



**MINUTES
ORDINARY COUNCIL MEETING**

20 DECEMBER 2017

These minutes were confirmed at the Ordinary Council Meeting held on 28 February 2018.

Signed:  Date 28/2/18
(Chairperson at the meeting at which minutes were confirmed)

Council Minutes are 'Unconfirmed' until they have been adopted at the following meeting of Council.

DISCLAIMER

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

Please note that meetings are recorded for minute taking purposes.

ORDINARY COUNCIL MEETING MINUTES 20 DECEMBER 2017

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7.02 pm – President Ballard declared the meeting open.

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

Elected Members

Mr L Ballard – Shire President
Cr T Wiese – Deputy Shire President
Cr C Ward
Cr N Walker
Cr P Schutz
Cr M Fisher
Cr C Bartron
Cr B Seale
Cr G Ballard

Staff

Mr A Cook – Chief Executive Officer
Mr A Awang – Executive Manager Development & Regulatory Services
Mr T Evans – Executive Manager Technical & Rural Services
Mr F Ludovico – Executive Manager Corporate & Community Services
Ms C Thompson – Executive Assistant

Visitors

Ms T Beaton – Narrogin Residents & Ratepayers Association

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

3.1 Financial

Cr Schutz declared an interest in item 10.1.122. The nature of his interest was Financial.

Cr Fisher declared an interest in item 10.1.122. The nature of his interest was Financial.

3.2 Proximity

The CEO declared an interest in item 10.1.124. The nature of his interest was Proximity.

Cr Walker declared an interest in item 10.2.126. The nature of his interest was Proximity.

Cr Wiese declared an interest in item 10.2.127. The nature of his interest was Proximity.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

7:04 pm – Public Question time commenced

Mrs Toni Beaton

1. Summary of Question

Mrs Beaton enquired as to the date of the Annual Electors' meeting.

Summary of Response

The President responded by indicating that the matter will be discussed in the current agenda.

7:05 pm – The President declared Public Question Time closed and noted that no questions have been taken on notice.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION 1217.138 OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Wiese

That Council:

Accept the minutes of the Ordinary Council Meeting held 22 November 2017 and they be confirmed as an accurate record of proceedings.

CARRIED 9/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

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10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.121 LOCAL DEVELOPMENT PLAN – LOT 31 GREAT SOUTHERN HIGHWAY, DUMBERNING

File Reference:	A65
Disclosure of Interest:	Nil
Applicant:	Harley Dykstra
Previous Item Nos:	Item 10.1.108 – 13 September 2016, Item 10.1.102 – 25 October 2017
Date:	4 December 2017
Author:	Azhar Awang – Executive Manager Development & Regulatory Services
Authorising Officer:	Aaron Cook – Chief Executive Officer

Attachments

- Attachment 1 – Locality Plan
- Attachment 2 – Local Development Plan
- Attachment 3 – Schedule of Submissions

Summary

Council is requested to consider the proposed Local Development Plan (LDP) for Lot 31 Great Southern Highway, Dumberning for the creation of 33 lots after the advertising period for public comments has closed. The proposal is to create a “Special Use” zone comprising of Special Rural, Rural Enterprise and Industrial zones to provide for a range of lots in a rural environment where people can live and may work on the same property.

Background

The above proposal was previously considered by Council at its meeting held on 25 October 2017, whereby Council resolved as follows:

That Council:

1. *Advertise the proposed Local Development Plan (LDP) at Lot 31 Great Southern Highway, Narrogin in accordance with clause 50 of the Planning and Development (Local Planning Scheme) Regulations 2015 for a period of 14 days.*
2. *After the closing date of submission period all, submissions are to be assessed and presented at the next available Council meeting for further consideration.*
3. *The applicant be advice to pay the planning fee to the amount of \$2700 prior to undertaking advertising.*

The proposal was advertised in the local paper, Shire of Narrogin’s website and letters were sent to adjoining and affected land owners as well as relevant stakeholders. The closing date

was 16 November 2017 and five conforming submissions were received. A copy of the submissions are included in the attached schedule of submissions (Attachment 3).

The applicant has also provided their response to the comments received and has included additional provisions in the LDP to reflect these changes. These include Provision No.2 and No. 13 which is for the provision of a rainwater tank in the event that reticulated water is deemed unfeasible and for stormwater management.

Comment

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

- The traversing of an existing 220kv overhead transmission line within the subject property.
- Provision for the proposed lots to be connected to a reticulated potable water supply.
- Main Roads WA is not supportive of direct access onto the Great Southern Highway.
- Requirement of a Bushfire Management Plan in accordance with State Planning Policy (SPP) 3.7 – Planning in Bush Fire Prone Areas.
- Provision of Local Water Management Strategy.

In response to the issues raised by the relevant agencies during the submission period, the following comments are provided to address these issues.

The traversing of an existing 220kv overhead transmission line.

It is recommended that no building or structures shall be permitted within the designated easement which will be imposed as a condition of approval at the subdivision stage. At the LDP stage the plan shows the alignment of the easement and noted that no building envelope is located within the easement of the overhead transmission line.

Provision for the proposed lots to be connected to a reticulated potable water supply.

Water Corporation, in its submission, stated that the subject land is located approximately 2.5-3 kilometres south of the Narrogin town site and that the subject site is well outside the Water Corporation water planning zone. The existing water main, whilst in close proximity, does not have the capacity to supply water to the proposed site.

It is recommended by the Water Corporation that the LDP provisions be modified to provide alternative arrangements for water supply by rain water tanks or bores. This would be considered satisfactory for residential development, however in the proposed LDP, the proposal includes Industrial uses and therefore will require reticulated water supply to be provided or an approved alternative supply.

The applicant in its response proposed to amend the provisions in the LDP by introducing a new provision (No 2) whereby in the event that reticulated water supply is deemed unfeasible, dwellings should be provided with rainwater tanks that have a minimum capacity of 90,000 litres. As mentioned previously a rainwater tank as an alternative water supply is considered reasonable in 'Special Rural' or 'Rural Enterprise' zones where a dwelling is constructed.

However, the provision of rainwater tank for the supply of water for industrial developments will not be suitable as the primary water supply.

In these regards, it is recommended that an engineering solution be investigated to address the issue of reticulated potable water supply for Industrial sites within the subject property prior to considering a subdivision application.

Main Roads WA is not supportive of direct access onto the Great Southern Highway.

The proposed LDP is to design a loop road accessing onto the Great Southern Highway to service the 'Special Rural' and 'Rural Enterprise' precincts. The Industrial Precinct proposed to be accessed via Wanerie Road.

Main Roads WA in its submission did not support any future development seeking access off the Great Southern Highway and the only access recommended is via Wanerie Road. This is due to the road geometry and topography of Great Southern Highway. This section of the Great Southern Highway adjoining the LDP site would result in decreased safety and efficiency for all road users.

The applicant in its response stated that the LDP comprised of three super lots servicing the different precincts and to only provide access via Wanerie Road approximately 1 kilometre in length is considered unreasonable. As the property is within a Bush Fire Prone Area, one access point via Wanerie Road would be a fire risk and the creation of cul-de-sac with maximum length of 200-600 metres is not recommended. According to the applicant the proposed road access onto Great Southern Highway would provide clear sightlines with a sight distance of 200m to the north and 400m sight distance from the intersections.

Condition 16 under Schedule 3 of the Former Shire of Narrogin Town Planning Scheme—'Special Use' zones which has been recently endorsed by the Western Australian Planning Commission (WAPC), states that no lots shall have direct access onto Great Southern Highway or Wanerie Road and that access shall be restricted to a local access road. The proposed LDP show that no new lots have direct access onto the Great Southern Highway and Wanerie Road as access is via a local access loop road onto Great Southern Highway and Wanerie Road. There is however, an existing Lot 21 that already has an existing direct access onto Great Southern Highway.

Condition 17 under Schedule 3 of the Former shire of Narrogin Town Planning Scheme, further states that access points shall be designed, approved and constructed to Main Roads WA specifications. This will require the applicant to provide the design drawing of the intersection to Great Southern Highway and Wanerie Road for Main Roads WA approval.

Requirement of a Bushfire Management Plan in accordance with State Planning Policy (SPP) 3.7 – Planning in Bush Fire Prone Areas.

The subject land falls within the Bush Fire Prone Areas classification and therefore a Bush Fire Management Plan is required to be submitted in accordance with *State Planning Policy (SPP) 3.7 – Planning in Bush Fire Prone Areas*. The SPP 3.7 outlines the need for a Bush Fire Management Plan to be prepared at strategic Planning proposals, subdivision and development applications.

Although the Bush Fire Management Plan has not been prepared at this stage, condition 5 of the Provisions in the LDP makes reference that a Bush Fire Management Plan addressing the whole site which will be prepared and submitted for consideration at the first stage of subdivision application.

On the basis that there is a notification in the LDP regarding the Bush Fire Management Plan being prepared for the whole site at stage one of the subdivision application, it is recommended to support the submission of the Bush Fire Management Plan at the subdivision application stage.

Provision of Local Water Management Strategy.

The Department of Water and Environmental Regulation (DWER), noted the requirement for the provision of Schedule 3 – Special use zones under conditions 1(i) *the provision of potable reticulated water and onsite wastewater disposal* and condition 1(x) *Areas of low capability for onsite effluent disposal*.

The requirement for potable reticulated water and onsite waste water disposal are included under the Provisions of the LDP. This can be dealt with at the subdivision stage as a condition of approval. In regards to the onsite effluent disposal system, this can also be dealt at subdivision stage. It should also be noted that onsite effluent disposal for industrial uses is approved by the Department of Health.

The DWER has also indicated that a Local Water Management Strategy is not required due to the low density development and relatively minimal change to impervious nature of the subject site. It is however recommended by the DWER that stormwater is managed within the site in accordance with the Stormwater Management Manual of WA (DoW 2004-7) and the Draft Government Sewerage Policy (DPLH 2016).

In response to the submission by the Department, the applicant has included a provision in the LDP (No 13) that stormwater is to be treated in accordance with the requirements of the “Stormwater Management Manual of WA (DoW 2004-7) and ‘Decision Process for Stormwater Management in WA.

It is recommended to support the inclusion of Provision No 13 in the LDP to include the requirement for stormwater to be treated in accordance with the Stormwater Management Manual of WA (DoW 2004-7) and the Draft Government Sewerage Policy (DPLH 2016). Furthermore, condition 5 of Schedule 3 – Special Use zones require the effluent disposal system to be to the satisfaction of the local government and the Department of Health.

The above matters raised by the relevant agencies can be addressed at the subdivision or development stage. Based on this assessment, it is recommended that Council approve the attached Local Development Plan.

Consultation

- Public Advertising was undertaken in accordance with clause 50 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days with public submissions closing on 16 November 2017.
- During the submission period, five submissions were received and a copy of the submissions received is included in the schedule of submission (Attachment 3).

Statutory Environment

Planning and Development (Local Planning Schemes) Regulations 2015. – Part 6 – Local Development Plans

Policy Implications

Nil

Financial Implications

A Planning fee of \$2700 has been paid by the applicant for the assessment and advertising of the Local Development Plan.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.3 Growth in revenue opportunities
Strategy:	1.1.1 Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1217.139 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

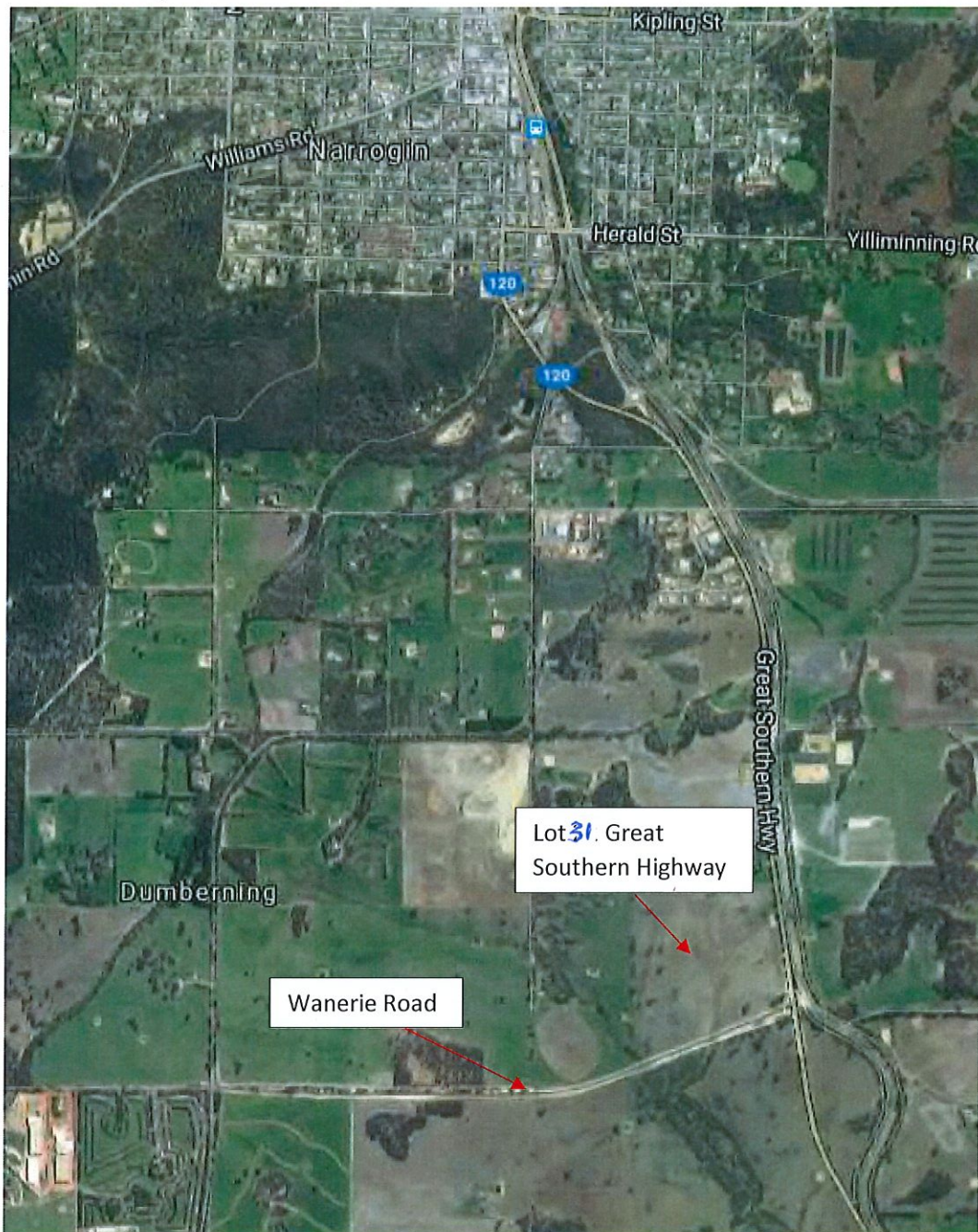
Seconded: Cr Ward

That Council:

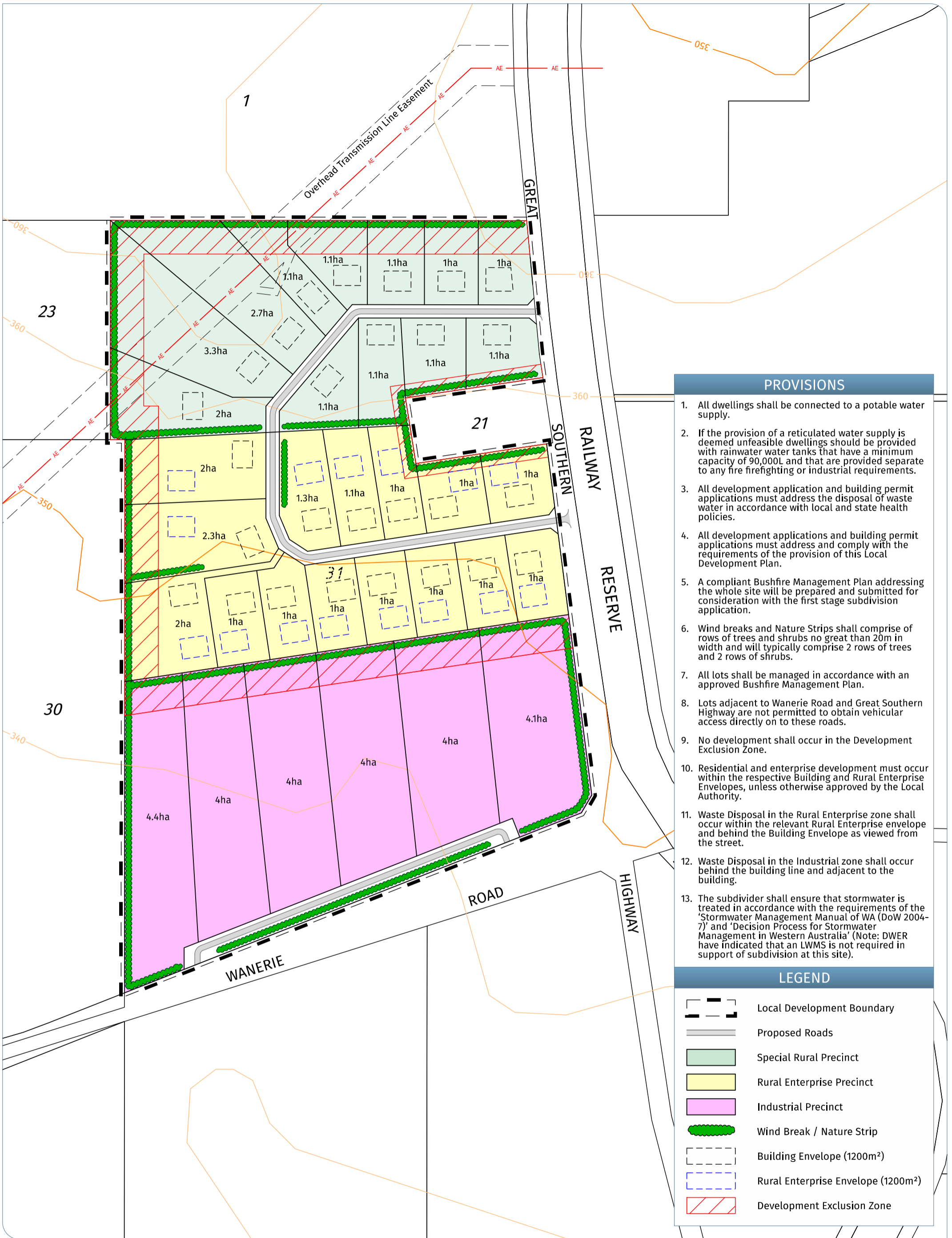
1. Approve the Local Development Plan at Lot 31 Great Southern Highway, Dumberning for the creation of 33 lots for the purpose of "Special Use zones" incorporating, Special Rural, Rural Enterprise and Industrial Precincts.
2. Publish the approved Local Development Plan in accordance with clause 55 Schedule 2 Part 6 of the Planning and Development (Local Planning Schemes) Regulations 2015.
3. Forward a copy of the endorsed Local Development Plan to the Western Australian Planning Commission.
4. Advise the applicant, submitters and affected landowners of Council's decision.

