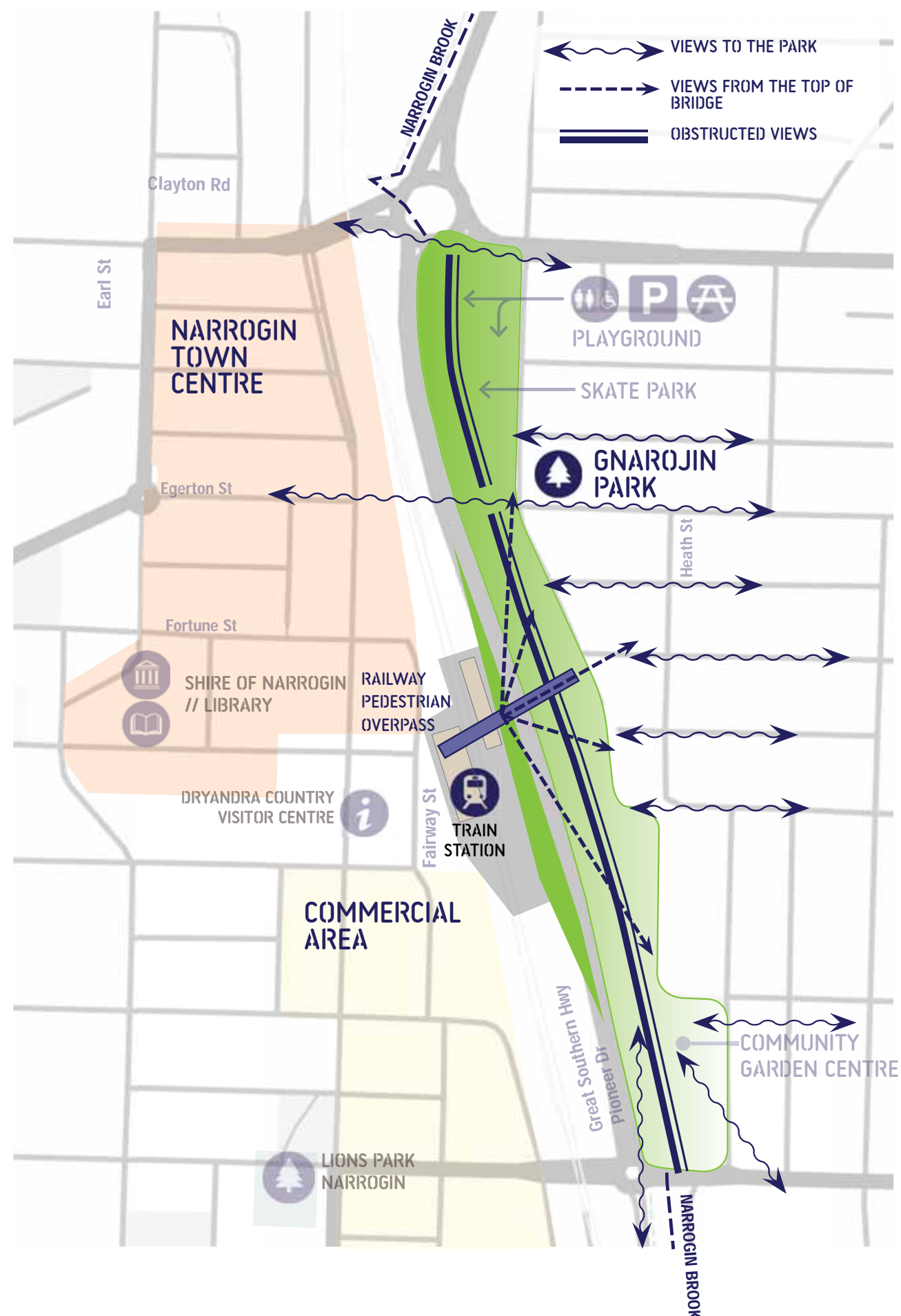
1. Views to the Park;
2. Existing Access Points and Connections;
3. Noongar Dreaming Sites;
4. Existing Artwork;
5. Extent of Site Consideration;
6. Circulation or existing pedestrian paths;
7. Waterway/Diversity;
8. Key Use Zones.

These eight elements are depicted in the following diagrams with specific comment.

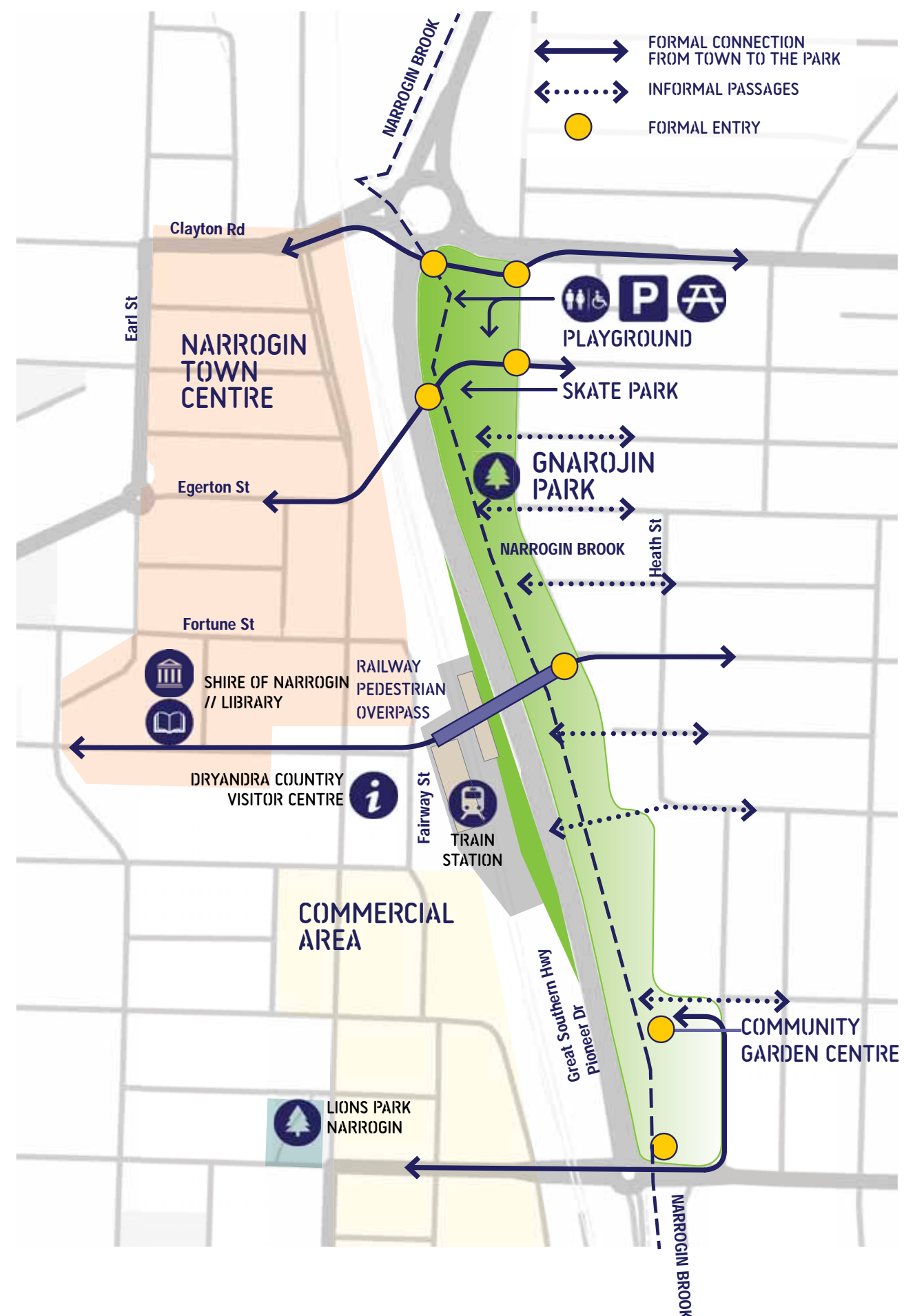
CONTEXT PLAN



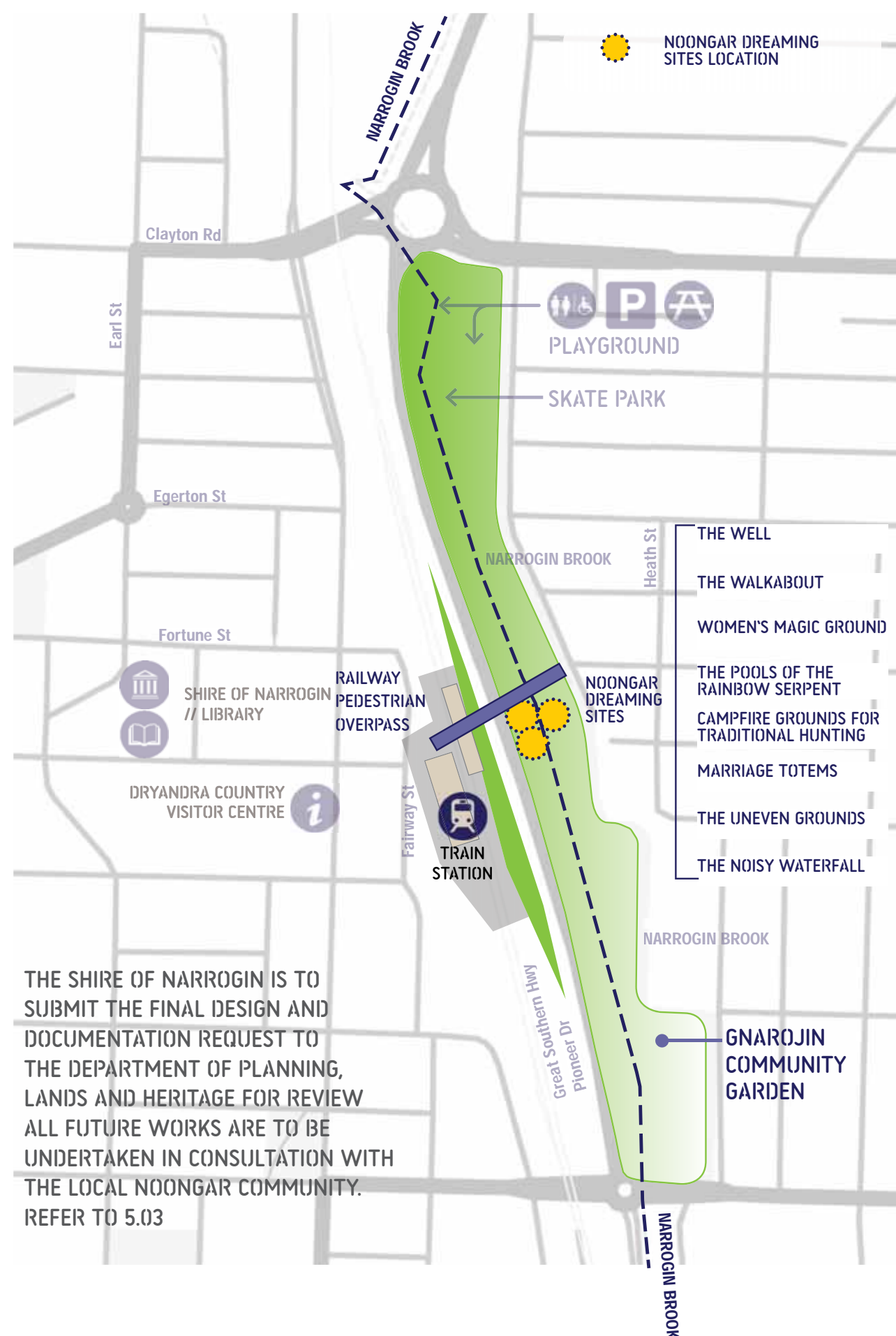
VIEWS TO THE PARK



EXISTING ACCESS POINTS AND CONNECTIONS



NOONGAR DREAMING SITES



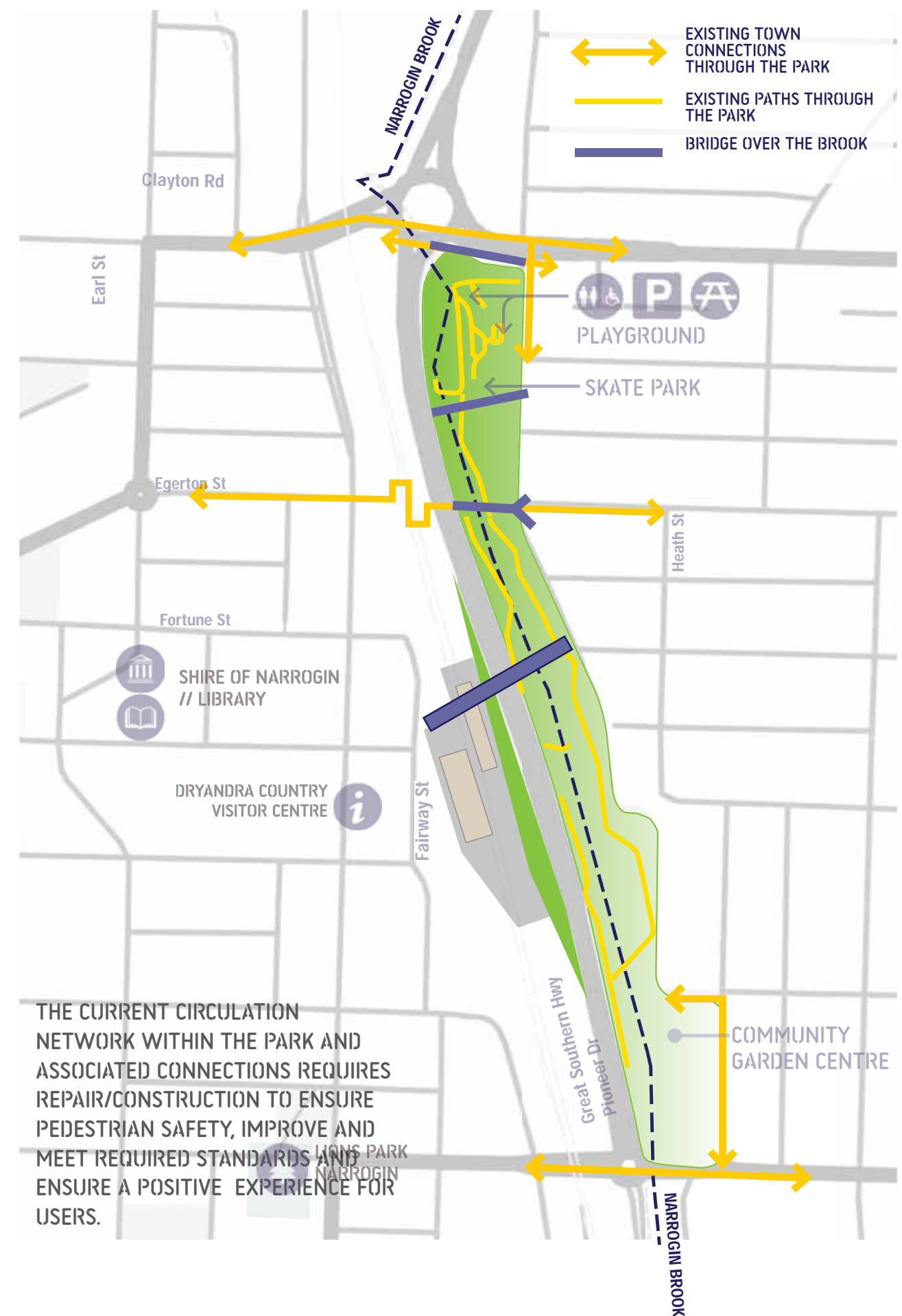
EXISTING ARTWORK



EXTENT OF SITE CONSIDERATION



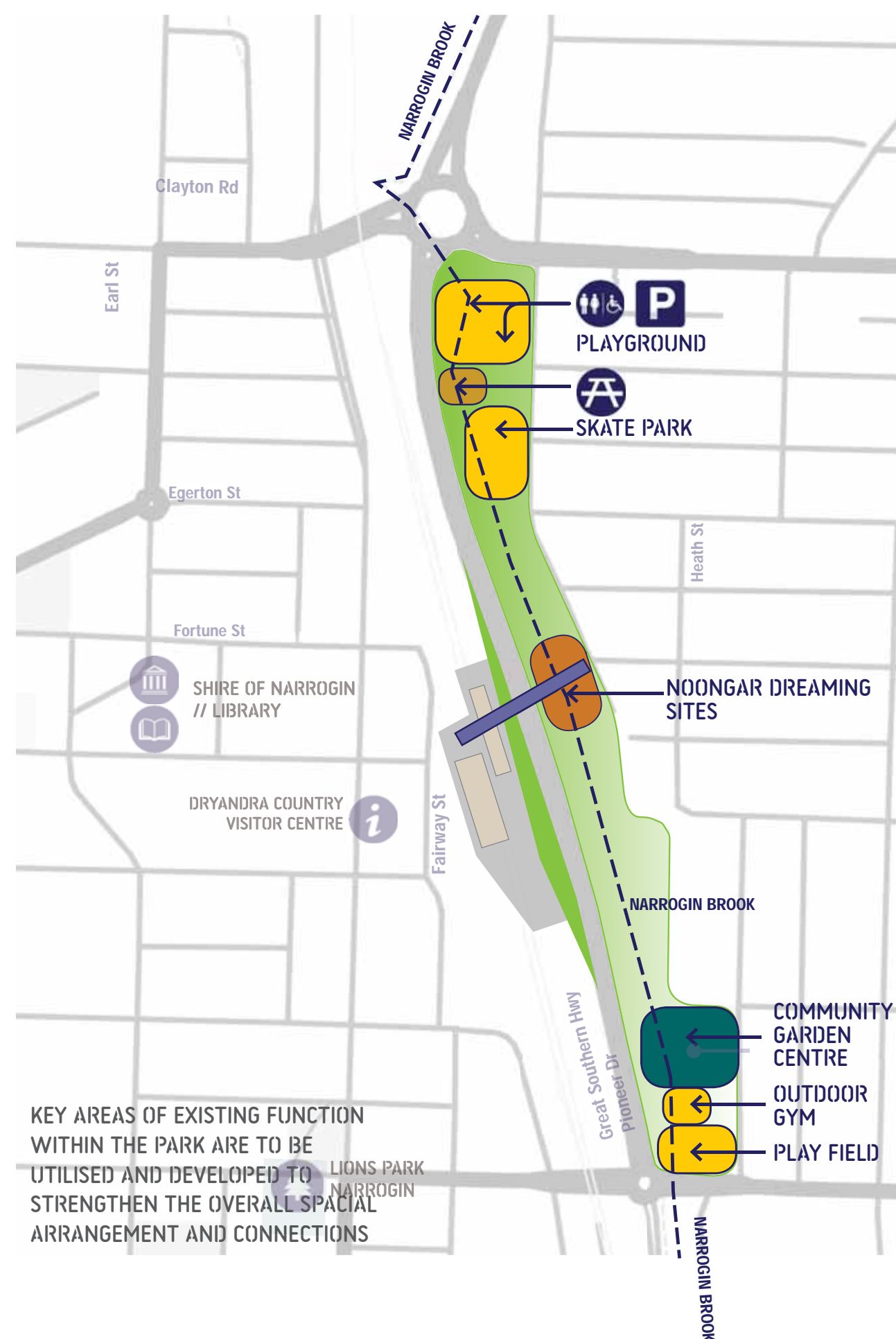
CIRCULATION



WATERWAY/DIVERSITY



KEY USE ZONES



3.00

COMMUNITY
CONSULTATION



3.01 CONSULTATION PROCESS //

INTRODUCTION

Extensive community consultation was conducted in three stages to determine the design direction and process for the development of Gnarojin Park.

A face to face survey and an on-line survey attracted over 190 responses. The collected data was used to define user groups, their engagement with the Park and their vision.

An on-site workshop provided an opportunity for community members to be involved directly in the design process by contributing their stories about the Park and voicing potential concerns.

FACE TO FACE SURVEY

This survey was delivered to 62 respondents in Narrogin's CBD.

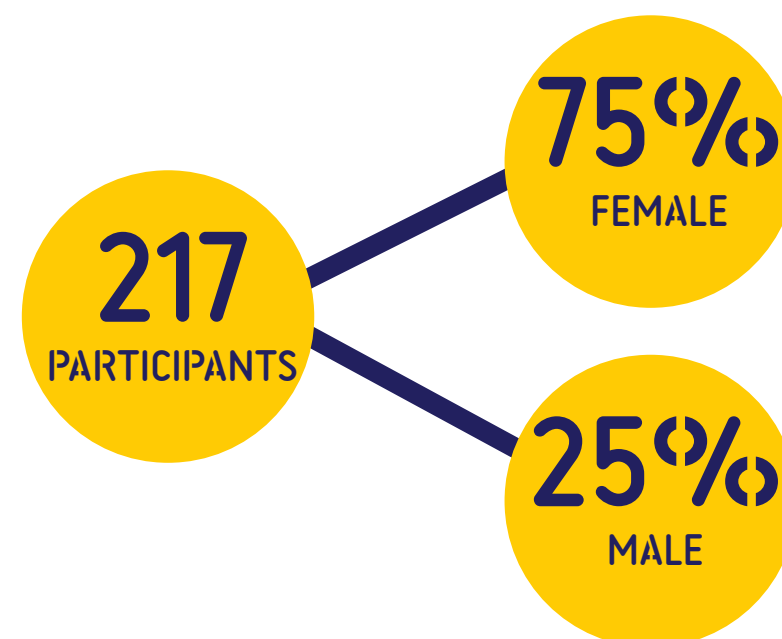
WORKSHOP + SITE VISIT

A workshop organised by the Shire of Narrogin and Enlocus featured an introductory walk through the Park, and on-site exercises, including a survey and conversations with 22 local community members regarding the future of Gnarojin Park

ONLINE SURVEY

An online survey widely distributed through social media attracted 133 respondents.

* Please refer to appendices for details of consultation results.



4.00

GNARROJIN PARK MASTERPLAN

4.01 MASTERPLAN STRATEGIES

Following the community consultations, a series of strategies have been developed as key components to drive the Masterplan. The following strategies have been derived from the site analysis of Gnarojin Park, and assessment of community input as well as elected member's comments and input and feedback.

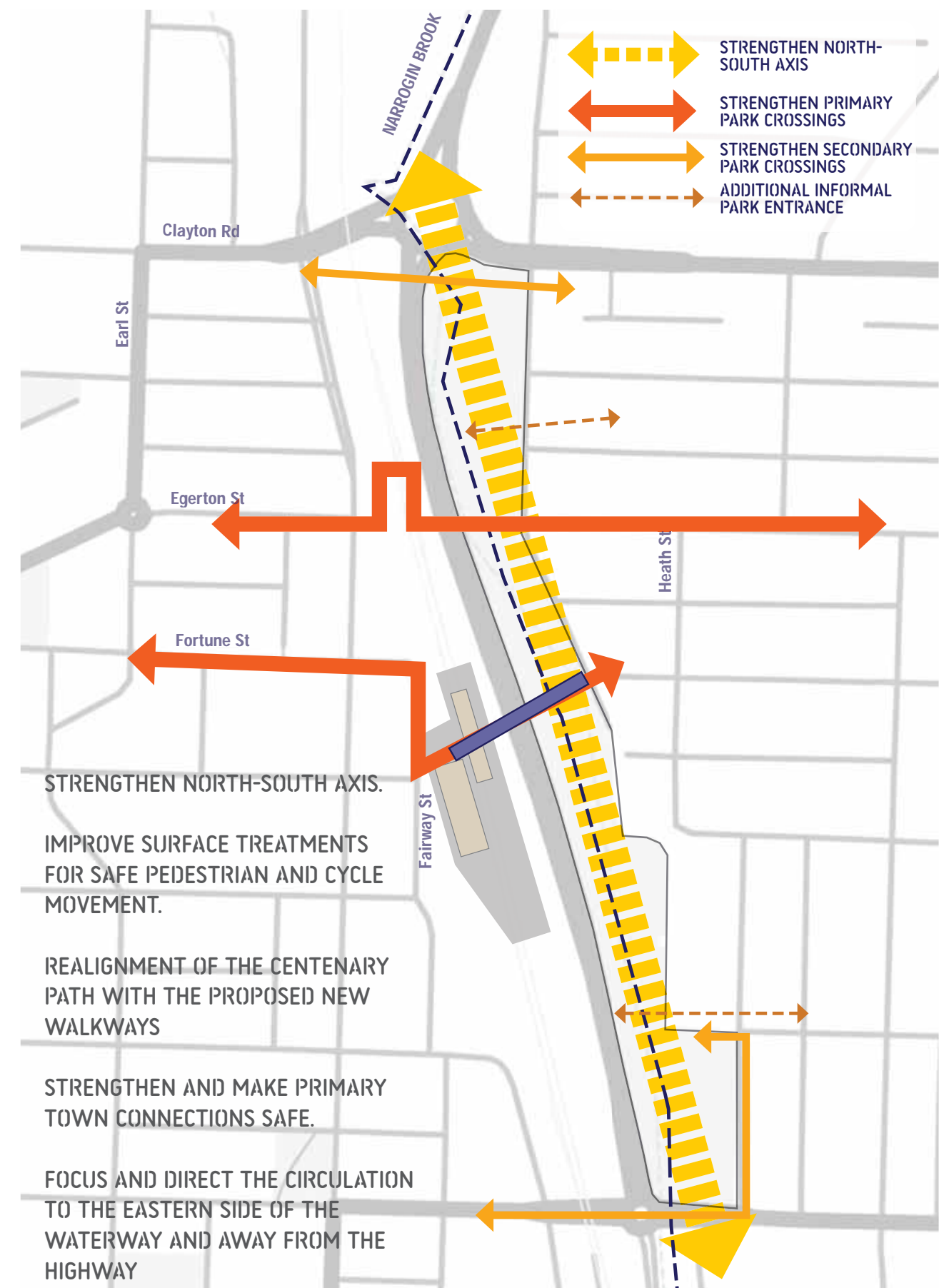
The series of strategies are:

1. Circulation and access
2. Town connections
3. Buffer and safety
4. Key zones
5. Lighting
6. Water treatment and waterway
7. Recreation and play
8. Ecology, biodiversity & connection to environment
9. Noongar Dreaming sites & artworks/artefacts
10. Public art

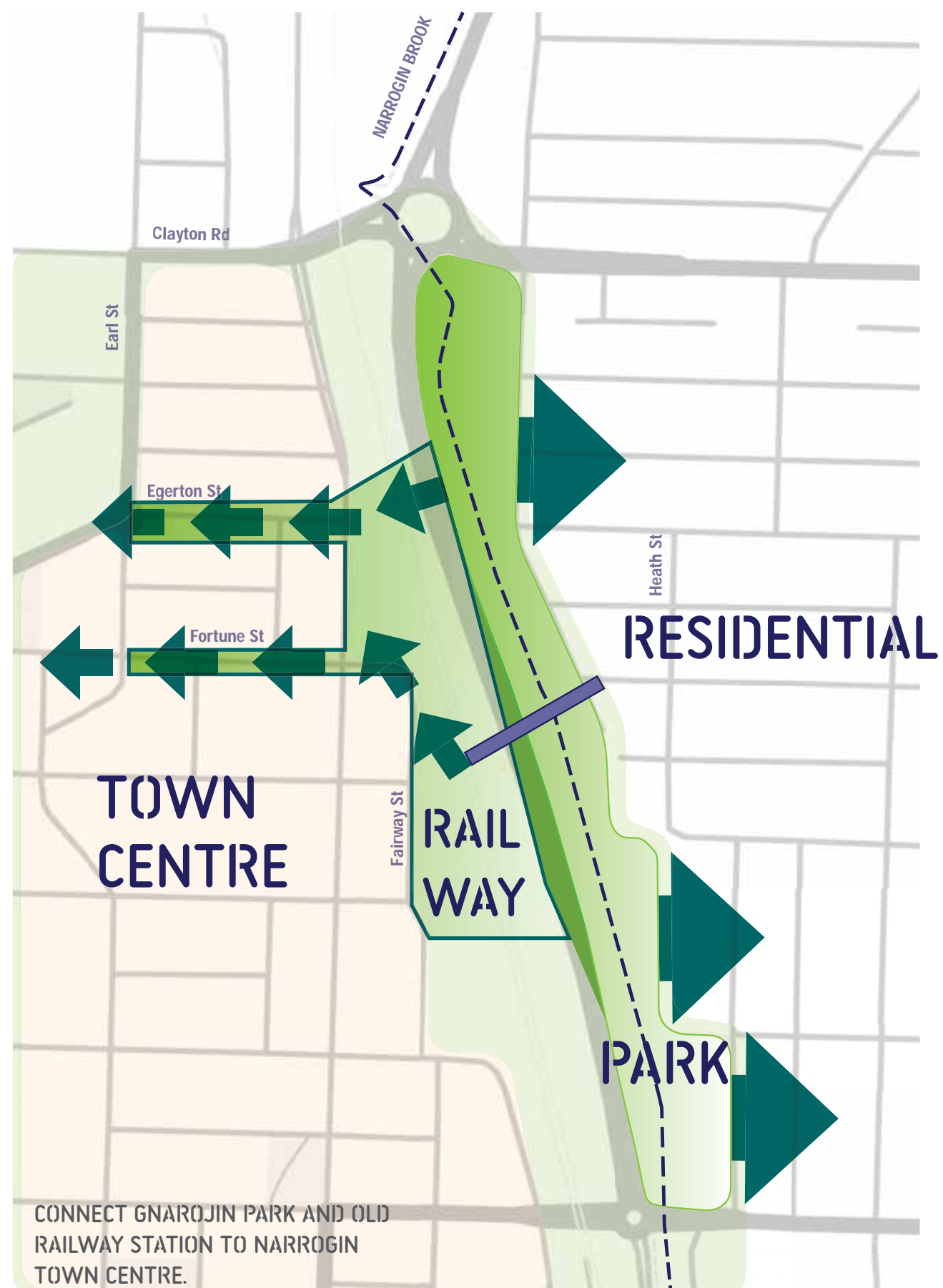
The 10 following diagrams depict these strategies.

(The strategies listed above are not listed in order of priority.)

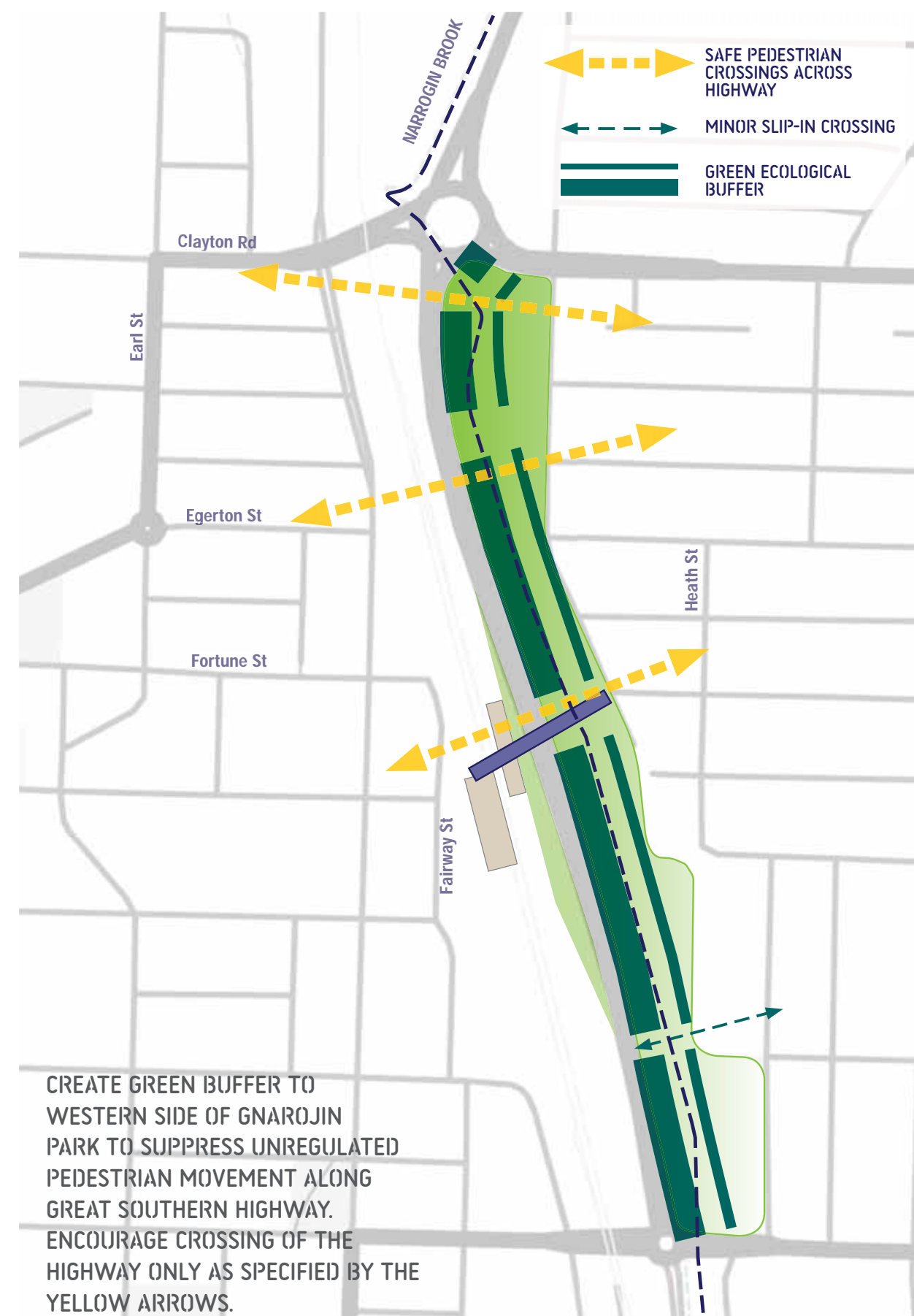
CIRCULATION AND ACCESS



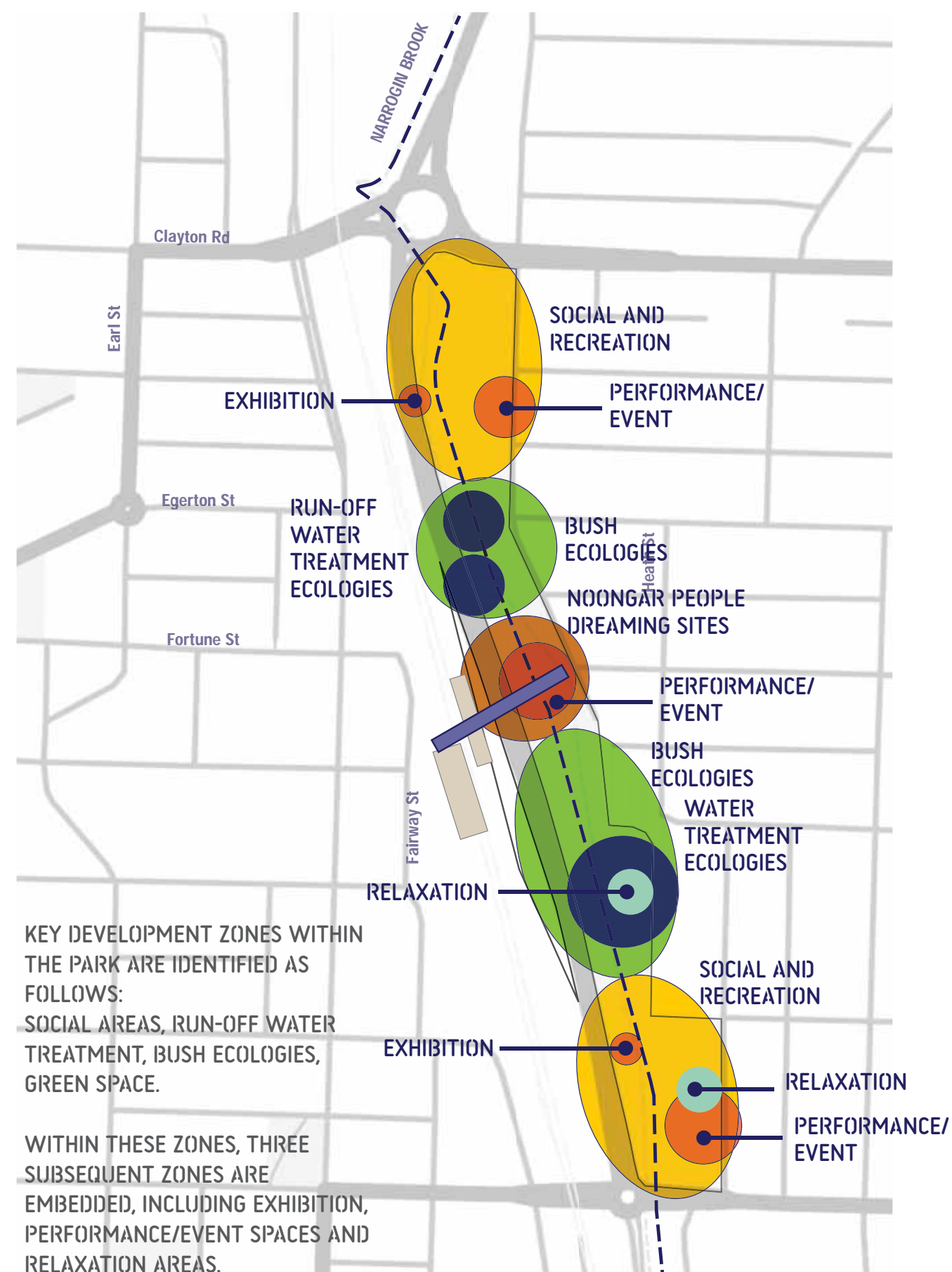
TOWN CONNECTIONS



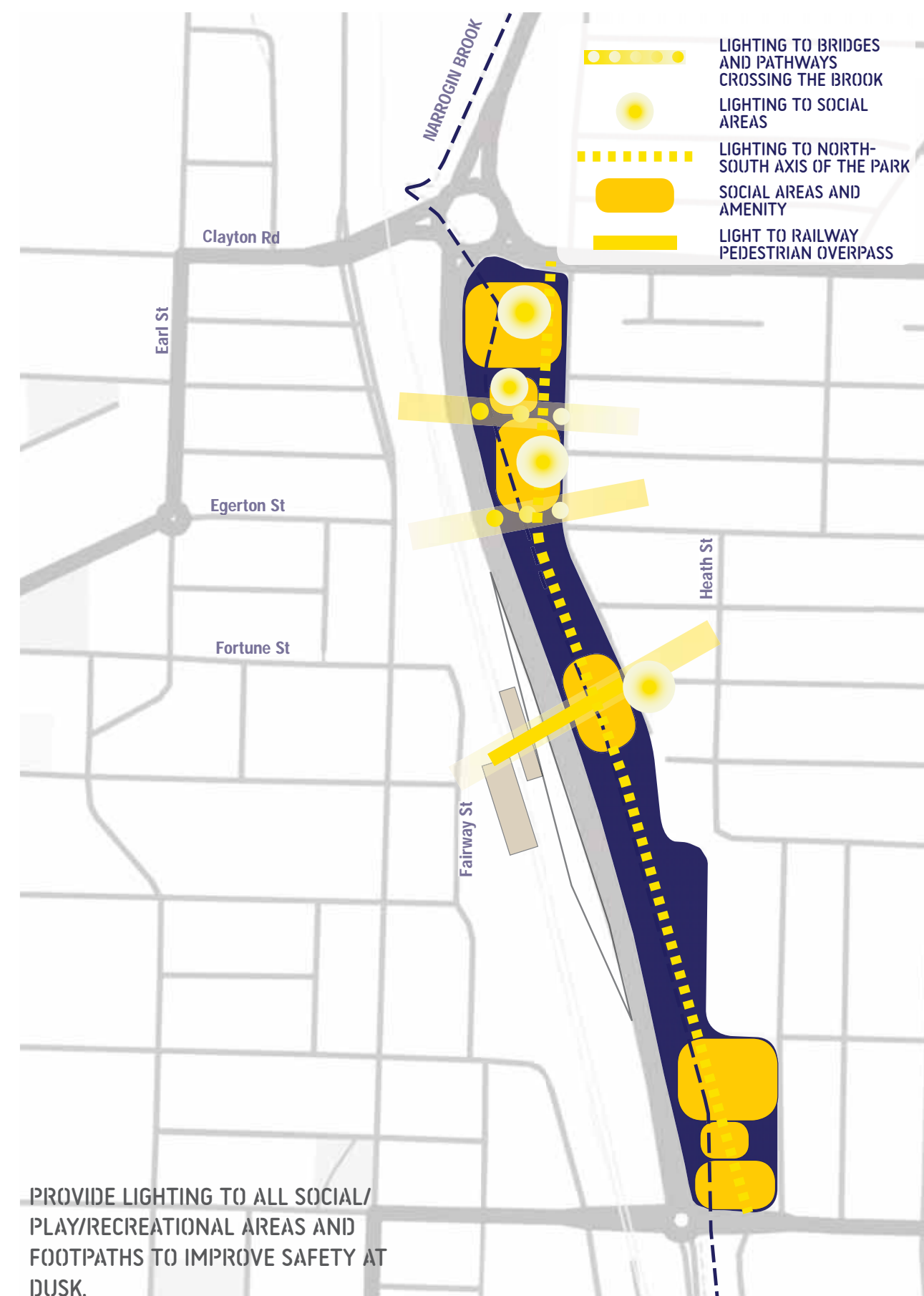
BUFFER AND SAFETY



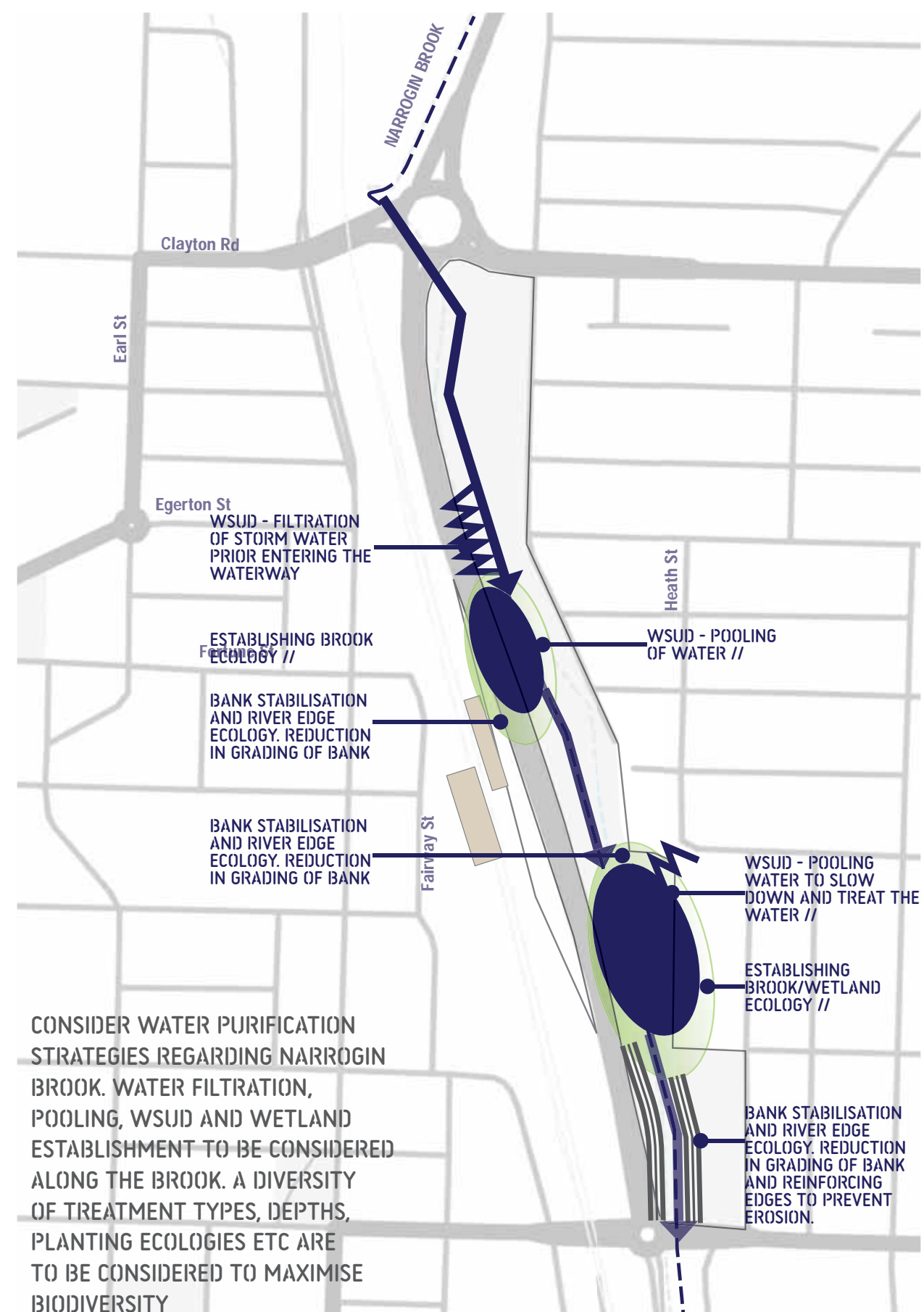
KEY ZONES



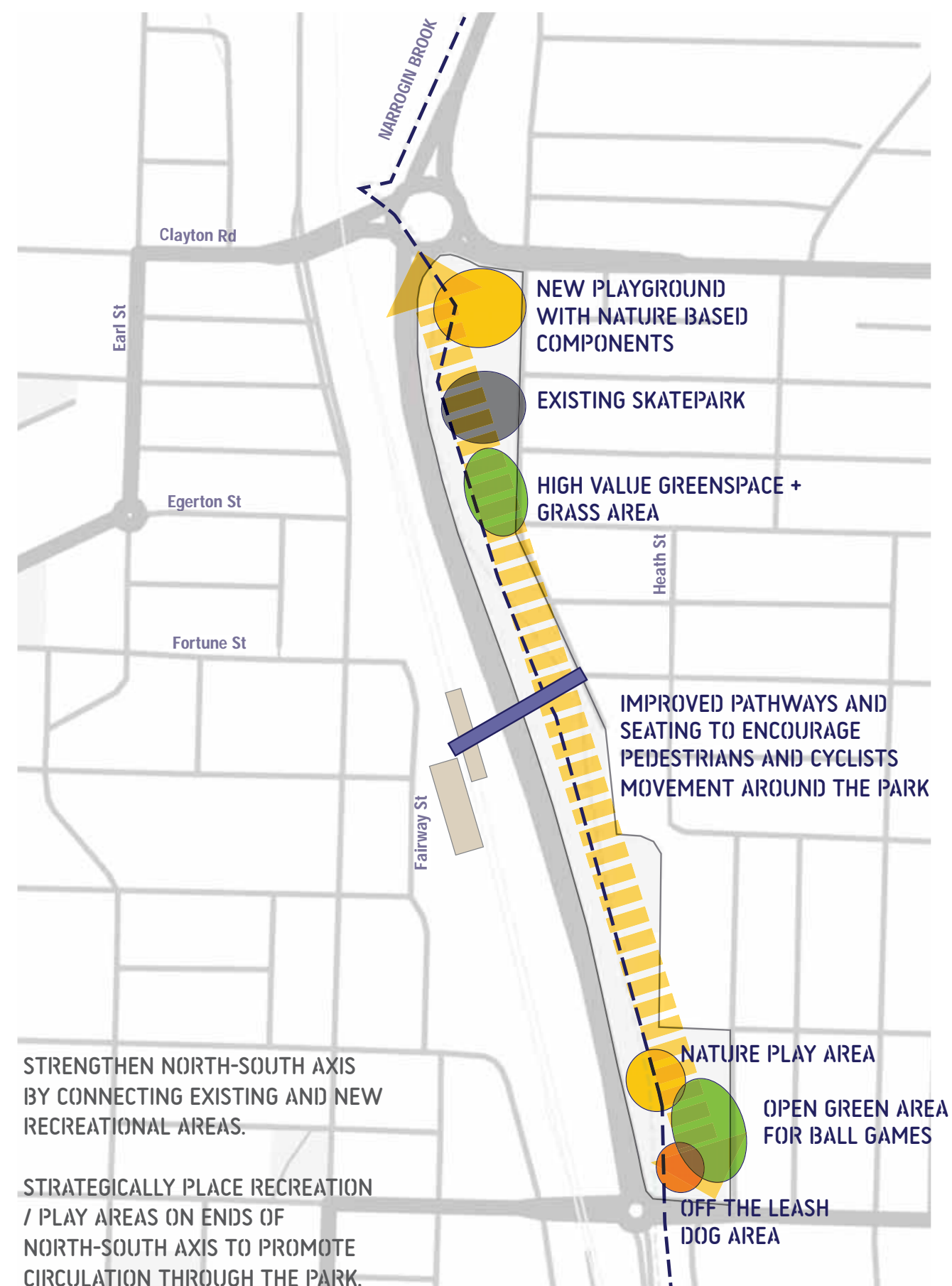
LIGHTING



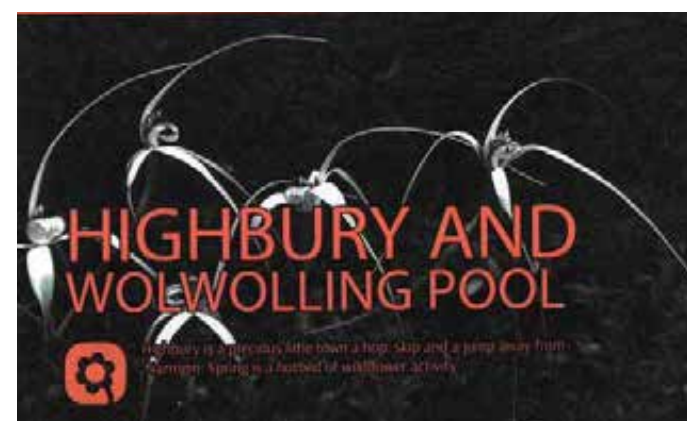
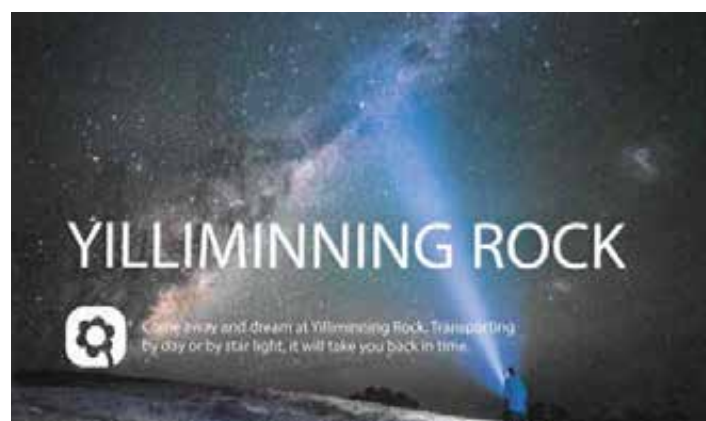
WATER TREATMENT AND WATERWAY



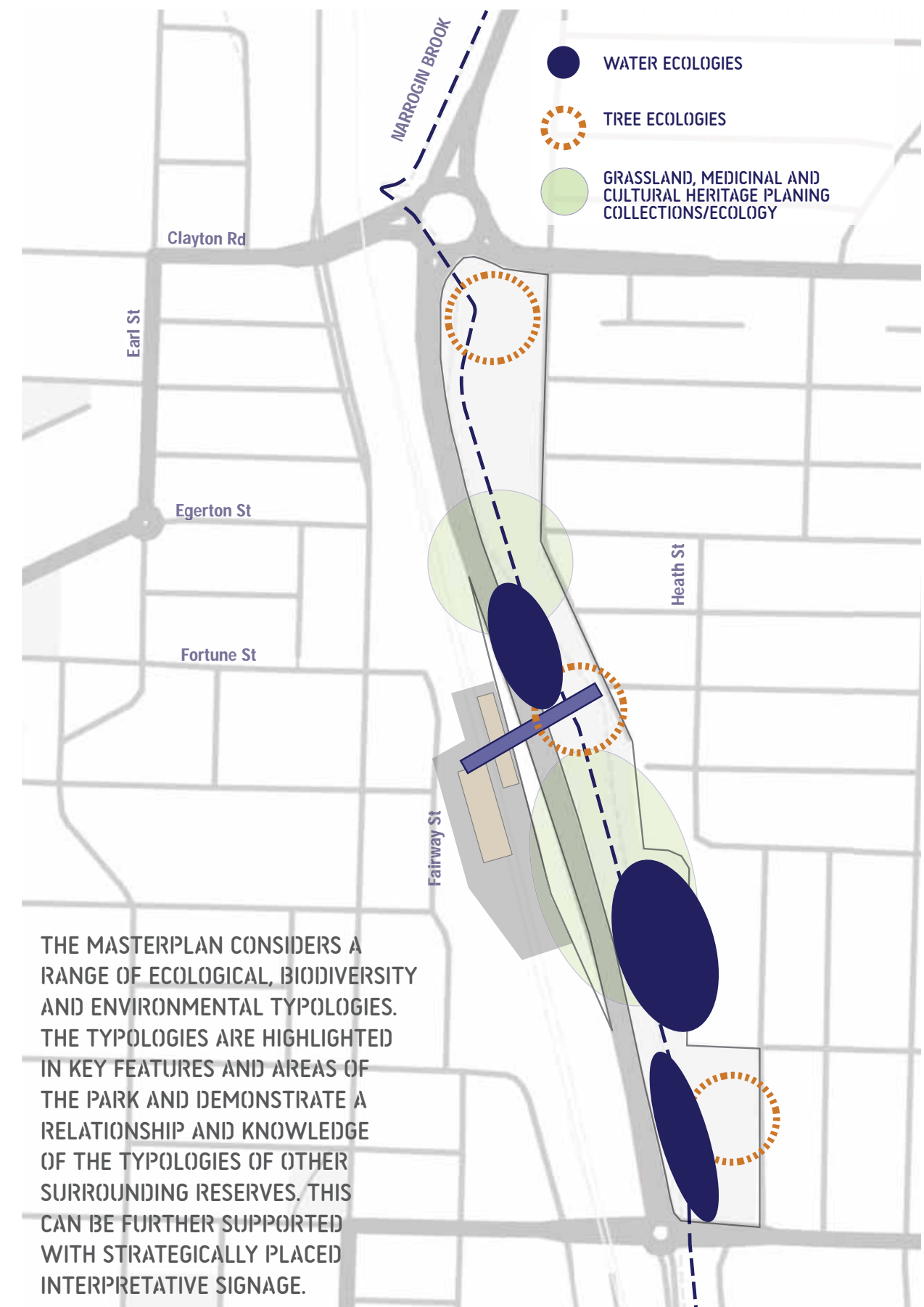
RECREATION AND PLAY



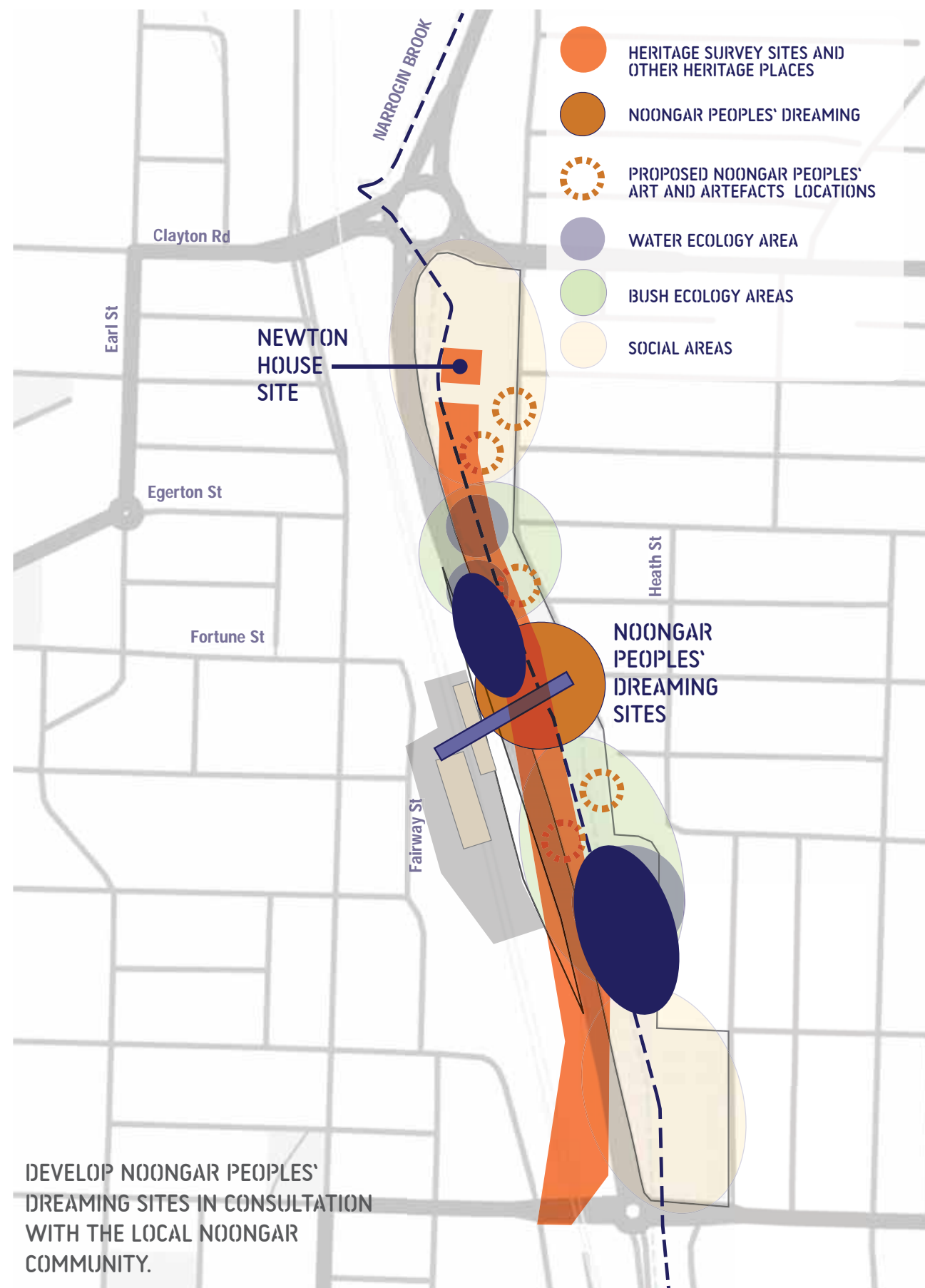
ECOLOGY, BIODIVERSITY + CONNECTION TO ENVIRONMENT



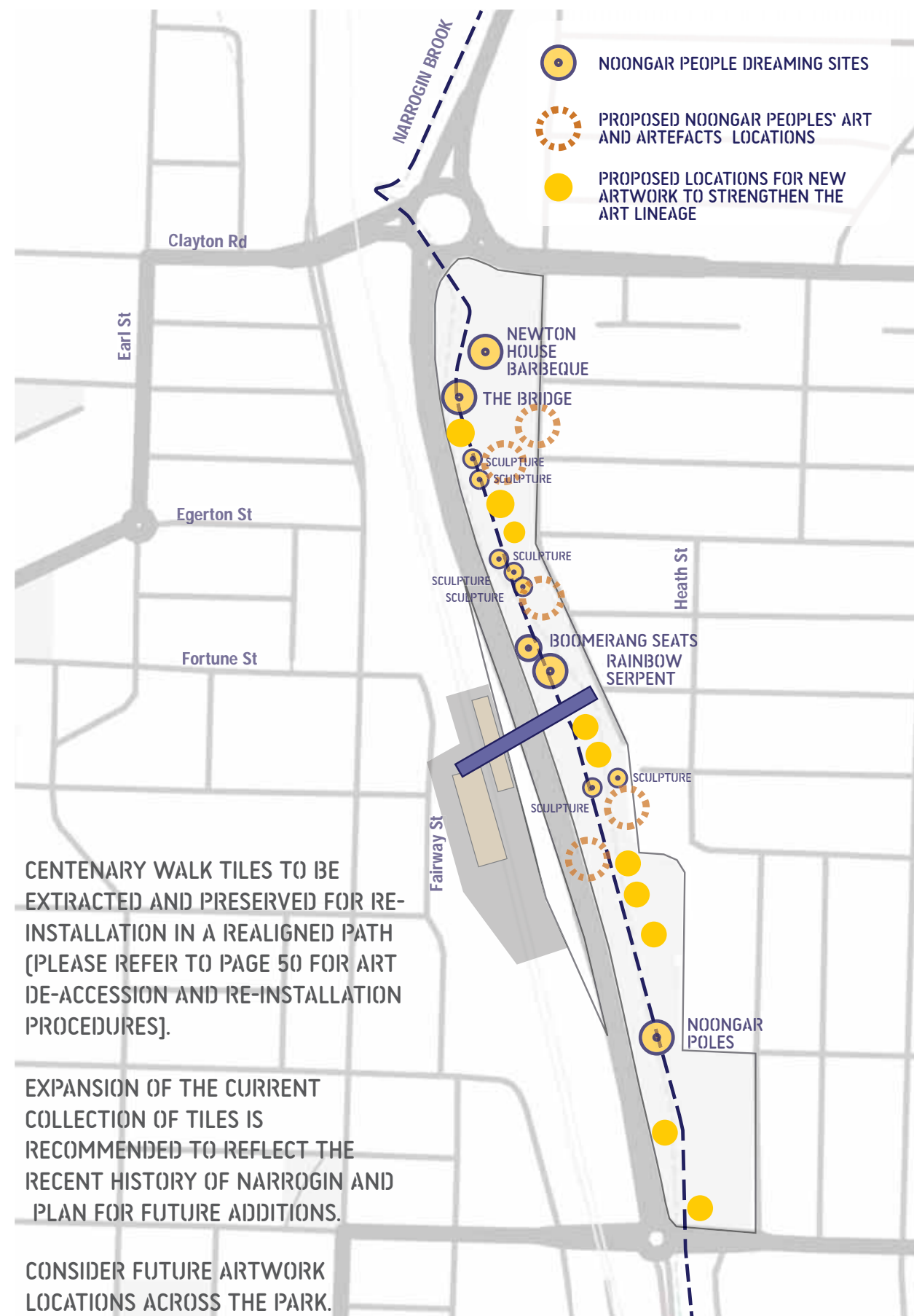
DRYANDRA COUNTRY NATURE WALKS AND TRAILS



NOONGAR DREAMING SITES & ARTWORK/ARTEFACTS



PUBLIC ART



4.02 MASTERPLAN + KEY PROJECTS //

The development of the Gnarojin Park Masterplan follows a series of site visits, community consultation/engagements and site and policy analysis, and contains a series of key design deliverable as a framework for the Masterplan. All of the key considerations for the Masterplan are structured around the feedback from the consultation:

- improve the health and wellbeing of the Narrogin community,
- improve overall site safety,
- increase play and recreation opportunities,
- improve water quality,
- provide opportunities for the demonstration of local biodiversity and cultural history
- improve opportunities for exhibitions, performances and art.

“Considering key principles in designing the built environment can contribute to an individual’s propensity to be physically active and result in improved health outcomes.

When these design principles are integrated and applied correctly they can create an environment that supports greater levels of physical activity, reduces the incidence of obesity and improves mental health outcomes.

<http://www.healthyplaces.org.au/site/design.php>

Pathways, Circulation And Town Connection

Enhancement to the overall functioning of the Park is proposed through giving consideration to circulation and pedestrian movement within the Park as well as the connection to the CBD and other areas surrounding the Park. As part of this project, a new palette of material finishes have been proposed to ensure the

new pathways are robust and improve the safety within the Park.

Lighting

Improvement and provision of lighting to all social, play, recreational areas and footpaths to improve safety. Feature lighting to all bridges across the brook and highway have also been considered.

Social/Event Spaces, Art, Exhibition, Furniture

This Masterplan can be read in conjunction with an endorsed public art strategy adopted by the Shire. The Masterplan identifies opportunities for exhibition performance and art (EPA) spaces.

A range of spatial typologies have been considered in the Masterplan allowing for a range of exhibition performance and art events. Opportunities for small (sculptural exhibition), medium (performances) and larger events (movie nights) have been designed into the spatial arrangement. All existing and future works are to be considered in conjunction with the community, artists and stakeholders.

All future works and development of design and detail should consider wider community and cultural input in consultation with the Noongar and wider Narrogin community. The stories, significant sites and history should always be considered and highlighted where possible and effective.

Nature Play

Two new nature-based play spaces have been proposed at either end of the Park. The northern facility will be the major investment, located in the areas of the current play space, and extend across the northern end of the Park with a range of play equipment pieces

and nature based elements connecting to the brook, planting and environmental elements. The southern play space will be smaller in size with less elements, working in conjunction with the other social and recreational opportunities at the southern end, including the Community Garden, Farmers Market and open recreation lawn/temporary open events space.

Ecologies

The Masterplan takes into consideration a range of ecological, biodiversity and environmental typologies. The typologies are to highlight key elements, and help shape the surrounding environmental experiences. This can be further supported with strategically placed information signage. In this way, the Park and its collections can function as a central hub explaining the experiences on offer and deliver opportunities for the town’s CBD to connect with surrounding wildlife and horticulture.

Waterway Improvements

A major point of feedback from the community consultation was the prospect and improvement of the Narrogin Brook. The Masterplan proposal has taken into consideration and includes a range of improvements to the waterway including WSUD treatment ponds, bank stabilisation, removal of exotic weeds with revegetation of native and indigenous species to help improve water quality, and create opportunities for a range of biodiversity and ecological environments.

Horticulture Strategies

The horticultural strategies (presented on page 45-47) are designed to highlight the biodiversity within the Park with feature planting and to encourage the curation of ecologies so as to demonstrate and exhibit a

wide range of flora and fauna. The range of typologies and the possible collection provide further opportunity to make associations with the Noongar culture and traditions, and extend connection with surrounding facilities and tourist opportunities.

The Masterplan is structured to be delivered over time, with a range of projects that can be delivered individually or collectively, pending funding opportunities.

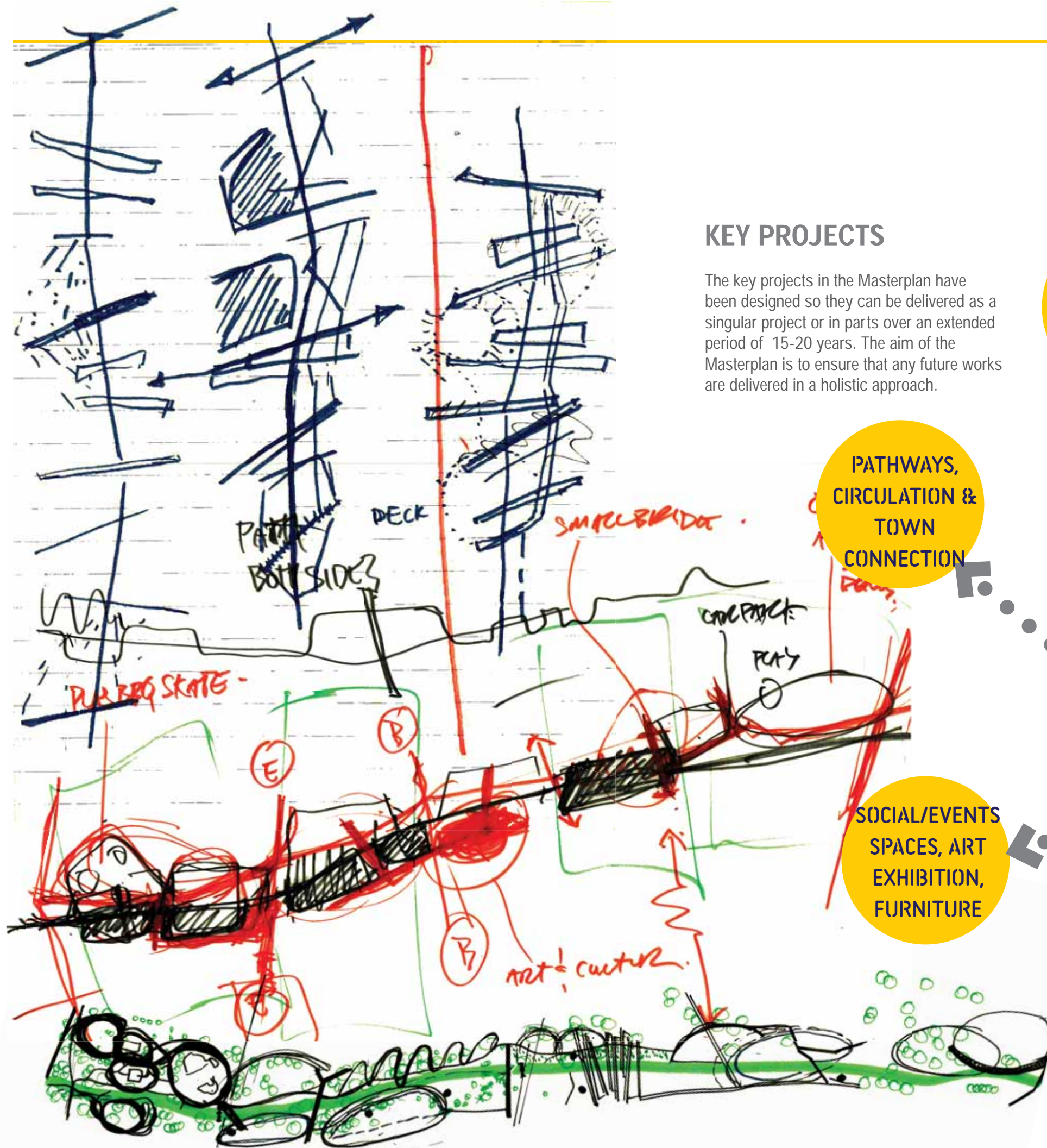
TIMELINE AND FUNDING

Due to significant costs and resource requirements the implementation of the Masterplan for Gnarojin Park is suggested to be delivered in stages, and over a span of up to 20 years.

A breakdown of key projects would involve:

- Pathways, circulation & town connection
- Lighting
- Social/events spaces, art exhibition, furniture
- Nature play
- Ecologies
- Waterway improvements
- Horticulture strategies

A number of Federal, State and non-government grants can support local government projects of varying scales and themes. A list of funds available to Western Australian communities can be found in 5.05.



KEY PROJECTS

The key projects in the Masterplan have been designed so they can be delivered as a singular project or in parts over an extended period of 15-20 years. The aim of the Masterplan is to ensure that any future works are delivered in a holistic approach.

PATHWAYS,
CIRCULATION &
TOWN
CONNECTION

SOCIAL/EVENTS
SPACES, ART
EXHIBITION,
FURNITURE

ECOLOGIES

NATURE PLAY

WATERWAY
IMPROVEMENTS

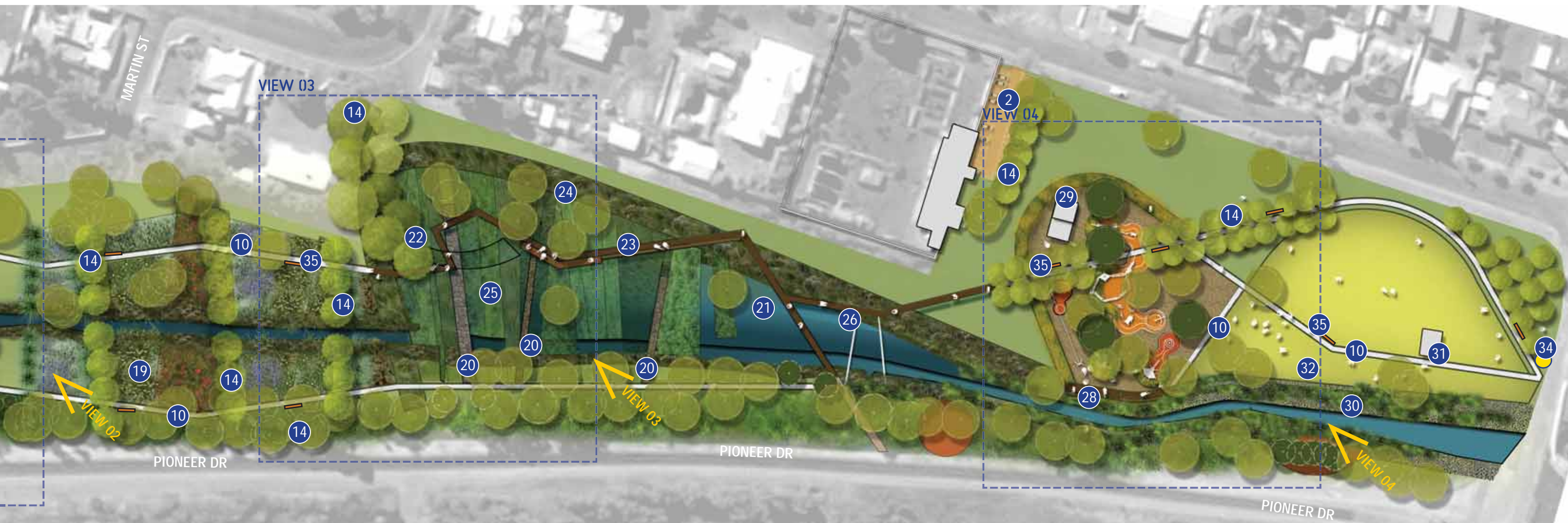
LIGHTING

HORTICULTURE
STRATEGIES

GNAROJIN PARK
KEY PROJECTS

GNAROJIN PARK MASTERPLAN | OVERALL PLAN





LEGEND

- | | | | |
|-----------------------------------|--|--|---|
| 1 NATURE-BASED PLAYGROUND | 10 CONCRETE PATH | 19 WOOD ECOLOGIES: BANDS OF INDIGENOUS AND NATIVE PLANTING FROM FOXES LAIR | 28 DECK LOOK-OUT WITH SEATING OPPORTUNITIES |
| 2 EXISTING CAR PARK | 11 STORM WATER FILTRATION POOLS | 20 POROUS ROCK WALLS TO SLOW DOWN AND DISPERSE WATER FLOW | 29 EXISTING OUTDOOR FITNESS EQUIPMENT |
| 3 PUBLIC AMENITIES BUILDING | 12 INUNDATION AREA | 21 CONSTRUCTED WETLAND AREA | 30 STONE/GABION RETENTION WALL WITH PLANTING TO BANKS OF THE BROOK TO PREVENT EROSION |
| 4 NEWTON HOUSE | 13 BOARDWALK | 22 DIVERSION OF PIPE INLET INTO THE WETLAND AREA | 31 EXISTING SHELTER |
| 5 PICNIC AREA WITH SHADE TREES | 14 PROPOSED NEW TREES | 23 RE-INSTATED BOARDWALK WITH LOOK-OUT POINT AND SEATING OPPORTUNITIES | 32 LEASH-FREE DOG PARK AREA |
| 6 EXISTING SKATEPARK | 15 ALTERNATIVE PATH FOR CHILDREN'S PLAY | 24 OVERFLOW AREA | 33 GRAVEL AREAS FOR ARTWORK INSTALLATIONS |
| 7 SOCIAL/EVENTS SPACE | 16 TRADITIONAL LAND OWNERS' GATHERING | 25 BANDS OF WATER TREATMENT PLANTING | 34 SIGNAGE |
| 8 NATIVE PLANTING | 17 STONE WEIR TO SLOW WATER FLOW AND REDUCE SEDIMENT | 26 STONE WEIRS TO SLOW WATER FLOW AND REDUCE SEDIMENT ACCUMULATION | 35 PARK BENCH |
| 9 BOARDWALK TO THE LOOK-OUT POINT | 18 RAILWAY PEDESTRIAN OVERPASS | 27 PARK ACCESS | |



MASTERPLAN CONCEPT IMAGES

JOURNEY THROUGH THE PARK



CREEK WATER TREATMENT



HORTICULTURE



NATURE-BASED PLAYGROUND



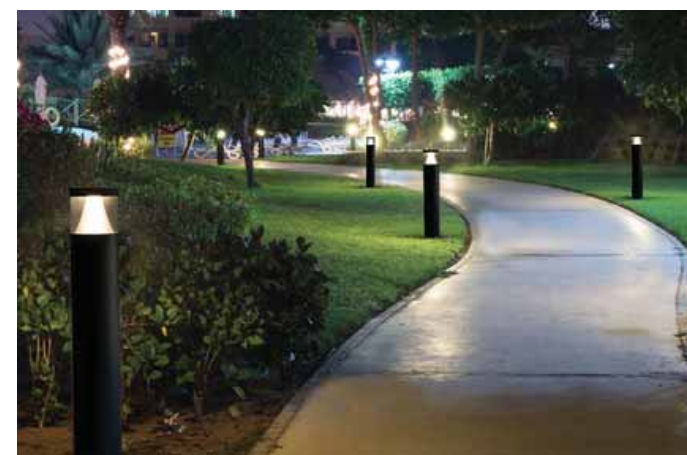
COMMUNITY/EVENTS SPACES



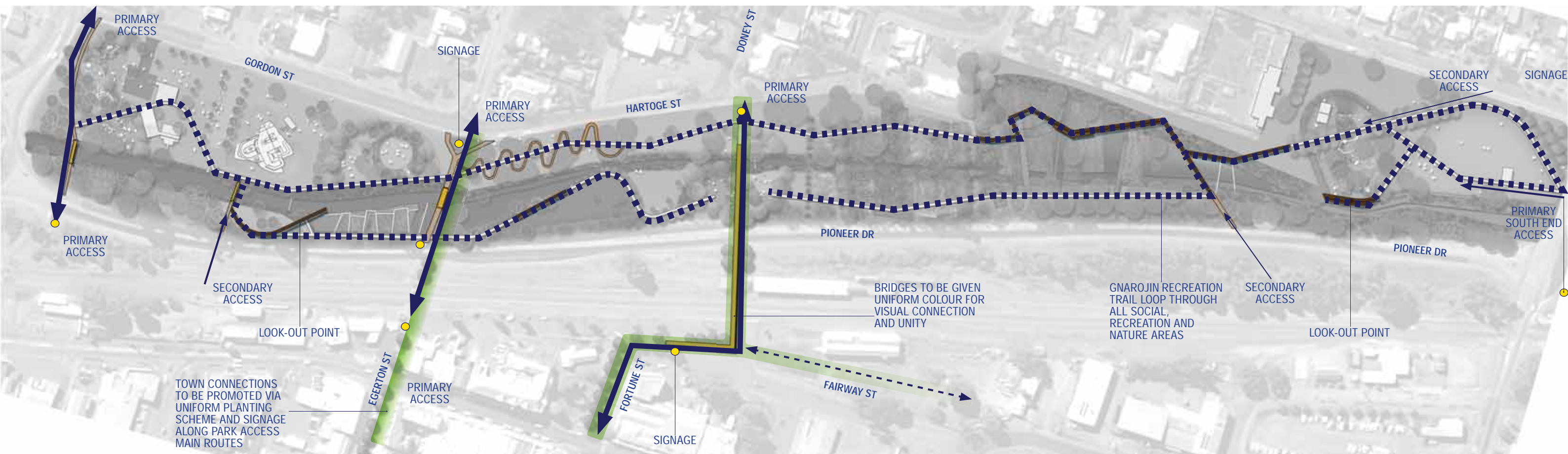
LIGHTING



FURNITURE



KEY PROJECT // Pathways, Circulation & Town Connection



PATHWAY PALETTE



BOARDWALK



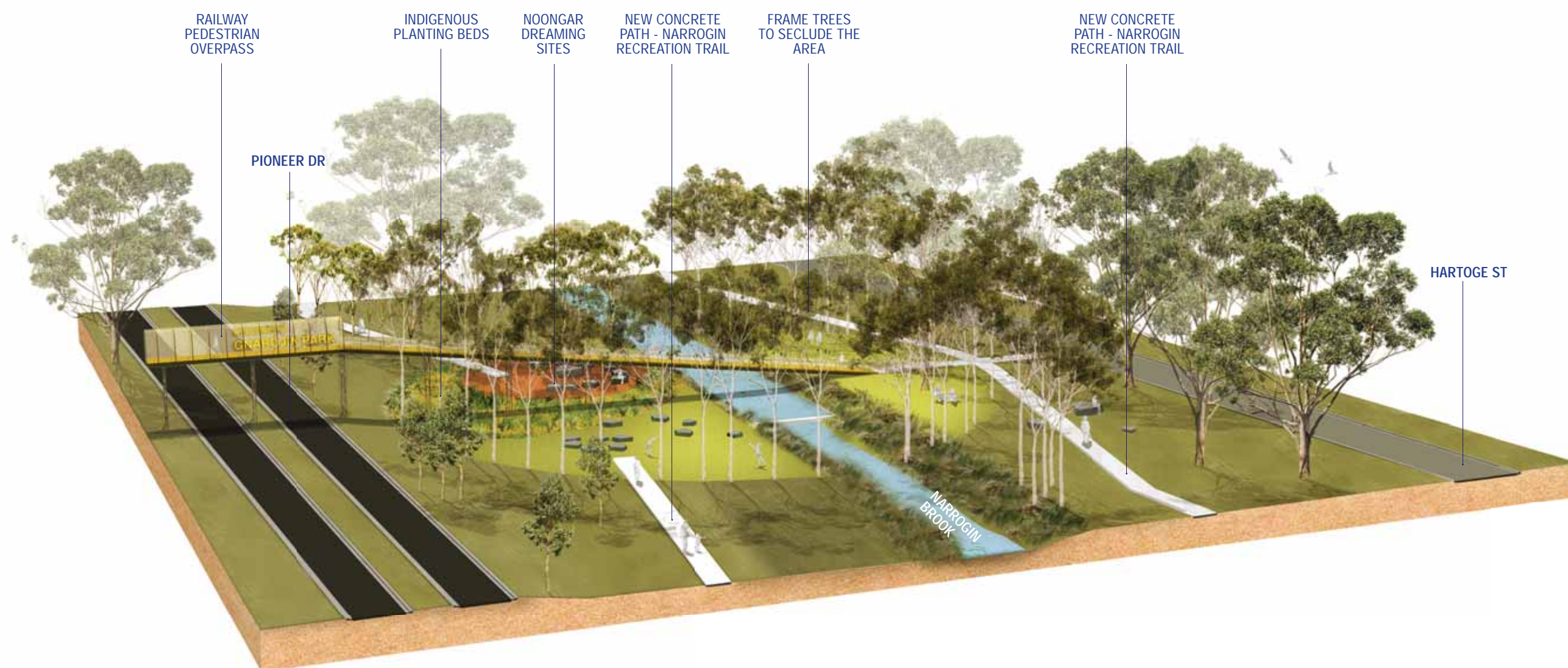
CONCRETE



GRAVEL

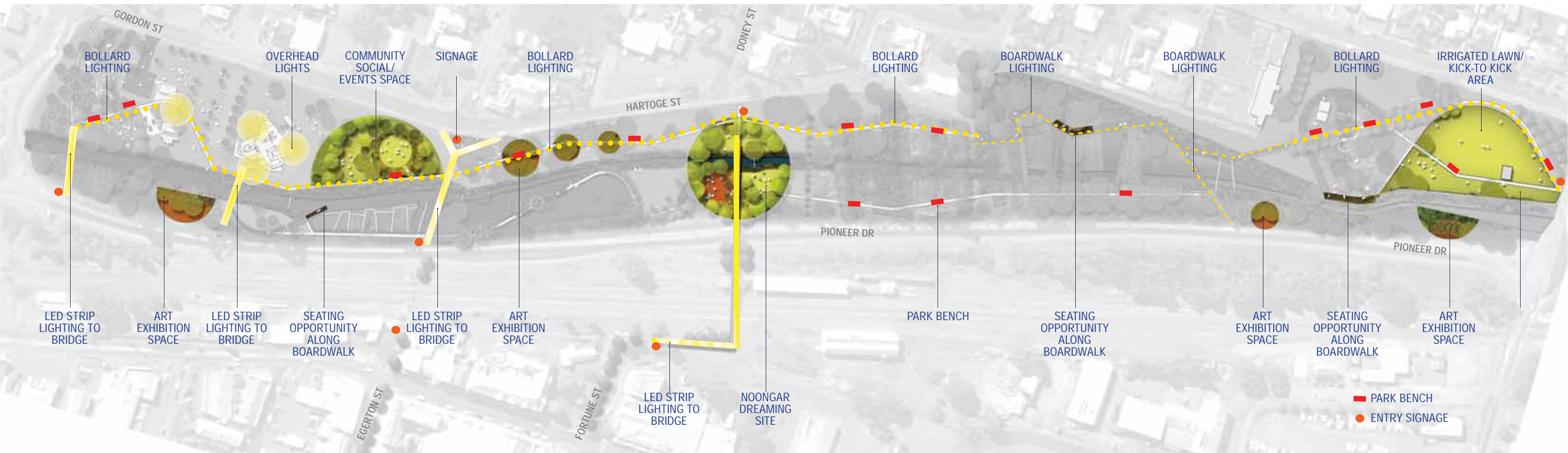


PAINTED



GNAROJIN PARK MASTERPLAN VIEW 02

KEY PROJECT // Social/Event Spaces, Art, Exhibitions, Furniture + Lighting



EVENTS, PERFORMANCE AND CONTEMPLATION AREAS



COMMUNITY EVENT SPACE



GATHERING PLACE



MANICURED GRASS AREAS FOR EVENTS AND PLAY

SOCIAL/GATHERING SPACE



SIGNAGE



ENTRY SIGNAGE

FURNITURE



PICNIC SEATING

LIGHTING



OVERHEAD LIGHTING



INFORMATION SIGNAGE



BENCH SEATING



BOARDWALK / PATH LIGHTING



GATEWAY SIGNAGE AND LIGHTING FOR BRIDGE



BOARDWALK SEATING



FEATURE LIGHTING

KEY PROJECT // Nature Play



CHALLENGING EXPLORATIVE PLAY EQUIPMENT



SIMPLE SENSORY NATURE PLAY



FUN ELEMENTS TO ORDINARY THINGS



TEXTURES AND COLOURS TO PLAY SURFACES

NATURE-BASED PLAY





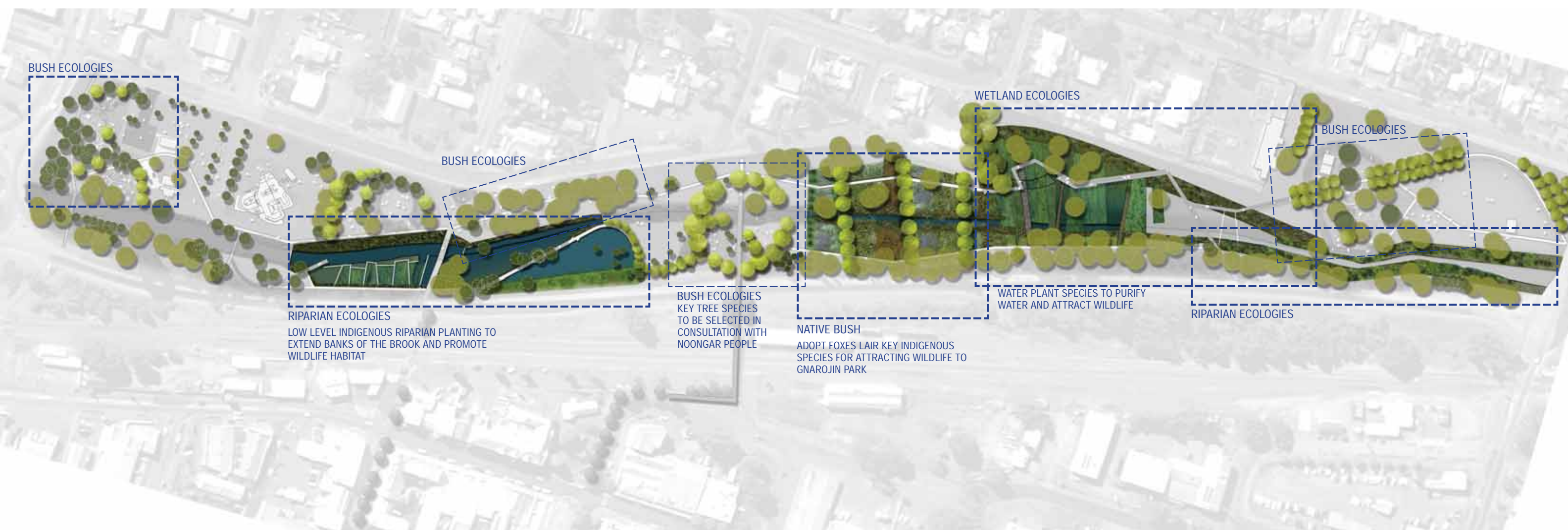
GNAROJIN PARK MASTERPLAN VIEW 01





GNAROJIN PARK MASTERPLAN VIEW 04

KEY PROJECT // Ecologies



MAN-MADE BIRD BOXES



MAN-MADE WILDLIFE NEST

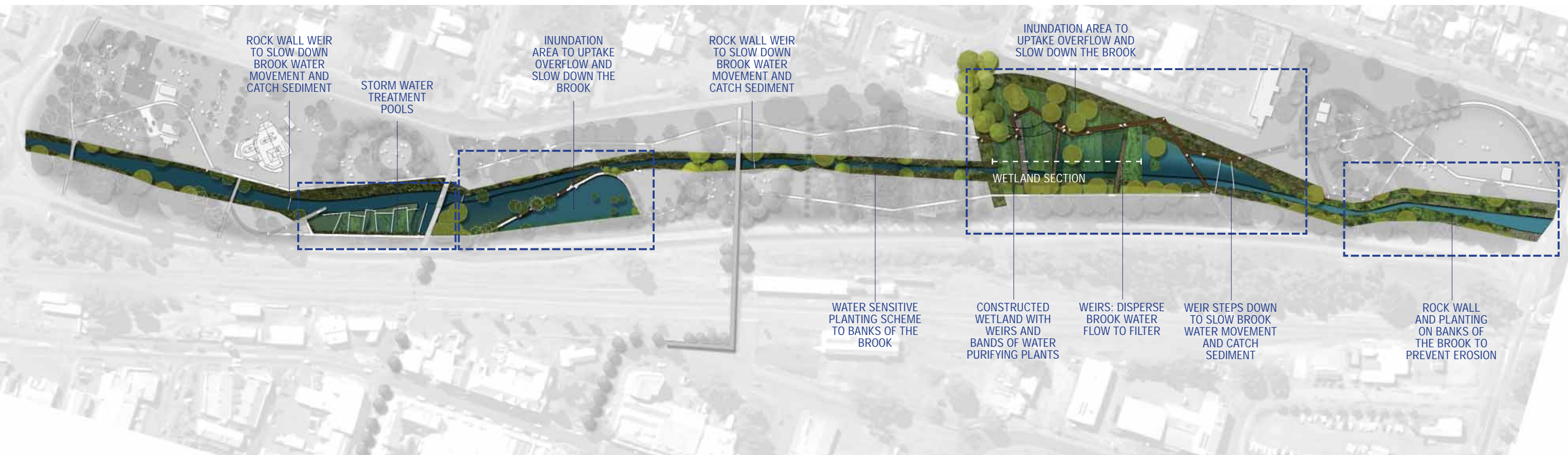


DISCREET HABITATS



WILDLIFE-SPOTTING LOCATIONS

KEY PROJECT // Waterway Improvements



STORM WATER TREATMENT POOLS



WEIRS DISPERSING WATER FLOW



PLANTING AND WATER PURIFICATION



BANK RETENTION

WETLAND AND WSUD

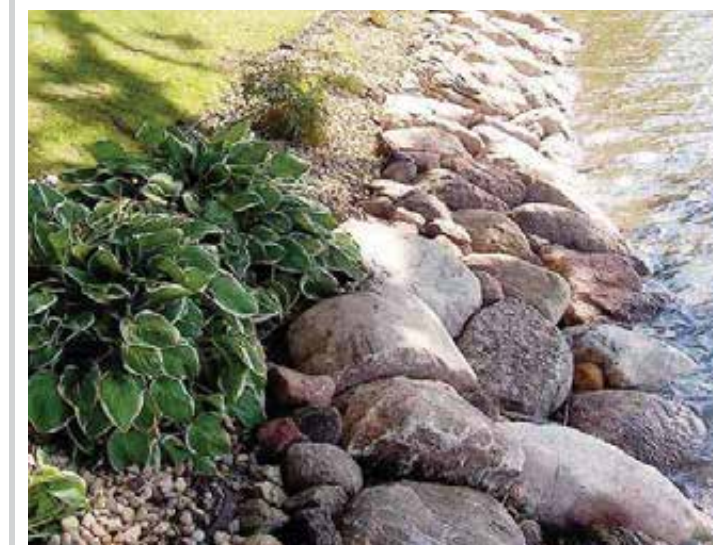
WATER PURIFYING PLANTS

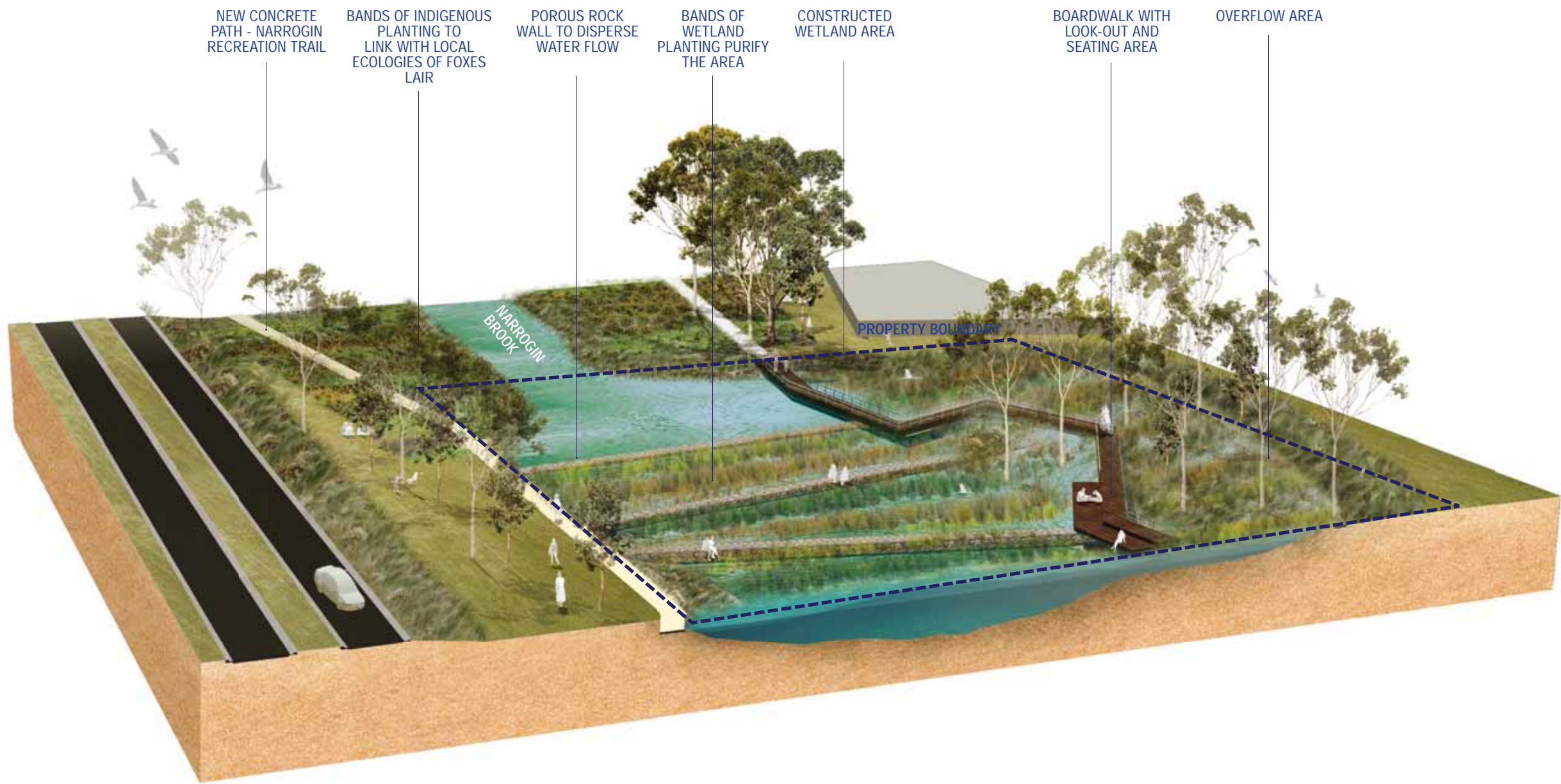


WATER TREATMENT



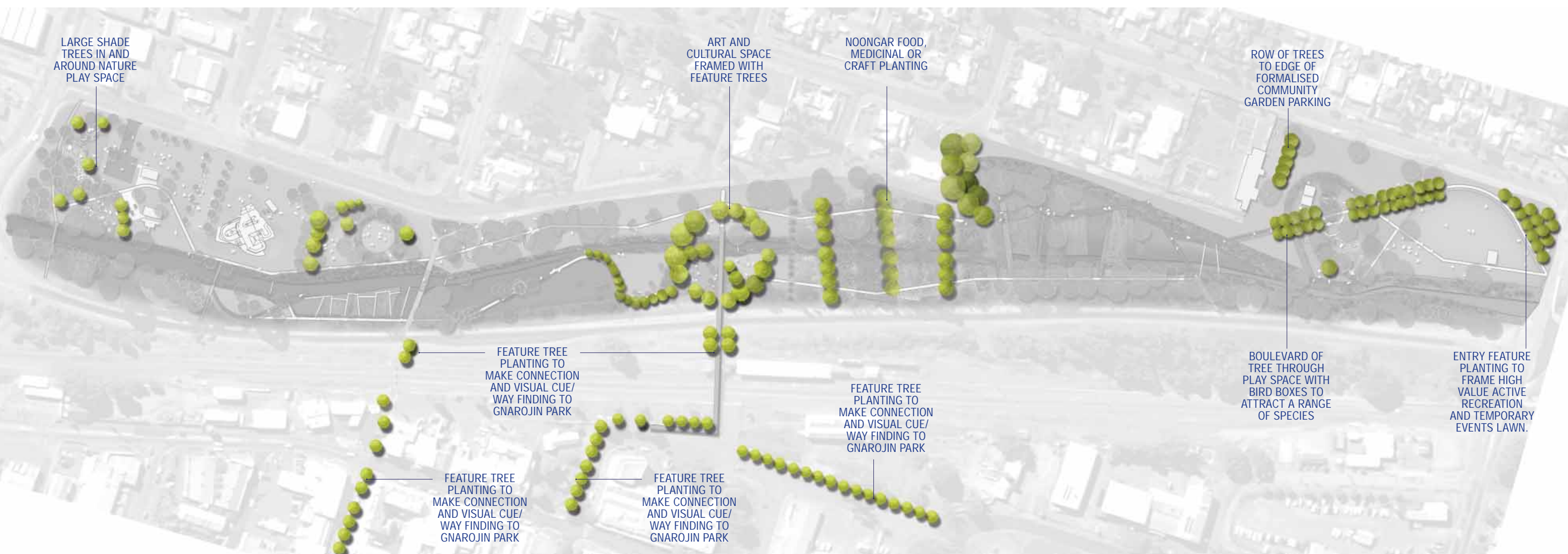
ANTI-EROSION TREATMENT





GNAROGIN PARK MASTERPLAN VIEW 03

HORTICULTURE STRATEGIES - Trees //



MARRI *Corymbia calophylla*

Shire of Narrogin



BROWN MALLET *Eucalyptus astringens*



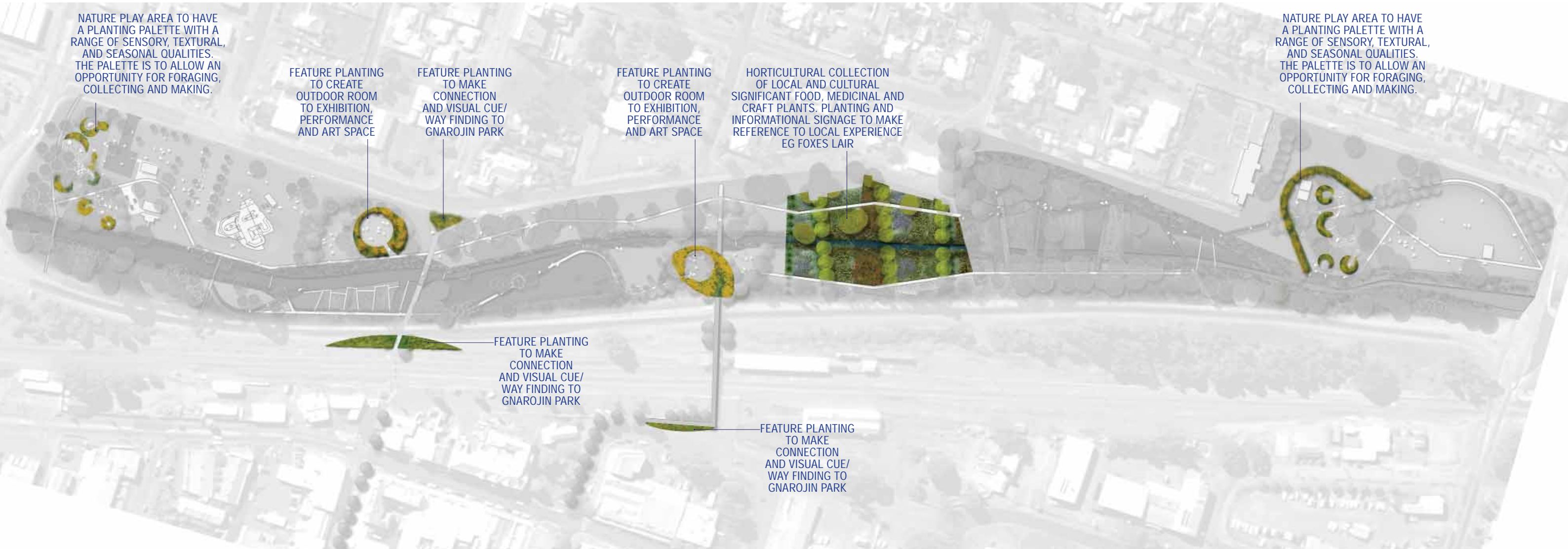
POWDERBARK *Eucalyptus accedens*



SALMON GUM *Eucalyptus salmonophloia*

*** All of the above species occur in Foxes Lair Bushland Reserve

HORTICULTURE STRATEGIES - Planting And Cultural Methods//



COLOURFUL AND RICH IN TEXTURE BANDS OF NATIVE PLANTS



INCIDENTAL POPS OF COLOUR



PATCHES OF WILD NATIVE PLANTS



FORMAL PLANTING BEDS SUGGESTING CONTAINMENT OF ACTIVITY

SHRUBS AND PLANTS



5.00 MOVING FORWARD

5.01 WATERWAY APPROVALS //

PROCESS

All future developments for the waterway are to meet State, Federal and Local Government policy and planning requirements. Future development of the Gnarojin Park is to refer to the following documents:

Government of Western Australia:
'Public Parkland Planning & Design Guide'

Government of Western Australia's
Department of Water:
'Stormwater Management Manual for Western Australia'
'Better Urban Water Management'
'Water Sensitive Urban Design'

5.02 EXISTING ARTWORK //

PROCESS

As part of the Gnarojin Park Masterplan implementation, public artwork relocation may be inevitable, particularly in regard to the black granite Centenary Path tiles. It is strongly advised that all artwork is treated with respect and preserved for future re-installation.

All tiles are to be extracted, restored where needed, and re-installed in the new path. Expansion of the tile collection, with additional tiles that reflect Narrogin's recent history, is recommended.

The following are recommended steps for public artwork relocation and deaccession. The Shire of Narrogin may choose its own steps and procedures regarding public artwork.

PROCESS FOR RELOCATION OR CURATION OF ARTWORK*

Make intentions to relocate or remove the artwork known to the artist or their representative.

- Make reasonable enquiries to the identity and location of the artist or their representative. If after making reasonable enquiries the Shire does not identify or locate the artist or artist's representative, the work may be removed, relocated or destroyed and demolished at its discretion.
- If the Shire is able to identify and locate the artist or their representative, a written statement of intention to relocate/deaccession the artwork if the procedure is approved by community must be issued to the artist or their representative.

Community consultation regarding public artwork relocation/removal:

- Reach out to the wider community and relevant stakeholders regarding intentions to relocate/remove public artwork and seek approval.
- If the artwork is to be relocated, present the community with intended location options or let the community agree on the most suitable location.

If the community agrees to the proposed plan to relocate or remove the artwork:

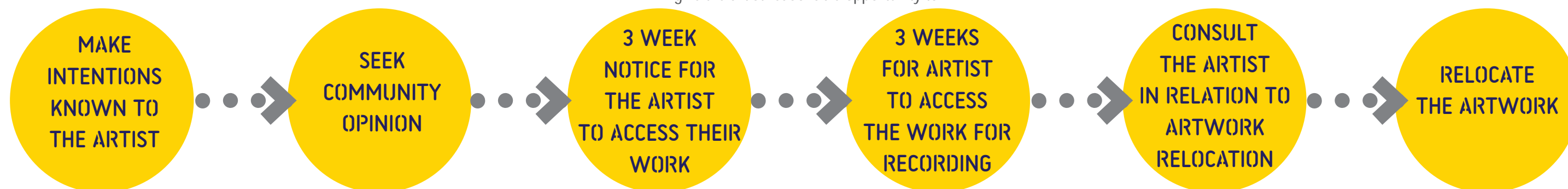
- Issue a written statement to the artist (or their representative) of the community decision and that the artist may, within three weeks of the notice, have access to the artwork for making a record of the artwork; and/or consult in good faith with the Shire about its relocation or removal.
- If the artist notifies the Shire about their intention to access the artwork (for recording or consulting), the Shire will give the artist reasonable opportunity to

access the artwork within a further three week period.

- The artist must be given the opportunity to consult in good faith with the Shire in relation to relocation or removal. The Shire has no obligation to agree to any demands or requests of the artist, whether they are reasonable or not.
- If the public artwork is movable, the artist should be given reasonable opportunity to remove the artwork from the location.
- If the artist requests that the Shire does not reveal the identity of the artist after the artwork is relocated, the Shire will comply with such a request.
- If the artwork is to be disposed of, it should be done in a responsible manner.

* The above process for relocation and deaccession of public art is after 'Guidelines: Public Art Acquisitions and Deaccessions' (City of Sydney, 2010).

Please refer to 'Public Art, Copyright & Moral Right Guidelines' (Legal Services, 2006) for more information.





5.03 HERITAGE APPROVAL //

PROCESS

Narrogin is situated within the Gnaala Karla Booja region in Noongar Booja - the land of Noongar People. Several Noongar sites in Dryandra Woodland have been registered for their significance to the heritage of the people - dreaming sites, stone arrangements, rock art, ochre quarry and others. It is important to understand that these artefacts may be scattered anywhere and present an invaluable importance to the Aboriginal people of Narrogin and surrounds, and the national heritage of Australia. Before commencement of works on site, a desktop survey analysis, and if required, site survey, must be carried out in order to avoid any impact to the site's heritage. It is also important to make sure that the local Noongar community supports the proposed project and that their vision is considered and complied with.

ABORIGINAL HERITAGE

A desktop analysis of the site has been carried out in order to determine whether any further exploration of the site is required to be sought regarding heritage remnants.

1. A check of the Western Australia Government Department of Planning Lands and Heritage (DPLH) for heritage survey overlays has been undertaken for existing records.
2. A check with Narrogin Shire records for any existing requests to Western Australia Government Department of Planning Lands and Heritage (DPLH), and any reports from previous surveys regarding Gnarojin Park site has been under taken.

From the DPHL and Narrogin Shire the currently listed site survey of Gnarojin Park location is listed as (See page 53 for location plan):

Heritage Survey Area 20374(1) Aboriginal Heritage Survey for the Narrogin Link Road Realignment, Narrogin-Western Australia.

Survey report id: 20374

Area number: 1

Area Description: Narrogin Link Road Realignment, Narrogin. Approx. 1400m of road works and realignment of Narrogin Brook for a distance of 200m to the South of Herald Street.

Survey type: Ethnographic

Field of survey: Yes

Desktop survey: Yes

Boundary last update: 14/10/2005

*** The above references are from the Department of Planning Lands and Heritage (DPLH) heritage survey overlays

Enlocus made preliminary contact with Heritage Support Officer - Sharon Zapelli from the DPLH on 16.08.2018 to seek heritage map clarifications.

3. If a formal query regarding Gnarojin Park is required, he query is to be made with the DPLH via HeritageEnquiries@daa.wa.gov.au the query is to include the following information with the application:

Map of the site

- Site id: 21934 – Loco Shed Camps
- Lot ownership information (R21637 / 1717 & R49048 / 1721)
- Detailed site plan with proposed scope of works

There is no requirement to submit a heritage survey at this point, unless it is required and requested by DPLH for decision making. Please refer to: <https://www.daa.wa.gov.au/heritage/aboriginal-heritage/aboriginal-heritage-surveys/> for application forms and requirements.

DPLH will guide Narrogin Shire going forward through the process of acquiring permission from Aboriginal Cultural Material Committee (ACMC).

4. There has been allowance made in the costing to undertake a Cultural Heritage Management Plan (CHMP). The CHMP will only be required following advice from the DPLH and Shire of Narrogin.

The written report, prepared by a Heritage Advisor will contain the results from an assessment of the potential impact of the proposed activity on Aboriginal cultural heritage. A CHMP is required for any activity (the development or use of land) if all or part of the activity is a high impact activity, and all or part of the activity area is an area of cultural heritage sensitivity. It outlines measures to be taken before, during and after an activity to manage and protect Aboriginal cultural heritage in the activity area. A CHMP determines how the proposed activity can be carried out while avoiding harm to any Aboriginal cultural heritage present. If this is not possible, it considers how to conduct the activity in a way that minimises harm.

5. If permission to proceed with design implementation is granted by the DPHL. It is suggested that regardless of the decision made by ACMC, the Shire seeks approval from the Indigenous community for the proposed works.

OTHER HERITAGE

Newton House Site in Gnarojin Park located at the corner of Kipling and Grant Streets is listed as a heritage building since 30 December 1996.

Statement of Significance:

The building is significant on the following grounds;
Erected as private dwelling
Developed into boarding house
Achieved prominence during diphtheria epidemic of 1909
Site now marked by professionally designed barbeque facilities.

Place reference number: 04774

*** The above references are from the *The Heritage Council of Western Australia* <http://inherit.stateheritage.wa.gov.au/Public/Inventory/Details/e46f4f79-671e-49b9-bfe9-ca7a4690c7c1>

The design proposal by Enlocus does not directly affect the Newton House site, however, Narrogin Shire is encouraged to conduct a check on the exact boundary markers for Newton House to ensure no damage is done to heritage construction.

