

MINUTES

ORDINARY COUNCIL MEETING

12 FEBRUARY 2013

COMMENCING AT 8PM

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

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

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

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

Disclaimer:

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

ORDINARY COUNCIL MEETING AGENDA 12 FEBRUARY 2013

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 8:02 pm and welcomed the visitors to the Gallery

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

Mayor D Ennis – Presiding Member

Deputy Mayor, Cr R Madson

Cr L Archibald *arrived 8:04pm*

Cr L Ballard

Cr D Russell

Cr J Muller

Cr M Kain

Cr J McKenzie

Mr A Cook - Chief Executive Officer

Mr C Bastow - Director of Corporate and Community Services

Mr B Robinson - Director of Technical and Environmental Services

Ms T Columb – Corporate Services (Minutes)

Apologies:

Nil

Approved leave:

Nil

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

Mr Aaron Cook, CEO Declaration of Interest 10.2.951

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Council Resolution: 0213.001

Moved: Cr Muller

Seconded: Cr Ballard

That the minutes of the Ordinary Council Meeting held on 18 December 2012, be confirmed as an accurate record of proceedings.

CARRIED: 9/0

Note: Cr Archibald entered Chambers at 8:04pm

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Audit Committee Meeting at 7pm on 25 February.

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND TECHNICAL SERVICES

10.1.770	PROPOSED REVIEW OF MOKINE ROAD SPEED LIMIT	-4-
10.1.771	PROPOSED PLANNING POLICY RELATING TO SIGNAGE	-6-
10.1.772	PROPOSED ENVIRONMENTAL HEALTH POLICIES	-12-
10.1.773	PROPOSED LOCATION OF NEW NICHE WALL – NARROGIN CEMETERY - LEFROY STREET, NARROGIN	-27-
10.1.774	PROPOSED HOME BASED BUSINESS – LIFETIME BOOK DISTRIBUTORS – NO 30 (LOT 30 of 651) PARRY COURT	-37-
10.1.775	PROPOSED GROUP HOUSING UNITS – STRATA LOTS 3 & 4 No 17 (LOT 50) FOX STREET, NARROGIN	-43-
10.1.776	PROPOSED RECREATIONAL VEHICLE SITE	-55-
10.1.777	CLOSURE OF PEDESTRIAN ACCESS WAY BETWEEN SYDNEY HALL WALL AND DAGLISH STREETS	-68-

10.2 CORPORATE AND COMMUNITY SERVICES

10.2.949	ORDINARY COUNCIL MEETING DATES	-56-
10.2.950	OCTOBER 2012 – MONTHLY FINANCIAL REPORT	-58-
10.2.951	EXECUTIVE RESIDENCE RENTAL (CONFIDENTIAL)	-71-

11. ELECTED MEMBER'S MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1.770 PROPOSED REVIEW OF MOKINE ROAD SPEED LIMIT

File Reference: 13.5.1 & 28.12.1
Disclosure of Interest: Nil
Applicant: N/A
Previous Item Nos: Nil
Date: 19th December 2012
Author: Brian Robinson

Attachments: Nil

Summary:

Council is requested to consider lowering the maximum speed limit on Mokine Road between the Great Southern Highway and the Townsite's Southern boundary.

Background:

In December 2012 a request for service was received from a resident/landowner on Mokine Road. As part of their submission the landowner requested a reduction in the speed limit along Mokine Road.

An inspection of the road and surrounding environment was subsequently undertaken. The following is a summary of the road condition and environment:

- a) A 60km/hr limit currently applies between Great Southern Highway and the Town's southern boundary (being a distance of approximately 1km)
- b) The Main Roads depot, Shire Depot and the Narrogin Industrial Area are all located on the eastern side of Mokine Road;
- c) The Railway Dam precinct, being an attraction for to both residents and tourists is located on the West Side of Mokine Road; and
- d) There are six residential driveways connecting to Mokine Road between Gibson Street and Graham Road (within approx. 260m).

In total this 1km section of Mokine Road contains intersections with Gibson Road, Graham Road, Lydeker Way a Private Road and direct access to numerous properties including Main Roads Depot.

Comment:

Main Roads WA is responsible for approving the application of speed limits on all public roads within Western Australia. Main Roads approval is therefore required to change the maximum speed permitted on Mokine Road.

Within Western Australia a maximum speed limit of 50km/hr applies within a built up areas, unless otherwise signposted. As detailed in the background section of this report, Mokine Road is currently sign posted as being a 60km/hr speed environment between the Great Southern Highway and the Townsite's southern boundary.

As a result of Industrial Area, Shire and Main Roads depot locations, Mokine Road is regularly used by Industrial Traffic. The road also performs as a local distributor road connecting the rural area to the south and west with the Narrogin townsite.

Given the mix of traffic, the existing road condition and the number of private driveways/intersections connecting with Mokine Road, it is the author's opinion that there is little or no justification for a maximum speed limit of 60km/hr. It is therefore recommended that Main Roads WA be requested to lower the applicable speed limit to 50km/hr.

This recommendation is supported by Roadwise Regional Road Safety Officer – Mr Tony Smith.

Consultation:

Aaron Cook – Chief Executive Officer
Tony Smith – Roadwise Regional Road Safety Officer

Statutory Environment:

Road Traffic Act 1974

Policy Implications: Nil

Financial Implications:

The costs associated with regulatory signs are met by Main Roads Western Australia.

Strategic Implications:

The lowering of the speed limit along Mokine Road as proposed will ensure that road safety maximised.

Voting Requirements:

Simple Majority

Council Resolution: 0213.002

Moved: Cr Muller

Seconded: Cr Archibald

That Council, having regarding the road condition and environment, request Main Roads Western Australia to reduce the speed limit on Mokine Road between Great Southern Highway and the southern boundary of the Narrogin townsite from 60km/hr to 50km/hr

CARRIED: 9/0

10.1.771

PROPOSED PLANNING POLICY RELATING TO SIGNAGE

File Reference: 18.6.7
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 7th February 2013
Author: Director of Technical & Environmental Services

Attachments:

Draft Planning Policy No 10 – Advertising Signage

Summary:

Council is requested to consider the adoption of a Planning Policy to guide the design, location and size of advertising and other signage within the Town of Narrogin.

Background:

At its May 2012 meeting, Council resolved to revise current Council Policy and a series of 8 new policies relating to the Development Services (Town Planning) section. Subsequently Council has adopted an additional policy (D9) relating to the parking of commercial vehicles.

Council is now requested to adopt draft Development Services Policy No 10 relating to Advertising Signage in order to detail additional matters to be considered when dealing with the erection of signs in the Town.

Comment:

The Town of Narrogin's Town Planning Scheme No 2 and By-laws relating Signs, Hoardings and Bill Posting both contain specific regulations and requirements for signs within the Town. However these provisions do not provide any guidance in respect of location, number of signs, temporary signs or amenity considerations.

As detailed in the Draft Policy, it is recommended that criteria be introduced regarding the maximum number of signs that may erected in association with a business, directional signs, temporary signs. These provisions will then be used by Council staff to determine all future advertising signage issues.

The Policy also provides clarification in respect of election signage.

It should however be noted that this policy will not be retrospective and will therefore not be applied to any existing sign within the Town.

Consultation:

Chief Executive Officer – Aaron Cook.

Statutory Environment:

The proposed Policies ensure that the statutory requirements of the Town of Narrogin's Town Planning Scheme No 2 have been met.

Policy Implications:

If endorsed and adopted by Council Development Services Policy No 10 will be incorporated into the Development Services Policy Manual.

Financial Implications:

Nil.

Strategic Implications:

The draft policy will provide clear guidance to future applicants and Council staff in issues relating to Advertising Signage and the processing applications for planning consent.

The policy also prescribes those circumstances in which temporary signs will not require either a Planning Approval or Sign License. For example election signage complying with size, locational and other considerations. The standards detailed within the Policy have been drafted to take into account a recent Supreme Court in respect electoral signage.

Additional details on this decision can be made available to Councillors or members of the public if required.

Voting Requirements:

Absolute Majority Required.

OFFICERS RECOMMENDATION:

That Council adopted Development Services Policy No 10 relating to Advertising Signage as shown in Attachment.

Council Resolution: 0213.003

Moved: Cr Muller

Seconded: Cr McKenzie

That Council suspend standing orders no 9.1,9.5 and 9.6 to facilitate discussion.

CARRIED: 9/0

Council Resolution: 0213.004

Moved: Cr Russell

Seconded: Cr Madson

That Council adopted Development Services Policy No 10 relating to Advertising Signage as shown in Attachment as amended.

CARRIED: 9/0

Note Reason For Change: To add the words "as amended".

OBJECTIVES

It is Council's objective to regulate advertisements within the Town of Narrogin in a manner so as to protect the amenity of the area, whilst still allowing adequate signage to promote local business.

PURPOSE

The purpose of this policy is to:

- a. Outline all Council requirements and assessment criteria for the erection or display of advertising devices within the Town of Narrogin.
- b. Advise potential advertisers of the specifications and arrangements for the manufacture and erection of signs and devices within the Town of Narrogin.

INTERPRETATION

Except as detailed below, all terms and references shall have the meaning applied by the Town of Narrogin Town Planning Scheme No 2 and the Town of Narrogin Local Laws relating to Signs, Hoardings and Bill Posting. Where there is a conflict between the Scheme and By-Laws, the provisions of the Scheme shall prevail.

Temporary Sign

Application Requirements

Except those advertisements that are exempt under Clause 5.4 of the Scheme, all advertisements, whether fixed or freestanding, require the Planning Consent of Council, in addition to a Sign Licence. Applications for Council's Planning Consent shall consist of the following:

- A completed Application for Planning Consent detailing the sign type (ie Civil, commercial, directional).
- A detailed site plan outlining all existing improvements on the site and the location of the proposed sign.
- Dimensions, style of sign, including lettering type and size.
- Electrical connection details and Western Power approval, where applicable.
- Applications for Freestanding or Sandwich board signs shall detail the method of securing the sign.

Assessment of Proposals

Size, Location and Minimum Standards

Except where specified by this Policy, all signs shall comply with the maximum size, location criteria and minimum standards prescribed by the Town of Narrogin By-Laws Relating to Sign, Hoardings and Bill Posting

Physical Characteristics

Within the Town of Narrogin rotating, flashing or pulsating signs are not permitted.

Erection, Maintenance and Alteration of Signs and Devices

The sign owner is responsible for the erection, maintenance and any alteration to a sign or device. The sign or device shall be kept in a clean, tidy and safe condition in accordance with the requirements of Town of Narrogin Town Planning Scheme No 2.

Prohibited Signs

No sign shall be approved, erected or maintained:

- a. So as to obstruct the view from a street or public place, of traffic in the same street or public place.
- b. So as to be likely confused with, or mistaken for, an official traffic light or sign, or so as to contravene the Road Traffic Act 1974 or the Traffic Regulations.
- c. Except with the specific approval of Council, on any ornamental tower, spire, dome or similar architectural feature or on a lift machinery room, bulkhead over stairs or other superstructure over the main roof of a building.
- d. On any land classified by Council's adopted Town Planning Scheme for residential or grouped dwelling development.
- e. On any building of which the stability is, in the opinion of the Principal Building Surveyor, likely to be affected by the sign.

Variations

Where a proposed sign does not conform to the requirements of this Policy, conditional Approval may be granted by Council provided that:

- a. The proposal is consistent with the provisions and objectives of the Town of Narrogin Town Planning Scheme No. 2 and the Town of Narrogin Local Laws and Local By-Laws.
- b. The proposal will not detrimentally impact on the amenity of the area, or obscure attractive streets or landscaping.

Commercial Signs

Not more than one freestanding sign may be permitted per business.

Not more than one sandwich board sign, not exceeding 900mm in width and 1200mm in height, shall be permitted per business. Such signage shall be located a minimum distance of 200mm from the kerb line and shall not interfere with the free movement of pedestrians or vehicular movements. With the exception of directional signs, commercial signs shall only be approved on the site of the business to which they relate.

Heritage Buildings

Heritage Buildings as Identified in the Town of Narrogin Town Planning Scheme 2, signs which extend the height of a building, dominate the building or screen parts of the building are not appropriate. Signs should be located on the gable end, parapet, verandah or awning edge or end, or above and below windows and generally, should not be fixed to windows.