CARRIED 9/0

Commonly-used abbreviations:	
LDP	Local Development Plan
SPP	State Planning Policy
WAPC	Western Australian Planning Commission
DWER	Department of Water and Environmental Regulation



Attachment 1 – Locality Plan



PROVISIONS

1. All dwellings shall be connected to a potable water supply.
2. If the provision of a reticulated water supply is deemed unfeasible dwellings should be provided with rainwater water tanks that have a minimum capacity of 90,000L and that are provided separate to any fire firefighting or industrial requirements.
3. All development application and building permit applications must address the disposal of waste water in accordance with local and state health policies.
4. All development applications and building permit applications must address and comply with the requirements of the provision of this Local Development Plan.
5. A compliant Bushfire Management Plan addressing the whole site will be prepared and submitted for consideration with the first stage subdivision application.
6. Wind breaks and Nature Strips shall comprise of rows of trees and shrubs no great than 20m in width and will typically comprise 2 rows of trees and 2 rows of shrubs.
7. All lots shall be managed in accordance with an approved Bushfire Management Plan.
8. Lots adjacent to Wanerie Road and Great Southern Highway are not permitted to obtain vehicular access directly on to these roads.
9. No development shall occur in the Development Exclusion Zone.
10. Residential and enterprise development must occur within the respective Building and Rural Enterprise Envelopes, unless otherwise approved by the Local Authority.
11. Waste Disposal in the Rural Enterprise zone shall occur within the relevant Rural Enterprise envelope and behind the Building Envelope as viewed from the street.
12. Waste Disposal in the Industrial zone shall occur behind the building line and adjacent to the building.
13. The subdivider shall ensure that stormwater is treated in accordance with the requirements of the 'Stormwater Management Manual of WA (DoW 2004-7)' and 'Decision Process for Stormwater Management in Western Australia' (Note: DWER have indicated that an LWMS is not required in support of subdivision at this site).

LEGEND

- Local Development Boundary
- Proposed Roads
- Special Rural Precinct
- Rural Enterprise Precinct
- Industrial Precinct
- Wind Break / Nature Strip
- Building Envelope (1200m²)
- Rural Enterprise Envelope (1200m²)
- Development Exclusion Zone

LOCAL DEVELOPMENT PLAN

Lot 31 Great Southern Highway,
NARROGIN

Shire of Narrogin

Plan No. | 20377-08E
Date | 30/11/17
Drawn | BdR
Checked | CP
Revision | E

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Scale | 1:5000@A3



Minutes Ordinary Council Meeting 20 December 2017
NOTE: This plan has been prepared for printing purposes. Areas, contours and dimensions shown are subject to survey.

Harley Dykstra
PLANNING & SPATIAL SOLUTIONS

Submission s	Comment	Consultants Response	Officer's Comments
Western Power	Western Power has an existing 220kV overhead transmission line and associated easement that traverses the north western portion of the Lot. Western Power would require the existing easement to be registered on the titles of the new Lots created at subdivision stage.	These comments are noted, and accepted. It is not envisaged that the land within the existing easement would be utilised contrary to the requirements of that easement. As noted, detailed power design can occur at subdivision stage.	Requirement of an Easement is to be noted at Subdivision stage.
	All activities within the registered easement must comply with the conditions outlined within the existing registered easement document. Any proposed use or activity which is inconsistent with those registered easement conditions are to be submitted to Western Power for approval prior to commencement. This includes any re-vegetation within the easement area. Western Power does not support a building envelope within the registered easement area. All buildings and structures should be located outside of the easement area.		Comments to be included in the LDP Provisions that no structures or any buildings or are to be located within the Western Power easement without prior consent from Western Power.
	Lot 22 also contains high voltage distribution assets. The undergrounding and/ or relocation of the distribution assets may be required to be facilitated by the customer in accordance with the statutory planning process.		This requirement will be considered at subdivision stage as a condition of approval.
	Detailed assessment will be required at the subdivision / development application stage in accordance with Western Power's standard processes to determine distribution augmentation requirements for future development.		This requirement can be imposed at subdivision stage.

	Any proposed development or subdivision application interfacing with network assets shall be referred to Western Power for comment.		Noted.
Water Corporation	It is noted that the LDP provisions include a requirement for the proposed lots to be connected to a reticulated, potable water supply. The subject land is located approximately 2.5 to 3km south of the Narrogin townsite water scheme. The site is well outside the Water Corporation's water planning zone. The nearest water main on Mellons Road to the south-east of the site is a small diameter (58mm) farmlands water reticulation main that serves several rural customers to the east and south of Narrogin. This main does not have the capacity to supply the proposed subdivision of Lot 31.	The comments from the Water Corporation are noted. In response, the LDP has been amended to ensure that flexibility is provided to the developer, in accordance with the suggestion of WC. Specifically, the first provision has been modified to indicate that dwellings should be connected to a potable water supply (note this doesn't mean it must be reticulated).	The applicant will need to investigate other method of providing reticulated potable water within the subdivision area.
	The proponents will need to undertake engineering investigations in consultation with the Water Corporation to determine if and how water mains can be extended to the site. The LDP provisions should be modified to provide for alternative arrangements for water supply (rainwater tanks, bores) in the event that it is not feasible to extend a water main off the townsite scheme.	Further, a new provision has been added that provides for a scenario where the provision of reticulated water is not feasible. In place of a reticulated supply, a 90,000L water tank can be provided, as a minimum, separate to fire fighting and industry requirements.	Refer to the above comment.

	<p>There is a private water service pipe that extends from the Mellons Rd water main northwards across Lot 31 to provide a water service to the farmhouse on Lot 21 (HN18522). The water service pipe is contained within a private easement, as shown on the attached plan. As part of the subdivision of Lot 31, the developer will need to accommodate the water service in the subdivision design, or relocate the water service to a road reserve.</p>	<p>Comments in relation to the repositioning of the water main service to Lot 21 are noted.</p>	<p>Applicant to note existing water pipe easement to existing farm house and to investigate to accommodate the existing situation, either by relocating existing services or creating an easement which will require the building envelopes to be modified as not have any structure or building above the easement..</p>
<p>Main Roads WA</p>	<p>Main Roads has previously provided comments to the Western Australian Planning Commission (WAPC) in December 2016 regarding the Proposed Amendment No. 5 of the Shire of Narrogin Town Planning Scheme regarding Lot 31. Main Roads advised WAPC that it will not approve/support any future development proposal of this nature seeking access off M031 (Great Southern Highway).</p>	<p>MRWA Advice is noted. In response, it should be clear that the process of rezoning has effectively resulted in 3 super lots across the site given the different zoning and land use precincts gazetted by the scheme amendment. Therefore, it is considered unreasonable to suggest that access to the whole lot, which is a very large lot that is more than 1.1km long, should be achieved from the Wanerie road frontage. Each zoning and land use precinct exists in its</p>	<p>Condition 16 and 17 under Schedule 3 – Special Use zones in the scheme area states no lot shall have direct access onto Great Southern Highway or Wanerie Road. Access shall be restricted to local access roads. Access points shall be designed approved and constructed to Main Roads WA. The LDP</p>

		<p>own right, which is why one access point to each precinct has been proposed from the existing road network.</p>	<p>shows that there are no lots that have direct access onto Great Southern Highway or Wanerie Road and access is via an internal road system connected to the Great Southern Highway and Wanerie Road.</p>
	<p>Western Australian Planning Commission (WAPC) Planning Policy No. DC 5.1 Regional Roads (Vehicular Access) Clause 3.3.2 states <i>“Where alternative access is or could be made available from side or rear streets or rights of way, no access shall be permitted to the regional road.”</i></p>	<p>Secondly, the MRWA suggestion to limit access from Wanerie Road only would create issues from a Bushfire Compliance perspective. Given that State Planning Policy 3.7 (SPP 3.7) states that cul-de-sacs are generally to be avoided in Bushfire Prone Areas (such as this), it would be unreasonable to create an unsafe outcome whereby access is only achieved to Wanerie Road. Wanerie Road could also be more than 1.2km from the lots in the northern part of the site which is much greater than the 200m or even 600m maximum cul-de-sac lengths allowed under SPP 3.7. In short, imposing this requirement would</p>	<p>Refer to above comment.</p>

		render the eventual development manifestly non-compliant with SPP 3.7. It is generally recognised that State Planning Policies are higher order documents than Development Control Policies (such as the one referenced by MRWA in their submission), and as such the requirements of SPP 3.7 should take precedence over DC 5.1.	
	Main Roads will not approve/support the Local Development Plan for Lot 31 Great Southern Highway as proposed with access through two new intersections off M031 (Great Southern Highway). Main Roads recommends that the layout of the lots within the proposed subdivision be redesigned to ensure access off Wanerie Road.	Thirdly, the clause of DC Policy 5.1 referenced by MRWA has been included to ensure safety of motorists using the road network. The proposed entrances on to Great Southern Highway are situated such that there are good sightlines. The southernmost of the proposed intersection has a right turn sight line of approximately 200m to the north, whilst all other sightlines from both intersections are approximated to be greater than 400m.	Applicant to liaise with Main Roads WA regarding options for access to LDP via Wanerie Road only.
	The Great Southern Highway (Northam Cranbrook Road (M031)) in this location has a standard of road geometry and topography which generally does not offer acceptable access for new intersections. The creation of two new intersections onto M031 (Great Southern Highway) would result in a	Finally, imposing this requirement on development would mean that residents and visitors travelling to and from the Special Rural and Rural Enterprise Precincts	Noted. Applicant to review LDP regarding access via Wanerie Road only.

	decrease of the safety and efficiency for all road users.	would be required to travel through the industrial precinct, which is a very undesirable planning outcome. In this context, it is arguable that for the Special Rural and Rural Enterprise precincts there is no realistic alternative access available other than the Great Southern Highway.	
DFES	It is unclear from the documentation provided (LDP copy and Council Agenda Report) if the Shire of Narrogin (Shire) has applied <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</i> (SPP 3.7) to this proposal.	Advice from DFES is noted. In response to their comments it is noted that SPP 3.7 has been considered and that there isn't a need to prepare a BMP at this point in time.	The applicant proposed to provide the Bushfire Management plan at the subdivision stage. It is noted that the area is within the bush fire prone areas and it is recommended that the area of bush fire prone be shown on the LDP and a comment stipulating that the development in the area is subject to a Bush Fire Management Plan.
	Given the LDP seeks to rationalise the spatial extent of precincts within the subject site, the LDP provides an opportune mechanism for the coordination of bushfire risk to ensure that built form outcomes avoid any increase in the threat of	Secondly, as noted by DFES in their submission, SPP 3.7 indicates that BMP's should be required to accompany strategic planning proposals,	This will be outline in the Bush fire management plan for the area.

	bushfire to people, property and infrastructure.	subdivision and development applications. It does not indicate that they should be provided with LDPs, and as such it would be unreasonable to require one at this stage.	
	SPP 3.7 seeks to reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making <u>at all stages</u> of the planning and development process.	Secondly, as noted by DFES in their submission, SPP 3.7 indicates that BMP's should be required to accompany strategic planning proposals, subdivision and development applications. It does not indicate that they should be provided with LDPs, and as such it would be unreasonable to require one at this stage.	A Bush Fire management plan will be provided by the applicant prior to subdivision.
	A Bushfire Management Plan (BMP) is required to accompany strategic planning proposals, subdivision and development applications in areas above BAL-Low or areas with a bushfire hazard level above low (refer to clause 6.2b). A BMP includes the bushfire assessment, identification of the bushfire hazard issues arising from the relevant assessment and a clear demonstration that compliance with the bushfire protection criteria contained within Appendix 4 of these Guidelines, is or can be achieved.	Furthermore, the Shire can have assurance that lots are sufficiently wide enough and sized to ensure that dwellings can be constructed subject to a potential radiant heat level of BAL 29 or less upon the implementation of a Bushfire Management Plan. The subdivisional road layout also provides two ways of egress from all lots and the provision of water services ensures that the development can be	A Bush Fire Management Plan to be provided by the applicant prior to the consideration of the subdivision application.

		compliant that component of the policy as well. All of this indicates that should a BMP be prepared, it will be very likely to demonstrate compliance with SPP 3.7.	
	The BMP should be prepared as early as possible in the planning process and progressively refined or reviewed as the level of detail increases. The level of detail provided within a BMP should be commensurate with the applicable planning stage and scale of the proposal or application.	All that is necessary at this point is the provision of that certainty, which has been demonstrated above. The BMP can, therefore, be prepared in support of any subsequent subdivision application.	
	Should you apply SPP 3.7 then, we request the relevant information pursuant to this policy be forwarded to DFES to allow us to review and provide bespoke comment prior to the Shire's endorsement of the LDP.		The Bush Fire Management Plan can be provided at the Strategic level or at subdivision stage
DWER	The referral relates to conditions in the Shire of Narrogin Local Planning Scheme No. 2 (LPS2), in Schedule 3 - Special Use Zone 1. Condition No. 1 states that development of the land at Lot 31 Great Southern Highway (the subject site) shall be in accordance with an LDP approved by the local government.	DWER comments are noted, in particular, the fact that an LWMS is not required to support the subdivision application. A provision has been included on the updated LDP that addresses the stormwater requirements requested by DWER in their submission.	Noted.
	The LDP is to provide sufficient information to address certain requirements, including those of interest to DWER:		Water Corporation in its submission stated that the existing

	<p>1 (i) the provision of potable reticulated water and onsite wastewater disposal.</p> <p>1 (x) Areas of low capability for on-site effluent disposal.</p>		<p>water main does not have the capacity to water to the subdivision area and will require engineering investigation to the supply of water. Further investigation will be required to address the effluent disposal system for the Rural Enterprise Precinct and Industrial Precinct as the requirement for effluent disposal treatment is different. This need an engineering solution prior to the subdivision application being considered.</p>
	<p>Schedule 3 - Special Use Zone 1 - Condition No. 2 also states <i>“Prior to subdivision or development, a Local Water Management Strategy (LWMS) shall be prepared and approved by the local government on the advice of the Department of Water. Stormwater drainage shall be contained on-site to the satisfaction of the local government”</i>.</p> <p>DEWR has now reviewed the LDP in context of LPS2 and the conditions of Special Use Zone 1.</p>		<p>Noted that DWER does not consider it necessary to have a LWMS for this LDP.</p>

Schedule of Submissions – Local Development Plan

	<p>In view of the low density and relatively minimal change to impervious nature of the subject site, it is considered that that requirement for a Local Water Management Strategy (LWMS), as stipulated in the LPS, is not required.</p>		
	<p>It is worthy of note that an LWMS should be developed to support a Local Structure Plan, not prior to sub-division, and in accordance with 'Better Urban Water Management (WAPC 2008)', DWER (formerly Department of Water) is the approving agency, not the local government.</p> <p>Notwithstanding, DWER recommends that water resource aspects of the subject site be managed by the local government through consideration of the:</p> <ul style="list-style-type: none"> • 'Stormwater Management Manual of WA (DoW 2004-7)' and 'Decision Process for Stormwater Management in Western Australia (DWER 2017)' • Draft Government Sewerage Policy (DPLH 2016). 		<p>Schedule 3 requires the Local Water Management Strategy to be prepared prior to subdivision. It is noted that DWER requires the LWMS to be developed to support the LDP.</p>

7:09 pm – Cr Schutz & Cr Fisher declared an interest in the following item and left the meeting.