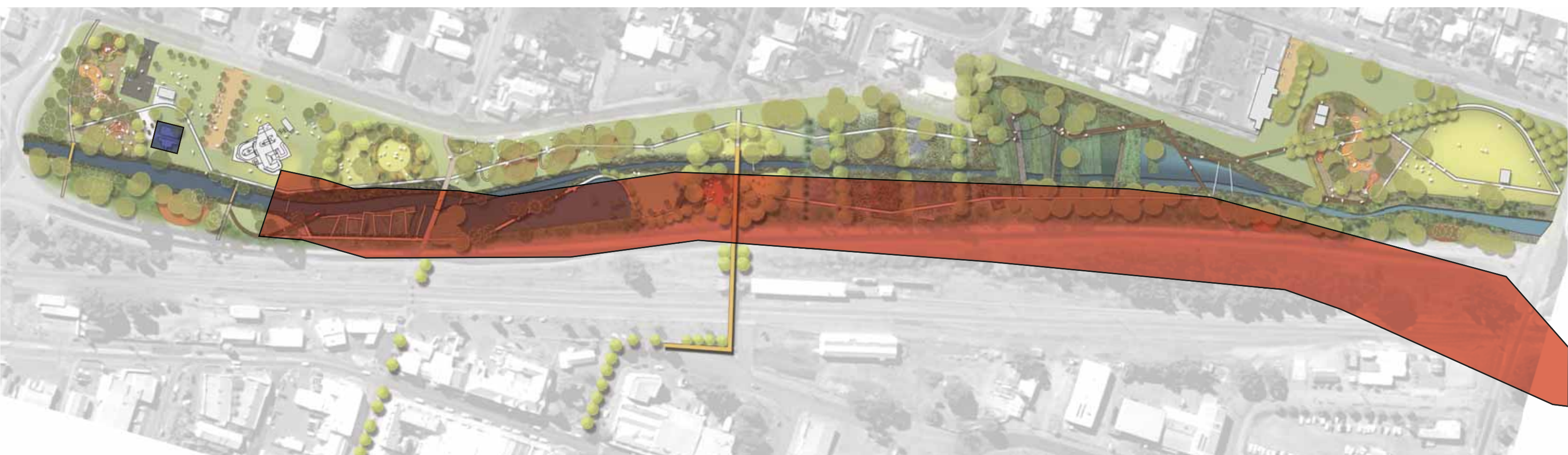
REVIEW OF
INTERNAL
RECORDS

CONTACT
DPLH FOR
STATE RECORDS

SUBMIT
APPLICATION
FOR ALTERATION
OF SITE
APPROVAL

SEEK
INDIGENOUS
COMMUNITY
ADVICE

AMEND
THE PLAN AS PER
COMMUNITY'S
FEEDBACK



*Heritage Survey Area 20374(1) Aboriginal
Heritage Survey for the Narrogin Link Road
Realignment, Narrogin-Western Australia.*

Survey report id: 20374



located at Cnr Kipling & Grant Streets is listed
as a heritage building since 30 December
1996.

Place reference number: 04774

5.04 TIMELINE //

Due to significant costs and resource requirements, the implementation of the Masterplan for Gnarojin Park is suggested to be delivered in stages and over a span of up to 20 years.

- A breakdown of key projects would involve:
- Pathway and access upgrades
 - Lighting
 - Horticulture and strengthening wildlife habitat
 - WSUD/water ecologies/erosion prevention
 - Events/community spaces
 - Nature-based playgrounds
 - Town connection

A number of grants are available through State and National Governments, as well as independent funds which support local projects of different scales and themes and which can potentially provide financial support for parts of the implementation of this Gnarojin Park Masterplan.

Below is a list of funds available to Western Australian communities. The Shire of Narrogin is encouraged to plan for, and seek opportunities/sponsorships, as they become available.

5.05 AVAILABLE GRANTS //

OPPORTUNITIES

The following list presents options for available grants to Western Australian communities and is applicable to funding different stages of the Gnarojin Park Masterplan. The following list should be treated as a guide only as funding guidelines, funding availability and eligibility criteria may change.

Funding Local Environmental Projects

Australian Government Department of the Environment and Energy (\$5,000 - \$50,000)

The grant is to provide support in dealing with invasive pests and weeds.

Lottery West Grants

Lottery West (Various amounts)

Lottery West Grants schemes provide support to local governments for community spaces outdoors, including but not limited to creation of skate parks, playground development, memorials marking Australian culture, heritage and community sentiment, design of community gardens for sustainability, earthworks, play equipment, shade facilities and temporary infrastructure that may make public spaces more welcoming for people.

Royalties for Regions

Department of Primary Industries

Wheatbelt Regional Grants Scheme and Community Chest Fund

Wheatbelt Development Commission (WRGS - \$50,001 - \$300,000) (WCCF - up to \$50,000)

The aim of Wheatbelt Regional Grants Scheme (WRGS) and Community Chest Fund (WCCF) is to assist the development of infrastructure, services and community projects, and contribute to the broad development of the community, including the establishment of services and programs. Funding is intended to support the development of resilient communities and contribute to regional areas being vibrant and interesting places in which to live.

Creating Age Friendly Communities Small Value Grant Scheme

Wheatbelt Development Commission (Various amounts)

The Creating Age Friendly Communities Small Value Grant Scheme aims to improve age friendly community infrastructure and services in the Wheatbelt through funding projects that enhance the quality of life as people age.

5.06 STAGING //



STAGING

- A NORTHERN NATURE PLAY SPACE
- B SOCIAL AND EVENTS LAWN
- C WSUD POND A
- D PERFORMANCE AND CULTURAL EXHIBITION
- E HORTICULTURAL EXHIBITION COLLECTION
- F BOARDWALK AND INUNDATION AREA
- G BOARDWALK, SEATING AND INUNDATION ECOLOGY

- H GRAVEL FORMALISATION COMMUNITY GARDEN CARPARK
- I SOUTHERN PLAY SPACE
- J CREEK SEATING DECK
- K EVENTS AND RECREATION LAWN
- L SOUTHERN CREEK STABILISATION AND ECOLOGY
- M LIGHTING (New Lighting to be LED Solar Powered) (Park Wide Strategy)
- N PATHWAYS AND CIRCULATUON (Park Wide Strategy)

- O FURNITURE AND AMENITY (Park Wide Strategy)
- P1 BRIDGE RENOVATION - Bridge A
- P2 BRIDGE RENOVATION - Bridge B
- P3 BRIDGE RENOVATION - Overpass
- Q HORTICULTURE PALLET (Park Wide Strategy)
- R CREEK IMPROVEMENT AND STABILISATION

6.00

APPENDICES

6.01 FACE TO FACE SURVEY //

FACE TO FACE SURVEY DELIVERED TO PEDESTRIANS IN THE CBD

The research into public needs and perceptions began with a preliminary face to face survey in the streets of Narrogin. The intent of this survey was to gain knowledge of the local demographic, people's vision of Narrogin, and to inform residents of the upcoming consultation, where local community members would have the opportunity to voice their ideas regarding the Gnarojin Park Masterplan. The survey results indicated that the majority of respondents were happy with currently available social and recreational facilities in Narrogin, with 44 out of 62 respondents stating they were satisfied or very satisfied. Respondents were asked to provide suggestions for improvements to Gnarojin Park.

Responses included:

- "more public art and greater involvement by the Shire"
- "outdoor water play Park"
- "outdoor pool, more community events"
- "more services regarding Autism spectrum disorder (ASD), mental health"
- "weekend all day cafe/restaurant"
- "public amenities, baby change facilities, kids activities, water services"
- "access for people with disabilities (with mention to autistic and/or non-verbal individuals) - more visual signs/prompts"
- "50m pool, nature-based playground"

Narrogin locals highlighted the sense of community, friends and family, community groups and sports facilities as the best aspects of living in Narrogin.

A question on frequency of visiting Gnarojin Park revealed that the majority of respondents rarely visit the Park. Improvements to public amenities, recreation facilities, green environment, town connection and play and sports facilities were all listed as top priorities for Gnarojin Park. When asked how residents would like to use the Park, the majority were inclined towards social, health and well-being oriented activities, prioritising spaces for picnics and BBQs, relaxation, trail walks, exercising and outdoor fitness (three options received an equal number of votes), play and dog walking.

Creating more opportunities for the children of Narrogin to enjoy the Park was one of the key themes that emerged in relation to additional play and recreation facilities at the Park. A number of respondents suggested nature play and more activities for children and teenagers.

The general health and state of Narrogin Brook was a topic of some concern to the community and raised across survey responses.

PLEASE SAVE THE DATE FOR THE
'GNAROJIN PARK' COMMUNITY
CONSULTATION ON **11 APRIL 2018**
3.30-5PM @ GNAROJIN COMMUNITY
GARDEN



TELL US A LITTLE BIT ABOUT YOURSELF...

NAME AGE GENDER CONTACT DETAILS [EMAIL OR PHONE NUMBER]

ARE YOU LOCAL? OCCUPATION

[IF NOT, PLEASE WRITE WHERE ARE YOU FROM]

DO YOU HAVE CHILDREN? HOW DO YOU LIKE TO SPEND YOUR FREE TIME?

[IF YES, WHAT AGE?]

... AND A LITTLE ABOUT YOUR TOWN

WHAT IS THE BEST THING ABOUT LIVING IN NARROGIN? [PICK TOP 3]

☐ sense of community ☐ friends and family ☐ surrounding landscape ☐ events and festivals

☐ social aspects ☐ community groups ☐ sports facilities ☐ other (please write)

HOW SATISFIED ARE YOU WITH CURRENTLY AVAILABLE SOCIAL AND RECREATION FACILITIES IN NARROGIN?

☐ very satisfied - Narrogin offers a great range of high quality facilities that cater to all my/my family needs ☐ satisfied - my/my family needs are met by the current offer but I would suggest

☐ unsatisfied [what is missing?]













PLEASE TURN OVER THE PAGE

YOUR GNAROJIN PARK

HOW OFTEN DO YOU VISIT GNAROJIN PARK?

- ☐ every day ☐ a couple of times a month ☐ never
- ☐ several times a week ☐ a few times a year

WHAT WOULD YOU LIKE TO DO AT GNAROJIN PARK? [PICK TOP 5]

- | | | |
|---|--|--|
|  trail walk <input type="checkbox"/> |  sports/active games <input type="checkbox"/> |  socialise <input type="checkbox"/> |
|  exercise/
outdoor fitness <input type="checkbox"/> |  relaxation/
fresh air <input type="checkbox"/> |  community events <input type="checkbox"/> |
|  picnic/
bbq <input type="checkbox"/> |  play <input type="checkbox"/> |  celebrations:
fairs/festivals <input type="checkbox"/> |
|  take dog for a walk <input type="checkbox"/> |  ride (bike/skate/
scooter etc) <input type="checkbox"/> |  be part of community
garden projects <input type="checkbox"/> |

other [please specify]

WHAT CAN BE DONE BETTER AT GNAROJIN PARK [RATE 1-8, WHERE 1 IS HIGHEST PRIORITY]

- | | | |
|--|---|---|
| <input type="checkbox"/> green environment | <input type="checkbox"/> recreation facilities (incl. seating, equipment, shelters etc) | <input type="checkbox"/> town connection |
| <input type="checkbox"/> public amenities (incl. restrooms, drinking fountains, lighting, signage, rubbish bins) | <input type="checkbox"/> play and sport facilities | <input type="checkbox"/> access throughout the park |
| <input type="checkbox"/> trails | <input type="checkbox"/> stage/outdoor exhibition | comments |

DO YOU THINK GNAROJIN PARK NEEDS ADDITIONAL PLAY AND RECREATIONAL FACILITIES? [PLEASE SPECIFY]

.....

PLEASE SAVE THE DATE FOR THE 'GNAROJIN PARK'
COMMUNITY CONSULTATION ON **11 APRIL 2018**
3.30-5PM @ GNAROJIN COMMUNITY GARDEN



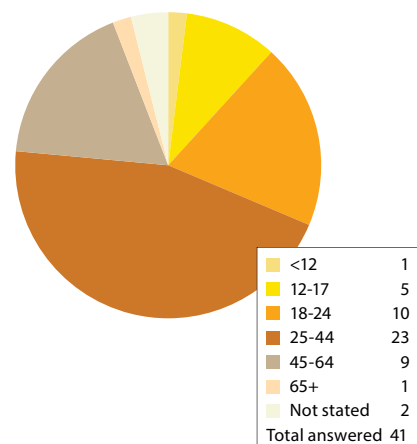
Fig. 01 Street drop-in survey

PARTICIPANTS
62

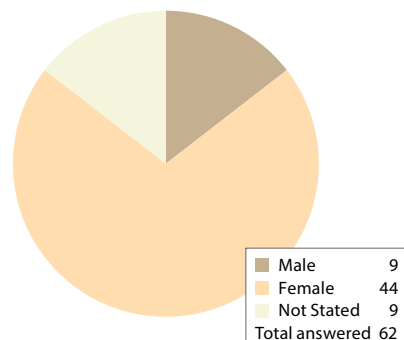
STREET DROP-IN

SURVEY RESPONSES

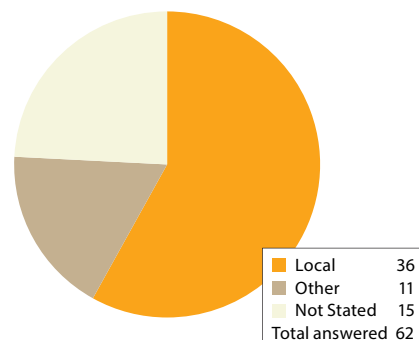
RESPONDENTS' AGE



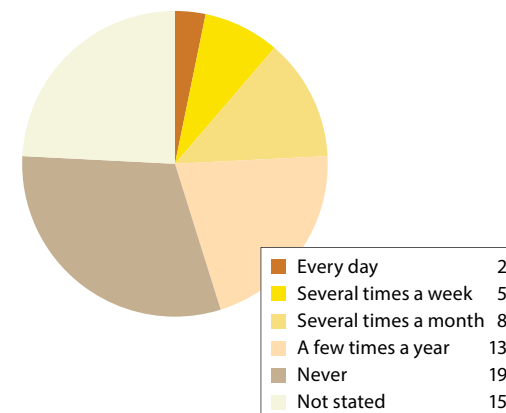
RESPONDENTS' GENDER



WHERE RESPONDENTS COME FROM



HOW OFTEN RESPONDENTS VISIT GNAROJIN PARK



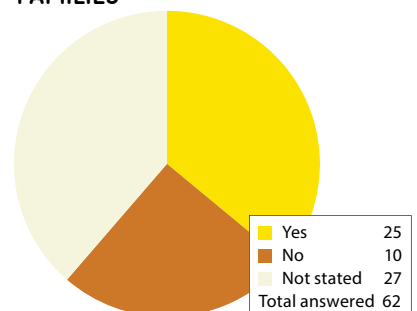
WHAT RESPONDENTS THINK CAN BE DONE BETTER AT GNAROJIN PARK (IN ORDER OF PRIORITY HIGH TO LOW)

- ① PUBLIC AMENITIES
- ② RECREATION FACILITIES
- ③ GREEN ENVIRONMENT
- ④ TOWN CONNECTION
- ⑤ PLAY AND SPORTS FACILITIES
- ⑥ ACCESS THROUGH PARK
- ⑦ TRAILS
- ⑧ STAGE

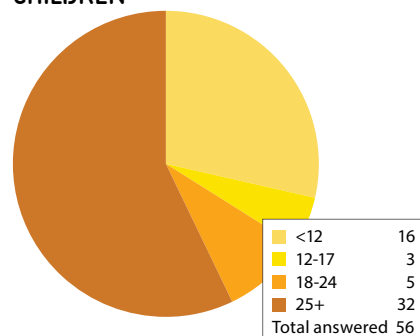
OCCUPATION

COMMUNITY SERVICES	11	SERVICES	2
RETAIL	7	GOVERNMENT	2
MANAGEMENT	6	SELF-EMPLOYED	2
RETIRED	4	HOSPITALITY	2
CUSTOMER SERVICE	3	STAY-AT-HOME MOTHER	2
HEALTHCARE	3	UNEMPLOYED	1
STUDENT	3	NOT STATED	3
TOTAL	47		

CHILDREN IN RESPONDENTS' FAMILIES



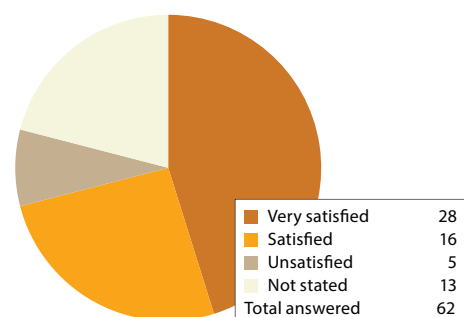
AGE OF RESPONDENTS' CHILDREN



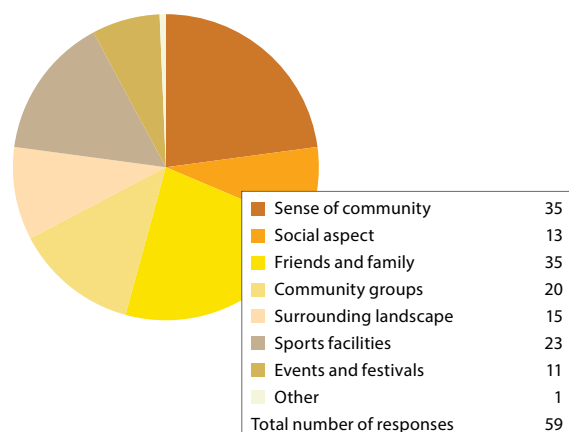
TOP INTERESTS OUTSIDE OF WORK

EXERCISING
GARDENING
CAMPING & OUTDOORS
READING
WALKING
SPORTS

HOW SATISFIED ARE RESPONDENTS WITH EXISTING SOCIAL AND RECREATIONAL FACILITIES IN NARROGIN



WHAT ARE THE BEST ASPECTS OF LIVING IN NARROGIN



WHAT RESPONDENTS WOULD LIKE TO DO AT GNAROJIN PARK (TOP 5)



PICNIC//BBQ 24 VOTES



RELAXATION // FRESH AIR 21 VOTES



TRAIL WALK // EXERCISE // 19 VOTES
OUTDOOR FITNESS



PLAY 18 VOTES



DOG WALKING 14 VOTES

OTHER COMMENTS REGARDING NARROGIN SOCIAL AND RECREATIONAL FACILITIES AND GNAROJIN PARK

NATURE PLAY CLEANER WATERWAY
COMMUNITY EVENTS COMMUNITY EVENTS MORE PLAY
KIDS ACTIVITIES OUTDOOR WATER PLAY ACCESSIBILITY BABY CHANGE-ROOMS
MORE VISUAL SIGNS/PROMPTS FOR NON-VERBAL COMMUNITY MEMBERS SOMETHING FOR THE TEENS

6.02 WORKSHOP + SITE VISIT //

WORKSHOP + SITE VISIT

The Gnarojin Park Masterplan community workshop was held at Gnarojin Community Garden on 11 April 2018. Prior to the workshop, a consultant from Enlocus undertook a site visit of the Park with the Shire of Narrogin's project manager.

Enlocus prepared introductory material and feedback for the workshop to start the conversation with locals regarding their usage of the Park. Questions asked of participants included how they arrive at, and access the Park, what they do at the Park and where they spend most of their time whilst in it. Participants were prompted with visuals of activities they may enjoy doing at the Park, which may or may not be available at Gnarojin Park. Participants were also offered a number of visuals showing Park elements that could be incorporated to invigorate the image of Gnarojin Park.

In addition to the workshop activities, workshop participants were asked to complete a more detailed survey asking for their vision for the Park and input on potential improvements. The data collected from the community workshop and surveys is presented in this appendix.



Fig. 02 Invitation to Gnarojin Park Masterplan Consultation



Fig. 03 Consultation day posters.

PARTICIPANTS

22

WORKSHOP

WHAT IS MOST IMPORTANT FOR THE FUTURE OF GNAROJIN PARK

01
10 VOTES

Walking trails

02
8 VOTES

Performance space

03
7 VOTES

Diverse native planting collection



Socialising



Relaxation/fresh air

04
6 VOTES

Community events



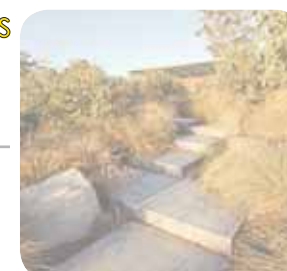
Dog walking



Visit Gnarojin Community Garden

05
5 VOTES

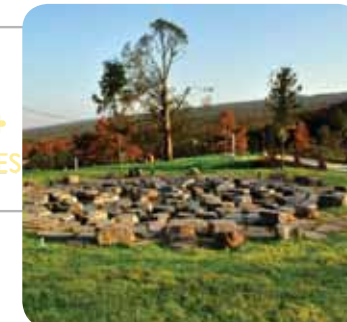
Picnic/BBQ



Alternative routes

WORKSHOP PARTICIPANTS, WHEN ASKED WHAT IS IMPORTANT FOR THE FUTURE OF THE PARK, PUT A HIGH PRIORITY ON WALKING TRAILS AND PERFORMANCE SPACE. OTHER PREFERENCES WITH AN ALMOST EQUAL SCORE INCLUDED NATIVE PLANTINGS, SOCIALISING, RELAXATION/FRESH AIR, COMMUNITY EVENTS, DOG WALKING, VISITING THE GNAROJIN COMMUNITY GARDEN AND PICNIC/BBQ AREAS.

GNAROJIN PARK FUTURE AESTHETICS

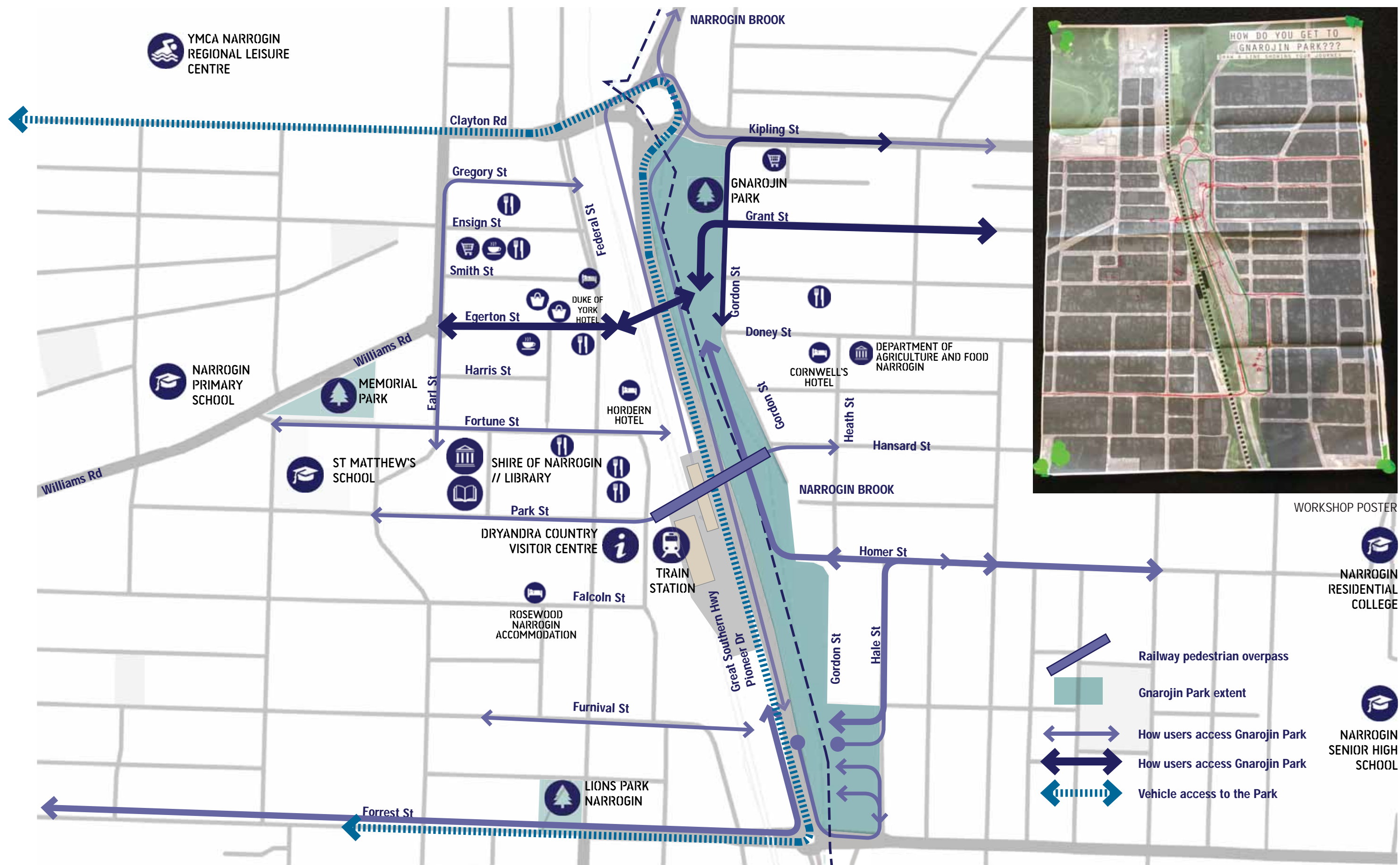
01
15 VOTES02
10 VOTES03
7 VOTES04
5 VOTES05
5 VOTES

RESPONDENTS WERE ASKED TO SELECT TWO IMAGES OF THE FUTURE AESTHETIC FOR GNAROJIN PARK'S THEY HAD A PREFERENCE FOR.

EXISTING FORMAL ACCESS AND POINTS OF INTEREST



PARK-RELATED MOVEMENT



6.03 ONLINE SURVEY //

ONLINE SURVEY FEEDBACK COLLECTION

My Gnarojin Park survey was launched online for three weeks and was available in a hard copy version during the community workshop on 11 April.

The focus of this survey was to support conversation at the workshop concerning Park usage and areas for improvement of Gnarojin Park for the community.

The digital survey attracted 110 respondents. Combined with hard copies of the same survey distributed at the workshop, a total of 133 responses were received. Respondents' comments revealed concerns for the deteriorating conditions of Narrogin Brook and maintenance of the Park, degraded public amenities and safety during visits to the Park.

Respondents would like to see upgrades to Centenary Pathway where necessary, and improved connections from town to the Park, particularly from the railway and Hale St sides. A common theme was improving accessibility

and amenity for the aged and people with disabilities (including mental), and including all-weather seating along the paths. Parents and grandparents expressed their interest in additional play opportunities (frequently referring to nature play) for children and teenagers.

Multiple choice questions regarding future Park elements revealed the need for more engaging activities for all members of the community. Beside trail upgrades, respondents prioritised fun spaces for all ages, comfortable seating and a diverse native planting palette across the Park. Alternative routes and grassed areas for rest and play also scored high across the survey. Some of the comments suggested the need for enclosed areas for letting dogs off leash.

Safety was amongst the highest concerns for Gnarojin Park. Respondents were of the view that anti-social behaviour in areas lacking surveillance deter the public from visiting the Park and taking children to the playground. However, it is evident that the community is passionate about the future state of Gnarojin Park and eager to have input into its development.

MY GNAROJIN PARK

FIRST NAME: _____ AGE: _____ GENDER: _____ CONTACT DETAILS: (EMAIL) _____

WHERE ARE YOU FROM? (LOCALITY) _____ DO YOU HAVE CHILDREN UNDER 18? ☐ Yes ☐ No

HOW OFTEN DO YOU VISIT GNAROJIN PARK

☐ Every day ☐ A few times a week ☐ A few times a month

☐ A few times a year ☐ Never

WHAT DO YOU USUALLY DO AT GNAROJIN PARK? (pick top 5)

<input type="checkbox"/> Trail walks	<input type="checkbox"/> Sports/active games	<input type="checkbox"/> Socialise	<input type="checkbox"/> Relaxation/fresh air	<input type="checkbox"/> Community events
<input type="checkbox"/> Picnic/bbq	<input type="checkbox"/> Play	<input type="checkbox"/> Walk the dog	<input type="checkbox"/> Ride (bikes/skate/scooter, etc)	<input type="checkbox"/> Visit Gnarojin Community Garden

HOW DO YOU GET TO THE GNAROJIN PARK?

☐ Walk ☐ Ride

☐ Drive ☐ Other _____

ON A SCALE 1 TO 10 (WITH 10 BEING THE HIGHEST) HOW SATISFIED ARE YOU WITH THE OVERALL QUALITY OF GNAROJIN PARK FACILITIES?

1 2 3 4 5 6 7 8 9 10

WHAT NEEDS TO BE IMPROVED? (Please rate 1-8, where 1 is the highest priority)

☐ Green environment

☐ Recreation facilities (incl. seating, equipment, shelters etc.)

☐ Public amenities (incl. restrooms, drinking fountains, lighting, signage, rubbish bins)

☐ Play and sports facilities

☐ Outdoor exhibition space/performance stage

☐ Trails

☐ Town connection

☐ Access through the park

WHAT ELSE WOULD YOU LIKE TO SEE IMPROVED AT GNAROJIN PARK?

WHAT PARK ELEMENTS WOULD YOU LIKE TO HAVE IN GNAROJIN PARK? (pick top 5)

<input type="checkbox"/> Walking trails	<input type="checkbox"/> Alternative routes	<input type="checkbox"/> Fun spaces for all ages	<input type="checkbox"/> Comfortable seating for relaxation	<input type="checkbox"/> Community project spaces
<input type="checkbox"/> Grassed areas for rest and play	<input type="checkbox"/> Designated sports and play areas	<input type="checkbox"/> Diverse native planting collection	<input type="checkbox"/> Interpretative landscapes	<input type="checkbox"/> Performance space

DO YOU THINK GNAROJIN PARK NEEDS ADDITIONAL PLAY & RECREATIONAL FACILITIES?

GENERAL COMMENTS

PLEASE RETURN YOUR SURVEY BY FRIDAY 20 APRIL 2018 TO THE SHIRE OF NARROGIN ADMINISTRATION OFFICE, BUILDING 89, EARL ST, NARROGIN

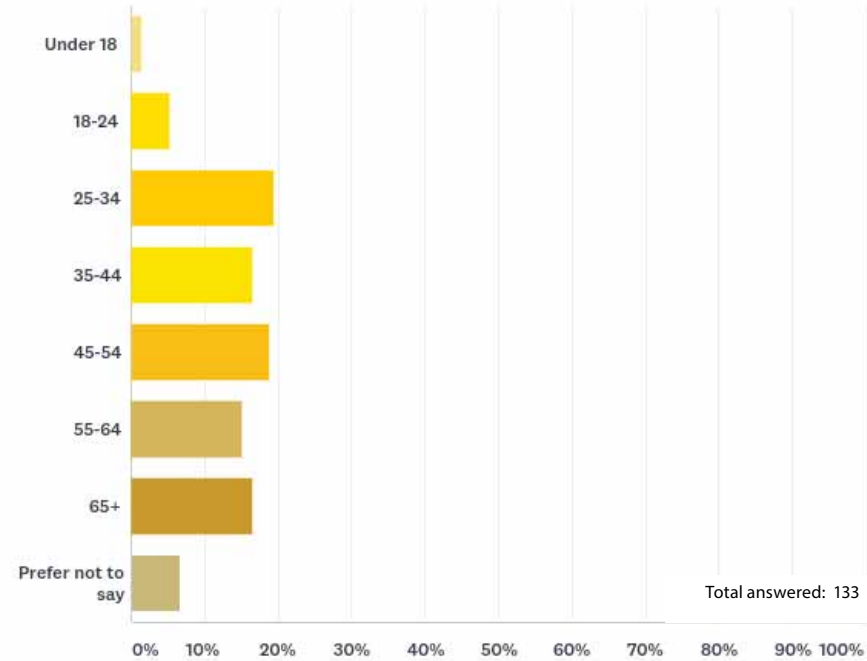
Fig. 04 Consultation and on-line survey

PARTICIPANTS
133

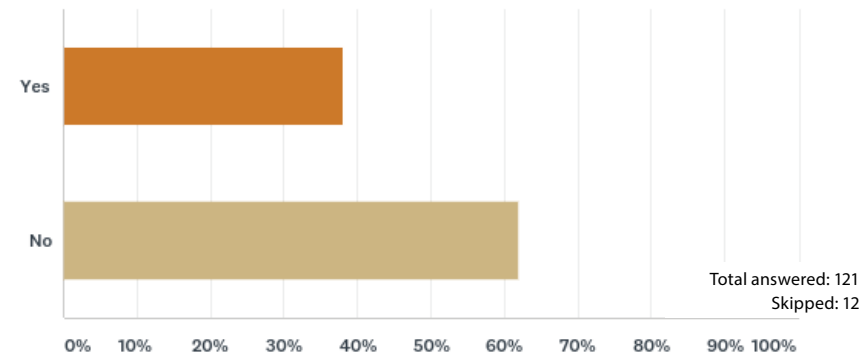
ONLINE SURVEY

ONLINE CONSULTATION SURVEY

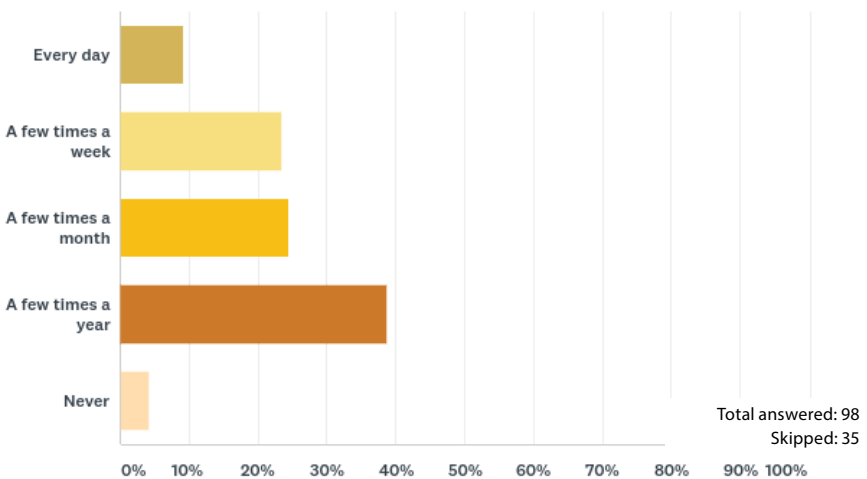
RESPONDENTS' AGE



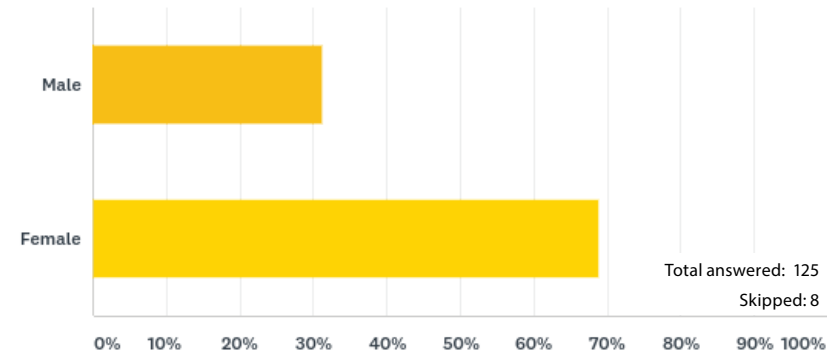
CHILDREN UNDER 18 YEARS OF AGE



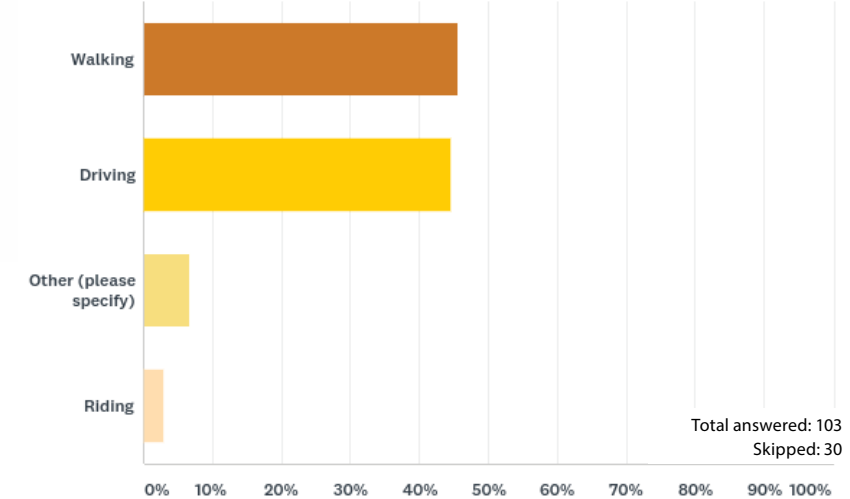
HOW OFTEN DO RESPONDENTS VISIT GNAROJIN PARK.



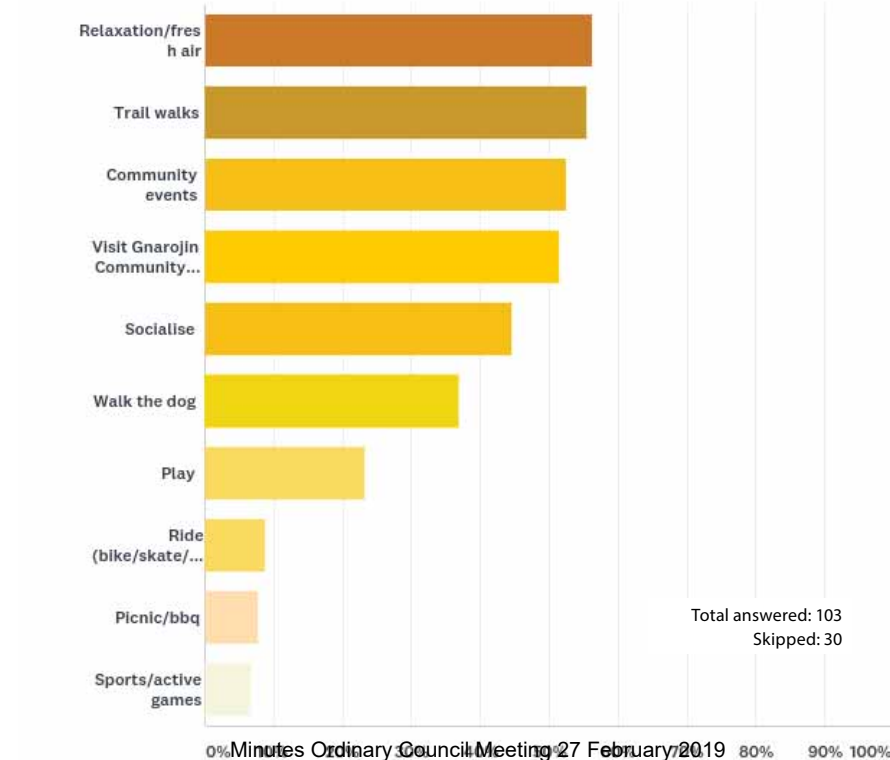
GENDER



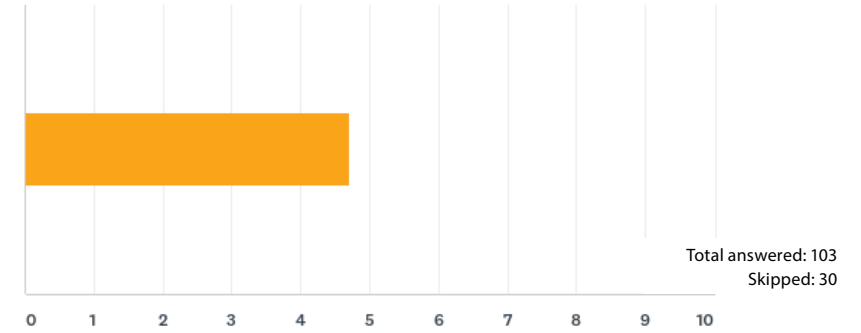
HOW DO RESPONDENTS GET TO THE PARK



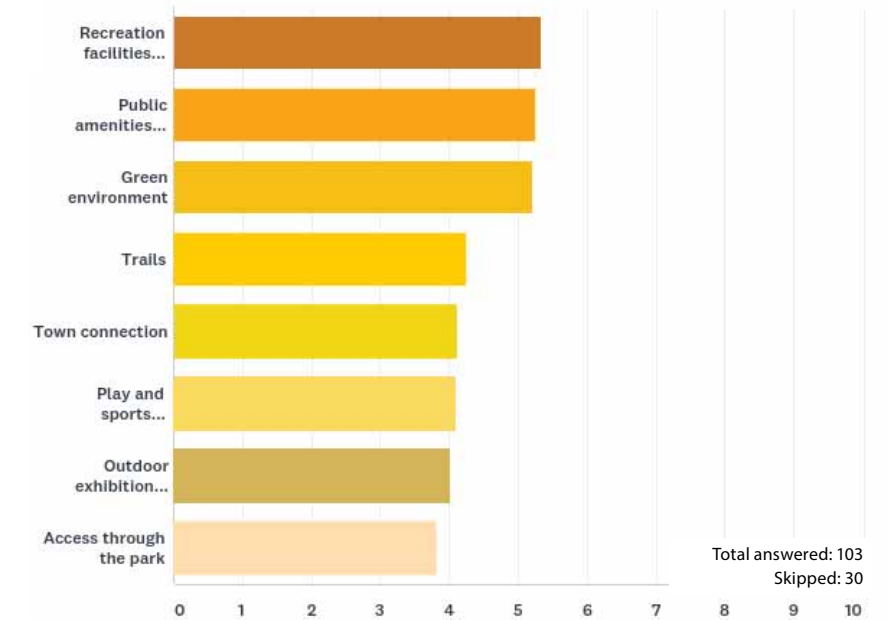
WHAT DO RESPONDENTS USUALLY DO AT GNAROJIN PARK



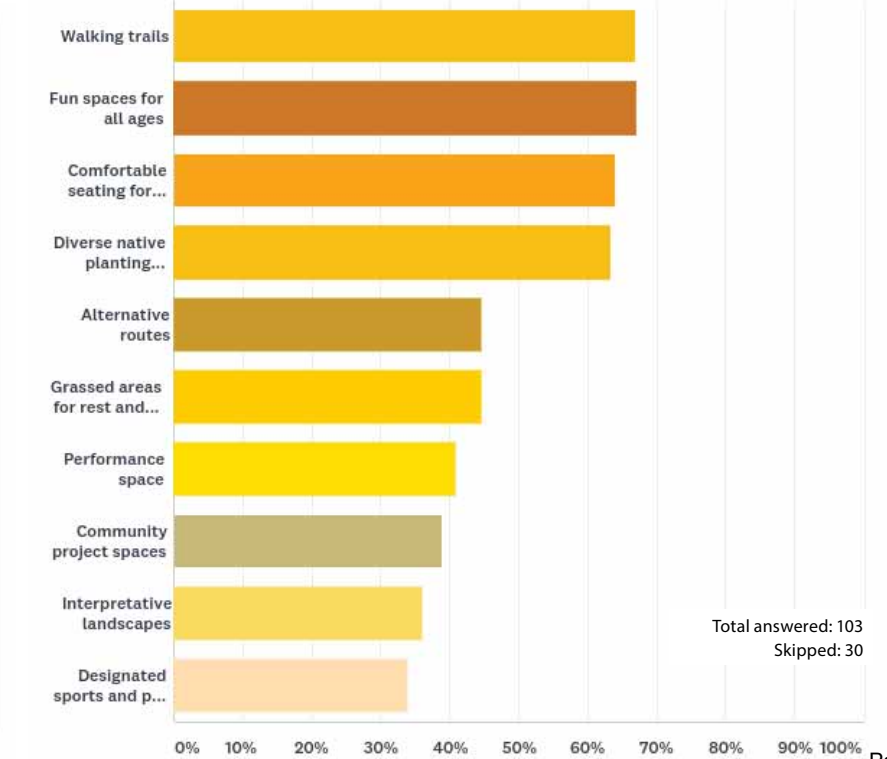
RESPONDENTS' RATING OF GNAROJIN PARK FACILITIES (ON A SCALE 1 TO 10, WHERE 10 IS THE HIGHEST RATE).



RESPONDENTS' RATING OF ITEMS THAT NEED TO BE IMPROVED AT GNAROJIN PARK (ON A SCALE 1 TO 8, WHERE 1 IS THE HIGHEST)



WHAT PARK ELEMENTS WOULD RESPONDENTS MOST LIKE TO HAVE IN GNAROJIN PARK



*** RESPONDENTS COMMENT ON OTHER ADDITIONAL PLAY AND RECREATIONAL FACILITIES THEY WOULD LIKE TO HAVE AT GNARAJIN PARK.

YES PLAYGROUND CLEANLINESS

PROPER SHADE NATURE PLAY MAINTENANCE
 PLAY FOR YOUNG CHILDREN PERFORMANCE AREA CLIMBING FRAMES FOR ADULTS
 RECREATIONAL FACILITIES FOR ADULTS/FAMILY MAINTAINED BBQ AREA WELL-BUILT
 GYM EQUIPMENT DOG LEASH-FREE AREA PERFORMANCE SPACE SPORTS FIELD
 FLYING FOX

Total answered: 80
 Skipped: 53

*** RESPONDENTS COMMENT ON OTHER THINGS THEY WOULD LIKE TO SEE IMPROVED APART FROM THE ITEMS LISTED IN PREVIOUS QUESTION.

WATERWAYS CLEANLINESS

WALKWAY NATURE PLAYGROUND SECURITY

PLAY SAFETY OUTDOOR WATER PLAY LITTER REMOVAL
 NATIVE FLORA AND FAUNA HABITAT RESTORATION NOONGAR AESTHETICS WALKING TRAILS
 SIGNAGE PET FRIENDLY UPGRADE FOR STABILITY

Total answered: 88
 Skipped: 45

*** GENERAL COMMENTS FROM RESPONDENTS

CLEAN THE CREEK

ANTI-SOCIAL BEHAVIOUR IS ONE OF THE MAIN DETERRENTS FROM USING THE PARK

BETTER CONNECTION BETWEEN TOWN AND THE PARK

CONNECTION TO RAILWAY AND VISITORS CENTRE

MORE NOONGAR CULTURE

MORE HABITATS FOR FLORA AND FAUNA

PROVIDE FACILITIES TO ATTRACT YOUNG FAMILIES TO TOWN

CELEBRATE GREAT HISTORY AND CULTURAL TRADITIONS

IMPROVE SIGNAGE AND INFORMATION BOARDS

CREATE OWNERSHIP AND PRIDE

PARK ACCESS REQUIRED BETWEEN HERALD ST AND THE RAILWAY STATION

MORE SEATING

Total answered: 52
 Skipped: 81

PLEASE NOTE: QUESTIONS MARKED WITH *** ARE EXCERPTS OF THE MOST COMMON ITEMS RESPONDENTS HAVE COMMENTED ON. FOR ORIGINAL ANSWERS, PLEASE REFER TO THE APPENDIX SECTION OF THIS DOCUMENT.





en.

GNARROJIN PARK MASTERPLAN

RESERVE 21367 (LOT 1717) AND RESERVE 49048 (LOT 1712) // SHIRE OF NARROGIN WESTERN AUSTRALIA

CONFIDENTIAL ESTIMATE OF PROBABLE COST

Note : This estimate is based on current industry prices (2018). Enlocus have based the costs on recently tendered projects. This is an estimate of probable costs only, all components of which are subject to escalation in construction, labour and material costs. All prices and rates are exclusive of GST. Rates include preliminaries, margins and associated materials and labour. Assume and allow for construction cost increase each year.

KEY AREAS AND PROJECTS

CF-01	Aboriginal Cultural Heritage Management Plan (CHMP) (Consultants Fees - 01)					
	Item	Qty	Unit	Rate		Total
	1 Undertaking a cultural heritage assessment ('the services') including a review of the heritage implications of the Aboriginal Heritage Act 2006, the Heritage Act 1995 and the Environment Protection and Biodiversity Act 1999	1	Item			
				\$	15,000.00	\$ 15,000.00
A	NORTHERN NATURE PLAY SPACE					
	Item	Qty	Unit	Rate		Total
	1 Softfall Mulch	2064	m2			
				\$	84.60	\$ 174,614.40
	2 Rubberised softfall	1294	m2			
				\$	197.40	\$ 255,435.60
	3 Edging	380	l/m			
				\$	35.25	\$ 13,395.00
	4 Play Equipment	1	Item			
				\$	750,000.00	\$ 750,000.00
	5 Planting including mulch, topsoil and soil improvment	404	m2			
				\$	52.17	\$ 21,076.68
	6 Tree planting	7	Item			
				\$	352.50	\$ 2,467.50
	7 Seating area	27	m2			
				\$	155.10	\$ 4,187.70
	8 Seating	3	Item			
				\$	846.00	\$ 2,538.00
					\$	1,223,714.88
B	SOCIAL AND EVENTS LAWN					
	Item	Qty	Unit	Rate		Total
	1 Lawn	2400	m2			
				\$	14.10	\$ 33,840.00
	2 Irrigation	2400	m2			
				\$	14.10	\$ 33,840.00
	3 Planting including mulch, topsoil and soil improvment	1463	m2			
				\$	52.17	\$ 76,324.71
	4 Tree planting, including topsoil, mulch and staking	9	item			
				\$	352.50	\$ 3,172.50
	5 Edging	290	l/m			
				\$	35.25	\$ 10,222.50
					\$	157,399.71
C	WSUD POND A					
	Item	Qty	Unit	Rate		Total
	1 Civil Works and excavation	1	Item			
				\$	7,500.00	\$ 7,500.00
	2 WSUD Profile	1142	m2			
				\$	133.95	\$ 152,970.90
	3 Walls	220	l/m			
				\$	775.50	\$ 170,610.00
	4 Planting including mulch, topsoil and soil improvment	1142	m2			
				\$	35.25	\$ 40,255.50
					\$	371,336.40

D PERFORMANCE AND CULTURAL EXHIBITION					
Item	Qty	Unit	Rate		Total
1 Lawn	1215	m2	\$	14.10	\$ 17,131.50
2 Irrigation	1215	m2	\$	14.10	\$ 17,131.50
3 Gravel area	496	m2	\$	63.45	\$ 31,471.20
4 Planting	1074	m2	\$	35.25	\$ 37,858.50
5 Tree planting	34	item	\$	352.50	\$ 11,985.00
6 Mulch, topsoil and soil improvment	1074	m2	\$	52.17	\$ 56,030.58
7 Edging	385	l/m	\$	35.25	\$ 13,571.25
				\$	185,179.53

E HORTICULTURAL EXHIBITION COLLECTION					
Item	Qty	Unit	Rate		Total
1 Civil Works and excavation	1	item	\$	7,200.00	\$ 7,200.00
2 Edging	500	lm	\$	35.25	\$ 17,625.00
3 Planting including mulch, topsoil and soil improvment	9030	m2	\$	14.10	\$ 127,323.00
4 Tree planting	16	item	\$	352.50	\$ 5,640.00
5 Planting labels and information signage	1	item	\$	7,500.00	\$ 7,500.00
				\$	165,288.00

F BOARDWALK AND INUNDATION AREA					
Item	Qty	Unit	Rate		Total
1 Civil Works and excavation	1	Item	\$	7,200.00	\$ 7,200.00
2 Topsoil and seeding	1500	m2	\$	10.00	\$ 15,000.00
3 Timber deck/boardwalk	112	m2	\$	423.00	\$ 47,376.00
				\$	69,576.00

G BOARDWALK, SEATING AND INUNDATION ECOLOGY					
Item	Qty	Unit	Rate		Total
1 Civil Works and excavation	1	Item	\$	8,500.00	\$ 8,500.00
2 Timber deck/boardwalk	998	m2	\$	423.00	\$ 422,154.00
3 WSUD Profile	819	m2	\$	133.95	\$ 109,705.05
4 Walls	169	l/m	\$	775.50	\$ 131,059.50
5 Planting	8190	m2	\$	14.10	\$ 115,479.00
				\$	786,897.55

H GRAVEL FORMALISATION COMMUNITY GARDEN CARPARK					
Item	Qty	Unit	Rate		Total
1 Gravel carpark	714	m2	\$	176.25	\$ 125,842.50
2 Edging	119	lm	\$	35.25	\$ 4,194.75
3 Drainage	1	Item	\$	5,000.00	\$ 5,000.00
				\$	135,037.25

I SOUTHERN PLAY SPACE					
Item	Qty	Unit	Rate		Total
1 Softfall Mulch	3395	m2			
			\$	84.60	\$ 287,217.00
2 Rubberised softfall	997	m2			
			\$	197.40	\$ 196,807.80
3 Edging	380	lm			
			\$	35.25	\$ 13,395.00
4 Play Equipment	1	item			
			\$	125,000.00	\$ 125,000.00
5 Planting, mulch and topsoil	942	m2			
			\$	52.17	\$ 49,144.14
6 Tree planting	33	item			
			\$	352.50	\$ 11,632.50
7 Seating	3	m2			
			\$	846.00	\$ 2,538.00
				\$	685,734.44

J CREEK SEATING DECK					
Item	Qty	Unit	Rate		Total
1 Civil Works and excavation	1	item			
			\$	7,000.00	\$ 7,000.00
2 Timber deck/boardwalk	226	m2			
			\$	423.00	\$ 95,598.00
3 Seat	5	item			
			\$	846.00	\$ 4,230.00
				\$	106,828.00

K EVENTS AND RECREATION LAWN					
Item	Qty	Unit	Rate		Total
1 Lawn	6570	m2			
			\$	9.87	\$ 64,845.90
2 Irrigation	6570	m2			
			\$	9.87	\$ 64,845.90
3 Edging	210	lm			
			\$	35.25	\$ 7,402.50
				\$	137,094.30

L SOUTHERN CREEK STABILISATION AND ECOLOGY					
Item	Qty	Unit	Rate		Total
1 Civil Works and excavation	1	Item			
			\$	25,000.00	\$ 25,000.00
2 Boulders and stabilisation fabrics	500	m2			
			\$	352.50	\$ 176,250.00
3 Water way and ecology - Planting	2000	m2			
			\$	36.52	\$ 73,038.00
				\$	274,288.00

M LIGHTING (New Lighting to be LED Solar Powered) (Park Wide Strategy)					
Item	Qty	Unit	Rate		Total
1 Over head lighting	4	Item			
			\$	5,400.00	\$ 21,600.00
2 Renovated overhead lighting	1	Item			
			\$	50,000.00	\$ 50,000.00
3 Bollard Lighting	267.8	Item			
			\$	1,000.00	\$ 267,800.00
4 Boardwalk lights	50	Item			
			\$	1,140.00	\$ 57,000.00
				\$	396,400.00

N PATHWAYS AND CIRCULATUON (Park Wide Strategy)					
Item	Qty	Unit	Rate		Total
1 Concrete pathway with reinstalled and curated centenary tiles	4524	m2			
			\$	124.08	\$ 561,337.92
2 Deck Boardwalk	224	m2			
			\$	423.00	\$ 94,752.00
3 Gravel path including edging	1232	lm			
			\$	133.95	\$ 165,026.40
				\$	821,116.32

O FURNITURE AND AMENITY (Park Wide Strategy)					
Item	Qty	Unit	Rate		Total
1 Seat	6	Item			
			\$	846.00	\$ 5,076.00
2 Bench Seat with back and arms	8	Item			
			\$	1,015.20	\$ 8,121.60
3 Picnic table	4	Item			
			\$	1,184.40	\$ 4,737.60
4 Bins	10	Item			
			\$	1,080.00	\$ 10,800.00
5 Drinking Fountain including connections	3	Item			
			\$	7,080.00	\$ 21,240.00
				\$	49,975.20

P BRIDGE RENOVATION					
Item	Qty	Unit	Rate		Total
1 Bridge A - feature painting of all steelwork, hand rails and balustrade	1	Item			
			\$	4,500.00	\$ 4,500.00
2 Bridge B - feature painting of all steelwork, hand rails and balustrade	1	Item			
			\$	4,500.00	\$ 4,500.00
3 Overpass - feature painting of all steelwork, hand rails and balustrade and branding letters	1	Item			
			\$	38,000.00	\$ 38,000.00
				\$	47,000.00

Q HORTICULTURE PALLET (Park Wide Strategy)					
Item	Qty	Unit	Rate		Total
1 Tree planting	33	Item			
			\$	352.50	\$ 11,632.50
2 Planting area including plants, mulch, topsoil and soil improvements	5000	m2			
			\$	35.25	\$ 176,250.00
				\$	187,882.50

R CREEK IMPROVEMENT AND STABILISATION					
Item	Qty	Unit	Rate		Total
1 Civil Works and excavation	5104	m2			
			\$	15.00	\$ 76,560.00
2 Boulders and stabilisation fabrics	5104	m2			
			\$	70.50	\$ 359,832.00
3 Water way and ecology - Planting	5104	m2			
			\$	26.09	\$ 133,137.84
				\$	569,529.84

TOTAL PROJECT CAPITAL WORKS BUDGET \$ 6,385,277.92

CF-02 DESIGN AND ENGINEERING CONTINGENCY (Consultants Fees - 02)					
Item	Qty	Unit	Rate		Total
1 Design and engineering contingency for SD, DD and CD (7%) of construction value for each project (Excludes CA assume 3% if full CA is required)	1	Item			
NOTE : Above percentage costs need to be applied to each Project					
			\$	446,969.45	\$ 446,969.45
				\$	446,969.45

TOTAL PROJECT COST \$ 6,832,247.37

Submissions	Public Comment	Officer's Comment
Public 1	Suggests toilets/public amenities are needed at the Community Garden end of Gnarojin Park. Advises this is a basic necessity to attract people to an area especially if public use of the area is being promoted.	Impartiality is noted. As there is an existing toilet within Gnarojin Park, at this point in time it is not economically feasible to locate another toilet on the same reserve.
	Suggests installation of BBQs at both ends of the park.	Suggestion of installation of BBQs at the north and south end of the Park is noted. The Masterplan is an overarching planning document indicating spatial layout and is intended to guide the Park's land use development at a strategic level. It is not a detailed site plan. Placement of a range of infrastructure such as BBQs, seating and shade structures will require further work including design plans and specific site planning as part of the Park's staged and future development.
Public 2	States the Masterplan looks interesting and looks forward to seeing the finished result.	Support for the Master Plan is noted.
	Advised they have lived in Narrogin for 25 years and walked in the Park many times. Flagged the need for and importance of maintenance. Advised of involvement in planting native vegetation at Kipling Street end of Park some 15 years ago and that this vegetation disappeared within the first two years of planting. Surmised this was due to vandalism and lack of care. Suggests creek be cleared of feral reeds.	Concern for the need for any plantings to be protected and repairs and maintenance at Newton House is noted. Request for feral reeds to be cleared is noted.
	Requests the area around "the old house" at east end of the footbridge be cleaned up if possible. Suggests culvert outlets can be tidied. Points out the historic monument (Newton House) and picnic area needs maintenance and repair.	The brief for the Masterplan did not include addressing maintenance and repair work at an operational level, however the need for regular maintenance is noted. The Masterplan explores the reserve's potential use for recreational and leisure pursuits by a diverse range of user groups as a planning document.
Public 3	Thanked Council for the opportunity to submit comments. States that the initiative to refresh Gnarojin Park should be congratulated and advises sensibly done it will be a great brand promotion for the region along with other attractions. States belief that a community should be proud of its heritage, promote cross cultural engagement and understanding, encourage local public art.	Support for the Masterplan is noted. The need for a sensible application of the Masterplan is noted.

Submissions	Public Comment	Officer's Comment
	<p>Suggests at a policy level the desire to restrict access and usage of the western strip of the Park (along Great Southern Highway) needs further consideration. Advises restriction of walk up and casual parking along the eastern roadside strip of Pioneer Drive is not conducive to encouraging engagement with the western side of the Park. Argues the eastern side of Pioneer Drive may be a convenient accessible space for overflow/casual parking.</p> <p>Comments that for convenience most vehicular travellers [out of towners etc.] will more likely 'park up' in a designated pull over area along Pioneer Drive and engage with the western side of the Park by foot from the pullover and possibly engage with the Old Station buildings.</p> <p>Comments that the current hardstand gravel area is low maintenance as well as a conveniently accessible space to facilitate overflow/casual parking for future Park events such as a possible reinvigoration of 'festival' style events in the shady lawn area that exists. States that restricting parking in this region will only see an increase in parking along residential streets which has implications for homeowners and/or safety.</p> <p>Comments that more park and walk pullovers will further encourage people to stop and engage.</p> <p>Does not consider the traffic flow or layout of the link road to be a safety issue requiring casual engagement be restricted</p> <p>Suggested to the former Spring Festival Committee a relocation of the event to the Gnarojin Park grassed area behind the current strip of houses [ex railway manager's residences] with potential linkage to the Community Garden and adjacent open public space of the former tennis court precinct. Advised that proposal relied heavily on utilizing the expanded road verge of Pioneer Drive as a parking space in close proximity to the event.</p>	<p>Officer recommends suggestions and comments require further consideration and investigation with pedestrian safety being a critical factor in any decision regarding the use of the eastern side of Pioneer Drive for parking in conjunction with, or otherwise, events and activities at Gnarojin Park.</p>
	<p>Discourages the water plan describing it as presumptuous of the practical needs and limitation of a small community to maintain.</p>	<p>Comments are noted.</p>
	<p>Argues the creek already is an aesthetic water feature which functions just fine to remove storm water and functionally is served well with the biological filtration provided by the reed beds.</p>	<p>Comment that the creek already is an aesthetic water feature is noted. Officer noted the comments that the creek functions well to remove storm water and that the existing reed beds serve as biological filtration.</p>

Submissions	Public Comment	Officer's Comment
	States that creating inundation areas removes more land based asset for events etc. and adds expense to implementation/construction/ ongoing maintenance.	Noted.
	Argues there will be a constant need to artificially 'top up' water and this is a possible health hazard creating mosquito breeding/ stagnant water/ siltation/ algae accumulation.	Shire Environmental Health Officers regularly monitor water areas for mosquito breeding and managing this issue.
	Comments (deeper water) is a drowning hazard for small children.	Noted. This will be considered as part of the assessment process at the development stage.
	Suggests trash gates to filter rubbish in higher flow events. Believes the reeds are a great asset.	Officer recommends that the suggestion regarding trash gates be taken into consideration at the development stage.
	Suggests the installation of low cost fountains/ art installations/ flow forms etc. along the existing creek will serve to create a water theme if required.	Comments are noted.
	Queries whether a short stay RV dump point is part of the Masterplan.	It is to be noted that there is an existing RV dump point at the Dryandra Country Visitor Centre.
	Queries whether the walkway due west of the Gnarojin Community Garden is to remain or be removed. Advises that it essential to have a crossing strategically located in this area.	Officer recommends the need for a crossing strategically located in the vicinity of the Gnarojin Community Garden requires consideration and further investigation.
	States that the Community Gardens are a great asset to the townsfolk and if the Gardens could be further upgraded as a feature of the Masterplan then its usage will grow.	The Masterplan currently does not include the Gnarojin Community Garden and is a separately leased and occupied community asset and facility that will require its own Management Structures and Plans.
	Suggests that the Narrogin Agricultural Show should it "reshape" could be accommodated in the area along the length of Gnarojin Park into the future stating that there is adequate community /church hall and commercial buildings/space to host the internal displays needs (such as church halls). Further states the open space at the old railway tennis court area could, without cluttering it, host comfortably, side show ally or even be a temporary event fenced area.	Comments are noted.
Public 4	Comments that the proposed projects do not meet public expectation, the public participation ratio was not met, questions put forward in the online survey were inadequate and that more options for survey questions are required.	Objection to the Plan is noted. Concern that the proposed project does not meet public expectation is noted.

Submissions	Public Comment	Officer's Comment
		<p>Comment that the "public participation ratio" was not met is noted.</p> <p>The officer advises the level and extent of consultation during the development of the Masterplan is acceptable. The officer disagrees with the comments that the online survey questions were inadequate. Enlocus as the consultants undertaking this survey work demonstrate extensive national and international experience in similar projects involving community consultation work. The online survey was complemented by a community workshop advertised on the Shire's Website and Facebook page and on public notice boards. The full community consultation process was promoted on the Shire's Website and Facebook page and public notice boards. Flyers for the community workshop were made available at the Shire's administration building, the Shire library, ARtS Narrogin and the Gnarojin Community Garden.</p>
	States the consultants are unfamiliar with local demographics	The consultants have considerable expertise in assessing local demographics as part of their brief and as experienced landscape architects with a history of undertaking similar projects across Australia.
	States costing is not accurate or complete and advises "Costings includes current structural, maintenance, painting etc. which are not new costs rather upkeep and repair."	The cost estimates presented in the Masterplan are construction costs, not maintenance costs and based on 2018 industry prices and on the consultant's recently tendered projects.
	Asserts there is no improvement or resurfacing to bitumen existing gravel walkways and carparks.	The Masterplan as part of improving circulation and access includes treatment of surfaces for safe pedestrian access and cycle movement.
	Asserts there is no significant improvement of levelling of pathways to Community Garden hub.	The Masterplan was not required to address issues of pathway gradients as it is a conceptual plan and not a detailed construction plan. It is noted that the Shire has a feature site survey over the full reserve and was used by the

Submissions	Public Comment	Officer's Comment
		consultants to assist with their development of the Masterplan.
	Comments there is no second south end amenities, conveniences toilets.	Noted. As there is an existing toilet block on the northern end of the reserve, at this point in time it is not economically feasible to locate another toilet block at the southern end of the reserve.
	States there is no dog exercise area.	The officer advises that Council Resolution 0718.063 on 25 July 2018 did not support a dog exercise area. Council was not satisfied that there was sufficient public demand for an additional fenced off-leash dog exercise area at this time.
	States there is no outdoor pool and no water park.	Comments are noted.
	States that there is no improvement to creek fauna, no improvement to aquatic flora, no weed, exotic weed management, no new flood mitigation.	<p>The Masterplan includes ecologies and waterway improvements as key projects and includes encouragement of the curation of ecologies so as to demonstrate and exhibit a wide range of flora and fauna.</p> <p>The consultant acknowledged that a major point of feedback from the community consultations was the interest in the prospect and improvement of Narrogin Brook.</p> <p>The Masterplan includes a range of Water Sensitive Urban Design (WSUD) ponds, bank stabilisation, removal of exotic weeds, revegetation of native and indigenous species to improve water quality and opportunities for a creating a range of biodiversity and ecological environments.</p> <p>Any future development on the existing water ways will require advice from the Department of Water and Environmental Regulation (DWER) prior to undertaking any works on the existing water ways so as not to adversely impact the natural environmental system.</p>
	Comments that there is no new strategy for policing of vandalism, drug use, public drinking or anti-social behaviour to prolong new projects lifespan.	The officer advises the consultant's brief to prepare the Masterplan did not include the development of strategies to address broad social policy issues.
	States that there is no new pedestrian crossovers/overpass to link a thoroughfare to the CBD.	It is to be noted that "Town Connections" is one of the Masterplan's proposed seven key projects. It included the

Submissions	Public Comment	Officer's Comment
		identification of two safe pedestrian crossings between the east and west side of Gnarojin park which continue through to the CBD. These crossings link the Park with Egerton and Fortune Streets. The Masterplan proposes that these existing thoroughfares are enhanced and highlighted through tree planting into the town centre to promote a visual connection with between the CBD and Gnarojin Park.
	Comments that there is no certainty of delivery, management and priority of projects.	The Masterplan presents a 15 to 20 year timeframe for the Park's development. As a strategic document it will be a support for funding applications for infrastructure development.
	It is advised that there is no significant improvement/ new purpose of original land use.	The Masterplan represents an overarching planning document for Gnarojin Park. It proposes seven key projects which collectively address opportunities for improvement to the park and land use and specifically address water improvements, nature play opportunities, ecology management, horticultural strategies, connectivity both north to south and west to east, lighting, and the creation of spaces for socialising, events and art exhibits. The Masterplan therefore points to significant strategic shifts in the current use of Gnarojin Park as significant Public Open Space (POS) in the Shire. The Masterplan can be referenced as a key document to guide the development of the Park as an exciting, attractive, appealing and functional POS for the enjoyment of local residents, regional visitors and tourists alike.
	States there is no increase of aged, disabled or obese persons' activities.	The Masterplan was not expected to address specific strategies for recreational and sporting activities for targeted groups. However key projects within the Masterplan strongly reflect community requests for increased play and recreation opportunities and the need for improvement in the health and wellbeing of the Narrogin community. The Masterplan is

Submissions	Public Comment	Officer's Comment
		based on key design principles and emphasises that "When these design principles are integrated and applied correctly they can create an environment that supports greater levels of physical activity, reduces the incidence of obesity and improves mental health outcomes" (See p26 of the Masterplan).
	States there is no parkland rubbish, littering strategies.	The Masterplan is not intended to present anti-littering strategies. These will be addressed by the Shire as operational matters.
	Asserts there is no waterway rubbish collection strategy. No flood/storm water runoff improvements.	The Water Sensitive Urban Design (WSUD) element of the Masterplan addresses the prevention of waterway rubbish and is an approach to manage storm water as a valuable resource and reduce the harm it can cause to the waterway.
	Comments that there is no improvement of community awareness, participation.	The community consultation process was promoted on the Shire's Website and Facebook page and public notice boards. Flyers for the community workshop and were available from the Shire's administration building, the library, ARTS Narrogin and the Gnarojin Community Garden. The consultation process included a community workshop conducted at the Gnarojin Community Garden, an online-survey and a face to face survey conducted in the CBD.
	States there is "No adult, passive recreational facilities".	Passive recreation activities include photography, reading walking, jogging, frisbee, picnics, wildlife viewing and bird watching. The Masterplan includes a range of spaces for passive recreation including social spaces, the boardwalk, stone weirs, seating opportunities, grassed areas, a picnic area with shade trees and a constructed wetland area for viewing.
	States there is no improved activities for social, moral or wellbeing	The Masterplan includes areas for socialising and recreation. As advised above, it incorporates design principles, the application of which can support greater levels of physical activity, reduce the incidence of obesity and improve mental health outcomes.
	Comments that there is no new technology Wi-Fi hotspots.	The Masterplan as an overarching planning document was not

Submissions	Public Comment	Officer's Comment
		intended to address community needs for technology at the level of Wi-Fi services.
	Comments that there is no multicultural, non-indigenous artwork (outdoor chess board games).	The Masterplan while encouraging the installation of indigenous artwork, does not exclude non-indigenous artwork. It sets out Park areas for the display of artwork and social activities without detailing Park features/ specific initiatives such as chessboard games.
	States there is no improvement to existing boardwalk structures.	The project brief did not require the Masterplan to address improvements to the boardwalk structure. As existing infrastructure, the Shire's Technical and Rural Services regular maintenance work is undertaken on the boardwalk.
	States there is no improvement to existing flooring material on overpass.	The project brief did not require the Masterplan to address improvements to the existing flooring material on the railway overpass. This work is included in the annual maintenance schedule as part of the Shire's operational works.
	Asserts there is no visual improvement to existing structure of overpass.	The Masterplan provides a pictorial example of a mural painted on the timber walkway of the railway overpass and encourages public art.
	Comments that there is no encouragement for local participation in new projects.	The officer advises that addressing local participation in new projects was not part of the project brief.
	States that there is no clear outline of start dates, completion dates and no clear duration of project outline	The Masterplan as an overarching planning documents does not present timeframes and this was not required by the project brief.
	Claims there is no interest in a further public meeting, education, and question session.	It is considered that public consultation has been adequately undertaken.
	States there is no reason or address for lack of existing park upkeep maintenance.	The project brief did not include addressing maintenance issues as these are operational matters.
	Advises the cyber impressionist has not encompassed the true landscape and has presented an artist's impression of a much larger waterway, a much larger area of land and a sympathetic user audience.	Enlocus has generated the Masterplan, concepts and visuals using a scaled site survey, reflective of the site extent. Altered waterway areas have been proposed in specific locations where there is low lying wetland.
	Advises that Narrogin is robust, rough and ready and in need of greater public amenities and recreation.	The comment is noted.
	Advises general wear and tear of wooden infrastructure, furnishings and play	The project brief did not request specific maintenance issues be

Submissions	Public Comment	Officer's Comment
	equipment should also need to be fire resistant.	addressed. This matter is dealt with at an operational level as part of the Shire's overall maintenance program.
	Comments that the aging population and declining business centre have not been adequately addressed within the document.	The changing structure of the Shire's population and the health of the local business sector were not within the project's scope for investigation.
	States the costing of making lawn areas an equivalent to cost of reticulating them, is a nonsense.	Comparative costs of lawned areas and reticulation were not provided in the Masterplan.
	Advises that maintaining the current gravel pathways and car park is not within Council's ability. States that to increase the amount of gravel area and, of maintenance would be political suicide.	The comment is noted.
	The site of the current kids play equipment is not a child secure play environment. The safety of children must improve before extending the play equipment and the area it covers.	The comment is noted
	Advises that drugs and alcohol usage is rampant within the park and will increase with more walkways, consumer friendly BBQ areas, more seating and thick shrubberies.	Comments regarding drug and alcohol use is noted.
	Security lighting will need to be secured in wire mesh and rubbish receptacles secured to ground pegs to prevent malicious damage and throwing of same into the waterway.	Advice regarding security lighting and rubbish receptacles is noted.
Public 5	States the language used in the Masterplan is somewhat "jargonistic", making it difficult for community members with no grounding or interest in environmental planning to understand. Requests that Council consider creating an opportunity to present and explain the draft Masterplan to the community, and to defer the closing date for the Masterplan until after that meeting. Suggests that in future such documents should be presented for community review in common speech or contain an explanation of terms used.	Impartiality is noted. The consultant has used common industry terminology in preparing and writing the Masterplan. The Officer sought submitter clarification and examples of "jargon" from the submitter, however this was not received prior to the Schedule going before Council. It is recommended that in the future consultants be made aware, by Shire officers, of the need to be mindful of the use of industry terminology in documents which require public comment.
	Advises there were a number of errors in the base maps used in Section 2 of the document <ul style="list-style-type: none"> • Railway Bridge and Station were incorrectly located • Gnarojin Community Garden incorrectly located • Concrete weirs adjacent to Skate Park, Railway Bridge and South of the 	Advice is noted. These errors will be addressed in the final Masterplan.

Submissions	Public Comment	Officer's Comment
	<p>Dreaming Sites were not mapped during site analysis and likely to have been overlooked in the development of the Plan</p> <ul style="list-style-type: none"> Hale St is mislabelled as Hartoge St in View 4 (p 40) 	
	<p>Requested that the Gnarojin Community Garden be included in the Masterplan as it is a community facility located on land vested in the Shire and part of Lot 1712. Argued there is a strong rationale to consider the Gardens within the scope of the Gnarojin Park Masterplan as there are many useful community resources currently located in this space. The community garden includes a plant nursery facility, and a bush tucker garden. The Gardens are a drop in facility for all ages, with an indoor community meeting place, outdoor entertainment facilities with a (pizza oven) and offers exhibition and performance spaces. Additionally, there are plans in place for a nature based playground. States that these features plus other features offer numerous synergies with other elements of the Masterplan and would enhance the community's experience of Gnarojin Park.</p>	<p>The Masterplan currently does not include the Gnarojin Community Garden, it is a separately leased and occupied community asset and facility that will require its own Management Structures and Plans.</p>
	<p>Stated a public toilet needs to be located at the southern end of the Park as the next closest one is more than 800 m north and away from the outdoor gym. Suggested the public toilet could readily be attached to the Gardens as current facilities are substandard.</p>	<p>At this point in time it is not feasible to provide an additional toilet on the same reserve.</p> <p>The concerns regarding the quality of the Gnarojin Community Gardens public toilets are noted and will be referred to the Gnarojin Community Gardens Committee.</p>
	<p>Suggests the inclusion of adequate parking space adjacent to the Gnarojin Community Garden for up to fifty vehicles is required to accommodate visitors to the Garden at events such as the Narrogin Farmers Market and events that may be held in the grassed area adjacent to Herald Street.</p>	<p>An allocation of \$10,000 in this financial year's budget will see a blue metal surface installed in the existing carpark area. This area can accommodate up to 50 vehicles.</p>
	<p>Suggested that the formal entries to the southern end of Gnarojin Park would be best adjacent to Horace St as both pedestrians and vehicles already access the Park from this direction.</p>	<p>Noted.</p>
	<p>Commented that the Centenary Walk Path could be extended along the creek to the former Railways Tennis Club shelter and Herald Street footpath.</p>	<p>Noted.</p>
	<p>Suggested that quiet spaces along the west side of the creek be retained and remain free of constructed pathways. Requested ruling out any formal path through grassed areas south of the railway bridge on the</p>	<p>Noted.</p>

Submissions	Public Comment	Officer's Comment
	<p>west side of the creek and if deemed essential, then a gravel footpath alongside Progress Drive could be upgraded to facilitate wheeled perambulation.</p> <p>Believes the Centennial Walk Path on the east side of Narrogin Brook already provides the main thoroughfare linking the Skate Park, the Doney/Egerton St walkway and railway bridge to the southern end of the park. Suggested this path be upgraded, where necessary, to support its use as the main path while the west side of the creek be reserved for more introspective, leisurely activities and random walks through the more secluded spaces.</p>	
	<p>Commented that the area to the west of Narrogin Brook and south of the Noongar dreaming sites has lovely grassed areas enclosed with native flooded gum canopies and with no defined path evident which is good. Advised that It should remain as it is - a series of loosely connected spaces, free of any made path, to preserve the secluded character of this area.</p> <p>Claims that these spaces represent the only areas in the Park where one can escape, and avoid the formalisation and beautification that has occurred in the rest of the Park. Argues that to cut a path through this area would disrupt its placid spaces, increase foot traffic unduly and destroy its peace and quiet.</p>	Noted.
	Requests retention and enhancement of the existing belt of screening flooded gums along "Progress Drive" between the dreaming site corroboree areas and boardwalk creek crossing to maintain the seclusion of this area.	Noted.
	<p>Stated that ecological and environment systems need to be re-established and enhanced for their own sake and that ecological services and amenity value will be secondary benefits of a healthy and functioning ecosystem.</p> <p>Suggested:</p> <ul style="list-style-type: none"> • The establishment of a revegetation program with indigenous and endemic flora to increase habitat for local fauna in bush ecologies so as to improve Gnarojin Park's role as a wildlife corridor linking remnant bush to the north and south. • Waterway improvements should include the restoration of existing weirs and establishment of new ones to retain 	The revegetation program and suggested water way improvements will require approval from relevant agencies prior to development. This in turn will require a detailed waterway improvement plan to be prepared prior to implementation.

Submissions	Public Comment	Officer's Comment
	permanent pools, which will facilitate the control of introduced <i>cumbungi</i> rushes.	
	Suggested additional park crossings and paths linked to the west side of town would strengthen access to and encourage use of, the southern end of Gnarojin Park. Suggested that these could include; reopening the linkage from Gnarojin Park via the existing boardwalk (designated for secondary access in map, p32), across Progress Drive via the ARC (formerly Brookfield) Infrastructure site to the commercial area west of the railway line.	It is to be noted that the Masterplan within the Town Connections project as one of its seven key projects, identifies two existing crossings as recommended thoroughfares to connect the CBD with Gnarojin Park.
	Suggested establishing a connection at street level from Park Street via the Railway Station to Fairway St. An additional pedestrian maze would be required at the railway line. The railway station itself could be developed as a performance and exhibition space to augment Gnarojin Park and provide a reason for people to visit it. Stated the Railway station and revegetated area to its south need to be connected to the Park to enhance their civic use going forward.	As per above comment.
	Suggested that in addition to the major linkages connecting the town across the Park, existing stone and concrete weirs across the creek provide legitimate crossing points adjacent to the Skate Park, next to the Railway Bridge and another 50 m downstream adjacent to the Martin St cul de sac.	As per above comment
	Requested that placing seating directly across from each other on opposite sides of the creek be avoided and to place seats so that one cannot see any other seats.	Comments are noted.
	Stated that the material palette for the Masterplan needs to be consistent with the materials, style and colour palette guides to be produced by H&H Architects.	Comments noted and require consideration.
Public 6	Proposes the establishment of a traffic garden for the purpose of raising children's traffic awareness in Narrogin arguing the Wheatbelt has an unacceptable high incidence of serious accidents, and road fatalities. Suggests various activities could be conducted at the traffic garden including school classes. Suggests if the Shire shows interest, a possible location could be next to the Skate Park (approximately 45 m x 25 m) and further suggests a roundabout, intersection,	Impartiality is noted The proposal of the installation of a traffic garden is noted. The Masterplan is an overarching planning document indicating and is intended to guide the Park's land use development at a strategic level. As such it is not intended to be a detailed site plan. Placement of specific infrastructure such as a traffic garden and the design of such infrastructure would require further work including design plans and specific site planning as part of the Park's future development.

Submissions	Public Comment	Officer's Comment
	zebra crossing, stop and give way sign would be desirable for inclusion. Argues a traffic garden would encourage physical activity, create opportunity for families to assist with raising road awareness and may reduce the high incidence of serious accidents.	
Public 7	Stated the Gnarojin Park Masterplan lacks obvious provision for a shared pedestrian bike footpath and lacks detail of access and connectivity to existing infrastructure for a potential mountain bike trail. Proposes a recreation mountain bike trail with a route which includes the north south axis of Gnarojin Park on the west side of Narrogin Brook, continues through to the northern boundary of Lot 123, and encompasses the Water Corporation reserve, Foxe's Lair and Railway Dam. Provides an aerial picture of the proposed mountain bike trail. Presents a number of arguments to support the proposal which link to the Shire's Strategic Community Plan and references town planning, economic development, environmental initiatives and natural resource management.	Impartiality is noted. Officer recommends the proposal of a recreation mountain bike trail with a route which includes the north south axis of Gnarojin Park on the west side of Narrogin Brook requires consideration and needs further investigation. Council allocated a budget in this financial year to appoint a consultant to undertake a feasibility study of a Mountain Bike. At this point in time it is not feasible to provide an additional toilet on the same reserve. Linkages of this trail with Gnarojin Park trails/open spaces will be considered.
Public 8	Expresses concern regarding the money being spent to create a document showing a park that Narrogin Creek will never support. Argues the annual water flow is not sufficient to sustain this type of water feature.	Objection to the Masterplan is noted. Comments that the annual water flow being insufficient to support the type of water feature set out in the Masterplan requires further investigation. Furthermore this will require the approval from relevant agencies prior to approval.
	Sets out concerns regarding a range of maintenance issues claiming that what we already have is not maintained and is often littered with rubbish, alcohol containers and fallen branches.	The officer advises the consultant's brief did not include addressing park maintenance issues. These are day to day operational matters. The Shire's Technical and Rural Service's weekly works program addresses the Park's maintenance requirements. In contrast, the Gnarojin Park Master Plan is a 10 to 20 year overarching planning document for the future development of the Park.
	Advises the park (children's playground) by the roundabout had its edges removed and the sand is now raked away from the swings and equipment onto the lawn and this is a major OHS issue. That the pathways are "blow vac'd" which has removed the top layer of gravel and	Officer advises the project's scope did not include addressing specific public liability and safety issues as these are day to day operational matters to be addressed by Shire staff. Play equipment is checked on a monthly basis.

Submissions	Public Comment	Officer's Comment
	exposed the heritage tiles and claims this is an OHS issue. States that rubbish is not removed from the creek edges and ends up in the creek offering the example of a pizza box which was observed by the skate park bridge for two weeks.	
	Commented that water run off channels on the west side of the creek are clogged with grass clipping, rubbish and silt build up which means stagnant water and mosquitoes.	Noted. Any works proposed in the water way will require the approval from relevant agencies.
	Rubbish bins at designated rubbish sites are not emptied and left over flowing. Two specific areas used for socialising are left littered with alcohol containers and broken glass. Anti-social behaviour and rubbish is slowly destroying the rammed earth walls at the BBQ area. A tree by the Doney St bridge, on the bypass side, presents the same problem which is unpleasant when using this location to access the railway crossing.	The officer advises the consultant's brief did not include addressing park maintenance issues as these are day to day operational matters to be addressed by Shire staff.
	Fancy lighting, winding paths, etc. will not change the way the Shire maintains this creek area or encourage people to relocate to a designated area for their use.	Comments are noted
	Comments that those of us who do use the creek paths for exercise and walking pets enjoy the area as it is but would like to see it better maintained, managed and the creek made healthier by removing weeds etc.	Comments are noted.
	Requests toilets at the southern end near the Community Garden and exercise area.	At this point in time it is not feasible to provide an additional toilet on the same reserve as there is an existing toilet to the north of the reserve.
	States there is no need for designated, fancy parking areas, as the people who utilise the creek area are country folk happy to see money better spent on facilities useful to the area such as toilets picnic tables, RV parking at southern end. Requests that the Shire maintain what we have and support the people who use the area.	Comments are noted.
Public 9	Indicated through a drawing on a copy of p28 of the Gnarojin Park Masterplan, an area for RV parking on the east side of the Park immediately south of Doney Street with a request to keep the tall trees in this vicinity. Request that the existing tall trees are preserved in this area.	Officer recommends consideration and further investigation of a location for RV parking on the east side of the Park immediately south of Doney Street. It is noted in this same area the Masterplan includes a public amenities building (No. 3 of the Legend at p29).

Submissions	Public Comment	Officer's Comment
	Suggested by way of hatching on a copy of p28 of the Masterplan, a fire pit be located on the west side of Narrogin Brook, immediately north of the railway crossing and within the Traditional Owners Gathering space (No. 16 in the Legend on p28). Suggested that a stand of trees surround the area of the fire pit and the tree line continue to the north of the Railway bridge.	Requires consideration and further investigation which would include canvassing potential social benefits or otherwise and public liability issues.
	Suggests water misters be placed in specific locations in the Park and provides a sketch of a design of a mister which comprises a sheltered bench seat with mister pipes installed in the roof and a start button installed in the edge of the seat with an automatic cut off.	Comments are noted. The Masterplan is an overarching planning document intended to guide the Park's land use development at a strategic level. As such it is not intended to be a detailed site plan. Placement of specific infrastructure of specific site planning as part of the Park's future development.
	Suggests Fortune Street be converted to a one way street and become a main access pathway to the rail overpass.	Traffic flow within the CBD was not required to be addressed within the project brief.
	Suggests tree planting from the north west corner of the Park through to Federal street and into Ensign Street through to the location of Coles.	The Masterplan currently includes extending tree planting into the town centre along both Egerton Street and Fortune Street to promote a visual connection with Gnarojin Park. These two connections were chosen and recommended by the consultant as they capitalise on existing rail cross overs – being the crossing at east end of Egerton Street and the Railway overpass.
Public 10	Submitted a sketch which represents a proposal for seating and a table and the placement of a plaque which would convey the history of the Railways Tennis Club at the south end of the Park in the vicinity of the old Railways Tennis Club.	Impartiality is noted. The suggestion of the installation of seating, a table and a plaque at the south end of the Park is noted. The Masterplan is an overarching planning and is not a detailed site plan. Placement of specific infrastructure such park furniture and a plaque can be considered into the future as part of specific site planning for the Park's future development.
Public 11 Department of Water & Environmental Regulation	Supports the Gnarojin Park development on the basis that it meets the principles of water sensitive urban design as outlined in: <ul style="list-style-type: none"> • 'Better Urban Water Management (2008), in accordance with the • 'Decision process for stormwater management in Western Australia (2017)', and • 'Stormwater management manual for Western Australia (2004 - 2007)'. 	Support for the Masterplan is noted. Officer recommends that the Shire of Narrogin liaise with DWER to address flood protection and water quality issues when developing detailed designs and a water quality

Submissions	Public Comment	Officer's Comment
	<p>Advises the Shire should be cognisant of the effect of any development on the natural flood carrying capacity of Narrogin Brook, ensuring that works maintain the free passage and if applicable, temporary storage of floodwaters.</p> <p>Advises that any flood risk should be managed to ensure an acceptable level of flood protection for the health and safety of people, damage to property and community infrastructure.</p> <p>Advises DWER supports measures that maintain and protect water quality and waterways as natural resources and it is noted that the Masterplan includes considerations that help improve water quality and create opportunities for a range of biodiversity and ecological environments. Recommends that the Shire of Narrogin address the matters of flood protection and water quality through the detailed design process which may include flood modelling of Narrogin Brook, and a water quality improvement plan.</p>	<p>improvement plan for Narrogin Brook.</p>

10.1.5 SHIRE OF NARROGIN DRAFT WALK TRAILS MASTER PLAN

File Reference	21.4.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Transplan Pty Ltd
Previous Item Numbers	Nil
Date	14 February 2019.
Author	Susan Guy – Manager Community Leisure and Culture
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments	
1. Shire of Narrogin Draft Walk Trails Master Plan	

Summary

Council is requested to consider the Shire of Draft Narrogin Walk Trails Master Plan (Attachment 1) for the purpose of seeking public comment for a period of 30 days, with any submissions received being referred to Council for final consideration.

Background

Transplan Pty Ltd was appointed to prepare and develop a Shire of Narrogin Walk Trails Master Plan. The project's main aim was to explore ways in which Narrogin's natural reserves on the outskirts of town could be better showcased and to take into account that an interpretive signage project for the CBD was underway which would upgrade an existing 1988 CBD heritage trail.

The many benefits of well-planned and promoted trails are being recognised by local government authorities across Australia as well as tourism organisations and a number of health organisations. Recreation trails offer opportunities for low-key unstructured passive recreation. They are a valuable tourism attraction, especially when marketed well, help instil a conservation ethic amongst trail users, can be a means of educating users about the history and attributes of an area, and can bring economic benefits to small communities when visitors choose to spend more time and more money in a town.

The rationale for proposing that the Shire invest in a Narrogin Walk Trails Master Plan and adopt a holistic approach to trails development is founded on these identified potential benefits and opportunities.

Comment

The draft Master Plan identifies that the Shire is fortunate to have an enviable array of physical and geographical attributes on its doorstep, these being Foxes Lair, Railway Dam reserve and Gnarojin Park. It also has a railway history, a rich agricultural history, heritage buildings and its Aboriginal history. It is just over two hour's drive from central Perth and located in a region which is already

popular with day-trippers from Perth and through which many tourists travel en route to other destinations. Transplan advises that compared with many other local governments in Western Australia, the Shire of Narrogin offers a good range of walk trail experiences in a variety of geographic locations (i.e. natural/remnant bushland; in-town heritage buildings; and riverine environment).

The Master Plan as a planning document provides an inventory of existing trails detailing their purpose, general condition and use and corresponding trail maps. It proposes to upgrade three (3) projects to enhance existing walk trails located within Foxes Lair, Railway Dam and Gnarojin Park. In the main, the required work on these trails comprises minor upgrades and the installation of trail infrastructure such as directional markers and interpretive panels.

Foxes Lair Trails Upgrade Project

Most of the existing trails are well formed, with only minor trail surfacing improvements required such as erosion control and refurbishment of existing steps. The overall intention is to make the trails in the reserve more easily navigable. The installation of interpretive panels along each trail will provide an educational experience for all users, be they local residents, day trippers, tourists or people holidaying longer in Narrogin.

Railway Dam Trails Upgrade Project

Two short walk trails exist within the Railway Dam reserve and appear to be well used by local people. To increase the usage and enjoyment, several improvements and upgrading of the trail surface is recommended which included the realignment of the Archibald Park Trail.

Gnarojin Park Trail Upgrade Project

Gnarojin Park has several existing trails. No new trails are proposed. The Plan suggests the existing trails could be 'amalgamated' into one single trail route, with the installation of trail directional markers designating the circuit trail bringing users past all of the important elements of the Park such as dreaming sites and the Centenary Pathway. Improvements will be subject to the findings and conclusions of the draft Gnarojin Park Masterplan.

The document highlights the importance of this proposed suite of reserve trails reflecting the quintessential character of the area – its natural assets, its Aboriginal history, its pioneers, its heritage and culture, the traditional farming practices and new agricultural enterprises.

The Walk Trails Master Plan aims to maximise the benefits of trails to local people and the Shire of Narrogin through increased tourism. The intention has been to provide a suite of trails – or a trail – that will have a 'point of difference' to all other trails in the region and in so doing become the reason why people choose to come to Narrogin – rather than some other area or region that also offers a suite of trails.

Transplan points to the flaws in the programs which result in poorly built, poorly signposted, poorly maintained and poorly promoted trails. The consultant argues that to attain a competitive edge in the supply and marketing of trails, the Shire provide a small suite of high quality trails, rather than numerous 'ordinary' trails. Transplan advises that architectural-grade etched anodised aluminium panels retain their high-quality aesthetics into the 10-year (and beyond) time-frame – regardless of weather. This material / process has the greatest resistance to vandalism (paint, ink, pen, felt pens, scratching, impact damage etc.) of any known option on the Australian market.

It is recommended that the Shire aims for providing high quality user experiences making use of existing trails (rather than additional trails) and recognises the demand for short trail opportunities. It

is considered more appropriate to embark upon a restricted program of activity – but one that is achievable – rather than a ‘wish list’ of projects that could well seem too daunting to even attempt. The emphasis therefore is to build on what the Shire already has in the way of existing trails.

In addition to the three (3) trails upgrading projects, a marketing and promotion program as an additional and critical trails-related project is strongly recommended for the Shire. It is stressed that it is of utmost importance to consider the needs of visitors as they provide much of the economic benefits associated with trail development. Recreation trails are an important piece of tourism infrastructure offering experiences in the ecotourism market. Visitors are interested in what is local and authentic. Successful tourism destinations are built on factors that give a place its own distinctive character. These factors are lifestyle, heritage, cultural activities, landscape, flora and fauna; characteristics of the basic tourism product of any destination. Recreation trails provide opportunities to highlight many of these characteristics. The provision of interpretive signage along trails is crucial to fulfilling this demand for information.

The Master Plan can be referenced as a key document to guide the development of the Shire’s Walk Trails program. An implementation program is set out over a four (4) year period. With sufficient funding, from grants and/or Council’s contribution, all these projects could be brought to fruition in a shorter timeframe, providing skilled and experienced project management is available. The employment of a project manager to undertake these key projects (in addition to current resources) could facilitate expeditious development of the trail program. For delivery of the projects, the consultant advises it is more efficient to focus on each project one by one. Ultimately it will be for staff and Council to prioritise which projects should be undertaken first.

Consultation

External

The input from interested local community members and key stakeholders was crucial to the successful preparation and implementation of the Walk Trails Master Plan. A targeted approach was to use the development of the draft Plan with key people consulted in the Narrogin community with a direct interest and involvement in trails development – whether it be from a botanical perspective, a tourism viewpoint, a historical interest or any number of other interests.

Internal

- Dale Stewart – Chief Executive Officer
- Azhar Awang – Executive Manager Development and Regulatory Services

Statutory Environment

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

Policy Implications

Nil

Financial Implications

There are potential future financial considerations should the Walk Trails Master Plan be adopted by Council. Cost estimates are broad estimates only and are subject to confirmation and provided as indicative costs only. The upgrading items include trail head maps panels, installation of trail directional markers, design and supply of interpretative panels and installation and removal of old signage.

The estimated cost of implementing the full trails program, including the Marketing Program, set out in this Trails Master Plan is \$230,550 (+ GST). A breakdown of these costs by trail is presented below.

Trail	\$
Banksia Walk	46,240
Valley Walk	11,370
Breakaway	17,210
Claypit	28,950
Granite Walk	28,650
Archibald Park Walk	28,570
Railway Dam Walk	9,200
Gnarojin Park	9,360
Marketing Program	51,000
Total estimated (ex GST)	230,550

The staging and implementation of these costs will be subject to grant applications and submission of Budget requests that are considered in context of competing priorities as part of the normal Budget process and consideration of the Long Term Financial Plan.

The indicative staging of these projects over the next four years are recommended by the consultant is as follows:

Narrogin Trails Master Plan Implementation Schedule					
Project	Project Costs (not including GST)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Project 1: Foxes Lair Trails Upgrade Program	74,820	57,600			
Project 2: Railway Dam Trails Upgrade Program			37,770		
Project 3: Gnarojin Park Pathways/Trails				9,360	
Project 4: Trails Marketing Program					51,000
	74,820	57,600	37,770	9,360	51,000

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
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:	2.2 Build a healthier and safer community
Strategy:	2.3.4 Provide improved community facilities (e.g. library/recreation)
Outcome:	2.4 Cultural and heritage diversity is recognised
Strategy:	2.4.1 Maintain and enhance heritage assets
Strategy:	2.4.2 Support our Narrogin cultural and indigenous community

Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1 A preserved natural environment
Strategy:	3.1.1 Conserve, enhance, promote and rehabilitate the natural environment

Growing our Community - An Economic Development and Implementation Strategy for the Greater Narrogin Region” (Wheatbelt Development Commission 2015).

The report “Growing our Community - An Economic Development and Implementation Strategy for the Greater Narrogin Region” offers a vision and guiding principles to enable economic growth, prosperity and wellbeing for the communities of the Greater Narrogin Region (Cuballing, Highbury and Narrogin). The Strategy argues that to attract and retain residents, the Greater Narrogin region:

...must look at a number of possible projects such as ...the rejuvenation of local playgrounds and parks (e.g. outdoor gyms, bushwalking trails, boardwalks, signage, picnic/barbecue areas, public facilities) and the consolidation and promotion of recreational activities other than core sports...” (p. 47).

...there needs to be an emphasis on improving urban places and the quality of design in public spaces. By improving areas where the community can come together it will help build a happy and thriving region where new people could come to live (p. 53).

Comprehensive planning is required at the local level for community infrastructure and development (p. 52).

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the Shire of Narrogin Walk Trails Draft Master Plan, Council advertise the Master Plan for the purpose of seeking public comment for a minimum period of 30 days, with any submissions received referred to Council for final consideration.

COUNCIL RESOLUTION 0219.007

Moved: Cr Seale Seconded: Cr Wiese

That, with respect to the Shire of Narrogin Walk Trails Draft Master Plan, Council advertise the Master Plan for the purpose of seeking public comment for a minimum period of 30 days, with any submissions received referred to Council for final consideration, subject to minor corrections on pages 189, 194, 195 and 233 of the Masterplan.

CARRIED 7/0



Shire of Narrogin Walk Trails Master Plan



SHIRE OF NARROGIN WALK TRAILS MASTER PLAN



Prepared by



TRANSPLAN PTY LTD

Planning and Design

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January 2019

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.

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EXECUTIVE SUMMARY

SETTING THE SCENE

In Western Australia the definition of a trail has been recently set out in the Western Australian Strategic Trails Blueprint 2017 – 2021 (*Department of Sport and Recreation May 2017*):

Trails are pathways or routes that are used for recreation, tourism and appreciation of natural and cultural values. Trails may be short or long; be part of a trail network or a single journey; be used for one activity or be shared by several different trail activities; be primarily used by local residents or form a visitor attraction; be purpose-built paths or routes designated by signage and information.

This is the definition that will be used throughout this Walk Trails Master Plan.

The Shire of Narrogin commissioned the preparation of this Walk Trails Master Plan to provide direction to the upgrading, development and maintenance work of walk trails within (and close to) Narrogin's town site.

The project brief limited the study area to the Narrogin town site and focussed on how the existing walk trail in the town centre could be improved to include 'links' to reserves on the town's doorstep. The scope of the project did not include Highbury nor any other reserves in the Shire area.

From discussions with Shire of Narrogin officers, it is apparent that one of the key driving forces behind the trails planning strategy is the aspiration to develop (or redevelop) a series of trails to support the Shire of Narrogin community to be inclusive, vibrant, healthy and safe. This Master Plan is focussed on developing a small suite of trails that will be of interest to local people but also to visitors to the town.

An objective is to develop the Shire's capacity to support the conservation of natural assets and undertake sustainable resource management. This can be achieved through the placement of suitable interpretation along each trail.

It is expected that upgrading, development and maintenance of existing trails will attract additional visitors to the Shire and to Narrogin in particular.

Narrogin is within easy reach of Perth, being just over two hour's drive. It is well located and easily accessible from Perth and well positioned to take advantage of the growing popularity of bushwalking and other outdoor recreational activities, such as geocaching (a modern twist on traditional hide-and-seek).

Narrogin has several remarkable and attractive features: a rich and diverse history, a fascinating array of historic buildings in the town and Foxes Lair at its doorstep.

The Shire is well placed to provide a destination for Perth's population on day visits, as well as being situated alongside main roads heading south from Perth to other destinations, such as Albany.

Improvement of the existing trails will provide a greater range of opportunities for local people and visitors to enjoy the beautiful environment and become acquainted with the rich and varied history of Narrogin and the region.

To create a suite of quality trails does not necessarily mean constructing numerous new trails. A number of walk trails already exist within or close to Narrogin. The primary aims of this Walk

Trails Master Plan are to determine what trails are currently available, assess what improvements are required to the existing trails, and make recommendations on what additional trails could be developed in the future.

It is crucial that the suite of trails reflect the quintessential character of the area – its natural assets, its Aboriginal history, its pioneers, its heritage and culture, the traditional farming practices and new agricultural enterprises.

This Trails Master Plan also seeks to capitalise on the outstanding built history of the town. The Shire is supporting work on a revamped CBD heritage trail that will, when implemented, take users past a range of interesting and historic sites throughout the town, each with an interesting story.



The Breakaway Walk Trail at Foxes Lair is well used and it provides excellent views out over the surrounding vegetation and landscape.

In terms of local reserves, Foxes Lair is without doubt Narrogin's greatest natural attraction. There are five walk trails through this bushland area and already well used, however there is room for improvement of these popular attractions. This Walk Trails Master Plan promotes their upgrading and a range of safety improvements to the existing trails. Upgrading of these trails will be beneficial to residents of Narrogin, holidaymakers and tourists passing through or visiting Narrogin.

The brief for this project focussed on walk trails. Cycling and horse riding trails have, therefore, not been considered although mountain biking is permitted on some trails and all management roads within Foxes Lair. There is also an extensive network of mountain biking opportunities within the Commonage.

The financial costs involved in implementing the trails program set out in this Walk Trails Master Plan need not be borne by the Council alone. Funding programs are available to assist the Shire of Narrogin in upgrading and enhancing existing trails. This funding can enable and support the Shire to embark on a program to progressively upgrade and expand its trail supply, and to promote the trails and natural attractions of the town to local residents, visitors in nearby towns, as well as Perth's population.

THE EXISTING TRAIL SUPPLY SITUATION

In 'setting the scene' for this Walk Trails Master Plan it is important to be cognisant of the fact that there exists a number of quality trails in and around Narrogin. The inventory of existing trails prepared as part of this project has identified the following core characteristics of 'trail supply':

- ✚ Five walk trails have been developed through Foxes Lair of varying length. Some of these trails, as well as the management tracks throughout Foxes Lair, are available for mountain biking.
- ✚ Two walk trails have been developed at Railway Dam.
- ✚ Several 'trails' exist in Gnarojin Park.
- ✚ Two heritage drive trails, developed in 1988, take visitors through Narrogin town centre and around the historic sites and the district of Narrogin.
- ✚ The existing trails are poorly signposted, in terms of directional / promotional signage to the trailhead and directional signage along the trails.
- ✚ Interpretation along the existing trails needs significant improvement.

The town site of Narrogin has an existing CBD Heritage Walk developed without trail directional markers and no in situ interpretive signage. It relied upon descriptions contained within an A5 brochure only and was originally developed by Mr Maurie White, Honorary Historian of the former Town of Narrogin in 1998. An Interpretative Signage Project for this walk is currently underway. It is understood that this project will address the realignment and upgrading of the existing CBD heritage trail throughout and the upgraded heritage walk will include sites associated with significant people of the town and the region as well as significant events that have helped shape the town and region and former buildings and infrastructure. This Master Plan references this CBD heritage trail in the context that this trail and the three proposed trail projects in the reserves can be linked through a Marketing and Promotional Campaign.

THE ROLE OF TRAILS

Trails have *much* to offer a local government area such as the Shire of Narrogin.

Right across Australia the many benefits of well-planned and promoted trails are being recognised by local government authorities and a range of agencies including tourism organisations, and a number of health organisations. It is now well recognised that recreation trails perform a number of highly beneficial roles in the broader community:

- ✚ They provide opportunities for low-key unstructured passive recreation for local residents and visitors alike;
- ✚ They enable users to gain fitness and they foster general well-being;
- ✚ They are a valuable tourism attraction, especially when marketed well;
- ✚ They can bring economic benefits, from visitors spending more time and more money in a town;
- ✚ They can help instil a conservation ethic amongst users; and

- ✚ They can be a means of educating users about the history and attributes of an area, especially when good interpretation is a feature of the trail.

A Victorian study (prepared for the *Victorian Trails Strategy 2005 - 2010*) found that there is a clear preference for shorter walks (up to 6 kilometres and taking between 30 minutes and 2 hours to walk), on both metropolitan and 'remote' trails. A Market Equity study in South Australia supports this conclusion with 76% of walkers using trails for less than 2 hours. A study in Geelong found that the average duration of a walk is 50 minutes (with the highest numbers walking between 21-30 minutes and 51-60 minutes). (*Source: City of Greater Geelong 2003*).

The trails presented in this Walk Trails Master Plan take into account the preferences of walkers for shorter trails.

WHAT THIS WALK TRAILS MASTER PLAN PROVIDES

As is common with a Walk Trails Master Plan, this document provides the following:

- ✚ An inventory of existing trails including their purpose, general condition and use;
- ✚ Mapping of trails within Narrogin;
- ✚ Preliminary cost estimates and priorities for upgrading of existing trails and development of any proposed new trails;
- ✚ Community comments as an outcome of consultations;
- ✚ A recommended action plan and strategies for implementation of the Walk Trails Master Plan; and
- ✚ Consideration and recommendations for trail information and interpretation including brochures, signs and on-line information.

This Trails Master Plan is limited to consideration of walk trails only. Additionally, the scope of works was limited to the townsite of Narrogin and the reserves in its close proximity

PRINCIPLES FOR SELECTION OF TRAIL PROJECTS

Candidate trails and trail projects were assessed against a number of important criteria:

- ✚ **Community input and aspirations** – local people are best placed to determine local priorities;
- ✚ **User experience.** Trails have to provide a high-quality user experience or else people will not use them or will not come back – word of mouth is a much stronger advocacy tool than marketing strategies. The trail projects need to ensure a high-level user experience;
- ✚ **Shire of Narrogin staff input** – funding and staff resourcing are critical to successfully implementing any trail plan;
- ✚ **Trail demand** – research shows the majority of users are seeking short trail opportunities;
- ✚ **Availability of existing trails** in the Shire – 12 already exist;
- ✚ **Value for money** (recognising that there will be limited budget). Trail projects should look to provide value for money and a good return on the investment made by the Council

(and other stakeholders). A few high quality, well built, well maintained and well promoted trails highlighting the best features of the Shire of Narrogin is preferable to a large number of poor quality trails badly constructed and not maintained;

- + **Consideration of whole of life costs** including repairs, maintenance, upkeep and associated staffing to administer (e.g. how much work is required to upkeep regularly and does the Shire have the staffing capacity to do with other [priority/competing] works required). This may also consider cost vs benefit, e.g. low usage vs regular upkeep such as clearing paths, pruning trees, litter collection etc; and
- + **Practicalities of trail development** – costs, land tenure and access, environmental issues, cultural issues, funding possibilities, project management and staffing availability, possible (on-going) community support and the possibility of opposition, and the safety of users.

RECOMMENDED PROJECTS

What then, can trails do for the Shire of Narrogin? This Walk Trails Master Plan has been developed based on face-to-face consultation with key community members and stakeholders, Shire of Narrogin officers and four days of field work. It is shaped specifically to fit Narrogin's unique qualities and the enhancement of existing trails. It proposes several trail projects that have the potential to deliver benefits to the local community. This Walk Trails Master Plan recognises the needs and demands of local residents and visitors, and it takes advantage of the history of the region and the diverse range of attractive landscapes and vistas on offer within and close to Narrogin.

Combined with the field assessment, consideration of the factors listed above allows the determination of a range of possible trail projects.

Three key trail projects have been identified within this Master Plan. How each of the recommended or proposed projects are specifically prioritised will need to be determined each year internally and be dependent on available resources, funding opportunities and how they link with other Shire projects e.g. the Strategic Community Plan, identified townscape strategies and a range of management plans. These three projects are described below.

Project 1: Foxes Lair Trails Upgrade Project

Foxes Lair is a remarkable piece of bushland, situated on Narrogin's doorstep. Considerable effort by the Friends of Foxes Lair (often with very limited financial resources), has seen made to develop a range of walk trails developed within the area. Most of the existing trails are well formed, with only minor trail surfacing improvements required (erosion control; and refurbishment of steps).

The overall intention is to make the trails more easily navigable. This will be achieved by removing all existing trail directional markers and replacing them with Australian Standard and uniformly designed signs on steel posts.

The installation of interpretive panels along each trail will provide for an educational experience for all users, be they local residents, day trippers, tourists or people holidaying longer in Narrogin.

Project 2: Railway Dam Trails Upgrade Project

Two short walk trails exist within the Railway Dam reserve and appear well used by local people. However, to increase usage and enjoyment several improvements and upgrading of the trail surface is recommended.

The range of improvements include: replacement of informal directional signage with Australian Standard and uniformly designed signs on steel posts; the installation of interpretive signage and filling of parts of the trails to raise them above a typical flood level. Realignment of the Archibald Park Trail is also proposed.

Project 3: Gnarojin Park Trail Upgrade Project

Gnarojin Park has several existing trails, as indicated throughout this report. No new trails are proposed. However, the existing trails could be ‘amalgamated’ into one single trail route, with the installation of trail directional markers designating the circuit trail bringing users past all of the important elements of the park (Dreaming Sites, Centenary Pathway). Improvements will be subject to the findings and conclusions of the (current) Gnarojin Park Masterplan before Council at the time of writing.

MARKETING AND PROMOTION

In addition to the three trails development/upgrading projects outlined above, a fourth project for the Shire of Narrogin is a Marketing and Promotion Program.

A series of trails can be developed or upgraded according to the programs set out in this Trails Master Plan. When in place, these trails will need to be marketed and promoted. This is best achieved through a concerted effort of collating and compiling information and publishing it in the form of simple but aesthetically pleasing brochures – with maps of each trail highlighting special features such as lookouts and locations of interpretive signage. .

This Trails Master Plan recognises the fact that the Shire of Narrogin has a limited capacity to construct and maintain additional trails. It is more appropriate to embark upon a restricted program of activity – but one that is *achievable* – rather than a ‘wish list’ of projects that could well seem too daunting to even attempt. The emphasis therefore is to build on what the Shire already has in the way of existing trails.

Attracting users to trails is a competitive business. Numerous local governments, and not-for-profit organisations, are now beginning to realise the tremendous benefits that trails can bring to a community. Across Western Australia there are hundreds of trails, many of which are poorly built, poorly signposted, poorly maintained and poorly promoted.

With this in mind, this Trails Master Plan strongly recommends that the Shire of Narrogin strive to attain a competitive edge in its supply and marketing of its trails. To this end, the provision of a small suite of quality trails, rather than numerous ‘ordinary’ trails, would be the primary objective. With the implementation of the trails projects developed in this Trails Master Plan, local people will benefit and the Council will be able to attract visitors to the Shire and be able to keep them in the region for a full weekend – or longer. A fully costed and comprehensive marketing and trail promotion program is proposed.



This well placed seat on the Claypit Walk Trail is an ideal location for the installation of an interpretive panel telling a story about the geology of the region.

SUMMARY AND COSTS

In summary, the Shire of Narrogin is fortunate to have an enviable array of physical and geographical attributes – including Foxes Lair on its doorstep, Railway Dam reserve, Gnarojin Park, railway history, a rich agricultural history, heritage buildings and the Aboriginal history of the area. It is just over two hour's drive from central Perth – and located in a region which is already popular with day-trippers from Perth and through which many tourists travel *en route* to other destinations.

This Walk Trails Master Plan sets out a simple project-focussed program of activity designed to deliver the maximum benefits to the widest cross-section of the local and regional community as well as visitors and tourists from Perth. Its focus is on recognising a number of trails already in existence in and around Narrogin. It emphasises the upgrading and enhancement of these trails and enshrines the requirement for quality (and carefully targeted) marketing and promotion.

The estimated cost of implementing the full trails program (including the Marketing Program) set out in this Walk Trails Master Plan is \$ 230,550(+ GST). The costs for each individual project are based on likely contractors/consultants' rates.





Actual costs at the time of implementation will depend on a number of factors, including the state of the economy, the extent of advertising of construction tenders, the availability and competitiveness of contractors, the rise and fall in materials costs, the choice of materials used in construction, final design detail and the extent of the deployment of volunteers/unskilled low cost labour and Shire works crew. Tenders submitted by construction contractors may vary significantly from the estimated costs in the tables contained within this report. The use of low-cost (or volunteer) labour and/or Shire works crew will significantly reduce construction costs.

Funding for the development, upgrading and extension of paths and trails is available from a variety of State and Federal Government programs.