In addition to the provisions for Commercial signs, signs within these Buildings shall generally conform to the design guidelines shown in the Town Planning Scheme 2 and comply with the following requirements:

Physical Characteristics

Style and colour are not restricted; however they should be consistent with the building style and period, to the satisfaction of Council. Where possible, externally illuminated signs should be used. Flashing, pulsating or rotating signs are not appropriate. Internally illuminated and neon signs may only be permitted at the discretion of Council where the proposed sign refers to the Business Name only.

Freestanding Signs

Where approved by Council, freestanding or sandwich board signs shall be of routed wood construction, consistent with the Heritage concept and shall be of a style and colour, which promotes this theme.

Main Roads

All signs within and abutting Clayton Road, Great Southern Highway, Williams Road, Herald Street and Kipling Street shall accord with the requirements of Main Roads WA. Signs shall only be permitted where promoting a function or event, or an approved subdivision as outlined below. Commercial signs not relating to the site will not be permitted.

Subdivisional Signs

Where the Western Australian Planning Commission approves a subdivision and substantial subdivisional works have commenced, Council may permit signage promoting the sale of the land.

Preferably, such signage should be erected on the land being subdivided. However, where this is not possible Council may permit one sign within or adjacent to main distributor roads subject to the following conditions:

- a. The sign having a maximum area of 20m².
- b. The sign being within 1.5km to the turn-off from the main distributor road to the subdivision.
- c. Approval being obtained from Main Roads WA.

Temporary Signs

Council may approve a temporary Community Banner or Sign on land under the care and control of Council. The banner shall:

- a. Advise of a meeting, show, fete or exhibition conducted by a community service club, sporting religious, or other non-profit organisations.
- b. Be no greater than six metres in area.
- c. Be placed or erected not more than thirty days prior to the event and removed five days after the event.
- d. Not to be fixed to a street tree.

Election Signage (Temporary)

An election sign is a sign which encourages persons to vote for a candidate, political party or matter, relating to any federal, state or local government election.

Election signs are exempt where they:

- Are erected on private property with the approval of the landowner of that property;
- Do not exceed one such sign per street frontage;
- Do not exceed 0.75m² in area;
- Are erected no more than 28 days prior to the date of the election to which it relates;
and
- Are removed within 7 days of the date of the election.

Civil Signs:

Except where outlined by this Policy only civil signs may be located at intersections within the Town. All civil signs shall have a 105mm width blade, with 100 mm high lettering.

Within the municipality civil signs fall into the following categories:

- Street Signs - being white on blue background with Council crest.
- Directional Signs - white on blue background with crest and distance, eg Narrogin 6km.
- Heritage Signs - Leaf brown background with white upper case CLARENDON style lettering, or alternatively of approved Heritage Colours.
- Tourist Signs - Off-white or beige background with upper case CLARENDON style, Heritage coloured lettering, eg brown, deep reds, deep greens etc.
- Townsite or Approach Sign - being green background with white lettering.

Parkland Signs

Where a reserve has been, or is proposed to be, vested with the Town of Narrogin then signage advising of the reserve purpose may be erected with the approval of Council. Such signs shall be:

- a. White lettering on brown background.
- b. Consistent with a post and rail (three rail) concept, of routed wood construction.
- c. Erected on two supporting poles having a maximum height of two metres.

10.1.772 PROPOSED ENVIRONMENTAL HEALTH POLICIES

File Reference: 24.6.12
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 8th February 2013
Author: Director of Technical & Environmental Services

Attachments:

Draft Environmental Health Policies H1 to H7

Summary:

Council is requested to consider the adoption of a range of Environmental Health Policies to guide applicants and Council staff in respect of various issues relating to Environmental Health within the Town of Narrogin.

Background:

In 2012, a comprehensive review of Council's adopted Policy manual was undertaken. In terms of the Technical & Environmental Services section, revised policies relating to the Development Services, Technical Services and Building Control sections have been adopted.

Council is now requested to consider the adoption of 7 Policies relating to Environmental Health Issues within the Town. These policies are summarised as follows:

- H1 – Public and Semi-public Swimming Pools – Water Quality
- H2 – Temporary Toilets
- H3 – Safe disposal of Syringes
- H4 – Noise Measurements
- H5 – Temporary Camping Grounds for Events
- H6 – Lodging House Management
- H7 – Stallholder Exemptions

Comment:

The draft policies prepared for Council consideration have been based on other existing Environmental Health Policies in other Local Governments, most particularly the Shire of Manjimup.

Although in the future it is likely that additional policies will be prepared for Council consideration, it is the authors opinion that the proposed drafts will ensure that applicants and staff alike are well informed on the majority of Environmental Health issues within the Town.

Consultation:

Chief Executive Officer – Aaron Cook.

Statutory Environment:

Local Government Act 1990, Caravan and Camping Ground Regulations and relevant Environmental Health Legislation including, but not limited to the Food Act and Health Local Laws.

Policy Implications:

If endorsed and adopted by Council the draft policies will be incorporated into the Town of Narrogin’s Policies and Procedures manual.

Financial Implications:

Nil.

Strategic Implications:

The draft policies will provide clear guidance to future applicants and Council staff in issues relating to common Environmental Health Issues within the Town of Narrogin.

Voting Requirements:

Absolute Majority Required.

OFFICERS RECOMMENDATION

That Council adopt Environmental Health Policies No H1 to H7 as shown as in Attachments.

Council Resolution: 0213.005

Moved: Cr Madson

Seconded: Cr Russell

That Council defer this item to allow for a Major Events Policy to be created and to ensure H6 is accurate.

CARRIED: 9/0

Note Reason For Change: To defer the item to the first meeting in March 2013.



POLICY MANUAL – ENVIRONMENTAL HEALTH

H1. Public and Semi- Public Swimming Pools Water Quality

H2. Temporary Toilets Approvals

H3. Safe Collection and Disposal of Inappropriately Discarded Syringes....

H4. Noise Measurements

H5. Exemption to the Requirement to Obtain a Stallholder's Permit,

H6. Temporary Camping Grounds for Events

H7. Lodging Houses - Management Policy

H1. PUBLIC AND SEMI- PUBLIC SWIMMING POOLS WATER QUALITY - POLICY



PURPOSE

To ensure that all public and semi-public swimming pools within the Town of Narrogin are operated to consistently high health and safety standards; to minimize the occurrence of disease, injury and any health related complaints associated with the use of these facilities.

OBJECTIVES

- To ensure the water quality of public and semi-public swimming pools meets the microbial and chemical water standards prescribed in the Code of Practice for the Design, Construction, Management and Maintenance of Aquatic Facilities (2011). (The Code)
- To ensure compliance with the Health Act 1911 and all subsidiary legislation relating to swimming pools prescribed to an Authorised Environmental Health Officer.

SCOPE

Water Quality - Public and Semi-Public Swimming Pools Policy described below to be adhered to by Council Environmental Health Officers when undertaking water sampling for the purpose of opening or maintaining a swimming pool to be utilized by members the public within the Town of Narrogin.

INTERPRETATION

The purpose of this policy, all terms and references shall have the same meaning as the Terms Used in the *Health Act 1911*, *Health (Aquatic Facilities) Regulations 2007*, and the *Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities (2011)*

POLICY

It is policy that:

- At the end of the off-season and prior to a public or semi-public swimming pool being opened for the start of season; water samples are to be taken from the swimming pool and the filter backwash to determine compliance with The Code.
- Samples taken from **both** the swimming pool **and** the filter backwash must comply with the microbial and chemical standards prescribed in The Code prior to the swimming pool being opened to the public.
- Routine water samples are to be taken from public and semi-public swimming pools on a monthly basis during the time which the swimming pool is opened to the public. These samples must comply with the requirements of The Code. It is not necessary to sample the filter backwash water monthly.
- Where a water sample is found to **NOT** comply with the standards prescribed in the Code, appropriate action will be taken in accordance with legislation which may include the closure of the swimming pool to the public.
- Any forced closure of a public or semi-public swimming pool must be reported to the Department of Health WA Environmental Health Branch.

PERMISSIBLE

The provisions of the Health Act 1911, Health (Aquatic Facilities) Regulations 2007 and the Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities (2011) provide the legislative framework for the prescriptive requirements and procedures relating to the aquatic facilities in Western Australia.

ASSESSMENT

All public and semi-public swimming pools are to be sampled prior to the pool being opened for the season to ensure that exposure to the water is not likely to cause illness or disease to persons who patron the facility.

Samples taken from both filter backwash and swimming pool water must comply with the standards prescribed in the Code prior to a swimming pool being opened to public.

In the instance where a water sample is found not to comply with the requirements of the Code, appropriate action must be taken by the manager of the facility. This may include remedial action or the forced or voluntary closure of the pool to the public. Actions taken in response to a non-compliant sample will depend upon the severity of the situation and the procedures prescribed in relevant legislation.

H2. TEMPORARY TOILETS APPROVALS POLICY



PURPOSE

The purpose of this policy is to provide correct and accurate information to the public concerning when an application for temporary toilets will receive approval

ASSESSMENT

That in the case of applications being received by Council for approval to use a bore hole or any type of temporary toilets in larger public and/or private functions; the Manager of Environmental Services is authorised to approve applications only when it is satisfied that such approval will not give rise to health problems.

H3. SAFE COLLECTION AND DISPOSAL OF INAPPROPRIATELY DISCARDED SYRINGES



PURPOSE

The purpose of this policy is to provide guidelines to Council employees to perform a safe collection and disposal of inappropriately discarded syringes.

SCOPE

This policy applies to all Council employees who locate and intend to collect a discarded syringe for correct disposal.

It is recommended that all Council employees who are likely to come in contact with a discarded syringe in their normal work environment are familiar with this policy and also keep an appropriate syringe disposal unit located in their work vehicles.

If a Council employee does not wish to collect a discarded syringe for disposal they are obligated to immediately advise Council's Environmental Services Division who will arrange for appropriate collection. The Council employee is not to leave the syringe unattended unless authorised by the Chief Executive Officer, Director of Technical & Environmental Services Division or their relevant Manager.

POLICY

It is policy that upon finding a discarded syringe:

- Survey the immediate area for additional hazards such as other syringes
- Locate an approved syringe disposal unit
- Pick up the blunt end of the syringe keeping the sharp end away from your body at all times
- Put the syringe point first into the approved syringe disposal unit
- Ensure that the container is tightly sealed and secured
- Record the date, time, location and your name on the disposal unit
- Provide the syringe disposal unit to the Environmental Health Officer for disposal and occurrence recording at regular intervals

Do not at any stage

- Endanger yourself or other people
- Panic
- Rush the task
- Replace the protective needle cover on the syringe
- Pick the syringe up in any other way than from the blunt end

- Overfill a syringe disposal unit (more than one syringe can be placed in a syringe disposal unit)

Please note it is recommended:

- **That if a device is to be used to pick up a syringe then it must be adequate to safely complete the tasks involved with disposal. Items such as “kitchen tongs” are not suitable and represent a significant safety risk to the user**
- **That if the syringe is to be picked up by a hand not wearing gloves. A loss of dexterity through the use of gloves when collecting syringes has been demonstrated on many occasions to be fraught with danger**
- **That if you have any doubt whatsoever, please contact the Environmental Services Division for further advice immediately**

First Aid

Outside of health care settings, a person who incurs a needle stick injury (ie who is pricked or scratched with a discarded used syringe) has an extremely low risk of actually being infected with HIV and/or Hepatitis B or Hepatitis C. However, other infections such as Tetanus have potential to occur.

If you receive a needle stick injury:

- Wash the area gently with soap and running tap water as soon as possible
- Apply antiseptic and a sterile dressing
- Obtain prompt medical treatment within 24 hours if possible. Take the syringe in a suitable disposal unit with you to the doctor. An assessment will be made which will ascertain the need for testing and post exposure treatment
- Report the event on the standard Town of Narrogin “Incident Report and Investigation” form

Remember that it is extremely unlikely that HIV and/or Hepatitis B or Hepatitis C will be contracted if exposed to a needle stick injury whilst undertaking ordinary employment duties.