10.1.122 APPLICATION FOR ANNUAL RENEWAL – TEMPORARY MOBILE CONCRETE BATCHING PLANT – LOT 5 EARL STREET, NARROGIN

File Reference: A674
Disclosure of Interest: Nil
Applicant: Paul Sims
Previous Item Nos: Item 10.1.109 – 13 September 2016
Item 10.1.151 – 20 December 2016
Date: 29 November 2017
Author: Leigh Medlen – Planning Officer
Authorising Officer: Azhar Awang – Executive Manager Development & Regulatory Services

Attachments

- Attachment 1 – Locality Plan
- Attachment 2 – Copy of Minutes 20 December 2016
- Attachment 3 – Application for annual renewal

Summary

Council is requested to consider the annual renewal for the temporary mobile concrete batching plant at Lot 5 Earl Street, Narrogin.

Background

At the Ordinary Council Meeting held 20 December 2016, Council resolved to approve the temporary mobile concrete batching plant at Lot 5 Earl Street, Narrogin. At this meeting Council resolved to revoke its previous resolution of 13 September 2016 and upon endorsement by Council support the proposed development subject to the following conditions:

Grant Planning Approval for the proposed Temporary Mobile Concrete Batching Plant at Lot 5 Earl Street, Narrogin subject to the following conditions:

- 1. The approval is for a twelve (12) months period from the date of this approval and an annual extension to be considered by Council for up to five (5) years.*
- 2. All buildings and structures on site are to comply with the required boundary setbacks distances as stipulated in the Shire of Narrogin Town Planning Scheme No. 2 (The front setback shall be not less than 11 metres, the rear shall not be less than 10 metres, and the side setbacks shall not be less than 5 metres on one side).*
- 3. The applicant is to submit a dust management plan prior to commencing any work on site to the satisfaction of the Shires Chief Executive Officer and the Department of Environment and Regulation.*

4. *Parking bays and ground treatment are to be installed to the satisfaction of the Shire of Narrogin Chief Executive Officer within three months of the date of the Planning Approval prior to the commencement of operation.*
5. *All stormwater and drainage runoff is to be contained on site or connected to the Shires stormwater legal point of discharge prior to the commencement of operation.*
6. *The development approved shall be in accordance with the plans and specification submitted with the application and these shall not be altered or modified without the prior written approval of the Shire.*
7. *The premises shall be kept in a neat and tidy condition at all times to the satisfaction of the Shires Chief Executive Officer.*
8. *At the conclusion of the approved period, the Concrete Batching Plant is to be removed and the site rehabilitated to the satisfaction of the Shires Chief Executive Officer.*
9. *No onsite work or production of concrete shall commence without the written approval from the Department of Environmental Regulation.*
10. *If any of the conditions are not fulfilled or complied to, Council may revoke its consent or approval.*

Advice to the Applicant

1. *Compliance with the provisions of the Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998 Environmental Protection.*
2. *Compliance with the provisions of the Environmental Protection (Noise) Regulations 1997.*
3. *This is not a building licence for which a separate application is required.*
4. *The applicant be advised of the listing of the property as a potential contaminated site and will be required to comply with all obligations in relation to the declaration."*

The application was therefore considered in December 2016 and conditionally approved for a period of 12 months with a condition of yearly review.

On 31 October 2017 Shire of Narrogin Officers sent correspondence to the applicant to determine if they would be applying for an annual extension. On 8 November the applicant informed the Shire of Narrogin they wished to renew their application for the temporary mobile concrete batching plant for another 12 months.

Council is therefore requested to consider the annual renewal of the temporary mobile concrete batching plant as per condition one of the granted approval.

Comment

The request of the annual extension was therefore assessed against the conditions of approval upon which it was granted. A site inspection was undertaken on Thursday 30

November 2017 to assess if the original conditions of approval granted on 20 December 2016 had been complied and fulfilled to warrant an annual renewal. The following was found:

Condition of Approval	Officers Comments
1. The approval is for a twelve (12) months period from the date of this approval and an annual extension to be considered by Council for up to five (5) years.	Condition Fulfilled. The annual extension is currently being presented for Council's consideration, prior to the expiry of the 12 months upon which it was initially granted.
2. All buildings and structures on site are to comply with the required boundary setbacks distances as stipulated in the Shire of Narrogin Town Planning Scheme No. 2 (The front setback shall be not less than 11 metres, the rear shall not be less than 10 metres, and the side setbacks shall not be less than 5 metres on one side).	Condition Fulfilled. Front, side and rear setbacks have been complied. All buildings on site meet the specified setback distances.
3. The applicant is to submit a dust management plan prior to commencing any work on site to the satisfaction of the Shires Chief Executive Officer and the Department of Environment and Regulation.	Condition Fulfilled. The applicant submitted a Dust Management Plan to the former Department of Environment and Regulation (DER). The DER and CEO responded that the dust impacts of the premises have the potential to cause minimal impact.
4. Parking bays and ground treatment are to be installed to the satisfaction of the Shire of Narrogin Chief Executive officer within three months of the date of the Planning Approval prior to the commencement of operation.	Condition Fulfilled. There is a designated parking area along the southern boundary of the lot. There is sufficient area on the subject property to cater for the provision of parking.
5. All stormwater and drainage runoff is to be contained on site or connected to the Shires stormwater legal point of discharge prior to the commencement of operation.	Condition Fulfilled A site inspection was undertaken on 5 April 2017 by Executive Manager Development and Regulatory Services and Manager of Operations to discuss the stormwater drainage. The proposal was to have the stormwater drained to the Southern boundary fence and have the water run off to the front of the property and into the Street. On the site inspection on 30 November some signs of drainage to the street had been noted.
6. The development approved shall be in accordance with the plans and specification submitted with the application and these shall not be altered or modified without the prior written approval of the Shire.	Condition Fulfilled. The development was built in accordance to the approved plans.
7. The premises shall be kept in a neat and tidy condition at all times to the satisfaction of the Shires Chief Executive Officer.	Condition Fulfilled. This condition of approval is to be adhered to at all times. No complaints relative to the nature of this condition were received during the previous approved 12 months.
8. At the conclusion of the approved period, the Concrete Batching Plant is to be removed and the site rehabilitated to the satisfaction of the Shires Chief Executive Officer.	Condition Fulfilled. The applicant has requested an annual renewal. Council's decision determine if the batching plant will be required to be removed and the site rehabilitated as the operation of the use is still within the approved period.
9. No onsite work or production of concrete shall commence without the written approval from the Department of Environmental Regulation.	Condition Fulfilled. DER issued a works approval April 2017.

Condition of Approval	Officers Comments
<p>10. If any of the conditions are not fulfilled or complied to, Council may revoke its consent or approval.</p>	<p>Condition Fulfilled.</p> <p>On 4 April 2016, correspondence was sent to the applicant regarding two (Numbers 4 & 5) outstanding planning conditions which had been breached. It was recommended to the applicant at that point in time to cease works from the site until such time that the outstanding conditions are satisfied, or revocation of the approval could occur.</p> <p>On 5 April 2016 the stormwater site inspection by the Executive Manager Development & Regulatory Services and Manager of Operations was undertaken and found condition 5 satisfied.</p> <p>During the previous 12 months the planning approval was not revoked. Council do have the ability to either renew or not renew the proposal at present.</p>

During the last 12 months of the operation of the batching plant, the Shire of Narrogin has received one complaint regarding dust generation from the subject property. This complaint was received prior to the infrastructure requirements of the works approval issued by the DER being undertaken. Since the batching plant has become fully operational, Shire of Narrogin records indicate that no further complaints have been received. The details of the original application which was previously supported by Council, remain unchanged.

Based on the above assessment it is recommended that the annual renewal for the application be supported. It is also further recommended that Council consider giving delegated authority to the Chief Executive Officer to consider the annual renewal for each proceeding year in the event that no complaints have been received within the year prior.

Condition one of the approval requires the application to be renewed annually for a maximum period of up to 5 years. Should Council wish to approve the annual extension for another year they are able to do so as it would be the second year of approval within the five year term.

It is therefore recommended that Council support the annual renewal for the temporary mobile concrete batching plant on the basis that the operation of the use is in accordance with the previous planning approval and no complaints have been received in regards to its operation. Details of the proposal remain unchanged from the previous approval which was granted by Council.

Consultation

- Azhar Awang – Executive Manager Development & Regulatory Services
- Paul Sims – The Applicant

Statutory Environment

Former Shire of Narrogin Town Planning Scheme No. 2

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

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

Voting Requirements

Absolute Majority.

OFFICER'S RECOMMENDATION

That Council:

1. Support the annual renewal for a period of 12 months for the temporary mobile concrete batching plant at Lot 5 Earl Street, Narrogin subject to the original conditions of approval issued on 20 December 2016.
2. In the event that no negative complaints are received within the 12 months of the annual renewal, authorise the Chief Executive Officer delegated authority to determine the annual renewal for the remaining 3 year term.

COUNCIL RESOLUTION 1217.140

Moved: Cr Seale

Seconded: Cr Walker

That Council:

1. Support the annual renewal for a period of 12 months for the temporary mobile concrete batching plant at Lot 5 Earl Street, Narrogin subject to the original conditions of approval issued on 20 December 2016.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

Reason for change : Council wishes to undertake the review each year.



Attachment 1 – Locality Plan

7.44 pm – Cr Schutz and Cr Fisher declared an interest in the following item and left the meeting.

10.1.151 RECONSIDERATION FOR THE PROPOSED TEMPORARY MOBILE CONCRETE BATCHING PLANT – LOT 5 EARL STREET, NARROGIN

File Reference: A674
Disclosure of Interest: Nil
Applicant: Paul Sims
Previous Item Nos: Item 10.1.109 – 13 September 2016
Date: 13 December 2016
Author: Azhar Awang, Executive Manager Development and Regulatory Services

Attachments

- Locality plan
- Aerial Photograph
- Planning Application
- Copy of minutes dated 13 September 2016

Summary

Council is requested to reconsider the proposed Temporary Mobile Concrete Batching Plant at Lot 5 Earl Street, Narrogin which was previously considered by Council at its meeting held 13 September 2016 and a resolution was formed.

Background

The matter was previously considered by Council at its meeting held on 13 September 2016. Council at that meeting resolved as follows:

That Council:

Refuse Planning Approval for the proposed Temporary Mobile Concrete Batching Plant at Lot 5 Earl Street, Narrogin for the following reasons:

The proposal, if approved, would adversely affect the amenity of the surrounding areas by reason of noise, dust, fumes emitted from the proposed development;

The proposed is within the required 300-500m buffer to sensitive land uses (Residential zone) as stipulated in the Environmental Protection Authority Guidance of the Assessment of Environmental Factors (in accordance with the Environmental Protection Acts 1986) – Separation Distances between Industrial and Sensitive Land Uses (NO.3 June 2005) and therefore would not be appropriate resulting in land use conflict.

Advice Note

Council staff are to assist the applicant to identify a suitably site.

Council has since received a request from the applicant for Council's reconsideration for the proposed Temporary Mobile Concrete Batching Plant at Lot 5 Earl Street, Narrogin. The reason for the request is that the applicant had explored the alternative sites and were considered unsuitable.

175 Narrakine Road and Katta Road is zoned "Special Rural" under the Shire of Narrogin Town Planning Scheme No 2 and the proposed use is not permitted in this zone. Furthermore, the proposed site is relatively close to existing residential land therefore would not be appropriate in this location due to noise and dust emitting from the proposal which would adversely impact the surrounding amenity.

3656 Williams Kondinin Road, according to the applicant, is not appropriate as there is no water supply on site that is required to operate the Concrete Batching Plant.

The applicant has also provided additional information for the proposal which included the following:

- The previous application was considered for a 12 months period and this has now been requested to be extended to 5 years on the basis that the industrial blocks to the south of the town have been delayed and the requested long term approval will allow relocation when the new industrial lots to be available.
- The expected annual production of concrete from the plant is 2200 tonne or 915m³ which is just over one small truck on average per day over the year. The plant has a maximum production of 2-3m³ per hour.
- The proposed site in Earl Street is ideal due to accessibility to services and distance from housing and other businesses, where the buffer recommendation of 300-500 metre buffer is intended as guideline only and does not impact on housing as it seems none exist in the proximity of this proposed area.
- The EPA approval is held for this site.
- The site is not used for any purpose at present.
- The neighbour supports the facility (Sime Building Construction).
- The EPA advises there is no justification for Local Government refusal based on noise, dust and/or fumes as these can be controlled by conditional approval and contained within their provided approval assessment and where the applicant has commented on how he intends to deal with these potential matters.
- The plant is very small and with its limited use is unlikely to cause neighbourhood issues as there are no houses situated close to the site.
- In the interest of business development and economic progress, the Shire Officer's recommendation was to support this proposal, where very cogent comments were raised to support the approval, where the decline of this item, against sound recommendations from the Manager of Development and Regulatory Services seems to justify further consideration.

It should be noted that there was also a similar application made on this property in 2011 where it was resolved by the then Shire of Narrogin not to support the proposed concrete

batching plant due to the proximity of the proposed development to Lot 123 Earl Street Narrogin which had been proposed for future residential subdivision.

Comment

In the previous report to Council as per the attached copy of the Minutes (13 September 2016), the main issues and concerns raised in the objections have been addressed in the report. In response to the additional information provided by the applicant the following comments are provided.

Additional Information by Applicant	Officer's Response
The period of approval for 12 months period be extended to 5 years on the basis that the Industrial blocks to the south of the town has been delayed and the requested long term approval will allow the new industrial lots to be available.	This was not part of the original application which was previously considered by Council. If approved a condition to be stipulated that the approval is for a 5-year period from the date of approval.
The expected annual production of concrete from the plant is 2200 tonne or 915m ³ which is just over 1 small truck on average per day over the year. The plant has a maximum production of 2-3m ³ per hour.	The original application stipulated that the approximate quantity of concrete to be produced from the site was 1,500 tonnes per annum.
The proposed site in Earl Street is ideal due to accessibility to services and distance from housing and other businesses, where the buffer recommendation of 300-500 metre buffer is intended as guideline only and does not impact on housing as it seems none exist in the proximity of this proposed area.	The site does provide good access to the local distributor road and is zoned Industrial under the Shire of Narrogin Town Planning Scheme No 2. The Scheme does provide Council the discretion to allow a Caretaker's Dwelling. There are a number of existing Caretaker Dwellings on site and therefore may have some impact on the proposed development. Other nearby land users have also raised concerns in regards to the dust which may be generated from this proposal that could have an adverse impact on their businesses. The 300-500 metre buffer is only a guideline but it is a tool to demonstrate that any developments which are emitting nuisance such as noise dust and fumes need to be contained on site and the buffer provided the recommended acceptable level that is not likely to impact to surrounding amenity. As there are other properties within the 300-500 metre buffer, the proposed development needs to demonstrate how these nuisances are managed without adversely impacting the surrounding amenity.
The EPA approval is held for this site.	The process from EPA as part of the works approval and licence to establish a concrete batching plant will only be considered if the local government has granted a planning approval for the proposed development. As the local government has not granted approval, the EPA has not considered approval for this development.
The site is not used for any purpose at present.	The zoning of the site, "Industrial", provides a myriad of land uses that could be considered by Council under the zoning table.
The neighbour supports the facility (Sime Building Construction).	Although this neighbour supports the facility, during the public submission period, the Shire received objection for the proposal. The concerns raised can be addressed through the conditions of approval.
The EPA advises there is no justification for Local Government refusal based on noise, dust and/or fumes as these can be controlled by conditional approval and contained within their provided approval assessment and where the applicant has commented	Clause 6.5 of the Town Planning Scheme stipulates matters to be considered by the Council such as: The preservation of the amenities of the locality;

on how he intends to deal with these potential matters.	Any other planning considerations which the Council considers relevant; Any relevant submissions or objections received on the application.
The plant is very small and with limited use and unlikely to cause neighbourhood issues as there are no houses situated close to the site.	Although the scale of the proposed development is small, it stills emits nuisance such as noise, dust and fumes which needs to be managed and contain on site.
In the interest of Business Development and Economics progress, the Shire Officer's recommendation was to support this proposal , where very cogent comments were raised to support the approval, where the decline of this item, against sound recommendations from the Manager of Development and Regulatory Services seems to justify further consideration.	Noted.