It is important to note that the delivery/implementation of the Walk Trails Master Plan may well be dependent on grant funding and additional resourcing including budget allocations to implement project work, as well as an ongoing commitment to increase annual budgets to cover maintenance costs as prescribed in this document.

RECOMMENDATIONS

It is recommended that the Shire of Narrogin:

-  Receive the Shire of Narrogin Walk Trails Master Plan and seek to implement the recommendations contained therein;
-  Seek funds from other sources and funding programs for the projects contained within the Shire of Narrogin Walk Trails Master Plan.
-  Consider an annual allocation to supplement/match grants from other sources to implement the projects set out in this Walk Trails Master Plan.
-  If external funding is sourced, make arrangements for a portion of the work time of a Shire of Narrogin officer to be dedicated to trails and implementation of this Walk Trails Master Plan.

SECTION 1: PROJECT OBJECTIVES AND METHODOLOGY

1.1 BACKGROUND

This Walk Trails Master Plan for the Shire of Narrogin has been commissioned by the Shire of Narrogin.

The Shire in its request for quotations for this Master Plan indicated that it has a wealth of existing heritage buildings and natural reserves which could be better showcased and connected to allow visitors and local people to appreciate the value and uniqueness of the area. The development of a Master Plan provides a holistic look at the Town and how other interesting aspects of the Shire can be integrated as part of a walking trail. The Shire communicated in its request for quote that it was anticipated that a trails 'network' would have benefits including:

- ✚ Informing and educating visitors and locals of the history and value of the area;
- ✚ Generating interest in the town and encouraging people to stay longer; and
- ✚ Controlling the impacts of visitors in sensitive or fragile environments.

The purpose of this Walk Trails Master Plan is to identify existing trails and the work required to upgrade and improve the reserve trails.

As visitation to the area expands and environmental awareness increases, the natural areas of the Shire will come under increased pressure for use as trails as visitors forge their own way through natural areas, such as Foxes Lair.

The importance of trails in increasing environmental awareness and heritage conservation, as well as providing recreational opportunities to residents, visitors and tourists to the Shire is paramount.

1.2 PURPOSE AND NEED FOR THIS TRAILS MASTER PLAN

Trails planning does not exist in isolation. This Walk Trails Master Plan should be viewed as part of a broader approach by the Shire of Narrogin to provide growth that meets community, environmental and economic goals, and encourages a strong, diversified economy that supports local employment and enhances the quality of life for Shire residents.

The Shire of Narrogin commissioned this Walk Trails Master Plan as a way of developing new recreational opportunities for local people and new attractions for tourists.

The primary purpose of this trails program is therefore to provide additional recreation opportunities for local residents of Narrogin. It is also the intention to attract visitors, enabling economic benefits to occur at a local level. The trails are also intended to be used by local people. Experience elsewhere indicates that recreational trails can indeed be a focal point for quality tourism with the right infrastructure and the right packaging. Recreational trails can be a significant component of a sustainable tourism industry capitalising on significant natural assets.

Recreation trails serve the following purposes:

1. Enable convenient and safe access to natural areas of the Shire for local residents and visitors to the region;
2. Provide safe recreational assets within the Shire of Narrogin;
3. Provide attractions to tourists that would educate them of the ecological, social and cultural significance of places within the Shire;
4. Provide an opportunity for an integrated community project e.g. looking at potential ways to engage the community in different stages of the trail projects;
5. Incorporate Aboriginal heritage into the trail system (especially in interpretive signage); and
6. Highlight the historical significance of other locations and sites within the Shire of Narrogin.

1.3 SCOPE OF THE WALK TRAILS MASTER PLAN

The objectives of the Walk Trails Master Plan project for the Shire of Narrogin are as follows:

- ✚ Visit to the Town to understand and appreciate its various components parts;
- ✚ Meet with community representatives and Aboriginal groups who would have interest in the project;
- ✚ Identify opportunities/places where the existing walks and trails could expand and connect;
- ✚ Reviewing background documents from the Shire's library and examine the range and extent of historical images;
- ✚ Identify key routes and nodes, including: places of interest for interpretive signage, recommendations for improved connections to areas/places, seating and or other interventions (such as public art) which may help connect paces;
- ✚ Identify key themes/messages and suggested images for each node;
- ✚ Preparation of indicative signage concept;
- ✚ Prepare draft Master Plan and provide to Shire for review;
- ✚ Revise Master Plan for final adoption.

To achieve these objectives, the key tasks were to:

- ✚ Determine what trails already exist;
- ✚ Determine the condition of the existing trails;
- ✚ Determine what action should be taken to rectify any issues; and
- ✚ Develop construction plans to enhance the existing trails.

The development and implementation of this Walk Trails Master Plan would make a significant contribution to conserving and interpreting the heritage values of the Shire of Narrogin as well

as bringing tourism opportunities to the region and improving the recreational opportunities of local people.

1.4 METHODOLOGY

In common with most Walk Trails Master Plans, this project applied the following methodology to establish desired and specific outcomes.

Background research – the first stage in the preparation of this Walk Trails Master Plan was to review background material that may influence the supply of, or demand for, trails within Narrogin. In particular, any information pertaining to existing trails, or proposed trail projects, within the Shire was collected and reviewed. The intention was to compile a list of existing trails, their user group, respective condition and as many pertinent facts about those existing trails.

Initial discussions with key Shire of Narrogin officers to confirm scope of work – it was imperative to establish the desired outcomes sought by the Client, and to clarify the scope of work. Initial discussions revealed the intentions of the Client, the role of trails within the local communities, and importantly some local insight into the availability of, and scope for, trails within the Shire of Narrogin.

Meeting with key stakeholders – the input from interested local community members and key stakeholders was crucial to the successful preparation and implementation of this Walk Trails Master Plan. In any community, there are usually people with a direct interest and involvement in trails development – whether it be from a botanical perspective, a tourism viewpoint, a historical interest or any number of other interests. A targeted approach was used in the Trails Master Plan, meeting with key people in the Narrogin community.

Field work – there is no substitute for actually walking existing trails and assessing areas for possible new trails development. Traversing existing trails enables a comprehensive account of the condition of each existing trail to be compiled, including such matters as signage, trail surface, maintenance requirements, interpretation needs, etc. The in-the-field assessment of natural areas and other trail opportunities provided ideas about future trail development possibilities.

Report writing – following background research, selective consultation and in-the-field assessment of existing and future trail opportunities, all relevant information was compiled and included in this report. In the case of the Shire of Narrogin Walk Trails Master Plan, the essential tasks were to compile an account of the nature and condition of all existing trails, make recommendations about the need for additional trails and trail projects, and to provide costs and recommended priorities for the enhancement of the trails network within the Shire of Narrogin.

Further discussions and consultation – upon completion of the fieldwork, and during the preparation of the draft plan, it was necessary to follow up with various stakeholders to clarify matters. This often involves additional meetings and/or discussions to elicit initial feedback on ideas and draft proposals.

Mapping – an essential element of all Trails Master Plans is the mapping of the trails network. A series of maps illustrating the recommended location of the proposed trails upgrading tasks. Individual plans (or aerial photographs) have been produced for each priority trail project.

Submission of draft report to Client for review – upon completion of the draft report and mapping, the report is submitted to the Client for initial review and feedback.

Receipt and consideration of feedback from the Shire of Narrogin – the final Walk Trails Master Plan will reflect all comments received by Shire officers.

Preparation of final Walk Trails Master Plan – following receipt of comments from the Client, the final Trails Master Plan will be prepared and submitted to the Client for consideration and endorsement by the Council.

Following consideration and endorsement by Council, action ideally would commence soon after with the development of a project plan and sourcing of external funding as outlined in the Implementation Plan.

1.5 SOME UNDERLYING PHILOSOPHIES

Constructing and maintaining trails can be an expensive undertaking. Building trails costs money; sometimes hundreds of thousands of dollars. The history of the development of trails in Western Australia has demonstrated that there are limited funds available for the construction of trails – and few, if any, funding programs provide money for the maintenance of trails.

The lack of maintenance has plagued the trails world in Western Australia. All too often the maintenance of a trail is left in the hands of some willing, enthusiastic (and capable) volunteer group, but over time membership of the volunteer group changes, enthusiasm wanes, focus changes. When that happens the trail deteriorates badly through erosion, vegetation becomes overgrown, trail signage disappears and brochures/leaflets if originally developed, become non-existent. The trail then is no longer suitable for use and the original cost and effort in developing the trail has been wasted. This has certainly been the case with the 170+ 1988 Bicentennial Heritage Trails, one of which was developed for Narrogin.

It is imperative therefore that the proponents of trail projects be aware that over-ambitious trail development programs may fail due to limited availability of funds and other resources.

Care must therefore be taken to ensure the proposed trails network be thoughtfully put together, taking into account sustainable resourcing.

In this regard, it makes more sense to have a few quality trails rather than a vast quantity of poorly constructed, poorly maintained and little used trails.

Proposing a long list of trails projects can be counter-productive. When faced with a daunting (and expensive) list of trail development (or upgrading) projects, a community can often abandon plans for the trails network as it all becomes too hard.

It is therefore far more preferable to embark on a well-reasoned (small) suite of trails – a program that can be accomplished over a five to ten-year implementation period.

This Walk Trails Master Plan therefore proposes a number of specific projects that have the potential to deliver solid and real benefits to residents of the Shire of Narrogin. It recognises the needs and demands of local residents (in particular) and visitors, and it takes advantage of the diverse range of attractions on offer including bushland on Narrogin's doorstep, heritage buildings of the town centre, railway history and Aboriginal history.

This Walk Trails Master Plan also recognises the fact that there are 12 existing trails in and around Narrogin – and more within a short drive of Narrogin.

This Trails Master Plan recognises the limited resources of the Shire of Narrogin and that it is more appropriate to embark upon a restricted program of activity – but one that is *achievable* – rather than a 'pie in the sky' list of projects that could well seem too daunting to even attempt.

SECTION 2: TRAILS AND THEIR USERS

2.1 DEFINITION OF A 'TRAIL'

From extensive discussions over many years in Australia and overseas, it is clear that the concept of a trail means different things to different people. For this project to provide effective results it has been important to clarify the definition of a Trail in the local context.

In Western Australia the definition of a trail has been recently set out in the Western Australian Strategic Trails Blueprint 2017 – 2021 (*Department of Sport and Recreation May 2017*):









Trails are pathways or routes that are used for recreation, tourism and appreciation of natural and cultural values. Trails may be short or long; be part of a trail network or a single journey; be used for one activity or be shared by several different trail activities; be primarily used by local residents or form a visitor attraction; be purpose-built paths or routes designated by signage and information.

This is the definition used throughout this Walk Trails Master Plan.

2.2 THE BENEFITS OF TRAILS

Right across Australia the many benefits of well-planned and promoted trails are being recognised by a range of agencies from National Park services to tourism departments, and from local governments to health organisations.

It is now well recognised that recreation trails perform a number of highly beneficial roles in the broader community. The Western Australian Strategic Trails Blueprint 2017 – 2021 (*Department of Sport and Recreation 2017*) provides a succinct summary of these as follows. The Blueprint states:

-  Encouraging more frequent outdoor physical activity leading to improved physical and mental wellbeing and a reduction in lifestyle diseases and associated medical costs;
-  Improved lifestyle due to opportunities for outdoor recreation by individuals, groups, education and community organisations;
-  Providing low cost facilities for recreation accessible to many different groups in the community;
-  Improved awareness and appreciation of the natural environment and support for its conservation and protection;
-  Economic benefits from employment and business opportunities in trail development, management, maintenance, events and supporting products and services;
-  Tourism growth to trail destinations with resulting economic stimulus of local economies;
-  Trails adding to the value of nearby properties;
-  Protection and showcasing of natural, cultural and historic areas by providing for sustainable access routes;

- ✚ Improved sustainability of local communities by making them more attractive places to live; and
- ✚ Opportunities for social interaction and development of community identity through participation in trail activities, maintenance and conservation.

2.3 LOCAL USE OF TRAILS

Development of a trail network will allow use by local people to recreate in an outdoor setting, delivering significant health benefits and developing the community's appreciation of this high-quality natural resource on their doorstep. Development of a trail network will also benefit visitors (and those that depend on the tourism industry).

The Narrogin CBD Heritage Trail and enhancements to walk trails within Foxes Lair, Railway Dam and within Gnarojin Park proposed in this Trails Master Plan will directly benefit local people as well as visitors and tourists.

2.4 DEMAND FOR TRAILS

2.4.1 PARTICIPATION IN TRAILS RELATED ACTIVITIES

The Western Australian Strategic Trails Blueprint 2017 – 2021 (p29) states that Western Australia is seeing increasing growth in trail-related activities. It reports that there has been an overall increase in trail use as reported anecdotally by the (then) Department of Parks and Wildlife and other land management agencies. Uptake has been encouraged by better access, new developments, promotion and an increased community focus on nature-based activity as a pathway to improved fitness, health and wellbeing. Due to unmet demand (particularly for mountain biking and trail bike riding) unsanctioned trails are being developed in some places resulting in potentially unacceptable environmental and cultural impacts.

The 2010 Exercise, Recreation and Sport Survey reports on the propensity of Australians to participate in trail-related activities at a general level:

- ✚ 35.9% of survey respondents across Australia participated in walking, making it the most popular form of activity. This percentage has been consistent since 2001, and walking has been the most popular exercise activity since 2001 (increasing by 44% in that time).
- ✚ 11.9% of survey respondents across Australia participated in cycling, making it the fourth most popular form of activity. Again, cycling has been amongst the top five activities since the ERASS began in 2001 and has increased by 45% between 2001 and 2010 (though it has decreased and increased over that ten-year period). The 2010 level is the highest in 10 years.
- ✚ 4.8% of survey respondents across Australia participated in bushwalking, making it the seventh most popular form of activity. Bushwalking's percentage share of exercise has moved up and down since 2001, but it consistently appears in the Top 10 activities.
- ✚ Regular participation in non-organised physical activities (such as walking, bushwalking and cycling) was highest among people with university degrees (46.6%) or diplomas (42.1%).

- ✚ An estimated 6.7 million persons aged 15 years and over participated at least three times per week in non-organised physical activity (which includes walking, cycling and bushwalking), a regular participation rate of 38.5%.

The *Western Australian Strategic Trails Blueprint 2017 – 2021* (p30) provides the following snapshot:

- ✚ Walking (recreational) is the most popular form of exercise - 32% of men and 52% of women report walking as their main form of exercise (*Source: Australian Sports Commission, AusPlay: Participation data for the sport sector, December 2016*)
- ✚ Top reasons for walking: 52% recreation; 21% transport (*Source: <http://www.roymorgan.com/findings/6123-australian-sportsparticipation-rates-among-children-and-adults-december-2014-201503182151>*)
- ✚ 23% of WA residents cycle weekly
- ✚ 43% of WA residents have ridden a bicycle in the past year
- ✚ Approximately 1.13 million of WA residents cycle once a year. (*Australian Cycling Participation Survey 2015 <https://www.onlinepublications.austroads.com.au/items/AP-C91-15>*)
- ✚ Use of cycle or walking paths increased 7% to 31% between 1999 to 2006 (*<http://www.beactive.wa.gov.au/assets/files/Research/2009%20Adult%20Survey%20Main%20Report.pdf>*)
- ✚ Based on 8.8 million participants 45.3% adults regularly walk for exercise (*<http://www.roymorgan.com/findings/6123-australian-sportsparticipation-rates-among-children-and-adults-december-2014-201503182151>*)

In *Walk WA: A Walking Strategy for Western Australia 2007 – 2020*, the propensity of Western Australians to walk and undertake physical activity is analysed. The strategy quotes from the *Physical Activity of Western Australian Adults Survey 2002*, where walking for recreation was the most popular activity recorded, regardless of gender. Walking for recreation was found more popular among females (70%) than males (55%) and tended to increase with age, peaking in the 45-59 years age group (68%). Walking for recreation was most popular in the 60+ years age group for men (65%) and the 45-59 years age group for women (75%). In children, walking for exercise and walking the dog were among the most prevalent activities classified as 'active play'.

Among the major settings for physical activity, the streetscape is the most popular setting (56%), with 17% using public parks, 14% using cycle and walk paths and 12% using the beach. The 'streetscape' and 'public parks and ovals' are particularly popular with younger adults.

Walking as a form of recreation is growing in popularity, as it is versatile, does not require club membership, payment of facility fees or a long-term commitment, in order to participate. Walking is low impact, can be performed individually, in a social group or with family members or the family dog. Just like their owners, dogs can also obtain health benefits from physical activity. Walking can become a more popular physical activity option for those who see time, age, family commitments or poor health as barriers to increasing physical activity levels.

Both walking and cycling have a core of participants who engage in their activity very frequently e.g. at least once or more per week.

Horse riding is an activity enjoyed by a relatively small number of participants (around 3% of respondents in surveys undertaken by Transplan Pty Ltd). Horse riding demand can also be highly localised – certain localities attract residents who are horse riders. The lack of designated places to ride horses is often an issue raised in public consultation.

2.4.2 WHAT ARE TOURISTS LOOKING FOR?

It is critical to consider the needs of visitors as they provide much of the economic benefits associated with trail development. Recreation trails provide an important piece of tourism infrastructure and provide experiences in the ecotourism market. Visitors are interested in what is local and authentic. Successful tourism destinations are built on factors that give a place its own distinctive character. These factors are lifestyle, heritage, cultural activities, landscape, flora and fauna; characteristics of the basic tourism product of any destination. Recreation trails provide opportunities to highlight many of these characteristics. The provision of interpretive signage along trails is crucial to fulfilling this demand for information.





2.4.3 HOW LONG DO PEOPLE SPEND ON TRAILS?

A Victorian study (prepared for the *Victorian Trails Strategy 2005 - 2010*) found that there is a clear preference for shorter walks (up to 6 kilometres and taking between 30 minutes and 2 hours to walk), on both metropolitan and 'remote' trails. A Market Equity study in South Australia supports this conclusion with 76% of walkers using trails for less than 2 hours. A study in Geelong found that the average duration of a walk is 50 minutes (with the highest numbers walking between 21-30 minutes and 51-60 minutes). (*Source: City of Greater Geelong 2003*).




SECTION 3: BACKGROUND INFORMATION

The Shire of Narrogin has developed a number of documents and plans that have been considered when making recommendations on the future development of trails in the Shire.

The documents of interest are:

-  Strategic Community Plan 2017-2027
-  Foxes Lair Management Plan - 2014
-  Railway Dam Reserve Management Plan – May 2018
-  Draft Gnarojin Park Masterplan – October 2018

Other background material that has informed the recommendations of this Trails Master Plan and which is cited and referenced above includes:

-  Western Australian Strategic Trails Blueprint 2017 – 2021
-  Victorian Trails Strategy 2005 – 2010
-  Walk WA: A Walking Strategy for Western Australia 2007 – 2020

3.1 STRATEGIC COMMUNITY PLAN 2017-2027

The Shire of Narrogin Trails Plan *Strategic Community Plan* has strategies and recommendations of direct relevance to this Walk Trails Master Plan.

As set out in the Environment Objective, the community aspires to protect and preserve its nature reserves and further develop walking trails, parks and gardens and sports facilities.





The Environment Objective of the Strategic Community Plan also states that 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.

As set out in the Social Objective of the Strategic Community Plan, a key outcome is stated as being to maintain and enhance heritage assets.

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3.2 FOXES LAIR MANAGEMENT PLAN

The Aims of the Foxes Lair Management Plan are:

-  to protect and enhance the conservation values of the Reserve.
-  to encourage community involvement in management of the Reserve.
-  to manage the reserve so as to reduce the potential threat of fire whilst maintaining vegetation on site ensuring a bushland backdrop is retained for the south western portion of the town site.
-  to raise community awareness of nature conservation and the importance of protecting remnant vegetation.

- ✚ to encourage sustainable use of the Reserve for passive recreation, education and eco-tourism purposes.
- ✚ to acknowledge the role that the reserve(s) have played in the history and development of the Narrogin Town site.

The Management Plan makes a number of recommendations about the following matters:

- ✚ Fire
- ✚ Drainage
- ✚ Weed Control
- ✚ Use of Off-Road Vehicles
- ✚ Licensed Road Vehicles, Roadways & Parking Areas
- ✚ Maintenance of Walk Trails
- ✚ Littering
- ✚ Signage
- ✚ Wood Cutting and other Unauthorised Activities
- ✚ Promotion and Education
- ✚ Additional Infrastructure
- ✚ Feral Animal Control
- ✚ Review of Management Plan



3.3 RAILWAY DAM RESERVE MANAGEMENT PLAN (RDMP)

The objectives of the RDMP are as follows:

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

Among the many recommendations are the following:

- ✚ Formalise the two existing walking trails (Archibald Park Walk and Dam Walk) by installing maps and signage prohibiting visitors to walk off the tracks and educating them of the importance of sticking to tracks.

-  Install interpretive signage identifying native flora along the walking paths for visitors.
-  Install interpretive signage at the location of the historical weir/separator drainage area.








3.4 DRAFT GNAROJIN PARK MASTERPLAN

The Gnarojin Park Masterplan (currently in draft at the time of writing) identified the Park's existing strengths and weakness and its surrounding context. It contains a number of design components or strategies, as well as a number of associated proposed key projects.

The strategies are:

1. Circulation and Access – strengthen the north south axis, strengthen town connections and make them safe;
2. Town Connections - connect the Park and old railway station to the town centre;
3. Buffer and Safety - create a green buffer to the west side to suppress unregulated pedestrian movement along Great Southern Highway;
4. Key Zones - social areas, run-off water treatment, bush ecologies, green space;
5. Lighting - provision of lighting to all social/play/recreational areas and footpaths to improve safety;
6. Water Treatment and Waterway – water purification strategies e.g. water filtration, pooling, water sensitive urban design (WSUD) and wetland establishment;
7. Recreation and Play - connect existing and new recreation areas, place recreation play areas on ends of north south axis to promote and improve circulation;
8. Ecology and Connection to Environment - promote ecological, biodiversity and environmental typologies through information signage;
9. Noongar Dreaming Sites and Artwork/Artefacts - develop Noongar dreaming sites; and
10. Arts - extract, relocate, preserve and reinstall Centenary Walk tiles to a new path and expand current collection of tiles and consider future public art locations across the Park.

The seven projects are:

-  Pathway and access upgrades – improved pedestrian movement is important to the overall functioning of the Park;
-  Lighting; Install and improve for safety;
-  Horticulture and strengthening wildlife habitat;
-  WSUD/water ecologies/erosion prevention;
-  Events/community spaces – introduce exhibition, performance and art spaces to present opportunities for small to large events, display of public art and performances;
-  Nature based playgrounds - at the Park's north and south end; and
-  Town connection.

SECTION 4: TRAIL SUPPLY ANALYSIS

4.1 OVERVIEW

Narrogin has a comparatively high number of existing trails. In the research undertaken, 12 trails were discovered in and around the town, being:

- ✚ CBD Heritage Walk
- ✚ Breakaway Walk Trail (Foxes Lair)
- ✚ Banksia Walk Trail (Foxes Lair)
- ✚ Valley Walk Trail (Foxes Lair)
- ✚ Clay Pit Walk Trail (Foxes Lair)
- ✚ Granite Walk Trail including Arboretum Walk (Foxes Lair)
- ✚ Archibald Park Walk Trail (Railway Dam)
- ✚ Railway Dam Walk Trail (Railway Dam)
- ✚ Narrogin Recreation Trail (Gnarojin Park)
- ✚ Noongar Dreaming Pathway (Gnarojin Park)
- ✚ Centenary Pathway (Gnarojin Park)
- ✚ Narrogin Heritage Trail (Town Drive Trail and District Drive Trail)

Only trails that are regarded as being 'recognised' are included in the list above and in Table 1.

'Recognised' means that the trail has some or all of the following characteristics:

- ✚ Recognised by the land manager (e.g. Shire of Narrogin; DBCA);
- ✚ Signposting (directional markers; trailhead signage; interpretive signage); and
- ✚ Mapping (such as a map contained within a trail brochure and/or website).

4.2 CONDITION OF EXISTING TRAILS

Trails vary in condition, depending on the level of maintenance they receive, the amount of use they get, the environment in which they are located, the prevailing climatic conditions and a host of other reasons.

Regardless of their age and use, all trails require maintenance and continual upgrading to make them more appealing.

Directional signage that conforms to Australian Standards is lacking on the trails assessed during the course of this trail assessment process.

Trailhead signage (with mapping of the trail route) would benefit all trail users. This signage should indicate length of trail, duration (at a moderate pace), difficulty level, points of interest along the trail route, local access points and connections to nearby residential areas, a 'code of conduct' for permitted user groups, safety information, etc. Interpretive signage is often missing from a trail. Interpretation enriches the users experience.

Attention to trail surfaces, structures (including steps and water bars to prevent erosion) and trailside furniture should be an integral component of an upgrading program. Removal of overhanging and side vegetation (and weeds) should also be regularly undertaken.

Finally, all trails should have information readily available – and a trail brochure is an easy and cheap means of providing information.

4.2.1 TRAIL AUDITS

An assessment of every existing trail was undertaken during the preparation of this Walk Trails Master Plan. The "Trail Assessment Sheet" for each trail is included at Appendix 3 to this report. The assessment covered a range of matters including: This list needs tidying up I started but didn't complete.

- **Trail Characteristics:** surface (gravel/ concrete/ asphalt); length and width, condition erosion, weeds / grass invasion;
- **Promotion:** maps, guidebooks and track notes; web site/s, promotional brochure;
- **User groups:** single use or multiple use;
- **Signage to trailhead:** from local/regional road system;
- **Trailhead facilities:** parking areas; trailhead signage; trail map; trail information; picnic facilities – table, seats, shelter / shade, barbecue, bins, water, bike parking, toilets, emergency phone, lighting, bollard, fencing, gates;
- **Nearby facilities:** shops, public transport;
- **Directional / distance signage:** along trail;
- **Other signage:** location, purpose -promotional; warning; information; advisory; fire safety; code of conduct;
- **Drainage:** culverts, rolling dips, water bars, drainage channels, rock steps;
- **Interpretation:** type; number; topics; need, cultural/Aboriginal;

- **On-trail furniture and structures:** bench seats; tables; viewing platforms; water fountains; boardwalks; bird hides; bird call boxes; tunnels; underpasses; bridges; boardwalks).
- **Road crossings:** (sight lines; signage; other safety matters; vehicle exclusion barriers and emergency access gates).
- **Safety:** for users; conflicts between user groups; fire, etc.
- **Vegetation:** (overhead; side). Need for clearing; invasive species and weeds; re-vegetation needs.
- **Trail type:** (out and back; loop; one way?)
- **Grade of trail:** (easy; to very difficult; AS class?) (Class of trails range from Class 1 which is a universal access trail suitable for people using wheelchairs, through to Class 5 which is essentially a wilderness trail with no signposting).
- **Management and maintenance:** Management plan? Friends of group? Community support. Who manages?
- **General comments:** quality of experience; point of difference; accessibility.

4.3 INVENTORY OF EXISTING (RECOGNISED) TRAILS

Should this not be included earlier before the actual list? The list of existing trails is based on information from a number of sources:

- ✚ Information supplied by various stakeholders;
- ✚ Information brochures, trail maps and books;
- ✚ Trails observed during field work;
- ✚ Information provided by members of the community; and
- ✚ Input from Shire of Narrogin staff.

Table 1 – Existing Trails – Shire of Narrogin

	Trail Name	Location	User group	Land tenure	Trail Manager	Comments (brochure, interpretation, etc)	Condition (standard of construction, level of maintenance)	Length	Difficulty (grades, etc)
1	Narrogin CBD Heritage Walk	Narrogin town centre	Walkers	Public road reserves	Shire of Narrogin	Old brochure with map; no interpretive signage.	Follow footpaths throughout the town centre. Some recently paved footpaths.	1.72km	Moderate to easy (Class 2)
Interpretive panels: nil (interpretation contained within brochure)									
2	Narrogin Heritage Trail (x2)	Narrogin town centre and perimeter of town	Drive trail	Public road reserves	Heritage Council	Old brochure and map; old and sometimes missing interpretation.	Mostly asphalt roads with some gravel/unsealed sections.	14km and 117km	Drive Trails
Interpretive panels: Several plaques remain; most appear to be missing.									
3	Breakaway Walk Trail	Foxes Lair	Walkers	A Class Reserve	Shire of Narrogin	64ha bushland reserve. One of five walk trails. Interpretation on information panels at car parks.	High quality; well maintained.	400m	Easy; mostly Class 2
Interpretive panels: no permanent interpretation along trail.									
4	Banksia Walk Trail	Foxes Lair	Walkers	A Class Reserve	Shire of Narrogin	64ha bushland reserve. One of five walk trails. Interpretation on information panels at car parks.	Well constructed. Well maintained. Directional signage requires improvement.	2.2km	Easy walking (Class 2/3)

Interpretive panels: no permanent interpretation along trail.									
5	Valley Walk Trail	Foxes Lair	Walkers	A Class Reserve	Shire of Narrogin	64ha bushland reserve. One of five walk trails. Interpretation on information panels at car parks.	Well constructed. Well maintained. Directional signage requires improvement.	880m	Easy walking (Class 2/3)
Interpretive panels: no permanent interpretation along trail.									
6	Claypit Walk Trail	Foxes Lair	Walkers	A Class Reserve	Shire of Narrogin	64ha bushland reserve. One of five walk trails. Interpretation on information panels at car parks.	Some rocky surfaces. Lengthy section of trail along management track.	1.98km each way	Moderate difficult (Class 2/3)
Interpretive panels: no permanent interpretation along trail.									
7	Granite Walk Trail / Arboretum Walk	Foxes Lair	Walkers	A Class Reserve	Shire of Narrogin	64ha bushland reserve. One of five walk trails. Interpretation on information panels at car parks.	Some rocky surfaces. Lengthy section of trail along management track.	1.62km	Moderate difficult (Class 2/3)
Interpretive panels: Old sign along trail; information on trailhead panel.									
8	Railway Dam Walk Trail	Railway Dam	Walkers	Public reserve	Shire of Narrogin	Reserve created for establishment of dam for railways. Highly valued recreation area.	Trail utilises wide vehicle tracks and dam wall, some 2 – 3m wide.	700m	Easy (Class 2)
Interpretive panels: no permanent interpretation along trail.									

9	Archibald Park Walk Trail	Railway Dam	Walkers	Public reserve	Shire of Narrogin	Reserve created for establishment of dam for railways. Highly valued recreation area.	Trail utilises wide vehicle tracks and dam wall, some 2 – 3m wide.	1.26km	Easy (Class 2).
Interpretive panels: no permanent interpretation along trail.									
10	Centenary Pathway	Gnarojin Park, Narrogin	Walkers and cyclists	Public reserve	Shire of Narrogin	Brochure available; Predominantly compacted gravel trail containing commemorative plaques.	Good quality unsealed pathway.	500m one way	Easy (mostly Class 1)
Interpretive panels: 100 commemorative plaques along walkway.									
11	Noongar Dreaming Pathway	Gnarojin Park, Narrogin	Walkers and cyclists	Public reserve	Shire of Narrogin	Brochure exists. Series of aboriginal artworks alongside Narrogin Brook within Gnarojin Park.	High quality artworks; need maintenance	Approx. 500m	Easy (Class 2)
Interpretive panels: several along trail.									
12	Narrogin Recreation Trail	Gnarojin Park, Narrogin	Walkers and cyclists	Public reserve	Shire of Narrogin	No brochure; trailhead information sign.	Well maintained; needs trail directional markers.	1.94km	Easy (Class 2)
Interpretive panels: 100 black granite tiles of Narrogin Centenary Pathway, and interpretation associated with Noongar Dreaming Sites									

4.4 TRAILS NETWORK STRENGTHS AND OPPORTUNITIES

From the information obtained and the list of trails currently existing in Narrogin, some conclusions can be drawn:

- ✚ Compared with many other local governments in Western Australia, the Shire of Narrogin offers a good range of walk trail experiences in a variety of geographic locations (i.e. natural/remnant bushland; in-town heritage buildings; and riverine environment).
- ✚ It has extensive array of heritage buildings and heritage sites, and innumerable stories and historic events, within the town site. The Shire has a rich exploration, settlement, farming and agricultural history and therefore numerous historic sites capable of forming the foundation for a heritage trail. The presence of numerous heritage buildings, sites of significance and places where various events and interesting activities occurred all point to the support for the current initiative to develop the CBD Interpretative Signage Project to promote this history and bring a focus to Narrogin's heritage.
- ✚ The region has a rich Aboriginal history, as well as more recent European history (including railway history) – enabling many stories to be told.
- ✚ There are already several walk trails available to visitors and local people.
- ✚ Some information about the existing trails is available in brochures and on-line, though the quality of the information varies markedly.
- ✚ There is little or no information about the 'condition' of any of the trails or about whether they are easy or difficult.
- ✚ The availability of interpretation on the trails varies. Although trailhead information for the trails in Foxes Lair is plentiful, no permanent interpretation occurs along any of the trails. The Narrogin town walk has an old leaflet/brochure describing (briefly) each site and the trail route, but there is no in-situ signage.
- ✚ The existence of Foxes Lair on the west side of the town with its huge expanse of varied and beautiful landscapes and vegetation is one of Narrogin's greatest natural assets and it is strongly recommended the suite of existing walk trails be capitalised upon.
- ✚ The trails/pathways of Gnarojin Park, and the parkland area itself, are a fabulous asset and are located right on the town's eastern doorstep. The park is only a short walk over the railway footbridge from the Dryandra Country Visitor Centre.

4.5 MAPPING EXISTING & FUTURE TRAILS

The accompanying plans (see Appendix 4) illustrate the range of existing and proposed non-motorised trails:

Plans 1 - 4: Plans of each trail project

SECTION 5: PROPOSED TRAIL PROJECTS AND COSTS

5.1 REVIEW OF KEY OUTCOMES

As set out earlier, this Walk Trails Master Plan sought a number of outcomes, including:

- ✚ An inventory of existing trails;
- ✚ Identification of future trail opportunities; and
- ✚ Determination of a costed, prioritised and staged program of development for the trail projects.

5.2 ASSESSMENT CRITERIA

The key elements considered in the determination of trail opportunities were:

- ✚ Benefit to local community. Trails that benefit local people are important. Trails that enable people to experience natural areas, such as the riverine environment and the coastline, are beneficial.
- ✚ Trail demand – the majority of users are seeking short trail opportunities (as discussed earlier). Though they are very difficult to quantify, the health benefits to be gained by increasing the propensity of local people to exercise and get fit on local trails and pathways should not be underestimated as part of the demand consideration.
- ✚ Value for money (recognising that there will be limited budget). Trail projects should look to provide value for money and a good return on the investment made by the Council and other land managers. Several high-quality, well built, well maintained and well promoted trails highlighting the best features of the Shire of Narrogin is preferable to a large number of poor quality trails badly constructed and not maintained. Where appropriate, trail projects should build on existing trails, and broader recreation and other community facility investments.
- ✚ Practicalities of trail development – costs, project planning, implementation and whole of life costs, land tenure and access, environmental issues, cultural issues, funding possibilities, possible (on-going) community support and the possibility of opposition, and the safety of users.
- ✚ User experience. Trails have to provide a high-quality user experience or else people will not use them or will not come back – word of mouth is a much stronger advocacy tool than marketing strategies. The trail projects need to ensure a high-level user experience.
- ✚ Visitor appeal. A desire of the Shire of Narrogin is to develop a suite of trails that will attract additional tourists to the town of Narrogin. The benefit of trails in this instance would be the increased spending by tourists as they would tend to stay longer in a town (for example, by buying lunch or coffees or staying overnight).
- ✚ Key background documents and already adopted strategies of the Shire of Narrogin.

5.3 THE PROPOSED TRAIL PROJECTS

As part of the preparation of this Trails Master Plan, a wide range of possible / potential trail projects were evaluated. The process included a review of:

- ✚ Existing trails in the Shire of Narrogin area. As noted elsewhere, there are already 12 trails in the Shire.
- ✚ Existing trails elsewhere in the region – including neighbouring local governments (ie. trail supply).
- ✚ Visitor expectations and local needs (ie. demand for trails). Local demand was partly established through information obtained from local people and Shire staff.
- ✚ Population characteristics, trends and projections.
- ✚ Successful trail projects elsewhere in Western Australia, Australia and the rest of the world.

In the course of investigating potential trails in the Shire of Narrogin an inspection was made to assess the need for the upgrading of the existing trails in Foxes Lair, Railway Dam and the paths/trails in Gnarojin Park.

5.3.1 RECOMMENDED PROJECTS

Following a review of all existing trails and potential trail projects in the Shire of Narrogin, the following list summarises the set of trail projects proposed in this Trails Master Plan:

- ✚ Foxes Lair trails upgrades - Project 1
- ✚ Railway Dam trails upgrades – Project 2
- ✚ Gnarojin Park pathways/trails upgrades – Project 3.

Future Projects:

- ✚ Trails Marketing Program (brochures and other materials) – Project 4
- ✚ Narrogin GeoTour

The cost estimates that follow are broad estimates only and are subject to confirmation. They are provided here as indicative costs only.

Project 1 - Foxes Lair Trails Upgrade Project

Location:

Foxes Lair, Narrogin (See Plans 1 – 3 at Appendix 4)

Concept:

The existing trails within Foxes Lair are very attractive and appear well used but require upgrading and enhancement to make them even more appealing, safer and more sustainable.

The intention is to remove all old trail directional marker arrows (many of which do not conform to Australian Standards, are sometimes confusing, and sometimes not well located) and install new posts with trail directional marker 'plates' and "Narrogin Trails" pictogram (see Section 8.3.1).

The installation of interpretive panels along each trail will provide for an educational experience for all users, be they local residents, day trippers, tourists or people holidaying longer in Narrogin.

Rationale for development:

The existing trails have been in place for several years and despite constant and ongoing maintenance by the local "Friends of Foxes Lair" group they require further development.

Much of the directional signage in place requires replacement for various reasons. Installation of new steel posts (see diagram in Section 8.3.1), with directional arrow plates and iconic pictogram promoting Narrogin Trails, although moderately expensive over the 5 trails, is necessary and will immediately bring a higher degree of quality to the trails network – inducing greater appreciation of the trails network and greater use.

Some trail surfaces/steps need upgrading; overhead branches require removal as they are a safety hazard; and side vegetation requires clearing in some locations.

The installation of interpretive signage along the trails will enable greater appreciation of the natural and other facets of this remarkable bushland area.

Primary user groups:

Walkers.

Note: the existing flights of steps on most of the Foxes Lair Trails make them not suitable for people in wheelchairs. Making these existing trails accessible for wheelchairs would not be economically viable. However, there is scope for making a section of the Breakaway Trail (to the lookout) wheelchair accessible.

Cycling on some trails, and the management access tracks within Foxes Lair, is permissible. Locations where cyclists can and can't ride is indicated by existing signage in Foxes Lair, on the Foxes Lair brochure, and on the Foxes Lair website mapping.

Description of Foxes Lair Trails Upgrade Project

Numerous improvement and enhancements are recommended including: better signposting (to direct potential users to the trailheads), installation of interpretation (to educate and inform all trail users), attending to erosion, repairing steps and removal of overhanging branches and vegetation.

Consultations required:

- + Shire of Narrogin
- + Friends of Foxes Lair
- + Aboriginal community

Interpretation:

The following topics are recommended:

Banksia Walk Trail

- + Foundations of buildings
- + Narrogin water supply
- + Banksias
- + Wildflowers (x2) (including orchids)
- + Birds
- + Fauna
- + Geology
- + Bush tucker and medicines

Breakaway Walk Trail

- + Origin of name / history
- + Mallet and breakaway story
- + Wildflowers (x2)

Valley Walk Trail

- + Wildflowers (x2) - Greenhood orchids; Triggerplants
- + Birds
- + Ochres

Claypit Walk Trail

- + Claypits
- + View at Lookout - possibly Binneringie Dyke
- + Bush tucker and medicines
- + Sheaks
- + Wildflowers (x2) - Dragon orchid sun orchids

Granite Walk Trail

- + Firing range/military history
- + Granite outcropping
- + Arboretum
- + Why are eucalypts unique
- + Australia's largest toadstool
- + Birds

Cost Estimate for Project 1: Foxes Lair Trails Upgrade Project

Banksia Walk Trail			
Plan Ref	Distance from t/h	Tasks	Costs
T	0.0	Install trailhead map panel (for all 3 trails) Install TDM (Straight arrow – for Banksia Walk). Remove old TDM.	550
	44	Install TDM (Right arrow - for Banksia Walk).	200
	47	Trim bush.	20
1	56	Trim bush. (Remove old TDM).	30
	99	Remove old TDM. Install Interpretive Panel. (Wildflowers 1)	320
	156	Install TDM (Straight arrow). Remove old TDM.	210
	165	Road crossing. Install “Road/Trail Crossing” signs on road and trail.	1000
	190	Remove old arrow on tree.	10
	200	Install TDM (Straight arrow). (Confirmation sign - to be seen from road crossing).	200
2	300	Install Interpretive Panel. (Birds)	300
	470	Junction – Install TDM (Right arrow).	200
3	490	Existing bench seat. Install Interpretive Panel. (Narrogin water supply)	300
	520	Remove fallen tree.	100
	552	Y-junction. Install TDM (Right arrow) at head of junction.	200
	570	Trim bushes.	20
4	600	Install Interpretive Panel (Foundations).	300
	635	Remove old TDM posts.	50
	680	Y-junction. Install TDM (Straight arrow). Remove old TDM’s. (Confusing.)	250

	715	Road crossing. Install "Road/Trail Crossing" signs on road and trail.	1000
	720	Install TDM (Straight arrow). on East side of road – (East of cut through log).	200
	778	Note: Concrete slab to north.	0
5	800	Install Interpretive Panel. (Banksias).	300
	810	Junction – remove fallen TDM. Install TDM (Straight arrow).	220
	902	Y-junction. Install TDM ((Right arrow).	200
	1.11	Road crossing. Install "Road/Trail Crossing" signs on road and trail.	1000
	1.13	Install TDM on East side of access road (Straight arrow).	200
	1.29	Y-junction. Install TDM (Right arrow).	200
	1.31	Cross tracks. Install TDM on South side (Straight arrow).	200
6	1.40	Remove old TDM. Install Interpretive Panel. (Fauna).	320
	1.44	Track junctions. Install TDM (Straight arrow). (Could have Left arrow for residents entering from road).	200
	1.60	Install confirmation TDM (Straight arrow).	200
7	1.72	Install Interpretive Panel. (Eucalypts).	300
8	1.78	Existing bench seat. Install Interpretive Panel (Wildflowers). (Existing temporary interpretation: orchids).	300
	1.95	T-junction. Install TDM (Right arrow).	200
	1.98 - 2.05	Repair erosion. Install drainage dips or water bars.	500
	2.08 - 2.10	Refurbish steps.	2000

	2.17 - 2.20	Repair erosion - Install drainage dips or water bars (minor erosion).	1000
	2.21	Junction with Breakaway Trail Install TDM (Straight arrow).	200
	2.24	End of Banksia Trail.	0
		Allowance for design and supply of 8 interpretive panels at \$1880 per panel). (Allowance for colour process, plate shaped in trail theme 600 x 400, single painted aluminium post).	15,040
		Allowance for design and supply of trailhead panel (for all 3 trails) and structure (1 panel @ 1200mm x 800mm).	5,000
		Allowance for research, write, design and supply A4 brochure, with map (5000 copies, DL) – for 3 trails.	5,500
		<i>Sub-Total</i>	<i>\$38,540</i>
		+ 10% Project management	3,850
		+ 10% Contingency	3,850
		<i>Total (not including GST)</i>	<i>\$46,240</i>

Valley Walk Trail			
Plan Ref	Distance from t/h	Tasks	Costs
	0	Install trailhead map panel (for all 3 trails) – already costed for Banksia Walk.	0
	0	Install TDM - common post with Banksia Walk (Straight arrow – for Valley Walk).	30
	44	Install TDM - common post with Banksia Walk (Right arrow for Valley Walk).	30
	47	Remove fallen tree – already costed for Banksia Walk.	0
	56	Trim bush – already costed for Banksia Walk.	0
	99	Remove old TDM – already costed for Banksia Walk.	0
	156	Y-junction. Install TDM - common post with Banksia Walk (Left arrow).	30

	170	Install confirmation TDM (Straight arrow).	200
1	175	Install Interpretive Panel (Ochres).	300
	357	Old track junction. Install TDM (Left arrow).	200
2	380	Install Interpretive Panel (Birds).	300
	437	Barrier to Motor vehicles. Install TDM (Straight arrow).	200
3	440	Existing bench seat. Install Interpretive Panel (Wildflowers 1)	300
	518	Existing TDM. (Leave)	0
4	547	Install Interpretive Panel (Wildflowers 2) (Existing temporary interpretation – Greenhood Orchids June-August).	300
	563	Barrier with TDM. (Leave)	0
	580	Junction. No need for TDM (next junction only metres away).	0
	600	T-junction (with Banksia Walk). Install TDM (Left arrow - common post with Banksia Walk).	30
	615 - 680	Repair erosion – already costed for Banksia Walk.	0
	714 - 737	22 steps and eroded track – already costed for Banksia Walk.	0
	835	Junction with Breakaway Trail. Install TDM - common post with Banksia Walk (Straight arrow for Valley Walk).	30
	855	End of Valley Walk.	0
		Allowance for design and supply of 4 interpretive panels at \$1880 per panel). (Allowance for colour process, plate shaped in trail theme 600 x 400, single painted aluminium post).	7,520
		<i>Sub-Total</i>	<i>9,470</i>
		+ 10% Project management	950
		+ 10% Contingency	950
		<i>Total (not including GST)</i>	<i>\$11,370</i>

Breakaway Walk Trail			
Plan Ref	Distance from t/h	Tasks	Costs
	0	Install trailhead map panel (for all 3 trails) – already costed for Banksia Walk.	0
	0	Install TDM - common post with Banksia Walk and Valley Walk (Straight arrow – for Breakaway Walk).	30
1	35	Install Interpretive Panel (Foxes Lair naming)	300
	44	Install TDM - common post with Banksia Walk and Valley Walk (Straight arrow for Breakaway Walk).	30
2	100	Install Interpretive Panel (Wildflowers 1)	300
	123	If Class 1 trail, remove tree (or cut through). Install TDM (Straight arrow). (Rocky 123 → 198)	300
3	150	Install Interpretive Panel (Wildflowers 2)	300
4	198	Existing bench seat at lookout point. Install Interpretive Panel (Breakaway and mallets).	300
	210	Install TDM (Straight arrow).	200
	220	Trim bushes.	20
	250	Trim bushes.	20
	351	Junction with Banksia Walk and Valley Walk. Install TDM - common post with Banksia Walk (Left arrow for Valley Walk).	30
	370	End of Breakaway Trail.	0
		Allowance for design and supply of 4 interpretive panels at \$1880 per panel). (Allowance for colour process, plate shaped in trail theme 600 x 400, single painted aluminium post).	7,520
		Allowance for construction of all-abilities trail surface (0m - 200m).	5,000
		<i>Sub-Total</i>	<i>14,350</i>
		+ 10% Project management	1,430
		+ 10% Contingency	1,430
		<i>Total (not including GST)</i>	<i>\$17,210</i>

Clay Pit Walk Trail			
Plan Ref	Distance from t/h	Tasks	Costs
T	0	Install trailhead map panel.	500
	0	Install TDM (Straight arrow).	200
	0	Remove old sign.	50
	0	Install "Trailhead" 'chevron' sign.	300
1	28	Install Interpretive Panel (Clay pit).	300
	43	Install TDM (Right arrow).	200
	93	Barrier. Install TDM (Straight arrow).	200
	122	Remove old (confusing) TDM (or paint over arrow).	30
	177	Remove old TDM.	30
	187	Road crossing. Install "Road/Trail Crossing" signs on road and trail.	1000
	201	Remove old TDM. Install new TDM (Straight arrow).	220
	231	Remove old TDM – or paint over arrow.	20
2	231	Install Interpretive Panel (bush tucker / medicines).	300
	250-280	Old sleeper steps (OK – no action required).	0
	296	Bend in track. Install TDM (Left arrow). Paint over old blue arrow on green post or remove.	220
	315-358	24 sleeper steps (OK – no action required).	0
	348	Remove old TDM.	20
	372	Spur to lookout. Install TDM (Right arrow) on W side. (Left arrow and pictogram on West side for lookout).	220
	377 - 415-456	Lookout.	0
	415	Lookout. Existing bench seat.	300

3		Install Interpretive Panel (Binnerie Dyke / geology)	
	456 (372)	Install TDM (Straight arrow) on N side for continuation along trail (same post as 372).	20
	484	Left hand bend. Install TDM (Left arrow).	200
	567	Existing TDM – paint over arrows.	20
	593	Remove existing TDM. Install TDM (Straight arrow).	220
	629	Remove existing TDM.	20
	639	Road crossing – no need for signage (minor track).	0
	651	Remove existing TDM. Install TDM on far side of road/track (Straight arrow).	220
	676	Existing TDM – remove or paint over arrows.	20
	676-709	29 Sleeper steps – OK – no need for action.	0
	697	Existing TDM – remove or paint over arrows.	20
	715	Existing TDM – remove. Install TDM (Left arrow). Existing bench seat.	220
	828	Post and rail fence. Install TDM (Left arrow).	200
	836-847	7 sleeper steps – OK – no need for action.	0
	847	Existing TDM – remove or paint over.	20
	867	Existing TDM – paint over.	20
	891	Existing TDM (with marker) – remove marker or paint over.	20
	902	Existing TDM (with marker) –remove marker. Install TDM (Right arrow).	220
	902→ end	Trail uses vehicle track.	0
4	980	Install Interpretive panel (Sheoaks)	300
	1.02	Old track joins vehicle track. Existing TDM - remove arrow or paint over.	220

		Install TDM (Right arrow).	
	1.21	Track bends to right. Install TDM (Right arrow).	200
5	1.30	Existing TDM – paint over. Existing temporary interpretation (Banksia Nivea/Couch honeypot). Install Interpretive panel (Wildflowers 1)	320
	1.48	Remove existing TDM. Install new TDM (Straight arrow).	220
	1.72	Existing TDM – remove arrow or paint over. Existing temporary interpretation (Red Leschenaultia).	20
	1.74	Existing (confusing) TDM – remove arrow or paint over.	20
	1.75	T-junction. Install TDM at head of T-junction (Left arrow).	200
	1.89	Existing temporary interpretation (Frasers Dryandra).	0
6	1.89	Install Interpretive panel (Wildflowers 2)	300
	1.93	Management access gate. No action required.	0
	1.95	Replace existing (informal) signs to Granite Walk (x 2) with “Granite Walk” ‘chevron’ sign.	500
	2.00	End of Clay Pit Walk Trail.	0
		Allowance for design and supply of 6 interpretive panels at \$1880 per panel). (Allowance for colour process, plate shaped in trail theme 600 x 400, single painted aluminium post).	11,280
		Allowance for design and supply of trailhead panel and structure (1 panel @ 1200mm x 800mm).	5,000
		<i>Sub-Total</i>	<i>24,130</i>
		+ 10% Project management	2,410
		+ 10% Contingency	2,410
		Total (not including GST)	\$28,950

Granite Walk Trail

Plan Ref	Distance from t/h	Tasks	Costs
T	0	Install trailhead map panel.	500
	0	Remove old TDM. Install TDM (Straight arrow).	220
	30	Existing picnic shelter.	0
	60	Existing bench seat.	0
	77	Remove old TDM. Install new TDM (Straight arrow).	220
1	120	Bench seat. Install Interpretive Panel (Arboretum).	300
	220	Existing information shelter.	0
	238	Existing picnic tables (x 2).	0
	247	Remove existing TDM. Install new TDM (Straight arrow).	220
	284	Remove old TDM.	20
	368	Remove existing TDM.	20
	374	Remove old TDM.	20
	377	Install new TDM (Left arrow).	200
	385	Remove old TDM.	20
	409	Remove old TDM.	20
	446	Remove old TDM. Replace with new (Straight arrow).	220
	488	Remove old TDM.	20
	557	Remove old TDM.	20
	593	Remove old TDM.	20
	605	Road crossing. Install "Road/Trail Crossing" signs on road and trail.	1000
	611	On west side, remove old TDM. Install new TDM (Straight arrow).	220

	635	Remove old TDM.	20
	651	Remove old TDM.	20
2	720	Install Interpretive Panel (Rifle Range Butt).	300
	754	Track bends to left. Install TDM (Left arrow).	200
	765	Remove old TDM.	20
	794	Remove old TDM. Install new TDM (Left arrow).	220
	816	Remove old TDM.	20
3	851	Install Interpretive Panel (Granite outcropping).	300
	866	Remove old TDM. Install new TDM (Straight arrow).	220
4	866	Existing seat. Install Interpretive Panel (toadstool)	300
	913	Cut back fallen tree.	50
	926	Remove old TDM. Replace with new TDM (Straight arrow).	220
	968	Remove old TDM.	20
	1.03	Remove old TDM. Replace with new (Straight arrow).	220
	1.13	Remove old TDM arrows from tree. Install new TDM (Straight arrow).	220
	1.15	Remove old TDM.	20
	1.16	Existing bench seat. Install Interpretive Panel (Eucalypts)	300
5	1.24	Remove old TDM. Replace with new TDM (Straight arrow).	220
	1.30	Remove old TDM. Replace with new TDM (Straight arrow).	220

	1.35	Remove old TDM.	20
	1.36	Left bend in trail. Install new TDM (Left arrow).	200
	1.37	Remove old (confusing) TDM.	20
	1.38	Remove arrow from tree. Install TDM (Straight arrow).	220
	1.39	Remove arrow from tree.	20
	1.43	Remove old TDM.	20
	1.44	Install new TDM (Left arrow) – next to tree/rocks.	200
6	1.44	Install Interpretive Panel (Birds)	300
	1.46	Remove old TDM.	20
	1.46	Trail joins vehicle track.	0
	1.47	Install TDM on N side of vehicle track (Right arrow).	200
	1.53	Rifle range embankment on RHS.	0
	1.58	End of Granite Walk Trail.	0
		Allowance for design and supply of 6 interpretive panels at \$1880 per panel). (Allowance for colour process, plate shaped in trail theme 600 x 400, single painted aluminium post).	11,280
		Allowance for design and supply of trailhead panel and structure (1 panel @ 1200mm x 800mm).	5,000
		<i>Sub-Total</i>	<i>23,870</i>
		+ 10% Project management	2,390
		+ 10% Contingency	2,390
		<i>Total (not including GST)</i>	<i>\$28,650</i>

Project 2 - Railway Dam Trails Upgrade Project

Location:

Railway Dam, Narrogin (See Plan 4 at Appendix 3)

Concept:

The existing trails within the Railway Dam Reserve are very attractive and appear well used by local residents especially but require upgrading and enhancement to make them even more appealing, safer and more sustainable.

Two walk trails exist: the Archibald Park Walk Trail and the Dam Walk Trail.

The trails are characterised by rudimentary directional markers along the trail. However, markings are sometimes poorly located, too infrequent and confusing at some junctions. Apart from some interpretation at the main information boards at the parking area no other interpretation exists.

A new section of purpose-built trail alongside a section of the drainage channel is proposed (to take users off the vehicle track and to bring them closer to the channel).

The project envisages the installation of Australian Standard trail directional markers (to replace the informal signage that currently exists), and the installation of interpretive panels along each trail.

The installation of interpretive panels along each trail will provide for an educational experience for all users, be they local residents, day trippers, tourists or people holidaying longer in Narrogin.

Rationale for development:

The existing trails, although well used, can be upgraded significantly. This can be achieved through better directional signage, interpretive signage, filling of some lying areas and, in the case of the Archibald Park Walk Trail, construction of a new section of trail to take users off a section of vehicle track and alongside the interesting diversion drain system.

These recommended improvements will make for a more enjoyable attraction for local people and visitors.

Primary user groups:




Walkers; wheelchair users; cyclists.

Note: the recommended improvements (notably, the filling of wet areas) will make the entire Railway Dam Trail accessible for wheelchairs.






Description of Railway Dam Trails Upgrade Project

This project is about making better use of the existing Railway Dam Reserve trails by various improvements with the end result being well interpreted and signed trails from the parking areas around both bodies of water and/or through an historic and interesting section of bushland. The range of improvements include: new sections of trail; filling of flood prone sections of trail; installation of interpretive signage; improved directional signage to make the trails more attractive and appealing to users (local people; day-trippers; tourists passing through; holidaymakers).

Consultations required:

-  Shire of Narrogin
-  Friends of Foxes Lair
-  Aboriginal community

Interpretation:

-  Railways and dam
-  Birds x 2 (possibly piebald tortoise)
-  Immigrants
-  Jet boats
-  Drainage channels at separator loop

Cost Estimate for Project 2: Railway Dam Trails Upgrade Project (See Plan 5)

Archibald Park Walk Trail			
Plan Ref	Distance from t/h	Tasks	Costs
T	0	Install trailhead map panel (for both trails).	500
	10	Install TDM (Straight arrow).	200
	50 - 65	Fill over 15m.	600
	90	Install TDM (Left arrow).	200
1	110	Existing bench seat. Install Interpretive Panel (Railway and Railway Dam).	300
	160 - 174	Existing bridge.	0
	235	Remove old TDM signs. Install TDM (Left arrow).	220
	235 - 245	Fill over 10m.	550
	320	Install TDM (Right arrow).	200
	376	T-junction. Install TDM (Straight arrow).	200
	418	Install TDM (Left arrow).	200
	434	Install TDM (Right arrow).	200
	470	Install TDM (Left arrow).	200
2	496	Install Interpretive Panel alongside white gum (Jet Boats)	300
	615	Install TDM (Straight arrow) – alongside tree.	200
	720	Track bends left 90°. Install TDM (Left arrow).	200
	767	Track bends left 90°. Install TDM (Left arrow).	200
	875	Track junction. Install TDM (Right arrow).	200
	907	Archibald Park sign. No action required.	0

	915	Track junction. Install TDM (Straight arrow).	200
3	990	Install Interpretive Panel (Diversion drains).	300
	990 – 1.31	Construct new trail through bushland. Clean out drains. Remove vegetation.	2000
	1.32	End of Archibald Park Walk Trail	0
		Allowance for design and supply of 3 interpretive panels at \$1880 per panel). (Allowance for colour process, plate shaped in trail theme 600 x 400, single painted aluminium post).	5,640
		Allowance for design and supply of trailhead panel and structure (1 panel @ 1200mm x 800mm).	5,000
		Allowance for supply and install trail ‘promotional’ fingerboard signage on regional and local roads.	500
		Allowance for research, write, design and supply A4 brochure, with map (5000 copies, DL) – for 2 trails.	5,500
		<i>Sub-Total</i>	<i>23,810</i>
		+ 10% Project management	2,380
		+ 10% Contingency	2,380
		<i>Total (not including GST)</i>	<i>\$28,570</i>

Railway Dam Walk Trail			
Plan Ref	Distance from t/h	Tasks	Costs
	0	Trail head map panel (already costed for Archibald Park Trail).	0
	0	Install TDM - common post with Archibald Park Walk Trail (Straight arrow – for Railway Dam Walk).	30
	50 - 65	Fill over 15m (already costed).	0
	90	Install TDM - common post with Archibald Park Trail (Left arrow for Railway Dam Walk).	30

	110	Existing bench seat. Install Interpretive Panel (Railway and Railway Dam). (Already costed for Archibald Park Trail).	0
	160 - 174	Existing bridge.	0
	235	Remove old TDM signs. Install TDM - common post with Archibald Park Trail (Right arrow for Railway Dam Walk).	30
	245 - 255	Fill over 10m.	600
1	322	Existing bench seat. Install Interpretive Panel (Birds 1).	300
	355	Right angle bend in trail. Install TDM (Right arrow).	200
2	419	Existing bench seat. Install Interpretive Panel (Birds 2).	300
	463	Right angle bend in trail. Install TDM (Right arrow).	200
3	535	Existing bench seat. Install Interpretive Panel (Immigrants).	300
	630	Trail junction. Install TDM - common post as at 90 (Straight arrow).	30
	653 - 670	Fill (as costed earlier).	0
	710	End of Railway Dam Walk Trail.	0
		Allowance for design and supply of 3 interpretive panels at \$1880 per panel). (Allowance for colour process, plate shaped in trail theme 600 x 400, single painted aluminium post).	5,640
		<i>Sub-Total</i>	<i>7,660</i>
		+ 10% Project management	770
		+ 10% Contingency	770
		<i>Total (not including GST)</i>	<i>\$9,200</i>

Project 3 - Gnarojin Park Pathways/Trails Upgrade Project

Location:

Gnarojin Park, Narrogin

Concept:

Gnarojin Park, located a short stroll from the Dryandra Country Visitors Centre, has the potential for becoming one of Narrogin's most visited sites. It already has several trail/paths, including the Narrogin Recreation Trail (a loop trail encompassing both sides of Narrogin Brook), the Centenary Pathway and the Noongar Dreaming Pathway.

Gnarojin Park is currently the subject of a Master Plan which sets out a range of improvements.

This Walk Trails Master Plan recommends some simple but necessary improvements to the existing trails network, namely the installation of trail directional marker posts (with perhaps distance markers) to help guide people on the entire loop/circuit of Gnarojin Park.

Rationale for development:

First time users of Gnarojin Park can easily become confused about the location and extent of the paths and trails network. Improved directional signage and trailhead signage (at several locations) will help all park users find and navigate their way to all significant parts of the park and particularly the Noongar Dreaming sites.

Primary user groups:



Walkers; wheelchair users; cyclists.

The recommended improvements will make the entire pathway easily navigable for all users from the trailhead at the northern end of the Park (off Gordon Street) all the way to the southern end boardwalk, across Narrogin Brook to the western side, and returning to the trailhead at the northern end.

Description of Gnarojin Park Pathways/Trails Upgrade Project

This project is about making better use of the existing segments of pathway by various improvements notably the installation of trail directional markers.

Consultations required:

-  Shire of Narrogin
-  Aboriginal community

Interpretation:

-  No additional interpretation proposed.

Cost Estimate for Project 3: Gnarojin Park Pathways/Trails Upgrade Project

Gnarojin Park Recreational Trail			
Plan Ref	Distance from t/h	Tasks	Costs
		Allowance for supply and installation of trail directional marker posts (with trail directional marker arrows, and "Narrogin Trails" pictogram plates).	6,000
		Allowance for trail distance plates (to be affixed to trail directional marker posts)	1,000
		Allowance for supply and install trail 'promotional' fingerboard signage on regional and local roads.	800
		<i>Sub-Total</i>	<i>7,800</i>
		+ 10% Project management	780
		+ 10% Contingency	780
		<i>Total (not including GST)</i>	<i>\$9,360</i>

Project 4 - Trails Marketing Program (brochures and other materials)

Location:

Non-specific.

Concept:

One of the best mechanisms for ensuring the sustainability of the trails is to have lots of people using them, including local residents and visitors from the Perth metropolitan region and elsewhere. Five key steps need to be taken to build usage of the trails:

1. Undertake the redevelopment/upgrading program outlined in this report, to develop the trails as high-quality experiences for potential users;
2. Use high quality, well maintained interpretive material;
3. Prepare clear, concise and informative written material, including easy-to-read maps/brochures;
4. Inform potential users of existing trails, and future developments; and
5. Host events on the developed trails.

An important task for this project is defining just how to best utilise the Shire of Narrogin's natural and built assets to create a series of trails which will be of lasting benefit to the community.

The Shire of Narrogin is a place rich in agricultural history, Aboriginal history and natural heritage. Therefore, a trail potentially provides a visitor with a community-based interactive means of experiencing aspects of the settlement history from the perspective of the community, and the Aboriginal population. The essence of the trails product is to provide visitors with an opportunity to learn more about the local or regional area they are visiting and an opportunity to provide an economic and social base for regional tourism development.

In order to maximise usage of the Shire of Narrogin Trails Network (when upgraded) it is necessary to ensure that all local people, day-trip visitors and tourists passing through on their way to some other destination know of their existence. To facilitate this usage, a marketing and promotional campaign is proposed.

The purpose of the marketing and promotional campaign is to create awareness of the attractions of the Shire, and the means of accessing them via the trails. It will generate local support and enthusiasm for the project, as well as generating state-wide promotional coverage of the project through local and state media.

Several components are included within the Marketing Plan.



When trails are upgraded and/or constructed, new brochures following a consistent theme should be prepared – such as is the case for the Otways Trails in Victoria. Walk, cycle and drive trails are marketed in the same manner.

Develop logo and design standards – Develop comprehensive brief, select designers – produce colour and mono output versions of logo plus style manual (in line with Shire branding).

Market Planning and Target Marketing – Engage marketing consultant to work with local implementation group / tourism operators to review existing tourism products and market test trails concepts. Develop a 12-month (minimum) promotional program to promote trails and other facilities, including targeted advertising, listing of websites, briefing and information distribution to information to linked visitor information outlets, publicity program to niche and mainstream print and radio media.

Membership Fees – Establish links with visitors centres and WA Tourism Network through payment of appropriate memberships

Industry Familiarisation Program – Develop familiarisation program for tourism industry network eg local visitor centres, WATC, RAC, media

Postcard Promotion – Design, print and distribute postcards promoting the trails to local residents targeting visiting friends and relatives' market

Brochure Distribution – Contract specialist brochure distribution firm/s for targeted brochure delivery to key information outlets throughout WA. (Note: individual trail brochures have been costed in each trail upgrading program).

Collation of all information (including research and seeking copyright approval if applicable) and confirming accuracy of the data will take a significant amount of time and may also need to consider contracting a person or consultant to only work on this project.

Cost Estimates for Marketing and Promotion Plan

Tasks	Costs
Develop logo and design standards	\$6,000
Market Planning and Target Marketing	
o Marketing consultants – review existing products; market test trails	\$3,000
o Promotional program	\$12,000
Membership Fees	\$3,000
Industry Familiarisation Program	\$5,000
Postcard Promotion	\$3,000
Brochure / Trail Guide Distribution	\$5,000
Trails "Guide Book": research, write and design; cartography; preparation (DL size; 20 pages including fold out map and cover pages)	\$6,000
Printing of Guide Book	\$8,000
<i>Total (not including GST)</i>	\$51,000

Information Brochures / Booklet

All trail users require information, to safely access and enjoy the trails in question. Delivering that information is often a challenge for trail providers and is usually one poorly met.

Ideally all trails should have a brochure which will contain an accurate and informative map, showing clearly the various routes that are possible, defined access and egress points, appropriate trail behaviour information and interpretive material. In addition, such a map/brochure should show distances between points and could provide basic 'trail notes' where appropriate.

Distributing such a product can be difficult. Visitors to the trailheads may not even be aware that trail brochures exist. Consideration should be given to distributing brochures from many locations in the region such as the Shire's administration office in Narrogin, the Dryandra Country Visitor Centre and other visitor centre's in the region, the Old Courthouse Museum, town cafés and other shops, and possibly from dispensers at the trailheads.

Several other mechanisms exist for wider distribution (or just to raise awareness of the brochure/trail) via stories in local newspapers circulating in the region and the wider Perth metropolitan region, the Dryandra Country Visitors Centre and equipment suppliers.

When all trails are developed and available for use, the recommended approach is to devise a 'package' of trail information – a small booklet which contains maps and other information about the complete set of trails that are available in the Shire of Narrogin. This has been done successfully in other local governments.

A set of brochures (recommended) or booklet should be professionally prepared and designed, and should be printed in an attractive format, pleasing to the eye yet still simple to read. It should have the following features:

- ✚ A clear concise map, with distances, scale bar, north point and other annotations;
- ✚ Trail notes, describing key points along the way and relating them to distances and directions;
- ✚ Background information about the Shire of Narrogin, the history of farming and other primary pursuits in the area, aboriginal history and early European exploration and settlement, other features of the region, the heritage buildings, and the trails themselves;
- ✚ Educational information about trail usage, safety and etiquette;
- ✚ Some interpretive information about culture, history, geography and environmental matters;
- ✚ Information about management and maintenance, including phone numbers for reporting any trail related matters;
- ✚ Emergency contact details and directions; and
- ✚ Clear indication of routes to and from the trail head and parking areas, and guidance on do's and don'ts regarding usage.

In summary, the set of brochures (or booklet) MUST be professional. It should be articulate, enjoyable to read, easy to follow, informative, educational and should inspire confidence in being able to follow each trail route. It is the primary point of contact with trail users and should be at least as good as the trail itself.

There are many fine examples of trails brochures and booklets available, and the brochures or booklet prepared for the suite of trails to be developed in the Shire of Narrogin should be modelled on the best of those available.

(It is acknowledged that brochures already exist for locations within the Shire of Narrogin, including Foxes Lair and Railway Dam, but probably should be upgraded upon completion of the trails program. Improved mapping of the trails is recommended).

Availability of Trail Information and Promotion

Access to information describing the location of existing trails is surprisingly difficult in many places in Australia. In most locations, a multitude of organisations, both government and local government, and community groups that manage the natural areas and parks within a local government (and surrounding local government areas) makes the accessibility of pertinent information complex.

A priority action would be to establish a centralised location for the distribution and dissemination of trail information for the Shire of Narrogin. All trails related brochures and booklet (when prepared) should be made available at least in one location – preferably more.

Mapping of Trails

An essential requirement of any trail is appropriate and adequate mapping – for use both on trailhead signs and promotional material (including brochures and web sites).

Maps provide a quick visual representation of the trail route – indicating primarily the route of the trail, the destination, whether it is out and back, or a loop.

Good mapping will contain an array of information, including:

- ✚ access roads from nearby towns (and distances)
- ✚ north point and scale bar
- ✚ trailhead location
- ✚ trailhead facilities (e.g. parking, picnic tables, toilets, barbecues, etc)
- ✚ difficulty level (easy; moderate; difficult; disabled)
- ✚ length and duration (and direction of travel if one-way loop)
- ✚ points of interest along the trail, including geographical features
- ✚ symbols indicating location of interpretive panels (if any)
- ✚ other information if relevant, such as crossroads, cross tracks, trailside furniture (seats, shelters, lookouts), viewpoints, emergency (fire) escape routes, etc.



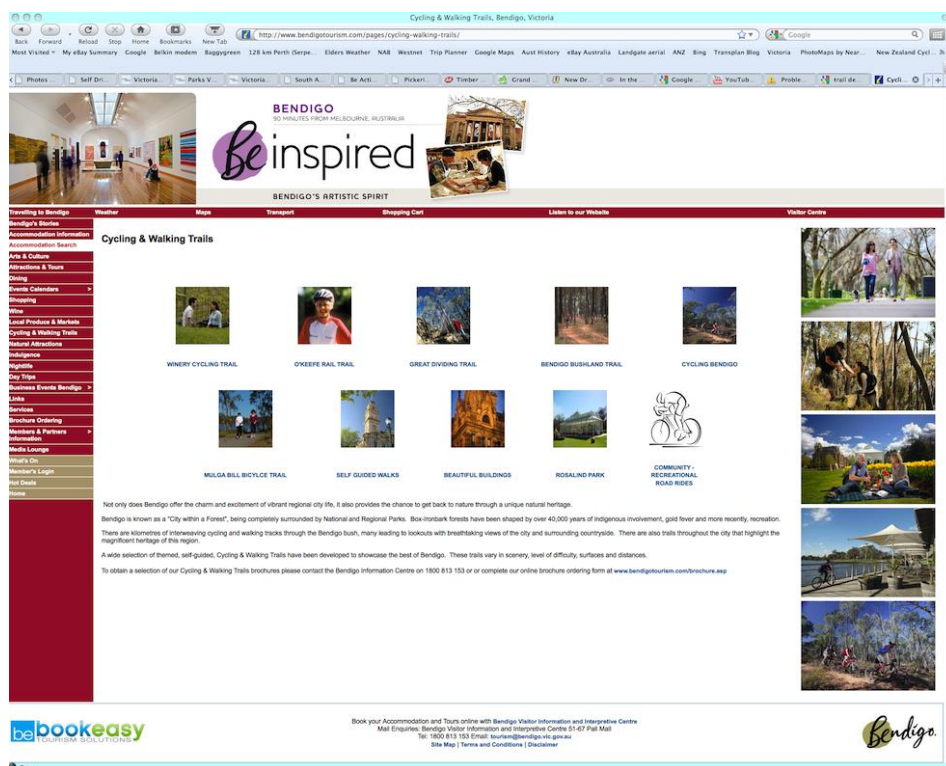
Excellent mapping and information is a key feature of the developing trails network in Mullewa.

Website Development

Additionally, the same basic information contained within each trail brochure should be uploaded onto Council's web site. Websites are now a well-established mechanism for promoting trails. Each trail brochure should be available as a PDF from the trails website.

It is important that the website give ample information about accessing the trail route. It should encourage local people to use the trail network and potential visitors to visit, but also give those who may not be able to visit a worthwhile experience.

The actual format of the website needs to be developed in conjunction with specialist website designers but should cover the following:



Above: The City of Bendigo (Victoria) has an excellent example of a website dedicated to the range of trails (walk, cycle, horse ride and drive) within its region.

- ✚ Description of each trail (location and access details, characteristics, length, duration, classification, highlights and points of interest, etc);
- ✚ Images (photographs and / or sketches) of some of the notable sites along the trail – contemporary and historic;
- ✚ Historic and geological information of the region;
- ✚ Aboriginal cultural information;
- ✚ Flora and fauna to be seen along each trail;
- ✚ Location map (to guide access to each trail);
- ✚ Information about the various activities and facilities available at the trailhead;
- ✚ Links to other relevant sites; and
- ✚ Downloadable education materials (including PDF of the trail brochure and map).

5.4 SUMMARY OF PROJECT COSTS

In considering all of the cost estimates provided in this Section it must be recognised that these have been provided on the basis that the whole of each job is undertaken.

The cost estimates that follow are broad estimates only and are subject to confirmation. They are provided here as indicative costs only.

The figures have been calculated at expected consultancy and contractors' rates, with no allowances made for volunteer input.

<i>Project</i>	<i>Project Description</i>	<i>Cost*</i>
1	Foxes Lair Trails Upgrade Program	132,420
2	Railway Dam Trails Upgrade Program	37,770
3	Gnarojin Park Pathways/Trails	9,360
4	Trails Marketing Program	51,000
Totals		\$230,550*
<i>* Total Cost (not including GST, but including 10% Project Management and 10% Contingency)</i>		

1. *Note: Estimated costs are as at December 2018. An additional 5% should be added to each individual total if implementation does not occur for 2-3 years. An additional 10% should be added to each individual total if implementation does not occur for 4-5 years.*
2. *Note: The cost estimates set out above are based on recent relevant construction costs from other trail projects in WA and elsewhere in Australia. Real-life costs will depend on a number of factors, including the state of the economy, the extent of advertising of construction tenders, the availability and competitiveness of contractors, the rise and fall in materials costs, the choice of materials used in construction and final design detail and the use of volunteers or low cost labour. Tenders submitted by construction contractors may vary significantly from the estimated costs in the tables contained within this report. The use of low-cost (or volunteer) labour will significantly reduce construction costs.*

SECTION 6: IMPLEMENTATION PROGRAM

6.1 TIMEFRAME FOR IMPLEMENTATION

While an effort has been made to keep this Trails Master Plan relatively simple (with a limited number of projects), they are all worthwhile and deserving projects – mainly as a result of a desire to provide facilities for local people (in addition to visitors). Too many Trails Master Plans are overloaded with ‘actions’ and projects and can be daunting for those agencies charged with delivering on the outcomes proposed.

This Trails Master Plan is project-focussed, as this targeted approach appears the most likely to actually deliver outcomes ‘on the ground’. A range of substantial benefits could be garnered by simply proceeding with any of the projects – these are all simple, stand-alone projects that would deliver tangible benefits to the Shire of Narrogin – particularly local people.

As noted, there are already 12 trails in the Shire. The focus of this Trails Master Plan therefore has been on developing a trails action plan that will maximise the benefits to local people and the Shire of Narrogin through increased tourism. The intention is to provide a suite of trails – or a trail – that will have a ‘point of difference’ to all other trails in the region and in so doing become the reason why people choose to come to Narrogin – rather than some other area or region that also offers a suite of trails.

The entire set of trails projects should be regarded as a complete package. The provision of a *complete* package of trail opportunities is far more likely to deliver benefits to the Shire. For this reason, the Council is recommended to proceed with implementation of all trail projects in a timely manner.

The implementation program is set out over a 5-year period. With sufficient funding (both from grants and Shire contributions), all these projects could be brought to fruition in a shorter timeframe, providing skilled and experienced project management is available. The employment of a project manager to undertake these key projects (in addition to current resources) could facilitate expeditious development of the trail program.

For delivery of the projects, it is more efficient to focus on each project one by one. Including the funding for the project as a single item will mean that if approved the whole project can be undertaken with clarity about what would be included and the community would see a whole trail being delivered rather than incremental improvements.

It will be up to staff and Council to prioritise which projects should be undertaken first, and the following schedule has been recommended.

The input of volunteers could bring about significant cost savings, and the work to date by various groups in the community (such as the Friends of Foxes Lair) has been enormous.

There is an ever-increasing propensity for State and Federal government departments to provide funding for non-motorised transport and tourism projects. However, funding programs change over time, particularly when there is a change of Government.

Consequently, the total project costs that are included within this Walk Trails Master Plan ought not to be considered overwhelming. There is funding available. However, it will take a concerted effort by the Shire of Narrogin to apply for, and secure, this funding.

The marketing of the trails of the Shire of Narrogin can begin in earnest at any time, though caution is needed to ensure that all trails (existing and proposed) are brought to the desired standard before full-on marketing occurs.

The table that follows illustrates a possible scenario for the full and progressive upgrading and development of all trail projects.

Narrogin Trails Master Plan Implementation Schedule

<i>Project</i>	<i>Project Costs (not including GST)</i>				
	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>
Project 1: Foxes Lair Trails Upgrade Program	74,820	57,600			
Project 2: Railway Dam Trails Upgrade Program			37,770		
Project 3: Gnarojin Park Pathways/Trails				9,360	
Project 4: Trails Marketing Program					51,000
	74,820	57,600	37,770	9,360	51,000

SECTION 7: INTERPRETATION AND INTERPRETIVE SIGNAGE

7.1 INTERPRETATION SIGNAGE ON TRAILS

Interpretation is the key to the success or failure of many trails. Trails can be regarded as merely the vehicle for telling stories – for educating and entertaining people.

On-trail interpretation is becoming more and more of a feature of trails built in recent times. When well done, interpretive signage can add significantly to the richness and depth of the user's experience. It can also generate a sizeable cost and can be subject to ongoing vandalism in rural and remote areas. Care will need to be taken in a base-line decision about what on-trail interpretation is provided, and in choosing a style of signage with a reputation for withstanding both graffiti and vandalism. Etched anodised aluminium may be a good option, as it is sturdy and enables easy graffiti removal.

The unique and varied flora, fauna and landscape of the Shire of Narrogin, its Aboriginal history, its history of exploration and settlement, historic and contemporary agricultural enterprises, and characters of the area (past and present) are just a few of the themes that could be developed along the trails.

Visitors (and local people) want to learn, see, and do! People travel to heritage sites and tourist areas for a mix of memorable educational experiences that are at the same time fun or entertaining.

What will make the trails of Shire of Narrogin popular attractions will be the quality of the interpretive material, and the manner in which that interpretive material is presented and delivered. The trail interpretive material will encourage interaction and immersion, thus providing a far more rewarding learning experience.

Of fundamental importance to the proposal for interpretive panels (along each trail) is ensuring that the stories to be told are well written, informative, accurate, enriching and entertaining. The writing of interpretive panels so that they are interesting and captivating is a special skill – and not a task left in the hands of someone who simply has a good knowledge of local history.

It is strongly recommended that specialist interpretation consultants be engaged to undertake the necessary research, consultation, writing and design of the panels, and to arrange manufacturing and delivery. Local people should be encouraged to participate in collating the background research where appropriate.

7.2 EXAMPLES OF INTERPRETATION

The following are just some ideas of the ways in which interpretation can be presented via innovative pedestals. Examples are provided.



Above: colour interpretive panel on powder coated post in Wongan Hills, WA.



Above: colour interpretive panel on double powder coated posts at Dalyellup, WA.



Above: interpretive panel on rust steel pedestal, Carnamah, WA.



Above: interpretive panel on single powder coated post, Meekatharra, WA.

FOXES LAIR TRAILS - POSSIBLE INTERPRETIVE TOPICS.

<i>Banksia Walk Trail</i>	
1	Foundations of buildings
2	Narrogin water supply
3	Banksias
4	Wildflowers (#1) (including orchids)
5	Wildflowers (#2) (including orchids)
6	Eucalypts
7	Birds
8	Fauna

<i>Valley Walk Trail</i>	
1	Wildflowers (#1)
2	Wildflowers (#2)
3	Birds
4	Ochres

<i>Breakaway Walk Trail</i>	
1	Origin of name / history (Foxes Lair)
2	Mallet and breakaway story
3	Wildflowers (#1)
4	Wildflowers (#2)

<i>Claypit Walk Trail</i>	
1	Claypits
2	View at Lookout - possibly Binneringie Dyke (geology)
3	Bush tucker and medicines
4	Sheoaks
5	Wildflowers (#1)
6	Wildflowers (#2)

<i>Granite Walk Trail</i>	
1	Arboretum
2	Firing range/military history
3	Granite outcropping
4	Why are eucalypts unique?
5	Australia's largest toadstool
6	Birds

<i>Railway Dam Trails</i>	
1	Railways and dam
2	Birds (#1) (possibly piebald tortoise)
3	Birds (#2)
4	Immigrants
5	Jet boats
6	Drainage channels at separator loop / diversion drain

SECTION 8: TRAIL DEVELOPMENT CONSIDERATIONS














8.1 GENERAL CONSIDERATIONS

The following information is provided as a backdrop for the trails construction and upgrading program described elsewhere in this Walk Trails Master Plan. It is intended to give a framework against which to measure recommendations made regarding the upgrading of the trails.

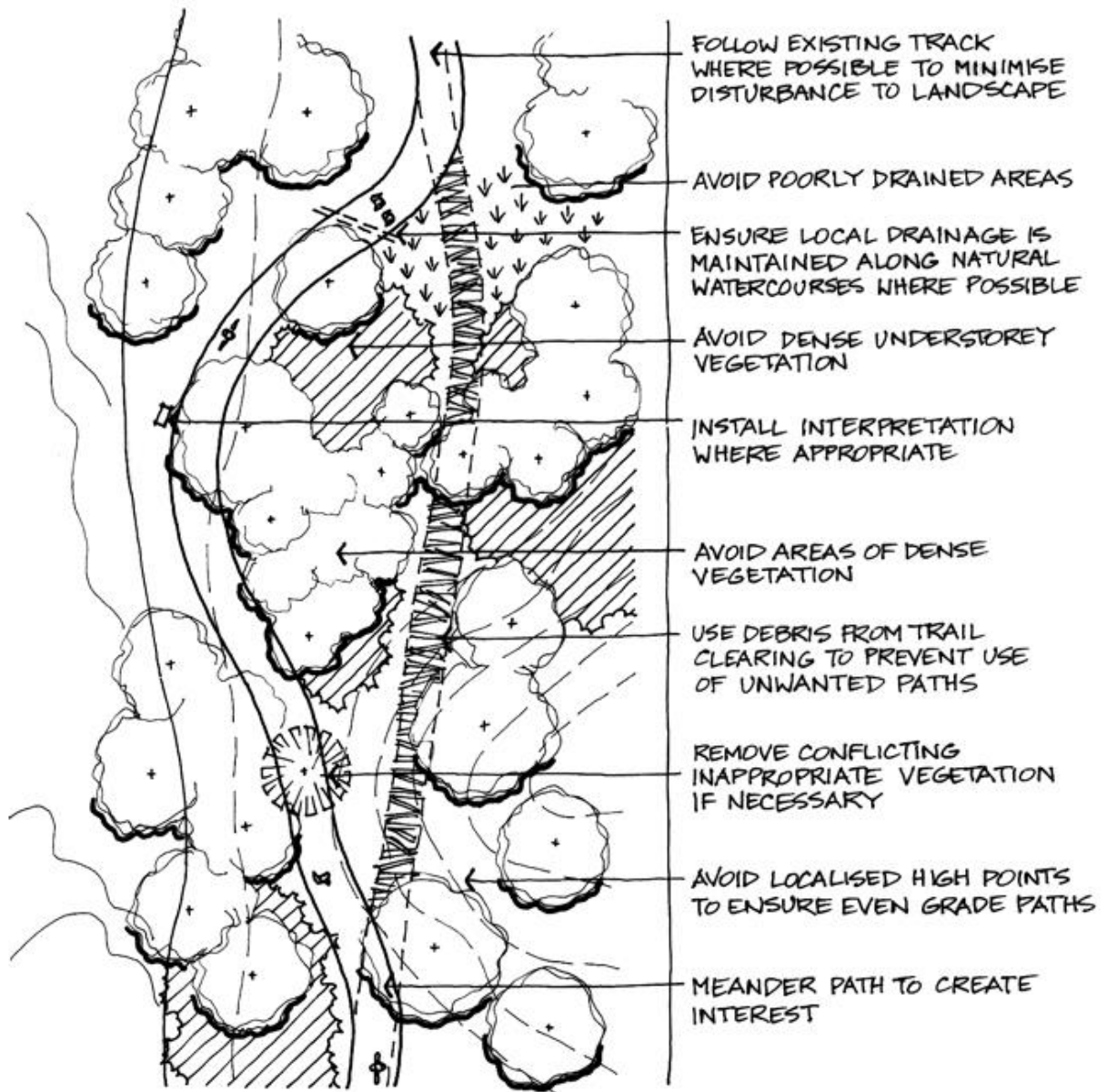
8.1.1 GENERAL CONSIDERATIONS FOR SUSTAINABLE TRAILS

This section of the Report addresses a series of matters relating to trail design and development – to achieve trails (and paths) that are constructed with minimal disturbance to the natural environment, are sustainable and that require minimal maintenance.

In general, the following general design and location considerations should be taken into account before and during construction of any trail or path:

-  Following existing tracks/trails where possible to minimise disturbance to the landscape.
-  Avoiding poorly drained areas.
-  Ensuring local drainage is maintained along natural watercourses where possible.
-  Avoiding dense understorey where possible.
-  Avoiding areas of dense vegetation that may require heavy clearing.
-  Avoiding environmentally sensitive areas (e.g. areas of endangered flora).
-  Using debris from trail clearing to prevent use of unwanted paths.
-  Removing conflicting inappropriate vegetation if necessary and as approved.
-  Avoiding localised high points to ensure even path grades.
-  Avoiding long straight sections with long steady grades. Trail to meander to take advantage of natural and man-made features and to create interest.
-  Avoiding areas with high erosion potential.
-  Locating path/trail near to points of interest.
-  Taking note of safety hazards and avoiding where possible.

Drainage and control of erosion are fundamental issues when developing or upgrading trails – especially on sloping areas. Effective drainage will be essential along the each of the existing and proposed trails. Nothing is more devastating to a trail surface than extensive use in wet, boggy conditions. Such use in wet periods on unstable areas may loosen the trail subsurface and will create an ongoing maintenance problem.



TRAIL ALIGNMENT GUIDELINES

Similarly, allowing water to flow down a trail without creating 'run-off' opportunities is quite clearly going to produce erosion problems. Siting of the trail route on higher (level) ground should always be the aim.

Choosing appropriate materials for the trail's sub-base and topping (surface layer) is critical to the longevity and suitability of the trail for the intended user groups.

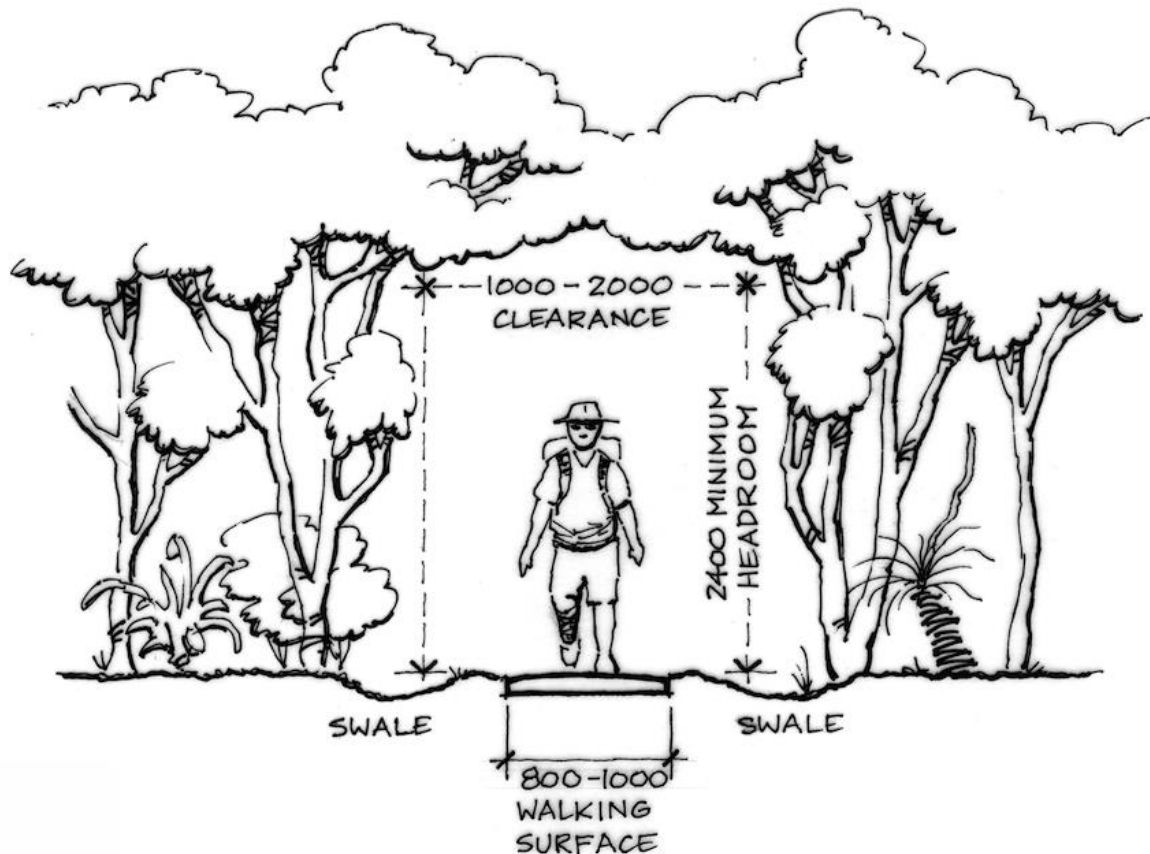
Culverts and other drainage controls should be used to direct run-off away from the trails where needed. It should be noted that some slope is desirable on shared-use trails. A perfectly level trail will hold water (ponding), creating mud holes that then become maintenance problems.

8.1.2 TRAIL WIDTH AND HEIGHT

The resurfaced walk trails should have a maximum trail width of 1.5 metres. In some sections however, the surface will be wider, as it will follow existing vehicle tracks.

On some sections of new purpose-built walk trail, there is an opportunity to provide a more intimate experience by reducing the trail width to around 1.0 to 1.2 metres. The expected lower usage levels will mean fewer opportunities for conflicts to occur between users.

On trails to be used only for walking, height clearance should be around 2.5 metres. Pruning of overhanging branches should occur where necessary to enable safe passage without the need for stooping under branches.



WALK TRAIL - GENERAL CHARACTERISTICS

To function effectively, shared-use trails should have a minimum trail width of 2.5 metres.

Maintaining consistency of width is important – particularly when cyclists are likely to be the main user group using a trail or pathway.

It is important to ensure that the entire trail is available for a wide range of users (including people with disabilities where appropriate, parents with prams, etc.) rather than having the trail solely for able-bodied walkers.

People in wheelchairs, and cyclists, need ample space to pass each other without having to divert off a path or trail.

8.1.3 TRAIL SURFACE MATERIAL

Trails in Foxes Lair and Railway Dam Reserve use the natural earth surface (or management tracks). Little is needed in the way of surfacing improvements although fill using imported material is required for several locations on the trails in the Railway Dam Reserve.

8.1.4 EROSION CONTROL AND WATER CROSSINGS

Proper drainage is of considerable importance in constructing a lasting, maintenance-free trail. Water should be removed from trail surfaces as fast as possible, wherever possible. The steepness of some of the trails and the type of soil dictate individual site requirements for the frequency of draining water from the trail. When new surfacing is applied care should be taken to ensure water flows away from the trail surface and does not pool.

8.2 SAFETY CONSIDERATIONS

8.2.1 ROAD CROSSINGS

Road / trail crossings usually present a special hazard which must be addressed carefully.

In the case of the trails highlighted in this Walk Trails Master Plan for the Shire of Narrogin, there are several (minor) road crossings where consideration is needed (along the trails within Foxes Lair). The relatively low volume and speeds of motor vehicle traffic anticipated should not cause an issue.

8.3 SIGNAGE

Several kinds of signage are required on trails including distance, directional, warning, promotional, etiquette and interpretive signs. Trail signage should be standardised across the Shire of Narrogin. It should accord with relevant local or Australian 'standards' or practices.

It is recommended that trails in the Shire of Narrogin have a consistent colour scheme and consistent and uniform suite of logos (with a logo unique to each trail). The use of distinctive trail markers and colour scheme is important throughout the Shire of Narrogin, to engender a sense of uniqueness. This also applies to the set of trail brochures that will be prepared.

Directional signage along trails is strongly recommended, and it will enable visitors without trail maps to easily navigate their way around each trail. A style similar to that installed on the Guilford Heritage Trails is recommended (see photos).

8.3.1 DIRECTIONAL SIGNAGE

Trail markers need to be placed at regular intervals along all trails – particularly at corners and junctions. As the trails within the Shire of Narrogin will attract a large number of novice (inexperienced) walkers, it is considered appropriate to install markers at closer intervals than would normally be the case. It is recommended that directional markers be placed on treated pine or steel post totems every 100 -120 metres. The posts should be 125-150 mm diameter, 1.5 metres in length, and buried 600 mm in the ground. At these recommended spacing's they should be clearly visible in the near distance and minimise confusion and uncertainty. The standard colour scheme is black on a yellow triangle but given the uniqueness of the localities a situation-specific colour scheme should be considered. The trail markers should have a distinguishing symbol or logo.

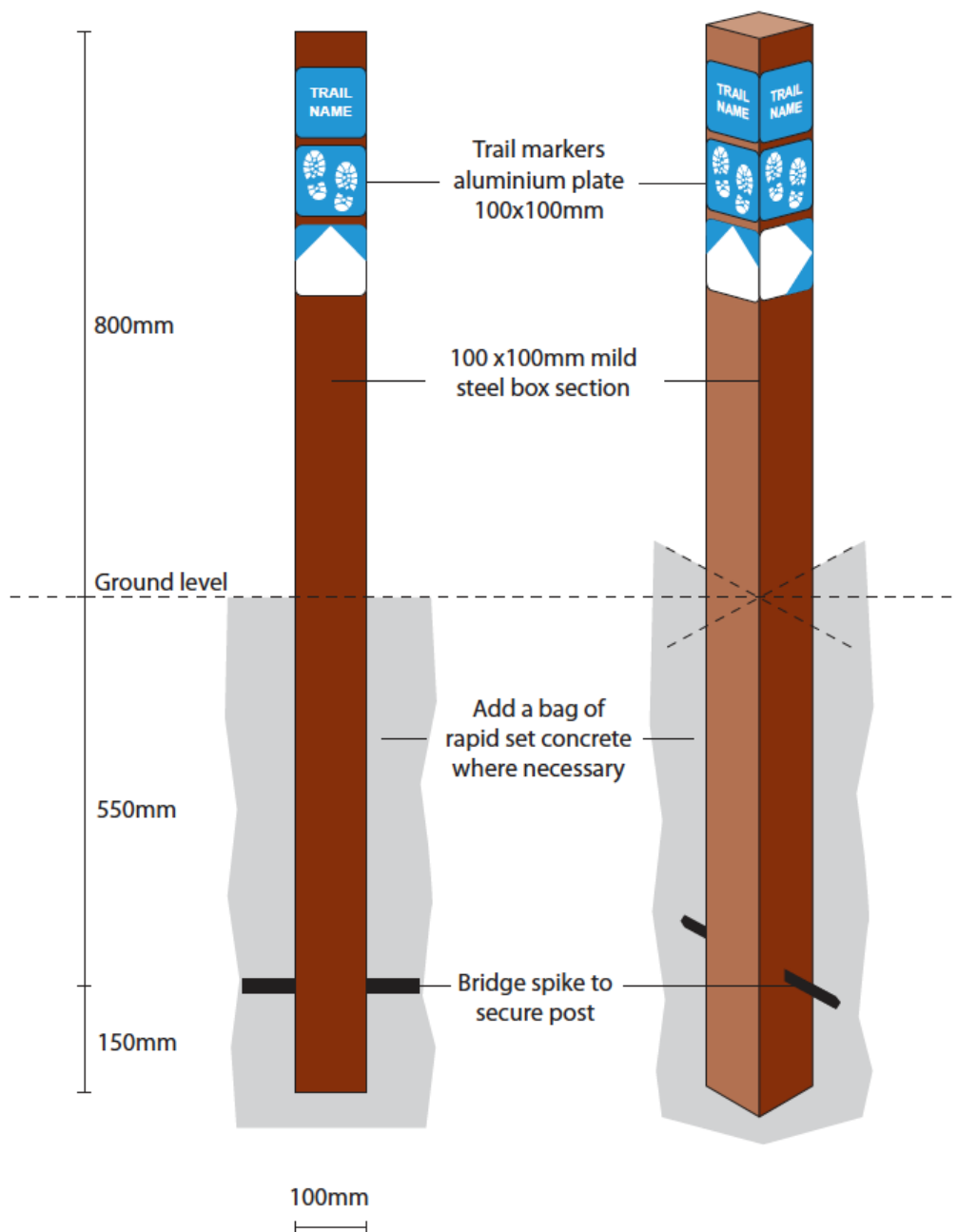
The colour palette being developed as an outcome of the 2016 Narrogin Townscape Study Review will influence the design/colour of logos used on the trails.

An example of a possible logo has been provided (see “Narrogin Trails” pictogram) in Section 8.6.

Markers are usually not required along straight sections of trail as the trail is usually clear and obvious but given the fact that the trails will attract entry-level trail users, it is recommended that additional trail and directional markers be used to assist these users. The use of a higher number of directional trail markers will result in even the most inexperienced of users feeling confident that they can remain on track. Arrows should be either vertical (straight ahead) or horizontal (turn here). They must be affixed with at least 2 nails (on pine posts) to prevent them being turned or removed by vandals. Alternatively, the direction marker arrows could be affixed with glue/silastic.



The Meekatharra Trails (above left) and the Guildford Heritage Trails (above right) are both excellent models for how walk trails should be signposted. They feature excellent directional markers (colour coded) for each of the different trails.



Above: trail directional marker post for installation in soft ground. Hole can be dug to accommodate post and rapid set concrete is then poured into hole.

INTERPRETIVE SIGNAGE

A wide range of materials are used for interpretive panels across Australia. These vary substantially in terms of longevity/hardiness and price. Simply put, the cheaper the panel the more prone it is likely to be to vandalism and the shorter the period that it will retain its full original 'colour' and therefore its aesthetic appeal. Experience in many locations has shown that vandals and the

weather can combine to make life difficult for interpretive panels and can quickly erode the investment made by the host organisation.

If interpretive panels are to last and are to still be looking good in 10 – 15 years' time, they will necessarily be from the more expensive end of the spectrum.

One particular panel material (and manufacturing process) is recommended – especially in locations such as the Shire of Narrogin that are going to be exposed to a high potential for vandalism because of the isolated and remote nature of some of the existing and proposed trails.

Architectural-grade etched anodised aluminium panels (see example in photo at right Joshua Lake near Boyanup, Shire of Capel) retain their high-quality aesthetics into the 10-year (and beyond) time-frame – regardless of weather.

Further, this material / process has the greatest resistance to vandalism (paint, ink, pen, felt pens, scratching, impact damage etc.) of any known option on the Australian market.

Not surprisingly, this grade of etched anodised aluminium is at the more expensive end of the range and can cost up to double some of the cheaper options. Further, only one manufacturer (Armsign Pty Ltd, Lismore, NSW) produces these panels. It is important to note that other manufacturers produce 'photo-anodised aluminium' panels (not "etched" and generally at a cheaper rate) – but this is NOT the same process and does not produce the same quality or longevity.

It has been found that Armsign are genuinely committed to a competitive approach, knowing that their panels are always being compared with cheaper processes. This ensures that their quotes give good value-for-money, despite the lack of direct competition. Many clients do not understand the (significant) differences between various aluminium-based panels and therefore apply continuing pressure to Armsign's costing regime.

Anodised aluminium interpretive panels can be cut to any shape. For example, the panels on the Tuart Walk in the tuart forest at northern end of Dalyellup (Shire of Capel) are cut in the shape of a tuart leaf. The panels along the Joshua Lake Trail in Boyanup (Shire of Capel) are cut in the shape of a leaf.

The actual pedestals for all trails could/should be made from 10 mm thick sheet steel, acid-etched (or sandblasted) to induce rusting; and could feature a unique 'cut-out' on the face of the pedestal (see examples). Each pedestal will have a design / image / shape cut from the front face – this will illustrate some aspect of the interpretive story. For the proposed new/re-aligned trail in the Narrogin CBD, for example, the words "Narrogin Heritage Trail" could be cut from the face, similar to that shown in the photograph above for the Menzies Heritage Trail.



The use of rusty steel pedestals, and interpretive panels cut to special shapes, is considered 'state of the art' in presenting information along trails. The above example is from the Joshua Lake Trail near Boyanup.

8.4 TRAILHEADS AND PARKING

Given that the much of the usage of the trails is likely to come from visitors to the region from the Perth metropolitan region, a formal ‘trailhead’ is vitally important to give trail users a defined starting and ending point for each trail. It is valuable to have a defined location for a large interpretive/information/mapping display, from which all directions and distances are taken, and to which users from further away can be directed.

Trailheads should generally have ample places for parking of cars (and tour buses if desirable), picnic tables, and trailhead signage.



Above: All trails featured in the 60 Great Short Walks of Tasmania program have a distinctive trailhead sign – indicating to prospective trail users they are in for a quality experience.



Above: The panel in the trailhead sign of the 60 Great Short Walks of Tasmania has vital information including level of difficulty, trail length, a map and features of interest.



Above: Another style of trailhead sign used on trails in Tasmania. This sign also has the important information a trail user might want, notably length, difficulty and a map of the trail.



Above: In Wongan Hills, the Mt Matilda Trail has a high level of information, indicating interpretive points, a map and photos of what a trail user might experience along the trail.

8.5 AUSTRALIAN WALKING TRACK GRADING SYSTEM SYMBOLS

Although uncommon in Western Australia to date, it would be appropriate to install a Track Grading symbol at the commencement of each of the existing and proposed trails.

It is



recommended that an overall logo be devised for use on all trail signs through the Shire of Narrogin, and on trail promotional material and trailhead signage. The use of a logo unique to the Shire of Narrogin trail network will provide greater prominence and recognition of the Shire's trails, and an identifiable branding.

A trail logo, used in conjunction with arrow plates and a unique colour scheme, will be effective in alerting users to the route of their chosen trail particularly when there are trail junctions and overlapping sections of trail.



SECTION 9: RESOURCES AND FUNDING OPPORTUNITIES

9.1 INTRODUCTION

Resourcing trail construction and promotion programs can be challenging, as can resourcing ongoing maintenance requirements. It must be recognised that a Trails Master Plan such as this, and the individual projects it contains, are an investment in the future. Well planned and built, well interpreted and appropriately promoted, the trail projects will bring tourists and money into the Shire of Narrogin (and keep them longer in the district). The project has the ability to stimulate the local economy, especially if elements of the manufacturing, construction and installation processes can be undertaken locally. It is highly likely local people in the Shire of Narrogin can undertake several aspects of the projects outlined in this Trails Master Plan.

A range of sources of funds and other resources are currently available, and some of the better known are summarised below. This list should NOT be taken to be full and final, as there are no doubt other sources not shown.

9.2 FUNDING PROGRAMS

Federal Government

Until recently, various funding programs of the Federal Government were likely sources for trail-related projects. These programs included Tourism Quality projects (TQUAL), Tourism Industry Regional Development Fund (TIRF) and Regional Development Australia.

The TIRF provided funding for tourism related projects. Several trail projects have been funded in the TQUAL. There will be no further rounds of the TIRF Grants Programme.

Similarly, the TQUAL funding program has been scrapped.

State Government

Lotterywest Funding

Grants are open throughout the year.

Funding may be sought under the following categories only:

- Trail Planning
- Trail Construction
- Upgrades to existing trails
- Promotion and Marketing

Trail Maintenance is not eligible for funding under this program.

Applications can be made at any time throughout the year:

Further Information:

Steve Bennett
Recreation Development Leader
246 Vincent Street, LEEDERVILLE WA 6007
PO Box 329, LEEDERVILLE WA 6903

Telephone (08) 9492 9732
Facsimile (08) 9492 9711
Website: <http://www.dsr.wa.gov.au/trailsfunding>

Lotterywest - Cultural Heritage - Interpretation Grants

Cultural Heritage - Interpretation Grants support projects which assist communities to understand and communicate the significance of their cultural heritage places and objects. It is envisaged that projects will help communities to maintain their sense of identity and heritage.

In providing these grants Lotterywest recognises and acknowledges the importance of the State's diverse communities and their role in the care of Western Australia's cultural heritage for the future. The Program will aim to:

- ✚ interpret and make clear the cultural heritage significance of objects/places;
- ✚ encourage organisations of all types to develop initiatives which engage communities in active and creative ways with their cultural heritage;
- ✚ enhance community identity and sense of place; and
- ✚ enhance social and economic development of communities.

For the purpose of these grants, 'place' can include a building or other structure, group of buildings or other structures, or a landscaped area.

Examples of the type of project that may be considered for funding include:

- ✚ the development of interpretation plans;
- ✚ the creation and installation of interpretive materials;
- ✚ the improvement of collection management practices;
- ✚ assistance with the employment of consultants for a project or the contracting of specialist services;
- ✚ the assessment of significance of moveable heritage objects in accordance with the Heritage Collections Council guidelines ('significance': A Guide to Assessing the Significance of Cultural Heritage Objects and Collections is available on www.amol.org.au/craft/publications);
- ✚ the development of on-going public education and information programs;
- ✚ improving the documentation, research and/or display environment(s) of the object(s) or place;
- ✚ training in relation to interpretative projects;
- ✚ publication regarding the heritage object(s)/place;
- ✚ public programs and the use of innovative strategies such as music and theatre; and
- ✚ interpretive signage which discovers and celebrates the community's heritage.

In recent years the maximum of \$15,000 for any one project has been set. Projects that exceed this amount and are a joint initiative discussed with the Program Coordinator prior to an application being developed.

Contact Details:

Lotteries Commission Program Coordinator,
Cultural Heritage - Interpretation
Phone: (08) 9340 5270
Toll Free: 1800 655 270

Fax: (08) 9340 5274
Email: grants@lottery.wa.gov.au
Website: www.lotterywest.wa.gov.au

Lotterywest (Community Funding)
74 Walters Drive
Osborne Park WA 6017
PO Box 1113
Osborne Park WA 6917

Shire of Narrogin Contributions

Many of the grant programs available for trail projects require matching contributions, and it is recommended that the Shire of Narrogin make an annual budget allocation each year for the trail initiatives recommended in this Trails Master Plan.

Corporate Sponsors

Sponsorship is big business – and very competitive. Two main options exist: either negotiate with local corporate entities which have a geographical and social connection with the area or go after the ‘big’ players for big projects. Many large companies have formalised sponsorship programs.

Funding for trail development has been received from a number of major (and minor, local) companies. Sums of up to \$100,000 can be gained, if benefits can be proven. Any company with an operation within the region would appear to be a potential sponsor.

Green Corps

Federally funded “Young Australians for the Environment” program. A ‘major project’ provides a host partner agency with 10 ‘trainees’ and a supervisor for 14 weeks within a 26-week program. All materials, tools and technical supervision to be provided, as is accommodation and some other basic requirements.

Volunteers

Often the last thought-of resource – but often the most effective. Many trails are only built – and then kept alive – by volunteer input. Either establish a specific local ‘Trail Volunteers’ or ‘Friends of...’ group, or tap into existing community organisations such as service clubs, progress associations, schools, scouts etc.

The Lower Moore River Working Group has done an outstanding job over the last 10-15 years or longer.

Conservation Volunteers Australia (CVA)

The Trust provides small crews of volunteers, with a supervisor, to undertake environmental activities. Teams of between five and eight people work for one to two weeks. An administration fee is imposed by CVA. Materials, tools and technical supervision need to be provided by the host agency. CVA have been involved in trail projects elsewhere in Australia.

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APPENDIX 1 - GEOCACHING AND GEOTRAILS

GEOCACHING

Thousands of people in over 200 countries are discovering a new pastime known as geocaching (pronounced “geo-cashing”). This adventure sport/hobby involves the use of a handheld GPS receiver or Smartphone (with the appropriate app) and based on information provided on the official geocaching website (geocaching.com), the GPS receiver (or Smartphone) guides its operator to hidden treasures (caches) waiting to be found all over the world.

Participants navigate to a specific set of GPS coordinates and then attempt to find the geocache (container) hidden at that location. There are currently over 3 million active geocaches (hidden containers) and over 6 million geocachers (people) worldwide.

A typical geocache consists of a waterproof container and a logbook. Signing the logbook proves you found it. Once the logbook is signed, the container is put back in exactly the same place it was found, to await the next finder.

Every geocache hunt proves to be a completely different experience. In many cases, the trip leads the geocacher to new and unusual places they may never have seen if they hadn’t been guided by their GPS receiver and the cache hider’s directions.

All that is needed is a handheld GPS receiver (many are available for as little under \$100.00) and internet access. Log on to geocaching.com (membership is free) and enter the postcode of the location where you’d like to go geocaching. You’ll get a list of caches in that area, waiting to be found. From that list, enter the latitude/longitude coordinates of your chosen cache(s) into your GPS receiver, and you’re good to go. When you find a cache sign the logbook, then return the container to its hiding spot for the next finder. (Having a Smartphone with the Geocaching app makes it easier to navigate to a cache).

The *geocaching.com* web site offers ways of monitoring all visitor contact with caches. Specific caches can be put on a *Watch List* so that whenever visitors find them, the person who selected the Watch List option is alerted to the discovery. This could be a Visitor Centre, a Shire staff person or a member of the local community. When finds are logged it is also possible to discover information about the person that found them, (such as their nationality, travel plans etc). The Watch List option also lets people know if the cache has disappeared or has been damaged in some way, so it can be replaced and repaired.