H4. NOISE MEASUREMENTS



PURPOSE

The purpose of this policy is to provide correct and accurate information on how to undertake a noise measurement and the result of such.

POLICY

It is policy that:

- Unless otherwise determined by item (2), noise measurements are to be taken from within 15 meters of a noise sensitive premises as defined in the Environmental Protection (Noise) Regulations 1997, in the event of investigating a noise complaint caused by legitimate agricultural activities on rural zoned land defined by Council's Town Planning Scheme applicable on that day
- Noise measurements are only to be taken for enforcement purposes at a distance greater than 15 meters from a noise sensitive premises where it can be clearly demonstrated to Council's Environmental Health Officer (Authorised Person and Inspector for the purposes of the Environmental Protection Act 1986, under Sections 87 and 88) that the noise received at the boundary will unreasonably interfere with the health, welfare, convenience, comfort or amenity of that person receiving the noise
- The determination of "unreasonably interfere" will be made by Council's Environmental Health Officer on a case by case basis and will take into consideration all relevant factors in the matter. Council's Environmental Health Officer will document and justify all decisions made and ensure that all information is recorded appropriately
- If the noise complainant is not satisfied with the decision of Council's Environmental Health Officer in regard to the determined noise measurement location, they may appeal the decision in writing to the Chief Executive Officer and the matter will be presented to Council for decision at the earliest possible opportunity

H5. EXEMPTION TO THE REQUIREMENT TO OBTAIN A STALLHOLDER'S PERMIT POLICY



PURPOSE

The purpose of this policy is to reduce the approval process for charitable or not for profit stallholder activities that have occurred safely on a regular and historical basis within the main streets in commercial areas of the Town of Narrogin.

SCOPE

This policy applies only to charitable and not for profit organizations.

INTERPRETATION

Charitable and not for profit organizations are defined as:

An institution, association, club, society, or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium.

POLICY

It is policy that the following activities are exempt from stallholder approvals in prescribed areas:

Raffles

Raffles may be conducted from the following locations:

- On the footpath immediately outside of the Narrogin Newsagency subject to:
 1. An approved booking in advance recorded by the Town of Narrogin;
 2. Only one booking permitted per day
- On the footpath immediately outside Coles Narrogin subject to:
 1. Only one booking permitted per day
- Any other raffle location may be approved at the discretion of the Chief Executive Officer after due consideration provided that:
 1. The owner/occupier of the commercial premises approving the use
 2. The area of footpath being used is immediately abutting the commercial premises
 3. The street stall does not block more than one third of the pedestrian access past the premises and is limited to a maximum usable space of 1.5 meters immediately adjacent to the commercial premises

4. The stall does not give rise to any safety issue determined by the Town of Narrogin from time to time
5. The booking conforms to any food related requirements contained within the Health (Food Hygiene) Regulations 1993
6. Only one stall is permitted per day per commercial premises.

Food Stalls

Food stalls may also be conducted from these locations subject to:

1. An approved booking in advance recorded by the Town of Narrogin
2. Stallholders are to apply to Council's Environmental Health Officer for a food approval
3. The booking conforms to any food related requirements contained within the Health (Food Hygiene) Regulations 1993

Other Stallholder Activities

Stalls operated by charitable or not for profit organizations outside of this policy are not exempt and will only be considered upon application to the Town of Narrogin.

Charges

Council shall not collect charges for stallholder permits where a charitable or not for profit organization is exempt from obtaining a stallholder permit under this policy.

Cancellation of Exemption

Either the Chief Executive Officer or the Director of Technical & Environmental Services Any may, upon witnessing any issue associated with this stallholder exemption, remove the exemption pertinent to a person, class of persons or public place. A verbal instruction from the Authorized Officer to cease activities within a specified time period or to modify an existing practice is deemed sufficient notice to the stall operator that to continue the activity, in ignorance to the direction, constitutes a breach of the requirements to obtain the Towns prior approval.

PURPOSE

The purpose of this policy is to provide correct and accurate information to the public concerning when an application for temporary camping ground for events will be approved.

OBJECTIVES

- To ensure use of temporary camping is commensurate with health and building standards

SCOPE

Private and Town of Narrogin controlled land.

INTERPRETATION

For the purpose of this policy, all terms and references shall have the same meaning as the Terms Used in the *Caravan Parks and Camping Grounds Act 1995*, *Caravan Parks and Camping Grounds Regulations 1997* and *Building Act 2011*.

POLICY

It is policy that the Chief Executive Officer under existing delegated authority and in accordance with the Caravan Parks and Camping Grounds Regulations 1997 may approve application to conduct a Temporary Camping ground. Should an application be refused, the applicant if he/she requests, may appeal to Council to have the matter considered with the following conditions:

- Application must be made by the event manager and be submitted at least 30 working days prior to the event
- Any event requiring approval for Temporary Camping that promotes similar activities/purpose, must not occur more than once, (unless specifically approved by Council) on any premises within any calendar year
- Camping in association with an event must not exceed a maximum duration of five (5) consecutive days
- Any same event that is run over two (2) or more non-consecutive days requires the approval of Council if camping is required
- The event manager is to make application in the prescribed form and detail the following:
 1. Name of the event
 2. Event location

3. Written consent from the land owner if the event manager is not the land owner
 4. Accurate map of camping location(s)
 5. Number of persons expected to camp
 6. Approximate age of persons (family etc)
 7. Number of camp sites
 8. Type and number of facilities - toilets/ablutions
 9. Method of rubbish collection/disposal
 10. Lighting
 11. Water supply
 12. Fire suppression equipment
 13. Accurate drawings/details of any large structure/marquee to be used
 14. Evidence of public liability insurance (when camping on Shire property)
 15. Site plan detailing the above
 16. The relevant application fee
- The camp manager to reside on site with 24 hour contact ability
 - When processing an application for Temporary Camping consideration will be given to matters that may affect the health, safety and amenity of campers and surrounding community
 - If Temporary Camping approval is granted, conditions may be placed on the approval as deemed appropriate to the application

PURPOSE

The purpose of this policy is to provide correct and accurate information to the public concerning when an application for a lodging house is received.

OBJECTIVES

- To clarify requirements in terms of management of Lodging Houses
- To ensure that requirements are commensurate with health and building standards
- To minimize surrounding environmental hazard exposure to users of Lodging Houses

APPLICATION OF POLICY

This Policy applies to all Lodging houses in all zones within the Town of Narrogin including motels (that do not involve a liquor license) back packer establishments, dwellings, chalets and rural workers accommodation buildings

INTERPRETATION

For the purpose of this policy, all terms and references shall have the same meaning as the Terms Used in the *Health Act 1911*, Town of Narrogin Health Local Laws Town Planning Scheme No 2, the Building Act 2011 and Building Code of Australia.

A Lodging House establishment accommodates more than 6 persons and includes any number of accommodation buildings on a single lot.

POLICY

Lodging houses within a Town site

Single accommodation building

- Restricted to 8 persons at a non deep sewerred accommodation building (inclusive of live in on site manager)
- Can have an offsite close proximity manager - reside within a 15km radius and have 24 hour phone contact
- Rooms are not to be let independently

Back Packers

- Must have a continuous onsite/live in manager

- Provision of multi language written instructions regarding evacuation plan, environmental risks and emergency contact numbers.

Motels

- Must have a continuous onsite manager.

10.1.773 PROPOSED LOCATION OF NEW NICHE WALL – NARROGIN CEMETERY - LEFROY STREET, NARROGIN

File Reference: 5.4.12
Disclosure of Interest: Nil
Applicant: P & F Kulker & Town of Narrogin
Previous Item Nos: Nil
Date: 8th February 2013
Author: Director of Technical & Environmental Services

Attachments:

Proposed Plans for new Niche Wall adjacent to Lefroy Street and Grainger Road.

Summary:

Council is requested to consider approving the location of a new Niche Wall at the Narrogin Cemetery.

Background:

As Councillors may recall, local Building Contractors P & F Kulker have for some time been proposing the construction of a new Niche Wall at the Narrogin Cemetery.

In adopting the 2012/13 annual budget, Council committed to the construction of a new Niche Wall in the Narrogin Cemetery, using a conceptual design prepared by P & F Kulker.

Councillors are now requested to approve the proposed location of the new Structure adjacent to Grainger Street near the Lefroy Street intersection. A detailed site plan is shown as attached to this agenda.

Comment:

The Narrogin Cemetery consists of two land parcels. Whilst the existing cemetery is located between Williams and Grainger Roads, an equal area of land is located on the northern side of Grainger Road, catering for future expansion of the cemetery.

Council staff have completed a detailed examination of the site which resulted in two potential locations being identified for a new Niche Wall. These are described as follows:

- a) Adjacent to the Existing Gazebo and Chemical Toilet located off Williams Road; and
- b) Within a clear area of land adjacent to Grainger Street near the intersection with Lefroy Street.

Following assessment of each site, the author of this report submits that the location of Grainger Street is preferred for the following reasons:

- i) Ultimately, the Narrogin Cemetery will be expanding northward, so the location of the new Niche Wall abutting Grainger Street would be central to the ultimate development;

- ii) The existing access road off Williams is not acceptable for regular public access and would require significant upgrading to meet required safety standards;
- iii) There is no parking available in the area off Williams Road, so the construction of a formal carpark would be required.
- iv) Location of the Wall adjacent to Grainger Street would facilitate public parking and access using the existing Grainger Street road pavement.

The preferred site has been inspected by Council staff and the applicants, who have agreed with this preferred location.

Consultation:

Chief Executive Officer – Aaron Cook and the applicants.

Statutory Environment:

Cemeteries Act 1986 and the Local Government Act 1990.

Policy Implications:

Nil

Financial Implications:

Although the budget indicated that the Kulker family would make a \$15,000 financial contribution, meeting the costs of construction, it is actually intended that the Kulker Family, with the support of other local business will complete the work with no money changing hands.

The majority of costs associated with the new structure are to be met by the Kulker family, including the supply of the proposed roof structure, concrete floor and all construction costs. The Town of Narrogin will however be providing various forms ‘in kind’ including the preparation of the site and the supply of limestone blocks from Council’s existing stock. The project will therefore be a joint venture between the Town, Kulkers and other participating local business.

The Council has also prepared the required construction plans at the Town’s cost. These plans will be used to process a building license prior to the commencement of construction as required in accordance with the Local Government Act and Building Code of Australia.

Strategic Implications:

Once all viable burial land is used within the current cemetery boundaries, it will be necessary for the Town of Narrogin to extend the cemetery into the currently vacant land north of Grainger Street. The proposed location would therefore be central to the overall cemetery development.

Voting Requirements:

Simple Majority.