Consultation

- Nil

Statutory Environment

Local Government (Administration) Regulations 1996, Regulation 10(2)

10. Revoking or changing decisions (Act s. 5.25(1)(e))

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least 1 / 3 of the number of offices (whether vacant or not) of members of the council or committee,

inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1 / 3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —

(a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or

(b) in any other case, by an absolute majority.

(3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

The Corporate Business Plan 2012 - 2022

Key Objectives 7 – Longer Term

7.5 – Promote Narrogin as a potential location for a large to major Industry to establish or relocate and develop their business.

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 1216.186 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

**Seconded: Cr Ward
Supporter: Cr Wiese**

That Council:

In accordance with the *Local Government (Administration) Regulations 1996, Regulation 10(2)* **REVOKES** resolution number 0914.136 "Proposed Temporary Concrete Batching Plant at Lot 5 Earl Street Narrogin" of the Ordinary meeting of Council held on 13 September 2016:

Refuse Planning Approval for the proposed Temporary Mobile Concrete Batching Plant at Lot 5 Earl Street, Narrogin for the following reasons:

- *The proposal, if approved, would adversely affect the amenity of the surrounding areas by reason of noise, dust, fumes emitted from the proposed development;*
- *The proposed is within the required 300-500m buffer to sensitive land uses (Residential zone) as stipulated in the Environmental Protection Authority Guidance of the Assessment of Environmental Factors (in accordance with the Environmental Protection Acts 1986) – Separation Distances between Industrial and Sensitive Land Uses (NO.3 June 2005) and therefore would not be appropriate resulting in land use conflict.*

Advice Note

Council staff are to assist the applicant to identify a suitably site.

**CARRIED 6/1
BY ABSOLUTE MAJORITY
Against – President Ballard**

In the event that Council supports the revocation of the proposed development, it is recommended that following conditions be applied.

COUNCIL RESOLUTION 1216.187 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Ward

That Council:

Grant Planning Approval for the proposed Temporary Mobile Concrete Batching Plant at Lot 5 Earl Street, Narrogin subject to the following conditions:

1. The approval is for a twelve (12) months period from the date of this approval and an annual extension to be considered by Council for up to five (5) years.
2. All buildings and structures on site are to comply with the required boundary setback distances as stipulated in the Shire of Narrogin Town Planning Scheme No 2 (The front setback shall be not less than 11 metres, the rear shall not be less than 10 metres, and the side setbacks shall not be less than 5 metres on one side).
3. The applicant is to submit a dust management plan prior to commencing any work on site to the satisfaction of the Shire's Chief Executive Officer and the Department of Environment and Regulation.
4. Parking bays and ground treatment are to be installed to the satisfaction of the Shire of Narrogin Chief Executive Officer within three months of the date of the Planning Approval prior to commencement of operation.
5. All stormwater and drainage run off is to be contained on site or connected to the Shire's stormwater legal point of discharge prior to commencement of operation.
6. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Shire.
7. The premises shall be kept in a neat and tidy condition at all times to the satisfaction of the Shire's Chief Executive Officer.
8. At the conclusion of the approved period, the Concrete Batching Plant is to be removed and the site rehabilitated to the satisfaction of the Shire's Chief Executive Officer.
9. No onsite work or production of concrete shall commence without the written approval from the Department of Environmental Regulation.
10. If any of the conditions are not fulfilled or complied to, Council may revoke its consent or approval.

Advice to Applicant

1. Compliance with the provisions of the Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998 Environmental Protection.
2. Compliance with the provisions of the Environmental Protection (Noise) Regulations 1997.
3. This is not a building licence for which a separate application is required.
4. The applicant be advised of the listing of the property as a potential contaminated site and will be required to comply with all obligations in relation to the declaration.

CARRIED 6/1
Against – President Ballard

COPY

Leigh Medlen

From: Paul Sims <simspaul@bigpond.net.au>
Sent: Wednesday, 8 November 2017 7:12 PM
To: Enquiries
Subject: ICR1712508 - annual extension

Azhar,

In response to your letter Annual extension DA22/16-17 - temporary mobile batching plant – lot 5 earl st Narrogin . It is our intension to apply for the year extension with a yearly review. If there is anything you need us to do or have any further requirements please feel free to contact me .

Kind regards Paul Sims

7:16 pm – Cr Schutz and Cr Fisher returned to the meeting.

10.1.123 EASEMENT FOR STORMWATER DRAINAGE – LOT 942 (NO. 3) BUTLER STREET, NARROGIN

File Reference: A112200
Disclosure of Interest: Nil
Applicant: Myrtle Halstead
Previous Item Nos: Nil
Date: 24 November 2017
Author: Leigh Medlen – Planning Officer
Authorising Officer: Azhar Awang – Executive Manager Development & Regulatory Services

Attachments

- Attachment 1 – Locality Plan
- Attachment 2 – Written Request

Summary

Council is requested to consider the creation of an easement for the purpose of stormwater drainage on the northern portion of Lot 942 (No. 3) Butler Street, Narrogin.

Background

Lot 942 (No. 3) Butler Street, Narrogin has been receiving substantial volumes of stormwater running along the northern portion of the property. The portion of the property experiencing the flow of stormwater was previously a part of the existing laneway, prior to the applicant purchasing the portion which is now amalgamated into the subject property. The stormwater originated from an adjacent laneway and run off from adjoining properties.

Shire of Narrogin records indicate that the stormwater drainage concern has been ongoing since 2007. In July 2007, correspondences from the former Town of Narrogin was sent to an adjoining property requesting measures be made to retain all stormwater on site, as it was draining into the applicant's property. At this point in time, the former Town of Narrogin informed the applicant that the subject laneway to the north of the property is unallocated Crown land and therefore the former Town of Narrogin had no legal obligation to maintain it.

In 2009, correspondence was sent to the applicant from the former Town of Narrogin requesting assistance with the stormwater drainage of the laneway. This involved the removal of part of the applicant's rear fence as well as grading part of the northern portion of the applicant's property into a small drain, to allow the discharge of the water onto Butler Street. At this point in time, it was understood that the fence was blocking the stormwater drainage of the laneway and discharging into adjoining properties.

In 2010, the applicant and the former Town of Narrogin entered an agreement to drain the laneway to alleviate localised flooding and allow for proper stormwater drainage of the

surrounding area. The applicant's driveway was upgraded, including kerbing as a form of compensation.

In 2016, the applicant submitted a customer service request detailing the driveway was being washed away due to nearby construction works. Shire of Narrogin Officers met on site to establish the formation of an easement and the appropriate measures for drainage works.

In 2017, a number of site visits have been undertaken by Shire of Narrogin Officers to find a solution to the drainage issue. Consultation with the applicant has been undertaken to establish their preferred method to resolve the situation.

Comment

It is recommended that the stormwater drainage issue at the applicant's property is rectified due to the following reasons:

- The volume of stormwater entering the applicant's property is substantial.
- The issue has had an extensive history as a result of the existing laneway and has not been resolved.

The applicant was presented with two options to alleviate the stormwater issues impacting their property. Option one was for the creation of an easement along the northern boundary to allow the Shire of Narrogin to enter the property and install drainage infrastructure. Option Two was to purchase the property back off the applicant to utilise the laneway for the purposes of stormwater.

Option One: Creation of Easement

An easement allows another party the legal right to use another landowner's land for a specific purpose. In this instance, the easement would be created to allow the Shire of Narrogin access to the northern portion of the subject property for the purpose of stormwater drainage. The legal title of the land itself remains with the current landowner. An easement over the property is administered by the *Land Administration Act 1997, Part 8 or Section 195*.

Once the easement is established the Shire of Narrogin would be able to access the property and undertake the works to install drainage infrastructure. A number of site visits have been undertaken to establish the most effective drainage solution. It is considered the most effective solution would be to install a soak well within the existing laneway to capture the majority of the stormwater. Once the soak well reaches a capacity the overflow stormwater could then be piped down the applicant's northern boundary via 300mm drainage pipe to Butler Street, after which it can be connected to the Shire's stormwater network. To install the drainage pipe along the northern boundary, would require the Shire of Narrogin to have an easement of this portion of the applicant's property.

The natural topography of the property would have the appropriate fall to discharge and disperse the stormwater from the rear of the laneway. This option is the preferred option by the applicant however, does present some financial costs associated with the process of creating an easement and the installation of the drainage infrastructure.

Option Two: Compulsory Acquisition

Alternatively, Council does have the ability to purchase the land back from the applicant or Under the *Land Administration Act 1997 – Part 9* compulsory acquire the land.

If Council owned the land, they would have the ability to reinstate the laneway the entire length from Gray Street to Butler Street which would allow the laneway to direct and connect the stormwater back onto Butler Street via a spoon drain.

This option, could have the potential to be the most cost effective solution however, it is not recommended on the basis that the applicant prefers option one and does not want to sell the land back. It is also not recommended or favourable to compulsory acquire the land when the issue has derived from a laneway under the care of the Shire of Narrogin.

On 7 November 2017 the Shire of Narrogin received correspondence from the applicant detailing that option one was their preferred option and that option two was refused.

Based on the landowners request and agreements it is therefore recommended that Council consider the creation of an easement for the purposes of stormwater drainage on the northern portion of Lot 942 (No. 3) Butler Street, Narrogin.

Consultation

- Azhar Awang – Executive Manager Development and Regulatory Services
- The Applicant – Myrtle Halstead
- Torre Evans – Executive Manager Technical and Rural Services
- John Warburton – Manger of Operations

Statutory Environment

- *Land Administration Act 1997 – Part 9 – Compulsory acquisition of interests in land.*
- *Land Administration Act 1997 – Part 8 – Easements*

Policy Implications

Nil.

Financial Implications

Option One: Easement

- Costs of Surveying Easement – approximately \$5,000
- Installation of Drainage Infrastructure – approximately \$37,173.50
- Maintenance Costs of Infrastructure.
- Costs of compensation (Upgrading the applicants driveway) – approximately \$5,000

Option Two: Compulsory Acquisition

- Market Value of the area = 3m x 54.959 metres @ \$157.87 per m² = \$26,029.13
- Drainage and associated infrastructure (Surveying and administration works, spoon drain & surface treatment, relocation of existing fencing, officers' time) = approximately \$50,000.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1 A preserved natural environment
Strategy:	3.1.1 Conserve, enhance, promote and rehabilitate the natural environment

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION 1217.141 AND OFFICER'S RECOMMENDATION

Moved: Cr Ward

Seconded: Cr Seale

That Council:

1. Support the establishment of an easement along the northern portion of Lot 942 (No.3) Butler Street, Narrogin for the purpose of stormwater drainage.
2. Consider allocating funds in the 2018/2019 Annual Budget for the installation of associated drainage infrastructure for the laneway and stormwater easement along the northern portion of Lot 942 (No.3) Butler Street Narrogin.

CARRIED 9/0



Attachment 1 – Locality Plan

3 Butler St
Narrogin WA 6312

1st November 2017

Shire of Narrogin RECEIVED	
Directed to	<u>Azhar/Leigh M</u>
	07 NOV 2017
Ref No	<u>KR1712482</u>
Property File	<u>A112200</u>
Subject File	
Ref	<u>OCR172972</u>

Storm water problem to 3 Butler St Narrogin

Dear Mr Awang

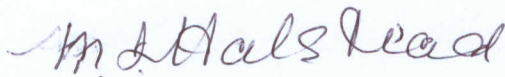
This letter is in regards to your letter dated 13th September 2017 and our meeting on my property on the 18th October 2017 at 3 Butler St regarding the storm water problem.

I will agree to your proposal for a soak well to be put in place behind my property and an underground drainage pipe to come through on the north side of my property.

In return you have promised to repair water damage to the road way at no cost to me.

In regards to the phone call from Lee on Monday 23rd October 2017, which was the proposal to buy back the land by council, I have decided that this is no longer an option.

Yours sincerely



Myrtle Halstead

7:24 pm – The CEO declared an interest in the following item and left the meeting.

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

File Reference: A105237
Disclosure of Interest: Nil
Applicant: Willem Joubert
Previous Item Nos: Nil
Date: 6 December 2017
Author: Leigh Medlen – Planning Officer
Authorising Officer: Azhar Awang – Executive Manager Development & Regulatory Services

Attachments

- Attachment 1 – Application for Planning Consent
- Attachment 2 – Locality Plan
- Attachment 3 – Planning Assessment

Summary

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

Background

An application for planning consent was received by the Shire of Narrogin on 20 November 2017. The application proposes to construct four units, two which will front Forrest Street and the rear two units will have access via the right of way at the rear of the lot.

The subject property is approximately 1,900m² and is zoned under the Former Town of Narrogin Town Planning Scheme No. 2 (FT-TPS) as 'Single Residential' and applies a Residential Density code of R20.

Comment

A Grouped Dwelling Development has an 'AP' land use permissibility within a 'Single Residential' zone.

An 'AP' land use under the FT-TPS has the following meaning:

"AP = a use that is not permitted unless special approval to it is given by the Council after the proposal has been advertised in accordance with Clause 6.4 and it complies with –

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

To gain special approval by Council Clause 6.3 – Special Approval applies. Clause 6.3 states the following:

“6.3.2 Where the Council is required or decides to give notice of an application to the Council shall cause:

- a) Notice of the proposed use and development to be sent by post or delivered to the owners and occupiers of land within an area determined by the Council as likely to be affected by the granting of the application;*
- b) Notice of the proposed use and development to be published in a newspaper circulating in the Scheme Area and in the State of Western Australia stating that submissions may be made to the Council within 21 days from the publication thereof; and*
- c) a sign displaying notice of the proposed use and development to be erected in a conspicuous position on the land for a period of 21 days from the date of publication of the notice referred to in paragraph (b) hereof.”*

It is therefore recommended that the proposal is advertised for public comment.

The Plot Ratio within the Development Standards makes provisions for a grouped dwelling to be considered with an applicable density coding of R25. It is therefore recommended that the entire provisions of an R25 code are applied to maintain a consistent approach when assessing the application.

Special approval for an ‘AP’ use requires the relevant development standards contained within the FT–TPS to be complied with as well as the Residential Design Codes (R-Codes). The table below demonstrates an assessment of the development against the development standards prescribed within the FT–TPS. A detailed assessment against the R-Codes is shown as per Attachment 3.

Grouped Dwelling Assessment against Development Standards of FT–TPS No.2			
Development Standard	Provision	Compliance	Officers Comment
Minimum Lot Area	1,000 sqm	Complies 1900m ²	Noted Compliance.
Minimum Frontage	20 metres	Does Not Comply with the FT-TPS No 2 Unit 1: 11.333m Unit 2: 14.327m Unit 3: 14.220m Unit 4: 14.220m	The application proposes approximately 14 metre frontages which is in compliance with an R25 provision. R25 requires an 8 metre frontage.
Maximum Plot Ratio	As per R25 = 0.5	Complies 0.5	Noted Compliance.
Setbacks Front	7.5 metres	Does Not Comply with the FT-TPS No 2 Unit 1 & 2: 6.649m Unit 3 & 4: 4.5m	The application complies with the setbacks of an R25 code. With the exception of the garage which will be discussed further in this report.

Grouped Dwelling Assessment against Development Standards of FT-TPS No.2			
Development Standard	Provision	Compliance	Officers Comment
Rear	7.5 metres avg. 1.5 metres min.	Unit 1: 4.4m Unit 2: 3.822m Unit 3: 3.420m Unit 4: 3.420m	
Sides	As per R12.5	Sides are Compliant	
Minimum Car Parking Spaces	2 per dwelling unit 1 visitor space per 2 units & 2 per unit, one to be contiguous to unit and roofed	Visitor Parking Does Not Comply. 2 required / 1 provided	Does not Comply. The application complies with the number of visitor bays as per the R25 provisions which requires 1 visitor bay for the complex.
Minimum Landscaping	As per R25 = 50%	Complies 50%	Noted Compliance with open space requirements.
Other Remarks	80sqm per unit in appurtenant courtyard with min. dimensions of 4m x 10m. Access to courtyard required not through habitable room. No setback between attached units or 3m setback between buildings on the same lot.	Does Not Comply Under the R12.5 density for a Single Dwelling.	The application complies with the outdoor living requirements of an R25 density code and associated provisions for a grouped dwelling.