GEOTRAIL (GEOTOUR)

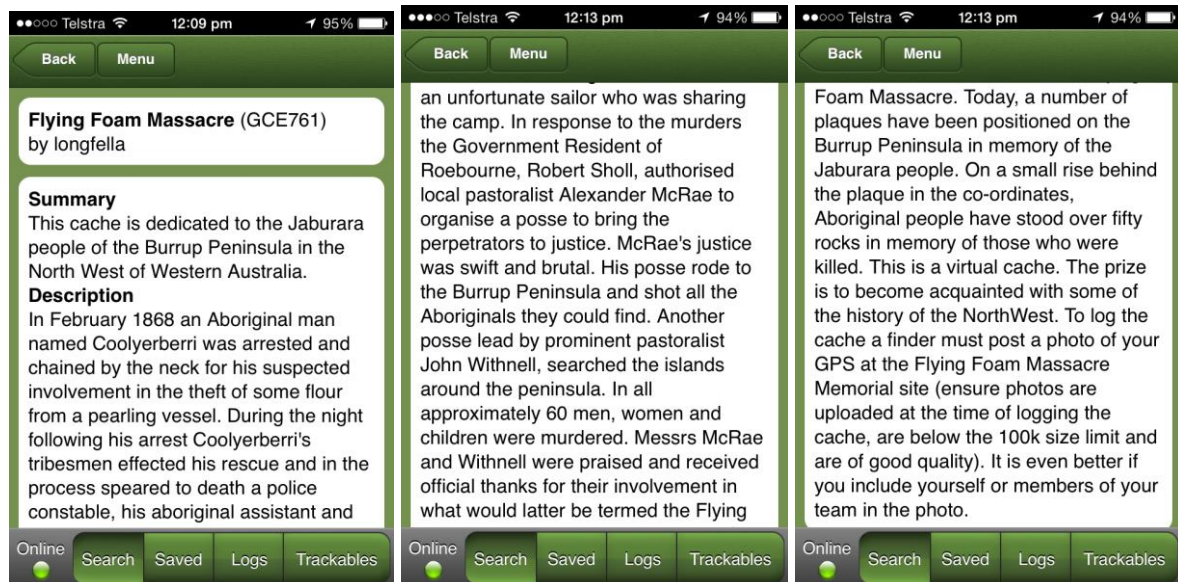
A geocaching trail (a GeoTrail) is simply a series of geocaches tied together by a common theme. There is not necessarily an itinerary or fixed route, as we would think of a traditional drive trail, but rather a series of points of interest in a self-guided goal-oriented plan. Usually, between 10 and 20 designated geocaches make up a “GeoTrail”. The quest to find the geocaches along a GeoTrail will take participants throughout a region, often discovering aspects of its history.

Participants can pick and choose which participating caches they wish to seek, based on their choice of location, difficulty, and terrain levels. Typically, there is an incentive to finding all caches along a “GeoTour”. In the case of the proposed GeoTour, finding all caches could earn a unique souvenir provided by the Shire of Narrogin. To add interest to the GeoTour, a clue would be added at every geocache (for example, a letter of a special phrase). When all caches are found, and all letters found, the entire phrase (perhaps a puzzle) will be revealed. In the case of the proposed GeoTour, the phrase could use the Shire’s slogan:

LOVE THE LIFE

Once the secret phrase is revealed, the successful geocacher would claim the souvenir at, for example, the Visitor Centre.

Another advantage of using a geocache is that interpretive information can be provided by the insertion of a story in the cache 'description' (see example below for the Flying Foam Massacre geocache near Dampier on the Burrup Peninsula).



Above: the Geocaching app available for Smartphones also includes the ability to include a description of the geocache. In the case of the Flying Foam Massacre on the Burrup Peninsula near Dampier in the Pilbara, the opportunity was taken to provide some interpretive information. The geocaches proposed for the Narrogin GeoTour could also include interpretive information in the geocache description.

The Geo

Trail could incorporate the work being undertaken by local resident Doug Sawkins in his "Vanishing Farms" blog.

APPENDIX 2 – TRAIL MAINTENANCE PLAN PRO-FORMA CHECKLIST

The checklist shown is an example from the KEP Track Trail Management Plan

KEP TRACK MAINTENANCE CHECKLIST

The checklist that follows has been designed to be copied before each regular inspection, filled out and filed for future reference. It assumes the inspection will commence at Mt Helena and proceed in an easterly direction towards Wooroloo. This is an essential component of the maintenance program.

KEP TRACK (Mt Helena to Wooroloo) - MAINTENANCE CHECKLIST

Inspection Date (circle a year and tick one box):

- | | | | |
|---------------------------------------|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Jan 2005/6/7 | <input type="checkbox"/> Feb 2005/6/7 | <input type="checkbox"/> Mar. 2005/6/7 | <input type="checkbox"/> Apr 2005/6/7 |
| <input type="checkbox"/> May 2005/6/7 | <input type="checkbox"/> Jun 2005/6/7 | <input type="checkbox"/> Jul 2005/6/7 | <input type="checkbox"/> Aug 2004/5/6 |
| <input type="checkbox"/> Sep 2004/5/6 | <input type="checkbox"/> Oct 2004/5/6 | <input type="checkbox"/> Nov. 2004/5/6 | <input type="checkbox"/> Dec 2004/5/6 |

Actual Date: _____

Person undertaking inspection: _____ Signature: _____

LOCATION	ACTION REQUIRED	TICK IF OKAY	ACTION TAKEN (IF ANY)
Sawyers Road Crossing in Mt Helena	<ul style="list-style-type: none"> • Check gate west side • Check directional markers • Check totems and signage • Check promotional signage 		
Johnston Street (Mt Helena)	<ul style="list-style-type: none"> • Check gate west side • Check directional markers • Check totems and signage 		
Lion St crossing	<ul style="list-style-type: none"> • Check gates both sides • Check interpretive sign (north west corner) • Check directional markers • Check totems and signage • Check promotional signage 		
Exit from Eastern Hills High School (crossing)	<ul style="list-style-type: none"> • Check gate east side • Check directional markers • Check totems and signage • Check interpretive sign (opposite Sime Rd) 		
Thomas / Elliot road crossing	<ul style="list-style-type: none"> • Check gates both sides • Check directional markers • Check totems and signage • Check promotional signage • Check interpretive sign (opposite booster station) 		
Chidlow Reserve	<ul style="list-style-type: none"> • Check interpretive signs (at turnoff to Lake Leschenaultia; opposite standpipe; opposite stone building; at old interpretive shelter) • Check condition of new trail through reserve 		

KEP TRACK (Mt Helena to Wooroloo) - MAINTENANCE CHECKLIST

LOCATION	ACTION REQUIRED	TICK IF OKAY	ACTION TAKEN (IF ANY)
Old Northam Rd (Chidlow)	<ul style="list-style-type: none"> • Check gate east side • Check directional markers • Check totems and signage • Check promotional signage • Check culvert west side • Check ramps • Check interpretive sign (mid point between Old Northam Rd & Ash Rd) 		
Ash Rd crossing	<ul style="list-style-type: none"> • Check gates both sides • Check directional markers • Check totems and signage • Check promotional signage 		
Doconing Rd crossing	<ul style="list-style-type: none"> • Check gates both sides • Check directional markers • Check totems and signage • Check promotional signage • Check interpretive sign (150 metres east of crossing) 		
Old Northam Rd crossing	<ul style="list-style-type: none"> • Check gates both sides • Check directional markers • Check totems and signage • Check promotional signage • Check culverts (both sides) • Check interpretive sign (SW corner) 		
Entrance to horse trials paddocks	<ul style="list-style-type: none"> • Check gates • Check directional markers • Check totems and signage • Check road warning signs 		
Government Rd crossing	<ul style="list-style-type: none"> • Check gates both sides • Check directional markers • Check totems and signage • Check new 40 metre section of trail at road crossing 		
Government Road to Green St	<ul style="list-style-type: none"> • Check interpretive sign (where pipeline crosses trail) • Check interpretive sign (opposite Jason St) 		
Green Street	<ul style="list-style-type: none"> • Check gates both sides • Check directional markers • Check totems and signage 		
Any additional work required?			
Hazard Inspection	Whole trail - annually		
Annual budget allocation	Discuss with staff		

APPENDIX 3 – TRAIL ASSESSMENT SHEETS/TRAILS AUDIT

Shire of Narrogin Walk Trails Master Plan – Trails Audit

Trail Name:	Narrogin CBD Heritage Walk (Included in this audit for information but not included as part of the Walk Trails Master Plan's proposed projects as viewed by the Shire as a separate project and currently underway).
Location:	Various sites around townsite of Narrogin.
Trail Characteristics: surface (gravel; concrete; asphalt); Length and width condition? erosion? Weeds / grass invasion?	1.72km walk trail around the streets of Narrogin townsite. Utilises existing footpaths (including brick paved footpaths and asphalt). Kerb ramps in most road crossings. Duration approximately 1 – 1.5 hrs.
Promotion: maps, guide books and track notes; web site? Promo brochure?	Undated (but old) A5 grayscale brochure (14 pages). Features many of the old buildings of the townsite.
User groups: single use or multiple use?	Single use - walking.
Signage to trailhead: from local/regional road system	No trailhead signage.
Trailhead facilities: (parking areas; trailhead signage; trail map; trail information; picnic facilities – table, seats, shelter / shade, barbecue); bins; water; bike parking; toilets; emergency phone; lighting; bollards fencing	Start of trail is at Old Courthouse (now a museum). Shade and shelter available in grounds of museum. However, as trail passes through commercial centre of Narrogin, all trailhead facilities are readily available (such as toilets, shops, phones, etc).
Nearby facilities: shops, public transport	Trail passes through commercial centre of Narrogin.
Directional / distance signage: along trail	No directional signage. (Instructions contained within brochure).
Other signage: (location; promotional; warning; information; advisory; fire safety; code of conduct)	Black cockatoo awareness sign.
Drainage: (culverts – clear?); rolling dips; water bars drainage channels; rock steps.	Footpaths and streets are well drained.
Interpretation: type; number; topics; need? Cultural/Aboriginal?	Interpretation is generally about old buildings of Narrogin, with a brief history of each building.
On-trail furniture and structures: (bench seats; table viewing platforms; water fountains; boardwalks; bird hides; bird call boxes; tunnels; underpasses; bridges boardwalks)	Trail route passes by several parks where seating and shade is available.
Road crossings: (sight lines; signage; other safety matters; vehicle exclusion barriers and emergency access gates)	Numerous road crossings, typical of any regional town. No particular safety issues.
Safety: for users; conflicts between user groups; fire etc	None noted. Sight distances at road crossings are adequate.
Vegetation: (overhead; side). Need for clearing; invasive species and weeds; re-vegetation needs.	No overhanging vegetation along route.
Trail type: (out and back; loop; one way?)	Loop trail. Starts and finishes at Old Courthouse museum.
Grade of trail: (easy; to very difficult)	Easy.
Management and maintenance: Management plan? Friends of group? Community support. Who manages?	No evidence of any ongoing management of walk trail. Nothing to maintain other than making brochure available.
General comments: quality of experience; point of difference; accessibility	Old brochure is not readily available. Trail route is logical in that it passes by majority of old historic buildings in the core of the commercial area of the Narrogin town site. Brochure does contain some basic interpretive information, although subject matter could be made more entertaining and interesting. Trail could be improved by eliminating overlap section at beginning/end, by installing directional signage, by having attractive in-situ signage and by production of a new brochure. Interpretive stories that could/should be told need careful consideration.

Shire of Narrogin Walk Trails Master Plan – Trails Audit

Trail Name:	Narrogin Heritage Trail (A drive trail and not a Walk Trail)
Location:	Drive trail through town centre and around perimeter of town.
Trail Characteristics: surface (gravel; concrete; asphalt); Length and width condition? erosion? Weeds / grass invasion?	Approximately 14km drive trail. Mix of asphalt and gravel roads.
Promotion: maps, guide books and track notes; web site? Promo brochure?	Old (1988) Heritage Trail brochure. Drive trail is one of approximately 170 trails (of various types) developed in 1988 as part of Australia's Bicentenary
User groups: single use or multiple use?	Drive trail (could be cycled and walked).
Signage to trailhead: from local/regional road system	No signage evident.
Trailhead facilities: (parking areas; trailhead signage; trail map; trail information; picnic facilities – table, seats, shelter / shade, barbecue); bins; water; bike parking; toilets; emergency phone; lighting; bollards fencing	No trailhead facilities evident (although trail does start at old Courthouse Museum). Trail passes through commercial centre of Narrogin, all trailhead facilities are readily available (such as toilets, shops, phones, etc).
Nearby facilities: shops, public transport	Trail passes through commercial centre of Narrogin.
Directional / distance signage: along trail	None.
Other signage: (location; promotional; warning; information; advisory; fire safety; code of conduct)	Usual in-town signage for pedestrians and motor vehicle traffic
Drainage: (culverts – clear?); rolling dips; water bars drainage channels; rock steps.	Roads well drained.
Interpretation: type; number; topics; need? Cultural/Aboriginal?	Some interpretive signage does still exist at several locations featured in the trail brochure.
On-trail furniture and structures: (bench seats; table viewing platforms; water fountains; boardwalks; bird hides; bird call boxes; tunnels; underpasses; bridges boardwalks)	Trail is a drive trail – no requirement for on trail furniture. Trail does pass by several parks.
Road crossings: (sight lines; signage; other safety matters; vehicle exclusion barriers and emergency access gates)	Drive trail passes through numerous intersections.
Safety: for users; conflicts between user groups; fire etc	No safety issues noted.
Vegetation: (overhead; side). Need for clearing; invasive species and weeds; re-vegetation needs.	No issues.
Trail type: (out and back; loop; one way?)	14km loop drive trail (as well as a longer 117km drive trail around the Narrogin District).
Grade of trail: (easy; to very difficult)	Drive trail, therefore easy to complete. As a cycle or walk trail, very difficult
Management and maintenance: Management plan? Friends of group? Community support. Who manages?	No maintenance of drive trail appears to have been undertaken. Most of signage has disappeared over time. Brochure is not readily available.
General comments: quality of experience; point of difference; accessibility	Drive trail passes by many locations of dubious importance/significance. Several historic sites featured in brochure have become part of industrial estates. Trail is generally uninteresting and should be discontinued. Interpretive plaques that do remain should be left in place.

Shire of Narrogin Walk Trails Master Plan – Trails Audit

Trail Name:	Breakaway Walk
Location:	Foxes Lair
Trail Characteristics: surface (gravel; concrete; asphalt); Length and width condition? erosion? Weeds / grass invasion?	Gravel surface. Approximately 400 metres. Trail width ranges from 800mm to 1500mm. Some rocky surfaces.
Promotion: maps, guide books and track notes; web site? Promo brochure?	Excellent web site for Foxes Lair. Foxes Lair Reserve brochure available from Visitor Centre (which has map of trails and description of each). Link to Foxes Lair website from Shire of Narrogin website.
User groups: single use or multiple use?	Walk trail.
Signage to trailhead: from local/regional road system	Signage on Williams Rd indicating walk trails.
Trailhead facilities: (parking areas; trailhead signage; trail map; trail information; picnic facilities – table, seats, shelter / shade, barbecue); bins; water; bike parking; toilets; emergency phone; lighting; bollards; fencing	Trailhead map panel, with mapping and general information on Foxes Lair. Wildflower information. Several picnic tables and shelter. Adequate car parking area. No toilets.
Nearby facilities: shops, public transport	Narrogin town centre is less than 1.5 km away, where full range of services available.
Directional / distance signage: along trail	Rudimentary directional markers along trail (blue arrows). No distance signage on trail.
Other signage: (location; promotional; warning; information; advisory; fire safety; code of conduct)	Black cockatoo awareness sign.
Drainage: (culverts – clear?); rolling dips; water bars; drainage channels; rock steps.	Drainage appears satisfactory. Several drainage dips evident.
Interpretation: type; number; topics; need? Cultural/Aboriginal?	None along trail. Information available at trailhead: soils and vegetation; wildflowers; trail information; birds. Should be interpretive panels for formation of breakaway; wildflowers; aboriginal matters (bush tucker?).
On-trail furniture and structures: (bench seats; table viewing platforms; water fountains; boardwalks; bird hides; bird call boxes; tunnels; underpasses; bridges; boardwalks)	One bench seat.
Road crossings: (sight lines; signage; other safety matters; vehicle exclusion barriers and emergency access gates)	None.
Safety: for users; conflicts between user groups; fire etc	No safety issues.
Vegetation: (overhead; side). Need for clearing; invasive species and weeds; re-vegetation needs.	Some overhanging bushes that should be trimmed.
Trail type: (out and back; loop; one way?)	Loop trail. Marked for two way travel (should be one way only).
Grade of trail: (easy; to very difficult)	Easy, but probably not suitable for people in wheelchairs.
Management and maintenance: Management plan? Friends of group? Community support. Who manages?	Local "Friends of" group undertakes majority of work in reserve.
General comments: quality of experience; point of difference; accessibility	Excellent short walk trail suitable for most visitors. Provides wonderful view of breakaway, but could be improved with interpretive panel(s) along trail route – especially at lookout point. Trail directional markings should be improved.

Shire of Narrogin Walk Trails Master Plan – Trails Audit

Trail Name:	Banksia Walk
Location:	Foxes Lair
Trail Characteristics: surface (gravel; concrete; asphalt); Length and width condition? erosion? Weeds / grass invasion?	Gravel surface. Approximately 2200 metres. Trail width ranges from 600mm to 3000mm. Some rocky surfaces.
Promotion: maps, guide books and track notes; web site? Promo brochure?	Excellent web site for Foxes Lair. Foxes Lair Reserve brochure available from Visitor Centre (which has map of trails and description of each). Link to Foxes Lair website from Shire of Narrogin website.
User groups: single use or multiple use?	Walk trail. Could be cycled on mountain bike.
Signage to trailhead: from local/regional road system	Signage on Williams Rd indicating walk trails.
Trailhead facilities: (parking areas; trailhead signage; trail map; trail information; picnic facilities – table, seats, shelter / shade, barbecue); bins; water; bike parking; toilets; emergency phone; lighting; bollards; fencing	Trailhead map panel, with mapping and general information on Foxes Lair. Wildflower information. Several picnic tables and shelter. Adequate car parking area. No toilets.
Nearby facilities: shops, public transport	Narrogin town centre is less than 1.5 km away, where full range of services available.
Directional / distance signage: along trail	Rudimentary directional markers along trail (yellow arrows). However, markings are sometimes poorly located, too infrequent, sometimes confusing and occasionally lying on ground. No distance signage on trail.
Other signage: (location; promotional; warning; information; advisory; fire safety; code of conduct)	Black cockatoo awareness sign.
Drainage: (culverts – clear?); rolling dips; water bars; drainage channels; rock steps.	Drainage appears satisfactory. Several drainage dips and water bars evident.
Interpretation: type; number; topics; need? Cultural/Aboriginal?	Information available at trailhead: soils and vegetation; wildflowers; trail information; birds. Should be interpretive panels for formation of breakaway; wildflowers; aboriginal matters (bush tucker?); and birds. Temporary wildflower identification signage in place.
On-trail furniture and structures: (bench seats; table viewing platforms; water fountains; boardwalks; bird hides; bird call boxes; tunnels; underpasses; bridges; boardwalks)	2 bench seats along trail. Set of timber steps near breakaway.
Road crossings: (sight lines; signage; other safety matters; vehicle exclusion barriers and emergency access gates)	2 road crossings (not marked by warning signage).
Safety: for users; conflicts between user groups; fire etc	No safety issues evident (but potentially could occur if mountain biking was promoted on narrow single tracks sections of trail).
Vegetation: (overhead; side). Need for clearing; invasive species and weeds; re-vegetation needs.	Some overhanging bushes that should be trimmed.
Trail type: (out and back; loop; one way?)	Loop trail. Marked for two way travel (should be one way only).
Grade of trail: (easy; to very difficult)	Moderately difficult due to length.
Management and maintenance: Management plan? Friends of group? Community support. Who manages?	Local “Friends of ...” group undertakes majority of work in reserve.
General comments: quality of experience; point of difference; accessibility	Good quality experience through attractive bushland. Wildflowers need interpretive (identification) panels in situ. Birdlife also should be interpreted by in situ signage along trail. Steps near breakaway need some renovation. Trail directional markings should be improved. Trail experience could be improved by marking trail for one-way travel.

Shire of Narrogin Walk Trails Master Plan – Trails Audit

Trail Name:	Valley Walk
Location:	Foxes Lair
Trail Characteristics: surface (gravel; concrete; asphalt); Length and width condition? erosion? Weeds / grass invasion?	Gravel surface. Approximately 880 metres. Trail width ranges from 600mm to 3000mm. Some rocky surfaces.
Promotion: maps, guide books and track notes; web site? Promo brochure?	Excellent web site for Foxes Lair. Foxes Lair Reserve brochure available from Visitor Centre (which has map of trails and description of each). Link to Foxes Lair website from Shire of Narrogin website.
User groups: single use or multiple use?	Walk trail. Could be cycled on mountain bike (but steps would provide a challenge).
Signage to trailhead: from local/regional road system	Signage on Williams Rd indicating walk trails.
Trailhead facilities: (parking areas; trailhead signage; trail map; trail information; picnic facilities – table, seats, shelter / shade, barbecue); bins; water; bike parking; toilets; emergency phone; lighting; bollards fencing	Trailhead map panel, with mapping and general information on Foxes Lair. Wildflower information. Several picnic tables and shelter. Adequate car parking area. No toilets.
Nearby facilities: shops, public transport	Narrogin town centre is less than 1.5 km away, where full range of services available.
Directional / distance signage: along trail	Rudimentary directional markers along trail (red arrows). However, markings are sometimes poorly located, too infrequent, missing at some junctions, and confusing. No distance signage on trail.
Other signage: (location; promotional; warning; information; advisory; fire safety; code of conduct)	Black cockatoo awareness sign. No trail bikes signage. Mountain bikes allowed.
Drainage: (culverts – clear?); rolling dips; water bars drainage channels; rock steps.	Attempts made to control drainage. Some erosion still occurring along trail.
Interpretation: type; number; topics; need? Cultural/Aboriginal?	Information available at trailhead: soils and vegetation; wildflowers; trail information; birds. Should be interpretive panels along trail for formation of breakaway; wildflowers; aboriginal matters (bush tucker?); and birds. Temporary wildflower identification signage in place.
On-trail furniture and structures: (bench seats; table viewing platforms; water fountains; boardwalks; bird hides; bird call boxes; tunnels; underpasses; bridges boardwalks)	One seat along trail. Several flights of timber steps.
Road crossings: (sight lines; signage; other safety matters; vehicle exclusion barriers and emergency access gates)	None.
Safety: for users; conflicts between user groups; fire etc	No safety issues evident (but potentially could occur if mountain biking was promoted on narrow single tracks sections of trail).
Vegetation: (overhead; side). Need for clearing; invasive species and weeds; re-vegetation needs.	No overhanging vegetation.
Trail type: (out and back; loop; one way?)	Loop trail. Marked for two way travel (should be one way only).
Grade of trail: (easy; to very difficult)	Easy to moderately difficult because of flights of steps.
Management and maintenance: Management plan? Friends of group? Community support. Who manages?	Local "Friends of" group undertakes majority of work in reserve.
General comments: quality of experience; point of difference; accessibility	Good quality experience through attractive bushland. Wildflowers need interpretive (identification) panels in situ. Birdlife also should be interpreted by in situ signage along trail. Steps near breakaway need some renovation. Trail directional markings should be improved. Trail experience could be improved by marking trail for one-way travel.

Shire of Narrogin Walk Trails Master Plan – Trails Audit

Trail Name:	Claypit Walk
Location:	Foxes Lair
Trail Characteristics: surface (gravel; concrete; asphalt); Length and width condition? erosion? Weeds / grass invasion?	Gravel surface. Approximately 1980 metres. Trail width ranges from 600mm to 2500mm. Some rocky surfaces. Lengthy section of trail along management track (but no traffic).
Promotion: maps, guide books and track notes; web site? Promo brochure?	Excellent web site for Foxes Lair. Foxes Lair Reserve brochure available from Visitor Centre (which has map of trails and description of each). Link to Foxes Lair website from Shire of Narrogin website.
User groups: single use or multiple use?	Walk trail. Could be cycled on mountain bike (but steps would provide a challenge).
Signage to trailhead: from local/regional road system	Signage on Williams Rd indicating walk trails.
Trailhead facilities: (parking areas; trailhead signage; trail map; trail information; picnic facilities – table, seats, shelter / shade, barbecue); bins; water; bike parking; toilets; emergency phone; lighting; bollards; fencing	No trailhead map panel. Several picnic tables and bench seats. Adequate car parking area at trailhead. No toilets.
Nearby facilities: shops, public transport	Narrogin town centre is less than 2.0 km away, where full range of services available.
Directional / distance signage: along trail	Rudimentary directional markers along trail (blue arrows). However, markings are sometimes poorly located, too infrequent, missing at some junctions, and confusing. No distance signage on trail.
Other signage: (location; promotional; warning; information; advisory; fire safety; code of conduct)	None.
Drainage: (culverts – clear?); rolling dips; water bars; drainage channels; rock steps.	Efforts made to control erosion. Drainage dips and water bars evident.
Interpretation: type; number; topics; need? Cultural/Aboriginal?	Temporary wildflower identification signage in place. Should be (permanent) interpretive panels along trail for wildflowers; aboriginal matters (bush tucker?); and birds.
On-trail furniture and structures: (bench seats; table viewing platforms; water fountains; boardwalks; bird hides; bird call boxes; tunnels; underpasses; bridges; boardwalks)	Several flights of timber steps (with as many as 20 steps up and 30 down). Spur trail to lookout with seat.
Road crossings: (sight lines; signage; other safety matters; vehicle exclusion barriers and emergency access gates)	One, but minimal traffic.
Safety: for users; conflicts between user groups; fire etc	No safety issues evident (but potentially could occur if mountain biking was promoted on narrow single tracks sections of trail).
Vegetation: (overhead; side). Need for clearing; invasive species and weeds; re-vegetation needs.	No overhanging vegetation noted.
Trail type: (out and back; loop; one way?)	Loop trail. Marked for two way travel (should be one way only).
Grade of trail: (easy; to very difficult)	Easy to moderately difficult because of flights of steps and length of trail.
Management and maintenance: Management plan? Friends of group? Community support. Who manages?	Local “Friends of ...” group undertakes majority of work in reserve.
General comments: quality of experience; point of difference; accessibility	Attractive trail route with excellent views at lookout. Wildflowers need permanent interpretive (identification) panels in situ. Birdlife also should be interpreted by in situ signage along trail. Trail directional markings should be improved. Trail experience could be improved by marking trail for one-way travel. Walking along management track is not an issue.

Shire of Narrogin Walk Trails Master Plan – Trails Audit

Trail Name:	Granite Walk / Arboretum Walk
Location:	Foxes Lair
Trail Characteristics: surface (gravel; concrete; asphalt); Length and width condition? erosion? Weeds / grass invasion?	Gravel surface. Granite walk is approximately 1620 metres. Trail width ranges from 500mm to 2000mm. Some rocky surfaces. Lengthy section of trail along management track (but little traffic). Moderately undulating.
Promotion: maps, guide books and track notes; web site? Promo brochure?	Excellent web site for Foxes Lair. Foxes Lair Reserve brochure available from Visitor Centre (which has map of trails and description of each). Link to Foxes Lair website from Shire of Narrogin website.
User groups: single use or multiple use?	Walk trail. Could be cycled on mountain bike.
Signage to trailhead: from local/regional road system	Signage on Range Rd indicating walk trails.
Trailhead facilities: (parking areas; trailhead signage; trail map; trail information; picnic facilities – table, seats, shelter / shade, barbecue); bins; water; bike parking; toilets; emergency phone; lighting; bollards; fencing	Parking for 4-5 cars at trailhead. Trailhead signs but no map. Information shelter at end of Arboretum Walk. 2 picnic tables within Arboretum picnic area. Bench seats along trail.
Nearby facilities: shops, public transport	Narrogin town centre is less than 1.5 km away, where full range of services available.
Directional / distance signage: along trail	Rudimentary directional markers along trail (some new arrows with rock symbol). However, markings are sometimes poorly located, too infrequent and missing at some junctions. No distance signage on trail.
Other signage: (location; promotional; warning; information; advisory; fire safety; code of conduct)	“Walking in Foxes Lair” sign at car park off Range Road. Black cockatoo awareness sign.
Drainage: (culverts – clear?); rolling dips; water bars; drainage channels; rock steps.	Efforts made to control erosion. Drainage dips and water bars evident.
Interpretation: type; number; topics; need? Cultural/Aboriginal?	Temporary wildflower identification signage in place. Should be (permanent) interpretive panels along trail for wildflowers; aboriginal matters (bush tucker?); trees, granite outcropping; and birds.
On-trail furniture and structures: (bench seats; table viewing platforms; water fountains; boardwalks; bird hides; bird call boxes; tunnels; underpasses; bridges; boardwalks)	Several bench seats and picnic tables. Plant/tree ID signs throughout arboretum.
Road crossings: (sight lines; signage; other safety matters; vehicle exclusion barriers and emergency access gates)	Trail route includes several road crossings and walking along road, but minimal traffic.
Safety: for users; conflicts between user groups; fire etc	No safety issues evident (but potentially could occur if mountain biking was promoted on narrow single tracks sections of trail).
Vegetation: (overhead; side). Need for clearing; invasive species and weeds; re-vegetation needs.	Some overhanging vegetation needs to be trimmed.
Trail type: (out and back; loop; one way?)	Loop trail. Marked for two way travel (should be one way only).
Grade of trail: (easy; to very difficult)	Easy to moderate, due to length (1620m).
Management and maintenance: Management plan? Friends of group? Community support. Who manages?	Local “Friends of” group undertakes majority of work in reserve.
General comments: quality of experience; point of difference; accessibility	Interesting and attractive walk trail through arboretum and past granite outcrops. Trail features old rifle range firing mounds and target mound (with fascinating stone pitched wall). Directional markings could be improved. Permanent interpretive panels should be installed along trail. Trail experience could be improved by marking trail for one-way travel.

Shire of Narrogin Walk Trails Master Plan – Trails Audit

Trail Name:	Dam Walk
Location:	Railway Dam
Trail Characteristics: surface (gravel; concrete; asphalt); Length and width condition? erosion? Weeds / grass invasion?	700m walk trail around Railway dam. Trail utilises wide vehicle tracks and dam wall, some 2 – 3m wide.
Promotion: maps, guide books and track notes; web site? Promo brochure?	Excellent web site for Foxes Lair. Railway Dam brochure available from Visitor Centre (which has map of trails and description of each).
User groups: single use or multiple use?	Walk only.
Signage to trailhead: from local/regional road system	Signage on Great Southern Hwy pointing to Railway Dam.
Trailhead facilities: (parking areas; trailhead signage; trail map; trail information; picnic facilities – table, seats, shelter / shade, barbecue); bins; water; bike parking; toilets; emergency phone; lighting; bollards fencing; gates	No trailhead signage for walk trails. No signs near car parking area indicating existence of the two walk trails. Signage exists for immigrant history and railway dam history.
Nearby facilities: shops, public transport	Narrogin town centre is less than 1.8 km away, where full range of services available.
Directional / distance signage: along trail	Rudimentary directional markers along trail. However, markings are sometimes poorly located, too infrequent and confusing at some junctions. No distance signage on trail.
Other signage: (location; promotional; warning; information; advisory; fire safety; code of conduct)	None.
Drainage: (culverts – clear?); rolling dips; water bars drainage channels; rock steps.	Minimal. High water levels have caused serious drainage issues along trails. Two areas along trail will need to be raised with fill and drainage pipe installed.
Interpretation: type; number; topics; need? Cultural/Aboriginal?	No interpretation along trail. Should be (permanent) interpretive panels along trail for birds, railway dam, drainage channels, and immigrants.
On-trail furniture and structures: (bench seats; table viewing platforms; water fountains; boardwalks; bird hides; bird call boxes; tunnels; underpasses; bridges boardwalks)	4 seats along trail overlooking dam.
Road crossings: (sight lines; signage; other safety matters; vehicle exclusion barriers and emergency access gates)	None.
Safety: for users; conflicts between user groups; fire etc	None.
Vegetation: (overhead; side). Need for clearing; invasive species and weeds; re-vegetation needs.	No issues.
Trail type: (out and back; loop; one way?)	Loop trail.
Grade of trail: (easy; to very difficult)	Easy, and probably suitable for people in wheelchairs.
Management and maintenance: Management plan? Friends of group? Community support. Who manages?	Local “Friends of” group undertakes majority of work in reserve.
General comments: quality of experience; point of difference; accessibility	Attractive short walk with excellent views over dam and birdlife from 4 separate viewing areas (with seats). Requires fill in two areas (10-15m on north side and 20-30m on south side). Directional markings could be improved. Permanent interpretive panels should be installed along trail.

Shire of Narrogin Walk Trails Master Plan – Trails Audit

Trail Name:	Archibald Park Walk
Location:	Railway Dam
Trail Characteristics: surface (gravel; concrete; asphalt); Length and width condition? erosion? Weeds / grass invasion?	1.26 km walk trail around former jet boat racing circuit. Trail utilises wide vehicle tracks, some 2 – 3 m wide.
Promotion: maps, guide books and track notes; web site? Promo brochure?	Excellent web site for Foxes Lair. Railway Dam brochure available from Visitor Centre (which has map of trails and description of each).
User groups: single use or multiple use?	Walk only.
Signage to trailhead: from local/regional road system	Signage on Great Southern Hwy pointing to Railway Dam.
Trailhead facilities: (parking areas; trailhead signage; trail map; trail information; picnic facilities – table, seats, shelter / shade, barbecue); bins; water; bike parking; toilets; emergency phone; lighting; bollards; fencing; gates	No trailhead signage for walk trails. No signs near car parking area indicating existence of the two walk trails. Signage exists for immigrant history and railway dam history.
Nearby facilities: shops, public transport	Narrogin town centre is less than 1.8 km away, where full range of services available.
Directional / distance signage: along trail	Rudimentary directional markers along trail. However, markings are sometimes poorly located, too infrequent and confusing at some junctions. No distance signage on trail.
Other signage: (location; promotional; warning; information; advisory; fire safety; code of conduct)	None
Drainage: (culverts – clear?); rolling dips; water bars; drainage channels; rock steps.	Minimal. High water levels have caused serious drainage issues along trails.
Interpretation: type; number; topics; need? Cultural/Aboriginal?	No interpretation along trail. Should be (permanent) interpretive panels along trail for birds, railway dam, drainage channels, immigrants.
On-trail furniture and structures: (bench seats; table viewing platforms; water fountains; boardwalks; bird hides; bird call boxes; tunnels; underpasses; bridges; boardwalks)	Seats along trail.
Road crossings: (sight lines; signage; other safety matters; vehicle exclusion barriers and emergency access gates)	None.
Safety: for users; conflicts between user groups; fire etc	None.
Vegetation: (overhead; side). Need for clearing; invasive species and weeds; re-vegetation needs.	No issues.
Trail type: (out and back; loop; one way?)	Loop trail.
Grade of trail: (easy; to very difficult)	Easy, but probably not suitable for people in wheelchairs.
Management and maintenance: Management plan? Friends of group? Community support. Who manages?	Local “Friends of ...” group undertakes majority of work in reserve.
General comments: quality of experience; point of difference; accessibility	Directional markings could be improved. Permanent interpretive panels should be installed along trail.

Shire of Narrogin Walk Trails Master Plan – Trails Audit

Trail Name:	Centenary Pathway
Location:	Gnarojin Park
Trail Characteristics: surface (gravel; concrete; asphalt); Length and width condition? erosion? Weeds / grass invasion?	Gravel pathway; approximately 500 metres long.
Promotion: maps, guide books and track notes; web site? Promo brochure?	“Narrogin Centenary Pathway” brochure available from Visitor Centre. Information about Gnarojin Park on Shire of Narrogin website.
User groups: single use or multiple use?	Walk; could be cycled.
Signage to trailhead: from local/regional road system	Good signage to Gnarojin Park from surrounding/regional road network.
Trailhead facilities: (parking areas; trailhead signage; trail map; trail information; picnic facilities – table, seats, shelter / shade, barbecue); bins; water; bike parking; toilets; emergency phone; lighting; bollards fencing; gates	Gnarojin Park has full range of facilities including car parking areas (sealed and unsealed); picnic tables, barbecues, lighting, bins, shelters, toilets; playground; skate park.
Nearby facilities: shops, public transport	Narrogin town centre is less than 500 m away, where full range of services available.
Directional / distance signage: along trail	None.
Other signage: (location; promotional; warning; information; advisory; fire safety; code of conduct)	Various park-related signage. Need for signage directing visitors from Visitor Centre over footbridge to Park.
Drainage: (culverts – clear?); rolling dips; water bars drainage channels; rock steps.	No issues.
Interpretation: type; number; topics; need? Cultural/Aboriginal?	100 black granite tiles depicting events in Narrogin’s history. Tiles cover every aspects of Narrogin’s history.
On-trail furniture and structures: (bench seats; table viewing platforms; water fountains; boardwalks; bird hides; bird call boxes; tunnels; underpasses; bridges boardwalks)	Gnarojin Park has numerous tables, seats and shelters including crescent shaped seats, each representing the different Noongar seasons. Gnarojin Park has several connections to Narrogin town centre across railway (including overhead bridge). Several bridges across brook.
Road crossings: (sight lines; signage; other safety matters; vehicle exclusion barriers and emergency access gates)	None.
Safety: for users; conflicts between user groups; fire etc.	No issues.
Vegetation: (overhead; side). Need for clearing; invasive species and weeds; re-vegetation needs.	No issues.
Trail type: (out and back; loop; one way?)	Out and back (but could be included in loop trail in conjunction with Narrogin Recreation Trail (also within Gnarojin Park).
Grade of trail: (easy; to very difficult)	Easy.
Management and maintenance: Management plan? Friends of group? Community support. Who manages?	Shire Narrogin.
General comments: quality of experience; point of difference; accessibility	Very innovative pathway, but now showing signs of age. Several tiles broke. Could/should be better promoted and brochure could be more readily available. Pathway should be ‘packaged’ together with Noongar Dreaming Trail and Narrogin Recreation Trail as a complete circuit/loop, rather than individual ‘trails’.

Shire of Narrogin Walk Trails Master Plan – Trails Audit

Trail Name:	Noongar Dreaming Pathway
Location:	Gnarojin Park
Trail Characteristics: surface (gravel; concrete; asphalt); Length and width condition? erosion? Weeds / grass invasion?	Majority of trail route uses existing gravelled trail. Some of Dreaming Sites are not located on gravel path. Trail length is approximately 500 m.
Promotion: maps, guide books and track notes; web site? Promo brochure?	Noongar Dreaming Sites brochure available from Visitor Centre. Information about Gnarojin Park on Shire of Narrogin website.
User groups: single use or multiple use?	Walk; but could be cycled.
Signage to trailhead: from local/regional road system	Good signage to Gnarojin Park from surrounding/regional road network.
Trailhead facilities: (parking areas; trailhead signage; trail map; trail information; picnic facilities – table, seats, shelter / shade, barbecue); bins; water; bike parking; toilets; emergency phone; lighting; bollards; fencing; gates	Gnarojin Park has full range of facilities including car parking areas (sealed and unsealed); picnic tables, barbecues, lighting, bins, shelters, toilets; playground; skate park.
Nearby facilities: shops, public transport	Narrogin town centre is less than 500 m away, where full range of services available.
Directional / distance signage: along trail	None.
Other signage: (location; promotional; warning; information; advisory; fire safety; code of conduct)	“No Littering” signs. Need for signage directing visitors from Visitor Centre over footbridge to Park.
Drainage: (culverts – clear?); rolling dips; water bars; drainage channels; rock steps.	No issues.
Interpretation: type; number; topics; need? Cultural/Aboriginal?	Trail consists of at least 8 sites where Aboriginal artists have interpreted Noongar heritage and culture. Perhaps could be enhanced by placement of small interpretive panels explaining what each site represents (for those who do not have brochure).
On-trail furniture and structures: (bench seats; table viewing platforms; water fountains; boardwalks; bird hides; bird call boxes; tunnels; underpasses; bridges; boardwalks)	Gnarojin Park has numerous tables, seats and shelters including crescent shaped seats, each representing the different Noongar seasons. Gnarojin Park has several connections to Narrogin town centre across railway (including overhead bridge). Several bridges across brook.
Road crossings: (sight lines; signage; other safety matters; vehicle exclusion barriers and emergency access gates)	None.
Safety: for users; conflicts between user groups; fire etc	No issues.
Vegetation: (overhead; side). Need for clearing; invasive species and weeds; re-vegetation needs.	No issues (although vegetation screens from view some of the Dreaming Sites located away from the main gravel pathway).
Trail type: (out and back; loop; one way?)	Out and back (but could be included in loop trail in conjunction with Narrogin Recreation Trail (also within Gnarojin Park).
Grade of trail: (easy; to very difficult)	Easy.
Management and maintenance: Management plan? Friends of group? Community support. Who manages?	Shire of Narrogin.
General comments: quality of experience; point of difference; accessibility	Excellent range of sculptures, each different, representing Noongar heritage and culture. Some require maintenance due to weed growth. Would benefit from a new trail or pathway being constructed to allow visitors to walk closer to the sites. If renovated, and promoted better, could be a highlight of Narrogin. Pathway should be ‘packaged’ together with Narrogin Centenary Trail and Narrogin Recreation Trail as a complete circuit/loop, rather than individual ‘trails’.

Shire of Narrogin Walk Trails Master Plan – Trails Audit

Trail Name:	Narrogin Recreation Trail
Location:	Gnarojin Park
Trail Characteristics: surface (gravel; concrete; asphalt); Length and width condition? erosion? Weeds / grass invasion?	Long sections of gravel pathway and concrete paths; approximately 1940 metres long. Also includes lengthy boardwalk over Narrogin Brook.
Promotion: maps, guide books and track notes; web site? Promo brochure?	Information about Gnarojin Park on Shire of Narrogin website. No promotional brochure discovered.
User groups: single use or multiple use?	Walk; but could be cycled.
Signage to trailhead: from local/regional road system	Good signage to Gnarojin Park from surrounding/regional road network.
Trailhead facilities: (parking areas; trailhead signage; trail map; trail information; picnic facilities – table, seats, shelter / shade, barbecue); bins; water; bike parking; toilets; emergency phone; lighting; bollards fencing; gates	Gnarojin Park has full range of facilities including car parking areas (sealed and unsealed); picnic tables, barbecues, lighting, bins, shelters, toilets; playground; skate park. Exercise station at southern end of park. Trailhead signage with map at northern (sealed) car park.
Nearby facilities: shops, public transport	Narrogin town centre is less than 500 m away, where full range of services available.
Directional / distance signage: along trail	None.
Other signage: (location; promotional; warning; information; advisory; fire safety; code of conduct)	“No Littering” signs. Various park-related signage. Need for signage directing visitors from Visitor Centre over footbridge to Park.
Drainage: (culverts – clear?); rolling dips; water bars drainage channels; rock steps.	No drainage issues. Culverts under pathway.
Interpretation: type; number; topics; need? Cultural/Aboriginal?	100 black granite tiles of Narrogin Centenary Pathway, and interpretation associated with Noongar Dreaming Sites.
On-trail furniture and structures: (bench seats; table viewing platforms; water fountains; boardwalks; bird hides; bird call boxes; tunnels; underpasses; bridges boardwalks)	Gnarojin Park has numerous tables, seats and shelters including crescent shaped seats, each representing the different Noongar seasons. Gnarojin Park has several connections to Narrogin town centre across railway (including overhead bridge). Several bridges across brook.
Road crossings: (sight lines; signage; other safety matters; vehicle exclusion barriers and emergency access gates)	None.
Safety: for users; conflicts between user groups; fire etc	No issues.
Vegetation: (overhead; side). Need for clearing; invasive species and weeds; re-vegetation needs.	No issues.
Trail type: (out and back; loop; one way?)	Loop trail.
Grade of trail: (easy; to very difficult)	Easy (probably suitable for people in wheelchairs).
Management and maintenance: Management plan? Friends of group? Community support. Who manages?	Shire of Narrogin.
General comments: quality of experience; point of difference; accessibility	Quality experience in a very pleasant parkland alongside Narrogin Brook. Route is unclear, especially at southern end where boardwalk is located. Narrogin Recreation Trail should be ‘packaged’ together with Narrogin Centenary Trail and Noongar Dreaming Trail as a complete circuit/loop, rather than individual ‘trails’. Needs trail directional markers. Needs additional pathway/trail on town side (as Noongar Dreaming Sites seem ‘stranded’ away from trail).

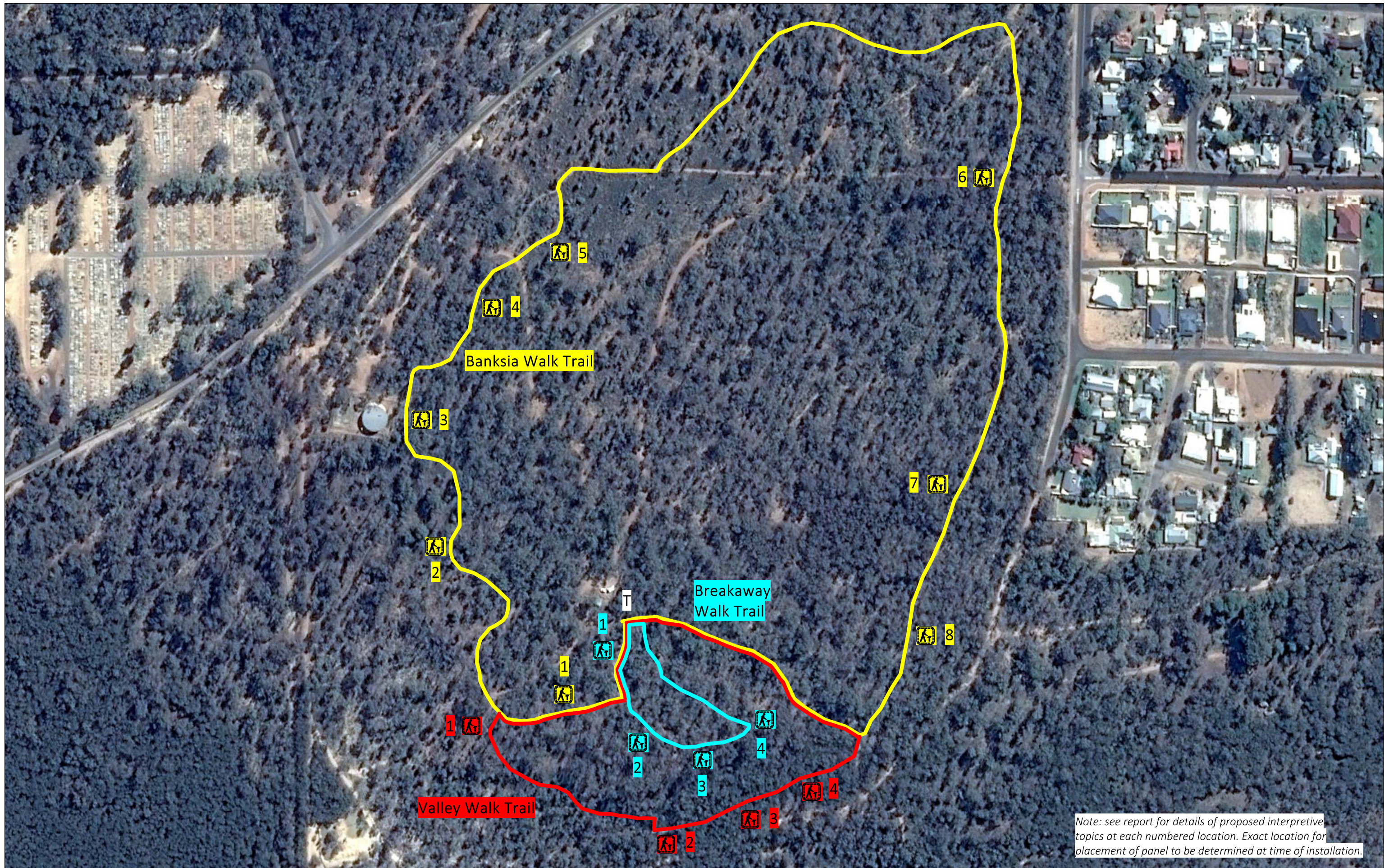
APPENDIX 4 – PLANS

Plan 1: Foxes Lair Walk Trails (Banksia, Valley, Breakaway)

Plan 2: Claypit Walk Trail

Plan 3: Granite Walk Trail

Plan 4: Railway Dam Trails



TRANSPLAN PTY LTD

Planning and Design

Shire of Narrogin



December 2018

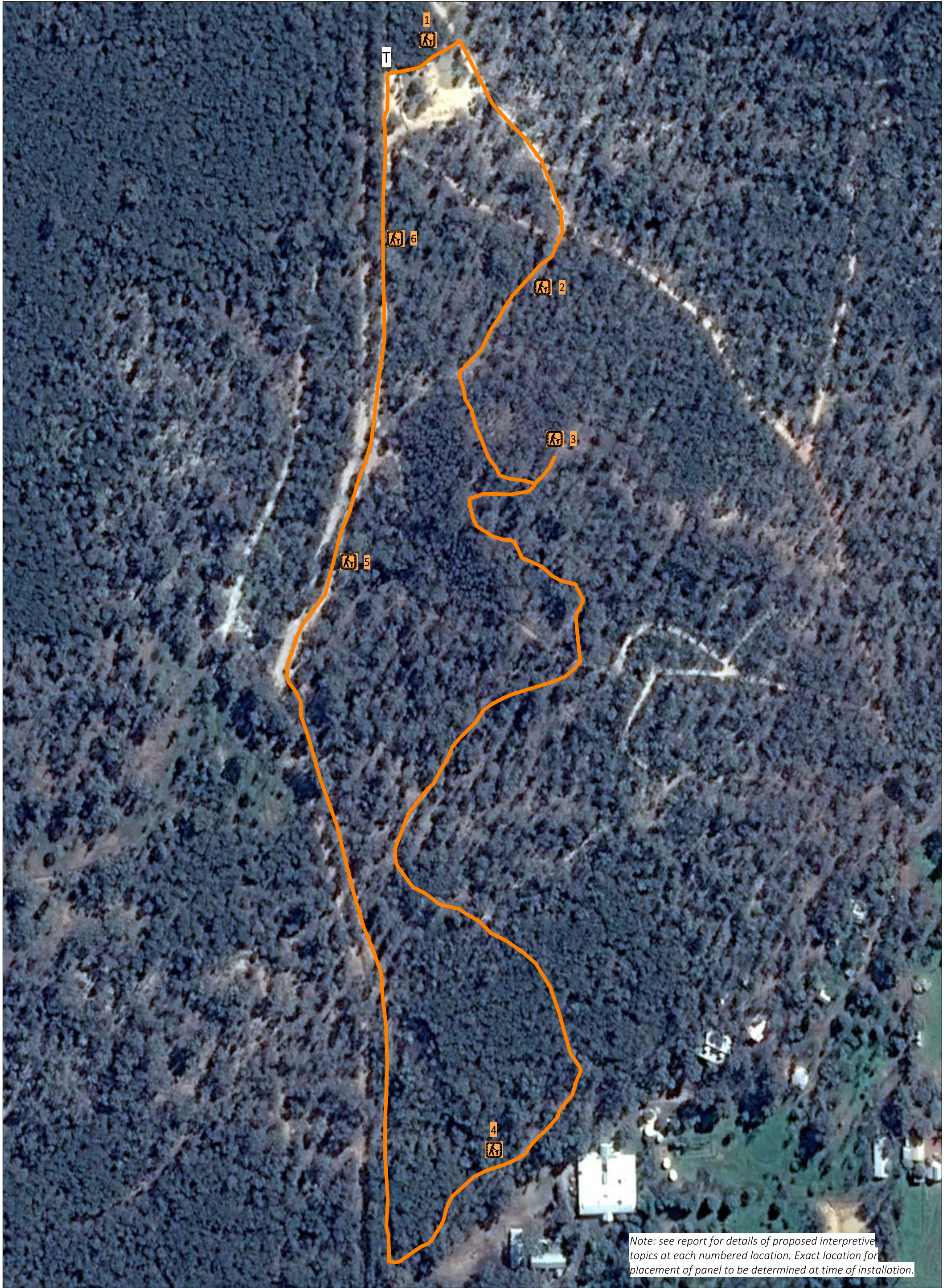
Narrogin Walk Trails Master Plan

Plan 1: Foxes Lair Trail



Minutes Ordinary Council Meeting 27 February 2019

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Note: see report for details of proposed interpretive topics at each numbered location. Exact location for placement of panel to be determined at time of installation.



TRANSPLAN PTY LTD

Planning and Design

Shire of Narrogin



December 2018

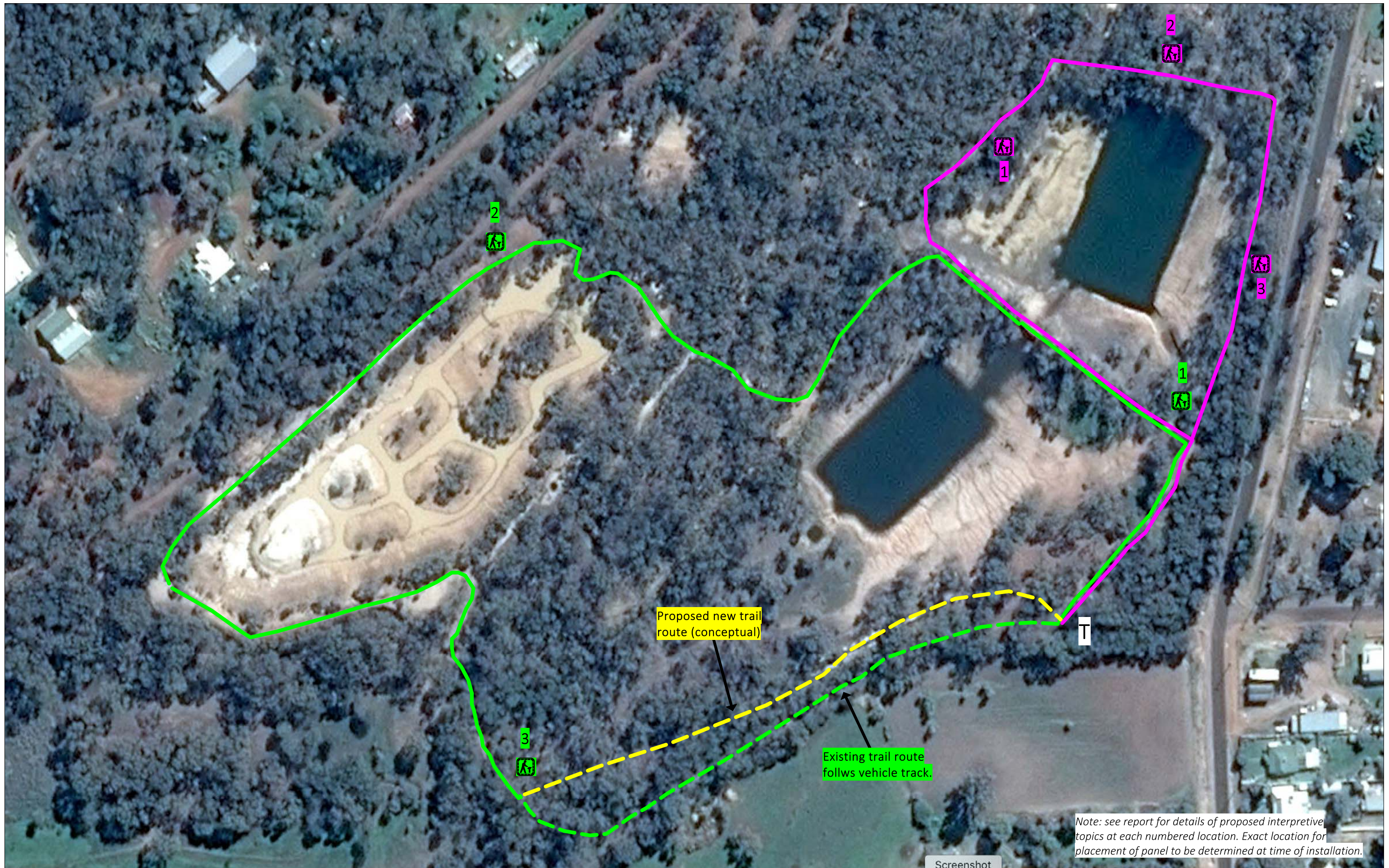
Narrogin Walk Trails Master Plan

Plan3: Granite Trail



Minutes Ordinary Council Meeting 27 February 2019

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TRANSPAN PTY LTD

Planning and Design

Shire of Narrogin



December 2018

Narrogin Walk Trails Master Plan

Plan 4: Railway Dam Trail

Minutes Ordinary Council Meeting 27 February 2019



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10.1.6 NARROGIN DISTRICT TOWNSCAPE COMMITTEE – NEW APPOINTMENTS

File Reference	26.3.8
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	Terms of Reference amended by Council on 26 September 2018, resolution number 0918.086 .
Date	Monday 11 February 2019.
Author	Loriann Bell – Administration Support Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Nomination – Mr Ian Fergus 2. Nomination – Mrs Vicki Chadwick 3. Nomination – Ms Geire Kami 4. Nomination – Mrs Mary Martin	

Summary

Council is requested to review the four nominations received for the Narrogin District Townscape Committee for the vacant committee positions of Community Member At Large, and endorse the appointment of suitable nominees.

Background

It was reported at the Narrogin District Townscape Committee Meeting held on 18 October 2018 that the resignation of Mr Bolton as the representative for the disability sector, resulted in there being three vacancies for Community representation. These being: a person with expertise in the disability sector; a person with expertise in Indigenous Community and a Community Member At Large.

Comment

In October 2018 an advertising campaign was undertaken inviting nominations for the three vacant Committee positions of: Community Member at Large; Indigenous Representative; and Disability Services Sector Representative.

Four nominations were received for the position of Community Member at large. There were no nominations received for the Indigenous representative or the disability services sector representative.

The Terms of Reference amended by Council on 26 September 2018 state that a number of Committees have members from specific community organisations or from the community at large.

For this Committee, Council will seek to appoint community members so that the Committee meetings will consist of members and deputy members having:

1. demonstrated expertise and knowledge in the particular area of Committee responsibility;
2. relevant skills and experience to provide independent advice;
3. current participation with an organisation having similar objectives would be well regarded; and
4. diverse backgrounds and experience, while remaining relevant to the Committee's functions.

Preference will be given to residents who have a detailed knowledge of the district, enabling Committee members to make a positive contribution towards the community. Non-residents may be appointed by Council, if suitable candidates cannot be established from the community or if it is determined there is specific need or advice that is required.

Nominations were received from:

1. Mr Ian Fergus - expressed an interest in creating an economic and social benefit from and for a geographic hub in Narrogin. This could utilise location, history, tourism, engineering and education, in concert with initiatives relating to international relations. Mr Fergus draws experience from his involvement with China's Ministry of Machine Building and National Tourism Authority.
2. Mrs Vicki Chadwick - expressed interest in continually moving forward and improve on the town's aesthetics for future residents to move to the town, and for visitors and tourists to appreciate what our community and town have to offer. Mrs Chadwick draws experience from her participation in various community groups and liaising with the Shire of Narrogin on a range of projects past and present.

In addition to the information provided in the nomination, Mrs Chadwick worked for Silver Chain for four years as a part time administrator, then as an administrator and resource coordinator for five years full time.

Mrs Chadwick is currently Secretary/Treasurer of the Branch Committee for Narrogin Silver Chain and has served in this role for 30 years. The Committee's role is to fundraise to assist clients to acquire aids and devices to support independent daily living.

3. Ms Geire Kami - expressed interest in townscape matters in her capacity as the manager of the Dryandra Country Visitor Centre (DCVC). Ms Kami draws experience from her role as the manager of the DCVC and through her studies including psychology and environmental psychology.
4. Mrs Mary Martin - expressed an interest specifically in the Railway Dam upgrade and draws her experience from participation in committees and her interest in natural fauna and flora.

It was reported to the Narrogin District Townscape Committee at the Meeting held on 13 December 2018 that the Administrative Support Officer (ASO) had made contact with Committee nominee Mrs Chadwick in relation to her experience in the disability sector. Mrs Chadwick accepted an invitation to nominate for the position of Disability Services Sector Representative.

The ASO explained to the Narrogin District Townscape Committee the purpose for this was to provide an opportunity to fill two of the three vacant Committee positions from the nominations received for Community member at large. The Committee supported the recommendation to fill two committee positions and requested that the Shire seek to fill the remaining vacancy and re-advertise the position of Community member at large (Indigenous representative) in January 2019. This latter position remains vacant.

Consultation

Consultation took place with the Narrogin District Townscape Committee, committee nominee and officers from the Shire of Narrogin

- Mrs V Chadwick – Committee nominee
- Narrogin District Townscape Committee
- Mr D Stewart – Chief Executive Officer
- Mr A Awang – Executive Manager Development and Regulatory Services

Statutory Environment

Local Government Act 1995, Section 5.8 – Establishment of Committees

Policy Implications

There are no known policy implications relative to this matter.

Financial Implications

In addition to officer time, the expenditure of \$250 to advertise for nominations, is wholly contained within the Budget

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.4 Cultural and heritage diversity is recognised
Strategy:	2.4.1 Maintain and enhance heritage assets
Strategy:	2.4.2 Support our Narrogin cultural and indigenous community
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0219.008

Moved: Cr Seale Seconded: Cr G Ballard

That, with respect to the nominations to the Narrogin District Townscape Committee for Community member at large and Community member at large (disability representative), that Council appoint the following nominees:

- Ms G Kami – Community Member At Large; and
- Mrs V Chadwick – Community Member At Large (Disability Representative).

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

NARROGIN DISTRICT TOWNSCAPE COMMITTEE NOMINATION FORM



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:
8:30 am – 4:30 pm
MONDAY - FRIDAY

MEMBERSHIP NOMINATION

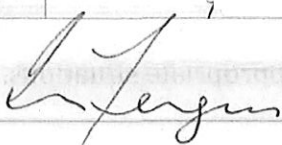
The Shire of Narrogin invites nominations from individuals for positions on the Narrogin District Townscape Committee. It is desirable that nominees have expertise or experience in at least one of the areas of; Indigenous community; disability services; and community.

Please indicate your area or areas of expertise:

Indigenous community	
Disability services	
Community	✓

The Narrogin District Townscape Committee works with the Council to:

- Ensure Townscape issues are given due consideration by Council in its planning, design, implementation and maintenance of the built and natural environment;
- Develop and promote the town's identity;
- Promote townscape issues within the wider community;
- Promote the conservation and retention of places of heritage value;
- Enhance the quality of life in Narrogin by providing safe, comfortable, environmentally sustainable and aesthetically pleasing public spaces; and
- Provide an avenue of communication and consultation between Council and the community.

Name	IAN ROBERT FERGUS		
Street Address	[REDACTED]		
Postal Address	[REDACTED]		
Telephone No		Mobile No	[REDACTED]
Email Address	[REDACTED]		
Signature:			
Date:	25.10.2018		

Further information is available on the Shire's website, www.narrogin.wa.gov.au, or by contacting Loriann Bell on 9890 0900.

Nominations close at 4.30 pm Thursday 1 November 2018 and should be addressed to the undersigned.

Dale Stewart
Chief Executive Officer
Shire of Narrogin
PO Box 1145 Narrogin WA 6312
enquiries@narrogin.wa.gov.au

Please provide a brief outline of your interest, knowledge, experience and skills in relation to Townscape matters:

Interest
An interest in creating economic and social benefit from and for a geographic hub in Narrogin. Utilising location, history, tourism, engineering and education in concert with initiatives relating to international relations.
Knowledge
Economic planning and development and management for various projects in different regional and governmental regimes.
Experience
One direct personal experience in townscaping – In 2006 the 250 th year Tin Hua festival on the island of Kut O in the Hong Kong S.A.R.
Prior indirect involvement through 1980s countertrade initiative with China's Ministry of Machine Building and National Tourism Authority
Those initiatives involved potential reciprocal benefits in regional tourism and investment,
Skills
Various connections which might be utilized in appropriate situations

OFFICE USE

Synergy Record #

ICR1815636

Records Officer's
Signature



File Location

R:\26. Recreation & Cultural Services\26.3 Liaison\26.3.8 Narrogin Townscape Committee

Council resolution

EMDRS Signature

26 OCT 2018 26.3.8 ICR1815641

Attachment 2

NARROGIN DISTRICT TOWNSCAPE COMMITTEE NOMINATION FORM



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9190 0900

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

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

MEMBERSHIP NOMINATION


The Shire of Narrogin invites nominations from individuals for positions on the Narrogin District Townscape Committee. It is desirable that nominees have expertise or experience in at least one of the areas of; Indigenous community; disability services; and community.

Please indicate your area or areas of expertise:

Indigenous community	
Disability services	
Community	<input checked="" type="checkbox"/>

The Narrogin District Townscape Committee works with the Council to:

- Ensure Townscape issues are given due consideration by Council in its planning, design, implementation and maintenance of the built and natural environment;
- Develop and promote the town's identity;
- Promote townscape issues within the wider community;
- Promote the conservation and retention of places of heritage value;
- Enhance the quality of life in Narrogin by providing safe, comfortable, environmentally sustainable and aesthetically pleasing public spaces; and
- Provide an avenue of communication and consultation between Council and the community.

Name	Vicki Chadwick		
Street Address	5 [redacted] [redacted]		
Postal Address	[redacted] in [redacted]		
Telephone No	08 [redacted]	Mobile No	[redacted]
Email Address	[redacted]@[redacted].[redacted]		
Signature			
Date	26.10.2018		

Further information is available on the Shire's website, www.narrogin.wa.gov.au, or by contacting Lorian Bell on 9890 0900.

Nominations close at 4.30 pm Thursday 1 November 2018 and should be addressed to the undersigned.

Dale Stewart
Chief Executive Officer
Shire of Narrogin
PO Box 1145 Narrogin WA 6312
enquiries@narrogin.wa.gov.au

Please provide a brief outline of your interest, knowledge, experience and skills in relation to Townscape matters:

Interest	
My interest is in relation to being a resident of the Shire of Narrogin, to see our town	
move forward continually and improve on our aesthetic for future residents to move	
to our town, and for visitors and tourists alike to appreciate what our community	
and town have to offer.	
Knowledge	
My knowledge is only in relation to scaping my own garden on our farm,	
other than that is what I see visionary.	
Experience	
No actual experience in this field other than wanting to be part of the committee	
to improve visually the townscape, conservation of our town for the future.	
I've had previous and present communication with the Shire Council through	
various roles in community groups of the town.	
Skills	
I have very good communication and organisational skills and a hard worker for the	
community	

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Synergy Record #

Records Officer's
Signature

File Location

R:\26. Recreation & Cultural Services\26.3 Liaison\26.3.8 Narrogin Townscape
Committee

Council resolution

EMDRS Signature

NARROGIN DISTRICT TOWNSCAPE COMMITTEE NOMINATION FORM



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

MEMBERSHIP NOMINATION

The Shire of Narrogin invites nominations from individuals for positions on the Narrogin District Townscape Committee. It is desirable that nominees have expertise or experience in at least one of the areas of; Indigenous community; disability services; and community.

Please indicate your area or areas of expertise:

Indigenous community	
Disability services	
Community X	

The Narrogin District Townscape Committee works with the Council to:

- Ensure Townscape issues are given due consideration by Council in its planning, design, implementation and maintenance of the built and natural environment;
- Develop and promote the town's identity;
- Promote townscape issues within the wider community;
- Promote the conservation and retention of places of heritage value;
- Enhance the quality of life in Narrogin by providing safe, comfortable, environmentally sustainable and aesthetically pleasing public spaces; and
- Provide an avenue of communication and consultation between Council and the community.

Name	Geire Kami		
Street Address			
Postal Address			
Telephone No		Mobile No	
Email Address			
Signature: As per Geire Kami			
Date: 26 October 2018			

Further information is available on the Shire's website, www.narrogin.wa.gov.au, or by contacting Lorian Bell on 9890 0900.


Nominations close at 4.30 pm Thursday 1 November 2018 and should be addressed to the undersigned.

Dale Stewart
Chief Executive Officer
Shire of Narrogin
PO Box 1145 Narrogin WA 6312
enquiries@narrogin.wa.gov.au

Please provide a brief outline of your interest, knowledge, experience and skills in relation to Townscape matters:

Interest	As the manager of the DCVC I have an acute interest in townscape matters.
	The look of the town is often criticised by tourists, and it can be concluded that the impression gleaned by visitors has an effect on visitation. The contribution of tourism dollars to the local economy was identified in the H+H plan as being highly important to the community, and can be demonstrated as one of the few ways rural towns can experience economic growth with the downturn of manufacturing and traditional industries.
Knowledge	I am currently studying psychology, including environmental psychology, which is the empirical study of the way places make people feel and respond. I have a design background and have been the manager of the DCVC for four years.
Experience	As per above.
Skills	As per above.

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Synergy Record #	ICR18156574	Records Officer's Signature	
File Location	R:\26. Recreation & Cultural Services\26.3 Liaison\26.3.8 Narrogin Townscape Committee		
Council resolution		EMDRS Signature	

NARROGIN DISTRICT TOWNSCAPE COMMITTEE NOMINATION FORM



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PO Box 1145
Narrogin WA 6312

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enquiries@narrogin.wa.gov.au

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

MEMBERSHIP NOMINATION

The Shire of Narrogin invites nominations from individuals for positions on the Narrogin District Townscape Committee. It is desirable that nominees have expertise or experience in at least one of the areas of; Indigenous community; disability services; and community.

Please indicate your area or areas of expertise:

Indigenous community	
Disability services	
Community	

The Narrogin District Townscape Committee works with the Council to:

- Ensure Townscape issues are given due consideration by Council in its planning, design, implementation and maintenance of the built and natural environment;
- Develop and promote the town's identity;
- Promote townscape issues within the wider community;
- Promote the conservation and retention of places of heritage value;
- Enhance the quality of life in Narrogin by providing safe, comfortable, environmentally sustainable and aesthetically pleasing public spaces; and
- Provide an avenue of communication and consultation between Council and the community.

Name	MARY MARTIN	
Street Address		
Postal Address		
Telephone No		Mobile No
Email Address		
Signature: <i>Mary Martin</i> Date: <i>29/10/18</i>		

Further information is available on the Shire's website, www.narrogin.wa.gov.au, or by contacting Loriann Bell on 9890 0900.

Nominations close at 4.30 pm Thursday 1 November 2018 and should be addressed to the undersigned.

Dale Stewart
Chief Executive Officer
Shire of Narrogin
PO Box 1145 Narrogin WA 6312
enquiries@narrogin.wa.gov.au

Please provide a brief outline of your interest, knowledge, experience and skills in relation to Townscape matters:

Interest	
RAILWAY DAM & UPGRADE.	
Knowledge	
Experience	
HAVE BEEN ON VARIOUS Committees	
OVER THE YEARS	
(ARTS NARROGIN, EISTEDDFOD, etc)	
Skills	
MUSIC teacher (pianist)	
- NATURAL FAUNA + FLORA	

OFFICE USE

Synergy Record #		Records Officer's Signature	
File Location	R:\26. Recreation & Cultural Services\26.3 Liaison\26.3.8 Narrogin Townscape Committee		
Council resolution		EMDRS Signature	

10.1.7 RAILWAY DAM RESERVE MANAGEMENT PLAN – RESERVE 20939 MOKINE ROAD, NARROGIN

File Reference	A105243
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	Item 10.1.4 of 26 September 2018 Res.0918.085
Date	14 January 2019.
Author	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Railway Dam Reserve Management Plan 2. Schedule of Submissions 3. Result of SurveyMonkey survey	

Summary

Council is requested to consider the Draft Railway Dam Reserve Management Plan located on Reserve 20939 Mokine Road, Narrogin for the purpose of final adoption after public advertising, which concluded on Monday 5 November 2018.

Background

The matter was previously considered by Council at its meeting held on 26 September 2018, whereby Council resolved:

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

The Draft Plan was advertised in the local paper, through the Shire's website and Facebook, which closed on 5 November 2018. At the close of the submissions period, a total of four (4) submissions were received which have been included in Attachment 2 - Schedule of submissions.

In addition to the public advertising in the local paper, letters of the proposal were sent to affected and adjoining land owners including relevant State agencies and community groups (Department of Water and Environment Regulation, Water Corporation, Public Transport WA, Department of Biodiversity Conservation and Attractions, Western Power, Environmental Protection Authority, DFES, Department of Planning, Land and Heritage, Department of Mines, Industry Regulation and Safety, Dryandra Country Visitor Centre, KEEDAC and Friends of Foxes Lair).

A SurveyMonkey survey was also undertaken as part of this process of which a total of 67 responded to the survey.

A copy of the Schedule of Submissions and the results of the SurveyMonkey survey are attached to this report.

Comment

Zoning

Railway Dam Reserve (Reserve 20939) located at Lots 1560, 1133B, 1133 and 1594 corner of Mokine and Federal Streets is zoned "Recreation" under the former Town of Narrogin Town Planning Scheme No 2. The land is vested to the Shire of Narrogin for the purpose of "Parkland and Recreation" and has a total area of approximately 16 hectares.

Municipal Heritage Inventory

Railway Dam Reserve is registered in the former Town of Narrogin Municipal Inventory of Heritage Place and is classified as management "Category B". Under the Statement of Significance, the site is a place of historical and social significance for its place in Narrogin's railway story and the development of Narrogin. For this category, the recommendation is to retain and conserve the place. It is also recommended through the Municipal Inventory that the site be documented as per the Heritage Council of WA Archive recommendation if retention is not possible.

Public Submissions

During the SurveyMonkey survey undertaken on the Railway Dam, a total of 67 responded to the surveys. The results indicating a score of 65% and above by the respondents as top priorities that were very important for the site are:

- (Q3) Railway Dam should have designated walking Trails (including dog walking);
- (Q4) Railway Dam should have more historical/heritage interpretive signage about the history of Narrogin and the dam along the walking trail;
- (Q6) Weeds should be managed as soon as practical and brought under control with ongoing actions; and
- (Q8) Staged erosion control around the Railway Dam and Archibald Park area should be undertaken.

Some of the above responses have been incorporated in the Management Plan and included in the Action Plan and will be prioritised accordingly based on budget considerations.

The submissions received during the public submissions as attached in this report under the Schedule of Submissions and where applicable and practical have been incorporated in the revised document (December 2018).

Submission 1 was a very comprehensive submission. A significant number of the proposed changes have been incorporated as commented in the Schedule of Submissions. This mainly involved inclusion of additional text under the relevant sections to include additional details.

The SWOT Analysis proposed in Submission 1 in section 3.1, has been taken into consideration throughout the report and can be used as a tool for developing the management plan. In this regard it is recommended that the SWOT Analysis be included as Appendix B in the report.

Some of the main issues received during the public advertising period included the following:

- Formalising existing tracks for both vehicles and pedestrians;
- Erosion control and vegetation management;
- Restricting vehicles in areas that are detrimentally affecting the environment;
- Bushfire management of the site;
- Redesigning existing parking and picnic areas;
- Assessment of existing pedestrian bridge;
- Additional signage such as directional sign, traffic movements, prohibited areas and educational signage; and
- Drainage Network.

A number of the submissions highlighted the concern of the existing footbridge noting the state of disrepair requiring its closure or removal. The proposed Action Plan in the management report recommended that a structural safety assessment of the bridges be undertaken to determine the structural integrity and the required action.

It was noted that in February 2015, a Structural Report was undertaken by Dan Turner, a practicing Structural Engineer, recommending the following action:

- Planks need replacing;
- The bracing under the decking needs to be tightened and a compression member needs to be installed under the decking and welded to a plate welded to the centre of the existing bracing each end. The arches need to be straightened laterally while installing this bracing by bolting the braces to the arches; and
- Braces should be installed to support the centre of the middle beam each side of the bridge.

Upon discussion with Dan Turner at an onsite meeting on 5 February 2019, it was confirmed that the remedial works recommended in the 2015 report have been completed and signed off by the structural engineer. The site meeting with Dan also confirmed that the bridge is still structurally sound and the only course of action required to make it safe is to replace the four end posts to the handrail and to securely tighten the handrails that have come loose. It is also recommended that the steel bracket at the end of the bridge in the middle of the pathway be removed as it poses a safety concern to the user.

All of the other issues addressed during the submission period have been incorporated into the action plan for implementation subject to budget consideration. There are other issues addressed that will require further investigation and detailed design such as the car parking and drainage networks prior to any further works on site.

Consultation

Consultation has been undertaken by:

- Advertising through the local paper, Shire's website and Facebook;
- Providing letters to adjoining land owners;
- Letters to relevant agencies (Department of Water and Environment Regulation, Water Corporation, Public Transport WA, Department of Biodiversity Conservation and Attractions, Western Power, Environmental Protection Authority, DFES, Department of Planning, Land and Heritage, Department of Mines, Industry Regulation and Safety, Dryandra Country Visitor Centre, KEEDAC and Friends of Foxes Lair);

- An online SurveyMonkey questionnaire; and
- Site meeting with Dan Turner (Structural Engineer), Shire's Chief Executive Officer and Executive Manager Technical and Rural Services.

The submissions received have been tabulated in the Schedule of Submissions attached (Attachment 2) to this report.

Statutory Environment

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

Policy Implications

Nil

Financial Implications

There are potential future financial considerations should the Railway Dam Reserve Management Plan be adopted by the Council. The details of these financial considerations will be subject to the report to the Council relating to its adoption and considered in light of the Long Term Financial Plan priorities and funding. The Management Plan report also contains an estimated costing of the works required to implement the action plan.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.2 Increased Tourism
Strategy:	1.2.1 Promote, develop tourism and maintain local attractions
Objective:	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 AND COUNCIL RESOLUTION 0219.009

Moved: Cr Walker Seconded: Cr Seale

That, with respect to the Railway Dam Reserve Management Plan located on Reserve 20939 (Lots 1560, 1133B, 1133 and 1594) Mokine Road, Narrogin, Council:

1. Adopt the Railway Dam Reserve Management Plan subject to:
 - a. Those modifications reflected within the Schedule of Submissions; and
 - b. The inclusion of reference to the Reserve Number, being 20939 and its tenure and approved purpose.
2. Include the SWOT Analysis Table as Appendix B; and
3. Notify those persons who lodged the submissions of the outcome.

CARRIED 7/0



Railway Dam

Reserve Management Plan

Prepared for:
Shire of Narrogin

December 2018

● people ● planet ● professional

Document Reference	Revision	Prepared by	Reviewed by	Admin Review	Submitted to Client	
					Copies	Date
2617AB	A INTERNAL DRAFT	HT/NW	JL	SH	-	04/05/18
2617AB	B CLIENT DRAFT	HT	SoN	SH	1 Electronic (email)	07/05/18
2617AB	C CLIENT FINAL	HT/ KJ	FJ	SH	1 Electronic (email)	7/12/18
2617AB	D CLIENT FINAL	HT/ KJ	FJ	SH	1 Electronic (email)	10/12/18

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1 Introduction

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

1.1 Background

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

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

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

1.2 Aims and Objectives

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

The objectives of the RDMP are as follows:

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

- To minimise weeds, feral animals and the risk of introducing disease to the reserves;
- To minimise the risk of fire damage outside the reserve while maintaining biodiversity; and
- To provide an attractive area in a bushland setting for picnics and passive recreation that highlights local history and preserves environmental values.

2 Site Characteristics

2.1 Site Location

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

2.2 Geology and Soils

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

- **Felsic Intrusives_74292:** Undifferentiated felsic intrusive rocks, including monzogranite, granodiorite, granite, tonalite, quartz monzonite, syenogranite, diorite, monzodiorite, pegmatite. Locally metamorphosed, foliated, gneissic. Local abundant mafic and ultramafic inclusions; and
- **Alluvium_38485:** Channel and flood plain alluvium; gravel, sand, silt, clay, locally calcreted.

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

The bulk of the site is underlain by mafic rocks (gabbro, diorite and mafic gneisses) associated with the Binneringie dyke (large east-west ridge to the north of the dam). Rocks grade to granite in the south west of the site. Soils are predominantly colluvial red-brown loams and loamy duplexes (*D Sawkins 2018, pers. comm. 26 October*).

2.3 Hydrology

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

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

Site observations have indicated that shallow groundwater has created a saline area sparsely covered by introduced Couch Grass (*Cynodon dactylon*) between the weir on the western boundary and the dam inlet that is exposed during most summers.

2.4 Flora and Vegetation

360 Environmental undertook a site assessment of the Railway Dam reserve area to a) determine the current vegetation condition of the site, b) assess the existing facilities onsite and c) to identify areas needing particular prioritization in order to further enhance and conserve the reserve. The vegetation in the reserve has been altered by historical land use and ad-hoc management practices. The land-use of the reserve has been a source of extensive weed infestations, particularly in and around the wetlands, tracks, car park and public access areas. Firebreaks and proximity to the road and unauthorised 4wd and dirt bike access has also contributed to the introduction and spread of weeds and damage to soil structure and vegetation.

2.4.1 Regional Vegetation

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

- **Narrogin_1023:** Medium woodland containing York gum, wandoo and salmon gum.

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

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

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

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

2.4.2 Flora

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

The vegetation in the reserve has been altered by historical land use and ad-hoc management practices. The land-use of the reserve has been a source of extensive weed infestations, particularly in and around the wetlands, tracks, carpark and public access areas. Firebreaks and proximity to the road and unauthorised 4wd and dirt bike access has also contributed to the introduction and spread of weeds and damage to soil structure and vegetation (D Sawkins 2018, *pers. comm.* 26 October).

Table 1: Taxa Identified within the Site

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

*Weed Species

In addition to 360 Environmental's flora survey, local knowledge gathered from Doug Sawkins indicated that Pre-European vegetation is predominantly York gum (*Eucalyptus*

loxophleba), Jam tree (*Acacia acuminata*) woodland with occasional wandoo (*E. wandoo*). Flooded gum (*E. rudis*) occurred in the original stream channel and now also occurs on the dam walls and upper waterway. Rock Sheoak (*Allocasuarina huegeliana*) occurs on the south-western edge of the dam (D Sawkins 2018, pers. comm. 26 October). Historically, non-endemic Western Australian plant species were planted in the reserve:

- *Eucalyptus stoateii*, *E. torwood*, *Hakea pandanica* ssp. *crassifolia* and *Melaleuca radula* on the southern bank of the main dam;
- A line of *Melaleuca radula* shrubs adjoining Mokine Road in the south-east corner of the reserve;
- Two lines of *Eucalyptus nutans* between the fire access track and an east-west collection drain on the south-western corner; and
- *Eucalyptus camaldulensis*, *Eucalyptus arachnea*, *Eucalyptus* sp. and *Casuarina obesa* in the north-eastern corner of the reserve.

2.4.3 Flora of Conservation Significance

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

2.4.4 Weeds

A total of 13 introduced species were recorded during the survey (Table 1). None of these species are listed as Declared under the BAM Act or listed as a WONS. Sharp Rush (*Juncus acutus*) identified during the survey species dominates the drainage channels and in the eastern wetland area of the reserve. This introduced weed is also widespread in the upper catchment and the surrounding district.

2.4.5 Vegetation

One natural vegetation community was described for the site. The vegetation lacks structure with the dominant feature being the tree canopy of *Eucalyptus loxophleba* and *Eucalyptus accedens* with *Eucalyptus rudis* in the wetter parts of the site. The understorey is nearly devoid of native species and is dominated by grass weed species.

2.5 Fauna

The majority of the site is in a moderately degraded condition and lacking a native understorey, the potential for suitable habitat to occur for conservation significant fauna

species is limited. However the reserve is within the Forest Red-tailed and Carnaby's Black Cockatoo distribution range; the flooded gum (*Eucalyptus Rudis*), York gum (*Eucalyptus loxophleba*), salmon gum (*Eucalyptus salmonophloia*) trees record within the reserve can provide potential foraging habitat for the black cockatoo species. No black cockatoo species were recorded or observed during the survey. Railway Dam is an important habitat for local and migratory water birds (D Sawkins 2018, pers. comm. 26 October).

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

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

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

Local knowledge from site observations indicate that a variety of introduced fauna have been recorded within the reserve, including feral cats, Redfin perch (*Perca fluviatilis*), Mosquitofish (*Gambusia* spp) and fresh water crayfish (gilgie and yabby). Other fauna that have been observed at the reserve include lizards, frogs, snakes and long necked tortoises. Additional bird species that have been observed in the reserve are included in Appendix 1 (D Sawkins 2018, pers. comm. 26 October).

2.6 Heritage

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

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

2.7 Existing Infrastructure

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

- A small carpark area;
- Historical interpretive signage;
- Railway Immigrant Camp memorial;
- Two picnic benches with non-gas barbeque facilities;
- Signs stating no swimming;
- A bridge across the two dams, a small access bridge off Mokine Rd and a small bridge at Archibald Park;
- A network of historical drains and weirs leading into the dam;
- Archibald Park - a historical jet boat park;
- A geocache;
- Vehicle tracks created by 4WD; and
- Two walking trails created by a community member.

2.7.1 Archibald Park

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

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

There is opportunity to rehabilitate this park to provide a more diverse wetland type habitat. The fencing and pedestrian bridge at Archibald Park are dilapidated and require upgrading (or removal).



Plate 1: Erosion (and fencing) on banks of Archibald Park



Plate 2: Erosion (and bridge) at Archibald Park

2.7.2 Railway Dam Drainage Network

The Railway Dam was built for the purpose of providing a water source for the steam locomotives in the early 1900s. The dam is fed from ephemeral streams within the catchment area. As agriculture became the primary land activity in the region, salinity concerns from the catchment led to the construction of a network of drains which aimed to separate saline water and fresh water inflows to the dam. The drainage system began on Graham Road and worked towards the dam. A weir located at the south western edge of the dam attempts to separate fresh (blue) water or saline (orange) water by

either entering into the dam or bypassing the dam via a diversion drain (Figure 3; Plate 3). It is understood that the Shire recently cleaned out some of these drains from vegetation and debris. There is concern that some incoming water is now being diverted into diversion drains rather than entering Railway Dam.



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

According to Doug Sawkins (2018 *pers. comm.* 26 October) other water inflow areas include

- Inflow from Mokine and Gibson roads that gets inundated (blocking the walk trail) and results in an eroded gully contributing to dam siltation;
- Runoff from tracks North West of the reserve, this is currently being diverted by the old railway line and northern bank of Archibald Park, and therefore not entering the dam. The runoff enters Archibald Park via an erosion gully, but could be diverted to Railway dam in the future; and
- Runoff from an eroding firebreak on the west side of a private property (adjoining the reserve) enters the ephemeral wetland on the west of the dam. This could be diverted into Archibald Park.

2.7.3 Walking Trails

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



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

2.8 Current Uses

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

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

3 Local Community Engagement

As part of developing the Railway Dam Reserve Management Plan, the Shire of Narrogin undertook a survey to understand the priorities of the community for the reserve's management. 67 participants responded to the survey questionnaire. The results indicated the top priorities that were 'very important' for the Railway Dam Reserve were as follows:

- Railway Dam should have designated walking trails (including dog walking);
- Weeds should be managed as soon as practical and brought under control with ongoing actions;
- Railway Dam should have more historical/heritage (as well as geological) interpretive signage about the about the history of Narrogin and the dam along the walking trail; and
- Staged erosion control around the Railway Dam and Archibald Park area should be undertaken.

The Shire will take these community preferences into consideration when implementing the management of the reserve and prioritising actions as part of the Railway Dam Reserve Action Plan (Section 5). Additionally, comments and submissions on the draft Railway Dam Reserve Management Plan were received by members of the public, these submissions have been taken into consideration and incorporated throughout the management plan.

4 Railway Dam Management

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

4.1 Vegetation Management

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

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

4.1.1 Revegetation Strategy

Planting within the Railway Dam Reserve is only proposed within three key areas - Archibald Park, the proposed picnic area and areas surrounding the northern dam (Figure 4). All revegetation areas will be ripped prior to planting. The control of perennial veldt grass, couch grass, bridal creeper and introduced annual grass control is essential for successful revegetation.

Revegetation tubestock shrubs will be planted within the island patches within Archibald Park at a rate of 1 tree species per 10 m² (groundcover will be planted at a rate of 1 plant per 5m²). Within the areas surrounding the dams as well as the picnic area only groundcover species will be planted, groundcover planting will occur at a rate of 1 plant per 5 m².

4.1.1.1 Species Selection

Species selected for planting within the Railway Dam Reserve will be selected from the Species List (Table 1). The Species List has been compiled base on the species known to occur within the site or based on surrounding vegetation communities and land systems.

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

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

4.1.1.2 Planting

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

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

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

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

4.2 Fauna Management

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

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

Traffic management within the reserve will assist in the enhancement of natural fauna habitat, particularly in wetland areas.

4.2.1 Introduced Fauna

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

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

4.3 Weed Management

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

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

4.3.1 Methods for Weed Control

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

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

4.3.2 Herbicide Application

Herbicide application will be undertaken prior to planting. The aim of herbicide application will be to open up areas for planting. Following completion of the works, regular herbicide application will be undertaken to increase chances of seedling survival. Herbicide application will cease immediately under the following weather conditions:

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

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

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

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

4.3.3 Weed Control Procedures and Safety

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

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

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

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

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

4.3.4 Eradicating *Juncus actus* Species

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

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

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

4.4 Dieback Management

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

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

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

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

4.5 Surface Water Management

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

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

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

- Once the above points are rectified, maintain sufficient water flow (levels) into the Railway Dam;
- Assess surface water drainage across the Railway Dam Reserve to ensure areas prone to inundation are managed via effective drainage control measures (Plate 5);
- Undertake water quality monitoring for salinity purposes;
- Demarcate the high water mark at the dam, and erect signage not to cross this area;
- Prevent access to 4WD and motorbikes to mitigate erosion caused by surface water flows;
- Provide notification to local residents via newsletter or mail out stating that the Reserve is under rehabilitation and 4WD vehicles are prohibited from entering the reserve; and
- Increase ranger presence at reserve.



Plate 5: Areas prone to inundation during wet season (Source: Pomykala 2018)

4.6 Erosion Control

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

- Implementing drainage control measures to address sheet flow (e.g. swales, rock and mesh and diversion drains particularly at Archibald Park);
- Preventing the 4WD access into the reserve (by blocking entries using fencing or bollards);
- Revegetation of the erosion prone areas (i.e. banks of the dams and dam walls);
- Planting of salt tolerant species (e.g. *acacia acuminata*) along the banks of the dam to minimise surface water erosion such as erosion gullies (Plates 6 and 7); and
- Fill and stabilise erosion gullies along dam walls of Archibald Park.



Plate 6: Erosion of banks of Railway Dam



Plate 7: Erosion on banks of Railway Dam



Plate 8: 4WD Access contributing to erosion issues

4.7 Bushfire Management

The Site is mapped as a Bushfire Prone Area (DFES 2017); this could be due to the large adjoining bushland areas to the east and west of the site. There is no bushfire management plan in place for the reserve and no active management is being undertaken. There are fire breaks in place at the reserve (Plate 9), but they do not currently meet the Shire of Narrogin's requirements that fire breaks must be at least 2.5 m wide and 4 m high. Current fire breaks would be sufficient for smaller emergency vehicle access in the event of a fire but would require maintenance to allow for larger emergency vehicle access.

Access for firefighting vehicles is provided on Mokine Road on the eastern boundary of the reserve and Federal Street on the northern boundary as well as Granite Road on the western boundary (Plate 9).

It is recommended that the current fire breaks are assessed and maintained to meet the Shire of Narrogin's requirements (Plate 9). Fire breaks must be in place by the 1 November each year and maintained through to the 1 May the following year (summer bushfire season) (Shire of Narrogin 2018). Consultation with Department of Fire and Emergency Services (DFES) has recommended that the Shire consult with the local DFES Narrogin office to develop a Bushfire Risk Management Plan (BRMP) for the reserve.



Plate 9: Firebreaks within Narrogin Railway Dam Reserve (Source: Shire of Narrogin)

4.8 Facilities and Access Management

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

4.8.1 Access

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

The following actions are recommended:

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

It is recommended that the car park area is increased to allow for more cars to be parked. The car park should also have bollards in place that only allow pedestrians to go beyond the car park area. Methods of blocking off public vehicle access must consider emergency vehicle access in the event of a fire. It is recommended that the access to Mokine Rd, should be blocked off through paddock and key lock on a gate, as not to inhibit safety in the event the emergency vehicles require access due to fire event.

4.8.2 Trail Walks and Push Bike Trails

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

It is recommended that the derelict footbridge and stairs from Mokine Road to the south-eastern corner of the reserve be removed as they are considered a safety hazard.

4.8.3 Education and Signage

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

It is also recommended to have educational signage along the path for the purposes of identifying native plant species and native fauna. The historical drainage network at Railway Dam is illustrated on the sign at the car park entry; however a new sign at the location of the old weir/separator area may be of interest to visitors and pedestrians and to explain the wider function and history of the reserve (Plate 10 and Figure 3).

Signage, to formalise entries into the Railway Dam, need to be upgraded and made obvious for visitors and thereby discouraging entry via blocked off areas.



Plate 10: Map illustrating drainage network at Railway Park (located at car park entry)

5 Railway Dam Reserve Action Plan

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

Table 2: Railway Dam Reserve Action Plan

TIMING	AREA	ACTION	MAINTENANCE AND MONITORING
Year 1	Access	<ul style="list-style-type: none"> ● Prevent all access to 4WDs and dirt bikes around the perimeter of the reserve (using a combination of gates with padlocks, fencing, planting and bollards) ● Prevent all vehicle access beyond the car park area (using bollards or fencing) ● Put up signage prohibiting 4WD and dirt bikes within the reserve and signage prohibiting vehicles to drive beyond the car park ● Send a mail out or article in newspaper notifying residents of the rehabilitation at the reserve and therefore 4WD driving is prohibited ● Undertake structural safety assessment of all pedestrian bridges (across two dams, Mokine Rd, Archibald Park) to determine structural integrity and any further actions or refurbishments required 	<ul style="list-style-type: none"> ● Monthly inspections of reserve boundary to ensure access is securely blocked for first 6 months and then quarterly inspections ● Quarterly inspections of signage for damage or vandalism

TIMING	AREA	ACTION	MAINTENANCE AND MONITORING
	Leisure	<ul style="list-style-type: none"> ● Formalise the two existing walking trails (Archibald Park Walk and Dam Walk) by installing maps and signage prohibiting visitors to walk off the tracks and educating them of the importance of sticking to tracks (Plate 4) ● Provide signage that dogs need to be on a leash and that dog waste must be collected and placed in bins ● Provide more bins around car park and picnic area and a dog waste bag dispenser 	<ul style="list-style-type: none"> ● Monthly inspections of walking trails to ensure pedestrians are adhering to pathways (for first 6 months and then quarterly inspections) ● Quarterly maintenance of walking trails and signage ● Fortnightly emptying of bins (depending on peak visitor season and volumes of waste being produced)
	Water Management	<ul style="list-style-type: none"> ● Assess the network of drains leading into the dam and ensure water flow into the dam is established (and not being diverted around the dam) ● Assess the potential of improving water flow into the dam from natural gravity fed catchments and improve areas prone to inundation during the wet season ● Demarcate the high water line at the edge of the dam (represented by line of York Gums) and install signage preventing visitors to go beyond this point ● Develop a water management plan which includes water 	<ul style="list-style-type: none"> ● Monthly inspections of drains during the wet season to ensure water flow into the dam ● Quarterly inspections of signage for damage or vandalism ● Seasonal water quality monitoring ● Monthly inspections of drainage control measures

TIMING	AREA	ACTION	MAINTENANCE AND MONITORING
		<p>quality (salinity) monitoring</p> <ul style="list-style-type: none"> ● Install drainage control measures around the Railway Dam and Archibald Park (bank stabilisation, diversion drains, swales, rock battering etc.) 	
	Weed Management	<ul style="list-style-type: none"> ● Develop a weed management plan for the reserve and ongoing weed control ● Procure weed management chemicals (glyphosate) and equipment – or engage a weed control contractor ● Spot spray the <i>Juncus</i> species in the drainage areas and upstream areas during the dry season 	<ul style="list-style-type: none"> ● Follow up spraying of weeds monthly – and then 6 monthly (or after heavy rains) ● Adhere to weed management plan
	Fire Management	<ul style="list-style-type: none"> ● Maintain Fire breaks within the reserve through from the 1 November – 1 May (Bushfire Season) 	<ul style="list-style-type: none"> ● Adhere to Shire of Narrogin's fire break requirements ● Completion of fire breaks and fuel hazard reduction measures prior to the start of the summer bushfire season (by 1 November each year)
Year 2	Access	<ul style="list-style-type: none"> ● Undertake bridge repair works as per outcomes of structural integrity assessment 	<ul style="list-style-type: none"> ● Two-yearly structural assessment of all pedestrian bridges

TIMING	AREA	ACTION	MAINTENANCE AND MONITORING
	Leisure	<ul style="list-style-type: none"> ● Expand car park area to allow more cars to be able to park ● Install interpretive signage identifying native flora and fauna (e.g. turtles) along the walking paths for visitors ● Install interpretive signage at the location of the historical weir/separator drainage area 	<ul style="list-style-type: none"> ● Quarterly inspections of signage for damage or vandalism
	Weed Management	<ul style="list-style-type: none"> ● Implement weed control plan for the large <i>Juncus</i> infestation in the wetland area in the east of the reserve ● Remove pine trees on eastern boundary of reserve, adjacent to Mokine Road 	<ul style="list-style-type: none"> ● Undertake follow-up spraying and excavation of weed infested areas ● Adhere to weed management plan ● Implement monitoring plan to determine effectiveness of weed control
	Rehabilitation	<ul style="list-style-type: none"> ● Procure native plant species seedlings using Table 1 as a reference ● Revegetate priority areas as per Figure 4 ● Revegetate islands in Archibald Park with York Gum species (Figure 4) ● Revegetate dam boundary areas with salt tolerant species ● Establish 25 m x 25 m quadrats for monitoring purposes 	<ul style="list-style-type: none"> ● If conditions after planting are such that rain is infrequent and plants are looking stressed, watering of planted areas shall be undertaken ● Quarterly monitoring of rehabilitation progress at quadrat sites
Year 3	Weed	<ul style="list-style-type: none"> ● Assess the reserve for any new weed infestations and 	<ul style="list-style-type: none"> ● Assess the reserve for any new

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

6 Maintenance and Monitoring

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

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

The following maintenance may also be undertaken, where required:

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

6.1 Monitoring Methods and Frequency

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

6.2 Monitoring Reports

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

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

6.3 Completion Criteria

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

Table 3: Completion Criteria

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

7 Conclusion and Future Considerations

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

8 Limitations

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

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

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

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

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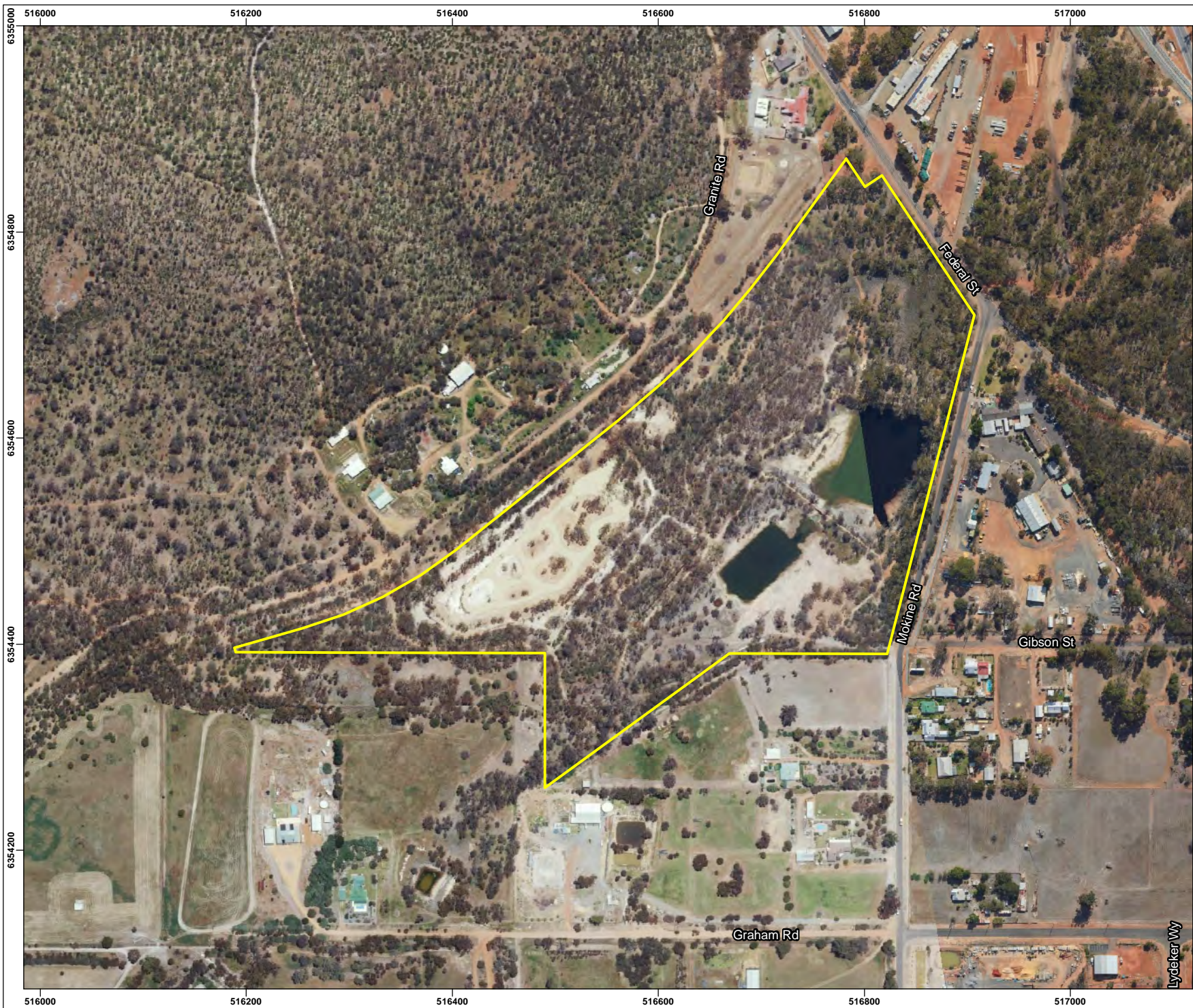
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FIGURES

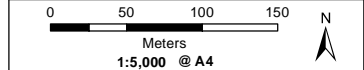


Legend

Site Boundary

- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS
 - LOCALITY MAP SOURCED LANDGATE 2017
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LOCALITY MAP

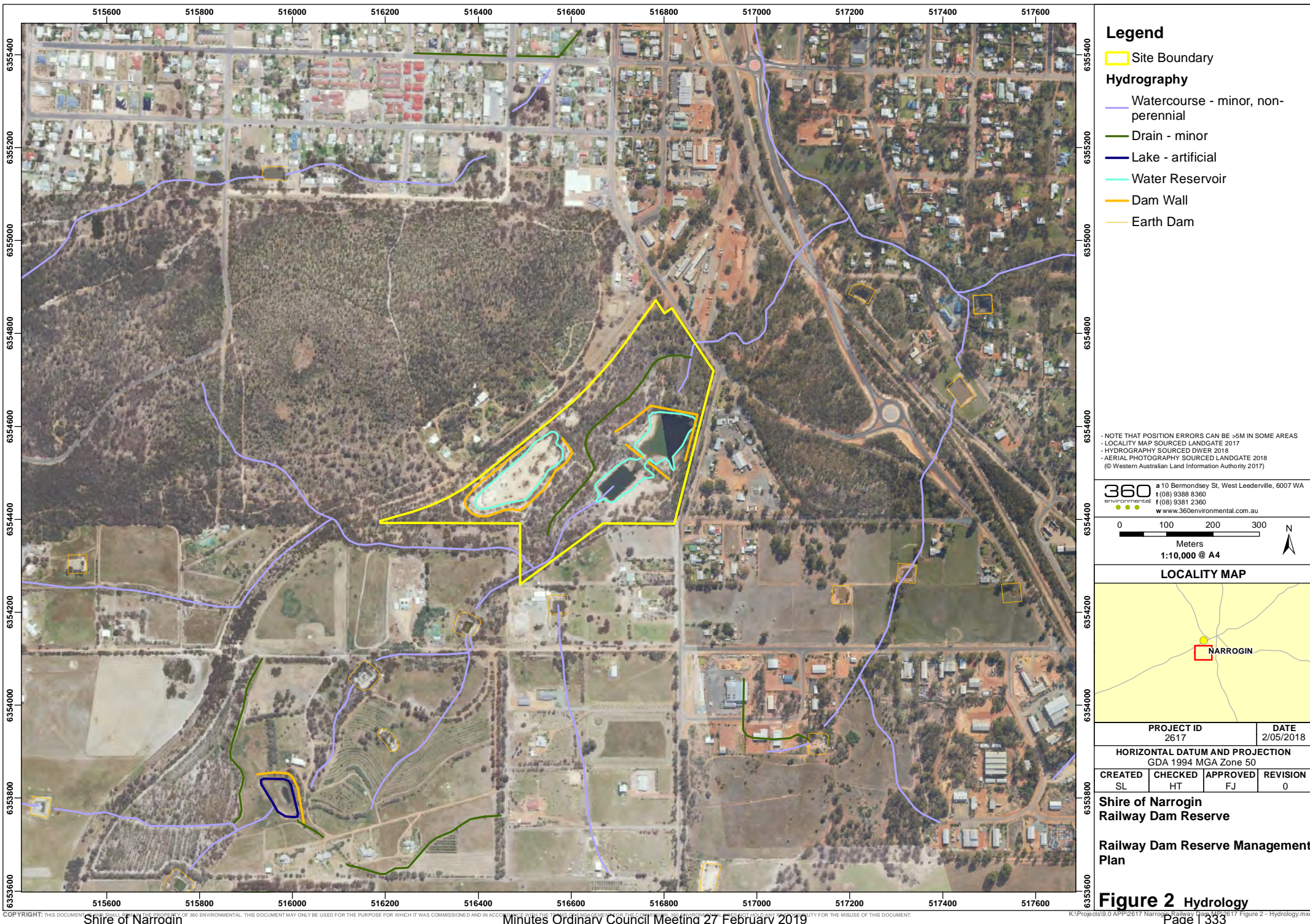


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**Shire of Narrogin
 Railway Dam Reserve**

**Railway Dam Reserve Management
 Plan**

Figure 1 Site Location



Legend

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

- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS
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Railway Dam Reserve**

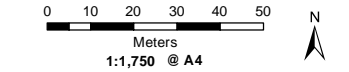
**Railway Dam Reserve Management
Plan**



- Legend**
- Drainage System**
- Fresh Water
 - Saline Water

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LOCALITY MAP



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**Shire of Narrogin
 Railway Dam Reserve**

**Railway Dam Reserve Management
 Plan**

**Figure 3
 Drainage System**

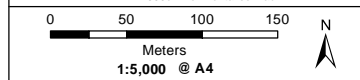


Legend

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

- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS
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LOCALITY MAP

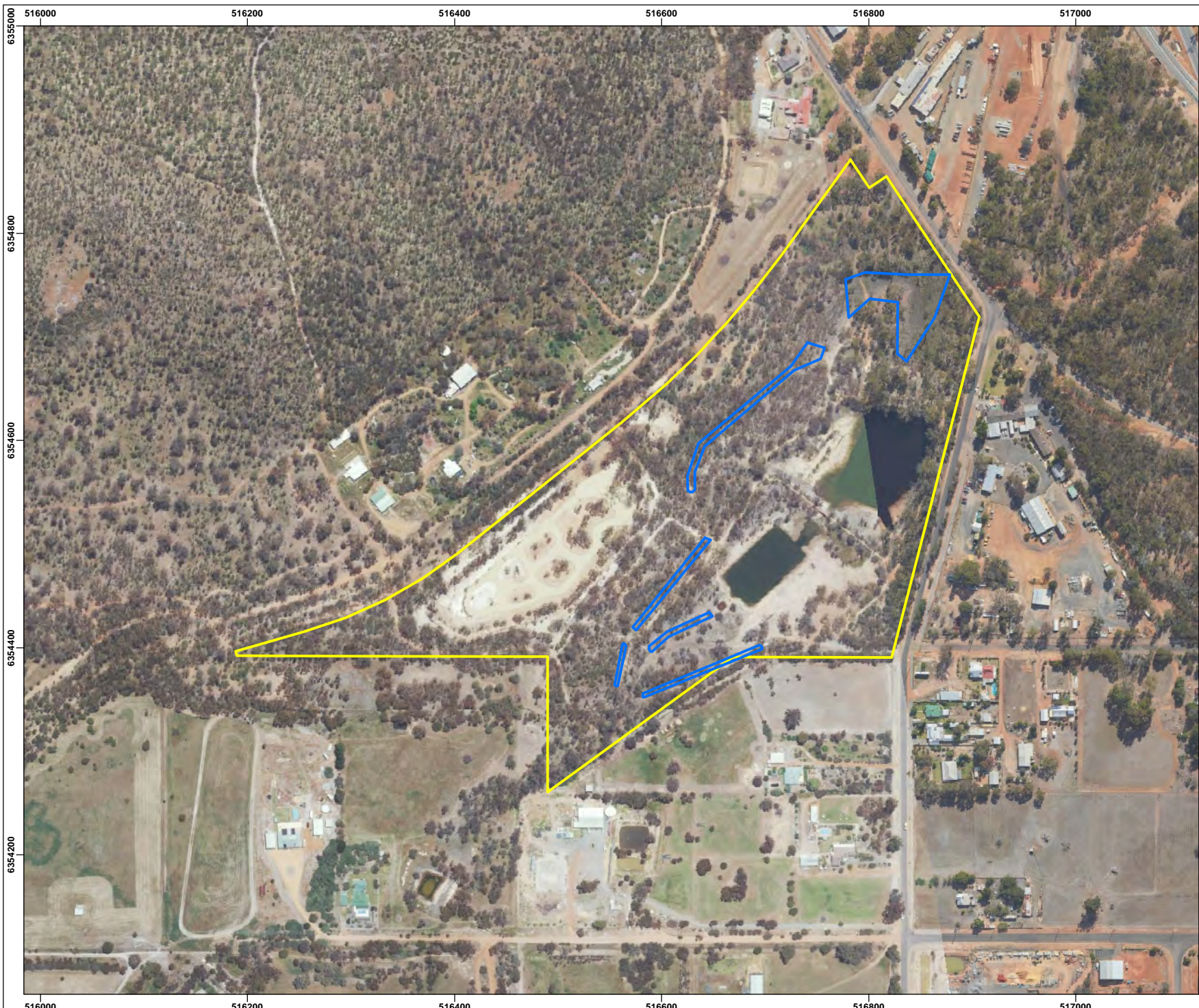


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**Shire of Narrogin
 Railway Dam Reserve**

**Railway Dam Reserve Management
 Plan**

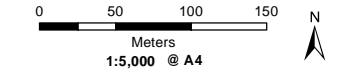
**Figure 4
 Priority Revegetation Areas**



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

- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS
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LOCALITY MAP



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

**Shire of Narrogin
 Railway Dam Reserve**

**Railway Dam Reserve Management
 Plan**

**Figure 5
 Weed Priority Areas**

APPENDIX A

Fauna Species List

Bird Species List sited at the Railway Dam Reserve (provided by Doug Sawkins 2018)

Australian Shelduck
Australian Wood Duck
Grey Teal
Australasian Grebe
Little Pied Cormorant
White Necked Heron
Yellow Spoonbill
Australian White Ibis
Pelican
Black Fronted Dotterel
Sacred Kingfisher
Weebill
Western Gerygone
Chestnut Rumped Thornbill
Western Thornbill
Striated Pardalote
Varied Sittella
Black Faced Cuckoo-Shrike
Rufous Whistler
Black Faced Wood Swallow
Grey Fantail
Willy Wagtail
Restless Fly Catcher
Magpie Lark
Jacky Winter
Silvereye
Tree Martin



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Schedule of Submissions – Railway Dam Management Plan

Submissions	Comment	Officer's Comments
Public 1	<p>1.2 Aims and Objectives:</p> <p>As several of the above objectives are in fact strategies for achieving an overall objective, the reserve has been extensively modified with several introduced Australian plant species.</p> <p>We suggest that a more appropriate objective is:</p> <p>To provide an attractive area in a bushland setting for picnics and passive recreation that highlights local history and preserves environmental values.</p>	<p>Agree with additional objective.</p> <p>Recommended to be included in report</p>
	<p>2.2 Geology and Soils</p> <p>The bulk of the site is underlain by mafic rocks (gabbro, diorite and mafic gneisses) associated with the Binneringie dyke (large east-west ridge to the north of the dam. Rocks grade to granite in the south west of the site. Soils are predominantly colluvial red-brown loams and loamy duplexes.</p>	<p>Agree with additional comment to be included under section 2.2.</p>
	<p>2.3 Hydrology</p> <p>Shallow groundwater has created a saline area sparsely covered by introduced Couch Grass between the weir on the western boundary and the dam inlet that is exposed most summers.</p>	<p>Agree with additional comment to be included under section 2.3</p>
	<p>2.4 Flora and Vegetation</p> <p>The vegetation in the reserve has been altered by historical land use and ad-hoc management practices. The land-use of the reserve has been a source of extensive weed infestations, particularly in and around the wetlands, tracks, car park and public access areas. Firebreaks and proximity to the road and unauthorised 4WD and dirt bike access has also contributed to the introduction and spread of weeds and damage to soil structure and vegetation.</p> <p>Pre-European vegetation is predominantly York gum (<i>Eucalyptus loxophleba</i>)/Jam (<i>Acacia acuminata</i>) woodland with occasional wandoo (<i>E. wandoo</i>). Flooded gum (<i>E. rudis</i>) occurred in the original stream channel and now also occurs on the dam walls</p>	<p>Agree with comments to be incorporated under section 2.4.2.</p>

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Submissions	Comment	Officer's Comments
	<p>and upper waterway. Rock Sheoak (<i>Allocasuarina huegeliana</i>) occurs on the south-western edge of the dam. Decades ago non endemic WA plant species have been planted in the reserve</p> <ol style="list-style-type: none"> 1. <i>Eucalyptus stoateii</i>, <i>E. torwood</i>, <i>Hakea pandanica</i> ssp. <i>crassifolia</i> and <i>Melaleuca radula</i> on the southern bank of the main dam. 2. A line of <i>Melaleuca radula</i> shrubs adjoining Mokine Road in the south-east corner of the reserve 3. Two lines of <i>Eucalyptus nutans</i> between the fire access track and an east-west collection drain on the south-western corner. 4. <i>Eucalyptus camaldulensis</i>, <i>Eucalyptus arachnea</i>, <i>Eucalyptus</i> Sp. and <i>Casuarina obesa</i> in the north-eastern corner of the reserve. <p>There are few remaining native understorey species as all remnant vegetation and dam channels are heavily infested with weeds. A total of 13 introduced species were recorded during the survey. None of these species are listed as Declared under the BAM Act or listed as a WONS. However, Perennial Veldt grass, and Bridal Creeper are invasive perennials, and there are hard seeded species such as New Zealand Blue Lupin that will require repeated spraying to exhaust the seed bank. Sharp Rush (<i>Juncus acutus</i>) species dominates the drainage channels and in the eastern wetland area of the reserve. This introduced weed is also widespread in the upper catchment and the surrounding district. It would be very expensive to eradicate, and as it has valuable animal habitat value, eradication is a low priority.</p>	<p>Include reference to Sharp Rush (<i>Juncus Acutus</i>) as a weed species that dominates the drainage channels and that this introduced weed is widespread in the upper catchment and the surrounding district. To be included under section 2.4.4 – Weeds.</p>
	<p>2.5 Fauna</p> <p>The majority of the site is in a moderately degraded condition and lacking a native understory, the potential for suitable habitat to occur for conservation of significant fauna species is limited. However the reserve is part of a much larger bush area that includes Foxes Lair that has a large number of animal species. Railway Dam is an important habitat for local and migratory waterbirds.</p>	<p>Noted. Incorporate Fauna Species list in Appendix A.</p>

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Submissions	Comment	Officer's Comments
	Grey Kangaroo, Foxes), domestic dogs and feral cats frequent the reserve. Many bird species are resident or visitors. See Appendix 1 Long necked tortoise, frogs, gilgies, introduced redfin perch and Gambusia minnows occur in or around the water. Lizards including the Bobtail Skink are present. Snakes occur and are attracted by frogs in the dam, although they are rarely seen.	
	2.7 Existing Infrastructure A geocache. Numerous vehicle tracks New Figure 2 to be included which illustrates drainage network at Railway Park.	Include reference to Geocache and information on vehicle tracks. Noted
	2.7.2 Railway Dam Surface Water Inclusion of additional Mapping Figure 4 – Surface water flow at Railway Dam. Other water inflow areas are 1. Inflow from Mokine and Gibson roads that forms a wet spot blocking the walk trail and an eroded gully causing dam siltation. 2. Runoff from eroding tracks North West of the reserve that is present diverted by the old railway line and northern bank of Archibald Park from entering the dam. It enters Archibald Park by an eroding gully, but could be diverted to Railway dam. 3 Runoff from an eroding firebreak on the west of the private property adjoining the reserve that enters the ephemeral wetland on the west of the dam. This could easily be diverted into Archibald Park. 4 The drain that leads from Foxes Lair. This only runs water after exceptional rains as its catchment is forest, the drain has low spots that pool, and it leads to a private dam before its outflow point. It is of no value as a water source for the dam as it will only flow in wet years when the dam will fill naturally.	Noted. Retain heading as per section 2.7.2 of the Management Plan Report – Railway Dam Drainage Network Include additional paragraph in report as per item 1, 2 and 3.
	2.7.3 Walking Trails Local community members have created two walking trails within the reserve (Plate 4). These walking trails are used by locals and for the purposes of dog walking, <i>cycling and trail bike and 4WD use</i> .	Include “ <i>cycling and trail bike and 4WD use</i> ” after “ <i>dog walking</i> ” in section 2.7.3 of the Management report.