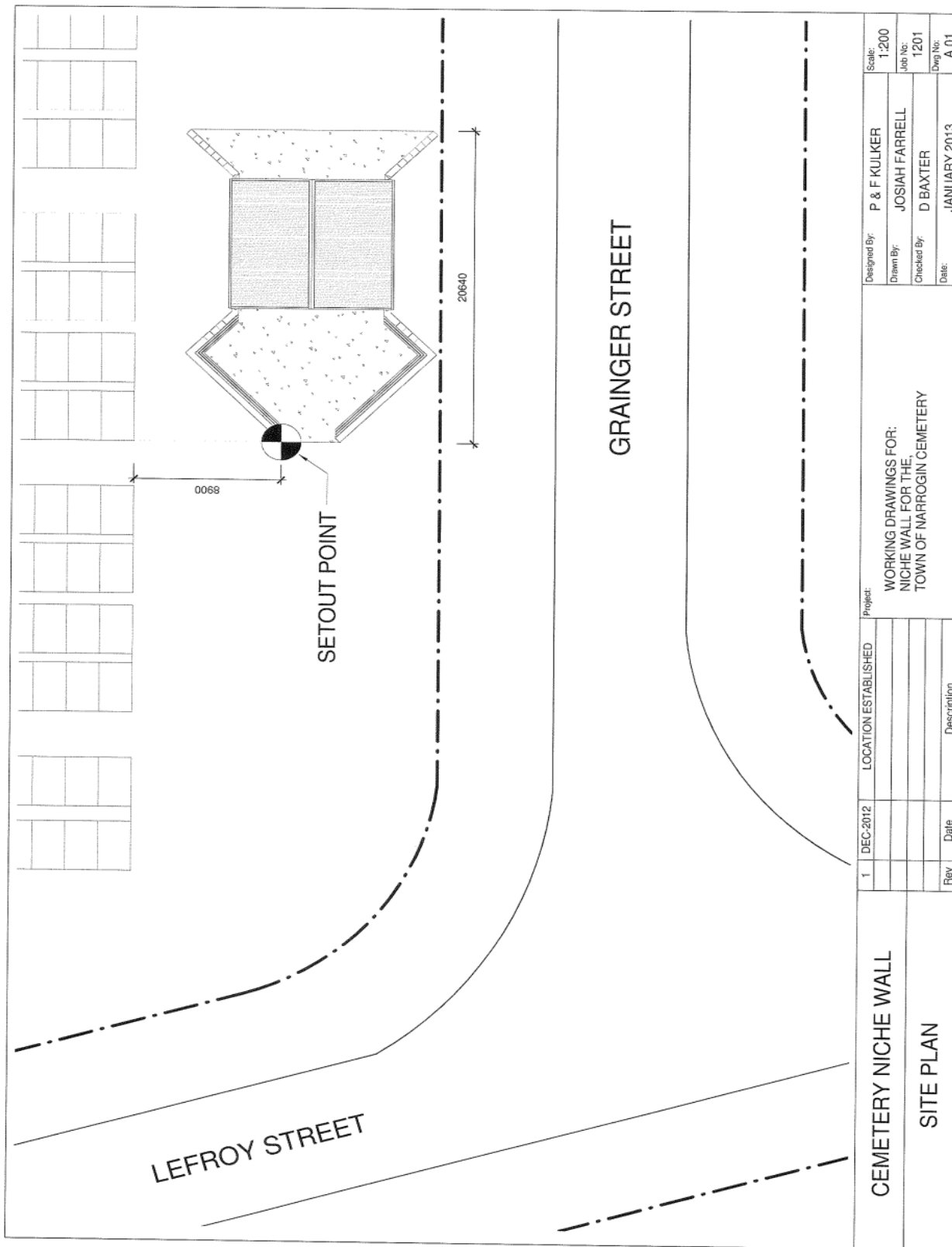
Council Resolution: 0213.006

Moved: Cr Russell

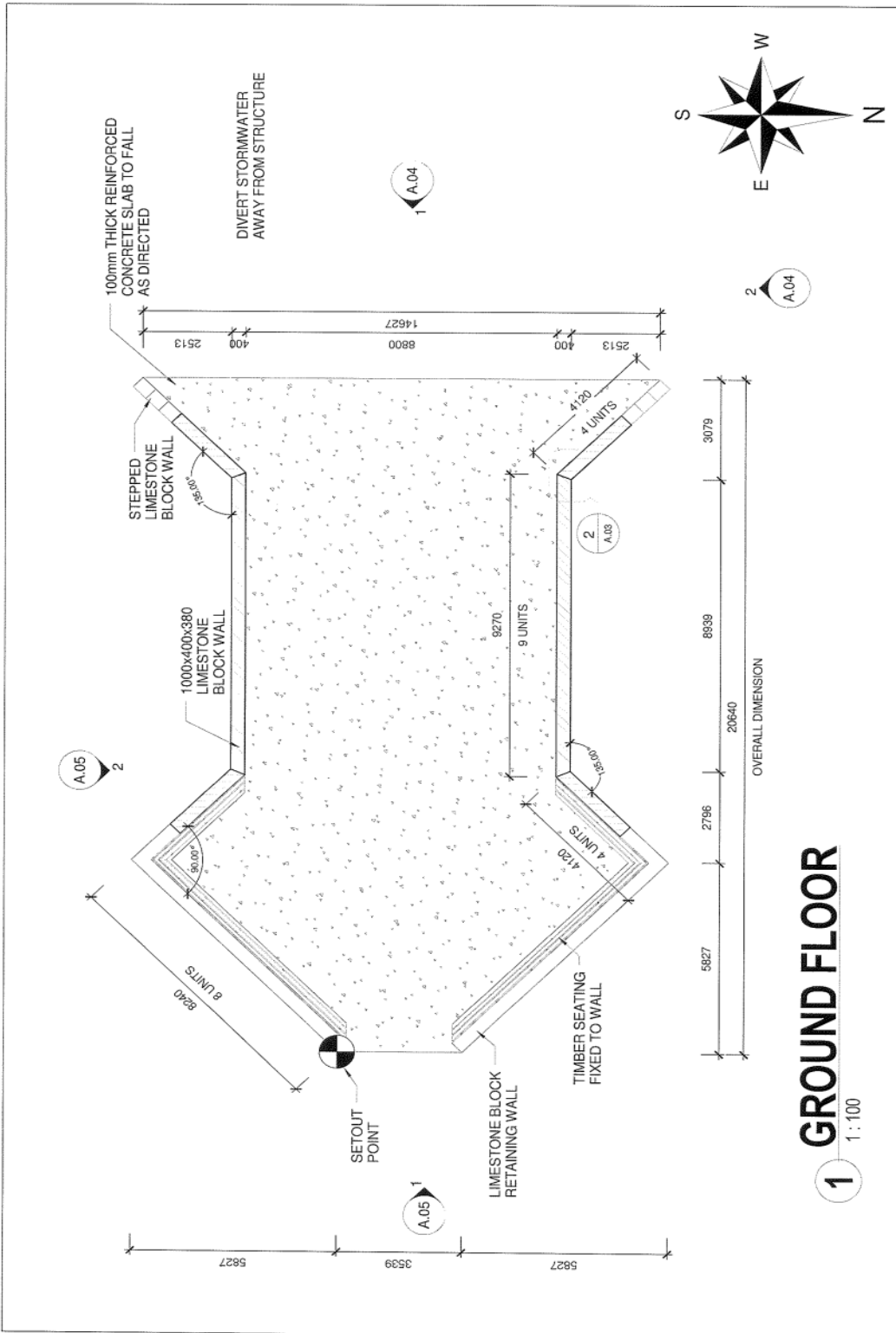
Seconded: Cr McKenzie

That Council approve the location of the proposed new Niche Wall in accordance with the site Plan dated January 2013 as shown in Attachment.

CARRIED 9/0



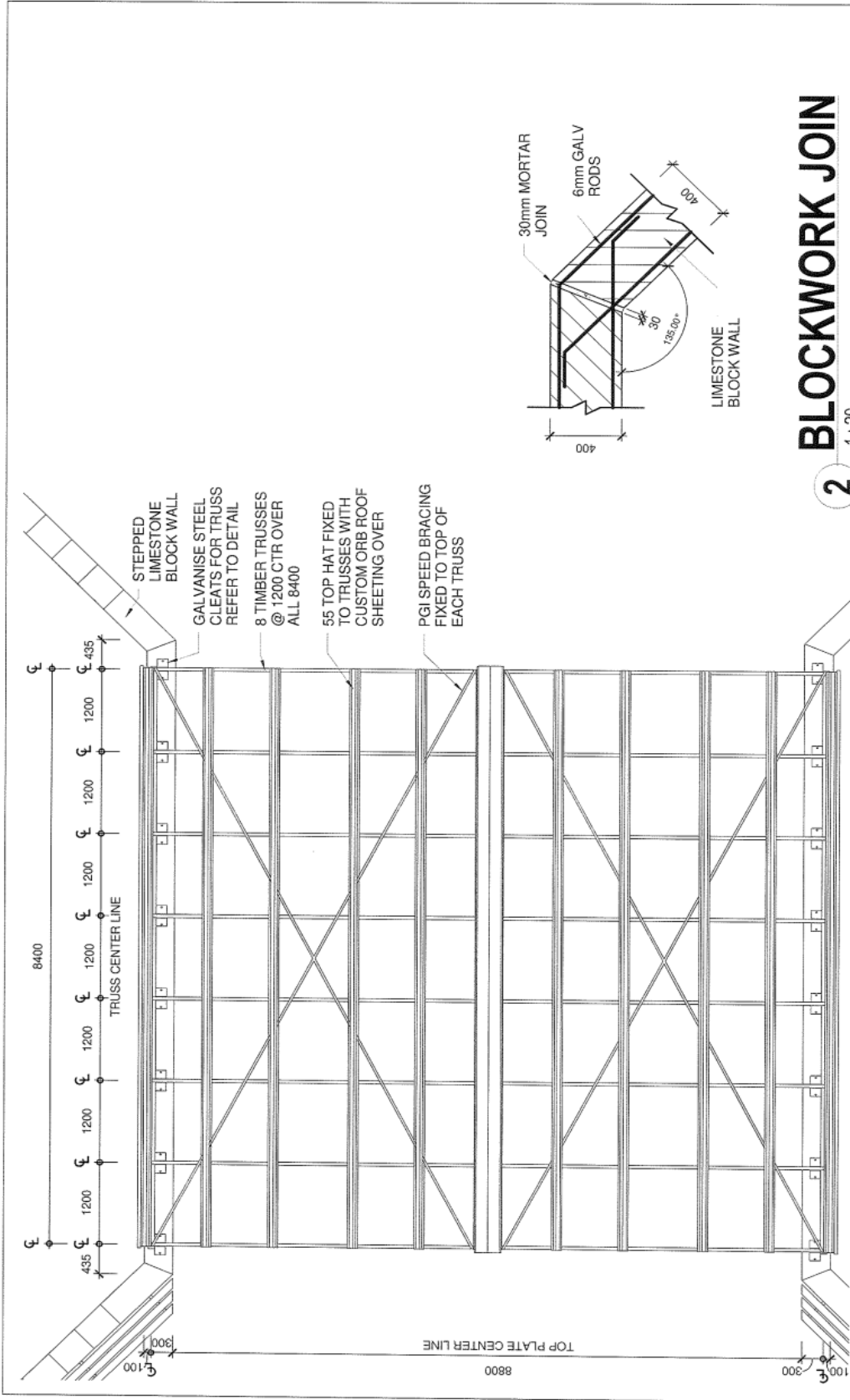
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SITE PLAN		1 DEC-2012	WORKING DRAWINGS FOR: NICHE WALL FOR THE TOWN OF NARROGIN CEMETERY	P & F KULKER	1:200
Rev	Date	Description		Drawn By:	Job No:
				JOSIAH FARRELL	1201
				Checked By:	Dwg No:
				D BAXTER	A.01
				Date:	
				JANUARY 2013	



1 GROUND FLOOR

1:100

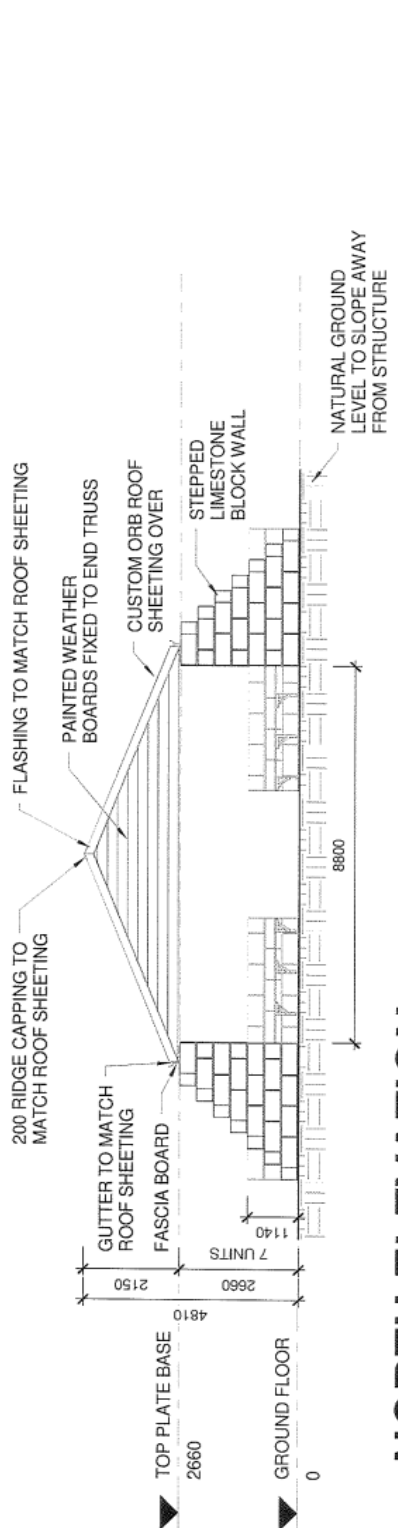
CEMETERY NICHE WALL	1	DEC-2012	LOCATION ESTABLISHED	Project:	Designed By:	P & F KULKER	Scale:	1:100
				WORKING DRAWINGS FOR: NICHE WALL FOR THE TOWN OF NARROGIN CEMETERY	Drawn By:	JOSIAH FARRELL	Job No.:	1201
GROUND FLOOR					Checked By:	D BAXTER	Dwg No.:	A.02
					Date:	JANUARY 2013		