In summary to the above table, it should be noted the FT-TPS has inconsistent provisions as opposed to the R-Codes. The R-Codes are considered to be a more recent planning document, applied widely throughout Western Australia and has been applied by the Shire of Narrogin previously in relation to grouped dwelling developments. It is therefore recommended that they should be consistently applied to the subject application.

To resolve the inconsistencies between the FT-TPS and R-Codes it is recommended the non-compliances to the development standards listed in the above table are considered to be relaxed and the provisions of the R25 code are applied. The FT-TPS allows the relaxation of development standards through Clause 6.2 – Relaxation of Standards, which states as follows:

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

- i) Approval of the proposed development would be consistent with the orderly and proper planning of the locality, the preservation of the amenity of the area and be consistent with the objectives of the Scheme;*

- ii) *The non-compliance will not have any adverse effect upon the occupiers or users of the development or inhabitants of the locality or upon the likely future development of the locality; and*
- iii) *The spirit and purpose of the requirements or standards will not be unreasonably departed from thereby.*

The proposed relaxation has been assessed against the criteria above which has found the following:

In relation to provision i) above, the approval of the development would be consistent with orderly and proper planning as it would be in compliance to the State Planning Policy – Residential Design Codes, which was designed with the aim to create consistent residential development across Western Australia.

In relation to provision ii) above, the non-compliances would have no adverse impact upon the occupiers of the development or future development within the area, as the State-wide legislation governing residential development would be applied consistently.

In relation to provision iii) above, the provisions and validity of the development standards would not be departed with as the development standards provide the potential for a grouped dwelling within a 'Single Residential' zone to be developed as an R25 code. The development standards would be consistently applied to other permissible land uses within a 'Single Residential' zone.

R-Codes Assessment

A detailed assessment of the proposal against the provisions of the R-Codes can be found as per attachment three. There are four non-compliances against the R Codes which require a variation to be considered. The non-compliances are in relation to the reduced front setback, the nil setback of the garage wall within the front setback area for Units 3 and 4, the maximum hard surface landscaping requirements for Units 1 & 2 as well as the nil setback for the retaining walls. The applicant has provided the following justification for the variations:

- Front Setback – To provide adequate living space behind the house to ensure a large area for family activities and play area. Adequate outdoor living space was placed as a higher priority than a free parking area in front of the double garage.
- Nil Setback Garage Wall – To include a covered storage area and retain as much free living space in the rear of the property to try and create a back yard conducive to game play and activities associated with family living. The architect has tried to achieve a beautiful façade to the dwelling. This contemporary design will bring an interesting and modern style to the area and create a beautiful development while blending in with houses in the area.
- Nil Setback Retaining Walls – Retaining the site is one of our biggest challenges as the site slopes significantly.
- Hard surface Landscaping – We are happy to address this issue with amendments to our landscaping design. We can work with the Shire to address this issue through consultation.

The reduced front setback of the units fronting Forrest Street would be unlikely to cause adverse impact to the residential amenity of the adjoining residences as the difference between the requirement and what is proposed in the application is 1.5 metres. Additionally, the nil setback of the garage walls are unlikely to negatively impact the amenity of the adjoining residential areas. On the basis the variation would not be required if the wall was located behind the required front setback distance as it would comply with the circumstances under which a wall can be located up to a boundary. The variation to the retaining walls would also be unlikely to adversely impact on the amenity of the area as a number of properties along Forrest Street have substantial retaining walls built up to the boundary. Additionally, the percentage of hard surface for the rear units would also be unlikely to impact any residential amenity as they do not front a primary or secondary street.

In conclusion, it is recommended that Council support the proposal for the purposes of advertising. Throughout the advertising period adjoining landowners will be given the opportunity to comment on the proposal in relation to the development and non-compliances. It is also recommended that Council support the relaxation of development standards within the FT-TPS for a grouped dwelling, in its place, applying the provisions of a R25 code.

Consultation

- Azhar Awang – Executive Manager Development and Regulatory Services
- Applicant

Statutory Environment

Former Town of Narrogin Town Planning Scheme No. 2

Policy Implications

State Planning Policy – Residential Design Codes

Financial Implications

- Application for Planning Consent Fee to the value of \$4,784 has been made payable to the Shire of Narrogin.
- Advertising Costs – Town Planning Scheme No .2 – Clause 6.3.6
“The applicant shall pay to the council the cost of all expenses incurred by Council in giving notice in accordance with the foregoing provisions and if not so paid the Council may recover that amount in a court of competent jurisdiction.”

Strategic Implications

Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

Voting Requirements

Absolute Majority.

COUNCIL RESOLUTION 1217.142 AND OFFICER'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Seale

That Council:

1. Support the relaxation of the frontage, front and rear setbacks, visitor parking and outdoor courtyard development standards prescribed in the Former Town of Narrogin Town Planning Scheme No.2 for a grouped dwelling development and assess the development against the provisions of an R25 density code.
 - a. Advertise the application for a grouped dwelling development at Lot 210 (No. 89) Forrest Street, Narrogin for public comment in accordance with Section 6.3 of the Former Town of Narrogin Town Planning Scheme No.2
 - b. In the event that no negative submissions are received, the Chief Executive Officer is authorised to issue planning approval for the four grouped dwellings at Lot 210 (No. 89) Forrest Street, Narrogin, subject to the following conditions:
2. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
3. All drainage and run-off associated with the development shall be contained on site or connected to the Shire's stormwater drainage system to the satisfaction of the Chief Executive Officer.
4. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
5. 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.
6. All earthworks associated with the development shall be wholly contained within the site to the satisfaction of the Chief Executive Officer.
7. All proposed cross overs are to be constructed, drained and maintained to the satisfaction of the Chief Executive Officer.
8. Landscaping within the front setback area shall be established within 60 days of the practicable completion of the building and shall be fully reticulated and maintained to the satisfaction of the Chief Executive Officer.
9. All advertising costs are required to be borne by the applicant and made payable to The Shire of Narrogin prior to the issuing of a building permit.
10. All fencing abutting vehicle access points shall be no higher than 0.75 metres.
11. All fencing within the front setback areas shall be visually permeable above 1.2 metres.

12. All driveways and visitor bays are to be drained and paved to the satisfaction of the Chief Executive Officer.

**LOST 0/9
BY ABSOLUTE MAJORITY**

Reason for the decision:

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

Commonly-used abbreviations:	
R-Codes	Residential Design Codes of Western Australia
FT-TPS	Former Town of Narrogin Town Planning Scheme No.2

PLANNING CONSENT



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

TOWN PLANNING SCHEME NO.2 DISTRICT SCHEME

Name of Applicant	Willem Joubert
Correspondence Address	Willem@wwbuilders.com.au
Applicant Phone Number	0401 816 338

I hereby apply for planning consent to:

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

Existing use of land	Residential housing
Approximate cost of proposed development	\$ 1700 000-00
Estimated time of completion	25/12/2018
No of persons to be housed / employed after completion	Up to 20

TITLES OFFICE DESCRIPTION OF LAND

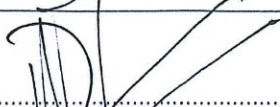
LOCALITY PLAN

House No	89	Lot No	210	Location No	
Plan or Diag	54319	Street Name	Forrest street		
Certificate of Title	Volume: 2682	Folio: 210			

LOT DIMENSIONS

Site area	1899.60 Square metres
Frontage	28.44 Metres
Depth	67.127 Metres

AUTHORITY

Applicant's Signature  Date: 17/11/2017

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

SEE AUTHORITY — ON BEHALF OF OWNER.

Owner's Signature  Date 17/04/2017.

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

THIS IS NOT AN APPLICATION FOR A BUILDING PERMIT

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

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

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

OFFICE USE ONLY

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



PERTHGROW
Where Dreams Come Home

Perthgrow Investments

U11, 30 Dellamarta Road, Wangara WA 6065

admin@perthgrow.com.au

ABN 973 781 893

AUTHORITY:

89 FOREST STREET NARROGIN

23/10/2017

TO WHOM IT MAY CONCERN:

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

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

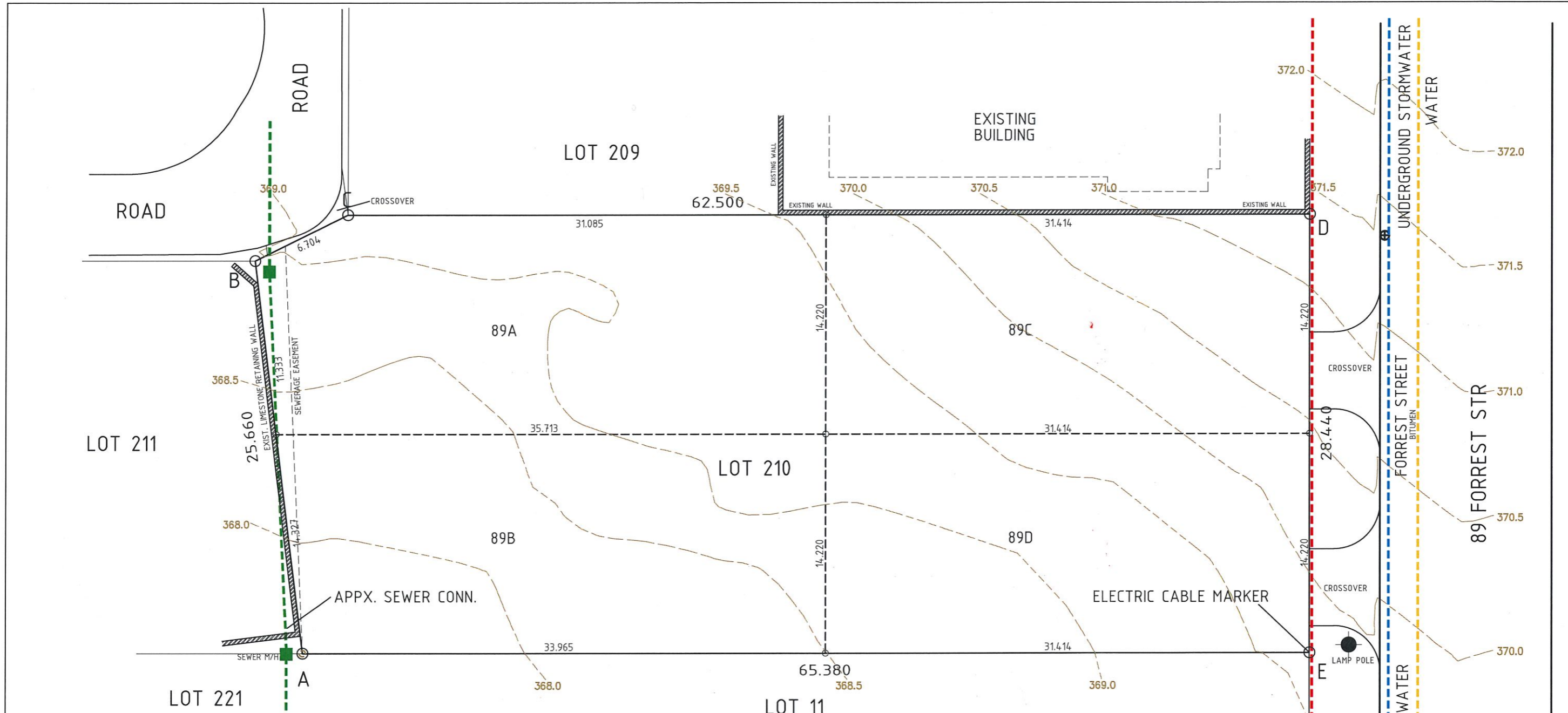
This authority will allow the Project manager to apply for Development applications, information sheets pertaining to the development of **The property**, service agreements regarding service supply to the property for the purpose of sub division, and sign such documents on my behalf.

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



Gert Botha Enslin

23/10/2017



■ SUB-DIVISION LAYOUT PLAN
1:250

SERVICES LEGEND

	SEWER
	ELECTRICAL
	STORMWATER
	WATER

LOT AREA SCHEDULE

ORIGINAL LOT 210	1899.60 m.sqr
89A	510.79 m.sqr
89B	495.42 m.sqr
89C	446.71 m.sqr
89D	446.71 m.sqr

new line architecture

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Do not scale drawings - all dimensions to be verified by the Lessee on site prior to commencement of any works. Refer any discrepancies on this architectural plan to the tenant or Lend Lease.

NLA IS NOT LIABLE FOR ANY INCORRECT INFORMATION PROVIDED WITH THE ORIGINAL DRAWINGS

REVISIONS		
Date	No.	Variations
2017-05-24	1	1ST ISSUE FOR DISCUSSION
2017-06-14	2	REVISED ISSUE FOR DISCUSSION
2017-06-21	3	UPDATED SITEPLAN FOR PLATFORM SET-OUT
2017-07-11	4	UPDATED SITEPLAN WITH SURVEYOR TEST PITS INFO
2017-09-11	5	UPDATED SITEPLAN - NEW UNIT LAYOUTS (ALL 4-BED)
2017-09-28	6	LEVELS & GATES UPDATED
2017-10-24	7	SITEPLAN REVISED AS PER LATEST INFO
2017-11-15	8	SITEPLAN REVISED SETBACKS AND LAYOUT CHANGES
2017-11-16	11	REVISED SITEPLAN

CLIENT

PROJECT

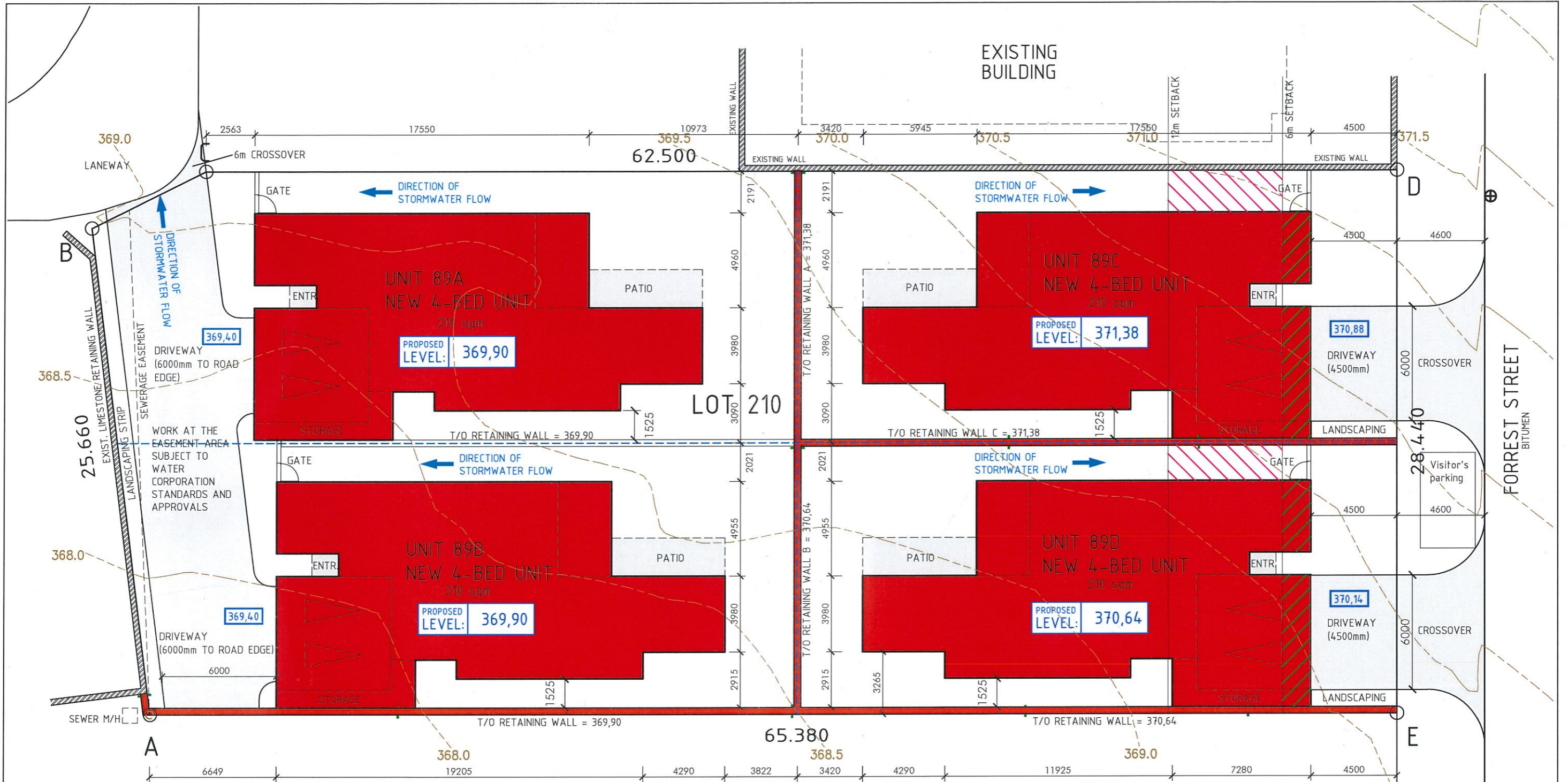
Description: **NEW PROPOSED 4 HOUSE DEVELOPMENT AT 89 FORREST STREET**

Title: **SUB-DIVISION LAYOUT PLAN**

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

PARTICULARS

Date: REV. COLUMN	Scale: AS SHOWN	Drawn: JB for NLA
Project No: 14152	Sheet Size: A3	Nr of sheets: N/A
Drawing No: 010	DOC TYPE: WD PHASE: 4 REVISION: 11	



SITE LAYOUT PLAN
1:200

- 15mm CONTROL JOINT BY ENG.
- NEW LIMESTONE RETAINING WALL BY ENG.