Schedule of Submissions – Railway Dam Management Plan

Submissions	Comment	Officer's Comments
	<p>2.8 Current Uses</p> <p>These current uses should drive the priorities for the management of the reserve. For example blocking access to 4WD and dirt bikes will assist in combating the erosion control, spread of weeds, <i>and safety and tranquillity for users.</i></p>	<p>Include “<i>safety and tranquillity for users</i>” after “spread of weeds” in section 2.8.</p>
	<p>3.1 Objective and SWOT analysis To provide an attractive area in a bushland setting for picnics and passive recreation that highlights local history and preserves environmental values.</p>	<p>Noted. The details of the SWOT analysis has been considered throughout the report and could be used as a “Method” tool for developing the management plan. It is recommended that the SWOT analysis be included As an Appendix B in the report.</p>
	<p><u>Strengths</u></p> <ul style="list-style-type: none"> • Close to town. • Highly valued by residents who regularly use it for picnics, passive recreation and dog walking. • Popular area for people wishing to enjoy the scenery, either in their car or on foot. • Bird watching destination that complements Foxes Lair. • Significant and interesting historical value. • Two walk trails that are potentially suitable for most people. • Effectively promoted by Dryandra Country Visitor Centre. 	<p>Noted.</p>
	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • Location and terrain attracts 4x4 and off road vehicle vehicles, and makes it susceptible to vandalism. • Dense layer of weeds under trees. • Network of eroded tracks that are a safety hazard and attract unwanted vehicles. • No toilets. • Existing infrastructure is old and worn. • Parking area does not separate vehicles from facilities. • Erosion in the picnic area and walking trails is a danger for the elderly and disabled. • Inaccurate map of water channels • Inconsistent monitoring and maintenance. 	<p>Proposal is not to allow 4x4 vehicles within the reserve.</p> <p>The proposal is to develop a weed management plan for the reserve and ongoing weed control.</p> <p>There is no toilet allocated in the reserve at this point in time due to cost.</p> <p>The parking area will be formalised through the car park design</p> <p>Formalise walking trails.</p> <p>Noted</p> <p>The action plan in the report provided a maintenance and monitoring programme for the Reserve</p>

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Submissions	Comment	Officer's Comments
	<p><u>Opportunities</u></p> <ul style="list-style-type: none"> To create a valuable ecotourism attraction that will complement Foxes Lair. To improve the safety, attractiveness, and amenity of the dam for visitors. To reduce fire risk to town. 	<p>Noted.</p> <p>The action plan in the report outline the recommendation to undertake structural safety assessment of pedestrian bridges and formalise trails to ensure safety.</p> <p>This is a requirement of the Shire's Annual Fire Break to maintain the reserve firebreaks.</p>
	<p><u>Threats</u></p> <ul style="list-style-type: none"> Ongoing damage to the reserve by off-road vehicles to trails, roads, and facilities. Litter and vandalism to facilities associated with easy vehicle access to them. High fire risk from open fire BBQ facilities and dense annual weed infestation. Walker safety hazards due to erosion and deep vehicle ruts in walk trails and parking area. Possibly more seasons with low water levels. Salinity increase in dam water and western edge of the dam. Risk of incidents due to uncontrolled dogs. Dam siltation from erosion of dam banks and the catchment. Fires from fire in the BBQs in the reserve spreading to adjoining reserves. <p>Strategies to achieve the objective are shown below.</p> <p>Table 2 provides a management action plan for the Shire of Narrogin to guide the ongoing process of enhancing and maintaining the reserve.</p>	<p>Proposal is not to allow 4x4 vehicles within Reserve</p> <p>In the Action plan it is recommended for additional bins to be provided.</p> <p>This can be managed through the fire control requirement and the type of BBQ facilities to be provided. An annual weed management programme to be undertaken for the reserve.</p> <p>Formalise existing walk trails and regular inspection and maintenance programme to be undertaken as per the Action Plan.</p> <p>Noted.</p> <p>Seasonal water quality monitoring to be undertaken as outlined in the Action Plan</p> <p>Signage to be installed requiring dogs to be on leash.</p> <p>Noted.</p> <p>Noted.</p>
	<p>3.1 Facilities and Access Management</p> <p>The current facilities at Railway Dam have the potential to be enhanced and access to the reserve needs to be managed to prevent further degradation of the site as well as preserve the sites' current values.</p>	<p>Noted. This is incorporated in section 4.8 of the Management Plan.</p>

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Submissions	Comment	Officer's Comments
	<p>3.1.1 Access</p> <p>In order to mitigate any further environmental degradation to the site, access to 4WDs and motorbikes needs to be prevented. It is also important to remove features in the reserve that attract these vehicles. The following actions are recommended:</p> <ul style="list-style-type: none"> • Block off access in the northern most point of the reserve; • Block off access in the entrance on Mokine Rd opposite Main Roads; Block off access beyond the designated car park area; • Install signage that shows 4WD access is prohibited. • Close and revegetate tracks that are not required for fire control or walk trails; and • Inhibit easy vehicle access to dam walls and the man-made islands in Archibald Park. • Vehicle access tracks need to be rationalized to prevent unauthorized vehicle access and for efficient fire management. Plates show the existing track layout and a possible alternative. 	<p>This has been included in section 4.8.1 of the Management Plan. Some of the issues outlined in this section have been included in the Action Plan for implementation.</p>
	<p>3.1.2 Parking and Picnic area</p> <p>It is recommended that the car park area be redesigned to provide easy access to parking in a manner that provides efficient vehicle flow, prevents access to dam itself, and separates cars from people and facilities. Figure X shows a concept plan that follows these principles. It is recommended that council consider installing gas BBQs to reduce fire risk and users collecting firewood in the reserve</p> <p>It is recommended that the derelict walking bridge and stairs from Mokine Road to the south eastern corner of the dam be removed as they no longer serve any purpose and are a safety hazard.</p> <p>Inclusion of Figure 6 – Rough Concept Plan for parking area.</p>	<p>Noted. A detail design and budget allocation will be required as part of the implementation of the Management Plan upon adoption by the Shire. A detail inspection will be undertaken by the Shire officers to determine the structural integrity of the existing infrastructures (walking bridge and steps) as outlined in the proposed Action Plan in the report.</p>
	<p>3.1.3 Trail Walks and Cycle Trails</p> <p>Existing tracks are numerous, often rutted and poorly defined. It is recommended that the walking trails</p>	<p>As outlined in the proposed Action Plan in the report.</p>

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Submissions	Comment	Officer's Comments
	are formalised and that visitors stick to these paths only (this can be done by erecting maps/signage at the car park). The trails could potentially be shared by pedestrians and push bike riders. A dog waste dispenser should also be erected in the car park area to encourage visitors to clean up after their dogs. Additional waste bins should be placed in the car park and along the walking trails	
	<p>3.1.4 Education and Signage</p> <p>This section is being dealt with in the Narrogin town Trails strategic plan. Inclusion of Figure 7 showing existing roads and trails at Foxes Lair. Inclusion of Figure 8 showing proposed roads and trails at Foxes Lair.</p>	Noted
	<p>3.2 Vegetation Management</p> <p>Existing native vegetation within the Railway Dam Reserve should be retained, preserved and further degradation needs to be prevented. Eroded, bare, and marginally saline soils should be revegetated. As significant areas have already been planted to non-indigenous West Australian species, others that are well suited, attractive, and not a potential weed problem should be considered in addition to local species</p> <p>Dense weed infestation is a major vegetation management problem, a fire risk, and safety hazard (e.g. Snake risk, trip hazard)</p> <p>Key steps for effective management are as follows:</p> <ul style="list-style-type: none"> • Prevent 4WD and motorbike access into the reserve, to allow revegetated areas to survive • Formalise the two walking trails within the reserve and ensure visitors adhere to these tracks only; • Implement a weed control and monitoring program; and Revegetate • Perennial Veldt Grass, Couch Grass, Bridal Creeper and introduced annual grass control is essential for successful revegetation. <p>There are four priority areas as shown in Figure 1</p>	<p>Noted</p> <p>These are included in the proposed Action Plan in the report.</p>

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Submissions	Comment	Officer's Comments
	<p>A bare and semi saline area between high and low water mark at the parking area. This area is presently bare and eroded. A few flooded gums that established in dry seasons died in the past two wet seasons. We recommend installing grade banks to divert runoff to a waterway to the east that once was a reed area before they died in a series of dry seasons. <i>Melaleuca strobophylla</i> that grows in the floor of Lake Toolibin would be well suited if planted at the base of the grade banks.</p> <p>B Semi-saline area between high and low water level that has been colonized by Couch Grass. We recommend spraying the area with Glyphosate, ripping and planting to <i>Melaleuca strobophylla</i>. Endemic halophytes will establish naturally.</p> <p>C Archibald Park. The highest priority is to stop 4WD vehicles from the area. This could be integrated with a revegetation strategy, by emplacing logs or boulders at the inside base of the dam wall and replanting with shrubs and trees. Endemic York gums, Jam, <i>Acacia saligna</i> and Rock sheoak are suitable, and other species such as <i>Callistemon</i> could be included to provide flower variation. York gums have volunteered on the artificial islands, but little else can be expected due to compact and heavy soil. Careful ripping of bare areas is recommended. Other measures include spreading native seeds such as Jam and spreading weed free sand on bare areas to accelerate recolonization. The bare area in the north east of Archibald Park should be ripped and replanted to species recommended above after erosion has been controlled.</p> <p>D Closed vehicle tracks should be ripped. To increase the rate of natural tree regeneration, York gums can be planted and Jam wattle seed spread. Volunteers could collect seed from local trees.</p>	<p>The areas for vegetation management are presented in Figure 4 of the Railway Dam Management report.</p>
	<p>3.3 Fauna Management</p> <p>Traffic management and revegetation will enhance endemic fauna, particularly in wetland areas. It is recommended that signs are placed to</p>	<p>To include "<i>Traffic management within the reserve will assist in the enhancement of natural fauna habitat, particularly in</i></p>

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Submissions	Comment	Officer's Comments
	ensure dog owners keep their dogs on a leash and stick to the created walking paths only. It is also recommended to place dog waste bags within the car park area and ensure dog owners dispose of their dog waste appropriately.	<i>wetland areas.</i> " In section 4.2 – Fauna Management. The proposal to have appropriate signage for dogs are included in the proposed Action Plan.
	<p>3.4 Weed Management</p> <p>Perennial Veldt Grass, Couch Grass and introduced hard-seeded annual grasses, and wild New Zealand lupins (North-East corner) need to be managed to reduce bushfire and safety risk and for successful revegetation.</p> <p>Herbicide application is the most efficient method. We recommend removing fallen branches and other obstructions, and pruning the planted mallees to provide sprayer access, and annual spraying in August/September until the weed seedbank has been exhausted. Spraying the sides of the perimeter, and fire access tracks is also recommended. Spraying regularity can be reduced once the weed seed bank has been exhausted.</p> <p>Although there is little native plant understorey present at the moment, use low drift nozzles to reduce spray drift.</p>	<p>Weed Management is outlined in section 4.3 which provides details on the following:</p> <ul style="list-style-type: none"> • Methods for weed Control; • Herbicide Application; • Weed Control Procedures and Safety; • Eradicating <i>Juncus actus</i> Species.
	<p>3.5 Surface Water Management</p> <p>The key surface water management priorities identified for the Railway Dam Reserve are as follows:</p> <ol style="list-style-type: none"> 1. Block the entrance to drains that were built to divert low saline flows via the drainage system. 2. Emplace a pipe to enable water entering from Mokine Road to go under the walking trail, and create a stable waterway to receive this water and water from grade banks. 3. Create a stable waterway leading from the northwest end of Archibald Park, and divert water from its present course to Archibald Park into the waterway. This will remove gullying in the north east of Archibald Park. <p>Relatively flat land in the Commonage is suitable for a roaded catchment that would be the most cost effective way</p>	<p>Noted. The report has outlined the process required to address the priorities and will require a further detail assessment of the water flow from the various drains in this area. This will need to be addresses prior to undertaking any surface water management.</p>

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Submissions	Comment	Officer's Comments
	<p>of providing water for the dam in dry seasons.</p> <p>4. Divert water from the concrete drain on the west side of private property into Archibald Park.</p> <p>Inclusion of Figure 9 showing proposed change to water flow at Railway Dam</p>	
	<p>3.6 Erosion Control</p> <p>Surface water management recommendations above will control several of the erosion problems.</p> <p>The remaining erosion problem occurs on Archibald dam walls. The large erosion gully on the western side needs to be filled and stabilized, and the fence repaired on the north western corner of the dam wall to stop access.</p> <p>Brushwood and mulch applied to the dam banks will inhibit erosion and promote natural regeneration. Planted seedlings will provide faster regeneration.</p>	<p>Noted. This is provided in section 4.6 of the Report</p>
	<p>4 Railway Dam Reserve Action Plan</p> <p>Year 1 - <i>Leisure</i></p> <p>Develop a design for parking/picnic area.</p> <p>Apply for funding for parking/picnic area/ walk trail upgrade, and rehabilitation of bare areas.</p> <p><i>Water Management and Erosion Control</i></p> <p>Management and erosion control</p> <ul style="list-style-type: none"> • Emplace a pipe for water flow from Mokine Road at flooded spot on the walking trail and repair walk trail • Block the left side of the "separator" (Sawkins 2017) to prevent inflow from being diverted around the dam. • Create a waterway to the dam from the North West side of Archibald Park, and divert water into it that is presently causing erosion in Archibald Park. 	<p>Incorporate the requirement to develop the design for parking and picnic area.</p> <p>Incorporate this as an additional requirement for future action.</p> <p>This will require further investigation works as mentioned in section 4.5 of the 360 Environmental Consultant report.</p> <p>This has been incorporated in section 2.7.2 and will require further investigation.</p> <p>As per above comment.</p>

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Submissions	Comment	Officer's Comments
	<ul style="list-style-type: none"> Divert water from concrete pipe under old railway track into Archibald Park dam. presently bypassing Archibald Park Fill and stabilize erosion gully that is a safety hazard on dam bank at Archibald Park. Stabilise gullies on Archibald Park dam walls and prevent further erosion by spreading mulch or brush wood. Place brushwood, boulders or tree trunks at the interior base of the banks in Archibald Park to catch silt, inhibit 4WD ingress and promote plant regeneration. Install grade banks to control erosion below the parking area when water level recedes 	<p>As per above comment.</p> <p>This has been incorporated in section 4.6 and in the Action Plan under Water management.</p> <p>As per above comment.</p> <p>As per Action Plan under Access.</p> <p>As per Action Plan under Water Management.</p>
	<p>Weed Management</p> <p>Prune untidy lower branches on planted mallees.</p> <p>Remove fallen branches and other debris around planted tree areas, and slash tall weed growth.</p> <p>Spray around planted tree lines and edges of trails and reserve perimeter in late winter/early spring with glyphosate. Spray weeds on areas to be revegetated.</p> <p>Procure native plant species seedlings using Appendix A as a reference</p> <p>Revegetate priority areas as per Figure 4 Revegetate islands in Archibald Park with York Gum species (Figure 4)</p> <p>Revegetate dam boundary areas with salt tolerant species Establish 25 m x 25 m quadrats for monitoring purposes</p>	<p>Noted. This will be part of the regular maintenance works for the Shire's Technical and Rural Services.</p> <p>As per above comment.</p> <p>As per above comment.</p> <p>This has been incorporated in the Action Plan for Year 2 under Rehabilitation.</p> <p>As per above comment.</p> <p>As per above comment.</p>
	<p>Rehabilitation</p> <p>Rip redundant internal tracks and islands in Archibald Park and spread with seed from quickly growing species such as Jam wattle (volunteers?)</p>	<p>This is outline in year 2 of the Action Plan.</p>

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Submissions	Comment	Officer's Comments
	Undertake monitoring of revegetation areas and ensure seedlings are successfully establishing	
	<p>Year 2 - Action</p> <p><i>Access</i></p> <p>Monitor access points and install surveillance cameras if there is frequent damage and incursion</p>	Noted
	<p><i>Leisure</i></p> <p>Upgrade parking/picnic area and monitor frequently. Consider installing gas BBQs.</p>	Noted pending budget consideration.
	<p><i>Water Management and erosion Control</i></p> <p>Monitor annually and repair as required. Investigate feasibility of a roaded catchment to supplement dam inflow.</p>	Noted
	<p><i>Weed Management</i></p> <p>Continue spraying selected areas annually in winter/spring until the weed seedbank is exhausted then consider understorey revegetation options if desired.</p>	This has been incorporated in the Action Plan under Weed Management.
	<p><i>Rehabilitation</i></p> <p>Rehabilitate selected areas with a plan for each on a case by case basis developed by Peter White.</p>	This has been incorporated in the Action Plan. Shire's Technical and Rural Services will determine the most practical approach on the Rehabilitation works based on the report. Referral may be sent to relevant agencies for comment if required.
	<p>Appendix 1. Birds recorded in Railway Dam vicinity</p> <p>Pacific Black duck (<i>Anas superciliosa</i>);</p> <p>Galah (<i>Eolophus roseicapillus</i>);</p> <p>Australian Ringneck (<i>Barnardius zonarius</i>);</p> <p>Common bronzewing (<i>Phaps chalcoptera</i>);</p> <p>Australian Raven Wattle bird (<i>Anthochaera</i> sp.);</p> <p>Australian Magpie (<i>Gymnorhina tibicen</i>);</p>	This has been incorporated in Appendix A of the report.

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	<p>New Holland honeyeater (<i>Phylidonyris novaehollandiae</i>).</p> <p>Australian Shelduck</p> <p>Australian Wood Duck</p> <p>Grey Teal</p> <p>Australasian Grebe</p> <p>Little Pied Cormorant</p> <p>White Necked Heron</p> <p>Yellow Spoonbill</p> <p>Australian White Ibis</p> <p>Pelican</p> <p>Black Fronted Dotterel</p> <p>Sacred Kingfisher</p> <p>Weebill</p> <p>Western Gerygone</p> <p>Chestnut Rumped Thornbill</p> <p>Western Thornbill</p> <p>Striated Pardalote</p> <p>Varied Sittella</p> <p>Black Faced Cuckoo-Shrike</p> <p>Rufous Whistler</p> <p>Black Faced Wood Swallow</p> <p>Grey Fantail</p> <p>Willy Wagtail</p> <p>Restless Fly Catcher</p> <p>Magpie Lark</p> <p>Jacky Winter</p> <p>Silvereye</p> <p>Tree Martin</p>	
Public 2	<p>The bridge that has been constructed over the two dams is in disrepair. Unfortunately, it has been left for quite some time, and the wood is slowly chipping away, with a certain amount of rot beginning to spread. A suggestion would be the construction of a new bridge, inclusive of an information station regarding the local tortoises that are often present when one is crossing this space.</p> <p>Signage of "No Swimming" and walk trail signs to be upgraded. This could include the Shire of Narrogin logo, printed text (rather than painted – trail signage), and substantial mapping (which I acknowledge was mentioned in the plan).</p>	<p>It has been recommended in the Action Plan that a structural safety assessment of all pedestrian bridges be undertaken.</p> <p>To be included in the action plan as part of an additional signage to the area.</p>

Schedule of Submissions – Railway Dam Management Plan

Submissions	Comment	Officer's Comments
	<p>Formalise the walking trails with appropriate path materials, emphasising the need to keep on the pathway and reduce as much anthropogenic causes for environmental problems as possible.</p> <p>Archibald Park has great potential to build upon already existing landscaping. A suggestion would be to re-instate the fence around the area, new infrastructure (formalised paths) to be implemented (developing the existing connecting area between the park and dam), and the opportunity to have a “botanical” feel to the area, with an array of appropriate native vegetation. Currently, existing infrastructure such as the fencing and small bridge are suffering from age and weather factors, leading to large effects of rust and presenting a hazard.</p> <p>Renaming of Archibald Park to an appropriate alternative which does not reflect solely on an individual but to the community at large.</p> <p>There is currently a main entry into the Railway Dam area, which is safe and necessary. This entry, however, suffers from a lack of visible signage, especially if one of the aims is to increase eco-tourism. There are other entryways frequently used, however no established walkway is in place, thus leading to the possibility of a negative ecological impact on existing vegetation. Whether it is appropriate to instigate these entryways and officiate alternative pathways, I understand it would be at the acknowledgement of professional opinion relating to planning and ecological understanding.</p> <p>As previously stated, I commend the work that has been achieved, especially from an educational perspective. I believe this can also be further developed, developing this signage to include:</p> <ul style="list-style-type: none"> • Local fauna educational signage • Local flora educational signage • Geological educational signage (as Western Australia contains the oldest rocks and soil in the world, as 4 billion years of natural influence, it would be beneficial to 	<p>This has been incorporated in the Action Plan under Leisure</p> <p>It is recommended that the existing fence be removed as it is no longer required. In regards to pathways and bridges, these are outlined in the Action Plan under Leisure and Access.</p> <p>Noted. Further investigation will be required to the renaming of the Park</p> <p>Entry points into the Railway Dam Reserve are outlined in section 4.8.1 under Access and the proposal is to restrict them to Pedestrian access only. It is also proposed in the action plan that appropriate signs to be installed</p> <p>This has been incorporated in the Action Plan under leisure</p>

Schedule of Submissions – Railway Dam Management Plan

Submissions	Comment	Officer's Comments
	<p>understand why certain species have adapted and evolved to their current state, with reference to that which surrounds Railway Dam)</p> <ul style="list-style-type: none"> Local history educational signage (an expansion on the already existing migrant memorial). <p>There is currently areas within the reserve which suffer from flooding during the winter months, obstructing path access. Particular areas receive a substantial amount of water, thus denying access to the bridge and the greater walkway on the reserve. Whilst the cleaning of the historical drainage system has had an enormous positive impact on the water supply to the dam, it would also be beneficial to find solutions to areas prone to flooding, and solutions of adequate drainage or the diversion of excess water back into the dam. I commend the Shire on acting upon responsibility to harness an array of planning and consultation in order to improve this area, and hope these comments are of benefit for the future development of the reserve.</p>	<p>Section 4.5 - Surface Water Management, require further investigation works due to the uncertainty of water catchment flow into this area.</p> <p>As per comment above. Once the water low has been established, areas prone to inundation can be managed via effective drainage control</p> <p>Noted</p>
PTA	<p>The PTA has reviewed the document and has the following comment to make -</p> <p>Please ensure all water is contained within Reserve 20939 and does not enter the adjoining rail reserve.</p>	<p>Noted</p>
DFES	<p>DFES is supportive of the Plan for both the environment and the local community in order to revive the area for recreational purposes. However, Section 3.7 is the only section included in relation to bushfire management. This section states that 'there is no bushfire management plan in place for the reserve' and only briefly mentions areas or tracks that could be regarded as firebreaks. There is no other information on vehicular access or bushfire mitigation contained within the Plan.</p> <p>360 Environmental advises that "bushfire and firefighting measures need consideration for the management of the reserve. It is recommended to consult with the local fire brigade to inform best practice measures for bushfire management at the site."</p>	<p>Further inspection undertaken by the Shire's Senior Ranger who is also a Fire Control Officer stated that there fire breaks in place but require regular maintenance to meet with the minimum requirements. This has been included in section 4.7 under Bushfire management.</p> <p>This section of the report has been amended to reflect the comment above.</p>

Schedule of Submissions – Railway Dam Management Plan

Submissions	Comment	Officer's Comments
	<p>Since the reserve is designated as bushfire prone the Shire should have a bushfire management plan in place should an incident occur to protect both the community and the environment.</p> <p>There is a DFES regional office in Narrogin and it is recommended that the Shire consults with this local DFES office to develop a Bushfire Risk Management Plan (BRMP) for the area and implement any improvements to bushfire management, such as in respect of access and mitigation, which may be identified through the BRMP process.</p>	<p>Noted. A fire management plan is required and Shire Officers are working with the Local DFES to develop a Bushfire Management Plan including Foxes Lair in liaison with Friends of Foxes lair..</p> <p>As per above comment</p>



Railway Dam Reserve Management Survey

The Shire of Narrogin has engaged 360 Environmental Consultant to assist in developing a Management Plan for the Railway Dam Reserve. The aim of the Railway Dam Reserve Management Plan is to help protect and enhance the conservation values of the reserve by encouraging sustainable use of the reserve for recreation, education and eco-tourism purposes.

The Shire would like to engage the community in this process and therefore has developed a survey questionnaire to assist in prioritizing the management measures for the reserve in accordance with community's preferences. Please keep in mind there are a number of factors that need to be considered when deciding which management measures may be considered for implementation, such as budget and the scale of the works and these will be considered by Council officers during this process also.

It is recommended that if you haven't visited the site recently, to have a look before completing the survey.

Instructions:

Please circle the appropriate number according to how important it is to you and the preservation of the Railway Dam Reserve. Please return the completed survey to the Shire offices, or post it to PO Box 1145 Narrogin WA 6312, or scan and email it to enquiries@narrogin.wa.gov.au before 30 April 2018.

RAILWAY DAM MANAGEMENT AREAS		IMPORTANCE TO YOU		
		Very Important	Somewhat Important	Not Important
1.	Railway Dam should have ablutions.	3	2	1
2.	Railway Dam should have a grassed picnic area with more BBQ facilities and shaded bench areas.	3	2	1
3.	Railway Dam should have designated walking trails (including dog walking).	3	2	1

	RAILWAY DAM MANAGEMENT AREAS	IMPORTANCE TO YOU		
4.	Railway Dam should have more historical /heritage interpretive signage about the history of Narrogin and the dam along the walking trail.	3	2	1
5.	Railway Dam should have flora and fauna information and interpretive signage along the walking trail.	3	2	1
6.	Weeds should be managed as soon as practical and brought under control with ongoing actions.	3	2	1
7.	Staged revegetation of the unused Archibald Park should be undertaken	3	2	1
8.	Staged erosion control around the Railway Dam and Archibald Park area should be undertaken.	3	2	1

Any additional comments:

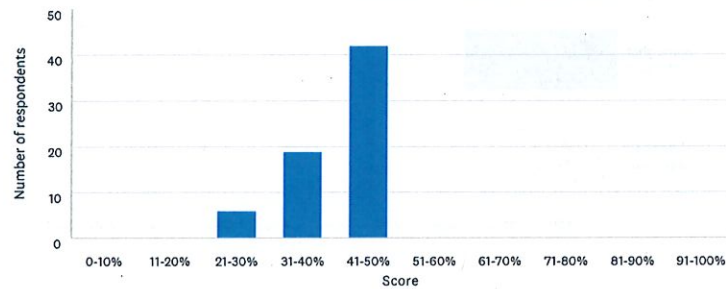
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Railway Dam Reserve Management Survey

Quiz Summary

AVERAGE SCORE
41% • 20/48 PTS



STATISTICS

Lowest Score	Median	Highest Score
25%	42%	50%

Mean: 41%

Standard Deviation: 7%

Question Ranking

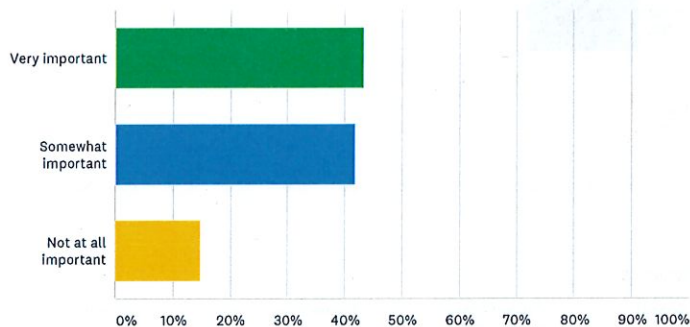
QUESTIONS (8)	DIFFICULTY	AVERAGE SCORE
Q7 Staged revegetation of the unused Archibald Park should be undertaken	1	37%
Q1 Should Railway Dam have ablutions	2	38%
Q5 Railway Dam should have flora and fauna information and interpretive signage along the walking trail	3	39%

[Show all quiz questions](#)

Q1

Should Railway Dam have ablutions

Answered: 67 Skipped: 0



QUIZ STATISTICS

Percent Correct	Average Score	Standard Deviation	Difficulty
0%	2.3/6.0 (38%)	0.71	2/8

ANSWER CHOICES	SCORE	RESPONSES
✓ Very important	3/6	43.28% 29
✓ Somewhat important	2/6	41.79% 28
✓ Not at all important	1/6	14.93% 10

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67 responses

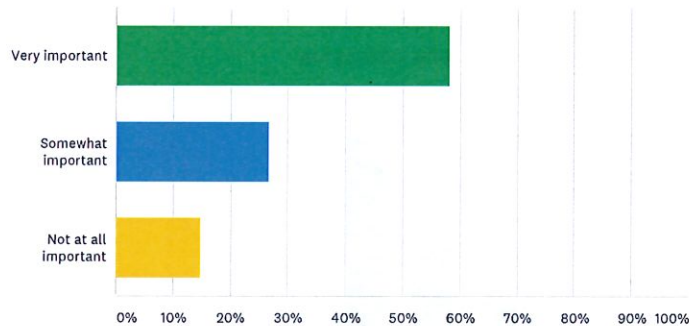
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Q2



Railway Dam should have a grassed picnic area with more barbeque facilities and shaded bench areas

Answered: 67 Skipped: 0

**QUIZ STATISTICS**

Percent Correct	Average Score	Standard Deviation	Difficulty
0%	2.4/6.0 (41%)	0.74	4/8

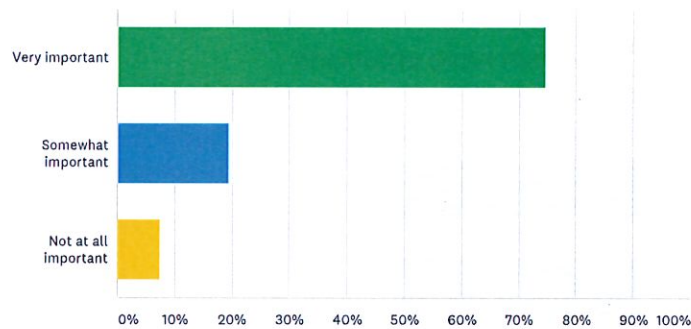
ANSWER CHOICES	SCORE	RESPONSES
✓ Very important	3/6	58.21% 39
✓ Somewhat important	2/6	26.87% 18
✓ Not at all important	1/6	14.93% 10
Total Respondents: 67		

Q3



Railway Dam should have designated walking trails (including dog walking)

Answered: 67 Skipped: 0

**QUIZ STATISTICS**

Percent Correct	Average Score	Standard Deviation	Difficulty
0%	2.7/6.0 (45%)	0.67	8/8

ANSWER CHOICES	SCORE	RESPONSES
✓ Very important	3/6	74.63% 50
✓ Somewhat important	2/6	19.40% 13
✓ Not at all important	1/6	7.46% 5
Total Respondents: 67		

Share Link

Q4

<https://www.surveymonkey.com/r/>

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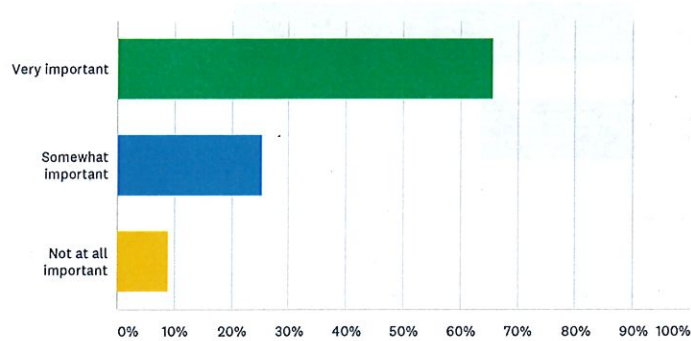
67 responses



Railway Dam should have more historical /heritage interpretive signage about the history of Narrogin and the dam along the walking trail

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Answered: 67 Skipped: 0



QUIZ STATISTICS

Percent Correct	Average Score	Standard Deviation	Difficulty
0%	2.6/6.0 (43%)	0.66	6/8

ANSWER CHOICES

SCORE

RESPONSES

✓ Very important	3/6	65.67%	44
✓ Somewhat important	2/6	25.37%	17
✓ Not at all important	1/6	8.96%	6

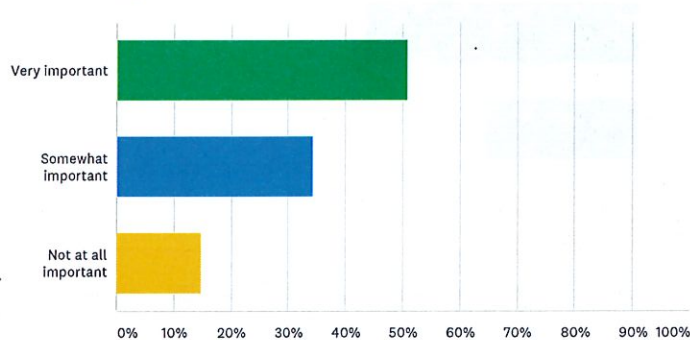
Total Respondents: 67

Q5



Railway Dam should have flora and fauna information and interpretive signage along the walking trail

Answered: 67 Skipped: 0



QUIZ STATISTICS

Percent Correct	Average Score	Standard Deviation	Difficulty
0%	2.4/6.0 (39%)	0.73	3/8

ANSWER CHOICES

SCORE

RESPONSES

✓ Very important	3/6	50.75%	34
✓ Somewhat important	2/6	34.33%	23
✓ Not at all important	1/6	14.93%	10

Total Respondents: 67

Q6



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67 responses

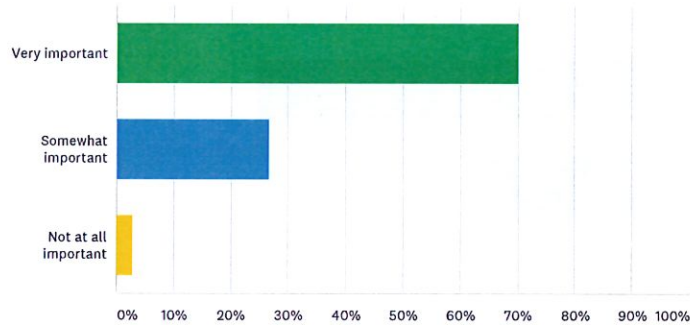


Weeds should be managed as soon as practical and brought under control with ongoing actions.

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Answered: 67 Skipped: 0



QUIZ STATISTICS

Percent Correct 0%	Average Score 2.7/6.0 (45%)	Standard Deviation 0.53	Difficulty 7/8
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ANSWER CHOICES

SCORE

RESPONSES

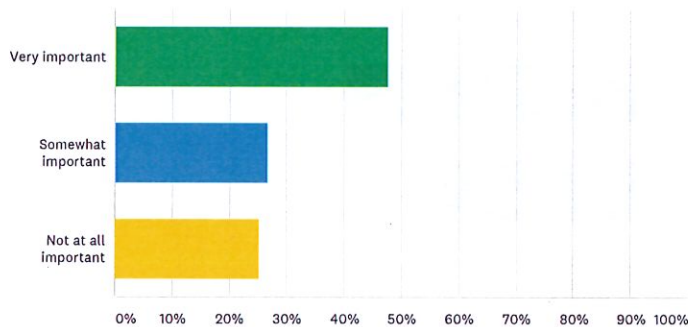
✓ Very important	3/6	70.15%	47
✓ Somewhat important	2/6	26.87%	18
✓ Not at all important	1/6	2.99%	2
Total Respondents: 67			

Q7



Staged revegetation of the unused Archibald Park should be undertaken

Answered: 67 Skipped: 0



QUIZ STATISTICS

Percent Correct 0%	Average Score 2.2/6.0 (37%)	Standard Deviation 0.83	Difficulty 1/8
-----------------------	--------------------------------	----------------------------	-------------------

ANSWER CHOICES

SCORE

RESPONSES

✓ Very important	3/6	47.76%	32
✓ Somewhat important	2/6	26.87%	18
✓ Not at all important	1/6	25.37%	17
Total Respondents: 67			

Q8



Staged erosion control around the Railway Dam and Archibald Park area should be undertaken

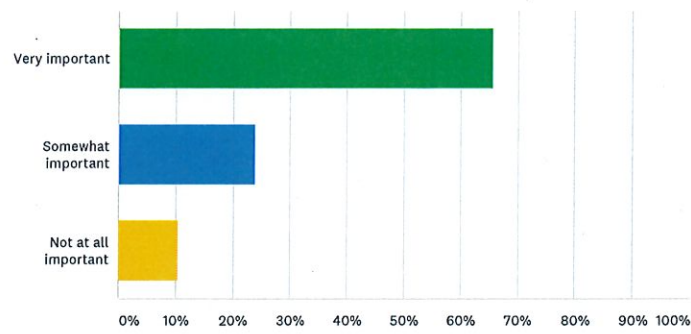
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67 responses



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QUIZ STATISTICS

Percent Correct	Average Score	Standard Deviation	Difficulty
0%	2.6/6.0 (43%)	0.68	5/8

ANSWER CHOICES	SCORE	RESPONSES	
✓ Very important	3/6	65.67%	44
✓ Somewhat important	2/6	23.88%	16
✓ Not at all important	1/6	10.45%	7
Total Respondents: 67			

Q9



Do you have any other comments, questions, or concerns?

Answered: 35 Skipped: 32

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67 responses

10.2 TECHNICAL AND RURAL SERVICES

10.2.1 RENEWAL OF NARROGIN GLIDING CLUB & NARROGIN FLYING CLUB LEASES

File Reference	A391
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 February 2019
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Narrogin Gliding Club Proposed New Lease 2. Narrogin Flying Club Proposed New Lease	

Summary

Council is requested to consider endorsing the proposed lease renewals for the Narrogin Gliding Club and the Narrogin Flying Club as presented at Attachments 1 & 2.

Background

Narrogin Gliding and Flying Clubs both have 21 year leases in place for areas of the Narrogin Airport. The Flying Club lease is past due for renewal and the Gliding Club lease expires on 30 September 2019, hence the necessity to renew the leases between both clubs and the Shire.

At the Airport Committee meeting held 23 October 2018, on the subject of lease renewal, the following was minuted:

“4.3 RENEWAL OF LEASES

The 21 year lease for the Narrogin Flying Club, at \$12 per year, expires on 31 December 2018.

The 21 year lease for the Narrogin Gliding Club at \$12 per year, expires on 30 September 2019.

Discussion is required regarding negotiating the above leases.

Council resolved at its meeting of 22 August 2018:

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.

The Executive Manager Corporate & Community Services (EMCCS) spoke about the modernisation of the leases, including sub leasing, rent, rental reviews and insurance. It was suggested that the new leases be 10 years with option on a further 10 years and then a further 10 years.

Both clubs wished to remind the committee that they are not for profit sporting groups and do not have funds readily available to cover a large rent increase.

EMCCS to send a modern lease template to the Narrogin Flying Club and the Narrogin Gliding Club, so that the clubs can discuss the leases with their respective committees and then be prepared to negotiate the new leases.

EMCCS advised that after the leases have been negotiated they may need to go through an advertising period (in accordance with the Local Government Act 1995) before they can be adopted by Council.”

Comment

On 30 November 2018, the Executive Manager Technical & Rural Services (EMTRS) forwarded via email new proposed draft leases to Airport Committee Club Representatives Mr Doug Harrington (Narrogin Gliding Club) and Mr Humphrey Leach (Narrogin Flying Club), asking them to take the new draft leases back to their respective committees for review and comment.

Mr Trevor Sweeting, the President of the Narrogin Gliding Club, emailed the EMTRS a list of points of contention/clarification from the draft leases. The EMTRS responded to Mr Sweeting with clarification to all 17 points however there were still five points of contention that needed to be addressed.

The EMTRS initiated a meeting at the request of Mr Sweeting with the Shire President, Chief Executive Officer, EMTRS and representatives of the Gliding and Flying Clubs on 31 January 2019, to discuss any aspects of the draft leases.

The meeting was successful and informative with all items raised by either Club addressed.

The main points of contention and discussion were:

- Additional 70 metres of land for the Gliding Club adjoining the western boundary, see Annexure 1 in Attachment 1.
- The amount of annual rent. The Shire requested annual rent of \$8,000 from the Gliding Club and \$4,000 from Flying Club. Both Clubs explained that these figures were far too high and that if these amounts were charged, the Clubs would not be able to operate out of the Narrogin Airport and would either close or relocate. The Gliding Club put forward that they were prepared to pay \$700 per annum inclusive of the additional 70 metres of land adjoining the Western Boundary. The Flying Club advised that they would pay half of this amount \$350.
- Rent review period. Both Clubs objected to an annual rent review based on Perth CPI however if a 21 year lease term and lower rents were to be considered that the Clubs could agree to this.
- Public Liability. Both Clubs advised that they had Public Liability Insurance of \$10 million. After further investigation from the EMTRS with the Shire’s insurer LGIS, they advised that \$10 million would be acceptable as the minimum amount of coverage recommended.

- The term of the lease. The initial draft lease and Shires position was a ten year lease and ten year lessor option. Both Clubs objected to this and said that they would like a 21 year lease so that both clubs could have stability and were able to plan into the future.

The draft leases as per Attachments 1 & 2 have the annual rent shown as \$700.00 for the Gliding Club and \$350.00 for the Flying Club.

Both Clubs argued that the reduced rent was the maximum they could afford to be sustainable.

The proposed Gliding Club and Flying Club leases as presented at Attachment 1 & 2 were presented to the Airport Committee at a meeting held 11 February 2019 for discussion and recommendation. At that meeting, the Airport Committee recommended as follows:

“That with respect to the proposed renewal of leases for the Narrogin Gliding Club and Narrogin Flying Club, the Airport Committee recommend to Council the proposed leases as presented at Attachments 1 & 2.”

Consultation

The following internal and external parties have been involved with consultative discussion as part of the Narrogin Gliding and Flying Club lease renewal process:

Internal

- Council – October 2018 Briefing Session
- Airport Committee
- Dale Stewart – Chief Executive Officer
- Frank Ludovico – Executive Manager Corporate & Community Services

External

- Gliding Club – Mr Trevor Sweeting Club President, Mr Doug Harrington Airport Committee Representative
- Flying Club – Mr Humphrey Leach. Mr Leach is also the Flying Club Representative to the Airport Committee
- St John Ambulance – Mr Grant Hanson, also an Airport Committee Representative

Statutory Environment

Local Government Act 1995, Section 3.58 – Disposing of property

Local Government (Function and General) Regulations 1996 – 30. Dispositions of property excluded from Act s. 3.58

“(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if —

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;”

Policy Implications

Nil

Financial Implications

Lease income of \$700 ex GST for the Gliding Club and \$350 ex GST for the Flying Club per year initially, with Perth CPI increases for following years to 2040, together with annual rates payable with respect to both properties.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2 Engage and support community groups and volunteers
Strategy:	2.3.3 Facilitate and support community events
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.3 Efficient use of resources
Strategy:	3.3.1 Increase resource usage efficiency

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to 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.
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.

COUNCIL RESOLUTION 0219.010

Moved: Cr Wiese Seconded: Cr Seale

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.

CARRIED 7/0

Lease Narrogin Airport

Shire of Narrogin

Narrogin Gliding Club (INC)

Disclaimer

This document has been prepared as a template for the Shire of Narrogin (**Shire**).

McLeods cannot be held responsible for any errors of the Shire in preparing this document.

If something arises which is not addressed in the template then we advise the Shire to contact us to seek advice.

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Details

Parties

Shire of Narrogin

of PO Box 1145, Narrogin, Western Australia
(Lessor)

Narrogin Gliding Club (INC)

of P.O. Box 232, Narrogin, Western Australia
(Lessee)

Background

- A The Lessor is registered as the proprietor of the Land
- B The Lessor has agreed to lease and the Lessee has agreed to take a lease of the Premises upon the terms and conditions contained in this Deed.

Agreed terms

1. Definitions

In this Lease, unless otherwise required by the context or subject matter:

Amounts Payable means the Rent and any other money payable by the Lessee under this Lease;

Authorised Person means:

- (a) an agent, employee, licensee or invitee of the Lessor; and
- (b) any person visiting the Premises with the express or implied consent of any person mentioned in paragraph (a);

CEO means the Chief Executive Officer for the time being of the Lessor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Lease;

Commencement Date means the date of commencement of the Term specified in **Item 4** of the Schedule;

Contaminated Sites Act means the *Contaminated Sites Act 2003 (WA)*;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

DWER means the Department of Water and Environmental Regulation of Western Australia;

Environmental Contamination has the same meaning as the word “contaminated” in the Contaminated Sites Act;

EPA means the Environment Protection Agency of Western Australia;

Encumbrance means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat;

Further Term means each further term specified in **Item 3** of the Schedule;

Good Repair means good and substantial tenantable repair and in clean, good working order and condition;

Interest Rate means the rate at the time the payment falls due being 2% greater than the Lessor’s general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00;

Land means the land described at **Item 1** of the Schedule;

Lease means this deed as supplemented, amended or varied from time to time;

Lessee’s Agents includes:

- (a) the sublessees, employees, agents, contractors, invitees and licensees of the Lessee; and
- (b) any person on the Leased Premises by the authority of a person specified in paragraph (a);

Lessee’s Covenants means the covenants, agreements and obligations set out or implied in this Lease or imposed by law to be performed and observed by any person other than the Lessor;

Lessor’s Covenants means the covenants, agreements and obligations set out or implied in this Lease, or imposed by law to be observed and performed by the Lessor;

Notice means each notice, demand, consent or authority given or made to any person under this Lease;

Party means the Lessor or the Lessee according to the context;

Premises means the premises described at **Item 1** of the Schedule;

Rent means the rent specified in **Item 5** of the Schedule;

Schedule means the Schedule to this Lease;

Term means the term of years specified in **Item 2** of the Schedule and any Further Term; and

Termination means expiry by effluxion of time or sooner determination of the Term or any period of holding over.

2. Interpretation

In this Lease, unless expressed to the contrary:

- (a) words importing:
 - (i) the singular includes the plural and vice versa; and

- (ii) a gender or genders include each other gender;
- (b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (c) a reference to:
 - (i) a natural person includes a body corporate or local government;
 - (ii) a body corporate or local government includes a natural person;
 - (iii) a professional body includes a successor to or substitute for that body;
 - (iv) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
 - (v) a statute, includes an ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
 - (vi) a right includes a benefit, remedy, discretion, authority or power;
 - (vii) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
 - (viii) this Lease or provisions of this Lease or any other deed, agreement, instrument or contract includes a reference to:
 - (A) both express and implied provisions; and
 - (B) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
 - (ix) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
 - (x) anything (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and
 - (xi) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Lease;
- (d) the covenants and obligations on the part of the Lessee not to do or omit to do any act or thing include:
 - (i) covenants not to permit that act or thing to be done or omitted to be done by a Lessee's Agent; and
 - (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;
- (e) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions; and

- (f) if a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.

3. Minister for Lands Consent – N/A

This Lease is **not** subject to the prior approval of the Minister for Lands under the *Land Administration Act 1997*.

4. Grant of lease

The Lessor leases to the Lessee the Premises for the Term subject to:

- (a) all Encumbrances;
- (b) the payment of the Amounts Payable; and
- (c) the performance and observance of the Lessee's Covenants.

5. Quiet enjoyment

Except as provided in the Lease and subject to the performance and observance of the Lessee's Covenants the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

6. Rent and other payments

The Lessee covenants with the Lessor:

6.1 Rent

To pay to the Lessor the Rent in the manner set out at **Item 5** of the Schedule on and from the Commencement Date clear of any deductions.

6.2 Outgoings

- (1) To pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges, assessed or incurred in respect of the Premises:
 - (a) local government rates, specified area rates, taxes, service and other charges and including charges for rubbish and garbage removal;
 - (b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges;
 - (c) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection;
 - (d) land tax and metropolitan regional improvement tax on a single ownership basis;
 - (e) premiums, excess and other costs arising from the insurance obtained by the Lessor pursuant to **clause 8.2**. For the avoidance of doubt, the parties agree:

- (i) that if such premium or cost does not include a separate assessment or identification of the Premises or the Land, the Lessee must pay a proportionate part of such premium or cost determined by the Lessor acting reasonably; and
 - (ii) such insurance will include insurance for the full replacement value of buildings; and
- (f) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.
- (2) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 6.2(1)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

6.3 Interest

Without affecting the rights, power and remedies of the Lessor under this Lease, to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 7 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

6.4 Costs

- (1) To pay to the Lessor on demand:
 - (a) all duty, fines and penalties payable under the *Duties Act 2008* and other statutory duties or taxes payable on or in connection with this Lease;
 - (b) all registration fees in connection with this Lease; and
 - (c) all legal costs of and incidental to the instructions for the preparation, execution and stamping of this Lease and all copies.
- (2) To pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:
 - (a) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
 - (b) any breach of covenant by the Lessee or the Lessee's Agents;
 - (c) the preparation and service of a notice under Section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
 - (d) any work done at the Lessee's request; and
 - (e) any action or proceedings arising out of or incidental to any matters referred to in this **clause 6.4** or any matter arising out of this Lease.

6.5 Accrual of amounts payable

Amounts Payable accrue on a daily basis.

7. Rent Review

7.1 Rent to be Reviewed

The Rent will be reviewed on and from each Rent Review Date to determine the Rent to be paid by the Lessee until the next Rent Review Date.

7.2 Methods of Review

The review will be either based on CPI or a Market Review. The basis for each rent review is as identified for each Rent Review Date in **Item 6** of the Schedule.

7.3 CPI Review

A rent review based on Perth CPI will increase the amount of Rent payable during the immediately preceding period by the percentage of any increase in CPI having regard to the quarterly CPI published immediately prior to the later of the Commencement Date or the last Rent Review Date as the case may be and the quarterly CPI published immediately prior to the relevant Rent Review Date. If there is a decrease in CPI having regard to the relevant CPI publications the Rent payable from the relevant Rent Review Date will be the same as the Rent payable during the immediately preceding period. Should the CPI be discontinued or suspended at any time or its method of computation substantially altered, the parties shall endeavour to agree upon the substitution of the CPI with an equivalent index, or failing agreement by the parties, the substitution shall be made by a Valuer appointed in accordance with **clause 7.4**.

7.4 Market Rent Review

- (1) A rent review based on market rent will establish the current market rent for the Premises (which will not be less than the Rent payable in the period immediately preceding the Rent Review Date) by agreement between the parties and failing agreement, will be determined in accordance with the following provisions.
- (2) If agreement as to the substitution of the CPI with an equivalent index for the Premises is not reached at least one (1) month prior to the relevant Rent Review Date then the current market rent for the Premises will be determined at the expense of the Lessee by a valuer (**Valuer**) licensed under the Land Valuers Licensing Act 1978, to be appointed, at the request of either party, by the President for the time being of the Australian Property Institute (Western Australian Division) (or if such body no longer exists, such other body which is then substantially performing the functions performed at the Commencement Date by that Institute).
- (3) The Valuer will act as an expert and not as an arbitrator and his or her decision will be final and binding on the parties. The parties will be entitled to make submissions to the Valuer.
- (4) In this **clause 7**, “current market rent” means the rent obtainable for the Premises in a free and open market if the Premises was unoccupied and offered for rental for the use for which the Premises is permitted pursuant to this Lease and on the same terms and conditions contained in this Lease, BUT will not include:
 - (a) any improvements made or effected to the Premises by the Lessee; and
 - (b) any rent free periods, discounts or other rental concessions.

7.5 Rent will not decrease

Notwithstanding the provisions in this clause, the Rent payable from any Rent Review based on CPI Review will not be less than the Rent payable in the period immediately preceding such Rent Review Date.

7.6 Lessor's right to review

The Lessor may institute a rent review notwithstanding the Rent Review Date has passed and the Lessor did not institute a rent review on or prior to that Rent Review Date, and in which case the Rent agreed or determined shall date back to and be payable from the Rent Review Date for which such review is made.

8. Insurance

8.1 Insurance required

The Lessee must effect and maintain with insurers approved by the Lessor (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being:

- (a) adequate public liability insurance for a sum not less than the sum set out at **Item 8** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require;
- (b) insurance against all risks as the Lessor may require, of all plate glass windows, doors and display show cases forming part of or within the Premises for a sum which is not less than its full insurable value;
- (c) insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a Lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary;
- (d) employers' indemnity insurance including workers' compensation insurance in respect of all employees of the Lessee employed in, about or on the Premises; and
- (e) any other policy of insurance which the Lessor may reasonably require or specify from time to time.

8.2 Building Insurance to be effected by Lessor

The Lessor shall effect and keep effected insurance to the full insurable value on a replacement or reinstatement value basis of the Premises against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks and the Lessee will reimburse the Lessor for any premiums, excess or other costs arising therefrom.

8.3 Details and receipts

In respect of the insurances required by **clause 8.1** the Lessee must:

- (a) upon renewal of any insurance policy immediately forward to the Lessor copies of Certificates of Currency and details of the insurances as held by the Lessee;
- (b) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and

- (c) notify the Lessor immediately:
 - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
 - (ii) when a policy of insurance is cancelled.

8.4 Lessee May be Required to Pay Excess on Insurances

The Lessee AGREES with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in **clause 8.1** and **clause 8.2**.

8.5 Not to invalidate

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might:

- (a) render any insurance effected under **clause 8.1** and **clause 8.2** on the Premises, or any adjoining premises, void or voidable; or
- (b) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

8.6 Report

Each Party must report to the other promptly in writing and in an emergency verbally:

- (a) any damage to the Premises of which they are or might be aware; and
- (b) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person in or on the Premises.

8.7 Settlement of claim (Not applicable for public liability/premises liability insurance)

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any policy of insurance required by **clause 8.1** and **clause 8.2**.

8.8 Lessor as attorney (Not applicable for public liability/premises liability insurance)

The Lessee irrevocably appoints the Lessor as the Lessee's attorney during the Term:

- (a) in respect to all matters and questions which may arise in relation to any insurances required by **clause 8.1** and **clause 8.2**;
- (b) with full power to demand, sue for and recover and receive from any insurance company or society or person liable to pay the insurance money as are payable for the risks covered by the insurances required by **clause 8.1** and **clause 8.2**;
- (c) to give good and effectual receipts and discharges for the insurance; and
- (d) to settle, adjust, arbitrate and compromise all claims and demands and generally to exercise all powers of absolute owner.

9. Indemnity

9.1 Lessee responsibilities

- (1) The Lessee is subject to the same responsibilities relating to persons and property to which the Lessee would be subject if during the Term the Lessee were the owner and occupier of the freehold of the Premises.
- (2) The Lessee is responsible and liable for all acts or omissions of the Lessee's Agents on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

9.2 Indemnity

- (1) The Lessee indemnifies, and shall keep indemnified, the Lessor from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor, or brought, maintained or made against the Lessor, in respect of:

- (a) any loss whatsoever (including loss of use);
- (b) injury or damage of, or to, any kind of property or thing; and
- (c) the death of, or injury suffered by, any person,

caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:

- (i) the use or occupation of the Premises by the Lessee or the Lessee's Agents;
- (ii) any work carried out by or on behalf of the Lessee on the Premises;
- (iii) the Lessee's activities, operations or business on, or other use of any kind of, the Premises;
- (iv) the presence of any Contamination, Pollution or Environmental Harm in on or under the Premises or adjoining land caused or contributed to by the act, neglect or omission of the Lessee or the Lessee's Agents. It is noted that the underground fuel tanks are outside of the leased area. These tanks are an asset of the lessor and not a liability of the lessee. It is recognised that the lessee uses the underground fuel tanks and will carry out any required maintenance on them whilst using them.
- (v) any default by the Lessee in the due and punctual performance, observance and compliance with any of the Lessee's covenants or obligations under this Lease; or
- (vi) an act or omission of the Lessee.

9.3 Obligations Continuing

The obligations of the Lessee under this clause:

- (a) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 9.2** will be reduced by the extent of such payment.
- (b) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

9.4 No indemnity for Lessor's negligence

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

9.5 Release

(1) The Lessee:

- (a) agrees to occupy and use the Premises at the risk of the Lessee; and
- (b) releases to the full extent permitted by law, the Lessor from:
 - (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by;
 - (ii) loss of or damage to the Premises or personal property of the Lessee; and
 - (iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Premises or surrounding area

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

(2) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

10. Limit of Lessor's liability

10.1 No liability for loss on Premises

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring.

10.2 Limit on liability for breach of Lessor's covenants

- (1) The Lessor is only liable for breaches of the Lessor's Covenants set out in this Lease which occur while the Lessor is registered as the proprietor in fee simple in the Premises.
- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Covenants due to any cause beyond the Lessor's control.

11. Maintenance, repair and cleaning

11.1 Generally

- (1) The Lessee AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's Fixtures and Fittings) and Appurtenances in Good Repair having regard to the age of the Premises at the Commencement Date PROVIDED THAT this subclause shall not impose on the Lessee any obligation:

- (a) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear, EXCEPT when such repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee (or its servants, agents, contractors or invitees); and
 - (b) in respect of any structural maintenance, replacement or repair EXCEPT when such maintenance, repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or by the Lessee's particular use or occupancy of the Premises.
- (2) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall where maintaining, replacing, repairing or cleaning:
- (a) any electrical fittings and fixtures;
 - (b) any plumbing;
 - (c) any air-conditioning fittings and fixtures;
 - (d) any gas fittings and fixtures,
- in or on the Premises use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval shall not be unreasonably withheld.
- (3) The Lessee must take such reasonable action as is necessary to:
- (a) prevent, if it has occurred as a result of the Lessee's use of the Premises; and
 - (b) rectify or otherwise ameliorate,
- the effects of erosion, drift or movement of sand, soil, dust or water on or from the Premises.

11.2 Cleaning

The Lessee must at all times keep the Premises clean, tidy, unobstructed and free from dirt and rubbish.

11.3 Repair

Unless such damage is the Lessor's responsibility pursuant to the terms of the Lease, the Lessee must promptly repair at its own expense to the satisfaction of the Lessor, any damage to the Premises, regardless of how the damage is caused and replace any of the Lessor's fixtures and fittings which are or which become damaged.

11.4 Responsibility for Securing the Premises

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

11.5 Maintain surroundings

- (1) The Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings, including but not limited to any flora, gardens, lawns, shrubs, hedges and trees.
- (2) The Lessee agrees that any pruning of trees must be undertaken by a qualified tree surgeon.

- (3) If any flora, trees or lawn dies the Lessee must replace the flora, trees or lawn at its own expense.
- (4) The Lessee must plant and care for such trees on the Premises as the Lessor may from time to time reasonably require.
- (5) The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

11.6 Lessor's Fixtures and Fittings

The Lessee covenants and agrees that the Lessor's Fixtures and Fittings will remain the property of the Lessor and must not be removed from the Premises at any time.

11.7 Pest control

The Lessee must keep the Premises free of any pests and vermin and the cost of extermination will be borne by the Lessee.

11.8 Painting

- (1) Painting on internal surfaces of buildings will be as required by the lessee. Current painted external surfaces of buildings or other lessee assets, not limited to those in view of any person visiting the Narrogin Airport, shall be kept well presented.
- (2) All painting carried out on the Premises must:
 - (a) Be done so in a proper manner using good quality materials;
 - (b) have the colour and quality of the materials approved in writing by the Lessor before the work commences;
 - (c) comply with all reasonable directions given or requests made by the Lessor; and
 - (d) be finished in a proper and workmanlike manner.

11.9 Drains

- (1) The Lessee must keep and maintain the waste pipes drains and conduits originating in the Premises or connected thereto in a clean clear and free flowing condition and must pay to the Lessor upon demand the cost to the Lessor of clearing any blockage which may occur in such waste pipes, drains and conduits between the external boundaries of the Premises and the point of entry thereof into any trunk drain unless such blockage has been caused without neglect or default on the part of the Lessee.
- (2) The Lessee must not permit the drains, toilets, grease traps (if any) and other sanitary appliances on the Premises to be used for any purpose other than that for which they were constructed and must not allow any foreign matter or substance to be thrown therein.

12. Use

12.1 Restrictions on use

(1) Generally

The Lessee must not and must not suffer or permit a person to:

- (a) use the Premises or any part of it for any purpose other than the Permitted Purpose; or

- (b) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

(2) No offensive or illegal acts

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

(3) No nuisance

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises anything which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

(4) No dangerous substances

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions:

- (a) any such storage must comply with all relevant statutory provisions;
- (b) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;
- (c) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and
- (d) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds or substances stored on the Premises.

(5) No harm or stress

The Lessee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of the Premises.

(6) No signs

The Lessee must not and must not suffer or permit a person to display from or affix any signs, notices or advertisements on the Premises without the prior written consent of the Lessor.

(7) No smoking

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

(8) Consumption of alcohol – See 13.

(9) Sale of Alcohol

The Lessee may sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Food Hygiene) Regulations 1993*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

(10) Removal of rubbish

The Lessee must keep the Premises free from dirt and rubbish and to store and keep all trade waste and garbage in proper receptacles.

(11) No pollution

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.

12.2 No warranty

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or
- (b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

12.3 Lessee to Observe Copyright

In the event that the Lessee or any person sub-leasing, hiring, or in temporary occupation of the Premises provides, contracts for, or arranges for the performance, exhibition or display of any music or work of art the copyright of which is not vested in the Lessee or that person, the Lessee shall ensure that all obligations in regard to payment of copyright or licensing fees with the owner or licensor of the copyright are met before any such performance, exhibition or display is held.

12.4 Premises Subject to Restriction

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

12.5 Indemnity for Costs

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, reasonably incurred by the Lessor by reason of any claim in relation to any matters set out in this **clause 12**.

13. Alcohol

13.1 Consumption of alcohol

See 12.1.9

13.2 Liquor licence

The Lessee COVENANTS AND AGREES that if a licence or permit is granted under the Liquor Control Act 1988 for the Premises it must:

- (a) comply with any requirements attaching to the licence or permit at its cost and where any alteration is required to the Premises **clause 15** shall apply;
- (b) comply with the requirements of the Harm Minimisation Policy (as amended from time to time) of the Department of Racing, Gaming & Liquor, which will require, without limitation the following:

- (i) the development and implementation of a House Management Policy and Code of Conduct (as defined by the Harm Minimisation Policy) for the Premises, and such policies must be displayed in a prominent position on the Premises at all times; and
- (ii) the development and implementation of a Management Plan (as defined by the Harm Minimisation Policy) for the Premises.
- (c) provide a copy of the licence or permit (as well as a copy of any document referred to in the licence or permit, including without limitation a copy of the House Management Policy, Code of Conduct and Management Plan (as defined by the Harm Minimisation Policy)) to the Lessor as soon as practicable after the date of grant; and
- (d) indemnify and keep indemnified the Lessor from and against any breach of the Liquor Control Act 1988, Health (Food Hygiene) Regulations 1993, Liquor Control Regulations 1989 or the licence or permit or any conditions imposed thereupon for which it may be liable as the owner of the Premises.

14. Minimise nuisance to neighbours

- (1) The Lessee must take all reasonable action to minimise and prevent disruption, nuisance and disturbance to surrounding properties, particularly during and following social events held at the Premises.
- (2) The Lessee must comply with all reasonable conditions and directions that may be imposed by the Lessor from time to time in relation to the minimisation and prevention of disruption, nuisance and disturbance to surrounding residential premises.

15. Alterations

15.1 Restriction

- (1) The Lessee must not without prior written consent:
 - (a)
 - (i) from the Lessor;
 - (ii) from any other person from whom consent is required under this Lease;
 - (iii) required under statute in force from time to time, including but not limited to the planning approval of the Lessee under a town planning scheme of the Lessee;
 - (b) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises; or
 - (c) subject to the performance of the Lessee's obligations in **clause 11**, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

15.2 Consent

- (1) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 15.1** the Lessor may:
 - (a) consent subject to conditions; and
 - (i) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and

- (ii) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and
- (b) if the Lessor consents to any matter referred to in **clause 15.1**:
 - (i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
 - (ii) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

15.3 Cost of Works

All works undertaken under this **clause 15** will be carried out at the Lessee's expense.

15.4 Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (a) carry out those other works at the Lessee's expense; or
- (b) permit the Lessor to carry out those other works at the Lessee's expense,

in accordance with the Lessor's requirements.

16. Lessor's right of entry

16.1 Entry on Reasonable Notice

The Lessee must permit entry by the Lessor or any Authorised Person onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

- (a)
 - (i) at all reasonable times;
 - (ii) with or without workmen and others; and
 - (iii) with or without plant, equipment, machinery and materials;
- (b) for each of the following purposes:
 - (i) to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;
 - (ii) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;
 - (iii) to comply with the Lessor's Covenants or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
 - (iv) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any rectification under this **clause 16.1(b)(iv)** is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

16.2 Costs of Rectifying Breach

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 16.1(b)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

17. Statutory obligations and notices

17.1 Comply with Statutes

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 12**;
- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

17.2 Indemnity if Lessee Fails to Comply

The Lessee indemnifies the Lessor against:

- (a) failing to perform, discharge or execute any of the items referred to in **clause 17.1**; and
- (b) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 17.1**.

18. Report to Lessor

The Lessee must immediately report to the Lessor:

- (a) any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware;
- (b) any occurrence or circumstances in or near the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment; and
- (c) all notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor.

19. Default

19.1 Events of Default

A default occurs if:

- (a) the Lessee is in breach of any of the Lessee's Covenants for 28 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;
- (b) the association is wound up whether voluntarily or otherwise;
- (c) the Lessee passes a special resolution under the *Associations Incorporation Act 1997* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;
- (d) a mortgagee takes possession of the property of the Lessee under this Lease;
- (e) any execution or similar process is made against the Premises on the Lessee's property;
- (f) the Premises are vacated, or otherwise not used, in the Lessor's reasonable opinion, for the Permitted Purpose for six month period; or
- (g) a person other than the Lessee or a permitted sublessee or assignee is in occupation or possession of the Premises or in receipt of a rent and profits.

19.2 Forfeiture

On the occurrence of any of the events of default specified in **clause 19.1** the Lessor may:

- (a) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
- (b) by notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and
- (c) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 20**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Covenants or releasing the Lessee from liability in respect of the Lessee's Covenants.

19.3 Lessor may remedy breach

If the Lessee:

- (a) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (b) does or fails to do anything which constitutes a breach of the Lessee's Covenants,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

19.4 Acceptance of Amount Payable By Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers conferred on the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

19.5 Essential Terms

Each of the Lessee's Covenants in **clauses 6** (Rent and Other Payments), **7** (Insurance), **9** (Indemnity), **11** (Maintenance, Repair and Cleaning), **12** (Use), **26** (Assignment, Subletting and Charging) and **33** (Goods and Services Tax), is an essential term of this Lease but this clause **19.5** does not mean or imply that there are no other essential terms in this Lease.

19.6 Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

- (a) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;
- (b) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (c) the Lessee covenants with the Lessor that if the Term is determined:
 - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
 - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by effluxion of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;

- (d) the Lessee agrees that the covenant set out in this **clause 19.6(c)** will survive termination or any deemed surrender at law of the estate granted by this Lease;
- (e) the Lessee may deduct from the amounts referred to at **clause 19.6(c)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises between the date of Termination and the date on which the Term would have expired by effluxion of time; and
- (f) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

20. Damage or destruction of Premises

20.1 Abatement of Rent

If the Premises are at any time during the Term, without neglect or default of the Lessee, destroyed or damaged by fire or other risk covered by insurance so as to render the same unfit for the occupation and use of the Lessee, then the Rent or a proportionate part thereof (according to the nature and extent of the damage) shall abate until the Premises have been rebuilt or made fit for the occupation and use of the Lessee, and in case of any dispute arising under this provision the same will be referred to arbitration under the provisions of the *Commercial Arbitration Act 1985* and the full Rent must be paid without any deduction or abatement until the date of the

arbitrator's award whereupon the Lessor will refund to the Lessee any Rent which according to the aware appears to have been overpaid.

20.2 Total Damage or Destruction

If the premises are at any time during the Term destroyed or damaged to an extent as to be wholly unfit for the occupation and use of the Lessee either party may be notice in writing to the other of them given within sixty (60) days after the event elect to cancel and terminate this lease. The term will terminate upon such notice being given and the Lessee must vacate the premises and surrender the same to the Lessor, but such termination will be without prejudice however to the liability of the Lessee under this Lease up to the date of termination.

21. Option to renew

The Lessee, at least three months, but not earlier than 12 months, prior to the date for commencement of the Further Term, may apply in writing to the Lessor, a request to grant the Further Term if:

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting default by the Lessee at the date of service of the request in:
 - (i) the payment of Amounts Payable; or
 - (ii) the performance or observance of the Lessee's Covenants.

The Lessor shall consider the written request from the Lessee of a lease for the Further Term at the Rent and on terms and conditions similar to this Lease other than this **clause 21** in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

The lessor must advise the lessee in writing within 42 days of the lessee's written request of the lessor's intent to grant the further term or decline it.

22. Holding over

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

23. Restore premises

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the observance and performance by the Lessee of the Lessee's Covenants under this Lease fair wear and tear excepted.

24. Yield up the premises

24.1 Peacefully surrender

On Termination the Lessee must:

- (a) peacefully surrender and yield up to the Lessor the Premises in a condition consistent with the observance and performance of the Lessee's Covenants under this Lease;

- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor.

24.2 Clause 24.1 to survive termination

The Lessee's obligation under **clause 24.1** will survive termination.

25. Removal of property from Premises

25.1 Remove property prior to termination

Prior to Termination, unless otherwise mutually agreed between the parties, the Lessee must remove from the Premises all property of the Lessee.

25.2 Lessor can remove property on re-entry

On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing that property.

26. Casual Hire of Premises

26.1 Casual Hire

- (1) The Lessee may hire out the Premises or any part thereof on a casual basis only PROVIDED:
 - (a) such use is consistent at all times with the Permitted Purpose;
 - (b) the Lessee ensures any hirer complies strictly with the relevant terms of this Lease; and
 - (c) the Lessee obtains the prior written consent for any hire arrangements, which consent may be withheld by the Lessor in its absolute discretion.
- (2) For the purposes of this Lease, "casual hire" means any hire of the Premises by the Lessee to a third party for a period of no more than 48 hours in any calendar month and does not include any formal transfer, assignment or sublease of the Premises.

26.2 Lessee remains responsible for Premises at all times

The Lessee ACKNOWLEDGES that at all times, including when the Premises are hired to a third party, it remains responsible for the Premises, including without limitation any damage that may be caused or occurs during any hire period.

27. Assignment, Subletting and Charging

27.1 No assignment or sub-letting without consent

The Lessee must not assign the leasehold estate in the Premises nor Sub-let, part with possession, or dispose of the Premises or any part of the Premises without the prior written consent of, the Lessor and any other persons whose consent is required under the terms of this Lease or at law.

Gliding Club members only are permitted to store their caravans on the leased site for occasional use by members for short stay accommodation. The caravans are not to be sub- let for profit.

27.2 Lessor's Consent to Assignment and Sub-letting

Provided all parties whose consent is required, under this Lease or at law, to an assignment or Sub-letting, give their consent and any assignment or sublease is for a purpose consistent with the use of the Premises permitted by this Lease then the Lessor may not unreasonably withhold its consent to the assignment or Sub-letting of the leasehold estate created by this Lease if:

- (a) the proposed assignee or sublessee is a respectable and responsible person of good financial standing capable of continuing the permitted use for non-profit making community purposes;
- (b) all Amounts Payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Lessee or not, of any of the Lessee's Covenants;
- (c) the Lessee procures the execution by:
 - (i) the proposed assignee of a deed of assignment; or
 - (ii) the proposed sublessee of a deed of sublease,to which the Lessor is a party and which deed is prepared and completed by the Lessor's solicitors; and
- (d) the assignment contains a covenant by the assignee or sublessee with the Lessor to pay all Amounts Payable and to perform and observe all the Lessee's Covenants.

27.3 Where sublessee is a community group

If the proposed sublessee is a community group, whether or not a body corporate or unincorporated, the Lessor may not require a deed of sublease under **clause 27.2(c)**.

27.4 Consents of Assignee Supplementary

The covenants and agreements on the part of any assignee will be supplementary to the Lessee's Covenants and will not release the assigning lessee from the Lessee's Covenants.

27.5 Property Law Act 1969

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

27.6 Costs for assignment and sub-letting

If the Lessee wishes to assign or sub-let the leasehold estate created by this Lease the Lessee must pay all reasonable professional and other costs, charges and expenses, incurred by the Lessor or other person whose consent is required under this Lease, of and incidental to:

- (a) the enquiries made by or on behalf of the Lessor as to the respectability, responsibility and financial standing of each proposed assignee or sublessee;
- (b) any consents required under this Lease or at law; and
- (c) all other matters relating to the proposed assignment or sub-letting,

whether or not the assignment or Sub-letting proceeds.

27.7 No mortgage or charge

The Lessee must not mortgage nor charge the Premises.

28. Disputes

28.1 Referral of Dispute: Phase 1

Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's Representative as nominated in writing by the Lessor from time to time (**the Lessor's Representative**) who shall convene a meeting within 10 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the Lessor's Representative and an officer of the Lessee for the purpose of resolving the dispute (**the Original Meeting**).

28.2 Referral of Dispute: Phase 2

In the event the dispute is not resolved in accordance with **clause 28.1** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between the CEO and the President of the Lessee for the purpose of resolving the dispute.

28.3 Appointment of Arbitrator: Phase 3

In the event the dispute is not resolved in accordance with clause 28.2 of this Lease then the dispute shall be determined by a single arbitrator under the provisions of *the Commercial Arbitration Act 1985* (as amended from time to time) and the Lessor and the Lessee may each be represented by a legal practitioner.

28.4 Payment of Amounts Payable to Date of Award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid

29. Prior notice of proposal to change rules

The Lessee agrees that it will not change its rules of association under the Associations Incorporations Act 1987 without notifying the Lessor of its intention to make such a change prior to consideration of the required special resolution.

30. Provision of information

The Lessee agrees to provide to the Lessor:

- (a) a copy of the Lessee's audited annual statement of accounts for each year;
- (b) advice of any changes in its office holders during the Term; and
- (c) any information reasonably required by the Lessor.

31. Right to terminate upon notice

- (1) Notwithstanding any other provision of this Lease, the Parties AGREE that the lessee may terminate this Lease for any reason upon six months written notice to the lessor.

- (2) The lessor may give 6 months written notice of termination to the lessee under the following circumstances:
- (a) Unpaid financials of any kind as detailed in this lease for a period of three years
 - (b) Gross misconduct or negligence from the lessee or its associated parties using the leased area, that result in repeated complaints, breaking of the law or in any way reflects negatively directly or indirectly on the lessor and or may cause injury or damage to persons or property in or outside the leased area
- (3) If this Lease is terminated in accordance with this clause, **clause 24** will apply.

32. Caveat

32.1 No absolute caveat

The Lessee nor any person on behalf of the Lessee will, without the prior written consent of the Lessor, lodge any absolute caveat at Landgate against the Certificate of Title for the Land, to protect the interests of the Lessee under this Lease.

32.2 CEO & Lessor as attorney

In consideration of the Lessor having granted this Lease to the Lessee, the Lessee irrevocably appoints the Lessor and the CEO of the Lessor jointly and severally:

- (a) for the Term of this Lease;
- (b) for any holding over under this Lease; and
- (c) for a period of 6 months after Termination,

to be the agent and attorney of the Lessee in its name and on its behalf to sign and lodge at Landgate:

- (d) a withdrawal of any absolute caveat lodged by or on behalf of the Lessee;
- (e) a withdrawal of any caveat lodged by or on behalf of the Lessee and not withdrawn on Termination; and
- (f) a surrender of the estate granted by this Lease,

and the costs of withdrawing any caveat or surrendering this Lease (including the Lessor's solicitor's costs and registration fees) will be borne by the Lessee.

32.3 Ratification

The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause.

32.4 Indemnity

The Lessee indemnifies the Lessor against:

- (a) any loss arising directly from any act done under this clause. and
- (b) all costs and expenses incurred in connection with the performance of any act by the attorney on behalf of the Lessee under this clause.

33. Goods and services tax

33.1 Definitions

The following definitions apply for the purpose of this clause:

- (a) **Act** means the Commonwealth's *A New Tax System (Goods and Services Tax) Act 1999* and associated Acts and subsidiary legislation;
- (b) **Consideration** means the Amounts Payable or any other money payable to the Lessor under this Lease, but does not include the amount of the GST which may apply to the Amounts Payable or other money payable under the Act;
- (c) **GST** means a tax under the Act levied on a Supply including but not limited to the Amounts Payable or other money payable to the Lessor for goods or services or property or any other thing under this Lease; and
- (d) **Supply** means a good or service or any other thing supplied by the Lessor under this Lease and includes but is not limited to a grant of a right to possession of the Premises.

33.2 Lessee to pay GST

- (1) The Consideration will be increased by the amount of the GST, if any, which the Lessor is required under the Act to pay on any Supply made under this Lease.
- (2) The Lessee must pay any increase referred to at **clause 33.2(1)** whether it is the Lessee or any other person who takes the benefit of any Supply.
- (3) The Lessee must pay the amount of the GST to the Lessor at the same time and in the same manner as the Lessee is required to pay the Consideration under this Lease.

33.3 Consideration in Kind

If consideration in kind is accepted by the Lessor for any Supply made under this Lease, the GST amount payable to the Lessor under **clause 33.2(2)** in respect of the consideration in kind will be calculated by using the prevailing market value of the consideration in kind as determined by the Lessor.

- (1) No Contribution from Lessor

If the Lessee is required under this Lease to make any payment of money or give other consideration to a third party for outgoings, goods, services and benefits of any kind, the Lessee is not entitled to any contribution from the Lessor for any GST payable by it to any person.

- (2) Statement of GST paid is Conclusive

A written statement given to the Lessee by the Lessor of the amount of the GST that the Lessor pays or is liable to pay or account for is conclusive as between the Parties except in the case of an obvious error.

- (3) Tax Invoices

For each payment by the Lessee under this clause the Lessor agrees to promptly deliver to the Lessee, as required under the Act, tax invoices and adjustment notes in a form which complies with the Act, so as to enable the Lessee to claim input tax credits or decreasing adjustments for Supplies.

(4) Reciprocity

If the Lessee furnishes any Supplies to the Lessor under this Lease, then the requirements set out in this clause with respect to the Lessee will apply to the Lessor with the necessary changes.

34. No Fetter

Notwithstanding any other provision of this Lease, the Parties acknowledge that the Lessor is a local government established by the *Local Government Act 1995*, and in that capacity, the Lessor may be obliged to determine applications for consents, approvals, authorities, licences and permits having regard to any Written Law governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Lessor shall not be taken to be in default under this Lease by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Lease fetter the Lessor in performing its statutory obligations or exercising any discretion.

35. Additional Terms Covenants and Conditions

Each of the terms, covenants and conditions (if any) specified in **Item 10** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease.

36. *Commercial Tenancy Act*

If at any time and for so long as the *Commercial Tenancy (Retail Shops) Agreements Act 1985* applies to this Lease and a provision of that Act conflicts with a provision of this Lease, then each conflicting provision of this Lease is deemed to be amended to the extent necessary to comply with that Act.

37. Acts by agents

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEO, an officer or the agent, solicitor, contractor or employee of the Lessor.

38. Governing law

This Lease is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

39. Statutory powers

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

40. Notice

40.1 Form of delivery

A Notice to a Party must be in writing and may be given or made:

- (a) by delivery to the Party personally; or

- (b) by addressing it to the Party and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by Notice to the other.

40.2 Service of notice

A Notice to a Party is deemed to be given or made:

- (a) if by personal delivery, when delivered;
- (b) if by leaving the Notice at an address specified in **clause 40.1(b)**, at the time of leaving the Notice, provided the Notice is left during normal business hours; and
- (c) if by post to an address specified in **clause 40.1(b)**, on the second business day following the date of posting of the Notice.

40.3 Signing of notice

A Notice to a Party may be signed:

- (a) if given by an individual, by the person giving the Notice;
- (b) if given by a corporation, by a director, secretary or manager of that corporation;
- (c) if given by a local government, by the CEO;
- (d) if given by an association incorporated under the *Associations Incorporation Act 1987*, by any person authorised to do so by the board or committee of management of the association; or
- (e) by a solicitor or other agent of the individual, corporation, local government or association giving the Notice.

41. Severance

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

42. Variation

This Lease may be varied only by deed executed by the parties subject to such consents as are required by this Lease or at law.

43. Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

44. Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

45. Payment of money

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

46. Waiver

46.1 No general waiver

Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.

46.2 Partial exercise of right power or privilege

A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

Schedule

Item 1 Land and Premises

Land

Portion of Lot 8 of 2194 Clayton Road Minigin on Deposited Plan P401315 being the portion of the land comprised in Certificate of Title Volume 2863 Folio 692 as depicted on Annexure 1.

Premises

That part of the Land depicted on the plan annexed hereto as **Annexure 1**, including all buildings, structures, alterations, additions and improvements on that part of the Land, or erected on that part of the Land during the Term. Total estimated square metres: 27,877.

Item 2 Term

21 years commencing on 1 October 2019 and expiring on 30 September 2040.

Item 3 Further Term

Nil

Item 4 Commencement Date

1 October 2019

Item 5 Rent

\$700.00 plus GST payable annually in advance

Item 6 Rent Review

Perth CPI Rent Reviews are on each anniversary of the Commencement Date, March quarter.

Item 7 Permitted purpose

Gliding Aviation and uses reasonably ancillary thereto.

Item 8 Public liability insurance

Ten million dollars (\$10,000,000.00).

Item 9 Repainting Dates

See Clause 11.8

Item 10 Additional terms and covenants

The Eastern end of the leased area does not include the fuel piping and underground fuel storage tanks, water tank and small shed. These assets will be accessible and to be shared between the lessee (Narrogin Gliding Club) and the adjoining lessee (Narrogin Flying Club) inclusive of the shared maintenance, upkeep and the required licensing and compliance of the fuel tanks.

Signing page

EXECUTED [add day and month] 2019

THE COMMON SEAL of the **SHIRE OF NARROGIN** was hereunto affixed in the presence of:

President

(Print Full Name)

Chief Executive Officer

(Print Full Name)

THE COMMON SEAL of the **NARROGIN GLIDING CLUB** was hereunto affixed pursuant to the constitution of the Lessee in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Lessee indicated under his or her name-

Office Holder Sign

Office Holder Sign

Name:

Name:

Address:

Address:

Office Held:

Office Held:

Annexure 1 – Sketch of Premises



Lease Narrogin Airport

Shire of Narrogin

Narrogin Flying Club (INC)

Disclaimer

This document has been prepared as a template for the Shire of Narrogin (**Shire**).

McLeods cannot be held responsible for any errors of the Shire in preparing this document.

If something arises which is not addressed in the template then we advise the Shire to contact us to seek advice.

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Details

Parties

Shire of Narrogin

of PO Box 1145, Narrogin, Western Australia
(Lessor)

Narrogin Flying Club (INC)

of P.O. Box 79 Narrogin 6312 Western Australia
(Lessee)

Background

- A The Lessor is registered as the proprietor of the Land
- B The Lessor has agreed to lease and the Lessee has agreed to take a lease of the Premises upon the terms and conditions contained in this Deed.

Agreed terms

1. Definitions

In this Lease, unless otherwise required by the context or subject matter:

Amounts Payable means the Rent and any other money payable by the Lessee under this Lease;

Authorised Person means:

- (a) an agent, employee, licensee or invitee of the Lessor; and
- (b) any person visiting the Premises with the express or implied consent of any person mentioned in paragraph (a);

CEO means the Chief Executive Officer for the time being of the Lessor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Lease;

Commencement Date means the date of commencement of the Term specified in **Item 4** of the Schedule;

Contaminated Sites Act means the *Contaminated Sites Act 2003 (WA)*;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

DWER means the Department of Water and Environmental Regulation of Western Australia;

Environmental Contamination has the same meaning as the word “contaminated” in the Contaminated Sites Act;

EPA means the Environment Protection Agency of Western Australia;

Encumbrance means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat;

Further Term means each further term specified in **Item 3** of the Schedule;

Good Repair means good and substantial tenantable repair and in clean, good working order and condition;

Interest Rate means the rate at the time the payment falls due being 2% greater than the Lessor’s general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00;

Land means the land described at **Item 1** of the Schedule;

Lease means this deed as supplemented, amended or varied from time to time;

Lessee’s Agents includes:

- (a) the sublessees, employees, agents, contractors, invitees and licensees of the Lessee; and
- (b) any person on the Leased Premises by the authority of a person specified in paragraph (a);

Lessee’s Covenants means the covenants, agreements and obligations set out or implied in this Lease or imposed by law to be performed and observed by any person other than the Lessor;

Lessor’s Covenants means the covenants, agreements and obligations set out or implied in this Lease, or imposed by law to be observed and performed by the Lessor;

Notice means each notice, demand, consent or authority given or made to any person under this Lease;

Party means the Lessor or the Lessee according to the context;

Premises means the premises described at **Item 1** of the Schedule;

Rent means the rent specified in **Item 5** of the Schedule;

Schedule means the Schedule to this Lease;

Term means the term of years specified in **Item 2** of the Schedule and any Further Term; and

Termination means expiry by effluxion of time or sooner determination of the Term or any period of holding over.

2. Interpretation

In this Lease, unless expressed to the contrary:

- (a) words importing:
 - (i) the singular includes the plural and vice versa; and

- (ii) a gender or genders include each other gender;
- (b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (c) a reference to:
 - (i) a natural person includes a body corporate or local government;
 - (ii) a body corporate or local government includes a natural person;
 - (iii) a professional body includes a successor to or substitute for that body;
 - (iv) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
 - (v) a statute, includes an ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
 - (vi) a right includes a benefit, remedy, discretion, authority or power;
 - (vii) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
 - (viii) this Lease or provisions of this Lease or any other deed, agreement, instrument or contract includes a reference to:
 - (A) both express and implied provisions; and
 - (B) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
 - (ix) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
 - (x) anything (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and
 - (xi) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Lease;
- (d) the covenants and obligations on the part of the Lessee not to do or omit to do any act or thing include:
 - (i) covenants not to permit that act or thing to be done or omitted to be done by a Lessee's Agent; and
 - (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;
- (e) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions; and

- (f) if a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.

3. Minister for Lands Consent – N/A

This Lease is **not** subject to the prior approval of the Minister for Lands under the *Land Administration Act 1997*.

4. Grant of lease

The Lessor leases to the Lessee the Premises for the Term subject to:

- (a) all Encumbrances;
- (b) the payment of the Amounts Payable; and
- (c) the performance and observance of the Lessee's Covenants.

5. Quiet enjoyment

Except as provided in the Lease, and subject to the performance and observance of the Lessee's Covenants the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

6. Rent and other payments

The Lessee covenants with the Lessor:

6.1 Rent

To pay to the Lessor the Rent in the manner set out at **Item 5** of the Schedule on and from the Commencement Date clear of any deductions.

6.2 Outgoings

- (1) To pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges, assessed or incurred in respect of the Premises:
 - (a) local government rates, specified area rates, taxes, service and other charges and including charges for rubbish and garbage removal;
 - (b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges;
 - (c) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection;
 - (d) land tax and metropolitan regional improvement tax on a single ownership basis;
 - (e) premiums, excess and other costs arising from the insurance obtained by the Lessor pursuant to **clause 8.2**. For the avoidance of doubt, the parties agree:

- (i) that if such premium or cost does not include a separate assessment or identification of the Premises or the Land, the Lessee must pay a proportionate part of such premium or cost determined by the Lessor acting reasonably; and
 - (ii) such insurance will include insurance for the full replacement value of buildings; and
- (f) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.
- (2) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 6.2(1)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

6.3 Interest

Without affecting the rights, power and remedies of the Lessor under this Lease, to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 7 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

6.4 Costs

- (1) To pay to the Lessor on demand:
 - (a) all duty, fines and penalties payable under the *Duties Act 2008* and other statutory duties or taxes payable on or in connection with this Lease;
 - (b) all registration fees in connection with this Lease; and
 - (c) all legal costs of and incidental to the instructions for the preparation, execution and stamping of this Lease and all copies.
- (2) To pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:
 - (a) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
 - (b) any breach of covenant by the Lessee or the Lessee's Agents;
 - (c) the preparation and service of a notice under Section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
 - (d) any work done at the Lessee's request; and
 - (e) any action or proceedings arising out of or incidental to any matters referred to in this **clause 6.4** or any matter arising out of this Lease.

6.5 Accrual of amounts payable

Amounts Payable accrue on a daily basis.

7. Rent Review

7.1 Rent to be Reviewed

The Rent will be reviewed on and from each Rent Review Date to determine the Rent to be paid by the Lessee until the next Rent Review Date.

7.2 Methods of Review

The review will be either based on CPI or a Market Review. The basis for each rent review is as identified for each Rent Review Date in **Item 6** of the Schedule.

7.3 CPI Review

A rent review based on Perth CPI will increase the amount of Rent payable during the immediately preceding period by the percentage of any increase in CPI having regard to the quarterly CPI published immediately prior to the later of the Commencement Date or the last Rent Review Date as the case may be and the quarterly CPI published immediately prior to the relevant Rent Review Date. If there is a decrease in CPI having regard to the relevant CPI publications the Rent payable from the relevant Rent Review Date will be the same as the Rent payable during the immediately preceding period. Should the CPI be discontinued or suspended at any time or its method of computation substantially altered, the parties shall endeavour to agree upon the substitution of the CPI with an equivalent index, or failing agreement by the parties, the substitution shall be made by a Valuer appointed in accordance with **clause 7.4**.

7.4 Market Rent Review

- (1) A rent review based on market rent will establish the current market rent for the Premises (which will not be less than the Rent payable in the period immediately preceding the Rent Review Date) by agreement between the parties and failing agreement, will be determined in accordance with the following provisions.
- (2) If agreement as to the substitution of the CPI with an equivalent index for the Premises is not reached at least one (1) month prior to the relevant Rent Review Date then the current market rent for the Premises will be determined at the expense of the Lessee by a valuer (**Valuer**) licensed under the Land Valuers Licensing Act 1978, to be appointed, at the request of either party, by the President for the time being of the Australian Property Institute (Western Australian Division) (or if such body no longer exists, such other body which is then substantially performing the functions performed at the Commencement Date by that Institute).
- (3) The Valuer will act as an expert and not as an arbitrator and his or her decision will be final and binding on the parties. The parties will be entitled to make submissions to the Valuer.
- (4) In this **clause 7**, “current market rent” means the rent obtainable for the Premises in a free and open market if the Premises was unoccupied and offered for rental for the use for which the Premises is permitted pursuant to this Lease and on the same terms and conditions contained in this Lease, BUT will not include:
 - (a) any improvements made or effected to the Premises by the Lessee; and
 - (b) any rent free periods, discounts or other rental concessions.

7.5 Rent will not decrease

Notwithstanding the provisions in this clause, the Rent payable from any Rent Review based on CPI Review will not be less than the Rent payable in the period immediately preceding such Rent Review Date.

7.6 Lessor's right to review

The Lessor may institute a rent review notwithstanding the Rent Review Date has passed and the Lessor did not institute a rent review on or prior to that Rent Review Date, and in which case the Rent agreed or determined shall date back to and be payable from the Rent Review Date for which such review is made.

8. Insurance

8.1 Insurance required

The Lessee must effect and maintain with insurers approved by the Lessor (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being:

- (a) adequate public liability insurance for a sum not less than the sum set out at **Item 8** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require;
- (b) insurance against all risks as the Lessor may require, of all plate glass windows, doors and display show cases forming part of or within the Premises for a sum which is not less than its full insurable value;
- (c) insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a Lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary;
- (d) employers' indemnity insurance including workers' compensation insurance in respect of all employees of the Lessee employed in, about or on the Premises; and
- (e) any other policy of insurance which the Lessor may reasonably require or specify from time to time.

8.2 Building Insurance to be effected by Lessor

The Lessor shall effect and keep effected insurance to the full insurable value on a replacement or reinstatement value basis of the Premises against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks and the Lessee will reimburse the Lessor for any premiums, excess or other costs arising therefrom.

8.3 Details and receipts

In respect of the insurances required by **clause 8.1** the Lessee must:

- (a) upon renewal of any insurance policy immediately forward to the Lessor copies of Certificates of Currency and details of the insurances as held by the Lessee;
- (b) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and

- (c) notify the Lessor immediately:
 - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
 - (ii) when a policy of insurance is cancelled.

8.4 Lessee May be Required to Pay Excess on Insurances

The Lessee AGREES with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in **clause 8.1** and **clause 8.2**.

8.5 Not to invalidate

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might:

- (a) render any insurance effected under **clause 8.1** and **clause 8.2** on the Premises, or any adjoining premises, void or voidable; or
- (b) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

8.6 Report

Each Party must report to the other promptly in writing and in an emergency verbally:

- (a) any damage to the Premises of which they are or might be aware; and
- (b) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person in or on the Premises.

8.7 Settlement of claim (Not applicable for public liability/premises liability insurance)

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any policy of insurance required by **clause 8.1** and **clause 8.2**.

8.8 Lessor as attorney (Not applicable for public liability/premises liability insurance)

The Lessee irrevocably appoints the Lessor as the Lessee's attorney during the Term:

- (a) in respect to all matters and questions which may arise in relation to any insurances required by **clause 8.1** and **clause 8.2**;
- (b) with full power to demand, sue for and recover and receive from any insurance company or society or person liable to pay the insurance money as are payable for the risks covered by the insurances required by **clause 8.1** and **clause 8.2**;
- (c) to give good and effectual receipts and discharges for the insurance; and
- (d) to settle, adjust, arbitrate and compromise all claims and demands and generally to exercise all powers of absolute owner.

9. Indemnity

9.1 Lessee responsibilities

- (1) The Lessee is subject to the same responsibilities relating to persons and property to which the Lessee would be subject if during the Term the Lessee were the owner and occupier of the freehold of the Premises.
- (2) The Lessee is responsible and liable for all acts or omissions of the Lessee's Agents on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

9.2 Indemnity

- (1) The Lessee indemnifies, and shall keep indemnified, the Lessor from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor, or brought, maintained or made against the Lessor, in respect of:

- (a) any loss whatsoever (including loss of use);
- (b) injury or damage of, or to, any kind of property or thing; and
- (c) the death of, or injury suffered by, any person,

caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:

- (i) the use or occupation of the Premises by the Lessee or the Lessee's Agents;
- (ii) any work carried out by or on behalf of the Lessee on the Premises;
- (iii) the Lessee's activities, operations or business on, or other use of any kind of, the Premises;
- (iv) the presence of any Contamination, Pollution or Environmental Harm in on or under the Premises or adjoining land caused or contributed to by the act, neglect or omission of the Lessee or the Lessee's Agents. It is noted that the underground fuel tanks are outside of the leased area. These tanks are an asset of the lessor and not a liability of the lessee. It is recognised that the lessee uses the underground fuel tanks and will carry out any required maintenance on them whilst using them;
- (v) any default by the Lessee in the due and punctual performance, observance and compliance with any of the Lessee's covenants or obligations under this Lease; or
- (vi) an act or omission of the Lessee.

9.3 Obligations Continuing

The obligations of the Lessee under this clause:

- (a) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 9.2** will be reduced by the extent of such payment.
- (b) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

9.4 No indemnity for Lessor's negligence

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

9.5 Release

(1) The Lessee:

- (a) agrees to occupy and use the Premises at the risk of the Lessee; and
- (b) releases to the full extent permitted by law, the Lessor from:
 - (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by;
 - (ii) loss of or damage to the Premises or personal property of the Lessee; and
 - (iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Premises or surrounding area

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

(2) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

10. Limit of Lessor's liability

10.1 No liability for loss on Premises

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring.

10.2 Limit on liability for breach of Lessor's covenants

- (1) The Lessor is only liable for breaches of the Lessor's Covenants set out in this Lease which occur while the Lessor is registered as the proprietor in fee simple in the Premises.
- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Covenants due to any cause beyond the Lessor's control.

11. Maintenance, repair and cleaning

11.1 Generally

- (1) The Lessee AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's Fixtures and Fittings) and Appurtenances in Good Repair having regard to the age of the Premises at the Commencement Date PROVIDED THAT this subclause shall not impose on the Lessee any obligation:

- (a) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear, EXCEPT when such repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee (or its servants, agents, contractors or invitees); and
 - (b) in respect of any structural maintenance, replacement or repair EXCEPT when such maintenance, repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or by the Lessee's particular use or occupancy of the Premises.
- (2) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall where maintaining, replacing, repairing or cleaning:
- (a) any electrical fittings and fixtures;
 - (b) any plumbing;
 - (c) any air-conditioning fittings and fixtures;
 - (d) any gas fittings and fixtures,
- in or on the Premises use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval shall not be unreasonably withheld.
- (3) The Lessee must take such reasonable action as is necessary to:
- (a) prevent, if it has occurred as a result of the Lessee's use of the Premises; and
 - (b) rectify or otherwise ameliorate,
- the effects of erosion, drift or movement of sand, soil, dust or water on or from the Premises.

11.2 Cleaning

The Lessee must at all times keep the Premises clean, tidy, unobstructed and free from dirt and rubbish.

11.3 Repair

Unless such damage is the Lessor's responsibility pursuant to the terms of the Lease, the Lessee must promptly repair at its own expense to the satisfaction of the Lessor, any damage to the Premises, regardless of how the damage is caused and replace any of the Lessor's fixtures and fittings which are or which become damaged.

11.4 Responsibility for Securing the Premises

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

11.5 Maintain surroundings

- (1) The Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings, including but not limited to any flora, gardens, lawns, shrubs, hedges and trees.
- (2) The Lessee agrees that any pruning of trees must be undertaken by a qualified tree surgeon.

- (3) If any flora, trees or lawn dies the Lessee must replace the flora, trees or lawn at its own expense.
- (4) The Lessee must plant and care for such trees on the Premises as the Lessor may from time to time reasonably require.
- (5) The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

11.6 Lessor's Fixtures and Fittings

The Lessee covenants and agrees that the Lessor's Fixtures and Fittings will remain the property of the Lessor and must not be removed from the Premises at any time.

11.7 Pest control

The Lessee must keep the Premises free of any pests and vermin and the cost of extermination will be borne by the Lessee.

11.8 Painting

- (1) Painting on internal surfaces of buildings will be as required by the lessee. Current painted external surfaces of buildings or other lessee assets, not limited to those in view of any person visiting the Narrogin Airport, shall be kept well presented.
- (2) All painting carried out on the Premises must:
 - (a) be done in a proper manner using good quality materials;
 - (b) have the colour and quality of the materials approved in writing by the Lessor before the work commences;
 - (c) comply with all reasonable directions given or requests made by the Lessor; and
 - (d) be finished in a proper and workmanlike manner.

11.9 Drains

- (1) The Lessee must keep and maintain the waste pipes drains and conduits originating in the Premises or connected thereto in a clean clear and free flowing condition and must pay to the Lessor upon demand the cost to the Lessor of clearing any blockage which may occur in such waste pipes, drains and conduits between the external boundaries of the Premises and the point of entry thereof into any trunk drain unless such blockage has been caused without neglect or default on the part of the Lessee.
- (2) The Lessee must not permit the drains, toilets, grease traps (if any) and other sanitary appliances on the Premises to be used for any purpose other than that for which they were constructed and must not allow any foreign matter or substance to be thrown therein.

12. Use

12.1 Restrictions on use

(1) Generally

The Lessee must not and must not suffer or permit a person to:

- (a) use the Premises or any part of it for any purpose other than the Permitted Purpose; or

- (b) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

(2) No offensive or illegal acts

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

(3) No nuisance

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises anything which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

(4) No dangerous substances

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions:

- (a) any such storage must comply with all relevant statutory provisions;
- (b) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;
- (c) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and
- (d) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds or substances stored on the Premises.

(5) No harm or stress

The Lessee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of the Premises.

(6) No signs

The Lessee must not and must not suffer or permit a person to display from or affix any signs, notices or advertisements on the Premises without the prior written consent of the Lessor.

(7) No smoking

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

(8) Consumption of alcohol – See 13

(9) Sale of Alcohol

The Lessee may sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Food Hygiene) Regulations 1993*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

(10) Removal of rubbish

The Lessee must keep the Premises free from dirt and rubbish and to store and keep all trade waste and garbage in proper receptacles.

(11) No pollution

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.

12.2 No warranty

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or
- (b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

12.3 Lessee to Observe Copyright

In the event that the Lessee or any person sub-leasing, hiring, or in temporary occupation of the Premises provides, contracts for, or arranges for the performance, exhibition or display of any music or work of art the copyright of which is not vested in the Lessee or that person, the Lessee shall ensure that all obligations in regard to payment of copyright or licensing fees with the owner or licensor of the copyright are met before any such performance, exhibition or display is held.

12.4 Premises Subject to Restriction

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

12.5 Indemnity for Costs

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, reasonably incurred by the Lessor by reason of any claim in relation to any matters set out in this **clause 12**.

13. Alcohol

13.1 Consumption of alcohol

- (a) See 12.1.9

13.2 Liquor licence

The Lessee COVENANTS AND AGREES that if a licence or permit is granted under the Liquor Control Act 1988 for the Premises it must:

- (a) comply with any requirements attaching to the licence or permit at its cost and where any alteration is required to the Premises **clause 15** shall apply;
- (b) comply with the requirements of the Harm Minimisation Policy (as amended from time to time) of the Department of Racing, Gaming & Liquor, which will require, without limitation the following:

- (i) the development and implementation of a House Management Policy and Code of Conduct (as defined by the Harm Minimisation Policy) for the Premises, and such policies must be displayed in a prominent position on the Premises at all times; and
- (ii) the development and implementation of a Management Plan (as defined by the Harm Minimisation Policy) for the Premises.
- (c) provide a copy of the licence or permit (as well as a copy of any document referred to in the licence or permit, including without limitation a copy of the House Management Policy, Code of Conduct and Management Plan (as defined by the Harm Minimisation Policy)) to the Lessor as soon as practicable after the date of grant; and
- (d) indemnify and keep indemnified the Lessor from and against any breach of the Liquor Control Act 1988, Health (Food Hygiene) Regulations 1993, Liquor Control Regulations 1989 or the licence or permit or any conditions imposed thereupon for which it may be liable as the owner of the Premises.

14. Minimise nuisance to neighbours

- (1) The Lessee must take all reasonable action to minimise and prevent disruption, nuisance and disturbance to surrounding residential premises, particularly during and following social events held at the Premises.
- (2) The Lessee must comply with all reasonable conditions and directions that may be imposed by the Lessor from time to time in relation to the minimisation and prevention of disruption, nuisance and disturbance to surrounding residential premises.

15. Alterations

15.1 Restriction

- (1) The Lessee must not without prior written consent:
 - (a)
 - (i) from the Lessor;
 - (ii) from any other person from whom consent is required under this Lease;
 - (iii) required under statute in force from time to time, including but not limited to the planning approval of the Lessee under a town planning scheme of the Lessee;
 - (b) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises; or
 - (c) subject to the performance of the Lessee's obligations in **clause 11**, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

15.2 Consent

- (1) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 15.1** the Lessor may:
 - (a) consent subject to conditions; and
 - (i) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and

- (ii) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and
- (b) if the Lessor consents to any matter referred to in **clause 15.1**:
 - (i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
 - (ii) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

15.3 Cost of Works

All works undertaken under this **clause 15** will be carried out at the Lessee's expense.

15.4 Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (a) carry out those other works at the Lessee's expense; or
 - (b) permit the Lessor to carry out those other works at the Lessee's expense,
- in accordance with the Lessor's requirements.

16. Lessor's right of entry

16.1 Entry on Reasonable Notice

The Lessee must permit entry by the Lessor or any Authorised Person onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

- (a)
 - (i) at all reasonable times;
 - (ii) with or without workmen and others; and
 - (iii) with or without plant, equipment, machinery and materials;
- (b) for each of the following purposes:
 - (i) to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;
 - (ii) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;
 - (iii) to comply with the Lessor's Covenants or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
 - (iv) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any

rectification under this **clause 16.1(b)(iv)** is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

16.2 Costs of Rectifying Breach

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 16.1(b)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

17. Statutory obligations and notices

17.1 Comply with Statutes

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 12**;
- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

17.2 Indemnity if Lessee Fails to Comply

The Lessee indemnifies the Lessor against:

- (a) failing to perform, discharge or execute any of the items referred to in **clause 17.1**; and
- (b) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 17.1**.

18. Report to Lessor

The Lessee must immediately report to the Lessor:

- (a) any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware;
- (b) any occurrence or circumstances in or near the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment; and
- (c) all notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor.

19. Default

19.1 Events of Default

A default occurs if:

- (a) the Lessee is in breach of any of the Lessee's Covenants for 28 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;
- (b) the association is wound up whether voluntarily or otherwise;
- (c) the Lessee passes a special resolution under the *Associations Incorporation Act 1997* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;
- (d) a mortgagee takes possession of the property of the Lessee under this Lease;
- (e) any execution or similar process is made against the Premises on the Lessee's property;
- (f) the Premises are vacated, or otherwise not used, in the Lessor's reasonable opinion, for the Permitted Purpose for six month period; or
- (g) a person other than the Lessee or a permitted sublessee or assignee is in occupation or possession of the Premises or in receipt of a rent and profits.

19.2 Forfeiture

On the occurrence of any of the events of default specified in **clause 19.1** the Lessor may:

- (a) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
- (b) by notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and
- (c) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 20**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Covenants or releasing the Lessee from liability in respect of the Lessee's Covenants.

19.3 Lessor may remedy breach

If the Lessee:

- (a) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (b) does or fails to do anything which constitutes a breach of the Lessee's Covenants,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

19.4 Acceptance of Amount Payable By Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers conferred on the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

19.5 Essential Terms

Each of the Lessee's Covenants in **clauses 6** (Rent and Other Payments), **7** (Insurance), **9** (Indemnity), **11** (Maintenance, Repair and Cleaning), **12** (Use), **26** (Assignment, Subletting and Charging) and **33** (Goods and Services Tax), is an essential term of this Lease but this clause **19.5** does not mean or imply that there are no other essential terms in this Lease.

19.6 Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

- (a) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;
- (b) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (c) the Lessee covenants with the Lessor that if the Term is determined:
 - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
 - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by effluxion of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;

- (d) the Lessee agrees that the covenant set out in this **clause 19.6(c)** will survive termination or any deemed surrender at law of the estate granted by this Lease;
- (e) the Lessee may deduct from the amounts referred to at **clause 19.6(c)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises between the date of Termination and the date on which the Term would have expired by effluxion of time; and
- (f) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

20. Damage or destruction of Premises

20.1 Abatement of Rent

If the Premises are at any time during the Term, without neglect or default of the Lessee, destroyed or damaged by fire or other risk covered by insurance so as to render the same unfit for the occupation and use of the Lessee, then the Rent or a proportionate part thereof (according to the nature and extent of the damage) shall abate until the Premises have been rebuilt or made fit for the occupation and use of the Lessee, and in case of any dispute arising under this provision the same will be referred to arbitration under the provisions of the *Commercial Arbitration Act 1985* and the full Rent must be paid without any deduction or abatement until the date of the arbitrator's award whereupon the Lessor will refund to the Lessee any Rent which according to the aware appears to have been overpaid.