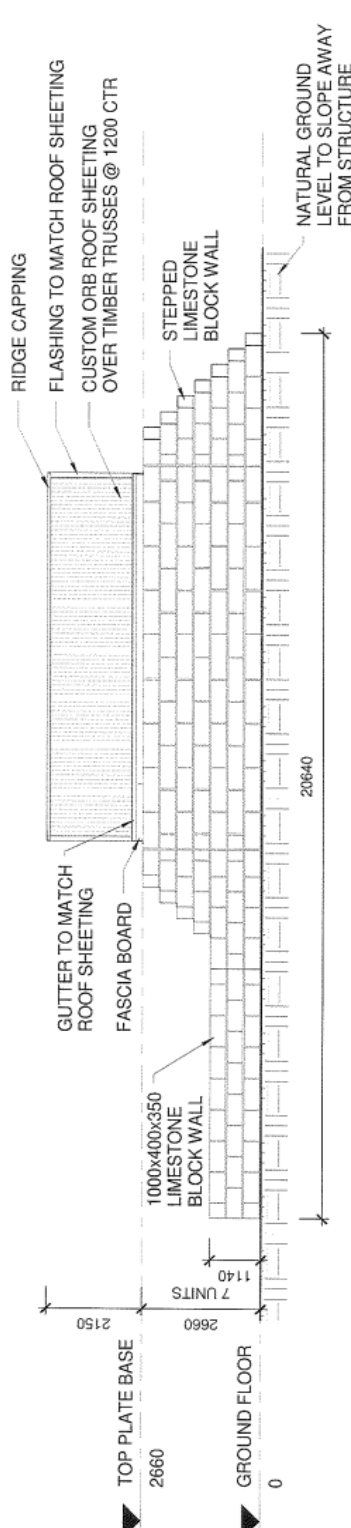
1 TRUSS PLAN 1:50

2 BLOCKWORK JOIN 1:20

CEMETERY NICHE WALL		Project: WORKING DRAWINGS FOR: NICHE WALL FOR THE, TOWN OF NARROGIN CEMETERY		Scale: A.S. Job No: 1201 Dwg No: A.03
TRUSS PLAN		1 DEC-2012 LOCATION ESTABLISHED	Designed By: P & F KULKER Drawn By: JOSIAH FARRELL Checked By: D BAXTER Date: JANUARY 2013	
Rev	Date	Description		

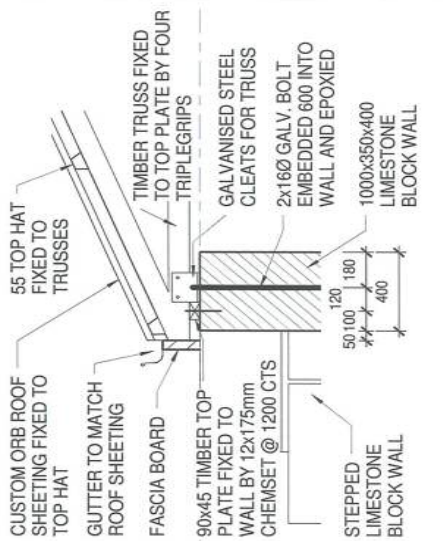


1
1:100
NORTH ELEVATION



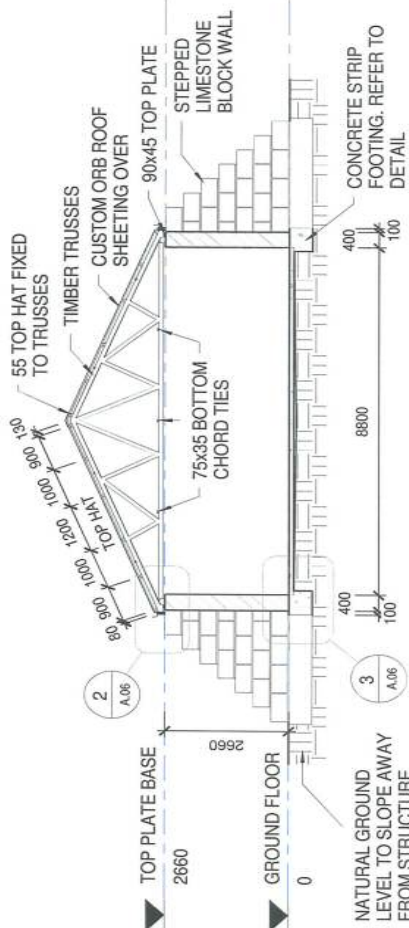
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1:100
EAST ELEVATION

CEMETERY NICHE WALL	1	DEC-2012	LOCATION ESTABLISHED	Project:	Designed By:	Scale:
				WORKING DRAWINGS FOR: NICHE WALL FOR THE TOWN OF NARROGIN CEMETERY	P & F KULKER	1:100
ELEVATIONS					Drawn By:	Job No:
					JOSHIAH FARRELL	1201
					Checked By:	Dwg No:
					D BAXTER	A.04
					Date:	
					JANUARY 2013	



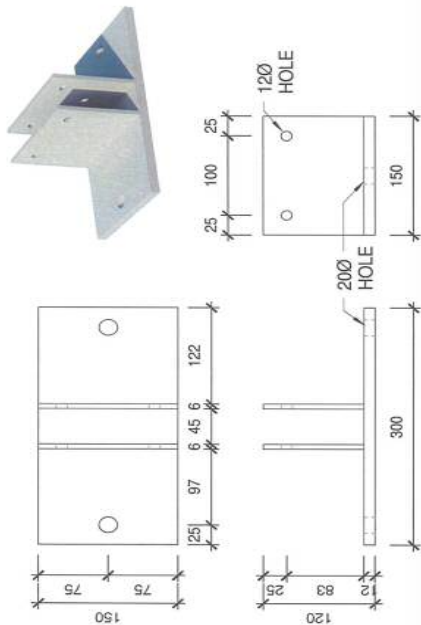
TOP PLATE DETAIL

2 1:20



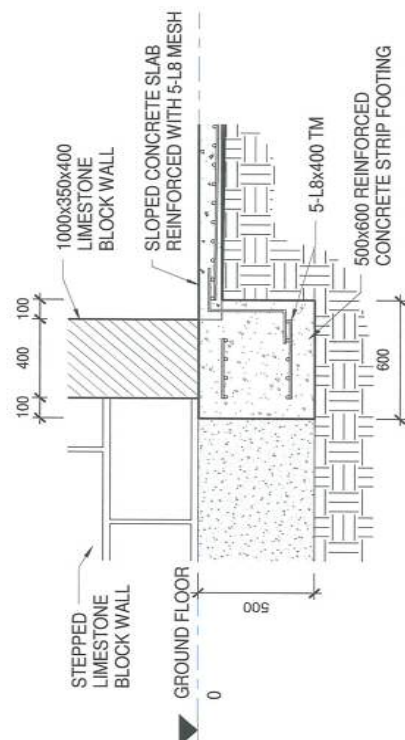
SECTION 1

1 1:100



CLEAT DETAIL

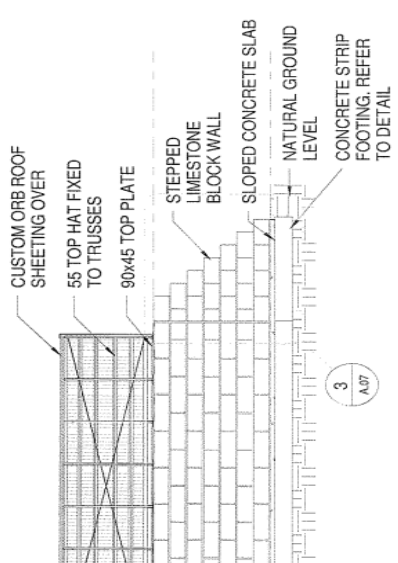
4 1:5



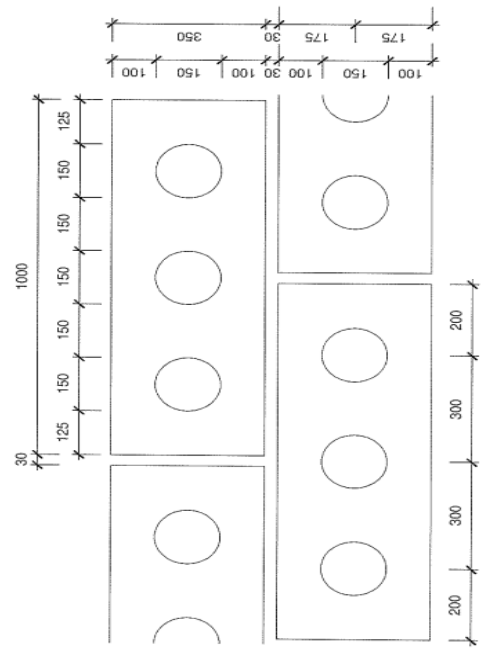
FOOTING DETAIL

3 1:20

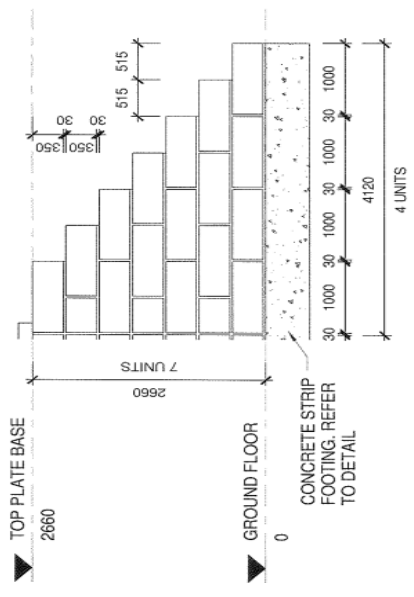
CEMETERY NICHE WALL SECTION AND DETAILS	1	DEC-2012	LOCATION ESTABLISHED	Project:	Designed By:	P & F KULKER	Scale:	A.S.
				WORKING DRAWINGS FOR: NICHE WALL FOR THE TOWN OF NARROGIN CEMETERY	Drawn By:	JOSHIAH FARRELL	Job No.:	1201
					Checked By:	D BAXTER	Dwg No.:	A.06
					Date:	JANUARY 2013		