- 31m² area of dwelling forward of the 6m street setback
- 25m² compensating open area behind 6m street setback

CALCULATIONS (R25)
 SITE = 1,899.6m²
 COMMON PROPERTY = 100m²
 SITE COVER = 44.2m² (84.0m²)
 OPEN SPACE = 55.8m² (1059.6m²)

new line architecture

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CLIENT

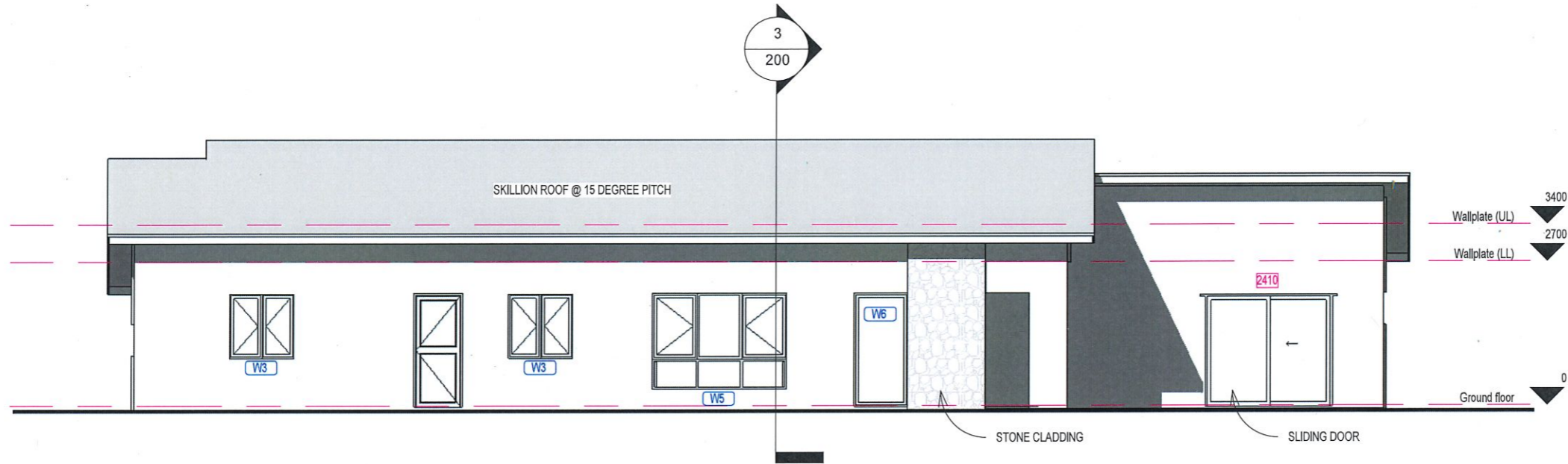
PROJECT

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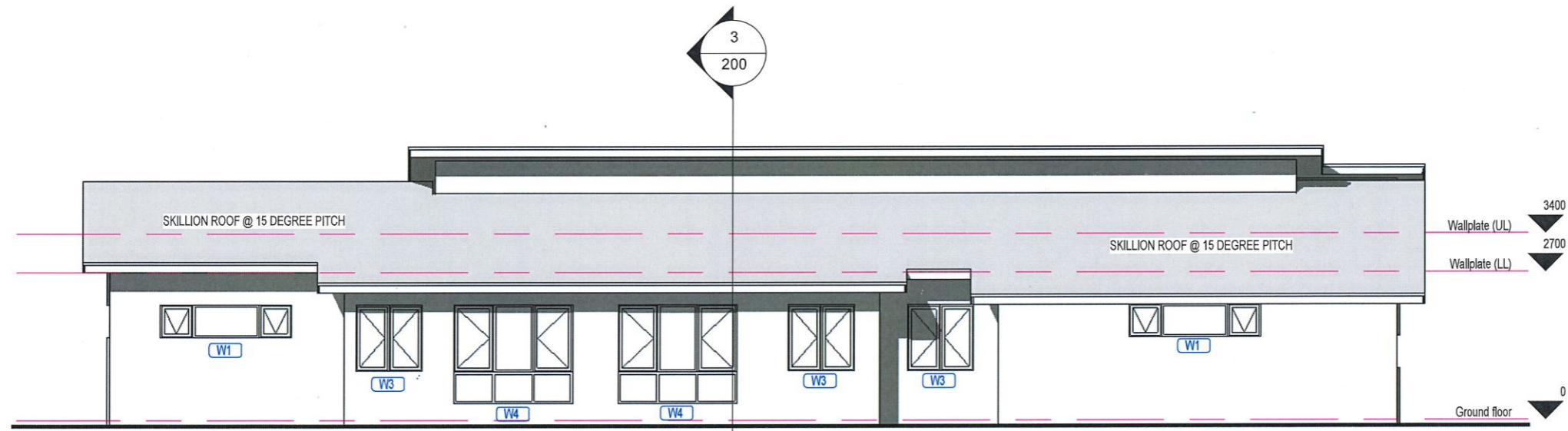
Title: **SITE LAYOUT PLAN**

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

PARTICULARS			
Date: REV. COLUMN	Scale: AS SHOWN	Drawn: JB for NLA	DOC TYPE: WD
Project No: 14152	Sheet Size: A3	Nr of sheets: N/A	PHASE: 4
Drawing No: 001			REVISION: 11



2 Elevation 1
1 : 100



1 Elevation 2
1 : 100

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Shire of Narrogin

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

PROJECT

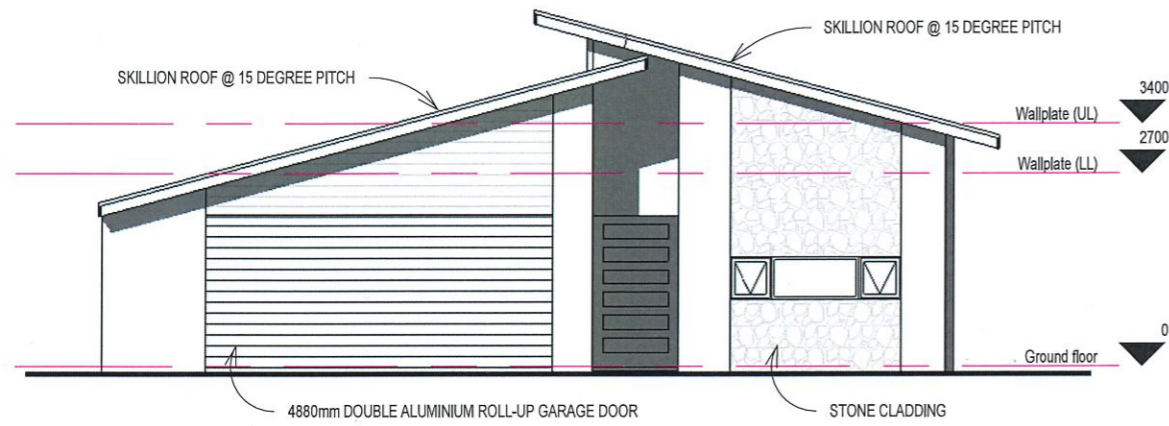
4 HOUSE DEVELOPMENT AT 89 FORREST STREET

ELEVATIONS - SHEET 2

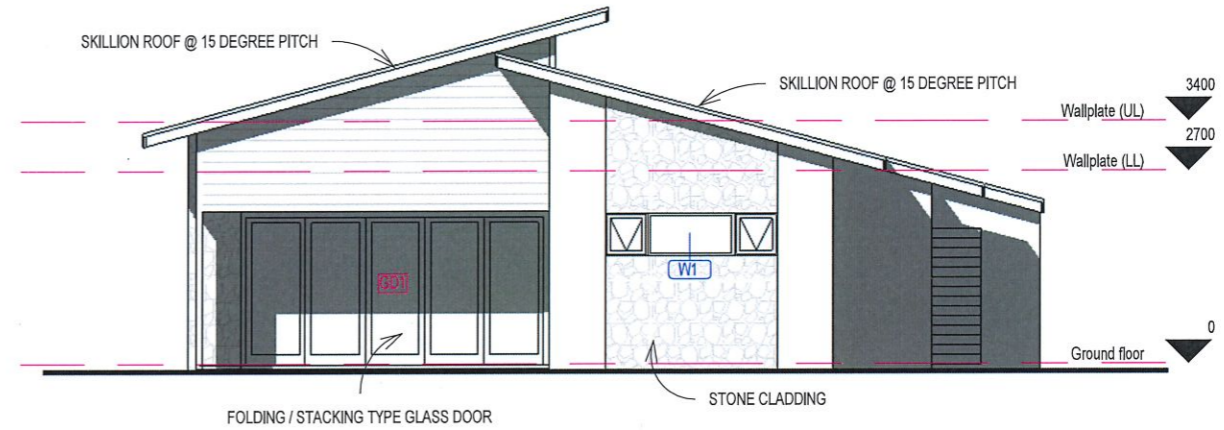
LOT 210 - 89 Forrest Str, Narrogin, WA 6312

PARTICULARS

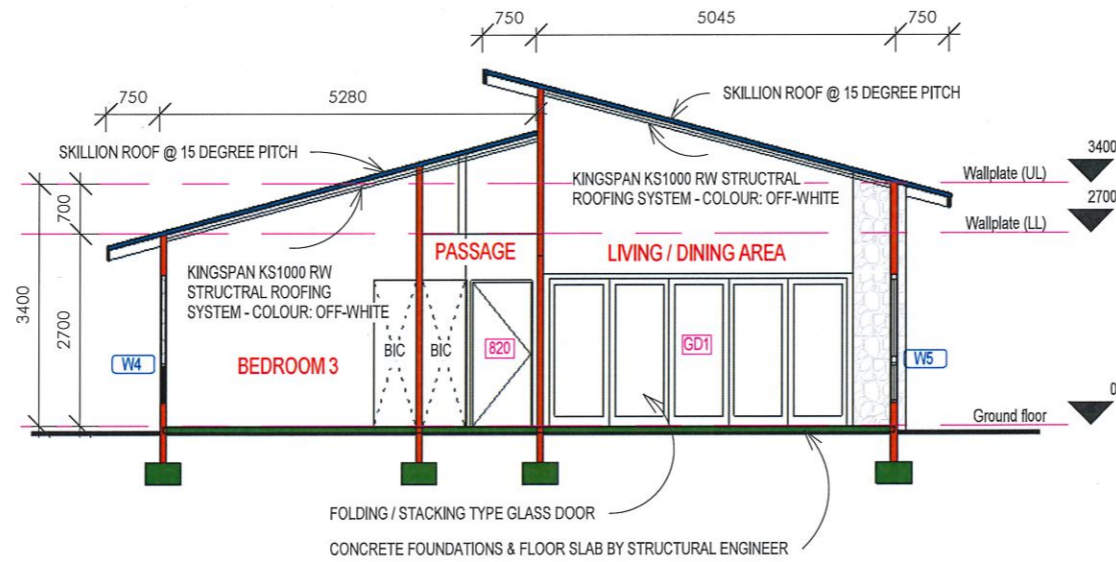
Date	Scale	Drawn	DOC TYPE:
REV. COLUMN	AS SHOWN	JB	WD
	Sheet Size	Nr of sheets	PHASE:
	A3	N/A	4
Project nr.	Drawing nr.		REVISION:
14152	201		11



2 Elevation 4
1 : 100



1 Elevation 3
1 : 100



3 Section 1
1 : 100

new line architecture

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Shire of Narrogin

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PROJECT	PARTICULARS
4 HOUSE DEVELOPMENT AT 89 FORREST STREET	Date REV. COLUMN
ELEVATIONS & SECTION	Scale AS SHOWN
LOT 210 - 89 Forrest Str, Narrogin, WA 6312	Drawn JB
	Sheet Size A3
	Nr of sheets N/A
	Project nr. 14152
	Drawing nr. 200

DOC TYPE: WD
PHASE: 4
REVISION: 11

Room Schedule

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

FOUNDATIONS

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

FLOORS

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

WALLS

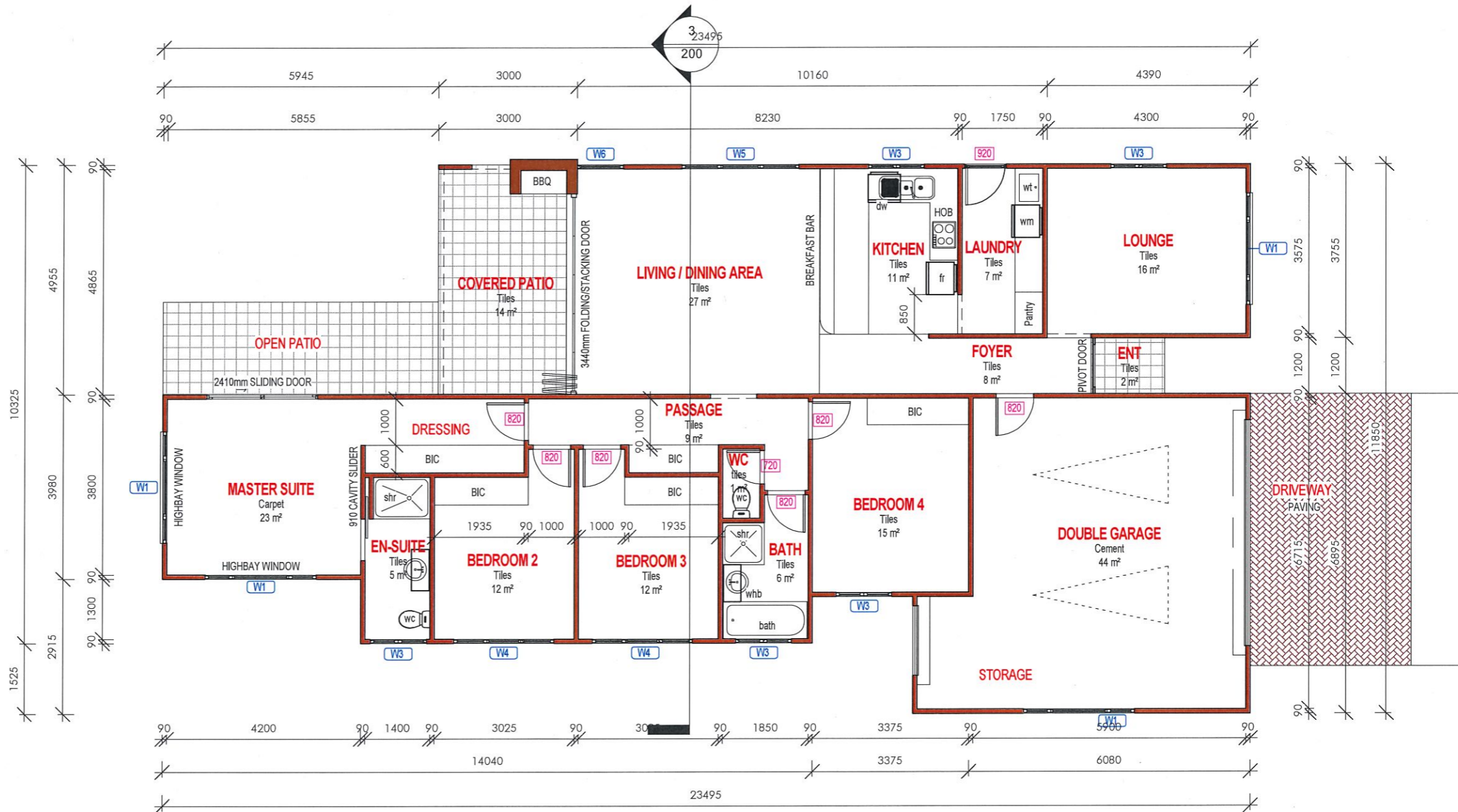
INTERIOR: 90mm RENDERED / PAINTED STUD WALLS
EXTERIOR: 90mm MASONRY OUTER SKIN TO MIDLANDS BRICK COURSE STANDARDS WITH 90mm STUD WALL INNER SKIN WITH INSULATION TO CONFORM TO AUSTRALIAN NATIONAL STANDARDS.