20.2 Total Damage or Destruction

If the premises are at any time during the Term destroyed or damaged to an extent as to be wholly unfit for the occupation and use of the Lessee either party may be notice in writing to the other of them given within sixty (60) days after the event elect to cancel and terminate this lease. The term will terminate upon such notice being given and the Lessee must vacate the premises and surrender the same to the Lessor, but such termination will be without prejudice however to the liability of the Lessee under this Lease up to the date of termination.

21. Option to renew

The Lessee, at least three months, but not earlier than 12 months, prior to the date for commencement of the Further Term, may apply in writing to the Lessor, a request to grant the Further Term if:

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting default by the Lessee at the date of service of the request in:
 - (i) the payment of Amounts Payable; or
 - (ii) the performance or observance of the Lessee's Covenants.

The Lessor shall consider the written request from the Lessee of a lease for the Further Term at the Rent and on terms and conditions similar to this Lease other than this **clause 21** in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

The lessor must advise the lessee in writing within 42 days of the lessee's written request of the lessor's intent to grant the further term or decline it.

22. Holding over

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

23. Restore premises

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the observance and performance by the Lessee of the Lessee's Covenants under this Lease fair wear and tear excepted.

24. Yield up the premises

24.1 Peacefully surrender

On Termination the Lessee must:

- (a) peacefully surrender and yield up to the Lessor the Premises in a condition consistent with the observance and performance of the Lessee's Covenants under this Lease;
- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor.

24.2 Clause 24.1 to survive termination

The Lessee's obligation under **clause 24.1** will survive termination.

25. Removal of property from Premises

25.1 Remove property prior to termination

Prior to Termination, unless otherwise mutually agreed between the parties, the Lessee must remove from the Premises all property of the Lessee.

25.2 Lessor can remove property on re-entry

On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing that property.

26. Casual Hire of Premises

26.1 Casual Hire

- (1) The Lessee may hire out the Premises or any part thereof on a casual basis only PROVIDED:
 - (a) such use is consistent at all times with the Permitted Purpose;
 - (b) the Lessee ensures any hirer complies strictly with the relevant terms of this Lease; and
 - (c) the Lessee obtains the prior written consent for any hire arrangements, which consent may be withheld by the Lessor in its absolute discretion.
- (2) For the purposes of this Lease, "casual hire" means any hire of the Premises by the Lessee to a third party for a period of no more than 48 hours in any calendar month and does not include any formal transfer, assignment or sublease of the Premises.

26.2 Lessee remains responsible for Premises at all times

The Lessee ACKNOWLEDGES that at all times, including when the Premises are hired to a third party, it remains responsible for the Premises, including without limitation any damage that may be caused or occurs during any hire period.

27. Assignment, Subletting and Charging

27.1 No assignment or sub-letting without consent

The Lessee must not assign the leasehold estate in the Premises nor Sub-let, part with possession, or dispose of the Premises or any part of the Premises without the prior written consent of the Lessor and any other persons whose consent is required under the terms of this Lease or at law.

27.2 Lessor's Consent to Assignment and Sub-letting

Provided all parties whose consent is required, under this Lease or at law, to an assignment or Sub-letting, give their consent and any assignment or sublease is for a purpose consistent with the use of the Premises permitted by this Lease then the Lessor may not unreasonably withhold its consent to the assignment or Sub-letting of the leasehold estate created by this Lease if:

- (a) the proposed assignee or sublessee is a respectable and responsible person of good financial standing capable of continuing the permitted use for non-profit making community purposes;
- (b) all Amounts Payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Lessee or not, of any of the Lessee's Covenants;
- (c) the Lessee procures the execution by:
 - (i) the proposed assignee of a deed of assignment; or
 - (ii) the proposed sublessee of a deed of sublease,to which the Lessor is a party and which deed is prepared and completed by the Lessor's solicitors; and
- (d) the assignment contains a covenant by the assignee or sublessee with the Lessor to pay all Amounts Payable and to perform and observe all the Lessee's Covenants.

27.3 Where sublessee is a community group

If the proposed sublessee is a community group, whether or not a body corporate or unincorporated, the Lessor may not require a deed of sublease under **clause 27.2(c)**.

27.4 Consents of Assignee Supplementary

The covenants and agreements on the part of any assignee will be supplementary to the Lessee's Covenants and will not release the assigning lessee from the Lessee's Covenants.

27.5 Property Law Act 1969

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

27.6 Costs for assignment and sub-letting

If the Lessee wishes to assign or sub-let the leasehold estate created by this Lease the Lessee must pay all reasonable professional and other costs, charges and expenses, incurred by the Lessor or other person whose consent is required under this Lease, of and incidental to:

- (a) the enquiries made by or on behalf of the Lessor as to the respectability, responsibility and financial standing of each proposed assignee or sublessee;
- (b) any consents required under this Lease or at law; and
- (c) all other matters relating to the proposed assignment or sub-letting,

whether or not the assignment or Sub-letting proceeds.

27.7 No mortgage or charge

The Lessee must not mortgage nor charge the Premises.

28. Disputes

28.1 Referral of Dispute: Phase 1

Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's Representative as nominated in writing by the Lessor from time to time (**the Lessor's Representative**) who shall convene a meeting within 10 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the Lessor's Representative and an officer of the Lessee for the purpose of resolving the dispute (**the Original Meeting**).

28.2 Referral of Dispute: Phase 2

In the event the dispute is not resolved in accordance with **clause 28.1** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between the CEO and the President of the Lessee for the purpose of resolving the dispute.

28.3 Appointment of Arbitrator: Phase 3

In the event the dispute is not resolved in accordance with **clause 28.2** of this Lease then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act* 1985 (as amended from time to time) and the Lessor and the Lessee may each be represented by a legal practitioner.

28.4 Payment of Amounts Payable to Date of Award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid

29. Prior notice of proposal to change rules

The Lessee agrees that it will not change its rules of association under the Associations Incorporations Act 1987 without notifying the Lessor of its intention to make such a change prior to consideration of the required special resolution.

30. Provision of information

The Lessee agrees to provide to the Lessor:

- (a) a copy of the Lessee's audited annual statement of accounts for each year;
- (b) advice of any changes in its office holders during the Term; and
- (c) any information reasonably required by the Lessor.

31. Right to terminate upon notice

- (1) Notwithstanding any other provision of this Lease, the Parties AGREE that the lessee may terminate this Lease for any reason upon six months written notice to the lessor.
- (2) The lessor may give 6 months written notice of termination to the lessee under the following circumstances:
 - a) Unpaid financials of any kind as detailed in this lease for a period of three years
 - b) Gross misconduct or negligence from the lessee or its associated parties using the leased area, that result in repeated complaints, breaking of the law or in any way reflects negatively directly or indirectly on the lessor and or may cause injury or damage to persons or property in or outside the leased area
- (3) If this Lease is terminated in accordance with this clause, **clause 24** will apply.

32. Caveat

32.1 No absolute caveat

The Lessee nor any person on behalf of the Lessee will, without the prior written consent of the Lessor lodge any absolute caveat at Landgate against the Certificate of Title for the Land, to protect the interests of the Lessee under this Lease.

32.2 CEO & Lessor as attorney

In consideration of the Lessor having granted this Lease to the Lessee, the Lessee irrevocably appoints the Lessor and the CEO of the Lessor jointly and severally:

- (a) for the Term of this Lease;
- (b) for any holding over under this Lease; and
- (c) for a period of 6 months after Termination,

to be the agent and attorney of the Lessee in its name and on its behalf to sign and lodge at Landgate:

- (d) a withdrawal of any absolute caveat lodged by or on behalf of the Lessee;

- (e) a withdrawal of any caveat lodged by or on behalf of the Lessee and not withdrawn on Termination; and
- (f) a surrender of the estate granted by this Lease,

and the costs of withdrawing any caveat or surrendering this Lease (including the Lessor's solicitor's costs and registration fees) will be borne by the Lessee.

32.3 Ratification

The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause.

32.4 Indemnity

The Lessee indemnifies the Lessor against:

- (a) any loss arising directly from any act done under this clause. and
- (b) all costs and expenses incurred in connection with the performance of any act by the attorney on behalf of the Lessee under this clause.

33. Goods and services tax

33.1 Definitions

The following definitions apply for the purpose of this clause:

- (a) **Act** means the Commonwealth's *A New Tax System (Goods and Services Tax) Act 1999* and associated Acts and subsidiary legislation;
- (b) **Consideration** means the Amounts Payable or any other money payable to the Lessor under this Lease, but does not include the amount of the GST which may apply to the Amounts Payable or other money payable under the Act;
- (c) **GST** means a tax under the Act levied on a Supply including but not limited to the Amounts Payable or other money payable to the Lessor for goods or services or property or any other thing under this Lease; and
- (d) **Supply** means a good or service or any other thing supplied by the Lessor under this Lease and includes but is not limited to a grant of a right to possession of the Premises.

33.2 Lessee to pay GST

- (1) The Consideration will be increased by the amount of the GST, if any, which the Lessor is required under the Act to pay on any Supply made under this Lease.
- (2) The Lessee must pay any increase referred to at **clause 33.2(1)** whether it is the Lessee or any other person who takes the benefit of any Supply.
- (3) The Lessee must pay the amount of the GST to the Lessor at the same time and in the same manner as the Lessee is required to pay the Consideration under this Lease.

33.3 Consideration in Kind

If consideration in kind is accepted by the Lessor for any Supply made under this Lease, the GST amount payable to the Lessor under **clause 33.2(2)** in respect of the consideration in kind will be calculated by using the prevailing market value of the consideration in kind as determined by the Lessor.

(1) No Contribution from Lessor

If the Lessee is required under this Lease to make any payment of money or give other consideration to a third party for outgoings, goods, services and benefits of any kind, the Lessee is not entitled to any contribution from the Lessor for any GST payable by it to any person.

(2) Statement of GST paid is Conclusive

A written statement given to the Lessee by the Lessor of the amount of the GST that the Lessor pays or is liable to pay or account for is conclusive as between the Parties except in the case of an obvious error.

(3) Tax Invoices

For each payment by the Lessee under this clause the Lessor agrees to promptly deliver to the Lessee, as required under the Act, tax invoices and adjustment notes in a form which complies with the Act, so as to enable the Lessee to claim input tax credits or decreasing adjustments for Supplies.

(4) Reciprocity

If the Lessee furnishes any Supplies to the Lessor under this Lease, then the requirements set out in this clause with respect to the Lessee will apply to the Lessor with the necessary changes.

34. No Fetter

Notwithstanding any other provision of this Lease, the Parties acknowledge that the Lessor is a local government established by the *Local Government Act 1995*, and in that capacity, the Lessor may be obliged to determine applications for consents, approvals, authorities, licences and permits having regard to any Written Law governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Lessor shall not be taken to be in default under this Lease by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Lease fetter the Lessor in performing its statutory obligations or exercising any discretion.

35. Additional Terms Covenants and Conditions

Each of the terms, covenants and conditions (if any) specified in **Item 10** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease.

36. *Commercial Tenancy Act*

If at any time and for so long as the *Commercial Tenancy (Retail Shops) Agreements Act 1985* applies to this Lease and a provision of that Act conflicts with a provision of this Lease, then each conflicting provision of this Lease is deemed to be amended to the extent necessary to comply with that Act.

37. Acts by agents

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEO, an officer or the agent, solicitor, contractor or employee of the Lessor.

38. Governing law

This Lease is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

39. Statutory powers

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

40. Notice

40.1 Form of delivery

A Notice to a Party must be in writing and may be given or made:

- (a) by delivery to the Party personally; or
- (b) by addressing it to the Party and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by Notice to the other.

40.2 Service of notice

A Notice to a Party is deemed to be given or made:

- (a) if by personal delivery, when delivered;
- (b) if by leaving the Notice at an address specified in **clause 40.1(b)**, at the time of leaving the Notice, provided the Notice is left during normal business hours; and
- (c) if by post to an address specified in **clause 40.1(b)**, on the second business day following the date of posting of the Notice.

40.3 Signing of notice

A Notice to a Party may be signed:

- (a) if given by an individual, by the person giving the Notice;
- (b) if given by a corporation, by a director, secretary or manager of that corporation;
- (c) if given by a local government, by the CEO;
- (d) if given by an association incorporated under the *Associations Incorporation Act 1987*, by any person authorised to do so by the board or committee of management of the association; or
- (e) by a solicitor or other agent of the individual, corporation, local government or association giving the Notice.

41. Severance

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

42. Variation

This Lease may be varied only by deed executed by the parties subject to such consents as are required by this Lease or at law.

43. Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

44. Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

45. Payment of money

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

46. Waiver

46.1 No general waiver

Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.

46.2 Partial exercise of right power or privilege

A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

Schedule

Item 1 Land and Premises

Land

Portion of Lot 1 of 2202 Clayton Road Minigin on Diagram 43854 being the portion of the land comprised in Certificate of Title Volume 1338 Folio 763 as depicted in Annexure 1.

Premises

That part of the Land depicted on the plan annexed hereto as **Annexure 1**, including all buildings, structures, alterations, additions and improvements on that part of the Land, or erected on that part of the Land during the Term. Total estimated square metres: 9,102.

Item 2 Term

21 years, nine (9) months, commencing on 1 January 2019 and expiring on 30 September 2040

Item 3 Further Term

Nil

Item 4 Commencement Date

1 January 2019

Item 5 Rent

\$350.00 plus GST payable annually in advance.

Item 6 Rent Review

Perth CPI Rent Reviews are on each anniversary of the Commencement Date, March quarter.

Item 7 Permitted purpose

Aviation and uses reasonably ancillary thereto.

Item 8 Public liability insurance

Ten million dollars (\$10,000,000.00).

Item 9 Repainting Dates

See Clause 11.8

Item 10 Additional terms and covenants

It is recognised that the ST John Ambulance Service use the enclosed parking bay on the Western end of the club rooms for patient transfer to the Royal Flying Doctor Service. The lessee will continue this arrangement with ST John Ambulance on condition that ST John Ambulance maintain this area or toilets if used or club rooms if used in a tidy and clean condition with all rubbish generated from ST John Ambulance removed by them in a timely manner.

The leased area does not include the fuel piping and underground fuel storage tanks, water tank and small shed. These assets will be accessible and to be shared between the lessee (Narrogin Flying Club) and the adjoining lessee (Narrogin Gliding Club) inclusive of the shared responsibility for maintenance, upkeep and the required licensing and compliance of the fuel tanks.

Signing page

EXECUTED [add day and month] 2019

THE COMMON SEAL of the **SHIRE OF NARROGIN** was hereunto affixed in the presence of:

President

(Print Full Name)

Chief Executive Officer

(Print Full Name)

THE COMMON SEAL of the **NARROGIN FLYING CLUB (INC)** was hereunto affixed pursuant to the constitution of the Lessee in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Lessee indicated under his or her name-

Office Holder Sign

Office Holder Sign

Name:

Name:

Address:

Address:

Office Held:

Office Held:

Annexure 1 – Sketch of Premises



10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – DECEMBER 2018

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	31/12/2018
Author	Agatha Prior – Finance Officer Accounts
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	
1. Schedule of Accounts Paid – 31/12/2018 (separate cover).	

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – December 2018.

Background

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

Comment

The Schedule of Accounts Paid – December 2018 is presented to Council for notation. Below is a summary of activity.

December 2018 Payments		
Payment Type	\$	%
Cheque	788.90	0.07
EFT (incl Payroll)	971,910.92	91.08
Direct Debit	88,149.88	8.26
Credit Card	5,635.08	0.53
Trust	667.00	0.06
Total Payments	1,067,151.78	100

Local Spending	\$	%
Local Suppliers	367,315.08	34.42
Payroll	539,369.82	50.54
Total	172,054.74	16.12

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 AND COUNCIL RESOLUTION 0219.011

Moved: Cr Seale Seconded: Cr Ward

That, with respect to the Schedule of Accounts Paid for December 2018, Council note the Report as presented.

CARRIED 7/0

10.3.2 SCHEDULE OF ACCOUNTS PAID – JANUARY 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	31/01/2019
Author	Agatha Prior – Finance Officer Accounts
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments 1. Schedule of Accounts Paid – 31/01/2019 (separate cover).	

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – January 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 – January 2019 is presented to Council for notation. Below is a summary of activity.

January 2019 Payments		
Payment Type	\$	%
Cheque	150	0.02
EFT (incl Payroll)	711,271.83	84.97
Direct Debit	119,438.09	14.27
Credit Card	1,101.55	0.13
Trust	5144.00	0.61
Total Payments	837,105.47	100

Local Spending	\$	%
Local Suppliers	163,515.35	19.53
Payroll	373,602.46	44.63
Total	537,117.81	64.16

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 AND COUNCIL RESOLUTION 0219.012	
Moved: Cr Seale	Seconded: Cr Ward
That, with respect to the Schedule of Accounts Paid for January 2019, Council note the Report as presented.	
CARRIED 7/0	

10.3.3 MONTHLY FINANCIAL REPORTS – DECEMBER 2018

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	11 January 2019
Author	Nicole Bryant – Manager Finance
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	
1. Monthly Financial Report for the period ended 31 December 2018.	

Summary

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

Background

Council is requested to review the December 2018 Monthly Financial Reports.

Comment

The December 2018 Monthly Financial Reports are presented for review.

Consultation

Frank Ludovico – Executive Manager Corporate and Community Services.

Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulation 34 applies.

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2018/19 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0219.013

Moved: Cr Seale Seconded: Cr Wiese

That, with respect to the Monthly Financial Reports for December 2018, Council note the Reports as presented.

CARRIED 7/0

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 DECEMBER 2018



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

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2018

MONTHLY SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 December 2018
Prepared by: Manager of Finance
Reviewed by: Executive Manager of Corporate & Community Svcs

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

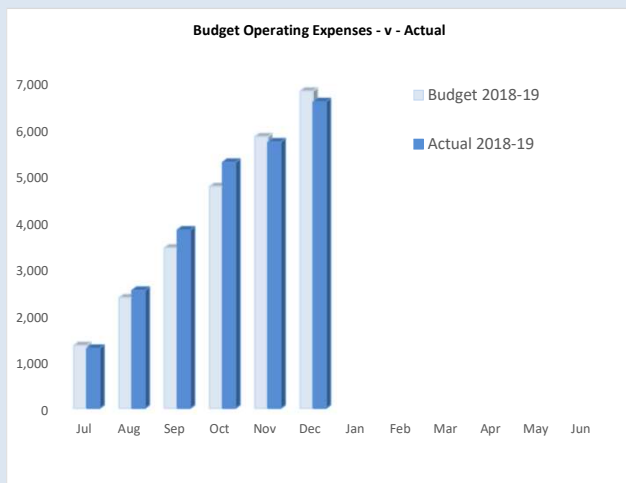
ROUNDING OFF FIGURES

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

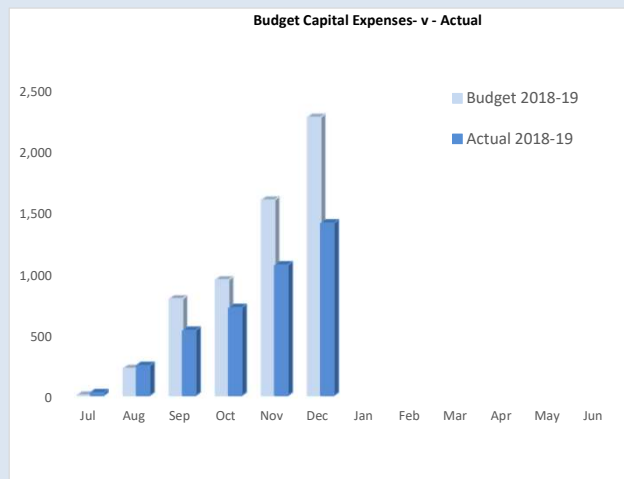
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2018**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

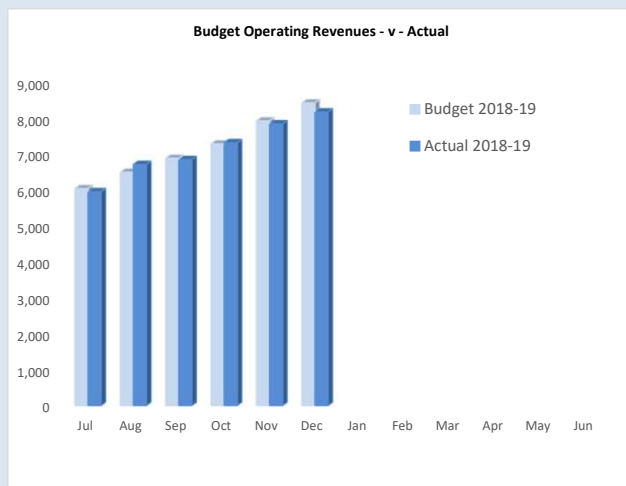
OPERATING EXPENSES



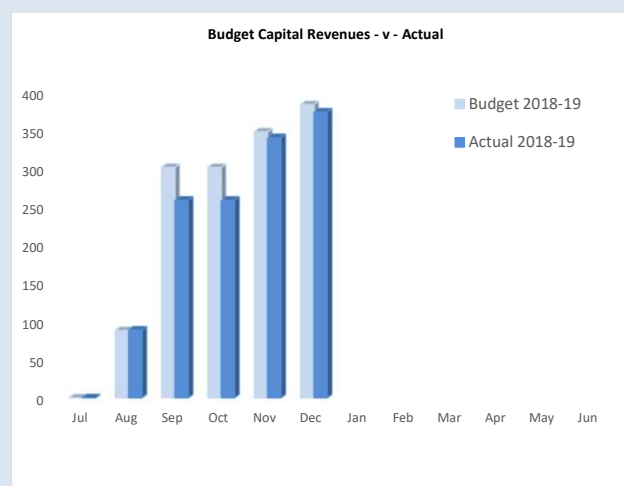
CAPITAL EXPENSES



OPERATING REVENUE

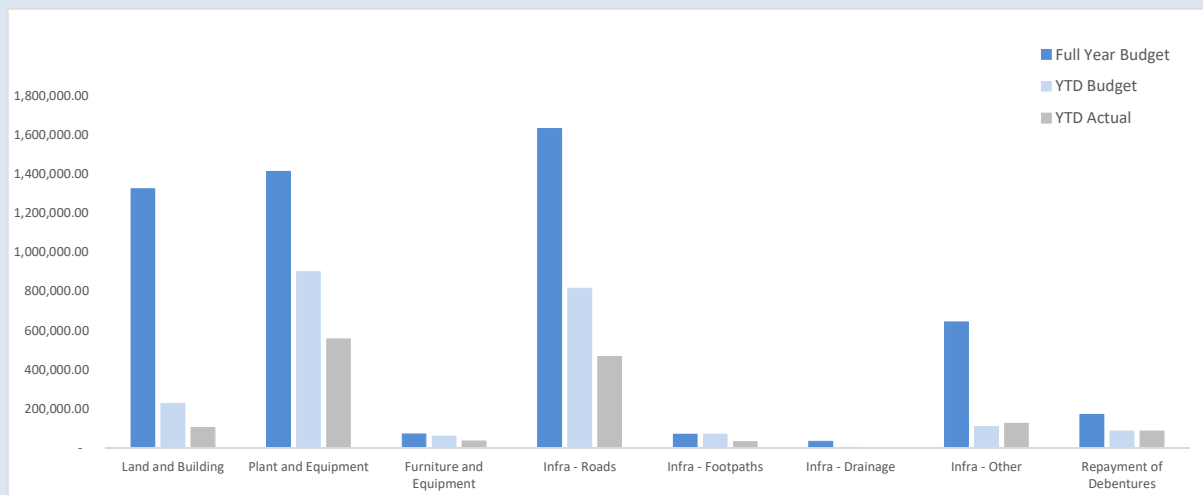


CAPITAL REVENUE



* Budget profiles were not loaded by completion of this report. Budget totals are still to be finalised for Capital *

CAPITAL EXPENSES BY ACTIVITY



STATEMENT OF FINANCIAL ACTIVITY

STATUTORY REPORTING PROGRAMS

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 DECEMBER 2018

	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3,686,159	3,760,640	3,760,640	0	0%	
Revenue from operating activities						
Governance	5,100	48	2,632	2,584	98%	
General Purpose Funding - Rates	4,788,695	4,788,694	4,696,717	(91,977)	(2%)	
General Purpose Funding - Other	1,285,132	665,048	714,544	49,496	7%	
Law, Order and Public Safety	52,070	31,762	32,867	1,105	3%	
Health	11,500	7,242	18,512	11,270	61%	
Education and Welfare	1,505,434	754,544	911,854	157,310	17%	▲
Housing	11,700	5,844	4,230	(1,614)	(38%)	
Community Amenities	1,058,504	947,378	960,267	12,889	1%	
Recreation and Culture	98,854	59,410	93,755	34,345	37%	▲
Transport	924,093	496,833	285,869	(210,964)	(74%)	▼
Economic Services	258,407	129,180	139,027	9,847	7%	
Other Property and Services	95,024	47,502	66,874	19,372	29%	▲
	10,094,513	7,933,485	7,927,149	(6,336)	(0%)	
Expenditure from operating activities						
Governance	(673,307)	(357,850)	(259,637)	98,213	(38%)	
General Purpose Funding	(277,818)	(113,054)	(112,477)	577	(1%)	
Law, Order and Public Safety	(621,664)	(326,732)	(282,212)	44,520	(16%)	
Health	(266,696)	(141,194)	(119,129)	22,065	(19%)	
Education and Welfare	(1,808,377)	(921,264)	(735,972)	185,292	25%	▲
Housing	(34,294)	(18,714)	(11,786)	6,928	59%	
Community Amenities	(1,501,758)	(760,208)	(682,834)	77,374	11%	▲
Recreation and Culture	(2,893,082)	(1,547,285)	(1,582,568)	(35,283)	(2%)	
Transport	(4,440,065)	(2,231,609)	(2,431,814)	(200,205)	(8%)	
Economic Services	(664,439)	(342,639)	(334,288)	8,351	2%	
Other Property and Services	(47,778)	(34,855)	(14,633)	20,222	138%	▲
	(13,229,277)	(6,795,404)	(6,567,349)	228,055		
Operating activities excluded from budget						
Add back Depreciation	2,508,848	1,254,354	1,758,486	504,132	29%	▲
Adjust (Profit)/Loss on Asset Disposal	123,754	61,872	38,678	(23,194)	(60%)	▼
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	1,452	1,452	100%	
Adjust Rounding	0	0	0	0		
Amount attributable to operating activities	(502,163)	2,454,307	3,158,416	704,109		
Investing Activities						
Non-Operating Grants, Subsidies and Contributions	846,982	477,096	230,080	(247,016)	107%	
Purchase of Investments	0	0	0	0		
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,325,039)	(227,091)	(103,761)	123,330	119%	▲
Plant and Equipment	(1,413,335)	(900,538)	(557,054)	343,484	62%	▲
Furniture and Equipment	(71,210)	(59,210)	(35,091)	24,119	69%	▲
Infrastructure Assets - Roads	(1,632,644)	(816,280)	(467,735)	348,545	75%	▲
Infrastructure Assets - Footpaths	(69,000)	(69,000)	(32,300)	36,700	114%	▲
Infrastructure Assets - Road Drainage	(33,589)	(3,196)	(1,100)	2,096	191%	
Infrastructure Assets - Other	(644,114)	(109,440)	(125,143)	(15,703)	(13%)	▼
Proceeds from Disposal of Assets	742,570	382,367	372,417	(9,950)	(3%)	
Proceeds from Sale of Investments	0	0	0	0		
Amount attributable to investing activities	(3,599,379)	(1,325,293)	(719,688)	605,605		
Financing Activities						
Proceeds from New Debentures	350,000	0	0	0		
Proceeds from Advances	0	0	0	0		
Repayment of Debentures	(129,977)	(64,989)	(64,213)	776	1%	
Self-Supporting Loan Principal	0	0	0	0		
Transfer from Reserves	1,033,367	0	0	0		
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	(838,009)	(10,582)	(14,816)	(4,234)	(29%)	
Amount attributable to financing activities	415,382	(75,571)	(79,029)	(3,458)		
Net Capital	(3,183,996)	(1,400,864)	(798,716)	602,147		
Total Net Operating + Capital	(3,686,159)	1,053,443	2,359,700	1,306,256		
Closing Funding Surplus(Deficit)	(0)	4,814,083	6,120,340	1,306,256		

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**NET CURRENT ASSETS****FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 DECEMBER 2018****SIGNIFICANT ACCOUNTING POLICIES****CURRENT AND NON-CURRENT CLASSIFICATION**

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

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

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

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

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

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

PROVISIONS

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

INVENTORIES

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 DECEMBER 2018**

**OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS**

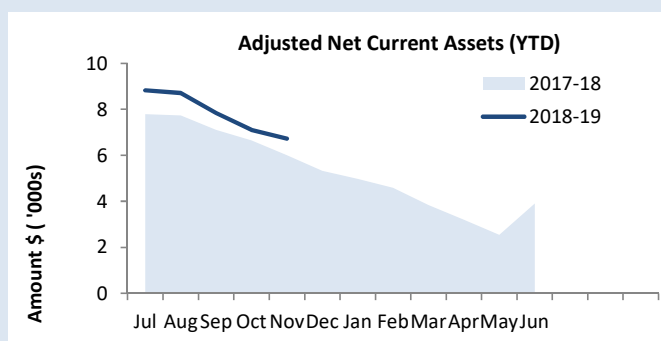
	Previous Period Actual	Year to Date Actual
	30 Nov 2018	31 Dec 2018
Adjusted Net Current Assets	\$	\$
Current Assets		
Cash Unrestricted	5,764,510	5,269,675
Cash Restricted (Reserves)	3,969,614	3,969,614
Receivables - Rates and Rubbish, ESL, Excess Rates	1,387,625	1,261,935
Receivables - Other	2,367	31,655
Inventories	60,082	62,541
	11,184,198	10,595,421
Less: Current Liabilities		
Payables	(343,072)	(296,840)
Loan Liability	(74,862)	(65,565)
Provisions	(596,311)	(596,311)
	(1,014,245)	(958,715)
Net Current Asset Position	10,169,954	9,636,706
Less: Cash Restricted	(3,969,614)	(3,969,614)
Add Back: Component of Leave Liability not Required to be funded	389,028	389,028
Add Back: Current Loan Liability	74,862	65,565
Adjustment for Trust Transactions Within Muni	(1,294)	(1,344)
Net Current Funding Position	6,662,936	6,120,340

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)

\$6.12 M

Last Period Actual

Surplus(Deficit)

\$6.66 M

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

<u>Cash Unrestricted</u>	<u>Investment Value \$</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Institution</u>	<u>Investment %</u>
Municipal Fund	2.0 million	27/03/2019	2.70%	NAB	50%
Municipal Fund	2.0 million	21/01/2019	2.20%	Bankwest	50%
	4.0 million				100%
<u>Cash Restricted (Reserves)</u>					
Reserve Fund	1.8 million	27/06/2019	2.71%	NAB	50%
Reserve Fund	1.8 million	23/06/2019	2.71%	Westpac	50%
	3.6 million				100%
<u>Total Investment Holdings via Entity</u>					
NAB	3.8 million				50%
Bankwest	2.0 million				26%
Westpac	1.8 million				24%
	7.6 million				100%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 DECEMBER 2018

EXPLANATION OF
MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from The material variance adopted by Council for the 2018/19 year is an Actual Variance exceeding 10% and a value greater than \$15,000.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Education and Welfare	157,310	17%	▲	Permanent	HACC Recurrent grant funding and meals on wheel higher than anticipated CHSP Recurrent Grant funding higher than anticipated
Recreation and Culture	34,345	37%	▲	Permanent	Insurance claims income received for Town Hall and Public Artwork Grant revenue received for Every Club funding Roads to Recovery income not received
Transport	(210,964)	(74%)	▼	Timing	Wandrra reimbursement not received
Other Property and Services	19,372	29%	▲	Permanent	LGIS good claims rebate
Expenditure from operating activities					
Education and Welfare	185,292	25%	▲	Timing	HACC, CHSP, HCP & Aged Other - Expenditure estimated evenly over 12 months
Community Amenities	77,374	11%	▲	Timing	Household waste disposal, WWT, Town Planning, Cemetery - Expenditure estimated evenly over 12 months
Other Property and Services	20,222	138%	▲	Timing	Private works expenditure lower than anticipated
Investing Activities					
Capital Acquisitions	862,571	615%	▲	Timing	Refer to Capital Acquisitions Note
Financing Activities					

KEY INFORMATION

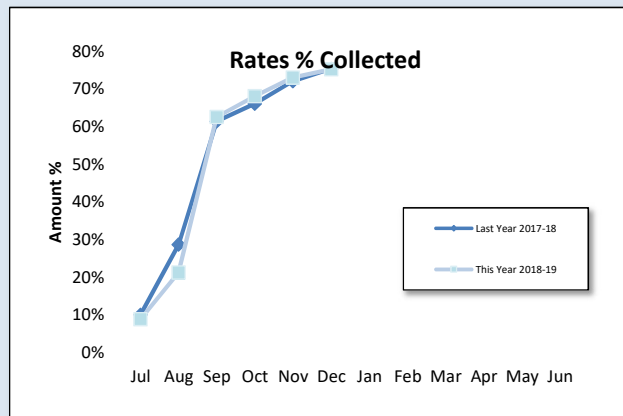
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 DECEMBER 2018

Rates Receivable	30 Jun 18	31 Dec 18
	\$	\$
Opening Arrears Previous Years	492,340	492,340
Levied this year		4,778,570
Movement in Excess Rates		(90,732)
Domestic Refuse Collection Charges		471,671
Domestic Services (Additional)		3,390
Commercial Collection Charge		44,814
Commercial Collection Charge (Additional)		45,287
Total Rates and Rubbish (YTD)	5,153,240	5,261,880
Less Collections to date	(5,153,240)	(4,331,967)
Net Rates Collectable	492,340	1,422,253
% Collected	91.28%	75.40%
Pensioner Deferred Rates		(153,532)
Pensioner Deferred ESL		(6,786)
Total Rates and Rubbish, ESL, Excess Rates		1,261,935

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.



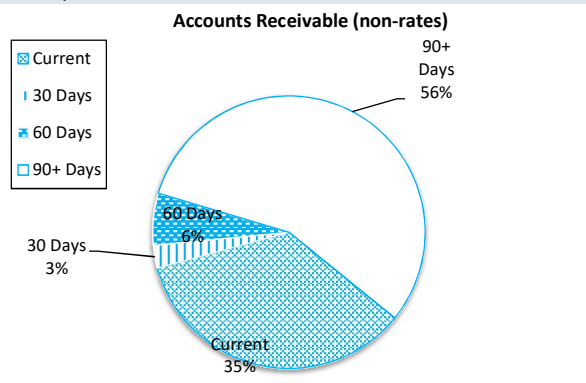
Collected	Rates Due
75%	\$1,261,935

OPERATING ACTIVITIES
RECEIVABLES

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	8,036	619	1,423	12,931	23,009
Percentage	35%	3%	6%	56%	
Balance per Trial Balance					
Rates Pensioner Rebate Claims					3,199
GST Input					42,415
Provision For Doubtful Debts					(37,776)
Total Receivables General Outstanding					30,847
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.



Debtors Due

\$30,847

Over 30 Days

65%

Over 90 Days

56%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 DECEMBER 2018

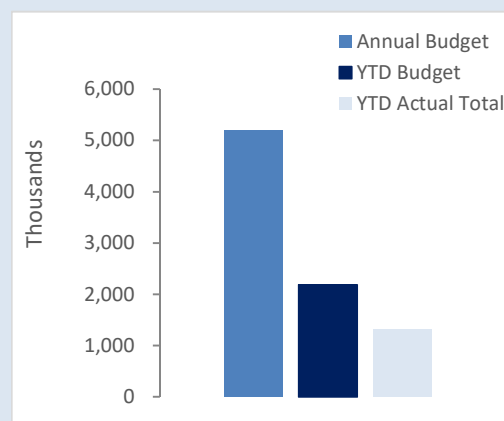
INVESTING ACTIVITIES
CAPITAL ACQUISITIONS

Capital Acquisitions	Annual Budget	Revised Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	1,325,039	1,520,798	227,091	103,761	123,330
Plant & Equipment	1,413,335	1,413,335	900,538	557,054	343,484
Furniture & Equipment	71,210	78,210	59,210	35,091	24,119
Roads	1,632,644	1,632,644	816,280	467,735	348,545
Footpaths	69,000	69,000	69,000	32,300	36,700
Road Drainage	33,589	33,589	3,196	1,100	2,096
Other Infrastructure	644,114	644,114	109,440	125,143	(15,703)
Capital Expenditure Totals	5,188,930	5,391,689	2,184,755	1,322,184	862,571

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
	\$5.19 M	\$1.32 M	25%






















































To be read in conjunction with Strategic Projects Tracker

* Budget profiles were not loaded by completion of this report. YTD Budget totals are still to be finalised for Capital *

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 DECEMBER 2018

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)














































% of Completion

	Original Budget	YTD Budget	YTD Actual	Variance Under(Over)
	\$	\$	\$	\$
Capital Expenditure				
Land and Buildings				
 Building Renovation Administration	190,060	0	3,700	(3,700)
 Animal Pound Building (Capital)	7,781	7,781	0	7,781
 Other Law & Order Building (Capital)	455	454	455	(1)
 HACC - Building (Capital)	50,500	0	0	0
 Mackie Park Public Toilets and Office - Capital	15,000	15,000	0	15,000
 Memorial Park Public Toilets Capital	100,000	100,000	0	100,000
 Highbury Public Toilets (Capital)	10,000	10,000	5,525	4,475
 Town Hall (Federal St) Building Capital	75,760	75,760	0	75,760
 Railway Institute Hall & Office Building Capital	3,096	3,096	0	3,096
 Highbury Hall Building Capital	15,000	15,000	5,937	9,063
 NRRC Building (Capital)	123,600	0	80,961	(80,961)
 NRRC Building Capital 2018-19	64,259	0	545	(545)
 Library Landscape - Stage 1	100,000	0	0	0
 Railway Station Building (Capital)	6,641	0	0	0
 Museum Building (Capital)	5,000	0	0	0
 Accommodation Units (NCP)	351,364	0	1,800	(1,800)
 Caravan Park Renovations	183,896	0	600	(600)
 Visitor Information Bay Upgrade (Williams Road)	20,000	0	4,238	(4,238)
 Sale Yard (Showmen's) Toilets Building Capital	2,627	0	0	0
	1,325,039	227,091	103,761	123,330
Plant and Equipment				
 Fire Truck (Highbury)	50,000	0	0	0
 NO05 Ranger Vehicle 2018	42,606	42,606	36,790	5,816
 EHO Vehicle 2018	21,000	21,000	18,602	2,398
 NGN10179 Toyota Hiace 2018	58,000	58,000	0	58,000
 Lawn Mower 2018	2,000	2,000	1,590	410
 Brush Cutter 2018	1,000	1,000	0	1,000
 NGN839 CHCP Vehicle	27,000	0	0	0
 NGN219 CATS Vehicle 2019	26,500	0	0	0
 CCTV Installation Refuse Site	10,000	10,000	0	10,000
 NGN00 EMDRS Vehicle 2018(2)	35,755	35,755	35,134	621
 NGN00 EMDRS Vehicle 2019	35,755	0	0	0
 NGN00 EMDRS Vehicle 2019(2)	35,755	0	0	0
 CCTV Installation Old Courthouse Museum	7,500	0	0	0
 ONO EMTRS Vehicle 2018 (3)	36,508	36,508	36,389	119
 ONO EMTRS Vehicle 2019	36,508	36,508	0	36,508
 ONO EMTRS Vehicle 2019 (2)	36,508	0	0	0
 ONO EMTRS Vehicle 2019 (3)	36,508	0	0	0
 N001 MO Vehicle 2018(2)	36,870	36,870	36,243	627
 N001 MO Vehicle 2019	36,870	0	0	0
 N001 MO Vehicle 2019(2)	36,870	0	0	0
 Works Supervisor Vehicle 2018	43,000	43,000	35,416	7,584
 1N0 CF Vehicle 2018	43,000	43,000	36,498	6,502
 NGN802 Gardener Vehicle 2018	28,000	28,000	23,677	4,323
 NO1 2018 UD 6 Wheeler Nissan Diesel Tip Truck	226,000	226,000	0	226,000
 NO592 PG LH Vehicle PG 2018	32,000	32,000	27,368	4,632
 NGN677 Toro Mower 2018 (WORKS) (PE041)	35,000	35,000	33,000	2,000
 NO2731 Four Axle Side Tipping Trailer - Additions	25,000	0	0	0
 NO2706 Four Axle Side Tipping Trailer - Additions	25,000	0	0	0
 Workshop Tool Purchase (Mechanic)	15,000	15,000	14,206	794
 New VHF Radios x 15	15,000	15,000	0	15,000
 NGN6121 1982 Twin Drum Turf Roller (WORKS)	35,000	35,000	34,850	150
 CCTV Installation NCP	10,000	10,000	8,500	1,500
 1NGN CEO Vehicle 2018(2)	53,040	53,040	51,593	1,447
 1NGN CEO Vehicle 2019	49,440	0	48,438	(48,438)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 DECEMBER 2018

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)



















% of Completion

	Original Budget	YTD Budget	YTD Actual	Variance Under(Over)
 1NGN CEO Vehicle 2019(2)	49,440	0	0	0
 ONGN EMCCS Vehicle 2018(2)	35,251	35,251	34,676	575
 ONGN EMCCS Vehicle 2019	34,651	0	0	0
 002 NGN MF Vehicle 2018	25,000	25,000	21,804	3,196
 NGN 0 MLC Vehicle 2018	25,000	25,000	22,281	2,719
	1,413,335	900,538	557,054	343,484
Furniture and Equipment				
 Airconditioner Upgrade - DRS	20,000	20,000	0	20,000
 Replace Pelments and Drapes, Jessie House	4,000	0	0	0
 Mobile Works Solution (HACC)	20,000	20,000	28,211	(8,211)
 Town Hall Airconditioner	15,000	0	0	0
 Jessie House Airconditioner	0	7,000	6,881	119
 Library Software Upgrade	12,210	12,210	0	12,210
	71,210	59,210	35,091	24,119
Infrastructure - Roads				
 Earl Street - Renewal (Local)	49,813	24,904	0	24,904
 Egerton Street - Upgrade (Local)	171,494	85,742	30,579	55,163
 Whinbin Rock Road - Renewal (Rural)	70,618	35,304	0	35,304
 Wagin-Wickepin Road - Renewal (Local)	99,625	49,810	0	49,810
 Wangeling Gully Road - Renewal (Rural)	90,792	45,394	0	45,394
 Quarry Road - Renewal (Rural)	85,627	42,810	0	42,810
 Gordon Street - Renewal (Local) (R2R)	9,300	4,650	7,834	(3,184)
 Earl Street North - Renewal (Local) (R2R)	25,800	12,900	0	12,900
 Floreat Street - Renewal (Local) (R2R)	14,640	7,320	16,085	(8,765)
 Hough Street - Renewal (Local) (R2R)	16,815	8,406	18,101	(9,695)
 Park Street - Renewal (Local) (R2R)	11,655	5,826	0	5,826
 Northwood Street - Renewal (Local) (R2R)	12,240	6,120	12,814	(6,694)
 Palmer Street - Renewal (Local) (R2R)	7,875	3,936	6,260	(2,324)
 Watt Street - Renewal (Local) (R2R)	6,900	3,450	6,611	(3,161)
 Short Street - Renewal (Local) (R2R)	2,850	1,424	2,676	(1,252)
 Horace Street - Renewal (Local) (R2R)	8,910	4,454	7,878	(3,424)
 Harper Street - Renewal (Local) (R2R)	10,260	5,130	10,701	(5,571)
 Falcon Street - Renewal (Local) (R2R)	12,000	6,000	12,435	(6,435)
 Argus Street - Renewal (Local) (R2R)	4,050	2,024	6,260	(4,236)
 Quigley Street Short Street - Renewal (Local) (R2R)	8,880	4,440	3,083	1,357
 Narrakine Road South - Renewal (Rural) (R2R)	123,027	61,510	105,758	(44,248)
 Herald Street - Upgrade (Local) (RRG)	637,565	318,776	82,616	236,160
 Congelin - Narrogin Road - Renewal (Local) (RRG)	151,908	75,950	138,043	(62,093)
	1,632,644	816,280	467,735	348,545
Infrastructure - Footpaths				
 Mackie Park - Footpath Construction	10,000	10,000	4,200	5,800
 Earl St Footpath Construction	9,000	9,000	5,300	3,700
 Doney Street Footpath Construction	50,000	50,000	22,800	27,200
	69,000	69,000	32,300	36,700
Infrastructure - Drainage				
 Drainage - Butler Street	33,589	3,196	1,100	2,096
	33,589	3,196	1,100	2,096
Infrastructure - Other				
 Refuse Site Transfer Station	10,000	10,000	16,326	(6,326)
 Bin Surrounds	21,600	0	20,326	(20,326)
 Cemetery Upgrade	57,440	57,440	0	57,440
 Gnarojin Park Master Plan	23,248	0	21,745	(21,745)
 CBD Design - Colour Palette and signage	10,000	0	0	0
 Townscape - Highbury	5,000	0	2,260	(2,260)
 Townscape - Narrogin	10,000	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 DECEMBER 2018**

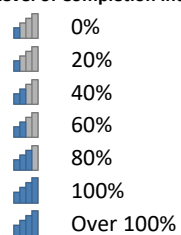
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

	Original Budget	YTD Budget	YTD Actual	Variance Under(Over)
 NRRC Infrastructure Other (Capital)	10,000	10,000	(60)	10,060
 Foxes Lair	17,000	0	0	0
 Heritage Trail	28,015	0	2,500	(2,500)
 McKenzie Park - Playground Equipment	10,000	0	0	0
 Pine Park - Playground Equipment	12,000	12,000	8,658	3,342
 Ashworth Park - Playground Equipment	20,000	20,000	0	20,000
 Highbury Tennis Court	75,000	0	0	0
 Narrogin Walk Trails Master Plan	16,000	0	14,310	(14,310)
 Mountain Bike & Pump Track Feasibility Study	9,000	0	0	0
 Skate Park Improvements	69,811	0	16,552	(16,552)
 Gnarojin Community Garden Carpark & Driveway Upgrade	10,000	0	0	0
 Museum Carpark	60,000	0	0	0
 Pioneer Drive Carpark	50,000	0	0	0
 Aerodrome Infrastructure Other (Capital)	30,000	0	5,809	(5,809)
 Caravan Park Resealing, Line Marking	20,000	0	0	0
 Local Tourism Planning Strategy	20,000	0	0	0
 Site Inspection Report - Felspar St Depot	20,000	0	16,717	(16,717)
 Economic Development Strategy	30,000	0	0	0
	644,114	109,440	125,143	(15,703)

Capital Expenditure Total

Level of Completion Indicators



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

Variance is calculated on:
YTD Budget vs YTD Actual

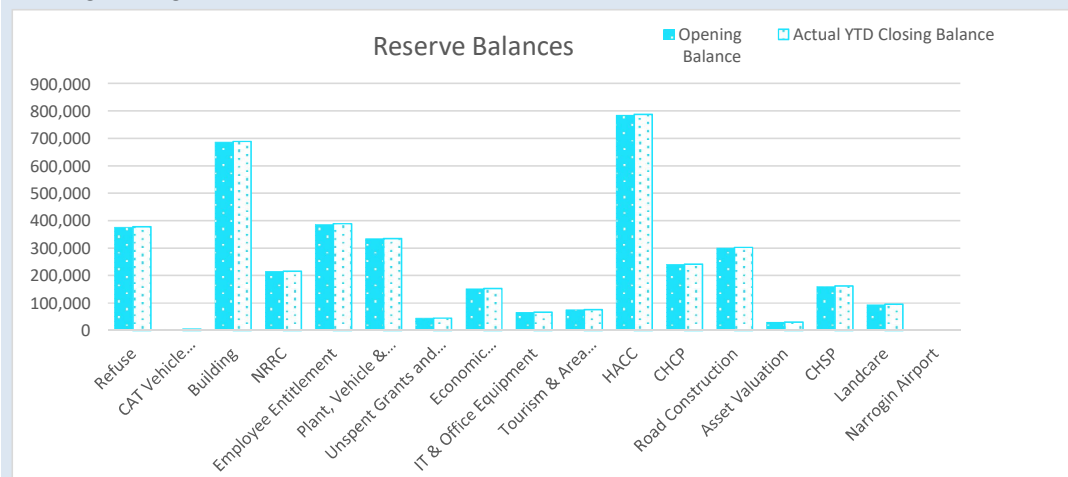
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 DECEMBER 2018**

**OPERATING ACTIVITIES
CASH AND INVESTMENTS**

Cash Backed Reserve

Reserve Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Refuse	376,475	6,827	1,410	50,000	0	0	0	433,302	377,885
CAT Vehicle Replacement	4,297	78	15	7,125	0	11,500	0	0	4,312
Building	686,182	12,444	2,571	80,000	0	280,000	0	498,626	688,753
NRRC	214,761	3,895	805	140,000	0	285,759	0	72,897	215,566
Employee Entitlement	387,576	7,029	1,452	0	0	0	0	394,605	389,028
Plant, Vehicle & Equipment	333,984	6,057	1,252	425,000	0	442,500	0	322,541	335,236
Unspent Grants and Contributions	44,816	811	171	0	0	4,724	0	40,903	44,987
Economic Development	152,014	2,757	569	18,552	0	0	0	173,323	152,583
IT & Office Equipment	66,049	1,198	247	5,000	0	0	0	72,247	66,296
Tourism & Area Promotion	75,469	1,369	283	0	0	0	0	76,838	75,752
HACC	784,351	14,224	2,937	0	0	146,916	0	651,659	787,288
CHCP	241,070	4,372	903	0	0	53,213	0	192,229	241,973
Road Construction	301,328	5,465	1,129	42,332	0	0	0	349,125	302,457
Asset Valuation	30,610	555	114	0	0	0	0	31,165	30,724
CHSP	160,970	2,919	602	0	0	11,514	0	152,375	161,572
Landcare	94,846	0	356	0	0	0	0	94,846	95,202
Narrogin Airport	0	0	0	0	0	0	0	0	0
	3,954,799	70,000	14,816	768,009	0	1,236,126	0	3,556,682	3,969,614

KEY INFORMATION



Shire of Narrogin
Strategic Projects 2018/19

For the Period Ended 31 December 2018

Project Progress	
Complete	<div></div>
On Track	<div></div>
Off Track	<div></div>
In Trouble	<div></div>

Line No	COA Description	Project Type	Project Title	Project Description	2018/19 Annual Budget	2018/19 YTD Actual	Responsible Officer	2019						Comments
								January	February	March	April	May	June	
	Governance													
1	OTHGOV - Capital Furniture & Equipment		Airconditioner Upgrade - DRS	New air conditioner for the DRS area	20,000.00	-	Azhar Awang	<div></div>						
2	OTHGOV - Capital Administration Building		Building Renovation Administration	Toilets \$30,000, reception \$50,000, Covered Entry \$100,000	190,060.00	3,700.00	Azhar Awang	<div></div>						
	Law, Order & Public Safety													
3	FIRE - Plant & Equipment (Capital)	Cr	Fire Truck (Highbury)	Purchase 2nd hand fire truck to be placed in Highbury	50,000.00	-	Azhar Awang	<div></div>						
4	ANIMAL - Building (Capital)		Animal Pound Capital	Noise control upgrade	7,781.00	-	Azhar Awang	<div></div>						
5	ANIMAL - Plant & Equipment (Capital)		NO05 Ranger Vehicle 2018		42,606.00	36,789.68	Azhar Awang	<div></div>						
6	SAN - Infrastructure Other (Capital) GEN	C/FWD	CCTV Installation Refuse Site		10,000.00	-	Azhar Awang	<div></div>						
	Education & Welfare													
7	HEALTH - Plant & Equipment (Capital)		EHO Vehicle 2018	New Senior EHO Vehicle	21,000.00	18,602.18	Azhar Awang	<div></div>						
8	HACC - Furniture & Equipment (Capital)		Replace Pelments and Drapes, Jessie House	Replace pelmets and drapes at Jessie House	4,000.00	-	Frank Ludovico	<div></div>						
9	HACC - Plant & Equipment (Capital)		Lawn Mower 2018	Lawn Mower	2,000.00	1,590.00	Frank Ludovico	<div></div>						
10	HACC - Plant & Equipment (Capital)		Brush Cutter 2018	Brush Cutter	1,000.00	-	Frank Ludovico	<div></div>						
11	HACC - Building (Capital)		HACC - Building (Capital)	Install Electric sliding doors at Jessie House \$13,000.	13,000.00	-	Frank Ludovico	<div></div>						
12	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	50,500.00	-	Frank Ludovico	<div></div>						
13	HACC - Plant & Equipment (Capital) GEN	C/FWD	HACC - Plant & Equipment (Capital) GEN	Replacement HiAce Bus	58,000.00	-	Frank Ludovico	<div></div>						
14	CHCP - Furniture & Equipment (Capital)	C/FWD	Mobile Works Solution (HACC)	Alchemy Technology Interface and IT purchase of Mobile Works solution	20,000.00	28,210.76	Frank Ludovico	<div></div>						
15	CHCP - Plant & Equipment (Capital) GEN		NGN 839 Toyota Altise		27,000.00	-	Frank Ludovico	<div></div>						
16	AGEDOTHER - Plant & Equipment (Capital)		NGN219 CATS Vehicle 2019		26,500.00	-	Frank Ludovico	<div></div>						
	Community Amenities													
17	SAN - Infrastructure Other (Capital)		Refuse Site Transfer Station	Installation of Safety railing at transfer station (OHS Audit Report)	10,000.00	16,325.69	Azhar Awang	<div></div>						
18	SAN - Infrastructure Other (Capital)	C/FWD	Installation on Bin Surrounds	Installation of Bin Surrounds - Townscape	21,600.00	20,325.77	Azhar Awang	<div></div>						
19	PLAN - Municipal Heritage Inventory		Municipal habitation inventory	Municipal habitation inventory	20,000.00	-	Azhar Awang	<div></div>						
20	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2018(2)		35,755.00	35,134.27	Torre Evans	<div></div>						
21	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2019		35,755.00	-	Torre Evans	<div></div>						
22	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2019(2)		35,755.00	-	Torre Evans	<div></div>						
23	COM AMEN - Building (Capital) - Other Community Amenities		Mackie Park Public Toilets and Office (Capital)	Refurb baby changeroom \$15,000.	15,000.00	-	Azhar Awang	<div></div>						
24	COM AMEN - Building (Capital) - Other Community Amenities	2017/18	Memorial Park Public Toilets Capital	Design, planning & demolition. Construction new Public Toilet	100,000.00	-	Azhar Awang	<div></div>						
25	COM AMEN - Building (Capital) - Other Community Amenities		Highbury Public Toilets (Capital)	Retaining wall and infill around new leach drains installed	10,000.00	5,525.00	Azhar Awang	<div></div>						
26	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities	C/FWD	Cemetery Upgrade	C/F: Design, survey, stormwater & road design for extension of the cemetery \$57,440.	57,440.00	-	Azhar Awang	<div></div>						
27	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities	C/FWD	Gnarojin Park Master Plan	Completion of Plan	23,247.73	21,745.00	Azhar Awang	<div></div>						
28	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities		Townscape - Highbury	Highbury Townscape annual allocation	5,000.00	2,260.00	Azhar Awang	<div></div>						
29	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities		Townscape - Narrogin	Narrogin Townscape annual allocation	10,000.00	-	Azhar Awang	<div></div>						
	Recreation & Culture													
30	HALLS - Furniture & Equipment (Capital) GEN	Comm	Town Hall Airconditioner	Humidifier and air cond of Art Collection	7,500.00	-	Azhar Awang	<div></div>						
31	HALLS - Furniture & Equipment (Capital) GEN		Town Hall Airconditioner	Relocate Air conditioner	7,500.00	-	Azhar Awang	<div></div>						
32	HALLS - Building (Capital)	C/FWD	Town Hall (Federal St) Building Capital	Repitching of Mayors parlour roof.	75,760.00	-	Azhar Awang	<div></div>						
33	HALLS - Building (Capital)	CBP	Railway Institute Hall & Office Building Capital	As per Corporate Business Plan replace 72m timber roof fascia \$3,096	3,096.00	-	Azhar Awang	<div></div>						
34	HALLS - Building (Capital)	CBP	Highbury Hall Building Capital	Rewire Highbury Hall \$10,000	15,000.00	5,937.00	Azhar Awang	<div></div>						
35	NRRC - Building (Capital)		NRRC Building (Capital)	Exhaust system upgrade \$40,000, Re-tile dry side changerooms \$20,000, Boiler repairs \$30,000	123,600.00	80,961.20	Azhar Awang	<div></div>						
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.	64,259.00	545.46	Azhar Awang	<div></div>						

Line No	COA Description	Project Type	Project Title	Project Description	2018/19 Annual Budget	2018/19 YTD Actual	Responsible Officer		January	February	March	April	May	June	Comments
37	NRRC - Infrastructure Other (Capital)	C/FWD	NRRC Infrastructure Other (Capital)	Multiple Club trophy cabinet \$10,000	10,000.00	-	60.00	Azhar Awang	●						Pending financial input from Keedac
38	REC - Infrastructure Other (Capital)		Foxes Lair	Repair washouts to Foxes Lair tracks \$10,000, Signage \$7,000	17,000.00	-		Azhar Awang	●						
39	REC - Infrastructure Other (Capital)	Cr	Highbury Tennis Court	Resurface Highbury Tennis Court (Shire contribution of 30%)	75,000.00	-		Azhar Awang	●						
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	69,810.91	16,551.84		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.	28,015.00	2,500.00		Azhar Awang	●						
42	REC - Infrastructure Other (Capital)		McKenzie Park - Playground Equipment	Shade shelter, table & seating \$10,000,	10,000.00	-		Azhar Awang	●						
43	REC - Infrastructure Other (Capital)	2017/18	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	-		Torre Evans	●						
45	REC - Infrastructure Other (Capital)		Narrogin Walk Trails Master Plan	Narrogin Walk Trails Master plan	16,000.00	14,310.00		Azhar Awang	●						
46	REC - Infrastructure Other (Capital)		Mountain Bike & Pump Track Feasibility Study	Mountain bike & pump track feasibility study	9,000.00	-		Azhar Awang	●						
47	LIB - Furniture and Equipment	C/FWD	Library Software Upgrade	Completion of software installation	12,210.00	-		Frank Ludovico	●						
48	LIB - Building (Capital)	C/FWD	Library Landscape - Stage 1A	Library Landscape - Stage 1	100,000.00	-		Frank Ludovico/Keenan	●						
49	HERITAGE - Building (Capital)	CBP	Museum Building (Capital)	Install disability access at the Old Courthouse Museum \$5,000.	5,000.00	-		Azhar Awang	●						
50	HERITAGE - Building (Capital)		CCTV Installation Old Courthouse Museum	Install CCTV Old Courthouse Museum \$7,500.	7,500.00	-		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	-		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	-		Azhar Awang	●						
53	ROADC - Infrastructure Other (Capital)		Museum Carpark	Renew with asphalt and kerbing (many cracked and lifted areas)	60,000.00	-		Torre Evans	●						
54	ROADC - Infrastructure Other (Capital)		Pioneer Carpark	Preliminary Carpark Earthworks (Cr request)	50,000.00	-		Torre Evans	●						
55	ROADC - Roads (Capital) - Council Funded		Earl Street - Renewal (Local)	Stabilising and seal	49,813.00	-		Torre Evans	●						
56	ROADC - Roads (Capital) - Council Funded		Egerton Street - Upgrade (Local)	Reconstruction	171,494.00	30,578.75		Torre Evans	●						
57	ROADC - Roads (Capital) - Council Funded		Whinbin Rock Road - Renewal (Rural)	Resheet	70,618.00	-		Torre Evans	●						
58	ROADC - Roads (Capital) - Council Funded		Wagin-Wickepin Road - Renewal (Local)	Reconstruct Stabilise and seal	99,625.00	-		Torre Evans	●						
59	ROADC - Roads (Capital) - Council Funded		Wangeling Gully Road - Renewal (Rural)	Resheet	90,792.00	-		Torre Evans	●						
60	ROADC - Roads (Capital) - Council Funded		Quarry Road - Renewal (Rural)	Resheet	85,627.00	-		Torre Evans	●						
61	ROADC - Roads (Capital) - Roads to Recovery		Gordon Street - Renewal (Local) (R2R)	Reseal	9,300.00	7,834.39		Torre Evans	●						
62	ROADC - Roads (Capital) - Roads to Recovery		Earl Street North - Renewal (Local) (R2R)	Reseal	25,800.00	-		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	-		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	3,083.05		Torre Evans	●						
75	ROADC - Roads (Capital) - Roads to Recovery		Narrakine Road South - Renewal (Rural) (R2R)	Reconstruction and Seal	123,027.00	105,758.14		Torre Evans	●						
76	ROADC - Roads (Capital) - Regional Road Group		Herald Street - Upgrade (Local) (RRG)	Reconstruction	637,565.00	82,616.23		Torre Evans	●						
77	ROADC - Roads (Capital) - Regional Road Group		Congelin - Narrogin Road - Renewal (Local) (RRG)	Stabilise and Seal	151,908.00	138,042.75		Torre Evans	●						
78	ROADC - Footpaths (Capital)		Mackie Park - Footpath Construction	Replace broken, cracked concrete footpath with new	10,000.00	4,200.00		Torre Evans	●						
79	ROADC - Footpaths (Capital)		Earl St Footpath Construction	To improve safety of footpath in front of ABC Kindergarten	9,000.00	5,300.00		Torre Evans	●						
80	ROADC - Footpaths (Capital)	2017/18	Doney Street Footpath Construction	Part of 5 year footpath program Full length	50,000.00	22,800.00		Torre Evans	●						
81	ROADC - Drainage (Capital)		Drainage - Butler Street	December 2017 Council meeting Resolution 1217.141	33,589.00	1,100.00		Azhar Awang	●						
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	5,808.94		Torre Evans	●						

Line No	COA Description	Project Type	Project Title	Project Description	2018/19 Annual Budget	2018/19 YTD Actual	Responsible Officer							Comments		
								January	February	March	April	May	June			
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)	20,000.00	-	Torre Evans	<div></div>								
84	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2018 (3)		36,508.00	36,388.81	Torre Evans	<div></div>								
85	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019		36,508.00	-	Torre Evans	<div></div>								
86	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019 (2)		36,508.00	-	Torre Evans	<div></div>								
87	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019 (3)		36,508.00	-	Torre Evans	<div></div>								
88	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2018(2)		36,870.00	36,242.56	Torre Evans	<div></div>								
89	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2019		36,870.00	-	Torre Evans	<div></div>								
90	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2019(2)		36,870.00	-	Torre Evans	<div></div>								
91	PLANT - Plant & Equipment (Capital)		Works Supervisor Vehicle 2018		43,000.00	35,415.91	Torre Evans	<div></div>								
92	PLANT - Plant & Equipment (Capital)		1N0 CF Vehicle 2018		43,000.00	36,497.73	Torre Evans	<div></div>								
93	PLANT - Plant & Equipment (Capital)		NGN802 Gardener Vehicle 2018		28,000.00	23,677.28	Torre Evans	<div></div>								
94	PLANT - Plant & Equipment (Capital)		NO1 2018 UD 6 Wheeler Nissan Diesel Tip Truck		226,000.00	-	Torre Evans	<div></div>								
95	PLANT - Proceeds from Disposal of Asset		Proceeds on Disposal - NO2776 2013 eCombi Broons Roller		-	-	Torre Evans	<div></div>								
96	PLANT - Plant & Equipment (Capital)		NO592 PG LH Vehicle PG 2018		32,000.00	27,368.18	Torre Evans	<div></div>								
97	PLANT - Plant & Equipment (Capital)		NGN677 Toro Mower 2018 (WORKS) (PE041)		35,000.00	33,000.00	Torre Evans	<div></div>								
98	PLANT - Plant & Equipment (Capital)		NO2731 Four Axle Side Tipping Trailer - Additions	Refurbishment	25,000.00	-	Torre Evans	<div></div>								
99	PLANT - Plant & Equipment (Capital)		NO2706 Four Axle Side Tipping Trailer - Additions	Refurbishment	25,000.00	-	Torre Evans	<div></div>								
100	PLANT - Plant & Equipment (Capital)		Workshop Tool Purchase (Mechanic)		15,000.00	14,205.64	Torre Evans	<div></div>								
101	PLANT - Plant & Equipment (Capital)		New VHF Radios x 15		15,000.00	-	Torre Evans	<div></div>								
102	PLANT - Plant & Equipment (Capital)		NGN6121 1982 Twin Drum Turf Roller (WORKS)		35,000.00	34,850.00	Torre Evans	<div></div>								
Economic Services																
103	TOUR - Plant & Equipment (Capital)	C/FWD	CCTV Installation NCP		10,000.00	8,500.00	Frank Ludovico	<div></div>								
104	TOUR - Building (Capital)	C/FWD	Accommodation Units (NCP)		351,363.64	1,800.00	Frank Ludovico	<div></div>								
105	TOUR - Building (Capital)	C/FWD	Caravan Park Renovations	Retiling of ablution block 1 \$60,000, Universal access toilet \$60,000	183,896.00	600.00	Frank Ludovico	<div></div>								
106	TOUR - Building (Capital)		Visitor Information Bay Upgrade (Williams Road)	Remove old signs, repaint, install new signs	20,000.00	4,238.02	Azhar Awang	<div></div>								
107	TOUR - Infrastructure Other (Capital)	C/FWD	Caravan Park Resealing, Line Marking	Resealing of Caravan Park, Line marking	20,000.00	-	Frank Ludovico	<div></div>								
108	TOUR - Infrastructure Other (Capital)		Local Tourism Planning Strategy	The preparation of a plan exploring options for the development of tourism in the Shire	20,000.00	-	Azhar Awang	<div></div>								
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	-	Azhar Awang	<div></div>								
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	<div></div>								
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	<div></div>								
Other Property & Services																
112	ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2018(2)		53,040.00	51,592.73	Torre Evans	<div></div>								
113	ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2019		49,440.00	48,438.27	Torre Evans	<div></div>								
114	ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2019(2)		49,440.00	-	Torre Evans	<div></div>								
115	ADMIN - Plant and Equipment (Capital)		ONGN EMCCS Vehicle 2018(2)		35,251.00	34,675.64	Torre Evans	<div></div>								
116	ADMIN - Plant and Equipment (Capital)		ONGN EMCCS Vehicle 2019		34,651.00	-	Torre Evans	<div></div>								
117	ADMIN - Plant and Equipment (Capital)		002 NGN MF Vehicle 2018		25,000.00	21,803.57	Torre Evans	<div></div>								
118	COMMUNITY - Plant & Equipment (Capital)		NGN 0 MLC Vehicle 2018		25,000.00	22,281.30	Torre Evans	<div></div>								
119			Great Southern Regional Business Association	Donation of \$18,551.61	18,551.00	-	Dale Stewart	<div></div>								

10.3.4 MONTHLY FINANCIAL REPORTS – JANUARY 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	14 February 2019
Author	Nicole Bryant – Manager Finance
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	
1. Monthly Financial Report for the period ended 31 January 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 January 2019 Monthly Financial Reports.

Comment

The January 2019 Monthly Financial Reports are presented for review.

Consultation

Frank Ludovico – Executive Manager Corporate and Community Services.

Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulation 34 applies.

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2018/19 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0219.014

Moved: Cr Seale Seconded: Cr Schutz

That, with respect to the Monthly Financial Reports for January 2019, Council note the Reports as presented.

CARRIED 7/0

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 JANUARY 2019



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

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 JANUARY 2019

MONTHLY SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 JANUARY 2019
Prepared by: Manager of Finance
Reviewed by: Executive Manager of Corporate & Community Svcs

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

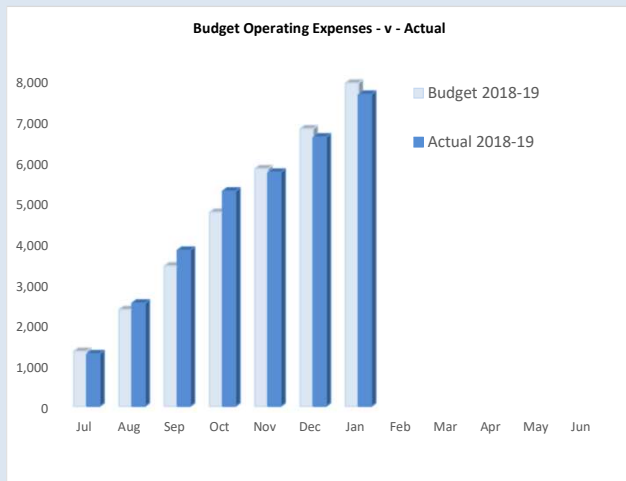
ROUNDING OFF FIGURES

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

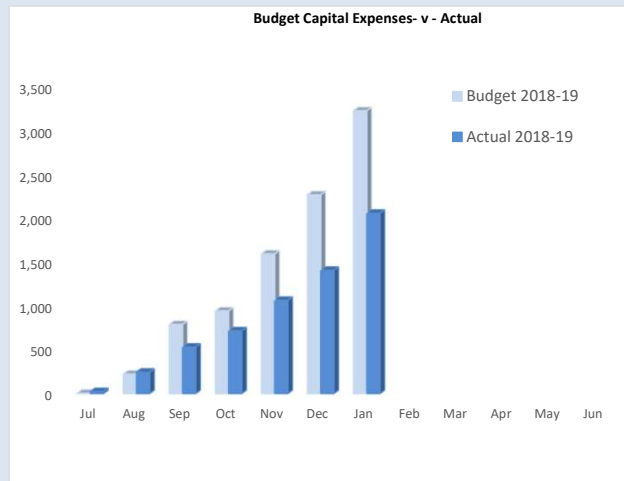
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2019**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

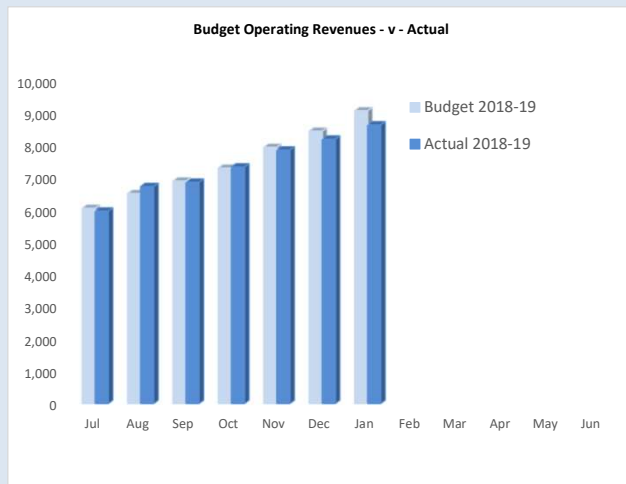
OPERATING EXPENSES



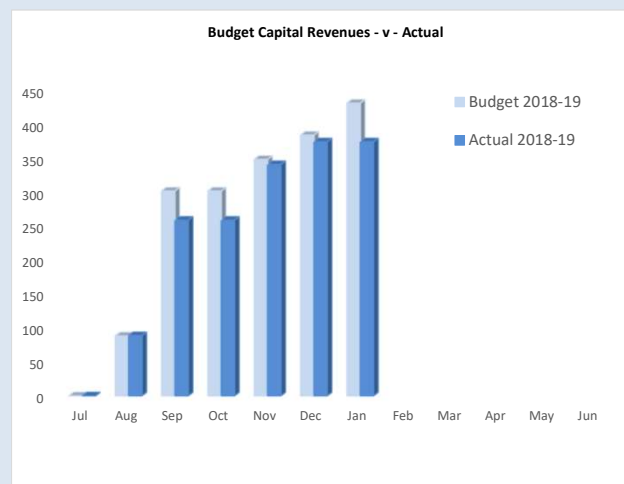
CAPITAL EXPENSES



OPERATING REVENUE

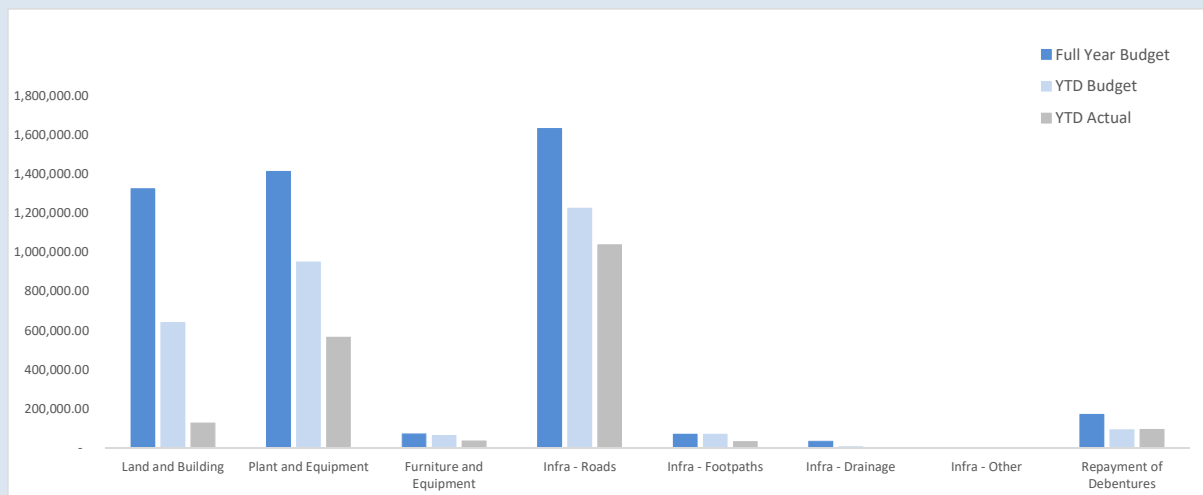


CAPITAL REVENUE



* Budget profiles were not loaded by completion of this report. Budget totals are still to be finalised for Capital *

CAPITAL EXPENSES BY ACTIVITY



STATEMENT OF FINANCIAL ACTIVITY

STATUTORY REPORTING PROGRAMS

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JANUARY 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%	
Revenue from operating activities						
Governance	5,100	56	2,660	2,604	98%	
General Purpose Funding - Rates	4,788,695	4,788,694	4,696,717	(91,977)	(2%)	
General Purpose Funding - Other	1,285,132	681,312	733,783	52,471	7%	
Law, Order and Public Safety	52,070	35,139	60,746	25,607	42%	▲
Health	11,500	7,949	42,287	34,338	81%	▲
Education and Welfare	1,505,434	1,060,768	994,404	(66,365)	(7%)	
Housing	11,700	6,818	4,864	(1,954)	(40%)	
Community Amenities	1,058,504	960,860	969,274	8,414	1%	
Recreation and Culture	98,854	70,145	119,599	49,454	41%	▲
Transport	924,095	508,589	305,847	(202,742)	(66%)	▼
Economic Services	258,407	150,710	159,340	8,630	5%	
Other Property and Services	95,024	55,419	73,256	17,837	24%	▲
	10,094,515	8,326,459	8,162,778	(163,681)	(2%)	
Expenditure from operating activities						
Governance	(673,307)	(425,935)	(368,458)	57,477	(16%)	
General Purpose Funding	(277,818)	(131,338)	(123,522)	7,816	(6%)	
Law, Order and Public Safety	(621,664)	(375,850)	(315,094)	60,756	(19%)	
Health	(270,696)	(162,104)	(138,516)	23,588	(17%)	
Education and Welfare	(1,808,377)	(1,068,973)	(845,023)	223,950	27%	▲
Housing	(34,294)	(22,151)	(16,838)	5,313	32%	
Community Amenities	(1,501,758)	(885,151)	(780,661)	104,490	13%	▲
Recreation and Culture	(2,889,082)	(1,805,172)	(1,803,625)	1,547	0%	
Transport	(4,440,066)	(2,608,098)	(2,766,041)	(157,943)	(6%)	
Economic Services	(664,439)	(400,950)	(379,274)	21,676	6%	
Other Property and Services	(47,778)	(25,957)	(98,941)	(72,984)	(74%)	▼
	(13,229,278)	(7,911,679)	(7,635,992)	275,687		
Operating activities excluded from budget						
Add back Depreciation	2,508,848	1,463,413	2,053,975	590,562	29%	▲
Adjust (Profit)/Loss on Asset Disposal	123,754	72,184	38,678	(33,506)	(87%)	▼
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	1,452	1,452	100%	
Adjust Rounding	0	0	0	0		
Amount attributable to operating activities	(502,162)	1,950,377	2,620,891	670,513		
Investing Activities						
Non-Operating Grants, Subsidies and Contributions	846,982	712,851	438,080	(274,771)	63%	
Purchase of Investments	0	0	0	0		
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,520,798)	(640,593)	(126,711)	513,882	406%	▲
Plant and Equipment	(1,413,335)	(949,978)	(565,953)	384,025	68%	▲
Furniture and Equipment	(78,210)	(63,210)	(35,091)	28,119	80%	▲
Infrastructure Assets - Roads	(1,632,644)	(1,224,420)	(1,038,106)	186,314	18%	▲
Infrastructure Assets - Footpaths	(69,000)	(69,000)	(32,300)	36,700	114%	▲
Infrastructure Assets - Road Drainage	(33,589)	(4,794)	(1,100)	3,694	336%	
Infrastructure Assets - Other	(644,114)	(179,440)	(168,227)	11,213	7%	
Infrastructure Assets - Parks and Gardens	0	0	0	0		
Proceeds from Disposal of Assets	742,570	429,260	372,417	(56,843)	(15%)	▼
Proceeds from Sale of Investments	0	0	0	0		
Amount attributable to investing activities	(3,802,138)	(1,989,324)	(1,156,992)	832,332		
Financing Activities						
Proceeds from New Debentures	350,000	0	0	0		
Proceeds from Advances	0	0	0	0		
Repayment of Debentures	(129,977)	(69,046)	(68,279)	767	1%	
Self-Supporting Loan Principal	0	0	0	0		
Transfer from Reserves	1,236,126	0	0	0		
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	(838,009)	(15,873)	(14,816)	1,057	7%	
Amount attributable to financing activities	618,141	(84,919)	(83,094)	1,825		
Net Capital	(3,183,996)	(2,074,243)	(1,240,086)	834,157		
Total Net Operating + Capital	(3,686,158)	(123,866)	1,380,804	1,504,670		
Closing Funding Surplus(Deficit)	74,482	3,636,774	5,141,444	1,504,670		

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**NET CURRENT ASSETS****FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JANUARY 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 31 JANUARY 2019**

**OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS**

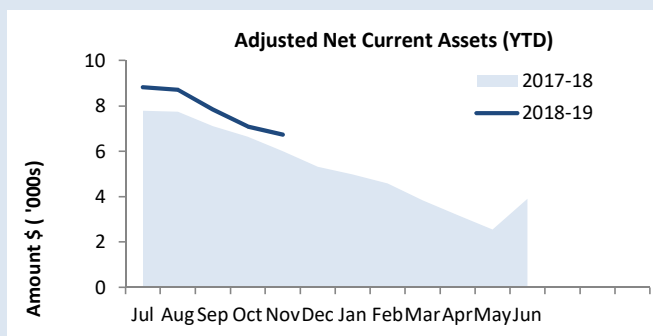
	Previous Period Actual 31 Dec 2018	Year to Date Actual 31 Jan 2019
Adjusted Net Current Assets	\$	\$
Current Assets		
Cash Unrestricted	5,219,840	5,238,263
Cash Restricted (Reserves)	3,969,614	3,969,614
Receivables - Rates and Rubbish, ESL, Excess Rates	1,261,935	980,515
Receivables - Other	(10,760)	15,935
Inventories	38,454	25,589
	10,479,083	10,229,916
Less: Current Liabilities		
Payables	(200,995)	(909,834)
Loan Liability	(65,565)	(61,499)
Provisions	(596,311)	(596,311)
	(862,870)	(1,567,644)
Net Current Asset Position	9,616,213	8,662,273
Less: Cash Restricted	(3,969,614)	(3,969,614)
Add Back: Component of Leave Liability not Required to be funded	389,028	389,028
Add Back: Current Loan Liability	65,565	61,499
Adjustment for Trust Transactions Within Muni	(1,344)	(1,741)
Net Current Funding Position	6,099,848	5,141,445

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)

\$5.14 M

Last Period Actual

Surplus(Deficit)

\$6.1 M

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

<u>Cash Unrestricted</u>	<u>Investment Value \$</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Institution</u>	<u>Investment %</u>
Municipal Fund	2.0 million	27/03/2019	2.70%	NAB	100%
	2.0 million				100%
<u>Cash Restricted (Reserves)</u>					
Reserve Fund	1.8 million	27/06/2019	2.71%	NAB	50%
Reserve Fund	1.8 million	23/06/2019	2.71%	Westpac	50%
	3.6 million				100%
<u>Total Investment Holdings via Entity</u>					
NAB	3.8 million				68%
Westpac	1.8 million				32%
	5.6 million				100%

*Note: 2 million invested with Bankwest was brought back into the Municipal account 23/1/19 *

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JANUARY 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 2018/19 year is an Actual Variance exceeding 10% and a value greater than \$15,000.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Law, Order and Public Safety	25,607	42%	▲	Permanent	Additional grant received
Health	34,338	81%	▲	Permanent	Additional grant received
Recreation and Culture	49,454	41%	▲	Permanent	Insurance claims income received for Town Hall and Public Artwork Grant revenue received for Every Club funding
Transport	(202,742)	(66%)	▼	Permanent	Direct Road Grant received higher than anticipated
Other Property and Services	17,837	24%	▲	Permanent	LGIS good claims rebate
Expenditure from operating activities					
Education and Welfare	223,950	27%	▲	Timing	HACC, CHSP, HCP & Aged Other - Expenditure estimated evenly over 12 months
Community Amenities	104,490	13%	▲	Timing	Household waste disposal, WWT, Town Planning, Cemetery - Expenditure estimated evenly over 12 months
Other Property and Services	(72,984)	(74%)	▼	Timing	Public works overhead and Plant operation costs over recovered, to be adjusted next month
Investing Activities					
Proceeds from Disposal of Assets	(56,843)	(15%)	▼	Timing	Not all plant acquisitions and disposals completed during September and October as per budget profile
Capital Acquisitions	1,163,946	1028%	▲	Timing	Refer to Capital Acquisitions Note
Financing Activities					

KEY INFORMATION

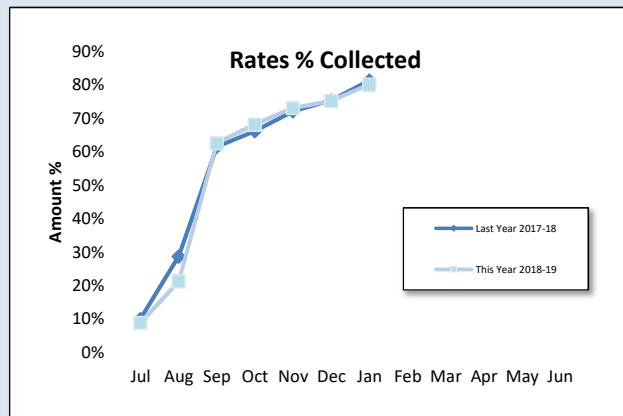
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JANUARY 2019

Rates Receivable	30 Jun 18	31 Jan 19
	\$	\$
Opening Arrears Previous Years	492,340	492,340
Levied this year		4,778,570
Movement in Excess Rates		(90,732)
Domestic Refuse Collection Charges		471,381
Domestic Services (Additional)		3,390
Commercial Collection Charge		44,814
Commercial Collection Charge (Additional)		45,287
Total Rates and Rubbish (YTD)	5,153,240	5,261,590
Less Collections to date	(5,153,240)	(4,613,098)
Net Rates Collectable	492,340	1,140,832
% Collected	91.28%	80.30%
Pensioner Deferred Rates		(153,532)
Pensioner Deferred ESL		(6,786)
Total Rates and Rubbish, ESL, Excess Rates		980,515

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.



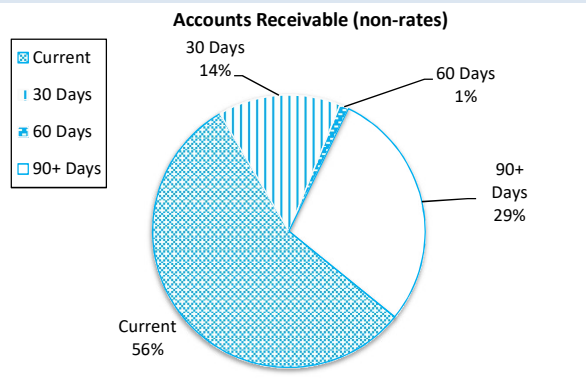
Collected	Rates Due
80%	\$980,515

OPERATING ACTIVITIES
RECEIVABLES

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	25,191	6,583	497	12,939	45,210
Percentage	56%	15%	1%	29%	
Balance per Trial Balance					
Rates Pensioner Rebate Claims					7,693
GST Input					0
Provision For Doubtful Debts					(37,776)
Total Receivables General Outstanding					15,127
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.



Debtors Due

\$15,127

Over 30 Days

44%

Over 90 Days

29%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JANUARY 2019

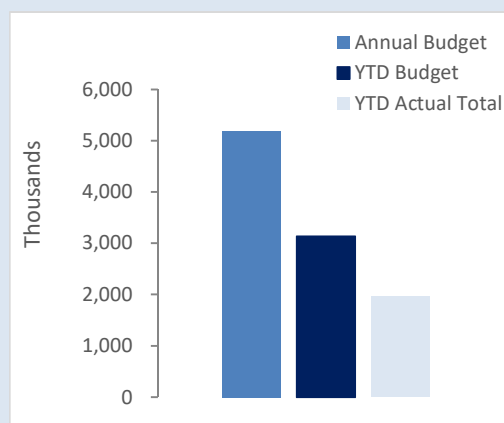
INVESTING ACTIVITIES
CAPITAL ACQUISITIONS

Capital Acquisitions	Annual Budget	Revised Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	1,325,039	1,520,798	640,593	126,711	513,882
Plant & Equipment	1,413,335	1,413,335	949,978	565,953	384,025
Furniture & Equipment	71,210	78,210	63,210	35,091	28,119
Roads	1,632,644	1,632,644	1,224,420	1,038,106	186,314
Footpaths	69,000	69,000	69,000	32,300	36,700
Road Drainage	33,589	33,589	4,794	1,100	3,694
Other Infrastructure	644,114	644,114	179,440	168,227	11,213
Parks and Gardens	0	0	0	0	0
Capital Expenditure Totals	5,188,930	5,391,689	3,131,435	1,967,489	1,163,946

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
	\$5.19 M	\$1.97 M	36%

To be read in conjunction with Strategic Projects Tracker

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JANUARY 2019**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**


















































% of Completion

	Original Budget	Revised Budget	YTD Budget	YTD Actual	Variance Under(Over)
	\$	\$	\$	\$	\$
Capital Expenditure					
Land and Buildings					
 Building Renovation Administration	190,060	190,060	95,030	3,700	91,330
 Animal Pound Building (Capital)	7,781	7,781	7,781	0	7,781
 Other Law & Order Building (Capital)	455	455	454	455	(1)
 HACC - Building (Capital)	50,500	50,500	50,500	22,950	27,550
 Kitchen Upgrade	0	0	0	0	0
 Mackie Park Public Toilets and Office - Capital	15,000	15,000	15,000	0	15,000
 Memorial Park Public Toilets Capital	100,000	100,000	100,000	0	100,000
 Highbury Public Toilets (Capital)	10,000	10,000	10,000	5,525	4,475
 Town Hall (Federal St) Building Capital	75,760	75,760	75,760	0	75,760
 Railway Institute Hall & Office Building Capital	3,096	3,096	3,096	0	3,096
 Highbury Hall Building Capital	15,000	15,000	15,000	5,937	9,063
 NRRC Building (Capital)	123,600	229,950	106,350	80,961	25,389
 NRRC Building Capital 2018-19	64,259	153,668	89,409	545	88,864
 Tennis Clubroom Roof Repairs	0	0	0	0	0
 Library Landscape - Stage 1	100,000	100,000	50,000	0	50,000
 Railway Station Building (Capital)	6,641	6,641	2,213	0	2,213
 Museum Building (Capital)	5,000	5,000	0	0	0
 Accommodation Units (NCP)	351,364	351,364	0	1,800	(1,800)
 Caravan Park Renovations	183,896	183,896	0	600	(600)
 Visitor Information Bay Upgrade (Williams Road)	20,000	20,000	20,000	4,238	15,762
 Sale Yard (Showmen's) Toilets Building Capital	2,627	2,627	0	0	0
	1,325,039	1,520,798	640,593	126,711	513,882
Plant and Equipment					
 Fire Truck (Highbury)	50,000	50,000	0	0	0
 NO05 Ranger Vehicle 2018	42,606	42,606	42,606	36,790	5,816
 EHO Vehicle 2018	21,000	21,000	21,000	18,602	2,398
 NGN10179 Toyota Hiace 2018	58,000	58,000	58,000	0	58,000
 Lawn Mower 2018	2,000	2,000	2,000	1,590	410
 Brush Cutter 2018	1,000	1,000	1,000	535	465
 NGN847 Ford Mondeo 2019 (HACC) (PA010B)	0	0	0	0	0
 NGN839 CHCP Vehicle	27,000	27,000	0	0	0
 NGN219 CATS Vehicle 2019	26,500	26,500	0	0	0
 CCTV Installation Refuse Site	10,000	10,000	10,000	8,364	1,636
 NGN00 EMDRS Vehicle 2018(2)	35,755	35,755	35,755	35,134	621
 NGN00 EMDRS Vehicle 2019	35,755	35,755	0	0	0
 NGN00 EMDRS Vehicle 2019(2)	35,755	35,755	0	0	0
 CCTV Installation Old Courthouse Museum	7,500	7,500	0	0	0
 ON0 EMTRS Vehicle 2018 (3)	36,508	36,508	36,508	36,389	119
 ON0 EMTRS Vehicle 2019	36,508	36,508	36,508	0	36,508
 ON0 EMTRS Vehicle 2019 (2)	36,508	36,508	0	0	0
 ON0 EMTRS Vehicle 2019 (3)	36,508	36,508	0	0	0
 N001 MO Vehicle 2018(2)	36,870	36,870	36,870	36,243	627
 N001 MO Vehicle 2019	36,870	36,870	0	0	0
 N001 MO Vehicle 2019(2)	36,870	36,870	0	0	0
 Works Supervisor Vehicle 2018	43,000	43,000	43,000	35,416	7,584
 1N0 CF Vehicle 2018	43,000	43,000	43,000	36,498	6,502
 NGN802 Gardener Vehicle 2018	28,000	28,000	28,000	23,677	4,323
 NO1 2018 UD 6 Wheeler Nissan Diesel Tip Truck	226,000	226,000	226,000	0	226,000
 NO592 PG LH Vehicle PG 2018	32,000	32,000	32,000	27,368	4,632
 NGN677 Toro Mower 2018 (WORKS) (PE041)	35,000	35,000	35,000	33,000	2,000
 NO2731 Four Axle Side Tipping Trailer - Additions	25,000	25,000	0	0	0
 NO2706 Four Axle Side Tipping Trailer - Additions	25,000	25,000	0	0	0
 Workshop Tool Purchase (Mechanic)	15,000	15,000	15,000	14,206	794
 New VHF Radios x 15	15,000	15,000	15,000	0	15,000
 NGN6121 1982 Twin Drum Turf Roller (WORKS)	35,000	35,000	35,000	34,850	150
 CCTV Installation NCP	10,000	10,000	10,000	8,500	1,500
 1NGN CEO Vehicle 2018(2)	53,040	53,040	53,040	51,593	1,447
 1NGN CEO Vehicle 2019	49,440	49,440	49,440	48,438	1,002

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JANUARY 2019

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)





















% of Completion

	Original Budget	Revised Budget	YTD Budget	YTD Actual	Variance Under(Over)
 1NGN CEO Vehicle 2019(2)	49,440	49,440	0	0	0
 1NGN CEO Vehicle 2019(3)	0	0	0	0	0
 0NGN EMCCS Vehicle 2018(2)	35,251	35,251	35,251	34,676	575
 0NGN EMCCS Vehicle 2019	34,651	34,651	0	0	0
 002 NGN MF Vehicle 2018	25,000	25,000	25,000	21,804	3,196
 NGN 0 MLC Vehicle 2018	25,000	25,000	25,000	22,281	2,719
	1,413,335	1,413,335	949,978	565,953	384,025
Furniture and Equipment					
 Airconditioner Upgrade - DRS	20,000	20,000	20,000	0	20,000
 Replace Pelments and Drapes, Jessie House	4,000	4,000	4,000	0	4,000
 Mobile Works Solution (HACC)	20,000	20,000	20,000	28,211	(8,211)
 Computer Purchases	0	0	0	0	0
 Town Hall Airconditioner	15,000	15,000	0	0	0
 Jessie House Airconditioner	0	7,000	7,000	6,881	119
 Library Software Upgrade	12,210	12,210	12,210	0	12,210
	71,210	78,210	63,210	35,091	28,119
Infrastructure - Roads					
 Earl Street - Renewal (Local)	49,813	49,813	37,356	0	37,356
 Egerton Street - Upgrade (Local)	171,494	171,494	128,613	106,700	21,913
 Whinbin Rock Road - Renewal (Rural)	70,618	70,618	52,956	0	52,956
 Wagin-Wickepin Road - Renewal (Local)	99,625	99,625	74,715	0	74,715
 Wangeling Gully Road - Renewal (Rural)	90,792	90,792	68,091	0	68,091
 Quarry Road - Renewal (Rural)	85,627	85,627	64,215	0	64,215
 Gordon Street - Renewal (Local) (R2R)	9,300	9,300	6,975	7,834	(859)
 Earl Street North - Renewal (Local) (R2R)	25,800	25,800	19,350	0	19,350
 Floreat Street - Renewal (Local) (R2R)	14,640	14,640	10,980	16,085	(5,105)
 Hough Street - Renewal (Local) (R2R)	16,815	16,815	12,609	18,101	(5,492)
 Park Street - Renewal (Local) (R2R)	11,655	11,655	8,739	8,050	689
 Northwood Street - Renewal (Local) (R2R)	12,240	12,240	9,180	12,814	(3,634)
 Palmer Street - Renewal (Local) (R2R)	7,875	7,875	5,904	6,260	(356)
 Watt Street - Renewal (Local) (R2R)	6,900	6,900	5,175	6,611	(1,436)
 Short Street - Renewal (Local) (R2R)	2,850	2,850	2,136	2,676	(540)
 Horace Street - Renewal (Local) (R2R)					
 Harper Street - Renewal (Local) (R2R)	8,910	8,910	6,681	7,878	(1,197)
 Falcon Street - Renewal (Local) (R2R)	10,260	10,260	7,695	10,701	(3,006)
 Argus Street - Renewal (Local) (R2R)	12,000	12,000	9,000	12,435	(3,435)
 Quigley Street Short Street - Renewal (Local) (R2R)	4,050	4,050	3,036	6,260	(3,224)
 Narrakine Road South - Renewal (Rural) (R2R)	8,880	8,880	6,660	3,083	3,577
 Herald Street - Upgrade (Local) (RRG)	123,027	123,027	92,265	105,758	(13,493)
 Congelin - Narrogin Road - Renewal (Local) (RRG)	637,565	637,565	478,164	568,278	(90,114)
 Congelin - Narrogin Road - Renewal (Local) (RRG)	151,908	151,908	113,925	138,580	(24,655)
	1,632,644	1,632,644	1,224,420	1,038,106	186,314
Infrastructure - Footpaths					
 Mackie Park - Footpath Construction	10,000	10,000	10,000	4,200	5,800
 Earl St Footpath Construction	9,000	9,000	9,000	5,300	3,700
 Doney Street Footpath Construction	50,000	50,000	50,000	22,800	27,200
 Felspar Street Footpath Construction (Karinya Cottage Homes)	0	0	0	0	0
	69,000	69,000	69,000	32,300	36,700
Infrastructure - Drainage					
 Drainage - Butler Street	33,589	33,589	4,794	1,100	3,694
	33,589	33,589	4,794	1,100	3,694
Infrastructure - Other					
 Refuse Site Transfer Station	10,000	10,000	10,000	7,962	2,038
 Bin Surrounds	21,600	21,600	0	21,203	(21,203)
 Cemetery Upgrade	57,440	57,440	57,440	0	57,440
 Gnarojin Park Master Plan	23,248	23,248	0	21,745	(21,745)
 CBD Design - Colour Palette and signage	10,000	10,000	0	0	0
 Townscape - Highbury	5,000	5,000	0	2,260	(2,260)
 Townscape - Narrogin	10,000	10,000	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JANUARY 2019**

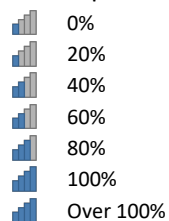
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

	Original Budget	Revised Budget	YTD Budget	YTD Actual	Variance Under(Over)
 NRRC Infrastructure Other (Capital)	10,000	10,000	10,000	(60)	10,060
 Foxes Lair	17,000	17,000	0	0	0
 Heritage Trail	28,015	28,015	0	2,500	(2,500)
 McKenzie Park - Playground Equipment	10,000	10,000	10,000	0	10,000
 Pine Park - Playground Equipment	12,000	12,000	12,000	8,658	3,342
 Ashworth Park - Playground Equipment	20,000	20,000	20,000	0	20,000
 Highbury Tennis Court	75,000	75,000	0	0	0
 Narrogin Walk Trails Master Plan	16,000	16,000	0	14,310	(14,310)
 Mountain Bike & Pump Track Feasibility Study	9,000	9,000	0	0	0
 Skate Park Improvements	69,811	69,811	0	16,552	(16,552)
 Gnarojin Community Garden Carpark & Driveway Upgrade	10,000	10,000	10,000	0	10,000
 Museum Carpark	60,000	60,000	30,000	45,658	(15,658)
 Pioneer Drive Carpark	50,000	50,000	0	675	(675)
 Aerodrome Infrastructure Other (Capital)	30,000	30,000	0	10,047	(10,047)
 Caravan Park Resealing, Line Marking	20,000	20,000	0	0	0
 Local Tourism Planning Strategy	20,000	20,000	0	0	0
 Site Inspection Report - Felspar St Depot	20,000	20,000	20,000	16,717	3,283
 Economic Development Strategy	30,000	30,000	0	0	0
 Commercial Standpipe (Highbury West & Chomley Road)	0	0	0	0	0
	644,114	644,114	179,440	168,227	11,213
Infrastructure - Parks & Gardens					
 Sydney Hall Way Park Bikepath Capital	0	0	0	0	0
	0	0	0	0	0
Capital Expenditure Totals	5,188,930	5,391,689	3,131,435	1,967,489	1,163,946

Capital Expenditure Total

Level of Completion Indicators



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

Variance is calculated on:
YTD Budget vs YTD Actual

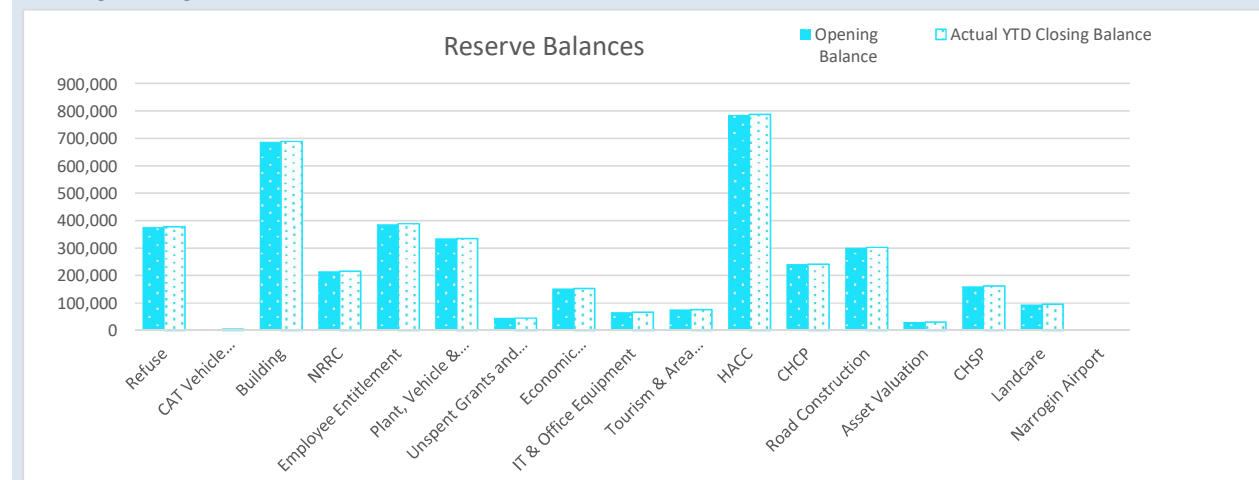
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JANUARY 2019**

**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	1,410	50,000	0	0	0	433,302	377,885
CAT Vehicle Replacement	4,297	78	15	7,125	0	11,500	0	0	4,312
Building	686,182	12,444	2,571	80,000	0	280,000	0	498,626	688,753
NRRC	214,761	3,895	805	140,000	0	285,759	0	72,897	215,566
Employee Entitlement	387,576	7,029	1,452	0	0	0	0	394,605	389,028
Plant, Vehicle & Equipment	333,984	6,057	1,252	425,000	0	442,500	0	322,541	335,236
Unspent Grants and Contributions	44,816	811	171	0	0	4,724	0	40,903	44,987
Economic Development	152,014	2,757	569	18,552	0	0	0	173,323	152,583
IT & Office Equipment	66,049	1,198	247	5,000	0	0	0	72,247	66,296
Tourism & Area Promotion	75,469	1,369	283	0	0	0	0	76,838	75,752
HACC	784,351	14,224	2,937	0	0	146,916	0	651,659	787,288
CHCP	241,070	4,372	903	0	0	53,213	0	192,229	241,973
Road Construction	301,328	5,465	1,129	42,332	0	0	0	349,125	302,457
Asset Valuation	30,610	555	114	0	0	0	0	31,165	30,724
CHSP	160,970	2,919	602	0	0	11,514	0	152,375	161,572
Landcare	94,846	0	356	0	0	0	0	94,846	95,202
Narrogin Airport	0	0	0	0	0	0	0	0	0
	3,954,799	70,000	14,816	768,009	0	1,236,126	0	3,556,682	3,969,614

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JANUARY 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
				Opening Surplus(Deficit)	\$	\$	\$	\$
		Budget Adoption						0
2110821		Budget Amendment as per council resolution 0918.096, 26 September 2018	0918.096	Operating Expenses		4,000		4,000
2070603		Budget Amendment as per council resolution 0918.096, 26 September 2018	0918.096	Operating Expenses			(4,000)	0
4110260	BC160	Budget amendment as per council resolution 1018.100 24 October 2018	1018.100	Operating Expenses		106,350		106,350
4110260	BC161	Budget amendment as per council resolution 1018.100 24 October 2018	1018.100	Operating Expenses		89,409		195,759
5110253		Budget amendment as per council resolution 1018.100 24 October 2018	1018.100	Capital Revenue			(166,656)	29,103
5110253		Budget amendment as per council resolution 1018.100 24 October 2018	1018.100	Capital Revenue			(29,103)	0
4080350	FE030	Budget Amendment as per council resolution 1018.103, 24 October 2018	1018.103	Capital Expenses		7,000		7,000
5080352		Budget Amendment as per council resolution 1018.103, 24 October 2018	1018.103	Capital Revenue			(7,000)	0
					-	206,759	-	206,759































KEY INFORMATION

Shire of Narrogin
Strategic Projects 2018/19

For the Period Ended 31 JANUARY 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	
	Governance													
1	OTHGOV - Capital Furniture & Equipment		Airconditioner Upgrade - DRS	New air conditioner for the DRS area	20,000.00	-	Azhar Awang							
2	OTHGOV - Capital Administration Building		Building Renovation Administration	Toilets \$30,000, reception \$50,000, Covered Entry \$100,000	190,060.00	10,060.00	Azhar Awang							
	Law, Order & Public Safety													
3	FIRE - Plant & Equipment (Capital)	Cr	Fire Truck (Highbury)	Purchase 2nd hand fire truck to be placed in Highbury	50,000.00	-	Azhar Awang							
4	ANIMAL - Building (Capital)		Animal Pound Capital	Noise control upgrade	7,781.00	-	Azhar Awang							
	Education & Welfare													
8	HACC - Furniture & Equipment (Capital)		Replace Pelments and Drapes, Jessie House	Replace pelmets and drapes at Jessie House	4,000.00	4,013.64	Frank Ludovico							
10	HACC - Plant & Equipment (Capital)		Brush Cutter 2018	Brush Cutter	1,000.00	-	Frank Ludovico							
11	HACC - Building (Capital)		HACC - Building (Capital)	Install Electric sliding doors at Jessie House \$13,000.	13,000.00	13,213.20	Frank Ludovico							
12	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	37,500.00	67,360.00	Frank Ludovico							
13	HACC - Plant & Equipment (Capital) GEN	C/FWD	HACC - Plant & Equipment (Capital) GEN	Replacement HiAce Bus	58,000.00	57,930.90	Frank Ludovico							
15	CHCP - Plant & Equipment (Capital) GEN		NGN 839 Toyota Altise		27,000.00	-	Frank Ludovico							
16	AGEDOTHER - Plant & Equipment (Capital)		NGN219 CATS Vehicle 2019		26,500.00	-	Frank Ludovico							
	Community Amenities													
18	SAN - Infrastructure Other (Capital)	C/FWD	Installation on Bin Surrounds	Installation of Bin Surrounds - Townscape	21,600.00	21,193.06	Azhar Awang							
21	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2019		35,755.00	-	Torre Evans							
22	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2019(2)		35,755.00	-	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	-	Azhar Awang							
24	COM AMEN - Building (Capital) - Other Community Amenities	2017/18	Memorial Park Public Toilets Capital	Design, planning & demolition. Construction new Public Toilet	100,000.00	-	Azhar Awang							
26	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities	C/FWD	Cemetery Upgrade	C/F: Design, survey, stormwater & road design for extension of the cemetery \$57,440.	57,440.00	-	Azhar Awang							
27	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities	C/FWD	Gnarojin Park Master Plan	Completion of Plan	23,247.73	23,247.73	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		Townscape - Narrogin	Narrogin Townscape annual allocation	10,000.00	-	Azhar Awang							
	Recreation & Culture													
30	HALLS - Furniture & Equipment (Capital) GEN	Comm	Town Hall Airconditioner	Humidifier and air cond of Art Collection	7,500.00	-	Azhar Awang							
31	HALLS - Furniture & Equipment (Capital) GEN		Town Hall Airconditioner	Relocate Air conditioner	7,500.00	-	Azhar Awang							
32	HALLS - Building (Capital)	C/FWD	Town Hall (Federal St) Building Capital	Repitching of Mayors parlour roof.	75,760.00	96,500.00	Azhar Awang							
33	HALLS - Building (Capital)	CBP	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							
35	NRRC - Building (Capital)		NRRC Building (Capital)	Exhaust system upgrade \$40,000, Re-tile dry side changerooms \$20,000, Boiler repairs \$30,000	123,600.00	120,461.20	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.	64,259.00	154,213.46	Azhar Awang							
37	NRRC - Infrastructure Other (Capital)	C/FWD	NRRC Infrastructure Other (Capital)	Multiple Club trophy cabinet \$10,000	10,000.00	11,240.00	Azhar Awang							
38	REC - Infrastructure Other (Capital)		Foxes Lair	Repair washouts to Foxes Lair tracks \$10,000, Signage \$7,000	17,000.00	-	Azhar Awang							
39	REC - Infrastructure Other (Capital)	Cr	Highbury Tennis Court	Resurface Highbury Tennis Court (Shire contribution of 30%)	75,000.00	-	Azhar Awang							
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	69,810.91	26,751.84	Azhar Awang							

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
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.	28,015.00	42,615.00	Azhar Awang								Pending financial input from Keedac
42	REC - Infrastructure Other (Capital)	2017/18	McKenzie Park - Playground Equipment	Shade shelter, table & seating \$10,000,	10,000.00	-	Azhar Awang								
44	REC - Infrastructure Other (Capital)		Ashworth Park - Playground Equipment	Ashworth Park Shade Structure	20,000.00	-	Torre Evans								
45	REC - Infrastructure Other (Capital)		Narrogin Walk Trails Master Plan	Narrogin Walk Trails Master plan	16,000.00	14,310.00	Azhar Awang								
46	REC - Infrastructure Other (Capital)		Mountain Bike & Pump Track Feasibility Study	Mountain bike & pump track feasibility study	9,000.00	9,900.00	Azhar Awang								
48	LIB - Building (Capital)	C/FWD	Library Landscape - Stage 1A	Library Landscape - Stage 1	100,000.00	34,500.00	Frank Ludovico/Keenan								
49	HERITAGE - Building (Capital)	CBP	Museum Building (Capital)	Install disability access at the Old Courthouse Museum \$5,000.	5,000.00	-	Azhar Awang								
50	HERITAGE - Building (Capital)		CCTV Installation Old Courthouse Museum	Install CCTV Old Courthouse Museum \$7,500.	7,500.00	-	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	-	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	6,750.00	Azhar Awang								
53	ROADC - Infrastructure Other (Capital)		Museum Carpark	Renew with asphalt and kerbing (many cracked and lifted areas)	60,000.00	46,748.65	Torre Evans								
54	ROADC - Infrastructure Other (Capital)		Pioneer Carpark	Preliminary Carpark Earthworks (Cr request)	50,000.00	-	Torre Evans								
55	ROADC - Roads (Capital) - Council Funded		Earl Street - Renewal (Local)	Stabilising and seal	49,813.00	11,746.00	Torre Evans								
56	ROADC - Roads (Capital) - Council Funded		Egerton Street - Upgrade (Local)	Reconstruction	171,494.00	109,885.31	Torre Evans								
57	ROADC - Roads (Capital) - Council Funded		Whinbin Rock Road - Renewal (Rural)	Resheet	70,618.00	-	Torre Evans								
58	ROADC - Roads (Capital) - Council Funded		Wagin-Wickepin Road - Renewal (Local)	Reconstruct Stabilise and seal	99,625.00	24,050.00	Torre Evans								
59	ROADC - Roads (Capital) - Council Funded		Wangeling Gully Road - Renewal (Rural)	Resheet	90,792.00	-	Torre Evans								
60	ROADC - Roads (Capital) - Council Funded		Quarry Road - Renewal (Rural)	Resheet	85,627.00	-	Torre Evans								
76	ROADC - Roads (Capital) - Regional Road Group		Herald Street - Upgrade (Local) (RRG)	Reconstruction	637,565.00	605,528.54	Torre Evans								
78	ROADC - Footpaths (Capital)		Mackie Park - Footpath Construction	Replace broken, cracked concrete footpath with new	10,000.00	4,200.00	Torre Evans								
81	ROADC - Drainage (Capital)		Drainage - Butler Street	December 2017 Council meeting Resolution 1217.141	33,589.00	2,554.55	Azhar Awang								
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)	20,000.00	38.00	Torre Evans								
85	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019		36,508.00	-	Torre Evans								
86	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019 (2)		36,508.00	-	Torre Evans								
87	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019 (3)		36,508.00	-	Torre Evans								
89	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2019		36,870.00	-	Torre Evans								
90	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2019(2)		36,870.00	-	Torre Evans								
94	PLANT - Plant & Equipment (Capital)		NO1 2018 UD 6 Wheeler Nissan Diesel Tip Truck		226,000.00	229,329.09	Torre Evans								
98	PLANT - Plant & Equipment (Capital)		NO2731 Four Axle Side Tipping Trailer - Additions	Refurbishment	25,000.00	18,000.00	Torre Evans								
99	PLANT - Plant & Equipment (Capital)		NO2706 Four Axle Side Tipping Trailer - Additions	Refurbishment	25,000.00	18,000.00	Torre Evans								
101	PLANT - Plant & Equipment (Capital)		New VHF Radios x 15		15,000.00	-	Torre Evans								
104	TOUR - Building (Capital)	C/FWD	Accommodation Units (NCP)		351,364.00	1,800.00	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	600.00	Frank Ludovico								
106	TOUR - Building (Capital)		Visitor Information Bay Upgrade (Williams Road)	Remove old signs, repaint, install new signs	20,000.00	8,476.04	Azhar Awang								
107	TOUR - Infrastructure Other (Capital)	C/FWD	Caravan Park Resealing, Line Marking	Resealing of Caravan Park, Line marking	20,000.00	-	Frank Ludovico								
108	TOUR - Infrastructure Other (Capital)		Local Tourism Planning Strategy	The preparation of a plan exploring options for the development of tourism in the Shire	20,000.00	-	Azhar Awang								
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	-	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								
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								
	Other Property & Services														
114	ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2019(2)		49,440.00	-	Torre Evans								
116	ADMIN - Plant and Equipment (Capital)		ONGN EMCCS Vehicle 2019		34,651.00	-	Torre Evans								
119			Great Southern Regional Business Association	Donation of \$18,551.61	18,551.00	-	Dale Stewart								

Line No	COA Description	Project Type	Project Title	Project Description	2019/20	2019/20	Responsible Officer	January	February	March	April	May	June	Comments
					Annual Budget incl Amendments	YTD Actual incl o/s Purchase orders								
					4,011,595.64	1,817,793.59								
	COMPLETED PROJECTS													
5	ANIMAL - Plant & Equipment (Capital)	C/FWD	NO05 Ranger Vehicle 2018		42,606.00	37,038.88	Azhar Awang	●						
6	SAN - Infrastructure Other (Capital) GEN		CCTV Installation Refuse Site		10,000.00	-	Azhar Awang	●						
7	HEALTH - Plant & Equipment (Capital)		EHO Vehicle 2018	New Senior EHO Vehicle	21,000.00	18,602.18	Azhar Awang	●						
9	HACC - Plant & Equipment (Capital)	C/FWD	Lawn Mower 2018	Lawn Mower	2,000.00	1,590.00	Frank Ludovico	●						
14	CHCP - Furniture & Equipment (Capital)		Mobile Works Solution (HACC)	Alchemy Technology Interface and IT purchase of Mobile Works solution	20,000.00	28,210.76	Frank Ludovico	●						
17	SAN - Infrastructure Other (Capital)		Refuse Site Transfer Station	Installation of Safety railing at transfer station (OHS Audit Report)	10,000.00	16,325.69	Azhar Awang	●						
19	PLAN - Municipal Heritage Inventory		Municipal habitation inventory	Municipal habitation inventory	20,000.00	-	Azhar Awang	●						
20	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2018(2)	0	35,755.00	35,134.27	Torre Evans	●						
25	COM AMEN - Building (Capital) - Other Community Amenities		Highbury Public Toilets (Capital)	Retaining wall and infill around new leach drains installed	10,000.00	5,525.00	Azhar Awang	●						
34	HALLS - Building (Capital)	CBP	Highbury Hall Building Capital	Rewire Highbury Hall \$10,000	15,000.00	5,937.00	Azhar Awang	●						
43	REC - Infrastructure Other (Capital)	2017/18	Pine Park - Playground Equipment	Basketball half court \$12,000 Councillor request	12,000.00	8,658.00	Torre Evans	●						
47	LIB - Furniture and Equipment	C/FWD	Library Software Upgrade	Completion of software installation	12,210.00	-	Frank Ludovico	●						
61	ROADC - Roads (Capital) - Roads to Recovery		Gordon Street - Renewal (Local) (R2R)	Reseal	9,300.00	7,834.39	Torre Evans	●						
62	ROADC - Roads (Capital) - Roads to Recovery		Earl Street North - Renewal (Local) (R2R)	Reseal	25,800.00	-	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	-	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	3,083.05	Torre Evans	●						
75	ROADC - Roads (Capital) - Roads to Recovery		Narrakine Road South - Renewal (Rural) (R2R)	Reconstruction and Seal	123,027.00	105,758.14	Torre Evans	●						
77	ROADC - Roads (Capital) - Regional Road Group		Congelin - Narrogin Road - Renewal (Local) (RRG)	Stabilise and Seal	151,908.00	138,042.75	Torre Evans	●						
79	ROADC - Footpaths (Capital)		Earl St Footpath Construction	To improve safety of footpath in front of ABC Kindergarten	9,000.00	5,300.00	Torre Evans	●						
80	ROADC - Footpaths (Capital)	2017/18	Doney Street Footpath Construction	Part of 5 year footpath program Full length	50,000.00	22,800.00	Torre Evans	●						
82	AERO - Infrastructure Other (Capital) - Aerodromes		Aerodrome Infrastructure Other (Capital)	Sealed apron off runway next to water tank for refilling water bombers \$10,000.	10,000.00	5,808.94	Torre Evans	●						
84	PLANT - Plant & Equipment (Capital)		ONO EMTRS Vehicle 2018 (3)		36,508.00	36,388.81	Torre Evans	●						
88	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2018(2)		36,870.00	36,242.56	Torre Evans	●						
91	PLANT - Plant & Equipment (Capital)		Works Supervisor Vehicle 2018		43,000.00	35,415.91	Torre Evans	●						
92	PLANT - Plant & Equipment (Capital)		1N0 CF Vehicle 2018		43,000.00	36,497.73	Torre Evans	●						
93	PLANT - Plant & Equipment (Capital)		NGN802 Gardener Vehicle 2018		28,000.00	23,677.28	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		32,000.00	27,368.18	Torre Evans	●						
97	PLANT - Plant & Equipment (Capital)		NGN677 Toro Mower 2018 (WORKS) (PE041)		35,000.00	33,000.00	Torre Evans	●						
100	PLANT - Plant & Equipment (Capital)		Workshop Tool Purchase (Mechanic)		15,000.00	14,205.64	Torre Evans	●						
102	PLANT - Plant & Equipment (Capital)		NGN6121 1982 Twin Drum Turf Roller (WORKS)		35,000.00	34,850.00	Torre Evans	●						
103	TOUR - Plant & Equipment (Capital)	C/FWD	CCTV Installation NCP		10,000.00	8,500.00	Frank Ludovico	●						
112	ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2018(2)		53,040.00	51,592.73	Torre Evans	●						
117	ADMIN - Plant and Equipment (Capital)		002 NGN MF Vehicle 2018		25,000.00	21,803.57	Torre Evans	●						
118	COMMUNITY - Plant & Equipment (Capital)		NGN 0 MLC Vehicle 2018		25,000.00	22,281.30	Torre Evans	●						
					1,208,790.00	1,010,408.63								

9:04 pm – Cr Schutz left the meeting

9.06 pm – Cr Schutz returned to the meeting

10.3.5 PROPOSED SALE OF LAND LOT 1431 (NO. 40) NORTHWOOD STREET NARROGIN, ASSESSMENT NO. A289900, DUE TO UNPAID RATES

File Reference	A289900
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	Item: 10.3.3, 24 October 2018, Resolution 1018.104
Date	29 January 2019
Author	Toni Reitmajer – Finance Officer Rates
Authorising Officer	Frank Ludovico – Executive Manager Corporate and Community Services
Attachments	
1. Correspondence Ampac Debt Recovery Lawyers Price Sierakowski	

Summary

This item was previously taken to Council on 24 October 2018. Further advice and recommendation have been received from Ampac Debt Recovery Services lawyers, Price Sierakowski, to include the following additional information to the original resolution, in accordance with the Local Government Act 1995, section 6.68.