SECTION 2
1 1:100

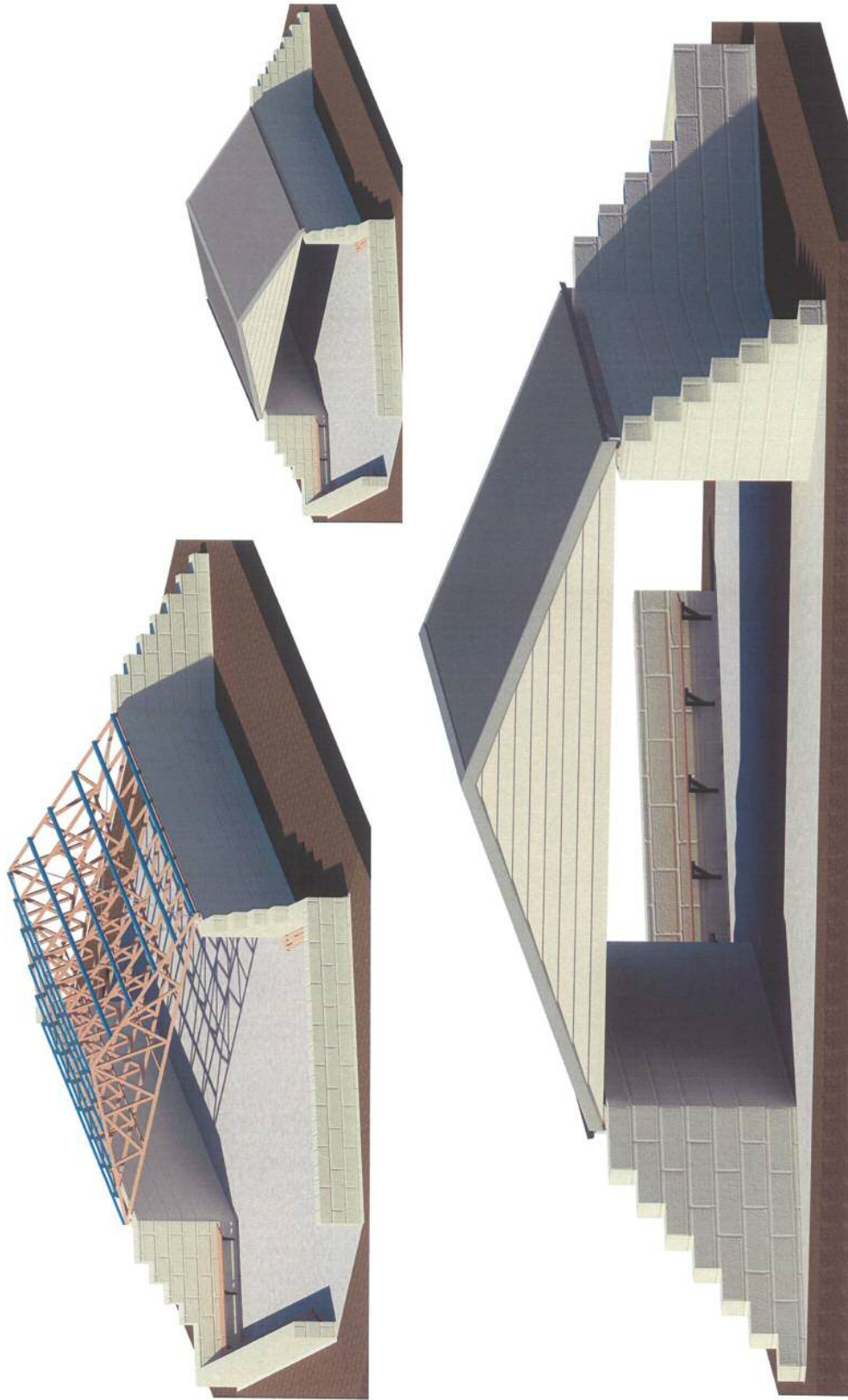


WALL HOLES
2 1:10



STEPPED WALL
3 1:50

CEMETERY NICHE WALL		Project:	WORKING DRAWINGS FOR: NICHE WALL FOR THE TOWN OF MARRIGIN CEMETERY	Designed By:	P & F KULKER	Scale:	A.S.
		Location:	LOCATION ESTABLISHED	Drawn By:	JOSHIAH FARRELL	Job No.:	1201
SECTION AND DETAILS		Rev	Date	Checked By:	D BAXTER	Dwg No.:	A.07
				Date:	JANUARY 2013		



CEMETERY NICHE WALL		Project:		Designed By: P & F KULKER		Scale: NTS	
1		DEC-2012	LOCATION ESTABLISHED	Drawn By: JOSIAH FARRELL		Job No: 1201	
Rev		Date	Description	Checked By: D BAXTER		Dwg No: A.08	
				Date: JANUARY 2013			
				WORKING DRAWINGS FOR: NICHE WALL FOR THE TOWN OF NARROGIN CEMETERY			
3D VIEWS							

**10.1.774 PROPOSED HOME BASED BUSINESS – LIFETIME BOOK
DISTRIBUTORS – NO 30 (LOT 30 of 651) PARRY COURT,
NARROGIN**

File Reference: A327500
Disclosure of Interest: Nil
Applicant: Mr and Mrs Shepherd
Previous Item Nos: Nil
Date: 8th February 2013
Author: Director of Technical & Environmental Services

Attachments:

Application for Planning Consent to Home Based Business for No 30 Parry Court and Development Services Policy No 4.

Summary:

Council is requested to consider endorsing the application for the purpose of advertising.

Background:

The subject land is a 829m² single residential zoned lot located on the northern side of portion of Odgers Road commonly known as Parry Court in the south west corner of the Townsite. The site is developed with a single residence and associated outbuildings.

Council is now requested to consider an application for planning consent, seeking approval to the operation of Lifetime Book Distributors from the property.

Details submitted with the application indicate that the applicant are already operating from the property, using the existing shed for the storage and packing of display boxes of books and other products that are then distributed throughout the central Wheatbelt area for display at numerous business locations. The details indicate that two staff (not members of the family) are employed at the premises at any one time.

A copy of the submitted details is shown as attached.

Comment:

At its May 2012 meeting, Council adopted Development Services Policy No 4 – Home Based Business to guide the establishment and ongoing operation of residential based business activity within the Single Residential, Other Residential, Rural-Residential and Rural Zones within the Town of Narrogin.

The Policy reflects several forms of home based business including Cottage Industry, Home Business, Home-Occupation and Home Office. Assessment of the application against the requirements of Town Planning Scheme No 2 and the Policy confirms that:

- i) Although no members of the public attend the property, the use cannot be classified as a Home Office as the activity is not solely carried out within the dwelling and involves employment of persons not residing on the site;

- ii) The use is not consistent with the definition and requirements of a Home – Occupation given that business employs persons not members of the family;
- iii) The use is consistent with the definition of a Home Business.

It should however be noted that Council's adopted policy has a presumption against the location of Home Business within the Single Residential Zone, recommending that such business be restricted to the Rural-Residential and Rural zones where larger lot sizes prevail and the potential for impact on adjacent land is reduced.

Approval to the application therefore involves a variation of Council's adopted policy.

Consultation:

Chief Executive Officer – Aaron Cook and the applicants.

Statutory Environment:

A Home Business is not a listed use within Town Planning Scheme No 2. In accordance with clauses 2.2.5, 2.2.6 and 2.2.7 of Town Planning Scheme No 2, Council may grant consent to a use not listed. However as prescribed by clause 2.2.7 applications for a use not listed may only be approved by an Absolute Majority of Council following advertising of the application.

As detailed by the provisions of Town Planning Scheme No 2, the advertising of an application includes correspondence to adjacent landowners, a sign on site and an advertisement in the local paper calling for submissions over a period of not less than 21 days.

Policy Implications:

As detailed in the comment section above, Council's adopted Development Services Policy No D4 recommends that "Home Business" be restricted to land zoned Rural-Residential and Rural. The intention behind this approach is to ensure that larger home based business is located on larger properties, limiting the potential for neighbouring properties to be impacted.

The above said, adopted Policy cannot be treated as law. Alternatively Policies should be treated as a guide, which unlike the provisions of the Town Planning Scheme are flexible and may be varied by Council on a case by case basis.

In this case given the size of the property and the types of activities being undertaken there is limited potential for detrimental impacts to occur. It is therefore recommended that Council support the application for the purposes of advertising, giving the opportunity for adjacent landowners and other members of the public to comment prior to determination of the application.

Financial Implications:

The required application fee of \$203 has been paid in accordance with Council's adopted budget. The applicant will be responsible for the costs associated with advertising of the proposal in addition to this fee.

Strategic Implications:

On receipt an application for planning consent, there is an obligation on the Town of Narrogin to assess the application on its merits, having regard to the provisions and requirements of the Town Planning Scheme.

Voting Requirements:

Absolute Majority.

Council Resolution: 0213.007

Moved: Cr Muller

Seconded: Cr Russell

That:

- 1) The proposed Home Business at No 30 (Lot 30 of 651) Parry Court be advertised for public comment in accordance with clauses 2.2.7 and 6.3.2 of Town Planning Scheme No 2.
- 2) A further report be prepared for Council consideration following the close of the advertising period referred to in point No 1 above.

CARRIED 9/0

Mr. Brian Robinson
Town of Narrogin
89 Earl Street
NARROGIN WA 6312
13th January 2013

Town of Narrogin	
Directed to:	BRIAN
14 JAN 2013	
Ref No.	ICR13410
Property No.	A327500
Subject File	
C-Print No.	

SCANNED

Dear Brian

RE: Home Based Business – Application for Planning Consent

Operation of Lifetime Distributors Franchise – NO 30 Parry Court, NARROGIN

Please find enclosed our application for planning consent for the council's consideration.

As a background, John & I are the franchise distributors for lifetime products for the **Central Wheatbelt Area** which basically involves a visit each fortnight to deliver a display box of products to a business within that Franchise Area – I have attached a business card which shows the towns in our Central Wheatbelt area that we visit.

We use our existing shed on the property to store the goods and pack the display boxes that we distribute each week. We employ 2 staff (not members of family) at any one time when we require the boxes to be prepacked and also for help with repacking returned stock. We do not conduct any business from the property and there is no advertising on the property at all. Basically our franchise is mobile retailing supplying products direct into the hands of customers via their workplace; John currently travels approximately 1500km per week to visit the businesses.

Should you require any further information please do not hesitate to contact me?

Kind Regards

L. E. Shepherd

Lorraine Shepherd

30 Parry Court

NARROGIN WA 6312

9881 3149 (Home)

9881 1866 (Work)

0406 449 323 (Mobile)

APPLIC FEE \$203

A# 327600 r



Town of Narrogin

TOWN PLANNING SCHEME NO. 2
DISTRICT SCHEME

Planning Application
paid \$ 203

APPLICATION FOR PLANNING CONSENT

I/We JOHN WAYNE SHEPHERD & LORRAINE CARMEN SHEPHERD
(Full Name of Applicant)

of P.O. Box 566 NARROWGIN WA Postcode 6312
(Address for Correspondence)

hereby apply for planning consent to:

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

The existing use of the land is: Residential / Home Business

The approximate cost of the proposed development is: \$ NIL.

The estimated time of completion is: ASAP.

The approximate number of persons to be housed/ employed when the development is completed is: 2 persons not members of family at any one time.

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

(Indicate distance to nearest intersecting street)

HOUSE NO: 3

STREET: PARRY COURT

LOT NO: 30

PLAN OR DIAG: 57560

LOCATION NO: _____

CERTIFICATE OF TITLE: VOLUME: 1581 FOLIO: 036

LOT DIMENSIONS

SITE AREA: _____ square metres

FRONTAGE: _____ metres

DEPTH: _____ metres

AUTHORITY

SIGNATURE OF APPLICANT: *J. W. Shephard*
d. e. Shephard DATE: 13.1.13

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

SIGNATURE OF OWNER: _____ DATE: _____

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

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

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

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

FOR OFFICE USE ONLY

File Reference: _____

Application Number: _____

Date Received: _____

Date of Approval / Refusal: _____

Date of Notice of Decision: _____

10.1.775 PROPOSED GROUP HOUSING UNITS – STRATA LOTS 3 & 4 No 17 (LOT 50) FOX STREET, NARROGIN

File Reference: A194000
Disclosure of Interest: Nil
Applicant: New Phase Homes Pty Ltd
Previous Item Nos: Nil
Date: 8th February 2013
Author: Director of Technical & Environmental Services

Attachments:

Application for Planning Consent to Two Group Dwellings on Strata Lots 3 & 4 at No 17 (Lot 50) Fox Street, Narrogin.

Summary:

Council is requested to consider granting conditional approval to two group housing units being constructed on two existing survey strata titled lots.

Background:

The submitted application relates to two existing survey strata lots located on the northern side of Fox Street, west of Garfield Street. Each strata lot has an area of 520m² and is currently vacant.

At its meeting held on the 22nd September 2009, Council resolved to conditionally support a 4 lot survey strata subdivision on Lot 50 Fox Street. The Application for survey strata was subsequently granted conditional approval by the Western Australian Planning Commission in January 2010.

Whilst the two front strata lots have since been developed with a single storey group dwelling on each, the rear two lots have remained vacant. Approval is now sought to proceed with the construction of a three bedroom, two bathroom dwelling with double carport on each of the strata lots.

Copies of the submitted application and plans are shown as attached.