ROOFS

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

CEILINGS

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



GROUND FLOOR PLAN

1 : 100

new line architecture

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PROJECT

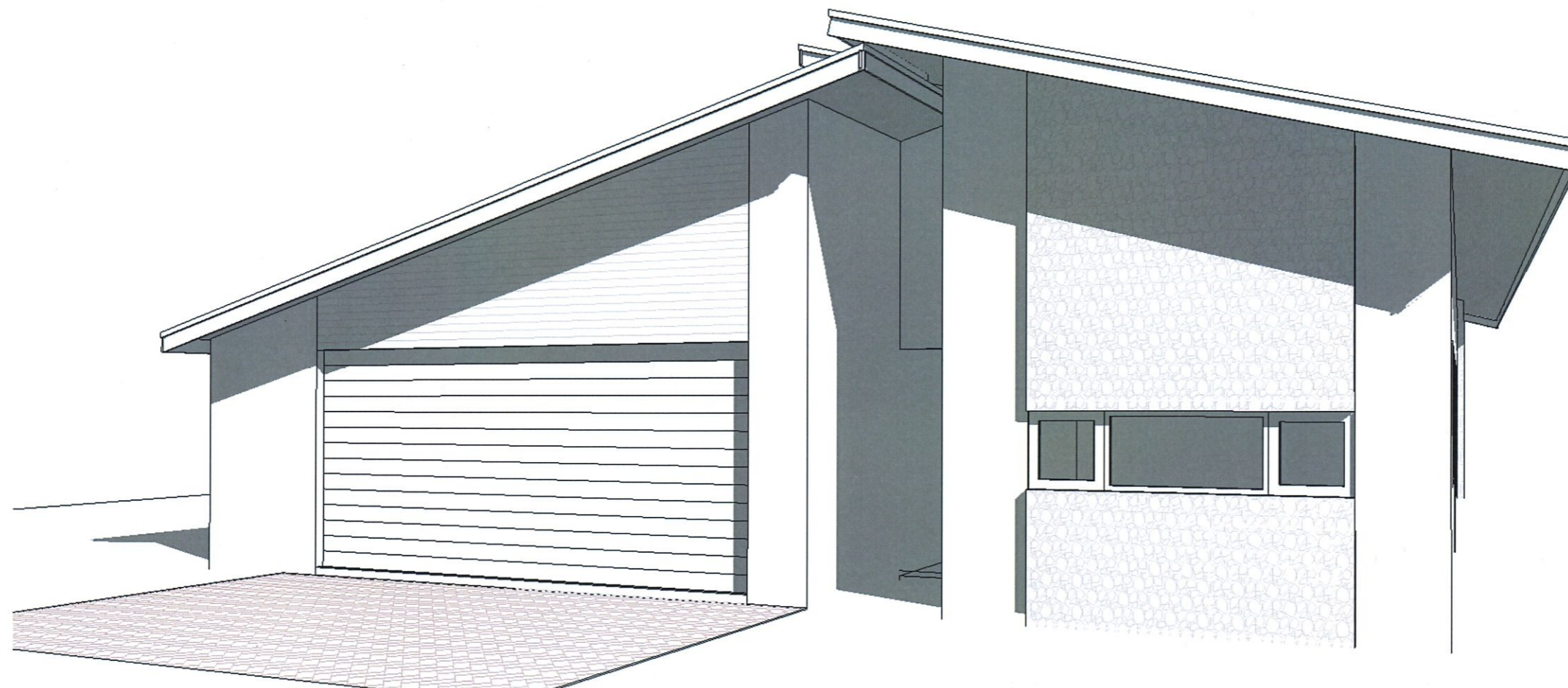
4 HOUSE DEVELOPMENT AT 89 FORREST STREET

GROUND FLOOR PLAN

LOT 210 - 89 Forrest Str, Narrogin, WA 6312

PARTICULARS

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



1 Typical Perspective View
(Road Side)

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Shire of Narrogin

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PROJECT

4 HOUSE DEVELOPMENT AT 89 FORREST STREET

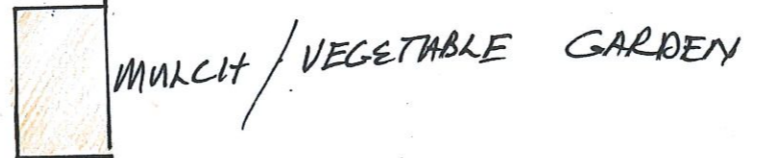
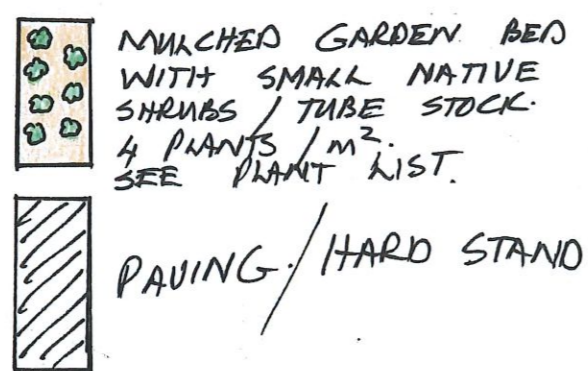
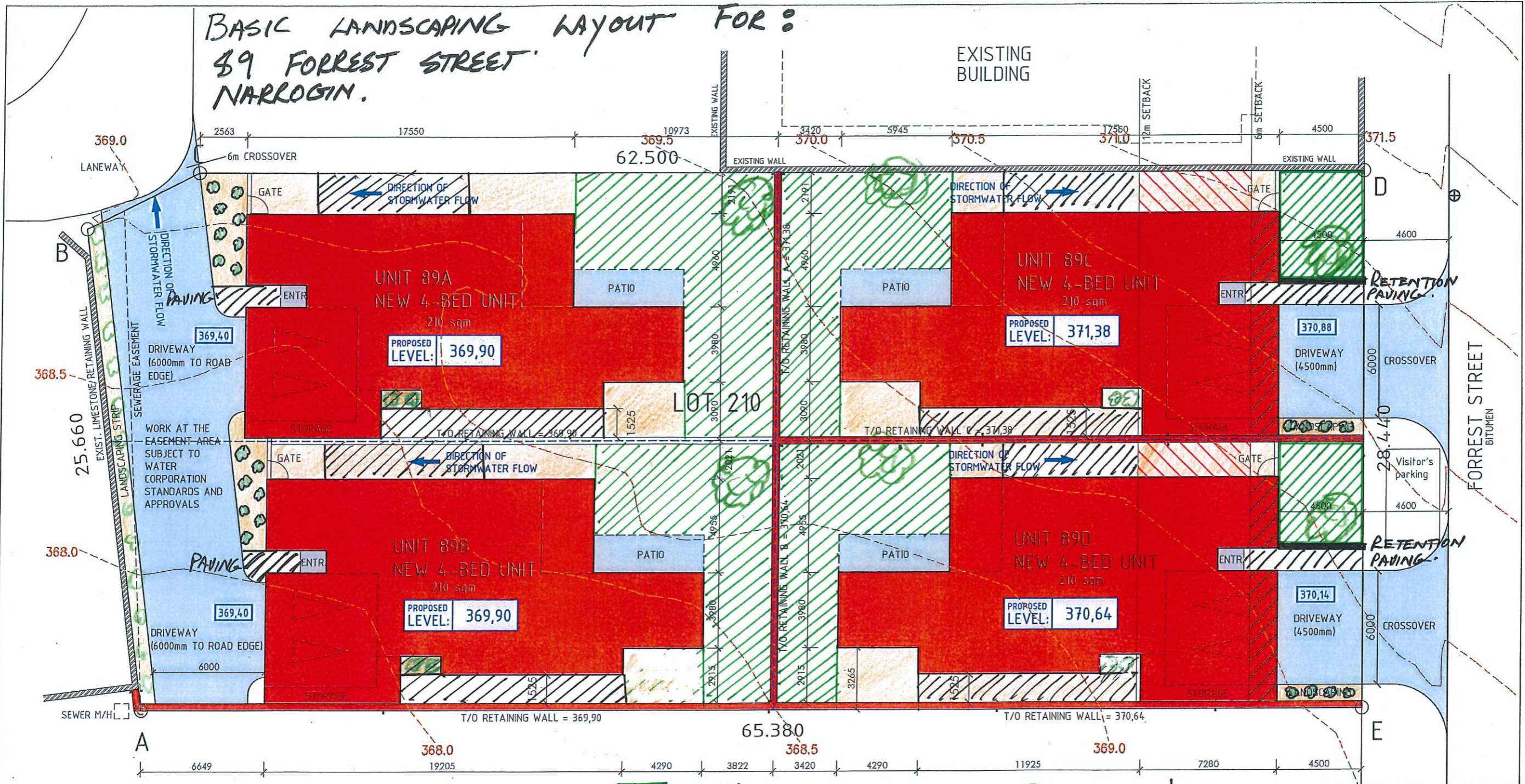
PERSPECTIVE VIEW

LOT 210 - 89 Forrest Str, Narrogin, WA 6312

PARTICULARS

Date	Scale	Drawn	DOC TYPE:
REV. COLUMN	AS SHOWN	JB	WD
	Sheet Size	Nr of sheets	PHASE:
	A3	N/A	4
Project nr.	Drawing nr.		REVISION:
14152	600		11

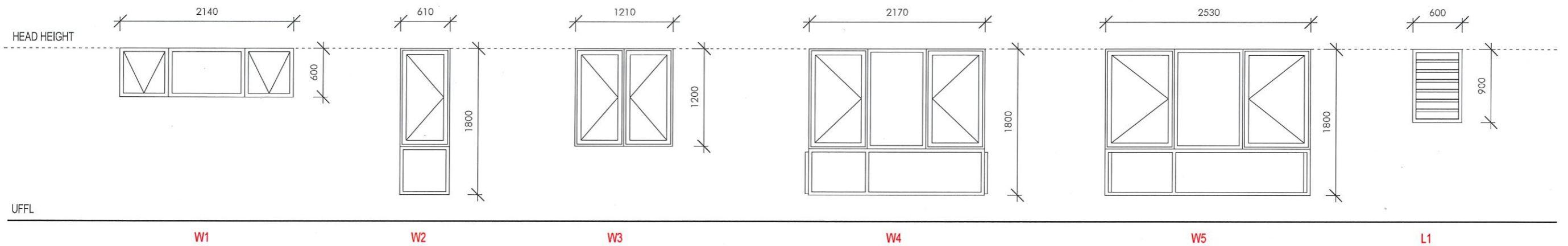
BASIC LANDSCAPING LAYOUT FOR: 89 FORREST STREET NARROGIN.



- MIXED VARIETIES FOR LOW LEVEL MULCHED GARDEN:
- NATIVE SHRUBS MIX OF:
- ① HAKEA LISSOCERPHA (HONEY BUSH)
 - ② ADENATHOS CYGNORUM (COMMON WILLY BUSH)
 - ③ GRAVILLIA PULCHELLA (BEAUTIFUL GRAVILLIA)
 - ④ KESHANMULIA BILLOBA (BLUE KESHANMULIA)
- 500ml - 1L TUBE STOCK
- SHADE / TREES - USE ANY ONE OR SELECTION OF:
- ① JACARANDA MIMOSIFOLIA (COMMON JACARANDA)
 - ② CEIBA SPECIOSA (SILK FLOSS TREE)

↓ ALL TURF AREAS ARE TO BE IRRIGATED.
* MULCH AND NATIVE BEDS ARE DRY BEDS.

ALONG WALKWAY EDGES:
DIANECLA REVOLUTA (BLUEBERRY NUT)