This recommendation is to ensure that there is no risk of a challenge being made to the three (3) year rule sale process or additional delays occur and that all the necessary timeframes are met.

The previous resolution be updated to include the necessary information.

Background

This item was previously taken to Council on 24 October 2018. Further advice and recommendation have been received from Ampac Debt Recovery Services lawyers, Price Sierakowski, to include the following additional information to the original resolution, in accordance with the Local Government Act 1995 (LGA) section 6.68 (2) .

Section 6.68(2) of the Local Government Act 1995:

“The local government has a reasonable belief the cost of proceedings will equal or exceed the value of the land;” or

Section 6.68(3) of the LGA:

“having made reasonable efforts to do so, the local government is unable to locate the owner of the property.”

This recommendation is to ensure that there is no risk of a challenge being made to the three (3) year rule sale process or additional delays occur and that all the necessary timeframes are met, in accordance with The Department of Local Government and Communities – Local Government Operational Guidelines Number 22 – May 2012 “Possession of Land for Recovery of Rates and Service Charges” checklist and Ampac Debt Recovery Guidelines.

The property has rates outstanding in excess of seven (7) years. It has not been possible to locate the owner or enter into any kind of payment arrangement for the payment of the balance owing.

Council resolved, pursuant to resolution number 1018, at its meeting of the 24 October 2018, as follows:

“That with respect to proposed sale of Land Lot 1431 (Number 40) Northwood Street Narrogin due to unpaid rates that Council, pursuant to section 6.64(1)(b) of the Local Government Act 1995, proceed to dispose of the lot, being Assessment Number A289900, to recover rates and charges in arrears of three (3) or more years.”

Comment

Correspondence received 21 January 2019 from Price Sierakowski Lawyers have recommended the inclusion of section 6.68 of the Local Government Act 1995 to mitigate all risks of challenges to the sale of the land process.

Updating the previous resolution was seen to be practicable way to proceed.

Consultation

Extensive consultation has been undertaken with the following agencies and employees:

- AMPAC Debt Recovery
- Baycorp (WA) Pty Ltd
- Price Sierakowski Corporate Solicitors
- Nicole Bryant – Manager Finance
- Frank Ludovico – Executive Manager Corporate & Communities Services
- Dale Stewart – Chief Executive Officer

Statutory Environment

Section 6.64(1)(b) of the Local Government Act 1995 provides that,

“if any rates or service charges due to a local government in respect of any rateable land have been unpaid for at least three (3) years, the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold as against a person having an estate or interest on the land - and to sell the land.”

Section 6.68(1) of the Local Government Act 1995

“Subject to subsection (2), a local government is not to exercise its power under section 6.64(1)(b) in this Subdivision and Schedule 6.3 referred to as the power of sale) in relation to any land unless, within the period of 3 years prior to the exercise of the power of sale, the local government has at least once attempted under section 6.56 to recover money due to it.”

Section 6.68(2) of the Local Government Act 1995

“A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government” —

(a) “has a reasonable belief that the cost of the proceedings under that section will equal or exceed the value of the land” or

(b) “having made reasonable efforts to locate the owner of the property is unable to do so”.

Section 6.68(3A) of the Local Government Act 1995 –

(a)” A local government is to ensure that a decision to exercise a power of sale without having, within the period of 3 years prior to the exercise of the power of sale, attempted under section 6.56 to recover the money due to it and the reasons for the decision are recorded in the minutes of the meeting at which the decision was made”.

(3)”Schedule 6.3 has effect in relation to the exercise of the power of sale”.

In order to take possession of the property and proceed with its sale, Council must cause notice requiring the payment of rates under Schedule 6.3 of the Local Government Act 1995.

Such notice is also to be served on any party with an interest in the land. This includes the mortgagee and is to be posted on the Shire official notice board for a period of not less than 35 days. It, at the expiration of three (3) months from the date of issue of this notice the rates remain unpaid, the Shire of Narrogin may proceed with selling the land by public auction, with such auction to occur not more than 12 months from date of the notice.

If the matter takes this course, and the property is sold by public auction, under Clause 5 of Schedule 6.3 of the Local Government Act 1995, the outstanding rates, any additional legal expenses and the cost of the sale of the property can be recovered by the Shire in the event of the owners or associated parties making a claim.

If there are surplus funds from the sale of the property and are not claimed after 12 months after the sale, the residual funds are to be paid to the Supreme Court under Section 99 of the Trustees Act 1962.

The Department of Local Government and Communities – Local Government Operational Guidelines Number 22 – May 2012 “Possession of Land for Recovery of Rates and Service Charges”, has been used to develop this item.

Policy Implications

Executive Instructions – 2.4 – Debt Recovery – Rates Debtors

- **11. A Property Seizure and Sale Order (PSSO) against land is proposed to collect outstanding Rates.**

- *b). A Property Seizure and Sale Order (PSSO) against land will require Shire approval and lodgement will be at the discretion of the Manager of Finance and Executive Manager of Corporate and Community Services*

Financial Implications

The recovery of these rates will reduce our outstanding rates debtors, therefore providing cash flow for Council activities.

It is proposed to use Ampac Debt Recovery Services (our current WALGA preferred Debt Collection Agency) to process this matter. Anticipated cost is approximately \$5,000. This will be recoverable through the sale.

Should there not be sufficient funds to clear the debt the following options are available to Shire:

- Section 6.47 of the Local Government Act 1995 allows a local government to waive (by absolute majority) rates at any time, including after they have been raised.
- Section 6.64(1) of the Local Government Act 1995 says that If Council chose not to waive any rates left owing after a sale for non-payment, the amount owing would follow the land to the new owner.
- Clause 3.6 of Local Government Guidelines Number 22 and Section 6.71 Local Government Act 1995, if the land remains unsold an option is to have it transferred to the Local Government or the Crown.

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)
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 AND COUNCIL RESOLUTION 0219.015

Moved: Cr Walker Seconded: Cr Seale

That, with respect to proposed sale of land Lot 1431 (No. 40), Assessment No. A289900 Northwood Street, Narrogin, due to unpaid rates, Council, pursuant to section 6.64(1)(b), 6.68(2) and 6.68(3) of the Local Government Act 1995, dispose of the Lot to recover rates and charges in arrears of three (3) or more years, as the Shire of Narrogin has the belief that the cost of proceedings will equal or exceed the value of the land and that it has made reasonable efforts to locate the owner of the property.

CARRIED 7/0

Toni Reitmajer

From: WA Rates <warates@4ampac.com.au>
Sent: Thursday, 17 January 2019 11:51 AM
To: Toni Reitmajer
Subject: FW: Shire of Narrogin v Arvind Jamnadas Khatri A289900 (our ref. 180124)

Hi Toni

Please see the below response from the lawyers. The council minutes will need to be slightly amended to say

- a. Section 6.68(2) of the LGA: *"The local government has a reasonable belief the cost of proceedings will equal or exceed the value of the land;"* and/ or
- b. Section 6.68(3) of the LGA: *"having made reasonable efforts to do so, the local government is unable to locate the owner of the property."*

Thank you

Kind Regards,

Lauren O'Hearn

Senior Account Manager

AMPAC Debt Recovery

GPO BOX 2535

St Georges Tce,

PERTH WA 6831

Office. (08) 6267 3090 | Fax. (08) 6267 3099

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From: Sumi Steyn <sumi@pricesierakowski.com.au>
Sent: Tuesday, 15 January 2019 3:30 PM
To: WA Rates <warates@4ampac.com.au>
Cc: Brett Molony <brett@pricesierakowski.com.au>; Nicholas Mansfield <nicholas@pricesierakowski.com.au>
Subject: RE: Shire of Narrogin v Arvind Jamnadas Khatri A289900 (our ref. 180124)

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Dear AMPAC,

Thank you for your instructions on the above matter.

We have had the opportunity to review the instructions and documents sent through and note that the Shire wishes to sell the land pursuant to the 3 year process under Section 6.64 Local Government Act 1995. Usually our estimated costs of proceeding with a 3 year sale are between \$4,000 - 6,000. The Shire should be aware the process can take upwards of 12 months.

Summary of Facts

Based on the instructions provided the facts of the matter can be summarised as follows:

1. The property the Shire is seeking to deal with is Lot 1431 on Deposited Plan 205878;
2. The owner of the property is listed as Arvind Jamnadas Khatri;
3. The Shire had commenced legal proceedings and the General procedure Claim was returned unserved;
4. From the notes provided an appraisal from Ray white Narrogin has been provided with an estimated sale value of \$8,000.00 - \$15,000.00;
5. Two skip traces have been conducted by AMPAC on the Shire's behalf to locate the current owner and the executors of the Estate in WA and NSW;
6. Probate searches according to the notes in WA and NSW have revealed that the current owner passed away in October 2010 and the property was not included in the probate listings;
7. Upon a review of the Title there no interests or encumbrances listed on the Title and the Registered Proprietor is listed as Arvind Jamnadas Khatri;
8. We note that the Shire considers the property to be a fire risk to neighbouring properties and proposes control measures are to be undertaken to mitigate the fire risk;

We note that the Local Government Act 1995 (WA) prescribes that the proceeds of any sale of the property are to be distributed as follows:

- a. Payment of costs, charges, expenses incurred by the local government in selling the property;
- b. Payment of the unpaid rates owing to the local government and costs and other money imposed in favour of the Crown in right of the State or a department or agency in the right of the State;
- c. Payment of costs and expenses incurred by the Shire in transferring the title to the purchaser;
- d. Payment towards the discharge of a charge against the land relating to the construction of drains and fittings to connect the land with a sewer;
- e. Payment towards the discharge of a mortgage and any encumbrances; and
- f. Any residual money left from the sale, the registered proprietors would be entitled to.

3 Year Sale

Please note that Section 6.68 of the Local Government Act restricts a local government from proceeding to sale unless one of the following 3 requirements has been satisfied:

1. The local government has at least once attempted to recover money via court proceedings within the last 3 years; or
2. The local government has a reasonable belief the cost of proceedings will equal or exceed the value of the land; or
3. Having made reasonable efforts to do so, the local government is unable to locate the owner of the property.

Any decision regarding points 2 or 3 must be recorded in the minutes of a meeting of the Local Government.

Upon a consideration of the instructions and council minutes provided we note the following:

We reviewed the council resolution and think that the resolution is fine in terms of the references made to the steps undertaken to locate the owner of each property. However the resolution is lacking in that it does not have reference to section 6.68(2) or 6.68(3) of the LGA.

Next Steps

We recommend the Shire consider:

1. A new council resolution passed to include a sentence or 2 saying in particular that the Shire will be proceeding under the 3 year sale rule in accordance with:
 - a. Section 6.68(2) of the LGA: *"The local government has a reasonable belief the cost of proceedings will equal or exceed the value of the land;"* and/ or
 - b. Section 6.68(3) of the LGA: *"having made reasonable efforts to do so, the local government is unable to locate the owner of the property."*
2. May we please ask for the Probate searches to be provided?

We look forward to hearing from you.

Kind regards,

Sumi Steyn
Paralegal



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10.3.6 2018/19 BUDGET REVIEW

File Reference	12.4.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Not Applicable
Previous Item Numbers	Nil
Date	14 February 2019
Author	Nicole Bryant – Manager of Finance
Authorising Officer	Frank Ludovico – Executive Manager Corporate and Community Services
Attachments	
1. Shire of Narrogin Budget Review for the Year Ended 30 June 2019	

Summary

Council is requested to consider the adoption of the Shire's 2018/19 Budget Review.

Background

The Budget Review had been based on the Shire's 31 December 2018 actual financial balances and was completed on 14 February 2019.

The Manager of Finance had conducted interviews with line managers to determine if there is likely to be significant budget variances. The information gathered is shown in the attached documents.

Comment

The Budget has been reviewed to continue to deliver on strategies adopted by the Council and maintains a high level of service across all programs.

When projecting figures, a conservative approach was taken to determine the likely year-end actuals e.g. overestimate expenditure and underestimate income.

The Shire of Narrogin Budget Review for the Year Ended 30 June 2019 highlights significant movements (noting small variances do not have comments).

Council's Forecast position at 30 June 2019 is expected to be healthy. Revenues are expected to be higher due to the receipt of grants (Emergency Services, Homecare and Road funding). Expenditure has increased mainly to depreciation. However, a number of projects have come under budget, which provides an opportunity to complete some additional projects and make additional transfers to Reserves.

Particular issues arising from the Budget Review are:

1. As a result of the Annual Audit the Opening Balance for 2018/19 Budget was revised from \$3,686,158 to \$3,760,640 – an increase of \$74,482 to the opening position. It is generally expected to see a variance between the budgeted closing position and the actual opening position.
2. The Review suggests the addition of another two projects that did not receive approval during the Budget 2018/19 process. The projects are shown within Attachment 1, Part 2 Additional Projects. Major adjustments are highlighted below:
 - 2.1 Materials for various Parks & Gardens were omitted from the 2018/19 Budget and \$40,000 is required.
 - 2.2 Grant funding of \$62,210 has been received for the construction of a Training Room at the Narrogin SES. The Shire will project manage this project. A matching adjustment to income and Capital Expenditure accounts is required.
 - 2.3 Homecare - Reserve Fund adjustments have occurred to Homecare budgets to accommodate for variations in expenditure and income and ensuring the call on Municipal funds remain at zero.
 - 2.4 Additional works on the Mayor's Parlour are required. Asbestos removal and subsequent heritage roof pitch variations require and additional \$53,340. Note, as this ledger is used for 2 jobs a saving in the Highbury Hall project brings the net amount required to \$44,277.
 - 2.5 Grant for Highbury Tennis Club unsuccessful. Adjustment to income and Capital Expenditure accounts are required.
 - 2.6 Direct Road Grant received an additional \$64,090. At Budget preparation we were advised of the budgeted figure. Subsequently we received the additional funds.
 - 2.7 Saving on plant purchases of \$41,732 have been retained in the Plant Reserve.
 - 2.8 Grant funding for the Narrogin Airport has not been received so the unspent Council contribution (\$10,000) is being transferred to the Narrogin Airport Reserve.
3. The Shire is currently under allocating Plant Operating Costs to the various works and services by \$24,000. This is due to the additional activity associated with progressing works associated with the WANDRRA claim. This amount is immaterial however and will be monitored through the remainder of the financial year by the Manager Finance and if required adjusting journals to ensure there are no material over-under allocations at year end.
4. Budget adjustments made throughout 2018/19, in accordance with previous Council resolutions, have been included in the Review.

The Review, after allowing for all these adjustments, shows an estimated forecast surplus position at 30 June 2019 of \$122,659.

Projects not included in the 2018/19 Budget we reviewed in order to determine the capacity to include them in the Review (listed in the Attachment).

Whilst they are important projects they were not considered a priority.

It was felt the additional road funds should be used for road work activity and so it is proposed to extend the works at Earl Street remediation project beyond existing works (north of St Matthews Church) to include that part of the road to the east of the Earl Street Surgery. The estimated cost is \$60,000.

After these adjustments, \$62,659 remains available to achieve a forecast balanced budget at 30 June 2019.

When Council considered the Request for Tender (RFT 18/19-04) – Narrogin Regional Recreation Centre roofing repairs – lot 1561 (no. 50) Clayton road, Narrogin (item 10.1.3 24 October 2018 Council meeting resolution 1018.100) Building Reserve funds were used to enable this project. Council resolved to “consider replenishing the Building Reserve by at least \$29,103 during the Budget Review”.

It is considered that replenishing the Building Reserve with \$62,659 is the highest and best use of these funds, as it will give capacity for future asset management activities.

Consultation

All Department Executive Managers and Managers have reviewed budget allocations under their responsibility. This review included an analysis of the year to date levels of expenditure and income in comparison to the original budget allocations.

Statutory Environment

Regulation 33A of The Local Government (Financial Management) Regulations 1996 - Review of budget requires:

- “(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
 - (2A) The review of an annual budget for a financial year must —*
 - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) consider the local government’s financial position as at the date of the review; and*
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.*
 - (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
 - (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
- *Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.”*

Policy Implications

Nil

Financial Implications

The Budget materiality variance was adopted at Council’s Meeting held on 25 July 2018 (Council Resolution 0718.066). This means a variance of a percentage (equal to or greater than 10%) or a value (equal to or greater than \$10,000) for the 2018/19 financial year must be reported. The Policy was applied in this Budget 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

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0219.016

Moved: Cr Seale Seconded: Cr Ward

That, with respect to the 2018/19 Budget review, Council adopt the 2018/19 Budget Review, including endorsement of proposed amendments to the 2018/19 Municipal Budget as detailed in the attached Budget Review 2018/19.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**



BUDGET REVIEW

FOR THE YEAR ENDED 30 JUNE 2019

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

BUDGET REVIEW 2018/19

Adjustment Listing

Direction of Change	Account #	Account Name	Description of Change	Existing Budget	Adjustment	Revised Budget	Running Balance of Adjustments
Surplus / (Deficit) as at 1 July 2018				0	74,482.00	74,482	74,482
Annual Report Finalised							
Operating Expenditure							
Decrease	2040112	MEMBERS - Election Expenses	Minor Adjustment	1,500	(1,500)	0	75,982
Increase	2040116	MEMBERS - Advertising & Promotions	Ngn Narrative not originally included in budget, CEO vacancy advertising	20,000	10,000	30,000	65,982
Decrease	2040121	MEMBERS - Information Systems	Minor Adjustment	2,000	(1,000)	1,000	66,982
Decrease	2040125	MEMBERS - Other Expenses	Minor Adjustment	2,000	(1,000)	1,000	67,982
Increase	2040127	MEMBERS - Civic Functions, Refreshments & Receptions	Minor Adjustment	30,000	5,000	35,000	62,982
Decrease	2040207	OTHGOV - Civic Functions, Refreshments & Receptions	Remove Other Governance Civic functions /refreshments (duplication)	16,905	(16,905)	0	79,887
Decrease	2040212	OTHGOV - Communication Expenses	Minor Adjustment	485	(485)	0	80,372
Decrease	2040214	OTHGOV - Printing & Stationery	Minor Adjustment	500	(500)	0	80,872
Decrease	2040218	OTHGOV - General Office Expenses	Minor Adjustment	1,000	(500)	500	81,372
Decrease	2040219	OTHGOV - Interest on Loan 125	Minor Adjustment	109	(0.31)	109	81,372
Decrease	2040224	OTHGOV - Interest on Loan 128	Minor Adjustment	12,287	(0.12)	12,287	81,372
Decrease	2050105	FIRE- Protective Clothing	Minor Adjustment	2,000	(1,000)	1,000	82,372
Decrease	2050110	FIRE - Fire Prevention/Burning/Control	Move \$15,000 from W001 to ESL 2050210 (PPE) Portable fridge for water during fires, \$1,500 Moved \$4,052.16 to 2050214 (insurances)	119,237	(17,552)	101,685	99,924
Increase	2050112	FIRE - Expensed Minor Asset Purchases	Minor Adjustment	15,000	1,500	16,500	98,424
Decrease	2050114	FIRE - Insurance	Moved \$13,972.50 (Insurance) to ESL 2050214	15,649	(13,973)	1,676	112,397
Increase	2050191	FIRE - Loss on Disposal of Asset	Minor Adjustment	0	1,438	1,438	110,959
Increase	2050200	ESL - SES Subsidy Expenditure	Minor Adjustment	5,250	3,629	8,879	107,330
Increase	2050210	ESL - BFB Minor Asset Purchases	Moved from 2050110 (PPE)	0	15,000	15,000	92,330
Increase	2050211	ESL - BFB Plant and Equipment Maintenance	Minor Adjustment	0	4,052	4,052	88,278
Decrease	2050212	ESL - BFB General Expenses	Reduce by \$18,024.66 as insurances are accounted for in account 2050214	25,316	(23,061)	2,255	111,339
Increase	2050214	ESL - Insurance Expenses	Moved from 2050114 (Insurance)	0	13,973	13,973	97,366
Increase	2050215	ESL - Project Enablement Training / Meeting Room	SES Training / Meeting room, grant funded. Not capital as we are facilitating project on non council property	0	62,210	62,210	35,156
Decrease	2050304	ANIMAL - Training & Development	Minor Adjustment	5,000	(2,000)	3,000	37,156
Decrease	2050313	ANIMAL - Animal Pound Operations	Minor Adjustment	5,599	(1,599)	4,000	38,755
Decrease	2050391	ANIMAL - Loss on Disposal of Assets	Minor Adjustment	5,252	(1,547)	3,705	40,302
Decrease	2050407	OLOPS - Motor Vehicle Expenses	Minor Adjustment	8,391	(218)	8,173	40,520
Increase	2080341	HACC - Assessments Expenses	Minor Adjustment	0	100	100	40,420
Increase	2080348	HACC - Centre Based Day Care Expenses	Minor Adjustment	0	300	300	40,120
Increase	2080349	HACC - Respite Care Expenses	Minor Adjustment	0	200	200	39,920
Increase	2080350	HACC - Client Care Coordination Expenses	Minor Adjustment	0	100	100	39,820
Increase	2080391	HACC - Loss on Disposal of Assets	Minor Adjustment	0	4,025	4,025	35,795
Increase	2080449	CHCP - Food Services	Minor Adjustment	0	100	100	35,695
Increase	2080491	CHCP - Loss on Disposal of Assets	Adjusted to actuals	0	9,710	9,710	25,985
Decrease	2080762	AGEDOTHER - CATS Donation	Error in original budgeted amount	10,000	(7,000)	3,000	32,985
Decrease	2080791	AGEDOTHER - Loss on Disposal of Assets	Adjusted to actuals	17,736	(8,846)	8,891	41,831
Increase	2090103	STF HOUSE - Staff Housing Building Maintenance	Replacement of air conditioning, 13 Hough Street	2,720	3,200	5,920	38,631
Increase	2100401	STORM - Stormwater Drainage Maintenance	Minor Adjustment	2,514	2,700	5,214	35,931
Increase	2100691	PLAN - Loss on Disposal of Assets	Adjusted to actuals	3,105	5,654	8,759	30,277
Increase	2100802	COM AMEN - Public Conveniences Operations	Increased operational costs and original budget value incorrect, adjustment to correct	36,567	40,136	76,702	(9,859)
Increase	2100803	COM AMEN - Public Conveniences Maintenance	Minor Adjustment	51,100	1,000	52,100	(10,859)
Increase	2110105	HALLS - Loan 126 Interest Repayments	Minor Adjustment	6,784	0.35	6,784	(10,859)
Increase	2110233	NRRC - Creche Area Building Maintenance	Minor Adjustment	0	1,484	1,484	(12,343)
Decrease	2110260	NRRC - Loan 121B Interest Repayments	Minor Adjustment	15,419	(0)	15,419	(12,343)

Increase	2110300	REC - Parks & Gardens Maintenance/Operations	Minor Adjustment	275,572	3,000	278,572	(15,343)
Increase	2110301	REC - Town Oval Maintenance/Operations	Materials for misc parks (\$20,000), Thomas Hogg Oval (\$10,000), Clayton Road Oval (\$10,000) originally missed in budget	119,489	40,500	159,989	(55,843)
Decrease	2110311	REC - WASP Program Expense	Removal of expenditure budget for WASP program as funding not received	22,528	(13,802)	8,726	(42,041)
Increase	2110314	REC - Other Rec Facilities Building Operations	Funding reduced as program finished	25,811	1,566	27,376	(43,606)
Increase	2110315	REC - Other Rec Facilities Building Maintenance	Funding reduced as program finished	7,344	500	7,844	(44,106)
Decrease	2110316	REC OFFICER - Salaries & Wages	Funding reduced as program finished	11,533	(11,533)	0	(32,573)
Decrease	2110317	REC OFFICER - Superannuation	Funding reduced as program finished	1,571	(1,571)	0	(31,002)
Decrease	2110319	REC OFFICER - Rent	Funding reduced as program finished	2,500	(2,500)	0	(28,502)
Decrease	2110320	REC OFFICER - General Expenditure	Funding reduced as program finished	5,362	(5,262)	100	(23,240)
Decrease	2110321	REC OFFICER - Telephone/Mobile	Funding reduced as program finished	740	(740)	0	(22,500)
Decrease	2110322	REC OFFICER - Information Technology	Funding reduced as program finished	210	(110)	100	(22,390)
Decrease	2110325	WASP - Salaries & Wages	Funding reduced as program finished	3,440	(3,360)	80	(19,030)
Decrease	2110326	WASP - Superannuation	Funding reduced as program finished	327	(327)	0	(18,703)
Increase	2110331	Every Club - Salaries & Wages	New program, Every Club program expenditure	0	5,060	5,060	(23,763)
Increase	2110332	Every Club - Superannuation	New program, Every Club program expenditure	0	960	960	(24,723)
Increase	2110334	Every Club - Program Expenses	New program, Every Club program expenditure	0	19,230	19,230	(43,953)
Decrease	2110802	OTHCUL - Christmas Lights	Minor Adjustment	15,931	(8,378)	7,553	(35,575)
Increase	2110805	OTHCUL - Festival & Events	Minor Adjustment	5,000	2,000	7,000	(37,575)
Decrease	2110816	OTHCUL - Spring Festival	Minor Adjustment	7,529	(7,529)	0	(30,046)
Increase	2110834	OTHCUL - The Great Ride Centenary	Minor Adjustment	5,000	667	5,667	(30,713)
Increase	2120200	ROADM - Road Maintenance	Minor Adjustment	1,040,816	3,000	1,043,816	(33,713)
Increase	2120211	ROADM - Consultants	Legal costs and survey: dedication of Graham Rd reserve land	0	10,000	10,000	(43,713)
Increase	2120214	ROADM - Depot Building Maintenance	Minor Adjustment	68,126	1,500	69,626	(45,213)
Decrease	2120217	ROADM - Loan 51 Interest Repayments	Minor Adjustment	89	(0.24)	89	(45,212)
Increase	2120391	PLANT - Loss on Disposal of Assets	Adjusted to actuals	0	94,197	94,197	(139,410)
Decrease	2130200	TOUR - Public Relations & Area Promotion	Additional banners, increase \$4,000 Reduce other expenditure by \$12,500	24,500	(8,500)	16,000	(130,910)
Increase	2130203	TOUR - Caravan Park General Maintenance/Operations	Caravan Park General Maintenance/operations	117,250	12,750	130,000	(143,660)
Decrease	2130204	TOUR - Caravan Park Building Operations	Minor Adjustment	1,833	(479)	1,354	(143,181)
Decrease	2130205	TOUR - Caravan Park Building Maintenance	Minor Adjustment	4,000	(250)	3,750	(142,931)
Increase	2130319	BUILD - Contract Building Surveyor	Minor Adjustment	25,000	3,500	28,500	(146,431)
Increase	2130606	ECONOM - Building Operations	Minor Adjustment	6,887	3,275	10,162	(149,706)
Decrease	2130607	ECONOM - Building Maintenance	Minor Adjustment	8,500	(2,930)	5,570	(146,776)
Decrease	2130609	ECONOM - Loan 124 Interest Repayments	Minor Adjustment	0	(0.27)	0	(146,776)
Increase	2130610	ECONOM - Loan 127 Interest Repayments	Minor Adjustment	6,636	0.10	6,636	(146,776)
Decrease	2140100	PRIVATE - Private Works Expenses	Private works reduced, corresponds to reduction in income	30,000	(10,000)	20,000	(136,776)
Increase	2140215	PWO - WORKS - Wages Administration Hours	PWO Salaries and Wages increased due to overtime	280,212	40,000	320,212	(176,776)
Increase	2140220	PWO - WORKS - Long Service Leave	Correction to account for actual expenditure on long service leave	0	20,000	20,000	(196,776)
Increase	2140239	PWO -Consultants	Secondary Feright Route Phase 3 plans / design (council res)	0	6,000	6,000	(202,776)
Decrease	2140500	ADMIN - Salaries & Wages	Moved from IT Office Salary to Information Systems	953,837	(20,000)	933,837	(182,776)
Decrease	2140501	ADMIN - Superannuation	Minor Adjustment	118,918	(2,906)	116,012	(179,869)
Increase	2140523	ADMIN - Information Systems	Moved from IT Office Salary to Information Systems	150,000	20,000	170,000	(199,869)
Decrease	2140591	ADMIN - Loss on Disposal of Assets	Adjusted to actuals	107,712	(94,301)	13,411	(105,568)
Decrease	2140691	COMMUNITY - Loss on Disposal of Assets	Adjusted to actuals	4,253	(154)	4,099	(105,415)
Increase	2090192	STF HOUSE - Depreciation	NON CASH item adjustments required due to asset revaluations (Fair value) received after budget was adoted	4,815	528	5,343	(105,943)
Increase	2040292	OTHGOV - Depreciation		31,569	11,460	43,029	(117,404)
Increase	2050192	FIRE - Depreciation		40,252	14,668	54,920	(132,072)
Increase	2050392	ANIMAL - Depreciation		3,513	385	3,898	(132,457)
Increase	2050492	OLOPS - Depreciation		12,392	13,790	26,182	(146,247)
Increase	2080592	CHSP - Depreciation		11,532	1,264	12,796	(147,512)
Increase	2080692	AGEDSNRS - Depreciation		34,337	5,159	39,496	(152,671)
Increase	2080892	WELFARE - Depreciation		477	52	529	(152,723)
Increase	2100192	SAN - Depreciation		2,577	1,962	4,539	(154,686)
Increase	2100292	SANOTH - Depreciation		0	28,337	28,337	(183,022)

Increase	2100392	SEW - Depreciation	NON CASH item adjustments required due to asset revaluations (Fair value) received after budget was adoted	78	9	87	(183,031)
Decrease	2100892	COM AMEN - Depreciation		12,215	(3,124)	9,091	(179,907)
Increase	2110192	HALLS - Depreciation		86,072	10,116	96,188	(190,023)
Increase	2110292	NRRC - Depreciation		234,149	26,035	260,184	(216,059)
Increase	2110392	REC - Depreciation		125,446	508,958	634,404	(725,016)
Increase	2110592	LIB - Depreciation		12,817	2,134	14,951	(727,150)
Increase	2110692	HERITAGE - Depreciation		304	101	405	(727,251)
Increase	2120292	ROADM - Depreciation		1,446,863	323,203	1,770,066	(1,050,454)
Increase	2120492	AERO - Depreciation		13,598	1,491	15,089	(1,051,945)
Increase	2130292	TOUR - Depreciation		15,894	3,041	18,935	(1,054,986)
Increase	2130692	ECONOM - Depreciation		33,818	44,037	77,855	(1,099,023)
Increase	2140492	POC - Depreciation		346,172	7,657	353,829	(1,106,680)
Increase	2140592	ADMIN - Depreciation		39,958	6,859	46,817	(1,113,539)
Decrease	2090198	STF HOUSE - Staff Housing Costs Recovered	Consequential adjustments to admin allocations as a result of budget adjustments	(53,509)	(6,660)	(60,169)	(1,106,879)
Decrease	2030199	RATES - Administration Allocated		35,565	(1,749)	33,816	(1,105,129)
Decrease	2030499	GENFUND - Administration Allocated		35,559	(1,743)	33,816	(1,103,386)
Decrease	2040197	MEMBERS - Community Services Allocated		46,351	(545)	45,806	(1,102,841)
Decrease	2040199	MEMBERS - Administration Allocated		124,456	(6,100)	118,356	(1,096,741)
Decrease	2040299	OTHGOV - Administration Allocated		53,338	(2,614)	50,724	(1,094,127)
Decrease	2050199	FIRE - Administration Allocated		35,559	(1,743)	33,816	(1,092,384)
Decrease	2050399	ANIMAL - Administration Allocated		53,338	(2,614)	50,724	(1,089,770)
Decrease	2050497	OLOPS - Community Services Allocated		9,270	(109)	9,161	(1,089,661)
Decrease	2050499	OLOPS - Administration Allocated		35,559	(1,743)	33,816	(1,087,918)
Decrease	2070399	HEALTH - Administration Allocated		53,338	(2,614)	50,724	(1,085,304)
Decrease	2080197	PRE-SCHOOL - Community Services Allocated		6,180	(73)	6,107	(1,085,232)
Decrease	2080199	PRE-SCHOOL - Administration Allocated		8,890	(436)	8,454	(1,084,796)
Decrease	2080399	HACC - Administration Allocated		35,559	(1,743)	33,816	(1,083,052)
Decrease	2080499	CHCP - Administration Allocated		53,338	(2,614)	50,724	(1,080,438)
Decrease	2080599	CHSP - Administration Allocated		151,125	(7,407)	143,718	(1,073,031)
Decrease	2080697	AGEDSNRS - Community Services Allocated		6,180	(73)	6,107	(1,072,959)
Decrease	2080699	AGEDSNRS - Administration Allocated		35,559	(1,743)	33,816	(1,071,216)
Decrease	2080897	WELFARE - Community Services Allocated		40,172	(474)	39,698	(1,070,742)
Decrease	2080899	WELFARE - Administration Allocated		53,338	(2,614)	50,724	(1,068,128)
Decrease	2090199	STF HOUSE - Administration Allocated		17,779	(871)	16,908	(1,067,257)
Decrease	2100199	SAN - Administration Allocated		142,236	(6,972)	135,264	(1,060,285)
Decrease	2100299	SANOTH - Administration Allocated		106,677	(5,229)	101,448	(1,055,056)
Decrease	2100399	SEW - Administration Allocated		17,779	(871)	16,908	(1,054,185)
Increase	2100698	PLAN - Staff Housing Costs Allocated		13,638	3,460	17,098	(1,057,645)
Decrease	2100699	PLAN - Administration Allocated		35,559	(1,743)	33,816	(1,055,902)
Decrease	2100899	COM AMEN - Administration Allocated		35,559	(1,743)	33,816	(1,054,159)
Decrease	2110197	HALLS - Community Services Allocated		21,631	(255)	21,376	(1,053,904)
Decrease	2110199	HALLS - Administration Allocated		53,338	(2,614)	50,724	(1,051,290)
Decrease	2110297	NRRC - Community Services Allocated		6,180	(73)	6,107	(1,051,217)
Decrease	2110299	NRRC - Administration Allocated		17,779	(871)	16,908	(1,050,346)
Decrease	2110397	REC - Community Services Allocated		46,352	(546)	45,806	(1,049,800)
Decrease	2110399	REC - Administration Allocated		35,559	(1,743)	33,816	(1,048,057)
Decrease	2110599	LIB - Administration Allocated		53,338	(2,614)	50,724	(1,045,443)
Decrease	2110897	OTHCUL - Community Services Allocated		75,708	(892)	74,816	(1,044,551)
Decrease	2110899	OTHCUL - Administration Allocated		53,338	(2,614)	50,724	(1,041,937)
Decrease	2120299	ROADM - Administration Allocated		35,559	(1,743)	33,816	(1,040,194)
Decrease	2120599	LICENSING - Administration Allocated		26,669	(1,307)	25,362	(1,038,887)
Decrease	2130197	RURAL - Community Services Allocated		15,451	(182)	15,269	(1,038,704)
Decrease	2130199	RURAL - Administration Allocated		26,669	(1,307)	25,362	(1,037,397)
Decrease	2130297	TOUR - Community Services Allocated		16,996	(201)	16,795	(1,037,197)
Decrease	2130299	TOUR - Administration Allocated		53,338	(2,614)	50,724	(1,034,583)

Decrease	2130399	BUILD - Administration Allocated	Consequential adjustments to admin allocations as a result of budget adjustments	53,338	(2,614)	50,724	(1,031,969)
Decrease	2130697	ECONOM - Community Services Allocated		18,541	(219)	18,322	(1,031,750)
Decrease	2130699	ECONOM - Administration Allocated		26,669	(1,307)	25,362	(1,030,443)
Decrease	2140199	PRIVATE - Administration Allocated		17,779	(871)	16,908	(1,029,572)
Decrease	2140293	PWO - Less - Allocated to Works (PWO's)		(1,237,860)	(59,464)	(1,297,324)	(970,108)
Decrease	2140299	PWO - Administration Allocated		133,346	(6,536)	126,810	(963,572)
Decrease	2140394	POC - LESS Plant Operation Costs Allocated to Works		(1,189,195)	(7,657)	(1,196,852)	(955,915)
Increase	2140598	ADMIN - Admin Staff Housing Costs Allocated		37,271	3,200	40,471	(959,115)
Increase	2140599	ADMIN - Administration Overheads Recovered		(1,777,947)	87,149	(1,690,798)	(1,046,264)
Decrease	2140696	COMMUNITY - Administration Allocated		71,118	(3,486)	67,632	(1,042,778)
Increase	2140699	COMMUNITY - Community Services Overheads Recovered		(309,012)	3,641	(305,372)	(1,046,419)
Operating Revenue							
Increase	3050201	ESL - SES Subsidy (Operating) Grant	Adjusted to actuals	2,294	6,585	8,879	(1,039,834)
Increase	3050202	ESL - SES Capital Grant	SES Training / Meeting room receipt of grant funds	0	62,210	62,210	(977,624)
Increase	3050304	ANIMAL - Ranger Regional Support Income	Income increased due to increased requirements	7,500	2,500	10,000	(975,124)
Increase	3070303	HEALTH - Health Officer Services Charged Out	Revenue from Health officer services charged out	0	15,000	15,000	(960,124)
Increase	3080313	HACC - User Charges - Meals on Wheels	Minor Adjustment	0	100	100	(960,024)
Increase	3080314	HACC - User Charges - Other Food Services	Minor Adjustment	0	100	100	(959,924)
Increase	3080500	CHSP - Recurrent Grant Funding	Increase to CHSP Home Maintenance recurrent grant funding	944,702	23,225	967,927	(936,699)
Decrease	3080600	AGEDSNRS - Fees & Charges	Minor Adjustment	3,750	(3,750)	0	(940,449)
Decrease	3080603	AGEDSNRS - Reimbursements	Minor Adjustment	3,000	(2,000)	1,000	(942,449)
Increase	3080711	AGEOTHER - CATS Contributions & Donations (Ex GST)	Error in original budgeted amount	2,000	5,000	7,000	(937,449)
Decrease	3090102	STF HOUSE - Staff Rental Reimbursements	Minor Adjustment	11,700	(3,460)	8,240	(940,909)
Decrease	3100103	SAN - Reimbursements	Minor Adjustment	3,000	(3,000)	0	(943,909)
Decrease	3100300	SEW - Waste Water Charges	Narrogin Racing waste water charges (Due to decrease in operational costs)	30,200	(10,000)	20,200	(953,909)
Increase	3100606	PLAN - Planning Officer Regional Support Income	Income increased due to increased requirements	2,000	3,000	5,000	(950,909)
Increase	3110104	HALLS - Reimbursements	Insurance income received for Town Hall	0	31,985	31,985	(918,924)
Decrease	3110306	REC - Grants - Other Recreation	Highbury Tennis Club grant not approved	75,000	(50,000)	25,000	(968,924)
Increase	3120115	ROADC - Other Grants - Footpaths	Minor Adjustment	0	3,500	3,500	(965,424)
Increase	3120200	ROADM - Direct Road Grant (MRWA)	Direct Road Grant received was higher than budgeted amount	69,602	64,090	133,692	(901,334)
Decrease	3120390	PLANT - Profit on Disposal of Assets	Reduction of income as position vacant	8,599	(240)	8,359	(901,574)
Decrease	3120404	AERO - Grants - Aerodromes	Remove grant income for Aerodrome, not received	10,000	(10,000)	0	(911,574)
Decrease	3120500	LICENSING - Transport Licensing Commission	Transport licensing commission reduced	125,000	(20,000)	105,000	(931,574)
Increase	3130200	TOUR - Caravan Park Fees	Caravan Park Fees	130,000	10,000	140,000	(921,574)
Increase	3130204	TOUR - Other Income Relating to Tourism & Area Promotion	Minor Adjustment	0	300	300	(921,274)
Decrease	3130600	ECONOM - Commercial Property Lease income	Minor Adjustment	64,968	(2,168)	62,800	(923,442)
Decrease	3140100	PRIVATE - Private Works Income	Private works reduced, corresponds to reduction in expenditure	50,000	(10,000)	40,000	(933,442)
Increase	3140511	ADMIN - IT Officer Regional Support Income	Reduction of income as position vacant	0	1,125	1,125	(932,317)
Decrease	3140590	ADMIN - Profit on Disposal of Assets	Adjustment to Actuals	4,024	(3,023)	1,001	(935,341)
Capital Expenditure							
Decrease	4040271	OTHGOV - Loan 128 Principal Repayments	Minor Adjustment	41,968	(0.41)	41,968	(935,340)
Decrease	4050355	ANIMAL - Plant & Equipment (Capital)	Minor Adjustment	42,606	(5,361.77)	37,244	(929,978)
Decrease	4050445	OLOPS - BUILDING (Capital)	Minor Adjustment	455	(454.55)	0	(929,524)
Decrease	4070355	HEALTH - Plant & Equipment (Capital)	Minor Adjustment	21,000	(2,397.82)	18,602	(927,126)
Decrease	4080350	HACC - Furniture & Equipment (Capital)	Minor Adjustment	11,000	(585.00)	10,415	(926,541)
Increase	4080355	HACC - Plant & Equipment (Capital)	New Mondeo vehicle, Reserve funded	61,000	26,590.00	87,590	(953,131)
Increase	4080360	HACC - Building (Capital)	Upgrade of kitchen, Reserve funded	50,500	41,102.00	91,602	(994,233)
Increase	4080450	CHCP - Furniture & Equipment (Capital)	Overspend on Mobile Works solution job FE023, Reserve funded	20,000	13,515.17	33,515	(1,007,748)
Increase	4080570	CHSP - Transfers To Reserve	Transfer to Reserve to balance program to zero	0	17,853.48	17,853	(1,025,602)
Decrease	4100155	SAN - Plant & Equipment (Capital)	Minor Adjustment	10,000	(1,636.36)	8,364	(1,023,965)
Decrease	4100165	SAN - Infrastructure Other (Capital)	Minor Adjustment	31,600	(3,312.18)	28,288	(1,020,653)
Decrease	4100655	PLAN - Plant & Equipment	Minor Adjustment	107,265	(620.73)	106,644	(1,020,032)
Decrease	4100850	COM AMEN - Building (Capital) - Other Community Amenities	Minor Adjustment	125,000	(4,475.00)	120,525	(1,015,557)
Increase	4110150	HALLS - Furniture & Equipment (Capital)	Minor Adjustment	15,000	6,880.72	21,881	(1,022,438)

Increase	4110160	HALLS - Building (Capital)	Mayors Parlour quotes received over budget and variations, \$53,340 Highbury Hall building savings of \$9,063	93,856	44,277.00	138,133	(1,066,715)
Decrease	4110170	HALLS - Loan 126 Principal Repayments	Minor Adjustment	28,709	(0.48)	28,709	(1,066,715)
Decrease	4110275	NRRC - Loan 121B Principal Repayments	Minor Adjustment	48,681	(0.09)	48,681	(1,066,715)
Increase	4110360	REC - Infrastructure Parks & Gardens (Capital)	Reinstatement of Sydney Hall Way Park Bikepath	0	14,000.00	14,000	(1,080,715)
Decrease	4110365	REC - Infrastructure Other (Capital)	Highbury Tennis Club grant not approved, reduced \$75,000 Skate park improvements carried forward funds not required as paid in 2017/18, reduced \$14,610.91 Additional heritage trail expenditure, increased \$14,170 Mountain bike and pump track, increased \$900 Railway Dam footbridge, safety repairs addition \$5,000	256,826	(69,540.91)	187,285	(1,011,174)
Increase	4110370	REC - Transfer to Reserves	Addition to Building Reserve from Highbury tennis savings	0	29,103.00	29,103	(1,040,277)
Increase	4110375	REC - Building (Capital)	Minor Adjustment	0	7,500.00	7,500	(1,047,777)
Increase	4110550	LIB - Furniture & Equipment (Capital)	Minor Adjustment	12,210	790.00	13,000	(1,048,567)
Decrease	4120167	ROADC - Roads (Capital) - Regional Road Group	Adjusting RRG values to match values submitted to RRG, job RRG126 & RRG202	789,473	(1,973.00)	787,500	(1,046,594)
Decrease	4120175	ROADC - Footpaths (Capital)	Doney Street Footpath (new footpath at Karinya)	69,000	(17,700.00)	51,300	(1,028,894)
Decrease	4120350	PLANT - Plant & Equipment (Capital)	Savings on purchase of multiple plant itmes	778,642	(41,731.89)	736,910	(987,162)
Decrease	4120466	AERO - Infrastructure Other (Capital) - Aerodromes	Reduce Aerodrome expenditure as grant not received	30,000	(20,000.00)	10,000	(967,162)
Increase	4120470	AERO - Transfers to Reserves	Transfer to Narrogin Airport Reserve as council expenditure removed	0	10,000.00	10,000	(977,162)
Decrease	4130255	TOUR - Plant & Equipment (Capital)	Highbury Tennis Clubroom roof repairs	10,000	(970.00)	9,030	(976,192)
Increase	4130265	TOUR - Infrastructure Other (Capital)	Increase to Local tourism planning strategy as per quotes	40,000	15,000.00	55,000	(991,192)
Decrease	4130550	ECONOM - Transfer to Reserve	Double up on reserve transfer in budget	39,718	(21,165.51)	18,552	(970,026)
Increase	4130660	ECONOM - Infrastructure Other (Capital)	To install commercial standpipe monitoring equipment @ Highbury West & Chomley Rd	50,000	25,000.00	75,000	(995,026)
Increase	4130671	ECONOM - Loan 127 Principal Repayments	Minor Adjustment	10,619	0.40	10,619	(995,027)
Increase	4140585	ADMIN - Plant and Equipment (Capital)	Additional CEO Vehicle	246,822	43,219.21	290,041	(1,038,246)
Decrease	4140655	COMMUNITY - Plant & Equipment (Capital)	Savings on purchase of plant	25,000	(2,718.70)	22,281	(1,035,527)
Capital Revenue							
Increase	5050150	FIRE - Proceeds on Disposal of Assets	Adjustment to Actuals	0	27,273	27,273	(1,008,254)
Decrease	5050151	FIRE - Realisation on Disposal of Assets	Adjustment to Actuals	0	(27,273)	(27,273)	(1,035,527)
Increase	5050350	ANIMAL - Proceeds on Disposal of Assets	Adjustment to Actuals	17,000	1,182	18,182	(1,034,345)
Decrease	5050351	ANIMAL - Realisation on Disposal of Assets	Adjustment to Actuals	(17,000)	(1,182)	(18,182)	(1,035,527)
Increase	5080350	HACC - Proceeds on Disposal of Assets	Adjustment to Actuals	13,182	10,000	23,182	(1,025,527)
Decrease	5080351	HACC - Realisation on Disposal of Assets	Adjustment to Actuals	(13,182)	(10,000)	(23,182)	(1,035,527)
Increase	5080352	HACC - Transfers From Reserve	Transfer from reserve to balance program to zero	146,916	69,889	216,805	(965,639)
Increase	5080452	CHCP - Transfers From Reserve	Transfer from reserve to balance program to zero	53,213	20,711	73,924	(944,927)
Decrease	5080552	CHSP - Transfers From Reserve	Remove transfer to reserve to balance program to zero	11,514	(11,514)	0	(956,441)
Decrease	5100650	PLAN - Proceeds on Disposal of Assets	Adjustment to Actuals	99,765	(2,212)	97,553	(958,653)
Increase	5100651	PLAN - Realisation on Disposal of Assets	Adjustment to Actuals	(99,765)	2,212	(97,553)	(956,441)
Increase	5120350	PLANT - Proceeds on Disposal of Assets	Adjustment to Actuals	361,642	10,390	372,032	(946,052)
Decrease	5120351	PLANT - Realisation on Disposal of Assets	Adjustment to Actuals	(361,642)	(10,390)	(372,032)	(956,441)
Decrease	5120352	PLANT - Transfers from Reserve	Transfer from Reserve reduced to keep plant purchase savings in the Reserve	442,500	(41,732)	400,768	(998,173)
Increase	5140550	ADMIN - Proceeds on Disposal of Assets	Adjustment to Actuals	215,981	45,607	261,588	(952,566)
Decrease	5140551	ADMIN - Realisation on Disposal of Assets	Adjustment to Actuals	(215,981)	(45,607)	(261,588)	(998,173)
Operating Activities							
			Depreciation	2,508,848	1,008,124	3,516,972	9,951
			Profit / Loss written back	123,754	13,440	137,193	23,391
			Movement in Employee Entitlements	0	7,029	7,029	30,420
			Proceeds from Sale of Assets	742,570	92,240	834,810	122,659
Additional Projects							
Increase	4120165	ROADC - Roads (Capital) - Council Funded	Earl Street (7m stabilisation, kerbs)	0	(60,000)	(60,000)	62,659
Increase	4110370	REC - Transfer to Reserves	Transfer remaining surplus to Building Reserve	0	(62,659)	(62,659)	0
Closing Funding Surplus (Defecit)				0			

ADDITIONAL PROJECTS BUDGET REVIEW 2018/19

Projects Not Included in 2018-19 Budget		
Hydraulic dog cage - NGN417	\$ 18,348.00	PE057
Memorial Park - As per Corporate Business Plan, replace 17m2 covered ways	\$ 6,783.00	IO102
Town Hall new Airconditioner	\$ 50,000.00	FE029
Northwood Park shade sail	\$ 10,000.00	IO069
Pine Park Shade sail	\$ 12,000.00	IO074
Gnarrogin Park playground equipment	\$ 50,000.00	IO091
	\$ 147,131.00	

Additional (New) Items in Budget Review		
Earl Street (7m stabilisation, kerbs)	\$ 60,000.00	4120165
Reserve Transfer to Building Reserve	\$ 62,659.00	4110370
	\$ 122,659.00	

STATEMENT OF FINANCIAL ACTIVITY

STATUTORY REPORTING PROGRAMS

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 DECEMBER 2018

	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Budget Review (e)
	\$	\$	\$	\$	\$	%		\$
Opening Funding Surplus(Deficit)	3,686,158	3,760,640	3,760,640	3,760,640	0	0%		3,760,640
Revenue from operating activities								
Governance	5,100	5,100	48	2,632	2,584	98%		5,100
General Purpose Funding - Rates	4,788,695	4,788,695	4,788,694	4,696,717	(91,977)	(2%)		4,788,695
General Purpose Funding - Other	1,285,132	1,285,132	665,048	714,544	49,496	7%		1,285,132
Law, Order and Public Safety	52,070	52,070	31,762	32,867	1,105	3%		123,365
Health	11,500	11,500	7,242	18,512	11,270	61%		26,500
Education and Welfare	1,505,434	1,505,434	754,544	915,175	160,631	18%	▲	1,528,109
Housing	11,700	11,700	5,844	4,230	(1,614)	(38%)		8,240
Community Amenities	1,058,504	1,058,504	947,378	960,267	12,889	1%		1,048,504
Recreation and Culture	98,854	98,854	59,410	113,755	54,345	48%	▲	80,839
Transport	924,093	924,095	496,833	285,869	(210,964)	(74%)	▼	961,445
Economic Services	258,407	258,407	129,180	135,787	6,607	5%		266,539
Other Property and Services	95,024	95,024	47,502	70,387	22,885	33%	▲	83,126
	10,094,513	10,094,515	7,933,485	7,950,743	17,259	0%		10,205,594
Expenditure from operating activities								
Governance	(673,307)	(673,307)	(357,850)	(259,637)	98,213	(38%)		(668,618)
General Purpose Funding	(277,818)	(277,818)	(113,054)	(104,850)	8,204	(8%)		(274,326)
Law, Order and Public Safety	(621,664)	(621,664)	(326,732)	(282,212)	44,520	(16%)		(685,151)
Health	(266,696)	(270,696)	(141,194)	(119,129)	22,065	(19%)		(272,082)
Education and Welfare	(1,808,377)	(1,808,377)	(921,264)	(735,108)	186,156	25%	▲	(1,796,366)
Housing	(34,294)	(34,294)	(18,714)	(11,786)	6,928	59%		(30,491)
Community Amenities	(1,501,758)	(1,501,758)	(760,208)	(681,333)	78,875	12%	▲	(1,565,333)
Recreation and Culture	(2,893,082)	(2,889,082)	(1,547,285)	(1,579,373)	(32,088)	(2%)		(3,444,058)
Transport	(4,440,064)	(4,440,066)	(2,231,609)	(2,443,254)	(211,645)	(9%)		(4,870,406)
Economic Services	(664,439)	(664,439)	(342,639)	(321,495)	21,144	7%		(706,439)
Other Property and Services	(47,778)	(47,778)	(34,855)	(52,723)	(17,868)	(34%)	▼	(36,908)
	(13,229,276)	(13,229,278)	(6,795,404)	(6,590,900)	204,504			(14,350,179)
Operating activities excluded from budget								
Add back Depreciation	2,508,848	2,508,848	1,254,354	1,758,486	504,132	29%	▲	3,516,972
Adjust (Profit)/Loss on Asset Disposal	123,754	123,754	61,872	38,678	(23,194)	(60%)	▼	137,193
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0	0			0
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0	0			0
Movement in Leave Reserve (Added Back)	0	0	0	1,452	1,452	100%		7,029
Adjust Rounding	0	0	0	0	0			0
Amount attributable to operating activities	(502,162)	(502,162)	2,454,307	3,158,459	704,152			(483,391)
Investing Activities								
Non-Operating Grants, Subsidies and Contributions	846,982	846,982	477,096	210,080	(267,016)	127%		846,982
Purchase of Investments	0	0	0	0	0			0
Land Held for Resale	0	0	0	0	0			0
Land and Buildings	(1,325,039)	(1,520,798)	(227,091)	(103,761)	123,330	119%	▲	(1,609,202)
Plant and Equipment	(1,413,335)	(1,413,335)	(900,538)	(565,953)	334,585	59%	▲	(1,427,252)
Furniture and Equipment	(71,210)	(78,210)	(59,210)	(35,091)	24,119	69%	▲	(98,811)
Infrastructure Assets - Roads	(1,632,644)	(1,632,644)	(816,280)	(467,735)	348,545	75%	▲	(1,690,671)
Infrastructure Assets - Footpaths	(69,000)	(69,000)	(69,000)	(32,300)	36,700	114%	▲	(51,300)
Infrastructure Assets - Road Drainage	(33,589)	(33,589)	(3,196)	(1,100)	2,096	191%		(33,589)
Infrastructure Assets - Other	(644,114)	(644,114)	(109,440)	(116,779)	(7,339)	(6%)		(591,261)
Infrastructure Assets - Parks and Gardens	0	0	0	0	0			(14,000)
Proceeds from Disposal of Assets	742,570	742,570	382,367	372,417	(9,950)	(3%)		834,810
Proceeds from Sale of Investments	0	0	0	0	0			0
Amount attributable to investing activities	(3,599,379)	(3,802,138)	(1,325,293)	(740,223)	585,070			(3,834,294)
Financing Activities								
Proceeds from New Debentures	350,000	350,000	0	0	0			350,000
Proceeds from Advances	0	0	0	0	0			0
Repayment of Debentures	(129,977)	(129,977)	(64,989)	(64,213)	776	1%		(129,977)
Self-Supporting Loan Principal	0	0	0	0	0			0
Transfer from Reserves	1,033,367	1,236,126	0	0	0			1,273,480
Advances to Community Groups	0	0	0	0	0			0
Transfer to Reserves	(838,009)	(838,009)	(10,582)	(14,816)	(4,234)	(29%)		(936,458)
Amount attributable to financing activities	415,382	618,141	(75,571)	(79,029)	(3,458)			557,045
Net Capital	(3,183,996)	(3,183,996)	(1,400,864)	(819,252)	581,612			(3,277,249)
Total Net Operating + Capital	(3,686,158)	(3,686,158)	1,053,443	2,339,207	1,285,764			(3,760,640)
Closing Funding Surplus(Deficit)	(0)	74,482	4,814,083	6,099,847	1,285,764			0

10.3.7 ANNUAL COMPLIANCE AUDIT RETURN 2018

File Reference	14.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Dale Stewart – Chief Executive Officer
Previous Item Numbers	Nil
Date	15 February 2019
Author	Frank Ludovico – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	
1. Department of Local Government Annual Compliance Return 2018.	

Summary

The completed Annual Compliance Return for 2018 is presented to Council for consideration and adoption.

Background

It is a requirement of all local governments to complete the Annual Compliance Audit Return as part of its statutory obligations under the *Local Government Act 1995*.

Comment

The Compliance Audit Return has been completed for the 2018 year and is presented for adoption. The Chief Executive Officer reviewed the practices and procedures of the administration, and as per the report attached, did not identify any noncompliance issues.

As per the local government regulations, this item was presented to the Audit Committee on 6 February 2019. A small number of minor amendments were made and the Return is recommended to Council for endorsement.

Following endorsement by Council, the information will be finalised on the Department of Local Government, Sport and Cultural Industries' website and lodged prior to 31 March as required.

Consultation

The compliance Audit Return was reviewed by the Shire of Narrogin Executive Team.

Statutory Environment

Local Government (Audit) Regulations 1996 –

- Regulation 14 – Compliance audit return to be reviewed by Audit Committee and report to Council.
- Regulation 15 – once considered by Council, the return is to be signed by President and CEO and lodged with the Department by 31 March.

Policy Implications

Nil

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

Simple Majority.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0219.017

Moved: Cr Seale Seconded: Cr Ward

That, with respect to the Compliance Audit Return 2018, Council endorse and lodge the Return with the Department of Local Government, Sport and Cultural Industries.

CARRIED 7/0



Department of
**Local Government, Sport
and Cultural Industries**

Narrogin - Compliance Audit Return 2018

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2018.	N/A		Niel Mitchell
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2018.	N/A		Niel Mitchell
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2018.	N/A		Niel Mitchell
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2018.	N/A		Niel Mitchell
5	s3.59(5)	Did the Council, during 2018, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Niel Mitchell



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Niel Mitchell
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Niel Mitchell
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Niel Mitchell
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Niel Mitchell
5	s5.18	Has Council reviewed delegations to its committees in the 2017/2018 financial year.	N/A		Niel Mitchell
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Niel Mitchell
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Niel Mitchell
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Niel Mitchell
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Niel Mitchell
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Niel Mitchell
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Niel Mitchell
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2017/2018 financial year.	Yes	In June 2017 to apply to 2017/2018 financial year	Niel Mitchell
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Niel Mitchell

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Carolyn Thompson
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Carolyn Thompson



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No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Carolyn Thompson
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		Carolyn Thompson
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Carolyn Thompson
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2018.	Yes		Carolyn Thompson
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2018.	Yes		Carolyn Thompson
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Carolyn Thompson
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Carolyn Thompson
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Carolyn Thompson
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Carolyn Thompson
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Carolyn Thompson
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Carolyn Thompson
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Carolyn Thompson



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No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Carolyn Thompson
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Carolyn Thompson

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes	Complied with Function & General Reg.11(2)(b)	Frank Ludovico
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes	Complied with Function & General Reg.11(2)(b)	Frank Ludovico

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Niel Mitchell
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Niel Mitchell
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	N/A	Office of Auditor General responsible for 2017/2018 audit	Frank Ludovico
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	N/A		Frank Ludovico
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government within 30 days of completion of the audit.	Yes		Nicole Bryant
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government by 31 December 2018.	Yes		Nicole Bryant
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No matters raised	Nicole Bryant



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No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	No matters raised	Nicole Bryant
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	No matters raised	Nicole Bryant
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	N/A	Office of Auditor General	Frank Ludovico
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	N/A		Frank Ludovico
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	N/A		Frank Ludovico
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	N/A		Frank Ludovico
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	N/A		Frank Ludovico
15	Audit Reg 17	Has the CEO reviewed the appropriateness and effectiveness of the local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.	No	To be completed February 2019	Nicole Bryant
16	Audit Reg 17	If the CEO has not undertaken a review in accordance with regulation 17 of the Local Government (Audit) Regulations 1996, is a review proposed and when.	Yes	February 2019	Nicole Bryant



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	27 June 2018	Frank Ludovico
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Frank Ludovico
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	24 May 2017	Niel Mitchell
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Frank Ludovico
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Frank Ludovico
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Niel Mitchell
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Niel Mitchell



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes		Niel Mitchell
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Niel Mitchell
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		Niel Mitchell
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes		Niel Mitchell
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Niel Mitchell



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Niel Mitchell
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Carolyn Thompson
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Carolyn Thompson
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Carolyn Thompson
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Carolyn Thompson
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Carolyn Thompson

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Frank Ludovico
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Torre Evans
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Frank Ludovico
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Frank Ludovico



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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Torre Evans
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Frank Ludovico
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Torre Evans
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Frank Ludovico
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	No	Advertisement not placed in the register. This has now occurred.	Frank Ludovico
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Frank Ludovico
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A	No EOI issued	Torre Evans
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Torre Evans
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Torre Evans
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Torre Evans
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	No panel created	Torre Evans
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Torre Evans



Department of
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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Torre Evans
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Torre Evans
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Torre Evans
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Torre Evans
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Torre Evans
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Torre Evans
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Torre Evans
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A	Policy adopted 26 April 2017	Niel Mitchell
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	Policy adopted 2017	Niel Mitchell



Department of
**Local Government, Sport
and Cultural Industries**

I certify this Compliance Audit return has been adopted by Council at its meeting on

Signed President, Narrogin

Signed CEO, Narrogin

10.3.8 ADOPTION OF 2017/18 ANNUAL REPORT

File Reference	12.2.1, 4.2.6
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	7 December 2018
Author	Frank Ludovico – Executive Manager Corporate and Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Shire of Narrogin 2017/18 Annual Report (containing Annual Financial Report and Independent Audit Report) – (Separate Cover).	

Summary

The Local Government Act 1995 requires that Council accepts the draft Annual Report for 2017/2018, including the Financial and Auditor's Reports, no later than the 31 December or within two months of the Auditor's Report becoming available if that is not received prior to 31 December 2017. The Auditor's report was received on 20 December 2018.

The Audit and Risk Committee met with the Auditor on 6 February 2019 and has recommended to Council the adoption of the Annual Financial Statements and Independent Audit Report.

Background

Under Section 5.53 of the Local Government Act 1995, the Shire is required to prepare an Annual Report for each financial year. The report is to contain:

- A report from the Shire President and Chief Executive Officer;
- An overview of the Plan for The Future/Community Strategic Plan,
- The 2017/2018 Financial Report;
- The 2017/2018 Auditor Report;
- Any other prescribed information.

Council is also requested to give consideration to determining the date, time and location of the Annual General Meeting. The meeting must be held within 56 days from the date Council accepts the Annual Report and Financial Statements.

If Council accepts the Annual Report at this meeting, the latest possible date for the meeting is Wednesday 24 April 2019.

Comment

It is recommended that the Annual Report be considered by the electors of the Shire at the

Annual Electors' Meeting to be held on 27 March 2019 commencing at 6:00 pm, which is within the 56 day period from the date of Council adopting the draft Annual Report.

Consultation

Executive Management Team

Statutory Environment

Local Government Act 1995 Section 5.27 – Electors' general meetings

Local Government Act 1995 Section 5.29 – Convening electors' meetings

Local Government Act 1995 Section 5.53 – Annual reports

Local Government Act 1995 Section 5.54 – Acceptance of annual reports

Local Government Act 1995 Section 5.55 – Notice of Annual

Policy Implications

Nil

Financial Implications

There are no known financial implications upon the Council's current Budget.

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 AND COUNCIL RESOLUTION 0219.018

Moved: Cr Seale Seconded: Cr Walker

That, with respect to 2017/18 Annual Report, Council:

1. Acknowledge the resolution of the Audit Committee meeting, held Wednesday, 6 February 2019, accepting the 2017/2018 Annual Financial Report and Independent Audit Report;
1. Accept the Annual Report including the Annual Financial Report and Audit Report for the 2017/2018 year; and
2. Hold the Annual Electors' Meeting on 27 March 2019 in the Council Chambers, commencing at 6.00 pm.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

10.3.9 REPEAL AND AMENDMENT LOCAL LAW 2019 - ADOPTION

File Reference	19.6.4
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	Item 10.3.3 28 28 November 2019 Res. 1118.121
Date	6 February 2019
Author	Niel Mitchell – Governance Officer
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	
1. Draft Repeal and Amendment Local Law 2019 2. Summary of submission received	

Summary

To finalise the process of adoption of the Repeal and Amendment Local Law 2019.

Background

The purpose of this report is:

- Consider the submissions received on the proposed local law and determine if any drafting amendment(s) are required as a result of the submissions received;
- Make the local law, incorporating all amendments as approved by Council;
- Authorise the affixing of the Common Seal to the local laws;
- Authorise the local laws publication in the Government Gazette; and
- Give local public notice, after Gazettal, of the date the local laws will come into effect.

The proposed local law:

- Fulfils the undertaking given to the Parliamentary Joint Standing Committee on Delegated Legislation in relation to the Extractive Industry Local Law 2017;
- Repeals old local laws; and
- Makes several minor amendments to other local laws.

Comment

At its Ordinary Meeting held on 28 November 2018 the Council resolved to commence the process to make the Repeal and Amendment Local Law.

- Purpose and effect – to repeal old local laws and make minor amendments to various continuing local laws.

The procedure for making local laws requires Council to advertise State-wide, advising of its intention to make a local law, and invite submissions to be made on the proposed local law for a six-week period.

At the closure of the submission period, Council is to consider all submissions before making a local law.

An advertisement was placed in the West Australian on 12 December 2018 and the Narrogin Observer on 13 December 2018, with the submission period for public comment closing on 31 January 2019.

At the close of the submission period, submissions had been received from the Department of Local Government, Sport and Cultural Industries (DLGSCI).

The DLGSCI submissions covered multiple areas. No substantive matters were raised, with the comments being of a context or technical nature, punctuation and grammar and clarification of provisions, re-wording etc.

No other submissions were received.

None of the suggested changes altered the intent of the provision amended nor placed additional obligations on the community. Accordingly, it is considered that the amendments are not of a significant nature that requires re-advertising.

The attached draft has been amended from the proposed local law advertised for public submissions, in accordance with Department comments.

Once formally adopted by Council, the:

- Local law is to be published in the Government Gazette,
- Local public notice given of adoption of the local laws (separate to previous advertising of proposals),
- Signed copies are to be sent to Minister for Local Government, and
- Copies sent to the Parliamentary Joint Standing Committee on Delegated Legislation together with other required documentation, within 10 days of publication in the Government Gazette.

Please note:

- Disallowance of the local law may be made by Parliament, and could take some time depending on sitting days,
- Takes effect on the day stipulated in the local law, generally 14 days after publication in the Government Gazette.

Consultation

- Department of Local Government, Sport and Cultural Industries
- Discussion with Executive Manager Corporate & Community Services

Statutory Environment

- Section 3.12 Local Government Act 1995 – Procedure for making local laws
- Section 54 Cemeteries Act 1986 – Procedure to make local laws

Policy Implications

Nil

Financial Implications

Cost of advertising and publication in Government Gazette, estimated at \$1,500 ex GST.

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 AND COUNCIL RESOLUTION 0219.019

Moved: Cr Seale Seconded: Cr Schutz

That, with respect to the Repeal and Amendment Local Law 2019, Council:

1. Resolve to make the Local Law as per the attached draft, incorporating amendments outlined by the Department of Local Government, Sport and Cultural Industries;
2. Authorise the President and Chief Executive Officer to sign and affix the Common Seal to the Local Law;
3. Authorise the Chief Executive Officer to publish the Local Law in the Government Gazette and provide copies of the local law to the Minister for Local Government and Minister for Fire & Emergency Services; and forward a copy of the Gazetted Local Law, explanatory memoranda and associated documentation to the Parliamentary Joint Standing Committee on Delegated Legislation for review.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

**LOCAL GOVERNMENT ACT 1995
CEMETERIES ACT 1986**

SHIRE OF NARROGIN

REPEAL AND AMENDMENT LOCAL LAW 2019

Under the powers conferred by the *Cemeteries Act 1986*, *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Narrogin resolved on _____ to adopt the following local law.

1. Citation

This local law may be cited as the *Shire of Narrogin Repeal and Amendment Local Law 2019*.

2. Commencement

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

3. Bylaws repealed

The *Bylaws of the Municipality of Narrogin* numbered 1 to 27 inclusive as published in the *Government Gazette* on 5 March 1926 are repealed.

4. Cemetery Local Law 2016 amended

In clause 7.2(1)(c)(iv) of the *Shire of Narrogin Cemetery Local Law 2016* as published in the *Government Gazette* on 8 August 2016 delete clause 7.2(1)(c)(iv) and replace with –

- (iv) the length of the base of the monument measured along the length of the grave shall not exceed 600mm;

5. Extractive Industries Local Law 2016 amended

In clause 4.1(a) of the *Shire of Narrogin Extractive Industries Local Law 2016* as published in the *Government Gazette* on 8 September 2017 delete clause 4.1(a) and replace with –

- (a) the applicant submits proof that the requirements for notices, public information and consultation have been undertaken in accordance with subclause 3.1(1) and (2);

6. Parking Local Law 2016 amended

In Schedule 3 items 23 and 24 of the *Shire of Narrogin Parking Local Law 2016* as published in the *Government Gazette* on 8 August 2016 delete Schedule 3 items 23 and 24 and replace with –

23	3.7(4)	Parking without permission in an area designated for "Authorised Vehicles Only"	50
24	3.8	Vehicle obstructing a thoroughfare or public place	100

7. Public Places and Local Government Property Local Law 2016 amended

The *Shire of Narrogin Public Places and Local Government Property Local Law 2016* published in the *Government Gazette* on 8 August 2016 is amended as follows –

- (a) clause 1.6(1) is amended by –
- (i) delete the definitions of **drone** and **model aircraft**; and
- (ii) insert the following definition in alphabetical order –
- UAV** means unmanned aircraft, other than a balloon or kite;
- (b) in clause 2.7 delete subclause 2.7(1)(b) and replace with –
- (b) use a UAV;
- (c) clause 4.9 is deleted;
- (d) delete clause 4.12 and replace with –

4.12 UAVs

A person must not use a UAV on or from local government property except where a licence or determination specifies a particular local government property.

(e) in Schedule 1 delete item 19 and replace with –

19	4.12	Unauthorised use of a UAV	50
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Dated _____

The Common Seal of the Shire of Narrogin was affixed by authority of a resolution of Council in the presence of –

L.N. BALLARD, President

D.R. STEWART, Chief Executive Officer

Proposed Shire of Narrogin **Repeal and Amendment Local Law 2019** – Summary of submissions

Dept of Local Government, Sporting and Cultural Industries (DLGSCI) –

[illegible]

3		<p>Minor edits The following minor edits are suggested:</p> <ul style="list-style-type: none"> • Clause 3: delete the full stop after the word “numbered”. • Clause 4(b): insert the words “after subclause (1)(c)(iii)” at the start of the paragraph. • Clause 5: in the clause title, replace “2017” with “2016” and insert the word “amended” after it. • Clause 6: in item 23 of the inserted table, delete the word “is” and replace with “in”. • Clause 7: <ul style="list-style-type: none"> - Paragraphs and subparagraphs should be formatted in lowercase. For example in paragraph (a) “Clause 1.6(1)” should be “clause 1.6(1)”. It is suggested that this clause be reformatted accordingly. - In paragraph (a)(i) remove the bolded font on the semicolon. - Paragraph (b) has been redrafted as an example for the Shire’s consideration: <ul style="list-style-type: none"> (b) in clause 2.7 delete subclause (1)(b) and replace with – (b) use a UAV; - In paragraph (c) insert a semicolon after the word “deleted”. - Paragraph (d) has been redrafted as an example for the Shire’s consideration: <ul style="list-style-type: none"> (d) delete clause 4.12 and replace with – 4.12 UAVs A person must not use a UAV on or from local government property except where a licence or determination specified a particular local government property. 	<p>Amend Superseded</p> <p>Amend Superseded</p> <p>Amend</p> <p>Amend</p> <p>Amend</p> <p>Amend</p> <p>Amend</p>	<p>Amended Inconsistent with item 2 suggested changes to clause 4 above</p> <p>Amended</p> <p>Corrected from item 2 above</p> <p>Amended</p> <p>Amended</p> <p>Amended</p> <p>Amended</p> <p>Amended</p>
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		<ul style="list-style-type: none"> - Paragraph (e) has been redrafted as an example for the Shire's consideration: (e) in Schedule 1 delete item 9 and replace with – 	Amend	Amended
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10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 RECREATIONAL VEHICLE (RV) FRIENDLY LOCATIONS - NARROGIN

File Reference	8.3.1
Disclosure of Interest	The Author has no Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Dryandra Country Visitor Centre (Inc.)
Previous Item Numbers	Nil
Date	15 February 2019
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments <ol style="list-style-type: none">1. Free RV Camping Proposal (Dryandra Country Visitor Centre)2. Management Order Reserve No. 51466 Fairway Street, Narrogin3. Management Order Reserve No. 49992 Great Southern Highway, Highbury	

Summary

This report recommends that the Council authorise, subject to seeking community feedback, the administration to nominate the Narrogin and Highbury townsites to be designated and recognised as Recreational Vehicle (RV) friendly (RV Friendly™), by the Campervan and Motorhome Club of Australia Limited (CMCA), through recognition of existing services supplied by the Shire and Town and permitting RVs to camp (stay overnight) near the Visitor Centre and adjacent the Highbury Public Toilets for periods up to 72 hours, free of charge.

Background

The Shire has received a request from the Dryandra Country Visitor Centre Inc. (DCVC) to reinstate the RV Friendly status and designate the area abutting the former Goods Shed and Visitor Centre (on Fairway St) as RV permissible (Refer attachment 1).

The reference to reinstate is in context to the advice received by the Campervan and Motorhome Club of Australia Limited (CMCA), that the status of Narrogin is being questioned with the only site being at the Caravan Park and not keeping within the intent of the RV Friendly Guidelines.

In the context of this report “Recreational Vehicle” or RV’s refers to and is designated to include:

- Motorhomes;
- Caravans and 5th wheelers (Up to 14m in length);
- Campervans and backpacker vans; and

- Self-Contained vehicles, which are generally described as being those RV's that can contain within the vehicle fixed shower and toilet, sullage (grey) and black water waste (sewerage) storage and have capacity for carrying multiple days' worth of drinking water.

Comment

RVs must have their own toilet and shower on board. Conversely, locating RV's near the Caravan Park would undoubtedly lead to abuse of the 'free service' and lead to conflict between paying customers utilising the ablutions, and those that might seek to use the facilities when they weren't entitled to.

In the opinion of the author, the advantages and disadvantages of Narrogin (and Highbury) being recognised as RV Friendly™ includes;

Advantages (and Benefits)

- The former Goods Shed Parking is currently undeveloped and, in the opinion of the author, underperforming / underutilised
- The Shire can review the operation of the approval at any time in the event of complaints, conflicting use or overuse.
- The towns CBD businesses may benefit from increased patronage.
- The towns may receive increased traveller throughput by recognition on a national site with over 66,000 members.
- Only vehicles that are self-contained are permitted to use the site overnight, who might otherwise not stay in the town (nor the Caravan Park).
- Persons staying longer than 72 hours will be self-managing - people and Visitor Centre volunteers will 'dob them in' to the Shire. If they do stay longer, then they, in theory, are 'purchasing local produce' that they wouldn't be otherwise if they were 'bypassing' Narrogin in favour of free camping or staying at another Town's designated site.
- There is no additional cost to maintain the site (there are no ablution or BBQ facilities at the Narrogin site).

Disadvantages (and Risks)

- Potential for refuse to be left around.
- The potential need to 'police' RVs that stay longer than 72 hours.
- Potential loss of revenue to the Caravan Park (owned and operated by the Council).
- Potential noise disturbance from 'revellers'.
- Potential generator noise from RVs to nearby homes.
- Cost of purchasing and installing appropriate Shire informational signage at the RV Friendly™ sites.

In summary, the author is of the view that the advantages of the site outweigh the disadvantages for the benefit to the towns overall, and should therefore be explored by advertising the proposal and proposed location for community (and nearby / adjoining neighbour) comment.

The following additional information, taken from the CMCA website <https://www.cmca.net.au/> may also assist inform Elected Members;

"The RV Friendly program is a Campervan and Motorhome Club of Australia Limited (CMCA) initiative aimed at assisting recreational vehicle (RV) consumers as they journey throughout this wonderful country. This includes motorhomers, campervaners and caravanners. We support freedom of choice when camping overnight and believes that RV travellers should have access

to an appropriate accommodation mix, such as low cost and commercial options. This includes greater access to state and national parks, the development of regional and rural rest areas, and access to community land. The RV Friendly Town™ and RV Friendly Destination programs offer business owners the opportunity to be innovative in meeting the needs of RV tourists, while at the same time growing their businesses. RV Friendly Town™ (RVFT) An RV Friendly Town™ is one that has met a set of guidelines to ensure they provide a certain amount of amenities, and a certain level of services for these travellers. When RV tourists enter a town displaying the RVFT sign, they know they will be welcome, certain services will be provided for them that may not be available in other centres, and they will have access to a safe place to stay overnight, and possibly for a longer period.”

The following aspects are considered as part of a designation of RV Friendly:

Essential

- Provision of appropriate parking within the town centre, with access to a general shopping area for groceries and fresh produce.
- Provision of short term, low cost overnight parking (24/48 hours) for self-contained RVs, as close as possible to the CBD.
- Access to potable water.
- Access to a free dump point at an appropriate location.

Desirable

- Provision of long-term parking for self-contained RVs.
- Access to medical facilities or an appropriate emergency service.
- Access to a pharmacy or a procedure to obtain pharmaceutical products.
- Visitor Information Centre (VIC) with appropriate parking facilities.
- VIC to provide a town map showing essential facilities, such as short and long-term parking areas, dump point and potable water.
- RV Friendly Town™ signs to be erected within the town precinct.

Towns in WA that meet the accreditation standard set by the Association are listed on the website and the embedded map. It includes York, Beverley, and Pingelly on the Northam-Cranbrook Highway and Kondinin on the Brookton Highway.

On the Great Southern Highway, Narrogin is still referenced, as well as Wagin and Woodanilling for example, <https://rvfriendly.cmca.net.au/content/rvfriendlymap.aspx>

With over 66,000 members, the CMCA states that it is the largest RV Club in the southern hemisphere. The Campervan and Motorhome Club of Australia Limited (CMCA), has established the Self Contained Vehicle (SCV) Policy and Leave No Trace® (LNT) Code of Conduct.

A Recreational Vehicle by definition under the ‘free’ (or low cost) designation in a RV Friendly site, must be fully self-contained (on board toilet / shower with grey water collection device).

The sites proposed are:

Narrogin

Portion of Reserve No. 51466, Lot 1 Fairway Street, behind (south) of the existing former Goods Shed. Good clear site, some shade, good security fencing and privacy, noting that the gates to the site are never currently locked. Access to water tap and low maintenance, close walking distance to the Visitor

Centre, Dump Point and CBD, however 'out of sight'. The site would accommodate approximately 10 RVs if required.

Highbury

Portion of Reserve No. 49992, Great Southern Highway, Highbury, north and south of the existing heritage shed, large picnic table / log and public ablutions. Good clear site, well shaded. Access to water tap and low maintenance, close walking distance to the Tavern and General Store Centre. The site would accommodate approximately 10 RVs if required.



Figure 1 - Former Goods Shed, Narrogin townsite – Proposed RV Friendly permitted site



Figure 2 – Rest Area, Highbury townsite – Proposed RV Friendly permitted site



Figure 3 – Highbury Rest Area (two RV Vehicles)



Figure 4 – Highbury Rest Area

Consultation

The DCVC has written seeking the Council's support for the proposal to approve a site at the Goods Shed, Narrogin. In considering this request, the author also canvasses the concept of also approving a site in Highbury, not considered by the DCVC (but not objected to).

It is suggested that the Council, prior to resolving to endorse RV Friendly designated sites (free) in the two townsites, consult with the Narrogin Chamber of Commerce and Highbury District Community Council and wider community views via local advertising.

The Shire of Narrogin has in recent months received unsolicited letters of support for the proposals to allow Free RV Friendly camping from Rod and Jane Slater of Narrogin and also from Chris Ingrey, formerly of Narrogin.

Statutory Environment

Reserve No. 51466, in the Narrogin townsite comprises a management order in the name of the Shire of Narrogin for the purposes of 'Community'.

Reserve No. 49992 in the Highbury townsite comprises a management order in the name of the Shire of Narrogin for the purposes of 'Car Parking, Gravel Storage and Public Toilets'.

The Council may, by resolution, allow or permit certain class and type of vehicles to park in certain places, pursuant to Clause 2.2 of the Shire's Parking Local Law 2006.

In the opinion of the author, the uses are therefore consistent with both the management orders and the Local Planning Scheme Reserve zoning designations of Public Utilities and Railways respectively.

The Local Government Act 1995 relates to the setting of fees and charges and determining the fees that relate (section 6.16 and 6.17) and an absolute majority decision is required to set a fee, including a nil fee.

The Caravan Park and Camping Grounds Act 1995 relates only if the intended usage is greater than 72 hours. Landowner permission (that of the local government in this case) is permissible if the usage is no longer than 72 hours. It is proposed to limit usage to 72 hours, although the Council is at liberty to alter this to nil, 24 or less than 72 hours.

Policy Implications

There are no relevant existing Policies, nor any proposed.

Financial Implications

The cost of creating (having it designated), the RV Friendly™ site is only the cost of purchasing and erecting appropriate signage defining the 'rules' (leave no trace) and type of vehicle (fully self-contained) and is estimated at \$1,000 per site. The CMCA provides typically two entrance signs denoting the townsite as being RV Friendly™ and any additional signs, would cost in the vicinity of an additional \$300 each. Provision of free access to the dump point and potable water supply are already in place. Promotion of the sites would be free of charge via social media, wikicamps entries and website information and thereafter 'word of mouth'. There is expected to be negligible, if any, lost revenue from the Caravan Park, as free camping self-contained 'RV-ers' typically utilise free camp spots outside of townsites now. Encouraging them to stay within the town environs, will at least provide some economic opportunity for businesses to capitalise on.

Charging \$5 or \$10 per night per RV is considered counterproductive at this stage. Having a donation box is possible, however, the cost of collection and or the risk of theft is seen as prohibitive. This could be monitored and reviewed after 12 months of operations. Initial expected revenue might be in the order of \$1,000 per annum, however, the cost of collecting this revenue (and the cost of a secure lock box) would outweigh the benefit in the initial stages of the site's usage. Policing of the sites will be administrative in nature, no direct cost and 'self-policing'.

In summary, the total outlay of up to \$1,000 per site (for purchase and erection of signage), is seen as small investment to encourage visitation and recognition of the townsite(s) as RV Friendly and potentially, to attract many hundreds of annual additional visitors that might stay one to two nights, and in doing so, purchase small ancillary items or food or meals during their stay. The cost of the outlay can be accommodated within the existing improvement, marketing and promotional budgets of the Shire.

Should the proposal proceed following no substantive negative public opposition, the costs can be accommodated in GL 2130200 Public Relations & Area Promotion (\$24,500 Budget), of which \$8,229 has been committed as at the date of writing of this report.

There are no perceived additional maintenance costs associated with either site as both are either sealed or gravelled surfaces that currently accommodate rest area / lay over traffic, and both have ready access to ablutions, water, refuse and other services currently being serviced.

It should be noted that the Narrogin site requires some minor clean-up of former Town of Narrogin works materials such as brick pavers, concrete slabs and posts, as well as a general tidy up (slashing / spraying of wild oats) and securing a broken lid on the existing leach drain. There is an existing single toilet that is used for the benefit of the Narrogin Homecare Gardener who is based out of the Goods Shed, who would also be useful in a general unofficial 'monitoring' capacity. This toilet may need to be locked.

The works required to clean the site up are arguably required regardless (taking the material to the Shire Depot) of whether the site is used for RV or not.

It should be noted that the Highbury site doesn't have access to a dump point and this may mean that the town cannot be designated as officially 'RV Friendly', but still accommodate and attract RV enthusiasts as demonstrated by the photograph taken on 18 February 2019 showing two 'RV'ers' utilising the site at the moment without any designation or approval status.

Strategic Implications

In the opinion and experience of the author, the concept of encouraging and being able to promote both sites as RV Friendly will undoubtedly attract new tourists and activity. Smaller businesses such as the General Store in Highbury and indeed Tavern at Highbury will certainly benefit, if only to a small degree.

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.2 Increased Tourism
Strategy:	1.2.1 Promote, develop tourism and maintain local attractions

Voting Requirements

Simple and Absolute Majority respectively.

PART 1 OF 2

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0219.020

Moved: Cr Ward Seconded: Cr Schutz

That, with respect to the request by the Dryandra Country Visitor Centre (Inc.) to consider Recreational Vehicle (RV) Parking options in the Shire of Narrogin, Council advertise for a minimum period of 30 days, inviting public comment and specific comment from the Narrogin Chamber of Commerce and Highbury District Community Council, on the following proposals:

1. Recreational Vehicles continue to be allowed to park at the Narrogin Caravan Park (without use of power or ablutions) on the current adopted fee of \$5.25 per night inclusive of GST;
2. Recreational Vehicles be allowed to park for free for up to 72 hours on that portion of Reserve No. 51466, Fairway St, Narrogin, adjacent the southern end of the former Railway Goods Shed (opposite the Dryandra Country Visitor Centre) and cross hatched as Figure 1 within the report; and
3. Recreational Vehicles be allowed to park for free for up to 72 hours on that portion of Reserve No. 49992, Great Southern Highway, Highbury, adjacent the public ablutions and cross hatched as Figure 2 within the report.

CARRIED 7/0

PART 2 OF 2

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0219.021

Moved: Cr Walker Seconded: Cr Ward

That, with respect to the request by the Dryandra Country Visitor Centre (Inc.) to consider Recreational Vehicle (RV) Parking options in the Shire of Narrogin, subject to the proposals in Officer Recommendation 1 receiving no substantive negative comments following advertising, Council authorise the Chief Executive Officer to implement the proposals and to:

1. Request reaccreditation and designation of Narrogin and Highbury as Recreational Vehicle Friendly Towns (RV Friendly Town™), from the Campervan and Motorhome Club of Australia Limited (CMCA);
2. Request provision/retention of RV Friendly Town™ signs from CMCA for erection within the town entrances / precinct of Narrogin and Highbury; and
3. Advise the CMCA:
 - a. That the Narrogin townsite currently provides signed, dedicated and accessible long vehicle parking within the town centre, with close access to the general shopping area, for groceries and fresh produce and also the Hospital and Medical Centres and Pharmacies for health and medical needs;
 - b. That there is existing free access to the potable water supply and Dump Point for RVs and Caravans immediately adjacent to the Dryandra Country Visitor Centre; and
 - c. That long term parking (under three months) for self-contained RVs is encouraged and permissible at the Narrogin Caravan Park, paying the scheduled fees.
4. Ensure that the proposed new town map at the Visitor Information Bay on Williams Rd shows essential facilities, including the locations of short and long-term parking areas, the RV Friendly™ sites, the Dump Points and potable water;
5. Review the activity and sites' operations after 12 months; and
6. Advertise the adoption of a fee of \$Nil per night for the RV Friendly™ sites outside of the Narrogin Caravan Park, at the designated approved sites, by publication (notification) of the fee in the Narrogin Observer.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

CHIEF EXECUTIVE OF THE CMCA RICHARD BARWICK SAID WITH THEIR OWN TOILETS, KITCHENS, AND EVEN WASTE MANAGEMENT, NEW MOTOR HOMES DID NOT NEED CARAVAN PARKS. THIS MEANT OWNERS WERE ON THE LOOKOUT FOR LOW-COST, OR EVEN NO-COST, PLACES TO PARK. CMCA ESTIMATES THE AVERAGE RV USER ON THE ROAD SPENDS ABOUT \$770 PER WEEK LOCALLY. "IT'S EASY CASH FOR LOCAL BUSINESSES THAT LOCAL ECONOMIES ARE CURRENTLY MISSING OUT ON," MR BARWICK SAID. (ABC News, 2018).



FREE RV CAMPING

A REPORT FOR THE SHIRE OF NARROGIN

PREPARED BY
GEIRE KAMI
Manager
Dryandra Country Visitor Centre



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Rural Tourism

Rural communities in Australia have been going through substantial changes over the past decade. Many of the primary industries on which community residents depend have seen decline, leaving behind economic uncertainty, and a search for alternative development strategies (Andereck & Vogt, 2000; Hwang, Stewart, & Ko, 2012; Wilson, 2001). One of the most popular non-traditional rural development strategies has been tourism and its associated opportunities, because of tourism's ability to bring in dollars, to generate employment, and support retail growth.

Rural areas have a special appeal to tourists because of the charm associated with rural areas and their distinct cultural, historic, ethnic, and geographic characteristics. Rural tourism also has other benefits in small communities: is less costly and easier to establish than other rural economic development strategies, such as manufacturing or industrial zones, the uptake of which are out of the control of a local government to ensure. Rural tourism can be developed with participation from local government and other stakeholders, and can start with relatively little financial obligation.

Like other economic development strategies, rural tourism requires several components to be successful. Tourism development involves (1) attractions: the natural and man-made features both within and adjacent to a community; (2) promotion: the marketing of a community and its tourism attractions to potential tourists; (3) tourism infrastructure: accredited visitor/information centre, access to water, parking, signs, and recreation facilities; (4) services: wifi, supermarkets, cafes, eateries, accommodation, petrol, tyre and mechanical, and the other various retail businesses needed to take care of tourists' needs;

and (5) hospitality: how tourists are treated by both community residents and employees in local businesses (Edgell, 1993).

Recreational Vehicles

The Australian caravanning industry is estimated to be worth \$19 billion to the Australian economy (D'Mello, 2016). The RV industry is experiencing continued annual growth, largely due to increasing participation amongst older adults (Darley, Lambert, & Ryan, 2017). In 2016 in Australia, RVs and caravans were the fastest growing vehicle types by registration with 615,301 registered (4.9% growth on 2015), with registration growing 30% since 2011 (Caravan Industry Association of Australia, 2016).

In a 2010 book by Prideaux on drive tourism trends, the researchers report "there has been a rapid growth in the free camping movement in many parts of Australia, where caravaners, and RVers in particular, look for sites that have only basic showers and toilets and, in most cases, are provided by rural councils for little or no cost. These services are provided by rural councils as a means of attracting this segment, who spend money on local activities, attractions, and supplies. This group, represented in the cluster analysis as the basic segments, tend to avoid caravan parks when they can," (Prideaux, 2010).

Visitors to the DCVC consistently enquire as to why there is no available free RV camping within the town of Narrogin. Despite informing visitors of the caravan parks in the area, they do not stay in caravan parks. They are self-contained, often spend months, if not years on the road, and travel between towns with free sites, spending a couple of days at each stop. The cost of paying for a spot each night is prohibitive. Consider \$25.00 per night for one year: \$9,125.00 in camping fees alone.

In an article published by the ABC which was primarily related to the tourism opportunity presented by free RV camping: *Chief executive of the CMCA Richard Barwick said with their own toilets, kitchens, and even waste management, new motor homes did not need caravan parks. This meant owners were on the lookout for low-cost, or even no-cost, places to park. CMCA estimates the average RV user on the road spends about \$770 per week locally. "It's easy cash for local businesses that local economies are currently missing out on," Mr Barwick said. (ABC News, 2018).*

Number of Overnight and Multi-Night Trips 2016-17

In the year ending March 2017, a total of 11.58 million caravan and camping overnight trips were undertaken by Australians (Caravan Industry Association of Australia, 2017). As seen in Figure 1, Western Australia grew in the domestic market last year with trips increasing by 2.4%, a trend which goes against the broader state-wide statistics within which saw a decline in total visitors.

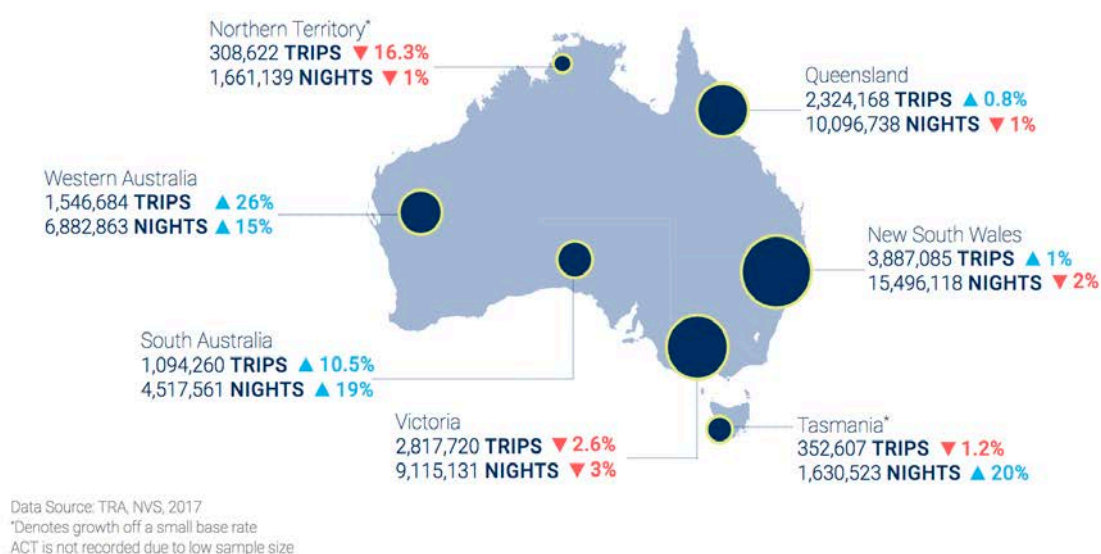


Fig. 1.

Success in Kulin

Capitalising on the endless enquiries about free RV camping, the Shire of Kulin decided to run a trial with a 48 hour limit. The trial was so successful and local business saw such significant financial gains, the Shire increased the length of stay from 48 to 72 hours before the trial was complete. The Shire of Kulin subsequently developed a Discovery Zone located in Kulin's main street, containing information points, interpretive signage and artwork through which to inform tourists about Kulin's interesting past, and includes the following amenities and attractions:

- Kulin War Memorial
- Town Centre Park and stage
- RV friendly 72 hour parking & dump point
- Public toilets and showers
- Picnic shelters and BBQ
- Rehabilitated creeks
- Playground
- Extensive landscaping - planting, paths, boardwalks and lawn areas
- Skate park
- Newly accredited visitor centre

In an email to the DCVC in 2017 Kate Bishop (Shire of Kulin) wrote: "Regarding our free 72 our RV area initiative, the Drop Your Docket's campaign was run purely in the RV area (\$28,000 in dropped dockets to local businesses in 12 months). The Set Your Own Price Caravan Park...shows that our Caravan Park numbers are not affected by making our RV area free, which is a common argument against Free RV camping. We believe numbers are not affected, but actually increased. [Do we] police the RV area? No, we believe that if

they decide to stay longer in the area, then they spend more in town! Very rarely has anyone stayed longer than 72 hours. The whole idea is to encourage people to, not only come to Kulin, but to stay, see what we have to offer and spend some money in town.” Kate Bishop, Kulin Shire.

Shire of Kulin Minutes May 2017

Shire of Kulin Minutes: May 2017

6.5 Caravan Park Review

NAME OF APPLICANT: RESPONSIBLE OFFICER: FILE REFERENCE: STRATEGIC REFERENCE/S:

**AUTHOR:
DISCLOSURE OF INTEREST:**

SUMMARY:

The Set Your Own Price Caravan Park policy was a two year trial initiative that was to be revisited by Council in May 2017. Statistics for the last two years have been provided. The policy is set to expire on the 30 June 2017.

The Council is required to determine if an extension of the offer is deemed feasible and appropriate.

BACKGROUND & COMMENT:

As of August 2015, Kulin Caravan Park guests were welcome to contribute an amount which they feel their stay and experience is worth, according to their own financial ability. This is a unique financial model that is centred on the values of trust, generosity and respect.

The Shire of Kulin Caravan Park Income from August 2015 – May 2017 in total is \$40,894 with 1142 caravans staying at the park, mostly in couples (so 2284 people).

The average number of nights stayed is 1.7 per caravan with most caravaners still only staying overnight, however there is the occasional caravan which stayed 3 or 4 days.

In total 624 Caravans stayed in 15/16 and 513 so far in 16/17. The average rate paid per night is \$20.

The 2015/16 year was one of the best ever years (in the last 10) for the caravan park with total gross income of \$23,723. The 2016/17 year is shaping up well for the caravan park too with one month to go.

Word of the “Set Your Own Price Caravan Park’ continues to be circulated amongst caravanning enthusiasts via word of mouth with most campers new customers.

It’s important to note that the Caravan Park has continued to be popular with caravans who would like to plug into power or prefer their own site, even with the free RV area also offered in town with great facilities. This defies what most industry experts are advising. Allowing visitors to pay what they think

is fair and offering self-contained free camping in town creates a huge amount of good will and favour that is difficult to put a price on.

FINANCIAL IMPLICATIONS:

The evidence is clear – income comparisons since the policy introduction with yesteryear are; Current 2 year average income - \$21,134
Previous 9 year average income - \$15,345

Income has risen by approx. 38% over then two year period. Value of word of mouth advertising not estimated.

Proposed Free RV Camp Trial in Narrogin

2016 Townscape Study Review

The following is an excerpt from the H+H 2016 Townscape Study Review prepared for the Shire of Narrogin:

Encouraging tourists to stop and then finding ways to get them to spend additional time in the town and CBD is also important. There are two trends to consider when looking at visitors. Australian tourists – mostly grey nomads – are travelling in increasing numbers. However, this cohort is becoming notorious for being wholly self contained (cooking all their own meals and tea breaks for instance) and demanding towns to provide facilities for them for free – the “RV friendly” campaign being a case in point where towns are expected to provide free waste dumps, free wifi and free one night campsites. The value of these visitors is becoming harder to find in some cases and creative thinking will be required to find ways to encourage them to spend in the town and stay longer, marketing unique experiences and giving visitors a way to connect with local people are some of the approaches that can be explored.

It is not the opinion of the DCVC that the value of these free camping visitors is becoming harder to find. The economic benefit to rural towns of the grey-nomad cohort has been well established.

Criteria for Free RV camping as defined by the Campervan and Motorhome Club of Australia Ltd.

- Provision of appropriate parking within the town centre, with access to a general shopping area for groceries and fresh produce.
- Provision of long term parking (48 – 72 hour) for self-contained recreational vehicles, as close as possible to the CBD.
- Access to potable water.
- Access to a free dump point at an appropriate location.
- Access to medical facilities or an appropriate emergency service.
- Access to a pharmacy or a procedure to obtain pharmaceutical products.
- Access to a Visitor Information Centre.
- Visitor centre to provide a town map showing essential facilities, such as short and long term parking areas, dump point and potable water.

Location

Centrality. The location of a free RV camp site is critical to economic benefits. Central CBD locations are ideal (Prideaux, 2010). Campers must have walking access to shops, supermarkets, laundromat, parks, eateries, points of interest, and a visitor centre. Visitor centres provide the impetus for tourists to remain in an area. There is no benefit in having free camping outside or on the edge of town. Once a campervan/RV is parked in its 72 hour spot, owners are reluctant to drive them into town again. Security of vehicles is also key.

Areas in and around Narrogin which have been identified for RV camping

Railway Dam

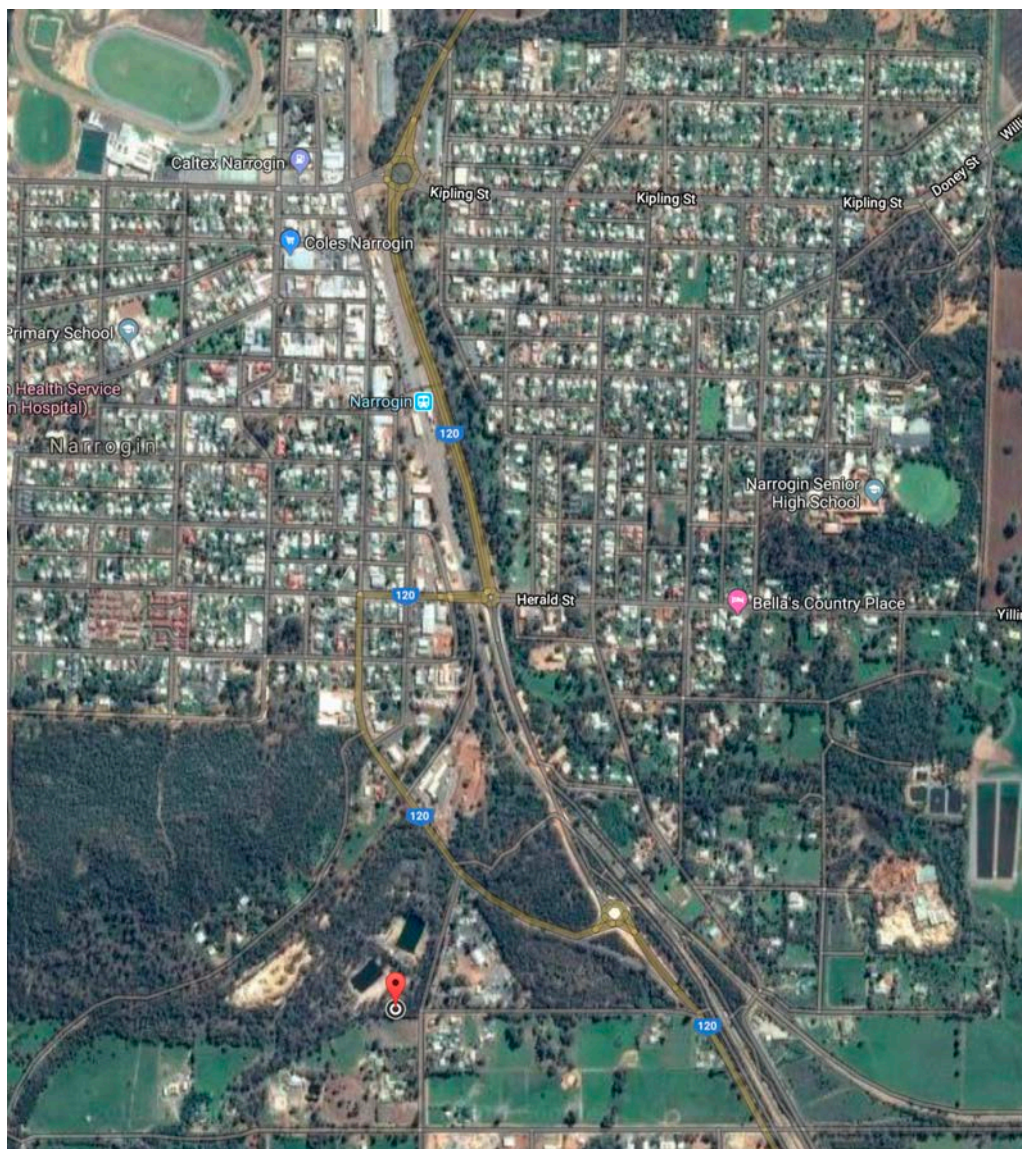
Railway Dam is very pretty, and is a current attraction for tourists who like to take a short walk, do some birdwatching, and early mornings are good for tortoise spotting, with its large population of endemic tortoises.

It is also an historic site listed under Category B on the Narrogin Heritage Inventory. Category B denotes a place of considerable cultural heritage and significance to the Shire of Narrogin which is worthy of recognition and protection. Planning application needs to be submitted for any proposed development, and referred to the Regional Wheatbelt Heritage Adviser for comment.

There have been suggestions that the present picnic site at Railway Dam could be used by RV campers because of the clearing, but much of this is below the high-water line which is clearly defined by the edge of the York gum trees. This has an identified flood risk, and is not suitable for vehicles. The remaining area is insufficient in size for any permanent use by recreational vehicles.

It is a site of significant natural value, and there is no dump point for sewage. The chance of the dam becoming contaminated and damage the micro and marco-ecology through illegal dumping of sewage at the site is high.