Comment:

Town Planning Scheme No 2 includes the land within the Single Residential Zone. Group Dwellings are an “AP” use within the Residential Zone. That is a use which may be approved by Council following advertising of the proposal in accordance with Part 6.3 of the Scheme.

In supporting the application for survey strata the Town of Narrogin effectively approved the construction of two additional group dwellings on Survey Strata Lots 3 and 4. Given that landowner essentially has a right to construct a dwelling on each of the survey strata, advertising of the application is not required.

To assist Council in determining the application, the following comments are offered:

Density

The provisions of Town Planning Scheme No 2 identify a maximum density of R25 for group dwelling development within a Single Residential Zone. In accordance with State Planning Policy No 3.1, at a R25 densities grouped dwellings may be established at one dwelling per 320m² minimum and 350m² average.

Given the existing strata lots each have an area of 520m², the proposed density complies with the scheme requirements.

Setbacks

An assessment of the proposed plans confirms that the proposal has been designed so as to comply with all setback requirements.

Parking

Two carbays are proposed for each of the grouped dwellings in the form of a double carport to be located between the proposed dwellings and the internal service road.

Access

In approving the application for strata title, the Western Australian Planning Commission imposed a condition requiring the construction of a central/shared driveway that was designed to service resultant development on Lots 50-53 Fox Street. The Commission further required the owners to enter into an agreement to ensure reciprocal rights of access.

The driveway was subsequently constructed and the reciprocal rights of access prior to creation of the survey strata lots.

On the basis that the proposed development complies with all requirements of the Town of Narrogin's Town Planning Scheme No 2 and Residential Design Codes of Western Australia, conditional approval is recommended.

Consultation:

Chief Executive Officer – Aaron Cook and the applicants.

Statutory Environment:

The application as submitted complies with all requirements set out by the provisions of Town Planning Scheme No 2 and the Western Australian Planning Commissions State Planning Policy relating to the Residential Design Codes of Western Australia.

Policy Implications:

Nil

Financial Implications:

The required application fee of \$837.00 has been paid in accordance with Council's adopted budget.

Strategic Implications:

The development of Survey Strata Lots 3 and 4 as proposed is consistent with the intended use of the land as detailed in the previously approved survey strata application.

Voting Requirements:

Absolute Majority.

Council Resolution: 0213.008

Moved: Muller

Seconded: Russell

That:

Council approve the development of Survey Strata Lots 3 and 4 at No 17 (Lot 50) Fox Street, Narrogin as submitted, subject to compliance with the following conditions:

- i) 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 Council, is granted by it in writing.
- ii) The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
- iii) Vehicle crossovers are to be designed and constructed to the satisfaction and specifications of Council.
- iv) The area set aside for the parking of vehicles, together with the associated access lanes as delineated on the endorsed plan shall:
 - Be designed, constructed, drained and marked to the satisfaction of the Council prior to the commencement of the use hereby permitted.
 - Thereafter be maintained to the satisfaction of the Council.
 - Be made available for such use at all times and not used for any other purpose.
 - Be properly formed to such levels that it can be used in accordance with the plan.
- v) All stormwater and drainage run off to be contained on site or connected to a council stormwater legal point of discharge.
- vi) The proposed development being connected to the Sewer.
- vii) Submission and approval of a detailed landscaping plan. Such plans to specify details of the vegetation and the landscaping, as shown and approved, to be established within 60 days of the practicable completion of the building and from then on maintained to the specification and satisfaction of the Town of Narrogin. Such landscaping is to be fully reticulated.

Advice to Applicant:

- i) 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.

- ii) The applicant is encouraged to consider connecting the roof of the proposed outbuilding to an appropriate size rainwater storage tank to limit the impact of stormwater.
- iii) The applicant is advised that construction of the proposed units must comply with the requirements for construction with an Earthquake Area acceleration coefficient of 0.12 to 0.15

CARRIED 9/0

10.1.776 PROPOSED RECREATIONAL VEHICLE SITE

File Reference: 22.2.12
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 8th February 2013
Author: Director of Technical & Environmental Services

Attachments:

Nil.

Summary:

Council is requested to approving a Recreational Vehicle Parking Site within the Town of Narrogin.

Background:

Previously the Town of Narrogin established an effluent 'dump point' adjacent to the Dryandra Country Visitors Centre using funds from the "RV Friendly Town" Scheme.

As a condition of the funding secured for the facility, the Town was required to ensure that the following facilities were provided to qualify the Town as "RV" friendly:

- a) Provision of appropriate parking within the Town Centre;
- b) Access to potable water;
- c) Provision of a short term 24/48 hour parking area for self-contained vehicles within 5km of the Town Centre.

Although the parking and access to potable water have been provided, the Town is yet to establish a short term 24/48 hour parking area. The Town risks losing its status as an RV friendly town if an overnight parking area is not established.

Council is now requested to consider approving an identified parking area for this purpose.

Comment:

As Councillors are aware, the majority of reserves within the Town of Narrogin are committed to purposes which would not be compatible with the overnight parking of Recreational Vehicles. Notwithstanding this, three potential sites for the location of an overnight parking bay for self-contained Recreational Vehicles have been identified, which are described as follows:

- a) Railway Dam;
- b) Unallocated Public Open Space on Hale Street; and
- c) The most western portion of the Caravan Park.

Given the current lack of infrastructure at the Railway Dam, it is recommended that this area is currently not suitable for overnight parking. In order for this reserve to be made suitable, additional parking areas and other infrastructure such as lighting and bins would be required.

In terms of the Hale Street Reserve, this reserve is in close proximity to adjacent residential properties which has potential to lead to land use conflict. Furthermore the area is somewhat low lying and would also require additional infrastructure such as a crossover to Hale Street, internal driveway, lighting and bins.

In the author's opinion, the most suitable area is the western portion of the Narrogin Caravan Park. Caravan sites located within the most western portion are located outside of the 90m maximum radius to the existing ablution facilities and therefore in accordance with the relevant legislation are only suitable for self-contained accommodation.

Whilst the Town may in the future wish to construct self-contained accommodation in this section of the Caravan Park, no such plans have been considered at this time. Having regard to this, it is recommended that for the short to medium term (ie 3-5 years) Council utilise this portion of the caravan park for overnight parking.

Consultation:

- Chief Executive Officer – Aaron Cook,
- Manager of Recreation and Culture – Susan Guy
- Ms Helen Elliot from the Dryandra Country Visitors Centre.

Statutory Environment:

Caravan and Camping Ground Regulations.

Policy Implications:

Nil

Financial Implications:

By utilising the western portion of the caravan park for an overnight self-contained Recreational Vehicle Parking area, Council will avoid costs that would otherwise be incurred on the available alternative sites.

Strategic Implications:

As Councillors are aware, the Town of Narrogin has accepted funding which was used to establish a "Dump Point" for self-contained recreational vehicles. Although this 'dump point' was established adjacent to the Dryandra Country Visitors Centre, the Town is yet to establish an overnight parking area, which is a pre-requisite for the town being identified as an "RV" friendly town.

Location of the RV parking area within the Caravan Park grounds will allow drivers of such RV's to extend their stay beyond one night through payment of the required camping fees.

Voting Requirements:

Simple Majority.

Council Resolution: 0213.009

Moved: Cr Muller

Seconded: McKenzie

That Council

- 1) Approve the use of the most western portion of the Narrogin Caravan Park, being that portion of the land located outside of a 90m radius from the existing ablutions, for use as an temporary overnight parking area for Self Contained Recreational Vehicles; and
- 2) Give further consideration to the relocation of the overnight parking area to Railway Dam as part of the adoption of a comprehensive Management Plan for the reserve.

CARRIED 9/0

10.1.777 CLOSURE OF PEDESTRIAN ACCESS WAY BETWEEN SYDNEY HALL WALL AND DAGLISH STREETS

File Reference: 28.7.2
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 8th February 2013
Author: Director of Technical & Environmental Services

Attachments:

Nil.

Summary:

Council is requested to closing the Pedestrian Accessway located between Sydney Hall Way and Daghish Streets, Narrogin.

Background:

Previously the Town of Narrogin considered a request to close the existing pedestrian accessway connecting Sydney Hall Way to Daghish Street. Having regard to public objections, the Council resolved not to proceed with the closure.

More recently the owners of No 34 Daghish Street have formally requested that Council give further consideration to this matter on the following grounds:

- i) a range of damage has being inflicted on their property from persons using the laneway. This damage has included numerous broken windows and other damage to the home from rocks thrown from the laneway.
- ii) The owners have advised that there have been several occasions where members of the public have used the path to facilitate access to their property.

An investigation of the situation has been undertaken by the Director of Technical & Environmental Services. This investigation has confirmed that the majority of the Pedestrian Accessway does not legally exist. This issue is further discussed in the comment section below.

Comment:

Members of the public and Council staff alike have assumed that the Pedestrian Accessway between Sydney Hall Way and Daghish Streets was public land, particularly given the location of existing fencing. A detailed examination of plans and the titles of adjacent property has in fact confirmed that this is not the case, with the majority of the walkway being located on private property as shown overleaf.



As shown on the plan above, the eastern two thirds of the path is included within private land forming part of No 38 and 40 Williams Road.

Consultation:

Chief Executive Officer – Aaron Cook, Sargent Grant Pollard

Statutory Environment:

Pursuant to the transfer of land act, the Town of Narrogin may be able to claim those privately owned portions of the path as public land. To do so however, the Council must be able to prove that the public has had uninterrupted use of the land for a period exceeding 10 years. Additionally Council must be prepared to indemnify the Department of Land Administration against any future action from the private owners to seek compensation.

Policy Implications:

Nil

Financial Implications:

Council is currently directing members of the public over private land.

Strategic Implications:

The retention of Pedestrian Accessways is strongly recommended in most circumstances to ensure efficient movement of pedestrian traffic through the Town. However in this case, the Council does not legally have care and control of the land.

Furthermore the examination of plans of the area indicates that the location of this path provides little benefit in terms of shortening pedestrian movements.

Voting Requirements:

Simple Majority.

Moved: Cr Russell

Seconded: Cr Muller

Council Resolution: 0213.010

A That Council:

- 1) advertise the fact that the access way between Sydney Hall Way is in fact located on private property and that Council intends to close the laneway.
- 2) Pursuant to the requirements of the Transfer of Land Act and Land Administration Act, advertise its intent to close that portion of public access way located at the western end of the access way.

B. A further report be prepared for Council consideration follow the close of advertising.

CARRIED 9/0

Council Resolution: 0213.011

Moved: Cr Russell

Seconded: Cr Madson

That Council:

Resume Standing Orders No 9.1, 9.5 and 9.6.

CARRIED 9/0

10.2.949 Ordinary Council meeting Dates

File Reference:

Disclosure of Interest: Mr Aaron Cook
Applicant: Chief Executive Officer
Previous Item Nos:

Date: 7th February 2013
Author: Mr Aaron Cook - Chief Executive Officer

Attachments: Nil

Summary:

It is proposed for Council to adopt its Meeting dates for the 2013 Calendar year as is required so that these can be advertised to the community.

Background:

It is required under the Local Government Act that the Meeting Dates be adopted and advertised by Council to advise the ratepayers and community

Comment:

Council is aware that the meeting dates must be advertised at least once a year to notify the general public and ratepayers of the dates. IT is proposed that the dates for the 2013 year be advertised as follows:

2013 Ordinary Council Meeting Dates

- 12th and 26th February
- 12th and 26th March
- 9th and 23rd April
- 14th and 28th May
- 11th and 25th June

“Please note that should the Local Government amalgamation occur the meeting dates after the 25th June 2013 may change and will be required to be readvertised.”

- 9th and 23th July
- 13th and 27th August
- 10th and 24th September
- 8th and 22nd October
- 12th and 26th November
- 17th December (Christmas Period One Meeting Only)

Consultation: - Nil

Statutory Environment:

- Section 12 of the Local Government Administrative Regulations 1996.

Policy Implications: - Nil

Financial Implications: - Nil

Strategic Implications: - Nil

Voting Requirements: - Simple Majority

Council Resolution: 0213.012

Moved: Cr Madson

Seconded: Cr Archibald

That Council:

Adopt the Ordinary Council Meeting Dates for the 2013 year and advertise as follows:

2013 Ordinary Council Meeting Dates

- 12th and 26th February
- 12th and 26th March
- 9th and 23rd April
- 14th and 28th May
- 11th and 25th June

“Please note that should the Local Government amalgamation occur the meeting dates after the 25th June 2013 may change and will be required to be readvertised.”