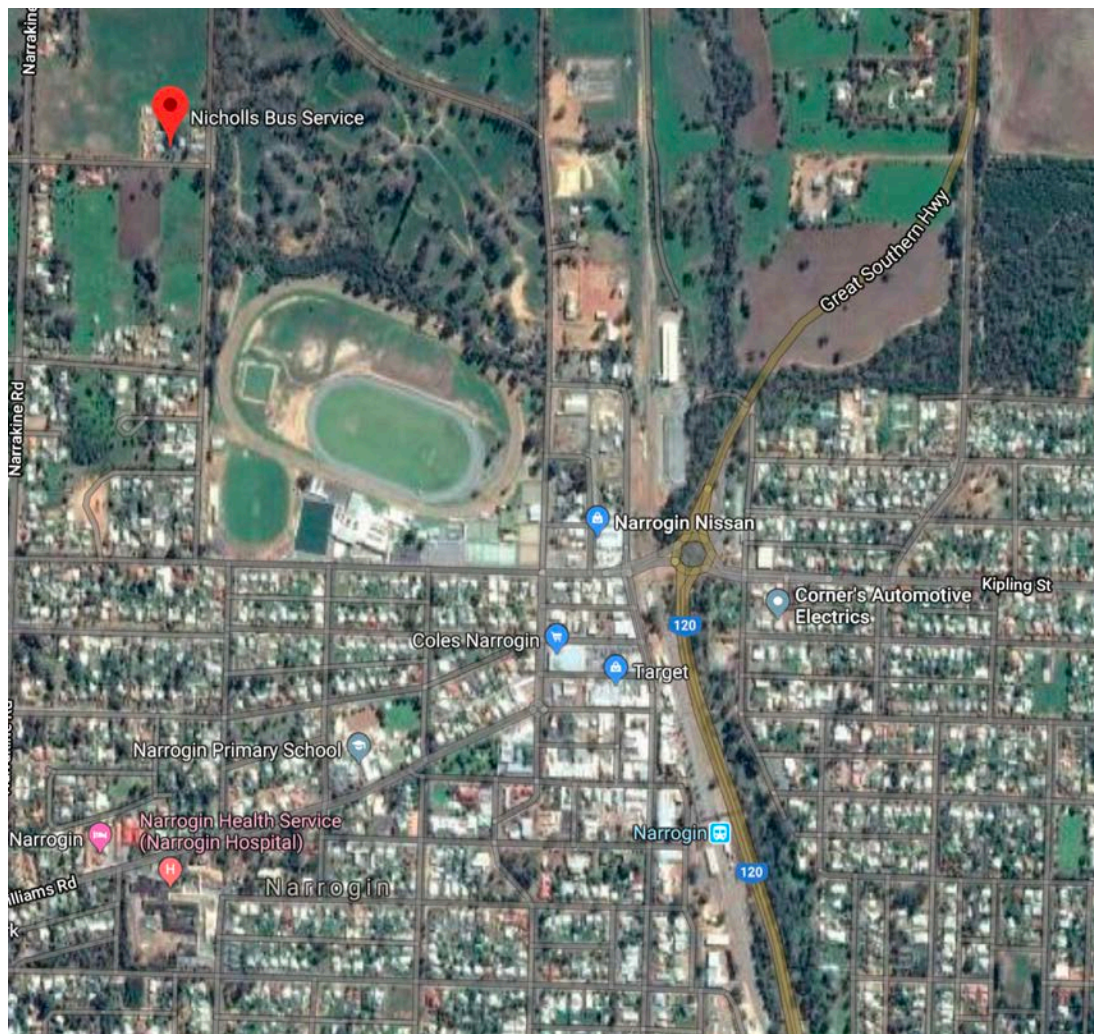
Railway Dam is not within walking distance of shops, the visitor centre, public toilets, groceries, or eateries. It is too far to carry a laundry basket, which is one of the key to success of a free RV camp site. As seen from the map below, Railway Dam is too far to walk to amenities, and therefore is unsuitable for Free RV Camping.



Red pin point (above) dropped on Railway Dam location

Quigley Street location

A location identified by some community members is a vacant area past Nicholls Bus Service. For several of the same reasons as Railway Dam, this area is similarly problematic. Too far from town centre; no dump point; no potable water; not close to visitor centre, laundromat, food, public toilets. Insecure location.



Quigley Street Location near red dropped pin.

Fairway Street Location

An area identified as belonging to the Shire of Narrogin is a disused parking area north of the goods sheds, diagonal to the DCVC on Fairway Street. This gives RVs close access to the visitor centre, including dump point and potable water, walk to laundromat, public toilets (DCVC and Mackie Park), as well access to the CBD, walk to WIFI, and diminishes the bifurcation of the town by the railway lines, with easy access to the overpass should they feel like crossing over the train line and walking in Gnarogin Park, or to the Salvation Army thrift store.

The area is clear of obstruction, making it a more secure area to leave vehicles unattended. The area is well drained.

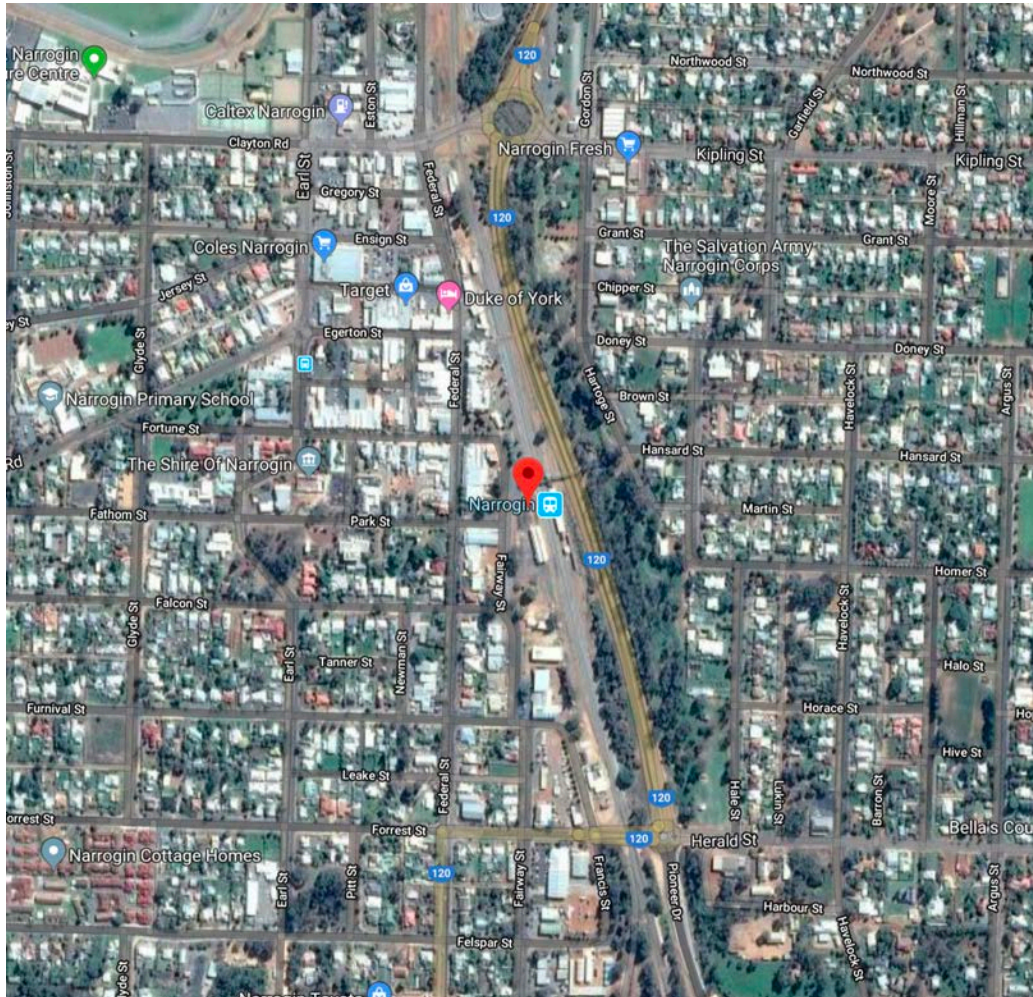
The location is currently disused, while being a part of the Railway Precinct (an area the Shire hopes to reactivate).

It has access via the one way lane behind the Horden Hotel (future DOME), and along Fairway Street.

It is clearly visible from the link road, therefore visible to passing-through RVs on the other side of the link road.

Activating this area would take little infrastructure. The quaint old post and rail/chain fence needs a tighten up. The old-style rubbish bins removed from the CBD could be relocated here. A nice big sign welcoming visitors (with RV camp terms) could be installed on Fairway Street at the driveway entrance. Eventually it would be conceivable to develop the area with some simple landscape architecture (native trees). This area could

easily accommodate 10 RVs at any given time. Kulin does not demarcate RV spots, and visitors self-manage the parking.



Downerry Winery

Rex and Jan Hayes already accept RV campers for \$5 a night (fee waived if visitors purchase some wine from the vineyard). There is access to a toilet at this location. It has a lovely view. It is secure and cheap.

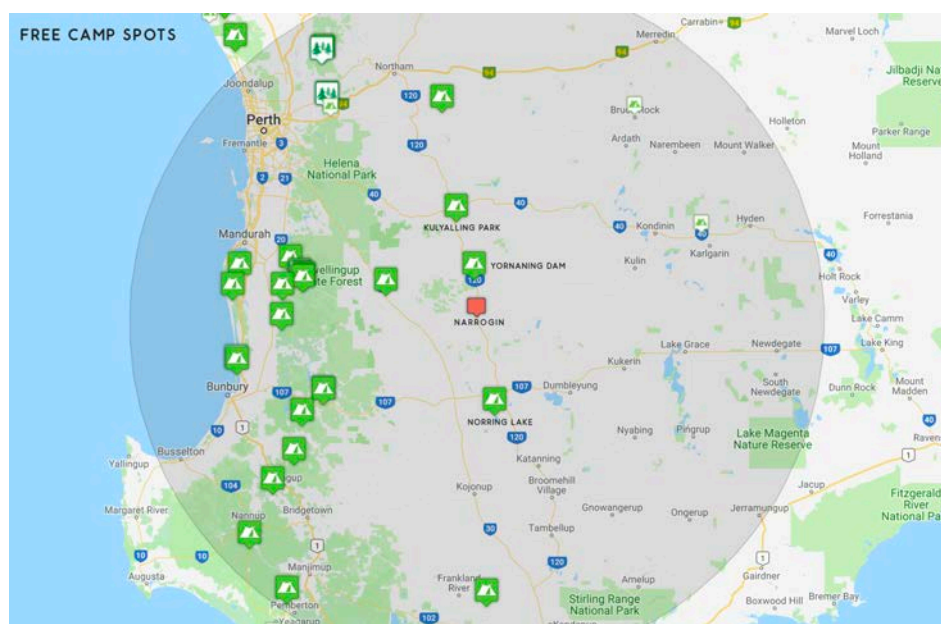
Low Cost RV Camping at the Caravan Park

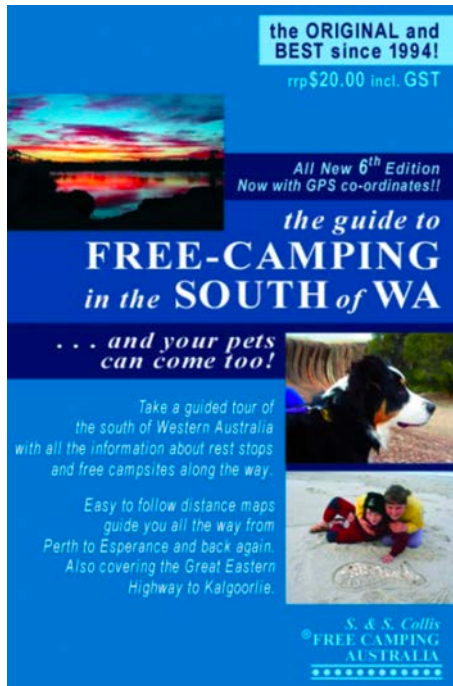
Some shires provide a small number of RV spots (4 – 6) at their caravan park for a lesser fee than the cost of full-amenities caravan park (eg. \$10.00 per night).

Realisation of Interest

Another key to the success of an RV camp is the attitude of the community: demonstrable interest in a town from tourists builds community support and goodwill. Communities feel proud when a town is recognised as being worthy of a stop (or an award, as seen in the Tidy Towns initiative) (Edgell, 1993).

Current Shared Map of Free RV Camp Zones in South WA





Left is the cover of a book which has been in print for 14 years, which lists 120 free campsites on a trip between Perth and Esperance. It by-passes us completely (Free Camping Australia, 2018).

Limitations

Limitations to the success of free RV camp areas is largely associated with their locations. As demonstrated they must be as close to the centre of a town as is possible.

Because successful regional tourism depends on positive encounters between tourists and hosts, the long-term success of tourism is dependent on locals and their support for tourism projects (Hwang et al., 2012). Positive media attention should be obtained to prepare the community for a trial, with comments from CEO, Councillors and other stakeholders which reflect the potential opportunities such a project presents.

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FORM LAA-1023

DUPLICATE

SECTION 46

WESTERN AUSTRALIA
LAND ADMINISTRATION ACT 1997 as amended
TRANSFER OF LAND ACT 1893 as amended

MANAGEMENT ORDER (XE)

RESERVE DESCRIPTION (NOTE 1)

51466

EXTENT

Whole

VOLUME

0000
3163

FOLIO

000
742

MANAGEMENT BODY (NOTE 2)

Town of Narrogin
PO Box 188
NARROGIN WA 6312

CONDITIONS (NOTE 3)

1. To be utilised for the designated purpose of "Community Purposes" only.
2. Power to lease (or sub-lease or licence) for the designated purpose is granted for the whole or any portion thereof for any term not exceeding twenty-one (21) years from the date of the lease subject to the approval in writing of the Minister for Lands being first obtained to each and every lease or assignment of lease, pursuant to the provision of Section 18 of the Land Administration Act 1997.

THE MINISTER FOR LANDS (IN THE NAME OF AND ON BEHALF OF THE STATE OF WESTERN AUSTRALIA) ORDERS THAT THE CARE, CONTROL AND MANAGEMENT OF THE ABOVE RESERVE BE PLACED WITH THE MANAGEMENT BODY DESCRIBED ABOVE FOR THE PURPOSE FOR WHICH THE LAND COMPRISING THE RESERVE IS RESERVED UNDER SECTION 41 OF THE LAND ADMINISTRATION ACT 1997, AND FOR PURPOSES ANCILLARY OR BENEFICIAL TO THAT PURPOSE TO THE CONDITIONS ABOVE

Dated this

16

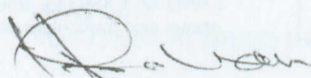
day of

August

in the year

2013

ATTESTATION (NOTE 4)



NAME:

Horace Ralston

SENIOR STATE LAND OFFICER

TEAM:

Goldfields Wheatbelt

INSTRUCTIONS

1. If insufficient space in any section, Additional Sheet Form B1 should be used with appropriate headings. The boxed sections should only contain the words "See Annexure".

2. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by parties.

3. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialled by the person signing this document and their witnesses.

NOTES

1. RESERVE DESCRIPTION

Reserve number and details to be stated. The Volume and Folio numbers to be stated.

2. MANAGEMENT BODY

State the full name and address of management body.

3. CONDITIONS

Detail the conditions specified by the Minister to be observed by the management body in its care control and management of the Reserve.

4. ATTESTATION

This document is to be executed by the Minister for Lands or a person to whom the power to grant a management order under section 46 of the Land Administration Act 1997 has been duly delegated under section 9(1) of the Act (if applicable).

EXAMINED

DUPLICATE



M378193 XE

20 Aug 2013 15:59:25 Midland

MANAGEMENT ORDER (XE)

LODGED BY State Land Services

ADDRESS RDL - Goldfields Wheatbelt - Box 98C

PHONE No.

FAX No.

REFERENCE No. Avril Donkin 02704-1906-03RO (Job: 063079) Phone: 6552 4799 Fax: 6552 4415

ISSUING BOX No.

PREPARED BY State Land Services

ADDRESS RDL - Goldfields Wheatbelt - Box 98C

PHONE No.

FAX No.

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER THAN LODGING PARTY

TITLES, LEASES, DECLARATIONS ETC LODGED HEREWITH

1. _____ Received Items
2. _____ Nos.
3. _____
4. _____ Receiving Clerk
5. _____
6. _____

063079-019



Registered pursuant to the provisions of the TRANSFER OF LAND ACT 1893 as amended on the day and time shown above and particulars entered in the Register.



INSTRUCTIONS

1. If insufficient space in any section, Additional Sheet Form B1 should be used with appropriate headings. The boxed sections should only contain the words "See Annexure".
2. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by parties.
3. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialled by the person signing this document and their witnesses.

NOTES**1. DESCRIPTION OF LAND**

Lot and Diagram/Plan number or Location name and number to be stated.

Extent - Whole, part or balance of the land comprised in the Certificate of Crown Land Title to be stated.

The Certificate of Crown Land Title Volume and Folio number to be stated.

2. LIMITATIONS, INTERESTS, ENCUMBRANCES and NOTIFICATIONS

In this panel show (subject to the next paragraph) those limitations, interests, encumbrances and notifications affecting the land for the creation of the reserve that are recorded on the crown land title:

- a) in the second schedule;
- b) if no second schedule, that are encumbrances. (Unless to be removed by action or document before registration hereof).

Do not show any:

- a) Easement Benefits or Restrictive/Covenant Benefits; or
- b) Subsidiary interest or changes affecting a limitation, etc, that is to be entered in the panel (eg, if a lease is shown, do not show any sub-lease or any document affecting either). The documents shown are to be identified by nature and number. The plan/diagram encumbrances shown are to be identified by nature and relevant plan/diagram. If none show "nil"

3. RESERVE NUMBER/PURPOSE

State the reserve number and purpose.

4. RESERVE NAME

State the reserve name (optional). The name must exist in Geonoma prior to lodgement of the document. If necessary, refer to the Geonoma section in Landgate.

5. ATTESTATION

This document is to be executed by the Minister for Lands or a person to whom the power has been duly delegated under the Land Administration Act 1997.

EXAMINED

Office Use Only

K863575 XE

25 Feb 2009 16:10:02 Midland



**CREATION - RESERVE (EXCEPT CLASS 'A')
(XE)**

LODGED BY State Land Services

ADDRESS DPI - Wheatbelt - Box 98C

PHONE No.
FAX No.

REFERENCE No. Jeanette Shevelew - file no
02703-1906-02RO - telephone 9347 5056 - fax 9347 5002

ISSUING BOX No.

PREPARED BY State Land Services

ADDRESS DPI - Wheatbelt - Box 98C

PHONE No.
FAX No.

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO
OTHER THAN LODGING PARTY

TITLES, LEASES, DECLARATIONS ETC LODGED
HEREWITH

- | | |
|-------------------|-----------------|
| 1. <u>Oracles</u> | Received Items |
| 2. _____ | Nos. 1 |
| 3. _____ | |
| 4. _____ | Receiving Clerk |
| 5. _____ | |
| 6. _____ | |

053677-005



Registered pursuant to the provisions of the TRANSFER OF
LAND ACT 1893 as amended on the day and time shown
above and particulars entered in the Register.

RECEIVED
STATE OF WESTERN AUSTRALIA
27 FEB 2009 10:10 AM



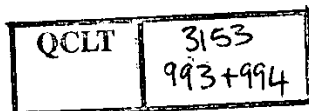
WESTERN AUSTRALIA
LAND ADMINISTRATION ACT 1997 as amended
TRANSFER OF LAND ACT 1893 as amended

CREATION - RESERVE (EXCEPT CLASS 'A') (XE)

DESCRIPTION OF LAND (NOTE 1)

Lot 501 on Deposited Plan 59014

Lot 502 on Deposited Plan 59014



EXTENT

Whole

Whole

VOLUME

0000

0000

FOLIO

000

000

LIMITATIONS, INTERESTS, ENCUMBRANCES and NOTIFICATIONS (NOTE 2)

Nil

RESERVE NUMBER/PURPOSE (NOTE 3)

Reserve 49992 for the purpose of "Car Parking, Gravel Storage and Public Toilets"

RESERVE NAME (NOTE 4)

THE MINISTER FOR LANDS (IN THE NAME OF AND ON BEHALF OF THE STATE OF WESTERN AUSTRALIA)
ORDERS THAT THE ABOVE LAND BE RESERVED FOR THE ABOVE PURPOSE(S) IN THE PUBLIC INTEREST

Dated this

25th

day of

February

in the year

2009

ATTESTATION (NOTE 5)

SENIOR STATE LAND OFFICER
WHEATBELT REGION
STATE LAND SERVICES

Management Purpose		Actions	
Number	49992	Last Update from DU	
Name			
File Reference	02703-1906	Calc Area	36612 Sq Metres
Associated Files		Legal Area	36612 Sq Metres
Department Region	SLS Wheatbelt	Class	C
LGA	Narrogin	Status	Current
Responsible Agency	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE	<input type="checkbox"/> Crown Grant In Trust <input type="checkbox"/> Power To Lease <input checked="" type="checkbox"/> Section 20a	
Purpose	Car parking, Gravel, Storage and Public Toilets		
Last Update Date	25-FEB-2009		
Last Updated By	JSHEVELEW		
Management Orders		Land Use	
<div> <div>NARROGIN SHIRE</div> <div></div> <div></div> <div></div> <div></div> </div>		<div> <div>GRAVEL</div> <div>PARKING</div> <div>TOILETS</div> <div></div> <div></div> </div>	

10.4.2 LOCAL GOVERNMENT ACT REVIEW

File Reference	19.6.3
Disclosure of Interest	The Author has no Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.3.013, 28 February 2018, Resolution 0218.014
Date	18 February 2019
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	
1. WALGA Advocacy Positions	

Summary

In 2017, the McGowan Government announced a review of the Local Government Act 1995. This is the first significant reform of local government conducted in more than two decades. The objective is for Western Australia to have a new, modern Act that empowers local governments to better deliver for the community.

The Department of Local Government, Sport and Cultural Industries (DLGSCI) invited Local Governments and their communities to have their say on the priority reforms for a new Local Government earlier this year and the drafting of a Bill which includes universal training for candidates and council members, council member code of conduct, improvements to CEO recruitment and performance review and a simplified gift framework is now underway.

[Read the policy positions on the priority reforms](#) here.

The next stage will result in a new Local Government Act and focuses on delivering for the community based on the themes *Agile, Smart and Inclusive*. It considers nine key topic areas as outlined below and local governments and community members are currently invited to have a say on some or all of the reform areas.

Phase 2 submissions are open to 31 March 2019, however WALGA is seeking to collate submissions to their State Council by 22 February 2019 (WALGA has noted Narrogin's Meeting on 27 February will still be considered if sent by 28 February 2019).

WALGA's position will then be submitted to:

- 15 March to 22 March 2019 – Zone Meetings
- Tuesday 26 March 2019 at 4.00 pm – WALGA State Council meeting.

Background

With respect to phase 1 of the Review of the Local Government Act 1995, Council at its meeting of 28 February 2018 resolved:

“Endorse the attached Local Government Act 1995 Review – Phase 1: Consultation Paper and the responses contained within the document and provide this to the Department of Local Government Sport and Cultural Industries and WALGA prior to the closing date for submissions”.

Comment

The Author is supportive of many of the proposals contained within the review, so far, and in particular the proposals for:

- The establishment of *Local Government Bands/Categories* differentiating between local governments to apply regulation, compliance and administrative requirements that are reflective of the capacity of local governments.
- Improved clarity regarding the *roles of the Council, Mayor/President, Councillors and CEO*.
- Developing practice guidelines and standards to assist Councils to undertake transparent, fair and robust *CEO Recruitment and Performance Review Processes*.
- *Mandatory training* being introduced for all newly elected members, and support for continuing elected members to undertake further development, recognising their experience and existing knowledge.
- Supporting the State Government establishing a training fund for local government officers, for management, leadership, and competency-based training.
- Simplifying the *gift provisions* so they are fair, consistent and related to the officer's or elected member's role.
- Reviewing the standards panel and introduction of a mandatory universal code of conduct for elected members to help improve behaviour.
- The proposal to develop a *remedial action process* that assists with early intervention, building capacity and working in partnership to ensure good governance of a local government.
- The ability for local governments to form *beneficial enterprises*.
- Reviewing land exempted from rates and in particular the provisions in regard to 'land used exclusively for charitable purposes'.
- Development of a *model governance framework* that can be adapted by each local government or at the minimum a Departmental Operational Guideline that clearly articulates the intent of the legislation and provides guidance to all key players (including the community).
- Providing local governments with greater autonomy by replacing prescriptive decision-making processes with requirement to comply with higher-level principles requiring transparency, accountability and sound financial management.
- The Public Sector Commission expanding its role or an introduction of a Local Government Commissioner to take on a guidance and support role to independently assist local government with CEO recruitment and performance reviews, with Council still being primarily responsible.
- Establishing a framework to create safe work environments where harassment and bullying within the workplace is not tolerated.
- A uniform set of performance indicators for local governments being developed to drive continuous improvement.

- Integrated Planning and Reporting (IPR) being the principal strategic leadership tool for local governments however improvements being examined through:
- strengthening the IPR principles in the Act more broadly, setting minimum standards and defining process through guidelines.
- removing duplication from other parts of the Act, where the principle or practice is already captured in the IPR framework.
- ensuring that local, regional and State strategic plans are more closely aligned.
- There is also an argument that due to the complexity of business local government councils should behave and act like a Board of Directors. However, people are selected, through rigorous processes, to sit on boards because they have specific skills and experience, be it financial, legal or other expertise. In local government, members are elected in a similar way to those who sit in State and Federal Parliament. This means that local governments are designed to operate on a Parliamentary rather than a Board like basis.
- Model Local Laws for all and all having the ability to have local determinations ...far simpler.
- 138 Local Governments that are diverse and complex and distant to deal with the vast State in which we live and serve – one size doesn't fit all.
- The need for the development of sector wide benchmarks not just key financial indicators.
- The observation that the DLGSCI has been continuously eroded over the years to be one of reactive retrospective compliance rather than proactive guiding and support and capacity building.
- Legislation is required that is flexible and agile with technology, global village realisations and dealing with rising social media and community expectations.

Summary of Officer specific supported position statements:

LG Act – Shire of Narrogin Proposed Submission			
Section of Legislation	Title	Policy Change	Rationale for Change
2.4A	New Provision - Differentiating Between Local Governments	Insert a new provision to differentiate between local governments based on capacity. The State Administrative Tribunal Banding model is an illustration of potential grouping for local governments.	This will reduce the compliance burden on smaller local governments with limited capacity and provide additional opportunities for local governments with capacity.
2.11	Method to Elect Mayor / President	Delete the poll provisions in relation to changing the method of election of the Mayor/President. Local Governments should determine this outcome.	This will deliver consistency in the approach to change.

Section of Legislation	Title	Policy Change	Rationale for Change
2.21	Disqualification Because of Convictions	Add a section which disqualifies a person if they have been convicted of an offence against the Planning and Development Act, or the Building Act, in the preceding five years.	A planning or building system conviction is potentially more serious than a Local Government Act conviction because of local government's prominent role in planning and building control and the significant personal benefits which can be illegally gained through these systems. It may also be appropriate to include breaches of other legislation.
3.12	Procedure for Making Local Laws	Eliminate the requirement to consult on model Local Laws.	Models are approved for sector wide use.
3.16	Periodic Review of Local Laws	Eliminate the periodic review requirement for model Local Laws.	Models are approved for sector wide use. They should be reviewed frequently by the body making the model with advice provided regularly to all local governments.
3.50B	New Provision - Full Closure of Bridge and Roads for Repairs	Allow a bridge and roads to be fully closed for urgent repairs and maintenance without notice, even if it will have significant adverse effects on users.	The closure of a bridge and road will often have significant adverse effects on users. However, bridges may need to be fully closed for urgent repairs if there is a sign of weakness and, currently, the Act does not provide capacity to take this action without giving local public notice if the closure will be greater than four weeks.
3.51	Notification of Affected Owners	Section 3.51 of the Local Government Act 1995 concerning "Affected owners to be notified of certain proposals" should be amended to achieve the following effects: - To limit definition of "person having an interest" to those persons immediately adjoining the proposed road works (i.e. similar principle to town planning consultation); and - To specify that only significant, defined categories of proposed road works require local public notice under Section 3.51 (3) (a).	To provide clarity and efficiency.
3.53	Control of Certain Unvested Facilities	That Section 3.53 be repealed and that responsibility for facilities located on Crown Land return to the State as the appropriate land manager.	To reflect the State's ownership of this land.
3.60	No Capacity to Form Body Corporates	Allow local governments with capacity to form bodies corporate (Council controlled organisations) for particular commercial activities.	Follows the New Zealand approach and enables local governments to undertake key place making activities more efficiently and effectively.

Section of Legislation	Title	Policy Change	Rationale for Change
3.66	Regional Local Governments	Reduce compliance burden on regional local governments in parallel with the proposal to differentiate between local governments.	To improve the efficiency of regional local governments; in particular those undertaking limited functions.
4.20 (4) 4.61 (4)	CEO to be the Returning Officer Unless Other Arrangements Made	Allow the Commonwealth Electoral Commission or any other body competent in conducting elections to be responsible for conducting an election and, in particular, a postal election.	To enable competition and competitive efficiencies to be achieved.
4.61 (1)	Methods of Conducting an Election	Allow people to vote online if they so choose.	To reflect the use of modern technology and to increase voter turnout. Online voting should only be introduced in a technological environment which ensures the secrecy of the vote and which minimises the potential for fraudulent activity. Online voting should be offered as an additional method of voting; not as a complete replacement for postal voting.
4.88 (1)(b)	Electoral Offence: Misleading, False or Defamatory Statements	Explore the potential of making it an offence for a person to make or publish false or defamatory statements about official acts undertaken by an elected member seeking re-election during the conduct of an election campaign.	It is already an offence to make or publish false or defamatory statements in relation to personal character or conduct. It is considered appropriate that this principle carries through to false or defamatory statements about official conduct.
5.24B	New Provision – Vexatious People and Complaints	Insert a new provision to specifically allow a local government to declare a member of the public and their complaints vexatious. Such a declaration would prevent that person from speaking at either Council meetings or electors meetings, allow a local government to file, but not respond, to correspondence from the person, and refuse to answer phone calls.	Local governments have no explicit statutory power to prevent a member of the public from bullying, abusing or harassment, particularly when speaking at meetings. The Ombudsman has produced guidelines for dealing with vexatious people and local governments should be specifically empowered by law to declare people vexatious (which would prevent them from speaking at meetings) if the principles within this guideline are followed. Here it is noted that the State Government recently gave the Standards Panel the power to decide that people were being vexatious.
5.27	Electors' General Meetings	Remove the requirements to have Electors' General Meetings	To improve local government efficiency. The public now has numerous ways in which to engage with Councils, including special electors' meetings, and the need for annual meetings, which are often attended by a paltry number of people, is redundant.

Section of Legislation	Title	Policy Change	Rationale for Change
5.28 (1)	Electors' Special Meetings	Increase the number of people required to convene a special electors' meeting.	It is too easy to gain 100 signatures to convene special electors' meetings in large local governments. This also does not correspond with the scalability needed for local governments of different sizes. To achieve this policy change the number required to call a meeting could be increased from 100 to 500 or, 10% of total number of electors, whichever is less.
5.28 (2)	Electors' Special Meetings	Limit the number of special electors' meetings which can be held on the same matter. Once a matter has been discussed at a special electors' meeting, the same matter, or a very similar matter, should not be able to be discussed at another special electors' meeting for 12 months unless Council determines otherwise.	This allows people to have their say but prohibits people unreasonably calling special electors' meetings on issues already determined.
5.36A + B	New Provision - Public Sector Commission / Local Government Commissioner Role	<p>Insert a new section which would require the Public Sector Commission to expand its role or an introduction of a Local Government Commissioner to take on a guidance and support role to independently assist local government with CEO recruitment and performance reviews, with Council still being primarily responsible.</p> <p>That, in circumstances where the CEO reports an Elected Member to either the CCC, the Standards Panel or any other regulatory or investigative body, an independent commissioner become the final decision maker in terms of the CEO's performance review or contract renewal for a period of five years.</p>	<p>CEO recruitment and performance review would benefit from the guidance and support of an independent authority.</p> <p>When a CEO reports an Elected Member or Members, those reported will form an opinion about the CEO which will bias future decision making on the performance of the CEO. To eliminate this bias, an independent authority should become the final decision maker in terms of the CEO's performance and contract renewal.</p>
5.90B New Training Provision	New Provision - training budget and plan for officers	Require each local government to have a training budget and plan for professional development for officers.	This will facilitate capacity building within the sector.

Section of Legislation	Title	Policy Change	Rationale for Change
6.14	Power to Invest	Allow local governments with capacity to invest in accordance with the Trustees Act in the manner that existed prior to the Global Financial Crisis.	The Global Financial Crisis was a once in a generation experience (1987 and 1929 were the two previous financial crashes of extreme magnitude). Legislation should not be based on a worst case scenario but on a routine and general operating environment. Prior to the Global Financial Crisis, the previous legislation was adequately controlling local government investments.
6.16 (2)(b) (e)	Imposition of Fees and Charges	Many local governments will supply small consumer items at a variety of facilities. These include selling theatre tickets, supplying food and drink at venues. Non-metropolitan local governments also set rents for staff housing, etc. It is impractical to require local governments to establish fees at the start of the year for these items which respond to consumer demand in a commercial environment. The legislation for fees and charges need to be agile and flexible for local government to make changes throughout the year.	Allow local governments to set and amend fees and charges for small scale goods and services and the rental of staff housing outside of the current requirements of the Act.
6.20 (2)	Power to Borrow	That Section 6.20(2) of the Local Government Act, requiring one month's public notice of the intent to borrow, be deleted.	This is particularly pertinent for small local governments needing funds for crisis recovery. The one month requirements in emergency situations is not practical and does not allow for an agile approach.
6.26 (2)	Rateable Land	Introduce a requirement for State Government trading enterprises, including the Housing Authority, to pay rates on their commercial land rather than making rate equivalent payments to the State Government.	It is inappropriate for State Government trading enterprises to pay rate equivalents to the State Government when it is local government which constructs the local roads used by these enterprises and which collects the rubbish generated.
6.26 (2)	Rateable Land	Require resource projects which are covered by State Agreement Acts to pay local government rates where possible.	It is inappropriate for the State Government to waive local government rates when negotiating State agreements.
6.26 (2)(g)	Rateable Land	Amend to exclude independent living units for seniors from being a charitable purpose for which a rate exemption can be claimed.	Independent living units are generally provided at market rates so there is no charity for the user. This outcome was acknowledged in a State Government report about a decade ago.

Section of Legislation	Title	Policy Change	Rationale for Change
6.28 6.33(1)	Basis for Rates and Differential General Rates	Enabling differential rating based on the time land remains vacant is supported as suggested in the WALGA Discussion Paper.	While local governments can introduce a differential rate for vacant land, this rate applies to all vacant land. It is appropriate to differentiate between land held vacant for long periods for speculative or hording purposes and land which is vacant on a short term, interim basis. It would be up to a local government to determine the number of years which would divide one category from the other.
6.41	Service of Rate Notice	Amend the provisions around the service of rate notices to allow for electronic delivery of notices where a ratepayer's electronic address is known.	The Act was developed in an era when the internet hardly existed. Electronic communications are now commonplace and used for significant financial transactions.
6.41 6.45(1)	Options for Payment of Rates	Amend to reduce prescription and increase flexibility in relation to rate payment options.	This will improve efficiency and responsiveness to ratepayers.
6.56	Recovery of Rates in Court	Amend to clarify that all debt recovery action costs incurred by a Local Government in pursuing recovery of unpaid rates and services charges be recoverable and not be limited by reference to 'cost of proceedings'.	To improve operational effectiveness.
Schedule 2.1 2(1)(d)	Creating, Changing and Abolishing Districts	Increase the number of electors required to put forward a proposal for boundary change from 250 to 500. Attentively, applying a scalability approach here again.	The current number is considered too small and does not take into account the varying different sizes of local governments.
Schedule 2.2 2.3(1)(a)	Provisions About Wards	Increase the number of electors required to put forward a proposal for ward change from 250 to 500. Attentively, applying a scalability approach here again.	The current number is considered too small and does not take into account the varying different sizes of local governments.
Admin Reg 10	Revoking or Changing Decisions	Amend Regulation 10 to assist clarifying the rights of a Councillor to seek a revocation or change. Particularly amend to reflect situations where part of a multiple part motion has not been completed.	Regulation 10 provides a mechanism for the revocation or change to a previous decision of Council. It does not however, contain any provision clarifying that the provisions do not apply to Council decisions that have already been implemented. This regulatory deficiency is currently managed administratively, but warrants an appropriate amendment to assist clarify the rights of a Councillor to seek a revocation or change.

Section of Legislation	Title	Policy Change	Rationale for Change
Admin Reg 19B	Payment to Employee in Addition to Contract or Award	Amend to state that the number of positions within the salary band should be identified, rather than the number of employees entitled to the salary. In addition, increase the \$100,000 to an amount which reflects inflation since the value was initially legislated. Further, increase the amount in future years in line with salary increases determined by the Salaries and Allowances Tribunal.	This reflects the fact that it is important to identify the positions paid over \$100,000 rather than the number of employees that fill the positions. Further, inflation is devaluating the \$100,000 amount each year.
Financial Mgmt Reg 4	Exempt from AASB 124	That Regulation 4 of the Local Government (Financial Management) Regulations be amended to provide an exemption from the application of AASB 124 'Related Party Transactions' of the Australian Accounting Standards (AAS).	Local government legislation provides adequate transparency.
Functions & General Reg 4A	Regional Price Preference (RPP)	Add clarification that regional local government can apply their RPP's policy to all purchases, including those under the tender threshold.	Clarity required and to provide consistency.
Functions & General Reg 11 (1)	Tender Threshold	Increase the tender threshold to align with the State Government tender threshold (\$250,000). Further clarity is also required on whether the threshold applies to total project cost, and the implications on rolling contracts which its annual cost is under the threshold.	Increasing the tender threshold improves local government efficiency and aligns to State agency requirements.
Functions & General Reg 30 (3)	Disposition of Property	That Regulation 30(3) be amended to delete any financial threshold limitation (currently \$75,000 on a disposition) where it is used exclusively to purchase other property in the course of acquiring goods and services, commonly applied to a trade-in activity.	To improve local government efficiency and operational effectiveness.
LSL Reg. 7 (1)(d)	Taking Leave	Amends so that employees can take long service leave in more than three separate periods.	To reflect contemporary practice, allow employees to take their long service leave in more than three separate periods, subject to the agreement of the employer.
Regional Subsidiary Reg 8	No Capacity to Undertake Trading Undertaking or Land Transaction	Remove the restrictions on land transactions and commencing a trading undertaking.	A regional subsidiary should be able to acquire land in its own rights (such as land for a waste transfer station) and conduct a commercial enterprise (such as the sale of goods received at the transfer station).

Section of Legislation	Title	Policy Change	Rationale for Change
Regional Subsidiary Reg 8	Power to Borrow	Remove the restriction on borrowing.	A regional subsidiary should be able to borrow money in its own right

Consultation

Elected Members are asked to review the proposed discussion points and contribute to or amend the Officer perspectives as deemed appropriate.

Shire of Narrogin Officer's and Elected Members also had the opportunity of contributing at a WALGA Zone Forum facilitated by the DLGSC in Narrogin on 11 October 2018. Several senior staff and Elected Members participated.

The community, and indeed officers and Elected Members, have also had opportunity from the DLGSCI, over the previous several months, via a workshop in Narrogin, public notices, advertisements, media releases and news articles, inviting public feedback on the various issues papers and proposals.

Surveys to the public are still open until 31 March 2019.

The approximately nine (9) unique forum areas and policy positions (of the DLGSCI) can be accessed via this website:

<https://www.dlgsc.wa.gov.au/localgovernment/strengthening/Pages/LG-Act-Review.aspx>

The nine topic areas are:

Agile

- Beneficial enterprises
- Financial management
- Rates, fees and charges

Smart

- Administrative efficiencies — local laws
- Council meetings
- Interventions

Inclusive

- Community engagement — IPR
- Complaints management
- Elections

Statutory Environment

There are no relevant statutory implications or requirements.

Policy Implications

There are no relevant policy implications for consideration.

Financial Implications

There are no relevant considerations for the Budget nor Long Term Financial Plan as a result of the Officers Recommendation or consideration of this item.

Strategic Implications

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

Voting Requirements

Simple majority

OFFICERS' RECOMMENDATION

That with respect to Phase 2 of the Local Government Act Review, Council:

1. Endorse the attached WALGA Consultation Review together with the responses contained within this report and provide these to the Department of Local Government, Sport and Cultural Industries and WALGA; and
2. Encourage the community to have their say either via the Department's web portal or direct to the State Government, via promoting the opportunity on Facebook and in the Media.

COUNCIL RESOLUTION 0219.022

Moved: Cr Wiese Seconded: Cr Seale

That with respect to Phase 2 of the Local Government Act Review, Council:

1. Endorse the attached WALGA Consultation Review together with the responses contained within this report, as amended, with the respect to the item at 6.26(2)(g) and provide these to the Department of Local Government, Sport and Cultural Industries and WALGA; and
2. Encourage the community to have their say either via the Department's web portal or direct to the State Government, via promoting the opportunity on Facebook and in the Media.

CARRIED 7/0

Reason for change: Council requested amendment to the officer comment associated with item 6.26(2)(g) below to more accurately express Council's concerns to ensure continuing exemptions for housing providers that were truly providing subsidised housing for the aged.

6.26 (2)(g)	Rateable Land	Amend to exclude independent living units for seniors from being a charitable purpose where there is no discernible market rent discount, for which a rate exemption can be claimed.	Where independent living units (ILUs) are provided at market rates so there is no charity for the user. This outcome was acknowledged in a State Government report about a decade ago. It should be acknowledged that some ILUs are provided at a discount to market rent and therefore should continue to satisfy the exemption from rates.
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LOCAL GOVERNMENT ACT REVIEW PRINCIPLES

That State Council endorse the following general principles as being fundamental to its response to the review of the Local Government Act:

- (a) Uphold the General Competence Principle currently embodied in the Local Government Act;
- (b) Provide for a flexible, principles-based legislative framework; and
- (c) Promote a size and scale compliance regime

BENEFICIAL ENTERPRISES

Position Statement	The Local Government Act 1995 should be amended to enable Local Governments to establish Beneficial Enterprises (formerly known as Council Controlled Organisations).
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WALGA has been advocating for Local Governments to have the ability to form Beneficial Enterprises (formerly known as Council Controlled Organisations) for approximately ten (10) years.

A Beneficial Enterprises is a standalone arm's length business entity to carry out commercial enterprises and to deliver projects and services for the community. Local Governments would have the ability to create Beneficial Enterprises through the Local Government Act, however the stand alone business entity would be governed by the Corporations Act (ie normal company law).

Beneficial Enterprises provide services and facilities that are not attractive to private investors or where there is market failure. A Beneficial Enterprise cannot carry out a regulatory function of a Local Government.

Examples

- Urban regeneration; A Land Development may not be attractive to a private developer, however the ability to develop the land may be beneficial for the Local Government in respect to strategic development/connection of an area. Or may be worth a joint venture with a developer.
- Measures to address economic decline in Regional WA – A small business may not be viable for a private citizen, however maybe considered an essential service for the Local Government. ie Could be the local Pharmacy or local mechanical workshop.

Benefits of establishing a Beneficial Enterprise include:

- (a) The ability to employ professional directors and management with experience specific to the commercial objectives of the entity;
- (b) Removal of detailed investment decisions from day-to-day political processes while retaining political oversight of the overarching objectives and strategy;
- (c) The ability to take an overall view of commercial strategy and outcomes rather than having each individual transaction within a complex chain of inter-related decisions being subject to the individual notification and approval requirements of the Local Government Act;

- (d) The ability to quarantine ratepayers from legal liability and financial risk arising from commercial or investment activities;
- (e) The ability to set clear financial and non-financial performance objectives for the entity to achieve; and
- (f) Greater flexibility to enter into joint venture and partnering relationships with the private sector on conventional commercial terms.

FINANCIAL MANAGEMENT

Tender Threshold

Position Statement	WALGA supports an increase in the tender threshold to align with the State Government tender threshold of \$250 000, with a timeframe of one financial year for individual vendors.
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Procurement

WALGA seeks inclusion of the following position, to permit a procurement activity involving a disposal trade-in activity to qualify as a broad exemption under Regulation 30(3) of the Local Government (Functions and General) Regulations:

Position Statement	That Regulation 30(3) be amended to delete any financial threshold limitation (currently \$75,000) on a disposition where it is used exclusively to purchase other property in the course of acquiring goods and services, commonly applied to a trade-in activity.
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Imposition of Fees and Charges: Section 6.16

Position Statement	That a review be undertaken to remove fees and charges from legislation and Councils be empowered to set fees and charges for Local Government services.
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Power to Borrow: Section 6.20

That Section 6.20(2) of the Local Government Act, requiring one month's public notice of the intent to borrow, be deleted.

Basis of Rates: Section 6.28

That Section 6.28 be reviewed to examine the limitations of the current methods of valuation of land, Gross Rental Value or Unimproved Value, and explore other alternatives including simplifying and providing consistency in the rating of mining activities.

Differential General Rates: Section 6.33

That Section 6.33 of the Local Government Act be reviewed in contemplation of time-based differential rating, to encourage development of vacant land.

Member Interests - Exemption from AASB 124

Elected Member obligations to declare interest are sufficiently inclusive that WALGA seeks an amendment to create an exemption under Regulation 4 of the Local Government (Financial Management) Regulations relating to AASB 124 'Related Party Transactions' of the Australian Accounting Standards (AAS).

RATES, FEES AND CHARGES

Imposition of Fees and Charges: Section 6.16

Position Statement	That a review be undertaken to remove fees and charges from legislation and Councils be empowered to set fees and charges for Local Government services.
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Rating Exemptions – Charitable Purposes: Section 6.26(2)(g)

1. Amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997;
2. Either:
 - (a) amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or
 - (b) establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates; and
3. Request that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act.

Rating Exemptions – Rate Equivalency Payments

Position Statement	Legislation should be amended so rate equivalency payments made by LandCorp and other Government Trading Entities are made to the relevant Local Governments instead of the State Government.
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Rates or Service Charges Recoverable in Court: Section 6.56

Position Statement	That Section 6.56 be amended to clarify that all debt recovery action costs incurred by a Local Government in pursuing recovery of unpaid rates and services charges be recoverable and not be limited by reference to the 'cost of proceedings'.
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Rating Restrictions – State Agreement Acts

Position Statement	Resource projects covered by State Agreement Acts should be liable for Local Government rates.
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ADMINISTRATIVE EFFICIENCIES

Control of Certain Unvested Facilities: Section 3.53

WALGA seeks consideration that Section 3.53 be repealed and that responsibility for facilities located on Crown Land return to the State as the appropriate land manager.

Local Government Grants Commission and Local Government Advisory Board

WALGA seeks inclusion of a proposal to allow electors of a Local Government affected by any boundary change or amalgamation proposal entitlement to petition the Minister for a binding poll under Schedule 2.1 of the Local Government Act

Schedule 2.1 – Proposal to the Advisory Board, Number of Electors

That Schedule 2.1 Clause 2(1)(d) be amended so that the prescribed number of electors required to put forward a proposal for change increase from 250 (or 10% of electors) to 500 (or 10% of electors) whichever is fewer.

Schedule 2.2 – Proposal to amend names, wards and representation, Number of Electors

That Schedule 2.2 Clause 3(1) be amended so that the prescribed number of electors required to put forward a submission increase from 250 (or 10% of electors) to 500 (or 10% of electors) whichever is fewer.

Transferability of employees between State & Local Government (Questions 82-84)

A General Agreement between State and Local Government should be established to facilitate the transfer of accrued leave entitlements (annual leave, sick leave, superannuation and long service leave) for staff between the two sectors of Government. This will benefit public sector employees and employers by increasing the skills and diversity of the public sector, and lead to improved collaboration between State and Local Government.

Proof in Vehicle Offences may be shifted: Section 9.13(6)

That Section 9.13 of the Local Government Act be amended by introducing the definition of 'responsible person' to enable Local Governments to administer and apply effective provisions associated with vehicle related offences.

COMPLAINTS MANAGEMENT

Querulous, Vexatious and Frivolous Complainants

The Complaints Management commentary contemplates the issue up to the point of unresolved complaints and then references the Ombudsman resources with regard to unreasonable complainants. WALGA seeks inclusion of commentary and questions relating to Local Governments adopting within their proposed complaints management framework, the capacity to permit a Local Government to declare a member of the public a vexatious or

frivolous complainant, subject to the declaration relating to the nature of complaint and not to the person.

Amend the *Local Government Act 1995*, to:

- Enable Local Government discretion to refuse to further respond to a complainant where the CEO is of the opinion that the complaint is trivial, frivolous or vexatious or is not made in good faith, or has been determined to have been previously properly investigated and concluded, similar to the terms of section 18 of the *Parliamentary Commissioner Act 1971*.
- Provide for a complainant, who receives a Local Government discretion to refuse to deal with that complainant, to refer the Local Government's decision for third party review.
- Enable Local Government discretion to declare a member of the public a vexatious or frivolous complainant for reasons, including:
 - Abuse of process;
 - Harassing or intimidating an individual or an employee of the Local Government in relation to the complaint;
 - Unreasonably interfering with the operations of the Local Government in relation to complaint.

COUNCIL MEETINGS

Electors' General Meeting: Section 5.27

Position Statement	Section 5.27 of the Local Government Act 1995 should be amended so that Electors' General Meetings are not compulsory.
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Special Electors' Meeting: Section 5.28

That Section 5.28(1)(a) be amended:

- (a) so that the prescribed number of electors required to request a meeting increase from 100 (or 5% of electors) to 500 (or 5% of electors), whichever is fewer; and
- (b) to preclude the calling of Electors' Special Meeting on the same issue within a 12 month period, unless Council determines otherwise.

Minutes, contents of: Regulation 11

Regulation 11 should be amended to require that information presented in a Council or Committee Agenda must also be included in the Minutes to that meeting.

Revoking or Changing Decisions: Regulation 10

That Regulation 10 be amended to clarify that a revocation or change to a previous decision does not apply to Council decisions that have already been implemented.

Elected Member attendance at Council meetings by technology

The current Local Government (Administration) Regulations 1996 allows for attendance by telephone, however only if approved by Council and in a suitable place. A suitable place is then defined as in a townsite as defined in the Land Administration Act 1997. This restricts an Elected Members ability to attend the meeting to a townsite in Western Australia.

This requirement does not cater for remote locations or the ability to attend via teleconference whilst in another state or overseas. The regulations require amendment to consider allowing attendance at a meeting via technology from any location suitable to a Council.

INTERVENTIONS

Remedial intervention; Powers of appointed person; Remedial action process

In respect to remedial intervention, the appointed person should be a Departmental employee with the required qualifications and experience. This provides a connection back to the Department and its requirements.

The appointed person should only have an advice and support role. Funding of the remedial action should be by the Department where the intervention is mandatory. The Local Government to pay where the assistance is requested.

This area relates to the bigger picture of differentiating between Local Governments based on their size and scale. Suitable arrangements to determine a size and scale compliance regime should be prioritized.

ELECTIONS

Conduct of Postal Elections: Sections 4.20 and 4.61

Position Statement	The Local Government Act 1995 should be amended to allow the Australian Electoral Commission (AEC) <u>and or any other third party provider</u> to conduct postal elections.
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Voluntary Voting: Section 4.65

Position Statement	Voting in Local Government elections should remain voluntary.
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Method of Election of Mayor/President: Section 2.11

Position Statement	Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.
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On-Line Voting

That WALGA continue to investigate online voting and other opportunities to increase voter turnout.

Method of Voting - Schedule 4.1

Position Statement	Elections should be conducted utilising the first-past-the-post (FPTP) method of voting.
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Leave of Absence when Contesting State or Federal Election

Amend the Act to require an Elected Member to take leave of absence when contesting a State or Federal election, applying from the issue of Writs. The options to consider include:

- (i) that an Elected Member remove themselves from any decision making role and not attend Council and Committee meetings; or
- (ii) that an Elected Member take leave of absence from all aspects of their role as a Councillor and not be able to perform the role as specified in Section 2.10 of the Local Government Act.

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

The Presiding Person advised the Council of a request to consider a late item concerning the application for planning consent for a hay processing facility (including hay storage) at Lots 7638 and 3134 Blight Road, Highbury.

Cr G Ballard and Cr Schutz declared an interest in the late item.

10.22 pm – Cr G Ballard and Cr Schutz left the room.

COUNCIL RESOLUTION. 0219.023

Moved: Cr Seale Seconded: Cr Walker

That in relation to the late item, Hay Processing Facility (including hay storage) at Lots 7638 and 3134 Blight Road, that the Council accept an item of late business and the Councillors be allowed to return to the meeting and for Cr G Ballard to brief Council before being required to leave the room for debate and the vote.

CARRIED 5/0

10.24 pm – Cr G Ballard and Cr Schutz returned to the meeting and Cr G Ballard briefed Council.

10.28 pm – Cr G Ballard and Cr Schutz left the meeting while the item was discussed by the remaining councillors.

12.1 HAY PROCESSING FACILITY (INCLUDING HAY STORAGE) AT LOTS 7638 AND 3134 BLIGHT ROAD, HIGHBURY

File Reference	A574
Disclosure of Interest	The author has an impartiality interest as he is distantly related to the applicant. The Authorising Officer does not have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Roger Ballard on behalf of Ballard Hay
Previous Item Numbers	Nil
Date	26 February 2019
Author	Eric Anderson – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments <ol style="list-style-type: none">1. Request for additional information and a preliminary planning assessment2. Application for planning consent3. Response to request for additional information4. Amended site plan5. Supporting plans and documentation	

Summary

Council is requested to consider the application for planning consent for the proposed hay processing facility (including hay storage) located at Lots 7638 and 3134 Blights Road, Highbury.

Background

On 20 February 2019, the Shire of Narrogin received an application for planning consent for a proposed hay processing and storage facility at Lots 7638 and 3134 Blights Road, Highbury.

On Friday 22 February 2019 an email (Attachment 1) was sent to the applicant advising them that additional information would be required prior to being presented to Council as a late item. Information that was requested is as follows:

- A planning application form to be signed by the owner and submitted.
- The estimated cost of the development to be included in the application form for the calculation of planning fees.
- A more detailed site plan showing the exact location of the processing and storage sheds.
- The desired access and egress points to the site (subject to latter approval from Main Roads WA).
- Connections to appropriate services such as power and water.

The aforementioned email also included subsidiary matters which would be beneficial to address. These were as follows:

- Staff parking
- The anticipated number of staff
- Provision of kitchen and toilet facilities on site
- Provision of water storage
- Provision of wash bays
- Servicing of heavy vehicles being undertaken on site

On 25 February 2019 a site meeting was held on the subject property between representatives of the applicant's business and the Shire's Planning Officer and Chief Executive Officer. At this meeting the following was provided clarification to the aforementioned request for additional information (Attachment 2) and a supporting fire assessment. It was also discussed at that site meeting that a site plan should contain the cadastral boundaries.

Following the site meeting, an Application for Planning Consent form was lodged with the Shire of Narrogin on 25 February 2019. An amended site plan was lodged with the Shire of Narrogin on 26 February 2019. Contained on the plan (Attachment 3) there are six (6) storage sheds measuring 50m by 92m (4,600m²), two (2) processing sheds measuring 40m by 72m (2,880m²), one (1) workshop measuring 25m by 25m (625m²) and offices (3), a meeting room and kitchen area adjoining the workshop.

Comment

Zoning

The subject property is zoned 'Farming' under the Former Shire of Narrogin – Town Planning Scheme No. 2 (FT-TPS) No. 2.

The use of a Hay Processing Facility (including the storage of hay) would best fit within the use class of 'Industry Rural' which is defined under the Scheme as:

“means an industry handling, treating, processing, or packing primary products grown, reared, or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality”.

The use of “Industry Rural” is not listed in the zoning table and therefore clause 3.2.5 b) may be applied to the proposal which states;

“If the use of the land for a particular purpose is not specifically mentioned in the Zoning Table and cannot be reasonably be determined as falling within the interpretation of one of the use categories Council may;

b) determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures of sub-clause 7.2 in considering an application for planning approval.”

Clause 4.13 – Farming Zone objectives states as follows:

“The Council intends the predominant form of farming activity in the Farming Zone will continue to be based on large farming units. It will generally be opposed to the fragmentation of farming properties through the process of subdivision.

The Council may recommend approval for subdivision in the Farming Zone for use of the land for more intensive forms of rural production but only where the application as submitted to the Commission is accompanied by the following:

- a) identification of soil types, availability and adequacy of water supply, and any areas of salt affected land;*
- b) evidence of consultations by the proponent with Agriculture WA on the suitability of the proposed lot(s) and lot size for the intended land use;*
- c) the proponent entering into an Agreement with the Council to proceed with the intended land use;*
- d) details of stream protection where appropriate; and*
- e) such other matters as may be requested by the Council.*

The Council shall not recognise precedent resulting from subdivision created in the early days of settlement of the District as a reason for it to support further subdivision in the Farming Zone.

The Council will favourably consider applications for adjustment of lot boundaries where the application if approved will not result in the creation of one or more additional lots.

4.13.1 Subdivision: There shall be a general presumption against subdivision in the Farming Zone unless:

- a) the lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a rural property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern of land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);*
- b) the lots are for farm adjustment and the erection of dwelling houses is restricted;*
- c) the lots are for specific uses such as recreation facilities and public utilities; or*
- d) the lots are required for the establishment of uses ancillary to the rural use of the land.*

4.13.2 Development: The Council shall not grant planning approval for any development that will in the opinion of the Council adversely affect the rural landscape or be contrary to the agricultural use of the land.”

The proposed development as a hay processing facility including a storage facility is consistent with the farming activity and therefore would be consistent with the objective of this zone.

It should be noted that there is an error in the scheme in reference to the advertising section to sub-clause 7.2 where it should refer to clause 6.3.

Sub-clause 6.3.3 states:

“Where the Council is required or decides to give notice of an application for planning approval the Council shall cause one or more of the following to be carried out:

a) notice of the proposed development to be served on the owners and occupiers of land within an area determined by the Council as likely to be affected by the granting of planning approval stating that submissions may be made to the Council within twenty-one days of the service of such notice;

b) notice of the proposed development to be published in a newspaper circulating in the Scheme Area stating that submissions may be made to the Council within twenty-one days from the publication thereof;

c) a sign or signs displaying notice of the proposed development to be erected in a conspicuous position on the land for a period of twenty-one days from the date of publication of the notice referred to in paragraph b) of this sub-clause.”

As the proposal is in the Highbury area and will most directly impact the Highbury townsite area it is recommended that clause 6.3.3 a) should be applied by issuing notice to the owners and occupiers of the adjoining and affected land, as well as relevant service and State authorities.

Setbacks

Under clause 4.5 (d) of the FS-TPS No. 2 the following setbacks apply within the “Farming Zone”:

“Except where lot size or dimensions, site considerations, or special conditions apply all development including dwellings, farm buildings and outbuildings shall be set back not less than 20 metres from any lot boundary or projected road alignment or realignment. Minimum setbacks for roads under the control of Main Roads WA shall be 40 metres from existing 20 metre reserves and 30 metres from existing 40 metre reserves”.

The proposal complies with the aforementioned setbacks from the Great Southern Highway. Given that both proposed processing sheds and two (2) of the storage sheds encroach over the lot boundary between Lots 7638 and 3134, it is recommended that a condition of approval be included requiring the applicant or owner to undertake a subdivision or amalgamation of the lots, so as to contain all the building structures associated with this proposal under the one lot.

The Officer recommends that a 500 metre buffer from the nearest built feature of the proposed development to the nearest residential or proposed residential land be encouraged due to the activity to be conducted which may result in noise and dust issues which could adversely impact the Highbury townsite area. It is noted that the proposed setback from the most south-eastward storage shed to the nearest currently zoned ‘Rural Townsite’ property is 520 metres. It is recommended that during the advertising period, comments be sought from affected landowners and relevant agencies regarding noise and dust issues that may adversely impact the Highbury townsite area.

Access and Egress

On the amended plan dated 26 February 2019, the applicant has indicated two (2) possible locations for cross overs onto Great Southern Highway. The desired cross over is to be located approximately 425m north of the southern boundary of Lot 3199 (directly east of the subject lots). A second alternative location has been selected along the southern boundary of the lots adjoining the Highbury ‘commonage’

(Reserve 34748). It is recommended that as part of the advertising period, Main Roads WA advice to be sought regarding access and egress for the proposed development.

Consultation

A site visit with the applicants was undertaken by the Chief Executive Officer and Planning Officer.

Clause 6.3.3(a) of FT-TPS No 3 regarding advertising will be undertaken for a period of 21 days after which time any negative submissions will be presented to Council for further considerations.

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 \$5,555 is to be made payable 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:	1.3 An effective well maintained transport network
Strategy:	1.3.1 Maintain and improve road network in line with resource capacity
Outcome:	1.4 Agriculture opportunities maintained and developed
Strategy:	1.4.1 Support development of agricultural services
Objective	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

An Absolute Majority is required for Part 1 of the recommendation.

OFFICERS' RECOMMENDATION 1 OF 2 AND COUNCIL RESOLUTION 0219.024

Moved: Cr Seale Seconded: Cr Walker

That, with respect to the Application for Planning Consent – Hay Processing Facility (including hay storage) at Lots 7638 and 3134, Blight Road, Highbury, Council in accordance with clause 3.2.5 b) of the Former Shire of Narrogin – Town Planning Scheme No. 2 determine, by absolute majority, that the proposed use of 'Industry Rural' is consistent with the objectives and purpose of the 'Farming' Zone, and follow the advertising procedures of sub-clause 7.2 in considering an application for planning approval.

**CARRIED 5/0
BY ABSOLUTE MAJORITY**

OFFICERS' RECOMMENDATION 2 OF 2 AND COUNCIL RESOLUTION 0219.025

Moved: Cr Ward

Seconded: Cr Wiese

That, with respect to the Application for Planning Consent – Hay Processing Facility (including hay storage) at Lots 7638 and 3134, Blight Road, Highbury, Council:

1. Advertise the proposal in accordance with Clause 6.3 of the Former Shire – Town Planning Scheme No. 2 for a period of twenty one (21) days.
2. Invite submissions from relevant Government authorities and service providers.
3. Write to all the landowners within the Highbury townsite of the proposal inviting comments.
4. In the event that no negative submissions are received, authorise the Chief Executive Officer to grant planning approval subject to the following conditions:
 - a. The applicant/ owner is to liaise with a suitably qualified surveyor to undertake a subdivision or amalgamation of Lots 7638 and 3134 to ensure that all proposed structures do not encroach over cadastral boundaries. This undertaking is to be completed within 12 months of the date of approval;
 - b. 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;
 - c. The development approved shall be in accordance with the plans and specifications submitted with the application dated 25 February 2019 and these shall not be altered or modified without the prior written approval of Council;
 - d. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise;
 - e. Any use, additions to and further intensification of any part of the development or use of the 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;
 - f. All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer;
 - g. Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting and not spill into any adjacent residential premises;
 - h. The vehicular access and egress to the site shall be designed to the satisfaction and clearance of Main Roads WA; and
 - i. Internal roads must be installed and maintained to the satisfaction of the Chief Executive Officer.

Advice Note:

1. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.
2. This is not a building permit for which a separate application is required.

CARRIED 5/0

OPA196192 A574

Eric Anderson

From: Azhar Awang
Sent: Friday, 22 February 2019 1:59 PM
To: office@ballardhay.com.au
Cc: Dale Stewart; Eric Anderson
Subject: FW: Application for planning consent
Attachments: Application for Planning Consent.pdf

Dear Cr Ballard,

Thank you for your application regarding your proposal to establish and operate an Export Hay Processing Facility on Lots 3851, 3134, 1446, 3199 and 7638 Highbury Road West, Highbury.

I also note your request for the item to be presented as a late item to Council. Before we can undertake a detail planning assessment and prepare a report to Council for its consideration the following information will be required:

Planning Application form to be completed and submitted with the supporting information as outlined below. Please note that the Planning Application is to be **signed by the owner(s) of the property**. A copy of the Planning Application form is attached.

The Planning Application requires you to provide the estimated cost of the proposed development which will determine the planning fee required to process the application and to be paid on submission of the application. The cost of the planning fee will be based on the following calculation:

More than \$50,000 less than \$500,000 – 0.32%

More than \$500,000 less than \$2.5 mil - \$1,700 plus 0.25% for every \$1 in excess of \$500,000

More than \$2.5mill less than \$5mil - \$7,161 plus 0.206% for every \$1 in excess of \$2.5mil

More than \$5mil but less than \$21.5mil - \$12,633 plus 0.123% in excess of every \$1 in excess of \$5mil

Please note that if the cost of development is more than \$10 Million the application will have to be referred to a Development Assessment Panel (DAP). If the estimated cost of the proposal is over \$2 Million but less than \$10 Million you have the choice to have the matter referred to DAP or through the Shire.

I note that you have not determined the exact location of the processing and storage shed, however in assessing the Planning Application we need to know the location, the size, floor plans (Office, crib room, amenities etc.) of these building in relation to the various lots you have identified. A site plan showing the proposed development on site with the approximate distance from property boundaries would assist us in this process. I note that lots 3199 and 7638 adjoins the Highbury Rural Town site zoned and may pose an issue regarding buffer requirement within Residential area. Ideally the proposed development should be no closer than 500m from the Highbury town site.

Please provide details as to Access and egress for the development in particular the movements of trucks so as to determine the likely impact to residence within the Highbury town site.

I would also recommend that sight lines and access points need to be taken into consideration as this will be a requirement of Main Roads for their assessment. Matters to be considered as part of the applications are for traffic management on dust suppression and the noise issue.

I would suggest that you make reference in your application to include information on connections and availability to appropriate services such as power and water prior to the operation of the business to accommodate the intended use of the land.

As this is commercial development and the shed for the processing plant is to exceed 500m2, DFES approval will be required and you need to demonstrate how the fire requirements are being addressed.

Other matters to be considered;

-Staff Parking.

- What is the anticipated number of staff.
- Will there be kitchen or toilet facilities on site.
- Will the site have water storage facilities. Will the site require any wash bays for heavy vehicles?
- Will any servicing and repair of vehicles be undertaken on site. If yes, will grease traps and servicing facilities need to be provided.

Preliminary Planning assessment;

The subject property is zoned 'Farming' under the Former Shire of Narrogin – Town Planning Scheme No. 2. The use of a Hay Processing Facility including the storage of Hay would best fit the use class of 'Industry Rural' which is defined under the scheme as "means an industry handling, treating, processing, or packing primary products grown, reared, or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality".

The use of Industry Rural is not listed in the zoning table. Therefore clause 3.2.5 b) may be applied to the proposal, which states;

"If the use of land for a particular purpose is not specifically mentioned in the Zoning Table and cannot be reasonably be determined as falling within the interpretation of one of the uses categories Council may:

b) determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures as outline in the scheme.

Clause 6.3.3 states;

"Where the Council is required or decides to give notice of an application for planning approval the Council shall cause one or more of the following to be carried out:

- a) Notice of the proposed development to be served on the owners and occupiers of land within an area determined by the Council as likely to be affected by the granting of planning approval stating that submissions may be made to the Council within twenty-one days of the service of such notice;
- b) Notice of the proposed development to be published in a newspaper circulating in the Scheme Area stating that submissions may be made to the Council within twenty-one days from the publication thereof;
- c) A sign or signs displaying notice of the proposed development to be erected in a conspicuous position on the land for a period of twenty-one days from the date publication of the notice referred to in paragraph b) of this sub-clause.

It is the officers recommendation that advertising be conducted in accordance with Clause 6.3.3 a) as the proposal in on a farming property and it is not necessary for the residents of the whole district of the Scheme to be notified. The Shire will also advise relevant service authorities and request their comments of the proposal.

As the proposal will required to be advertised in accordance with clause 6.3.3, it is the Officers view that the item will not be able to be considered as confidential item.

We would appreciate if you can provide us the additional information as listed above by Monday 25 February 2019 in order to make the dateline for the officers to prepare a report to Council as a late item.

Should you have any further queries, please do not hesitate to contact the undersigned.

Regards,

Azhar Awang
Executive Manager

APPLICATION FOR PLANNING CONSENT



Shire of
Narrogin
Love the life

(FDRS005)

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	ROGER BALLARD (Ballard Hay)
Correspondence Address	1510 WAGIN-WICKERIN ROAD, NARROGIN WA 6312.
Applicant Phone Number	0427 446 152.
Applicant email	office@ballardhay.com.au.

I hereby apply for planning consent to:

1. Use the land described hereunder for the purpose of CONSTRUCTING HAY PROCESSING FACILITY.
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	FARMING.
Approximate cost of proposed development	\$2m.
Estimated time of completion	8 MONTHS.
No of persons to be housed / employed after completion	12

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

Lot No	3134	House No		Street Name	BLIGHTS ROAD
Location No	7638	Plan or Diag		Certificate of Title	Volume: Folio:

LOT DIMENSIONS

Site area	167 000	Square metres
Frontage		Metres
Depth		metres

AUTHORITY

Applicant's Signature		Date	25-2-19
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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	25/2/19
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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.

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	

Dear Cr Ballard,

Thank you for your application regarding your proposal to establish and operate an Export Hay Processing Facility on Lots 3851, 3134, 1446, 3199 and 7638 Highbury Road West, Highbury. I also note your request for the item to be presented as a late item to Council. Before we can undertake a detail planning assessment and prepare a report to Council for its consideration the following information will be required:

Planning Application form to be completed and submitted with the supporting information as outlined below. Please note that the Planning Application is to be **signed by the owner(s) of the property**. A copy of the Planning Application form is attached.

The Planning Application requires you to provide the estimated cost of the proposed development which will determine the planning fee required to process the application and to be paid on submission of the application. The cost of the planning fee will be based on the following calculation:
More than \$50,000 less than \$500,000 – 0.32%

More than \$500,000 less than \$2.5 mil - \$1,700 plus 0.25% for every \$1 in excess of \$500,000

Approx \$2m

More than \$2.5mil less than \$5mil - \$7,161 plus 0.206% for every \$1 in excess of \$2.5mil

More than \$5mil but less than \$21.5mil - \$12,633 plus 0.123% in excess of every \$1 in excess of \$5mil

Please note that if the cost of development is more than \$10 Million the application will have to be referred to a Development Assessment Panel (DAP). If the estimated cost of the proposal is over \$2 Million but less than \$10 Million you have the choice to have the matter referred to DAP or through the Shire.

I note that you have not determined the exact location of the processing and storage shed, however in assessing the Planning Application we need to know the location, the size, floor plans (Office, crib room, amenities etc.) of these building in relation to the various lots you have identified. A site plan showing the proposed development on site with the approximate distance from property boundaries would assist us in this process. I note that lots 3199 and 7638 adjoins the Highbury Rural Town site zoned and may pose an issue regarding buffer requirement within Residential area. Ideally the proposed development should be no closer than 500m from the Highbury town site.

Please see attached maps and drawings.

Please provide details as to Access and egress for the development in particular the movements of trucks so as to determine the likely impact to residence within the Highbury town site.

Please see attached map indicating two proposed entry and access roads to the site.

During construction it is expected that there will be a reasonable amount of truck and heavy machinery movements; most of the material required for earthworks are located within 200m of the site. In addition most of the earthworks will be carried out during winter thus limiting the dust impact on the town site.

Once constructed and operational Ballard Hay expects an average of 5 incoming and 5 outgoing trucks per day with a potential of up to 30 incoming trucks per day during peak intake season (December to February).

I would also recommend that sight lines and access points need to be taken into consideration as this will be a requirement of Main Roads for their assessment. Matters to be considered as part of the applications are for traffic management on dust suppression and the noise issue.

Please see attached map indicating two proposed entry and access roads to the site.

Ballard Hay will endeavour to keep dust from entry and access road to a minimum by implementing speed limits and using suitable road surfaces where necessary.

As for addressing vehicle noise on the access road – it will be significantly less than through traffic on the Great Southern highway.

I would suggest that you make reference in your application to include information on connections and availability to appropriate services such as power and water prior to the operation of the business to accommodate the intended use of the land.

Please see attached maps indicating water service and proposed power connection.

As this is commercial development and the shed for the processing plant is to exceed 500m², DFES approval will be required and you need to demonstrate how the fire requirements are being addressed.

Please see attached documentation from Strategic Fire Consulting where recommendations will be implemented from.

Other matters to be considered:

- Staff Parking. On site as indicated on map.
- What is the anticipated number of staff. 12 or less.
- Will there be kitchen or toilet facilities on site. Yes.
- Will the site have water storage facilities. Yes. Will the site require any wash bays for heavy vehicles? No.
- Will any servicing and repair of vehicles be undertaken on site. Yes. If yes, will grease traps and servicing facilities need to be provided. No.

Preliminary Planning assessment:

The subject property is zoned 'Farming' under the Former Shire of Narrogin – Town Planning Scheme No. 2.

The use of a Hay Processing Facility including the storage of Hay would best fit the use class of 'Industry Rural' which is defined under the scheme as "means an industry handling, treating, processing, or packing primary products grown, reared, or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality".

The use of Industry Rural is not listed in the zoning table. Therefore clause 3.2.5 b) may be applied to the proposal, which states;

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- b) determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures as outline in the scheme.

Clause 6.3.3 states;

"Where the Council is required or decides to give notice of an application for planning approval the Council shall cause one or more of the following to be carried out:

- a) Notice of the proposed development to be served on the owners and occupiers of land within an area determined by the Council as likely to be affected by the granting of planning

approval stating that submissions may be made to the Council within twenty-one days of the service of such notice;

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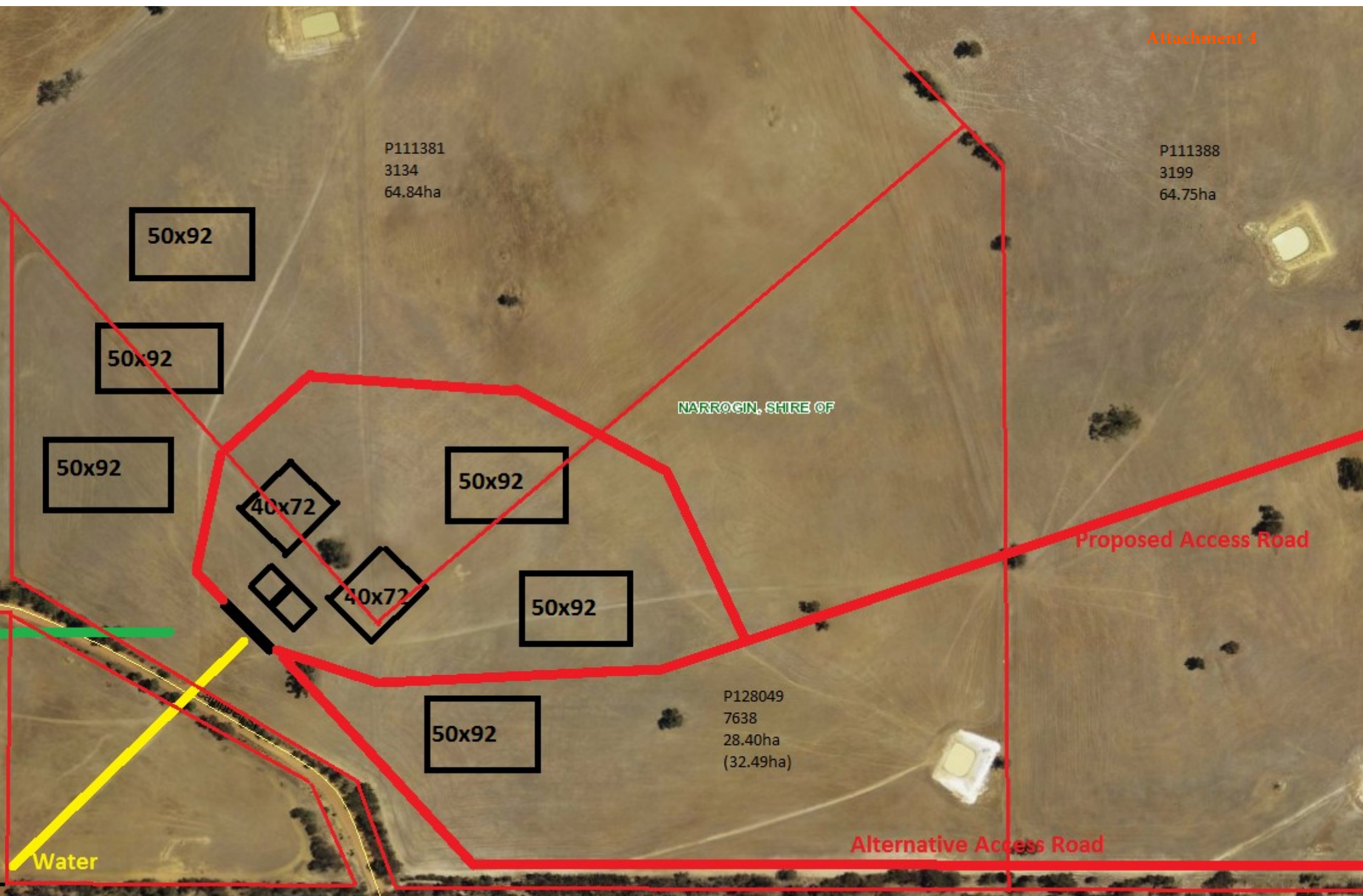
It is the officer's recommendation that advertising be conducted in accordance with Clause 6.3.3 a) as the proposal is on a farming property and it is not necessary for the residents of the whole district of the Scheme to be notified. The Shire will also advise relevant service authorities and request their comments of the proposal.

As the proposal will required to be advertised in accordance with clause 6.3.3, it is the Officers view that the item will not be able to be considered as confidential item.

We would appreciate if you can provide us the additional information as listed above by Monday 25 February 2019 in order to make the dateline for the officers to prepare a report to Council as a late item.

Should you have any further queries, please do not hesitate to contact the undersigned.

Regards,



By Email

DRAFT

25 January 2019

Mr R Ballard
Ballard Hay

Dear Roger,

**BALLARD HAY STORAGE & PROCESSING SHEDS, NARROGIN
FIRE SAFETY ENGINEERING ADVICE**

We are writing to outline our findings on the proposed hay storage and processing sheds located at 1671, Wagin – Wickepin Road, Narrogin. The objective of our assessment is to provide comments on how compliance with the Building Code of Australia (BCA) can be achieved for the overall site including a proposed new processing shed which is intended to replace the previous shed which was destroyed in a fire.

1.0 Background

The existing site accommodates a number of shed which are primarily Class 7b storage buildings (Labelled A to E in yellow in Figure 1) and three Class 8 processing sheds (Labelled A, B and C in red in Figure 1). Building A (red label) was recently destroyed in a fire and the intention is to construct a new processing plant on the opposite side to shed B (labelled in red). The new processing plant will have a floor area of no more than 3,000 m².

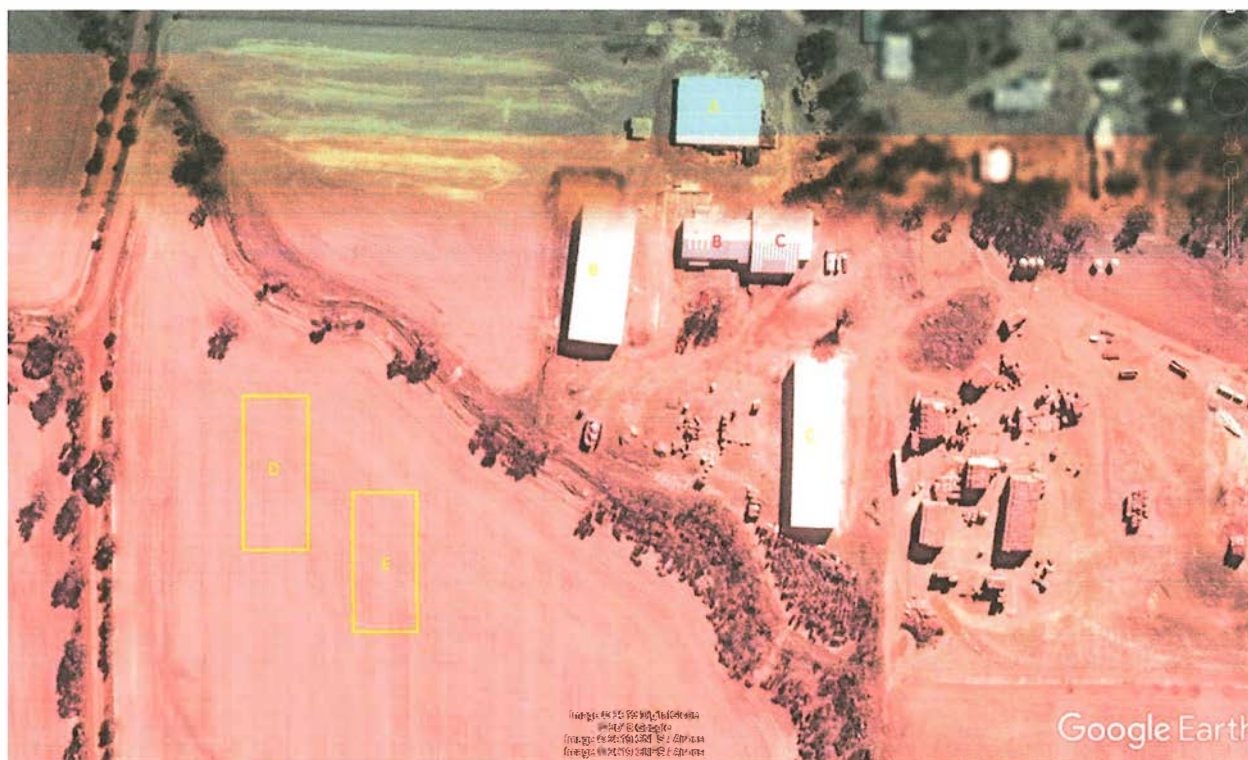


Figure 1 Site Map

2.0 BCA Requirements

Section H of the BCA outlines various requirements which are applicable to Farm Buildings and Sheds. Farm Buildings are defined as:

A Class 7 or 8 building located on land primarily used for farming —

- 1. that is—*
 - I. used in connection with farming; or*
 - II. used primarily to store one or more farm vehicles; or*
 - III. a combination of (i) and (ii); and*
- 2. in which the total number of persons accommodated at any time does not exceed one person per 200 m² of floor area or part thereof, up to a maximum of 8 persons; and*
- 3. with a total floor area of not more than 3500 m².*

In the context of the BCA, farming is a defined term and its' definition is as follows:

Farming means— but does not include forestry or maintaining animals for sport or recreational purposes.

- 1. cultivating, propagating and harvesting plants or fungi or their products or parts, including seeds, spores, bulbs or the like, but does not include forestry; or*
- 2. maintaining animals in any physical environment for the purposes of—*
 - 1. breeding them; or*
 - 2. selling them; or*
 - 3. acquiring and selling their bodily produce such as milk, wool, eggs or the like; or*
- 3. a combination of (a) and (b).*

It is our opinion that the hay storage and processing buildings falls under the category of Farm Buildings and therefore Section H of the BCA applies. Where this is the case, a number of fire-fighting requirements for farm building will be applicable to the storage and processing sheds. The following sections list these requirements.

2.1 Fire Hydrant System

In lieu of full compliance with AS2419.1, the following provisions apply:

- a. Water supply may be 2 hours in lieu of 4 hours
- b. Minimum supply capacity to be 144,000 litres
- c. Water supply located so that emergency appliance can be located within 4 m of it
- d. Water supply located within 60 m of the building and not more than 90 m from any part of the building
- e. Water supply may be in the form of water tanks, dams, bores, sea, lakes or rivers
- f. Where the supply is in the form of a tank, the tank must not be within 10 m of a building
- g. The tank water supply shall be fitted with a small bore and large bore connection as per AS2419.1 definition

It is our opinion that there is no requirement for onsite pumps given the above requirement from Section H which notes the provision of small and large bore connections where the intent is to allow the appliance to draw water directly from the tanks. In any case, it is also our opinion that given the remoteness of the site from a career fire station, the onsite pumps will not be beneficial. The closest volunteer fire station is in Narrogin and it is located approximately 45 min from the site (based on distance of 41 km and DFES Fire Brigade Intervention Manual mean travel speed of 55.7 km/hr). Accounting for time to call Fire Brigade and the time to respond, the total time to arrive onsite could be close to 1 hour. By this stage, it is likely that active intervention of the building of fire origin will be impractical and the objective will be to undertake exposure protection. This can be achieved via the onsite tanks without pumps.

2.2 Fire Hose Reel

Section H notes that fire hose reels are not required where portable fire extinguishers are provided to the farm buildings.

2.3 Portable Fire Extinguishers

A 5ABE portable extinguisher shall be located in each room containing electrical equipment or flammable materials. In addition, a 4A60BE extinguisher shall be located at each exit.

2.4 Sprinklers

Regardless of the building floor area, Section H does not appear to require any sprinkler system.

2.5 Emergency and Exit Lighting

Emergency lighting is not required where the artificial lighting is powered by onsite generators. Where the building is not required to have any artificial lighting, emergency lighting is also not required.

Exit signage is required in a Farm Building.

3.0 Other Fire Engineering Considerations

Other BCA requirements not considered in Section H but which are outlined in other sections of the BCA are noted below. Options for compliance are also highlighted for consideration.

1. **Travel distance** – BCA requires an exit to be located within 20 m of the most remote point of a building or where there are multiple exits, the furthest point of a building shall not be more than 40 m from an exit. Extended travel distance beyond this limit typically occurs in a hay storage shed due to the fact that these sheds will only have openings on one façade. Where this is the case, a performance-based approach may be possible to justify that travel distance to the exit may be more than 20 m. This has been undertaken in the past on other hay sheds and have been accepted by Fire Brigade.
2. **Separation Distance between buildings** – Separate buildings are required by the BCA to be located no closer than 6 m apart. It is understood that this is typically not an issue as distances between buildings are at least 12 m apart. However, as part of a risk mitigation measure to further reduce the risk of exposure where flying embers can travel long distances and ignite hay in another building, it is proposed that sheds do not have openings directly facing each other. This will limit the risk of piloted ignition from embers which can spread from one opening to another depending on wind directions.

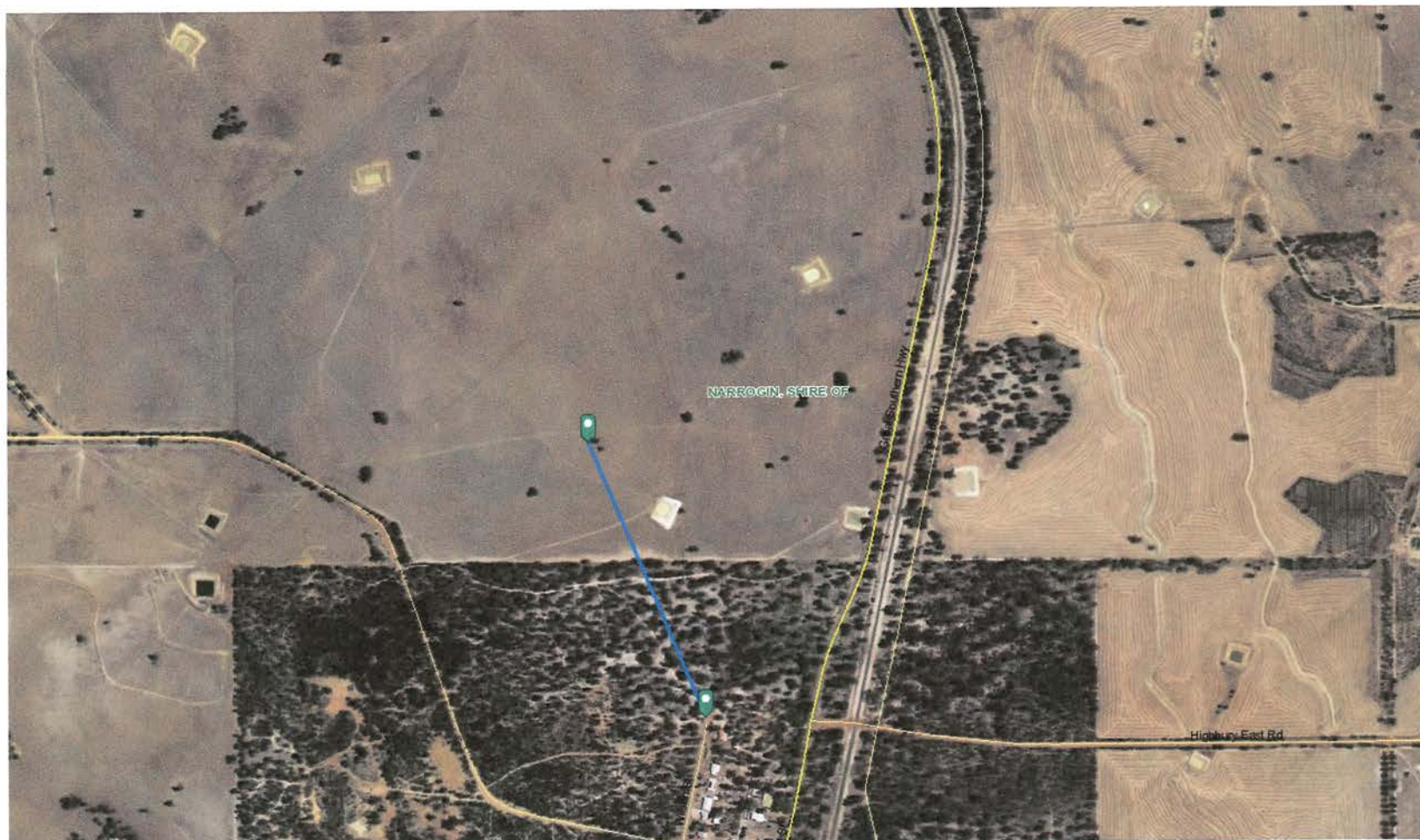
We trust the above findings are sufficiently clear. If you have any queries regarding the information presented within this correspondence please contact the undersigned on 0481 135 688.

Yours sincerely,



for
DARREN WONG
Director, Fire Safety Engineer
BE, GradCert(PerformanceBasedEng), PGCert(FireEng)





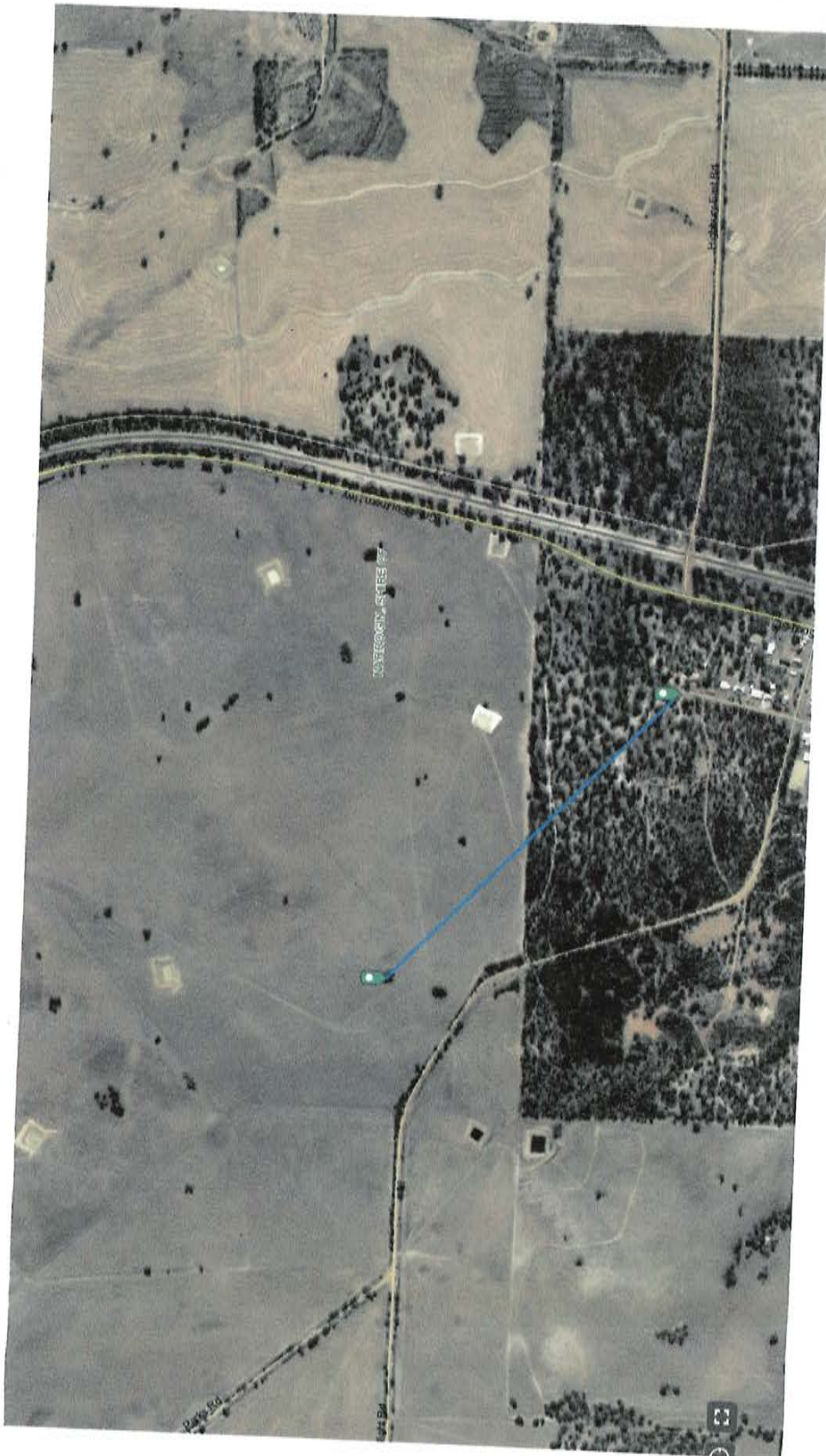
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0.54 Kilometers

Clear

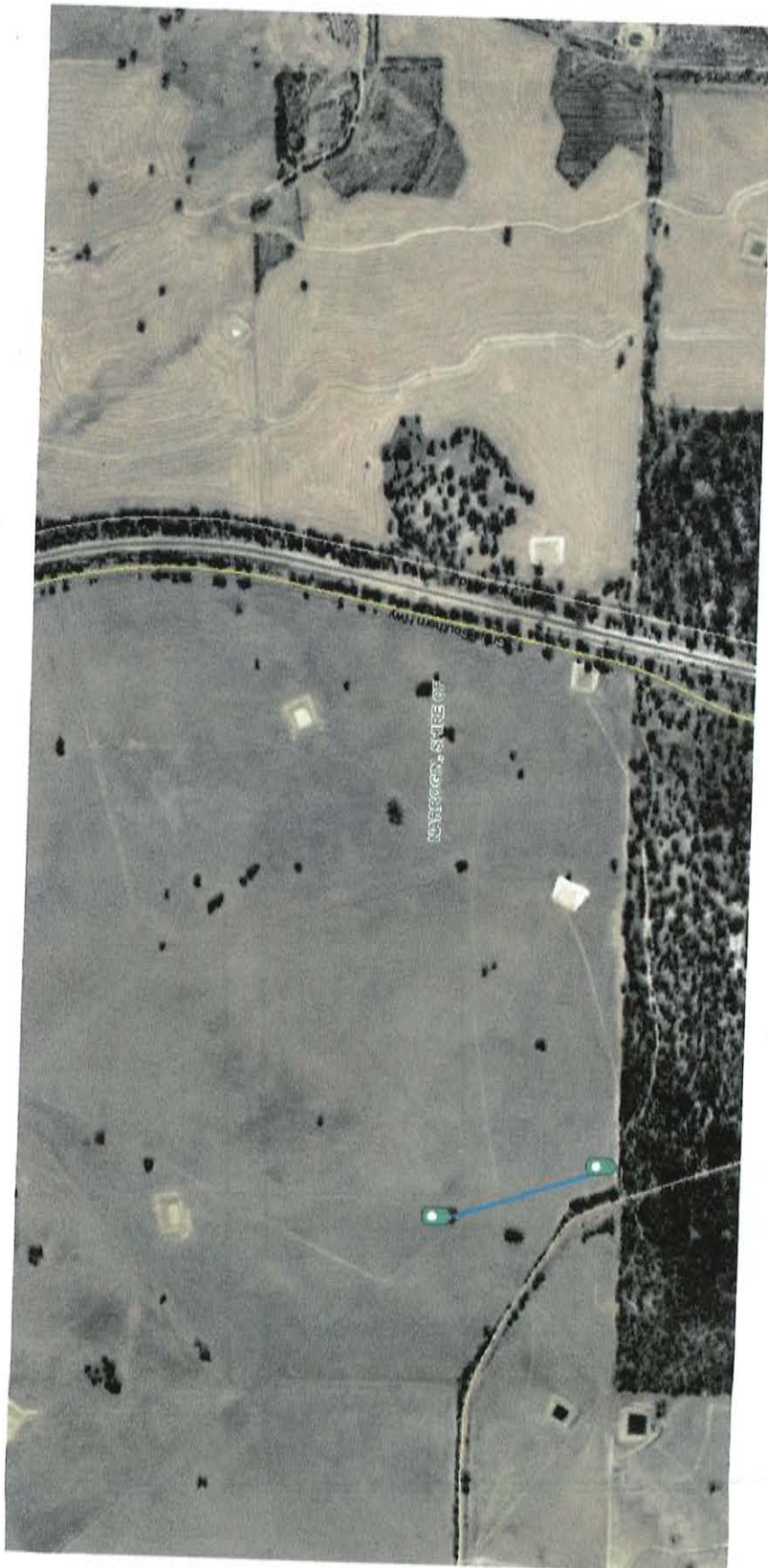
0.81 Kilometers

Clear



0.27 Kilometers

Clear





Measurement

Kilom
Measure

0.4 Kilo

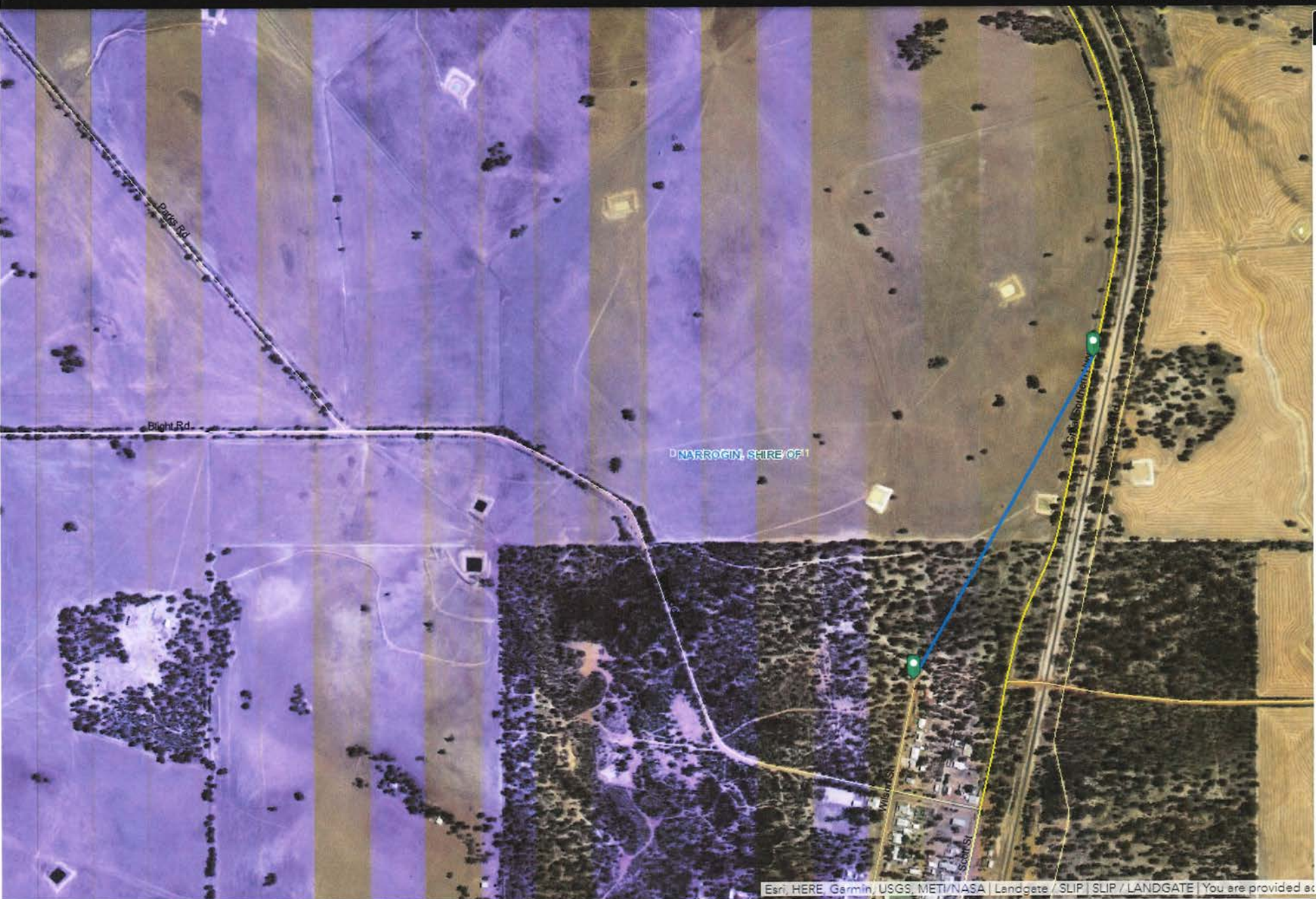
Measurement

Icons for measurement tools: Line, Area, etc.

Measure

0.77 Kil

Close button (X)



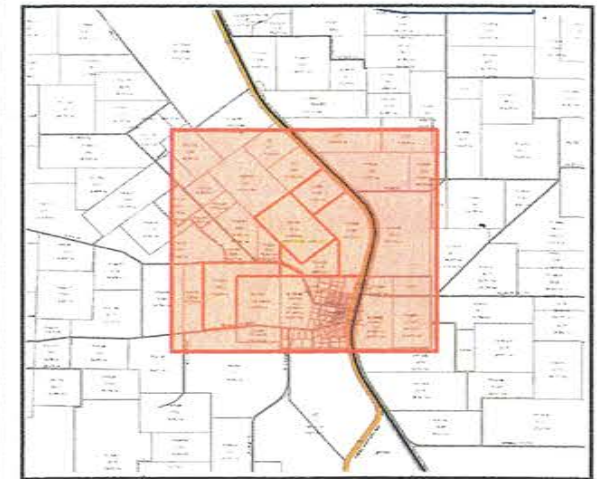
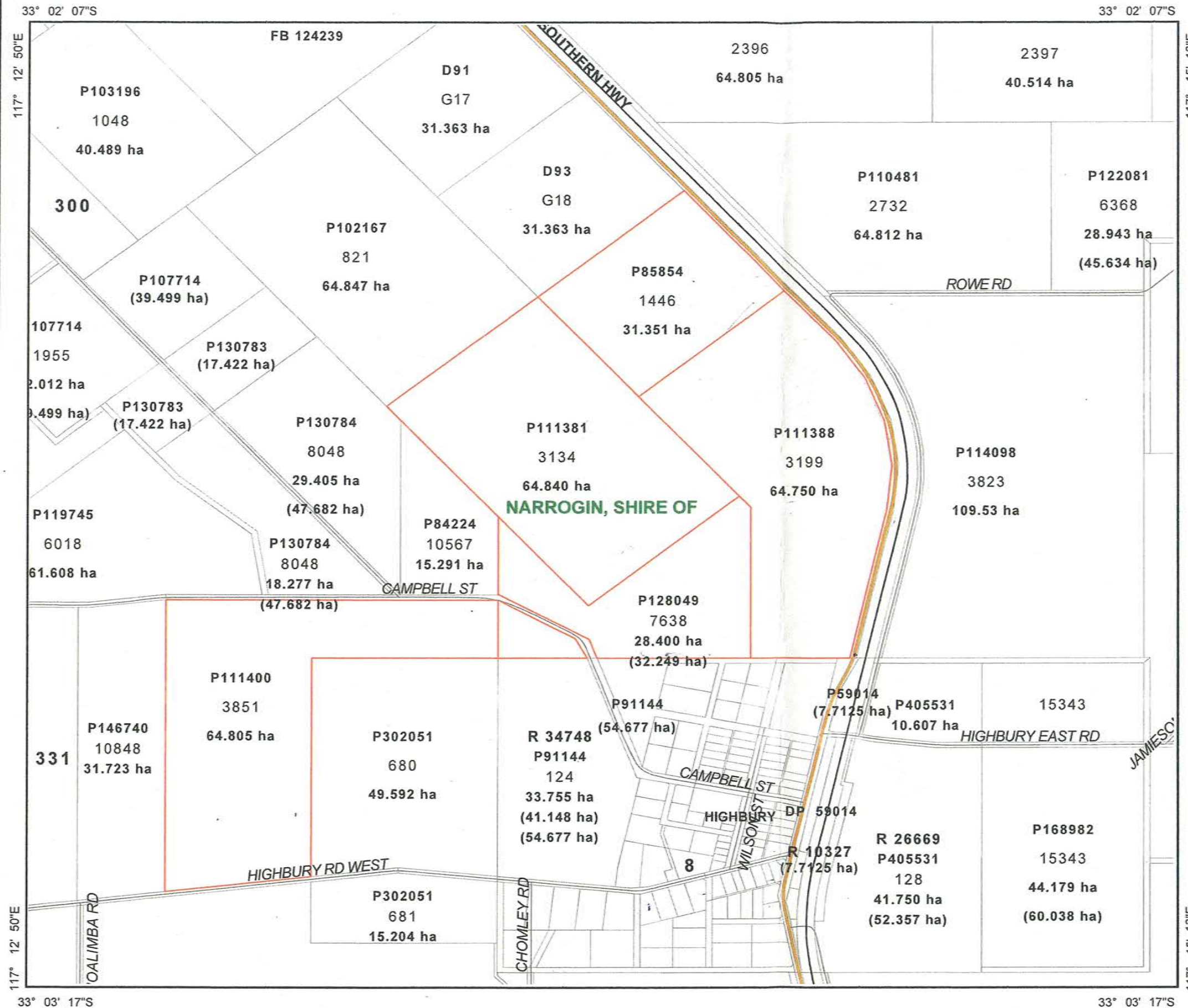


167,081.6 Sq Meters

Clear

Map Viewer

Created 5 Apr 2017



Scale: 1:18,393

Description

Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric Datum of Australia 1994

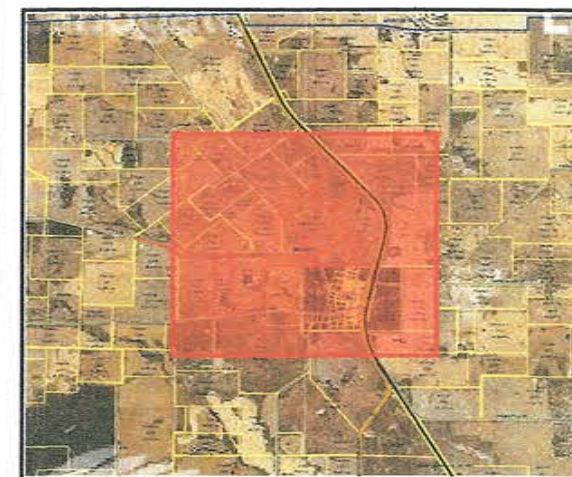
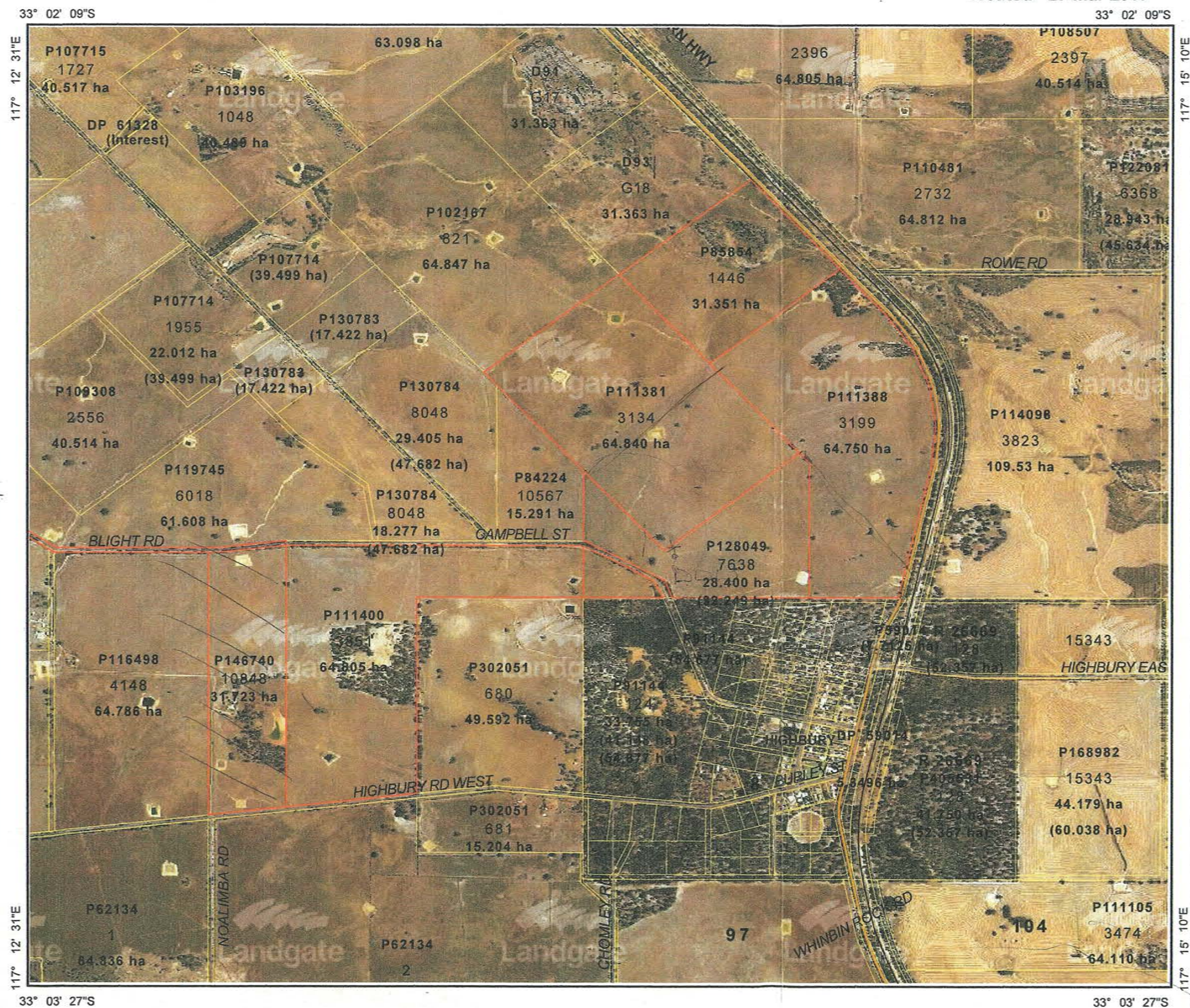
1 Midland Square
Midland WA 6056
(08) 9273 7341
customerservice@landgate.wa.gov.au
www.landgate.wa.gov.au



© Western Australian Land Information Authority 2007

Map Viewer

Created 27 Mar 2017



Scale: 1:20,472

Description

Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric Datum of Australia
1994

1 Midland Square
Midland WA 6056
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13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 10.51 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 27 March 2019, at this same venue.



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