- 9th and 23th July
- 13th and 27th August
- 10th and 24th September
- 8th and 22nd October
- 12th and 26th November
- 17th December (Christmas Period One Meeting Only)

CARRIED 9/0

10.2.950 NOVEMBER 2012 – MONTHLY FINANCIAL REPORT

File Reference: 12.8.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 19th December 2012
Author: Ashleigh Nuttall - Senior Finance Officer

Attachments: Statement of Financial Activity
Notes to the Statement of Financial Activity
Report on Major Variances

Summary:

Adoption of the November 2012 monthly financial report

Comments:

Nil

Consultation: Nil

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

Policy Implications: Nil

Financial Implications: All expenditure had been approved via adoption of the 2012/2013 Annual Budget, or resulting from a Council Motion for a budget amendment

Strategic Implications: Nil

Voting Requirements: Simple Majority

OFFICER'S RECOMMENDATION

That Council: Receive the November 2012 Financial Reports

ALTERNATIVE MOTION

That Council

Council Resolution: 0213.013

Moved: Cr Archibald

Seconded: Ballard

That Council: Receive the November 2012 Financial Reports

CARRIED 9/0

Town of Narrogin
MONTHLY FINANCIAL REPORT
For the Period Ended 30 November 2012

TABLE OF CONTENTS

Statement of Financial Activity	
Note 1	Significant Accounting Policies
Note 5	Major Variances

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

Town of Narrogin
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 November 2012

Note	Revised Annual Budget (a)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
	\$	\$	\$	\$	%	
Operating Revenues						
Governance	5,150	2,146	8,746	6599.96	75.46%	
General Purpose Funding	701,688	292,370	264,347	-28022.69	-10.60%	
Law, Order and Public Safety	161,289	67,204	46,530	-20673.59	-44.43%	
Health	6,432	2,680	3,281	601.18	18.32%	
Education and Welfare	1,269,570	528,980	637,980	108992.85	17.08%	
Housing	50	21	200	179.17	89.59%	
Community Amenities	843,401	351,417	542,329	190911.77	35.20%	▲
Recreation and Culture	2,077,459	865,608	379,375	-486232.72	-128.17%	▼
Transport	235,457	98,107	548	-97558.81	-17793.94%	▼
Economic Services	355,196	147,998	152,631	4632.86	3.04%	
Other Property and Services	37,600	15,667	9,526	-6140.38	-64.46%	
Total (Excluding Rates)	5,693,292	2,372,205	2,045,495	-326710.40		
Operating Expense						
Governance	-771,116	-321,298	-265,309.56	55989	21.10%	
General Purpose Funding	-145,504	-60,627	-38090.78	22536	59.16%	
Law, Order and Public Safety	-281,472	-117,280	-106493.90	10786	10.13%	
Health	-92,199	-38,416	-21657.12	16759	77.38%	
Education and Welfare	-131,407	-54,620	-528574.12	17845	3.38%	
Housing	-51	-21	18013.01	18034	-100.12%	
Community Amenities	-820,009	-341,670	-285750.63	55920	19.57%	
Recreation and Culture	-2,716,258	-1,131,774	-985574.12	146200	14.83%	
Transport	-1,146,886	-477,869	-382457.85	95411	24.95%	
Economic Services	-414,210	-172,588	-158217.47	14370	9.08%	
Other Property and Services	-38,319	-15,966	7395.95	23362	-315.88%	
Total	-7737431.00	-3223929.59	-2746716.59	477,213		
Funding Balance Adjustment						
Add back Depreciation	968,400	242,100	0.00	-242100	-100.00%	▼
Adjust (Profit)/Loss on Asset Disposal	25,240	6,310	0.00	-6310	-100.00%	
Adjust Provisions and Accruals				0		
Net Operating (Ex. Rates)	-1050499	-603315	-701222.00	-97907		
Capital Revenues						
Proceeds from Disposal of Assets	116,700	48,625	0	-48625	-100.00%	▼
Proceeds from New Debentures	851,386	354,744	0.00	-354744	-100.00%	▼
Proceeds from Sale of Investments			0.00	0		
Proceeds from Advances			0.00	0		
Self-Supporting Loan Principal			0.00	0		
Transfer from Reserves	534,164	222,568	0	-222568	-100.00%	▼
Total	1,502,250	625,938	0	-625938		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	-1571230	-654679.17	0	654679	100.00%	▼
Plant and Equipment	-746015	-310639.58	0	310840	100.00%	▼
Furniture and Equipment	-489202	-203834.17	0	203834	100.00%	▼
Infrastructure Assets - Roads	-312800	-130333.33	0	130333	100.00%	▼
Infrastructure Assets - Other	-92293	-38455.42	0	38455	100.00%	▼
Purchase of Investments				0		
Repayment of Debentures	55736	23223.33		-23223	100.00%	
Advances to Community Groups				0		
Transfer to Reserves	-173382	-72242.50	0	72,243	100.00%	▼
Total	-3329186	-1387161	0	1,387,161		
Net Capital	-1826936	-761223	0	761223		
Total Net Operating + Capital						
	-2877435	-1364538	-701222	663316		
Rate Revenue						
Rate Revenue	2583609	2583609	2847095	263486	9.25%	
Opening Funding Surplus(Deficit)	137778	137778	137778	0	0.00%	
Closing Funding Surplus(Deficit)						
	-156048	1356849	2283651	926802		

Town of Narrogin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2012

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are:

(a) **Basis of Accounting**

The budget has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government 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.

The budget 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.

(b) **The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.

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

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears at Note 16 to this budget document.

(c) **2011/12 Actual Balances**

Balances shown in this budget as 2011/12 Actual are as forecast at the time of budget preparation and are subject to final adjustments.

(d) **Rounding Off Figures**

All figures shown in this budget, other than a rate in the dollar, are rounded to the nearest dollar.

(e) **Rates, Grants, Donations and Other Contributions**

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

(f) **Goods and Services Tax**

Revenues, expenses and assets capitalised are stated net of any GST recoverable.

Receivables and payables in the statement of financial position are stated inclusive of applicable GST. 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.

(g) **Superannuation**

The Council contributes to a number of superannuation funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

Town of Narrogin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) **Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities on the statement of financial position.

(i) **Trade and Other Receivables**

Collectibility 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.

(j) **Inventories**

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

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

Revenue arising from the sale of property is recognised in the statement of comprehensive income as at the time of signing an unconditional contract of sale.

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

(k) **Fixed Assets**

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial Recognition

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 Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the statement of comprehensive income in the period in which they are incurred.

Town of Narrogin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Fixed Assets (Continued)

Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases in the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised as profit or loss.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, 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.

Land Under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst this treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

Depreciation of Non-Current Assets

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

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Town of Narrogin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Fixed Assets (Continued)

Depreciation of Non-Current Assets (Continued)

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

Buildings & Community Facilities	40 to 60 years
Furniture and Equipment	5 to 10 years
Plant and Equipment	5 to 6 years
Sealed roads and streets	
formation	30 years
pavement	30 years
seal	
- bituminous seals	30 years
- asphalt surfaces	30 years
Gravel roads	
formation	30 years
pavement	30 years
gravel sheet	30 years
Formed roads (unsealed)	
formation	30 years
pavement	30 years
Footpaths - slab	30 years
Water supply piping & drainage systems	30 years
Sports grounds, parks and gardens	70 years

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

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

Gains and losses on disposals are determined by comparing proceeds with with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

Capitalisation Threshold

Expenditure on items of plant, property and equipment under \$1,000 is not capitalised.

Infrastructure expenditure on items under \$1,500 is also not capitalised.

Town of Narrogin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or at cost.

Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments;
- (c) plus or minus the cumulative amortisation of the difference, if any, between
- (b) less any reduction for impairment.

The effective interest rate method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

Town of Narrogin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Financial Instruments (Continued)

Classification and Subsequent Measurement (Continued)

(i) Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets, are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable.

They are subsequently measured at fair value with changes in such fair value (ie gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to the asset previously recognised in other comprehensive income, is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets where they are expected to be sold within 12 months after the end of the reporting period. All other financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified into profit or loss at this point.

Town of Narrogin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Financial Instruments (Continued)

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Council no longer has any significant continued involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expire. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(m) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (eg AASB 116). Any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(n) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(o) Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for the benefits. In determining the liability, consideration is given to the employee wage increases and the probability the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity matching the expected timing of cash flows.

(p) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

Town of Narrogin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Provisions

Provisions are recognised when:

- a) the Council has a present legal or constructive obligation as a result of past events;
- b) for which it is probable that an outflow of economic benefits will result; and
- c) that outflow can be reliably measured.

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

(r) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is

(s) Comparative Figures

Where required, comparative figures have been adjusted to conform with

(t) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this budget

Town of Narrogin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2012

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.1 OPERATING REVENUE (EXCLUDING RATES)

GOVERNANCE

GENERAL PURPOSE FUNDING

LAW, ORDER & PUBLIC SAFETY

HEALTH

EDUCATION & WELFARE

HOUSING

COMMUNITY AMENITIES

Rubbish charges will be higher at the beginning of the year as this is when the rates due date is set

RECREATION & CULTURE

Various grant funding is yet to be received

TRANSPORT

Royalties for Regions funding has not been received

Regional road group funding has not been received

ECONOMIC SERVICES

OTHER PROPERTY & SERVICE

5.2 OPERATING EXPENSE

GOVERNANCE

GENERAL PURPOSE FUNDING

LAW, ORDER & PUBLIC SAFETY

HEALTH

EDUCATION & WELFARE

HOUSING

COMMUNITY AMENITIES

RECREATION & CULTURE

TRANSPORT

ECONOMIC SERVICES

OTHER PROPERTY & SERVICE

Town of Narrogin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2012

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.3 CAPITAL REVENUE

5.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS

5.3.2 PROCEEDS FROM DISPOSAL OF ASSETS

5.3.3 PROCEEDS FROM NEW DEBENTURES

Loan from WA Treasury Corp has yet to be taken out

5.3.4 PROCEEDS FROM SALE OF INVESTMENT

5.3.5 PROCEEDS FROM ADVANCES

5.3.6 SELF-SUPPORTING LOAN PRINCIPAL

5.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

Transfers are yet to be completed

5.4 CAPITAL EXPENSES

5.4.1 LAND HELD FOR RESALE

5.4.2 LAND AND BUILDINGS

Capital works have yet to be completed

5.4.3 PLANT AND EQUIPMENT

Capital works have yet to be completed

5.4.4 FURNITURE AND EQUIPMENT

Capital works have yet to be completed

5.4.5 INFRASTRUCTURE ASSETS - ROADS

Capital works have yet to be completed

5.4.6 INFRASTRUCTURE ASSETS - OTHER

5.4.7 PURCHASES OF INVESTMENT

5.4.8 REPAYMENT OF DEBENTURES

5.4.9 ADVANCES TO COMMUNITY GROUPS

5.4.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)

5.4.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

Transfers have yet to be completed

5.5 OTHER ITEMS

5.5.1 RATE REVENUE

Rates revenue will be high at the beginning due to full payments

5.5.2 OPENING FUNDING SURPLUS(DEFICIT)

10.2.951 Executive Residence Rental (CONFIDENTIAL)

File Reference:

Disclosure of Interest: Mr Aaron Cook

Applicant: Chief Executive Officer

Previous Item Nos: Various

Date: 7th February 2013

Author: Mr Colin Bastow - Director of Corporate and Community Services

Note: This item has been excluded from the minutes as it contains confidential matters pertaining to a staff.

11. ELECTED MEMBER'S MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Council Resolution: 0213.015

Moved: Cr Muller

Seconded: Cr McKenzie

That Council:

Nominate the following Elected Members to the Development Assessment Panel.

Nominated Member 1: Don Ennis, Mayor

Alternative Local Member 1: Cr Ballard

Nominated Member 2: Cr Madson

Alternative Local Member 2: Cr Russell

CARRIED: 9/0

13. CLOSURE OF MEETING

The meeting closed at 9:22pm