Window Elevations

1 : 50

Window Schedule

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

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PROJECT

4 HOUSE DEVELOPMENT AT 89 FORREST STREET

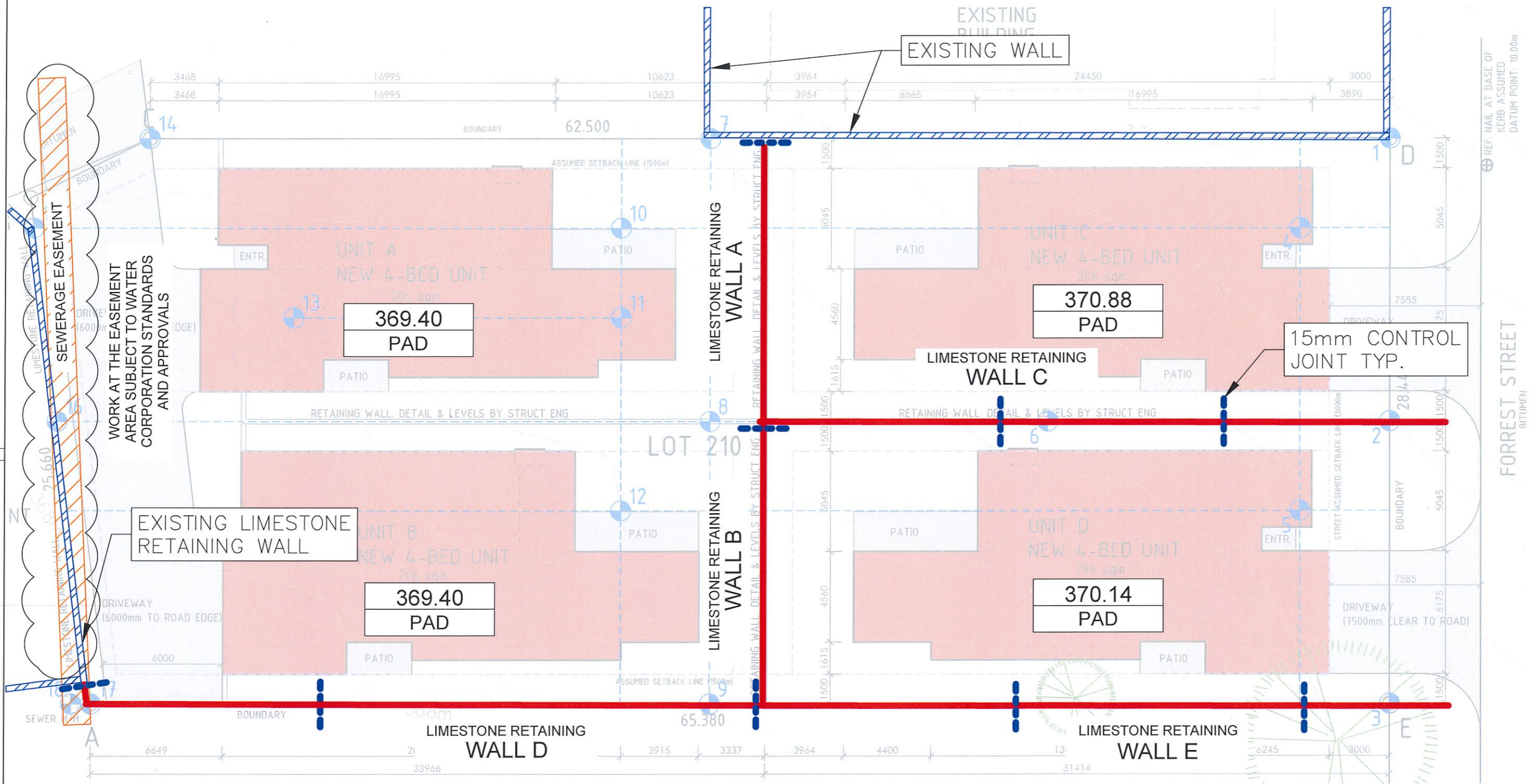
WINDOW SCHEDULE

LOT 210 - 89 Forrest Str, Narrogin, WA 6312

PARTICULARS

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

PRELIMINARY



WORK AT THE EASEMENT AREA SUBJECT TO WATER CORPORATION STANDARDS AND APPROVALS

EXISTING LIMESTONE RETAINING WALL

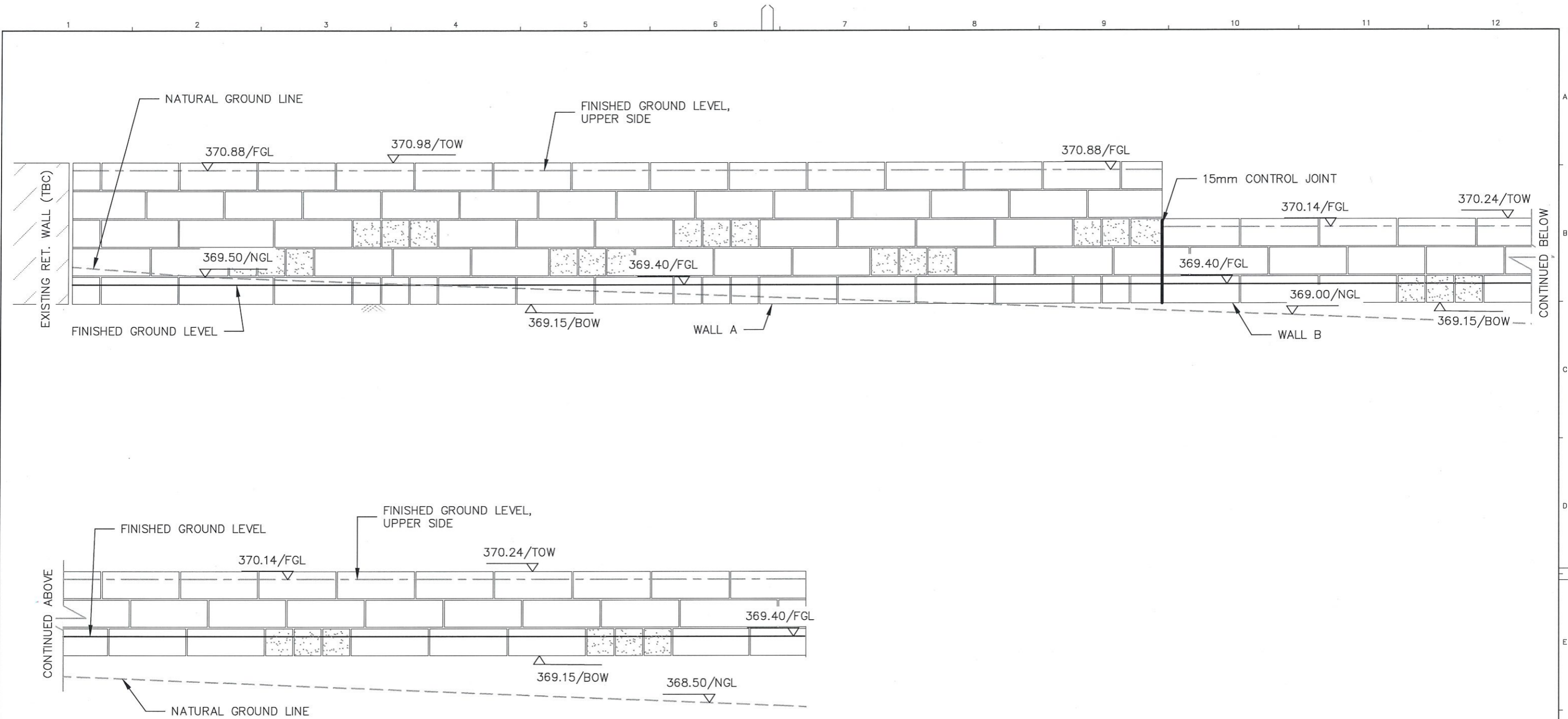
EXISTING WALL

PLAN
Scale: NTS

NOTES:

1. REFER DRAWING SHEET: S02 FOR WALL SECTION DETAILS AND DETAILED NOTES.
2. THE PAD LEVELS SHOWN ARE BASED ON LEVELS SHOWN ON MET SURVEYORS FEATURE SURVEY DATED 28/06/2017 DRAWING NO.: MET-NAR-001

B	29/09/2017	ISSUED FOR REVIEW	EL	BT	HVZ	DESIGN SURVEY	VERTICAL DATUM	DES CALC	NORTH POINT	DESIGN CERTIFIED	89 FORREST STREET, NARROGIN LIMESTONE RETAINING WALL PLAN	SHEET NUMBER S01
A	20/09/2017	ISSUED FOR REVIEW	EL	BT	HVZ	NONE	COORDINATE SYS	DES CHD		CONSULTANT PROJECT MANAGER		
						ASCON SURVEY	DES REF	DRN		APPROVED	PROJECT	
						NONE		Q.C. CHD			DRAWING NUMBER	
ISSUE	Shire of Narrogin	REVISION	DRN	CHK	APPD						P170034	
											P170034-ST-001	



LEGEND:

NATURAL GL: - - - - -

FINISHED GL: _____

FINISHED GL: - - - - -
(UPPER LEVEL)

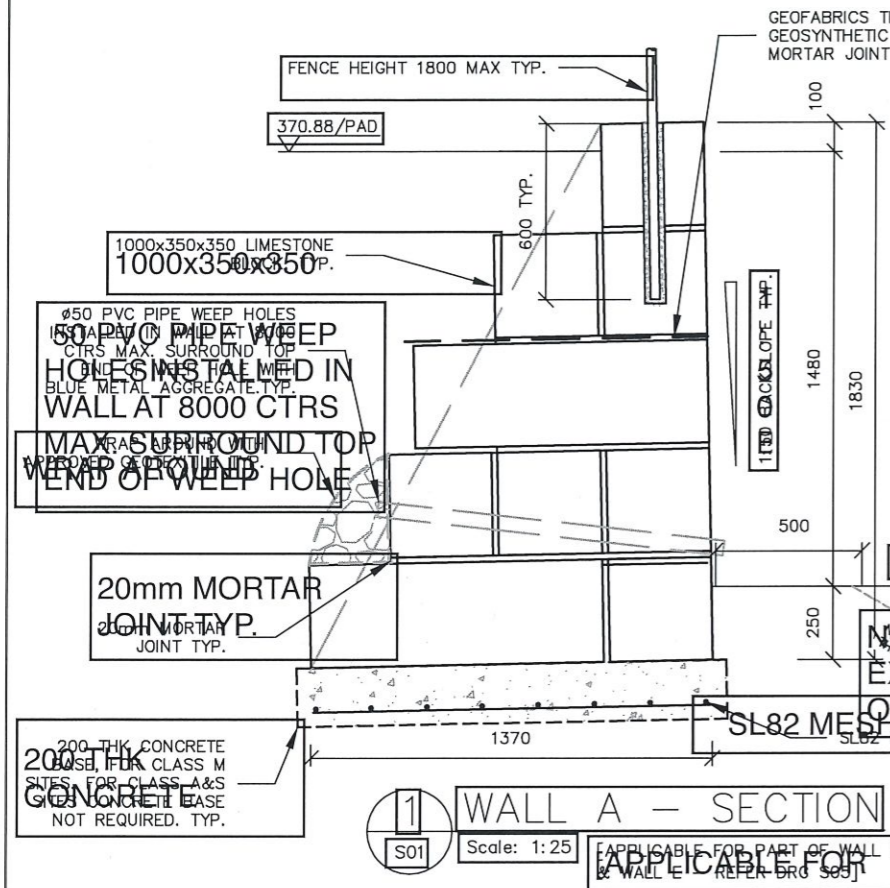
P ELEVATION - WALL A & B
S01 Scale: NTS

PRELIMINARY

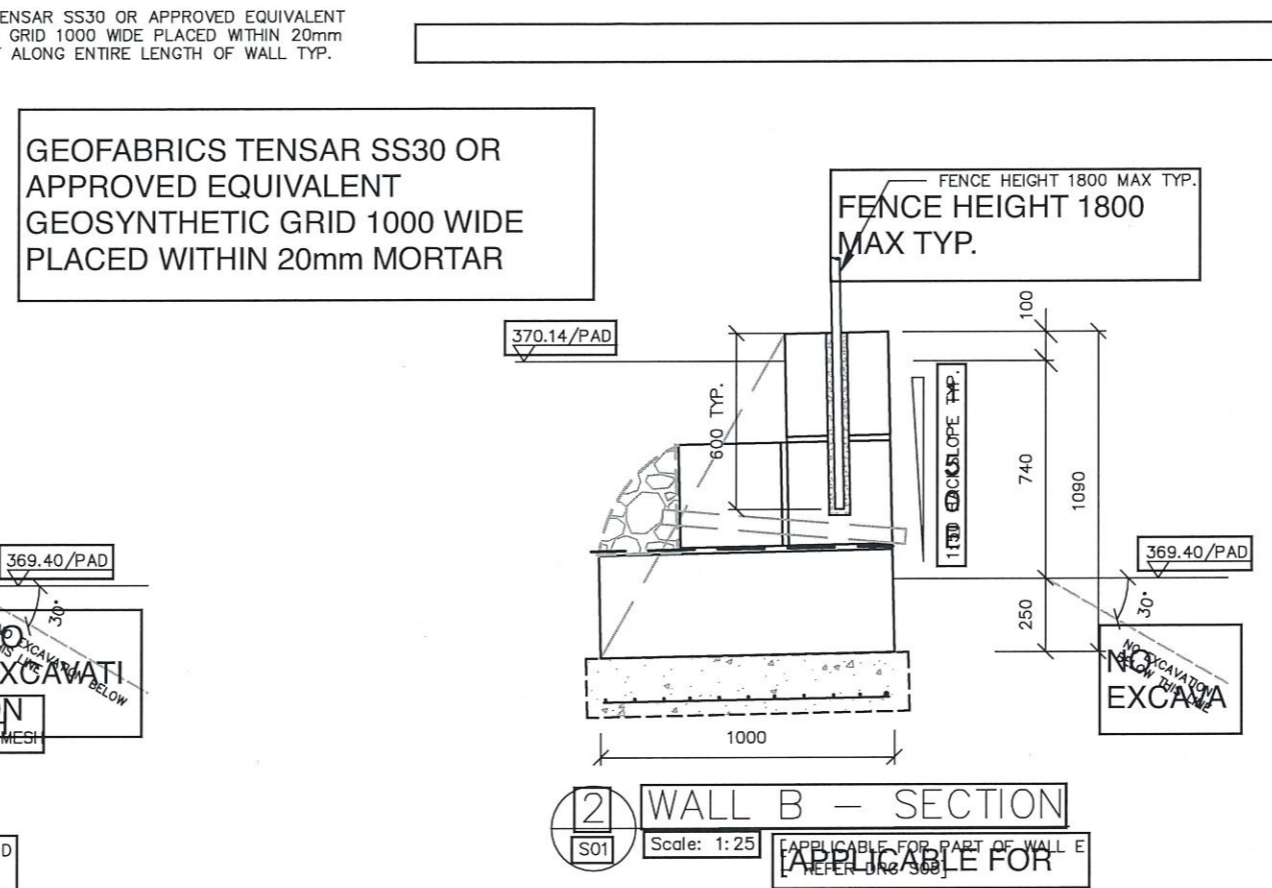
B	29/09/2017	ISSUED FOR REVIEW	EL	BT	HVZ	DESIGN SURVEY	VERTICAL DATUM	DES CALC	NORTH POINT	DESIGN CERTIFIED	<p>89 FORREST STREET, NARROGIN LIMESTONE RETAINING WALL ELEVATIONS WALL A & B</p>	<p>SHEET NUMBER S03</p>		
A	19/09/2017	ISSUED FOR REVIEW	EL	BT	HVZ	NONE	COORDINATE SYS	DES CHD	CONSULTANT PROJECT MANAGER	PROJECT			DRAWING NUMBER	AUTOCAD
						ASCON SURVEY	DES REF	DRN		APPROVED	P170034	P170034-ST-003	Page 6	SHEET SIZE - A3
ISSUE	Shire of Narrogin	REVISION	DRN	CHK	APPD	NONE		Q.C. CHD		Minutes Ordinary Council Meeting 20 December 2017	Consulting Engineers			

NOTES:

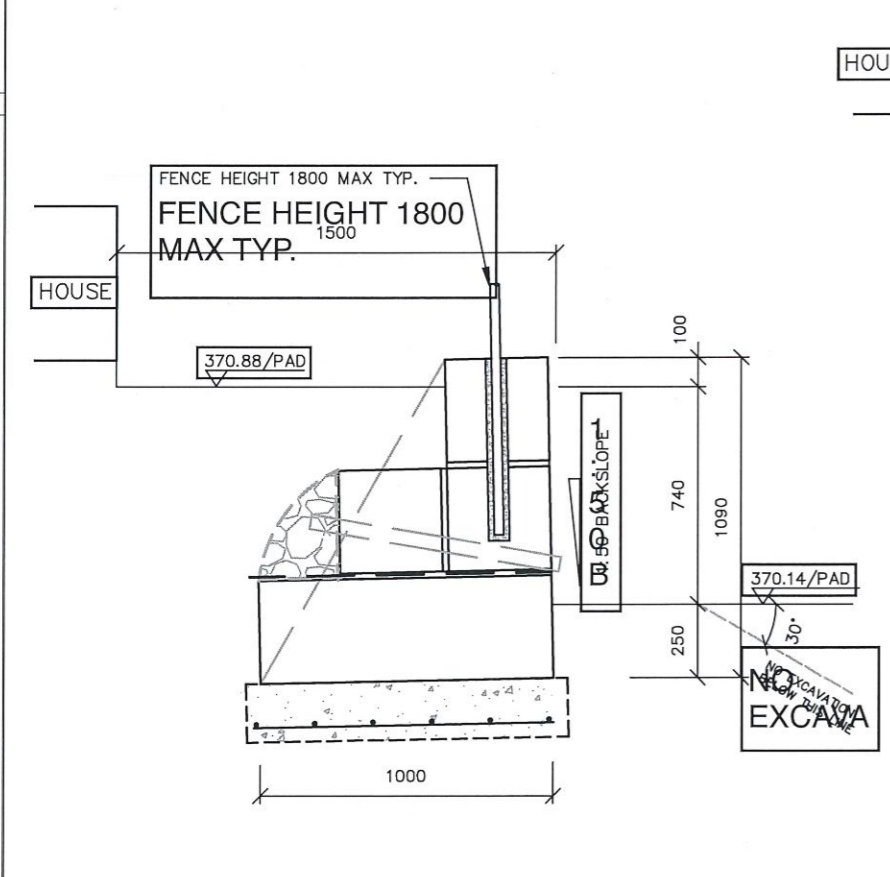
- DO NOT SCALE FROM DRAWINGS.
- REFER DRG No.S01 FOR WALL LAYOUT.
- REFER TO ARCHITECTS LAYOUT AND DETAIL DRAWINGS FOR ALL SETOUT DIMENSIONS AND LEVELS.
- READ THIS DRAWING IN CONJUNCTION WITH OTHER CONSULTANTS DRAWINGS. ANY DISCREPANCIES SHALL BE RESOLVED PRIOR TO COMMENCING CONSTRUCTIONS.
- OBTAIN APPROVALS FOR ALL AMENDMENTS AND SUBSTITUTIONS.
- LIMESTONE RETAINING WALL BLOCKS SHALL COMPLY WITH THE FOLLOWING:
 - BLOCKS SHALL BE RECONSTITUTED LIMESTONE.
 - BLOCK MINIMUM DENSITY - 1800kg/m³.
 - MINIMUM UNCONFINED COMPRESSIVE STRENGTH - 5.0MPa
 - ALL JOINTS TO BE MORTARED 20mm BED JOINTS IN MORTAR CLASS M3, EXCEPT FOR PROJECTS LOCATED WITHIN 1km OF THE OCEAN, MORTAR CLASS TO BE M4
 - CEMENTS OTHER THAN TYPE GP PORTLAND CEMENT SHALL NOT BE USED.
- REMOVE ALL TOP SOIL, VEGETATION AND DELETERIOUS FILL MATERIAL FROM THE FOUNDATION AREA.
- THIS WALL IS DESIGNED FOR USE IN STABLE SAND OR ROCK SOILS, CLASS A SOIL CLASSIFICATION, WITH FREE DRAINING GRANULAR BACKFILL. MAXIMUM WATER TABLE TO BE BELOW BOTTOM OF WALL, IF SITE CONDITIONS ARE DIFFERENT CONTACT THE ENGINEER.
- COMPACT THE FOUNDATION LINE TO MIN 7 BLOWS/300mm AS TESTED WITH PERTH SAND PENETROMETER FOR A DEPTH OF AT LEAST 750mm BELOW BOTTOM OF WALL.
- DO NOT BACKFILL WALL UNTIL AT LEAST 7 DAYS AFTER COMPLETION.
- BACKFILL TO BE COMPACTED TO MIN 5 BLOWS/300mm. BACKFILL WITHIN 1.0m OF WALL MAY BE COMPACTED TO MIN 4 BLOWS/300mm.
- ENSURE NO DEAD LOAD (INCLUDING BUILDINGS) IS PLACED CLOSER TO THE WALL THAN THE DISTANCE SHOWN OR THE TOTAL HEIGHT OF THE WALL MAXIMUM SURCHARGE LOAD TO BE 5kPa WHICH INCLUDES LIGHT VEHICLE LOAD.
- ENSURE THE WALL DOES NOT SURCHARGE OR UNDERMINE ANY ADJACENT RETAINING WALLS OR STRUCTURES EITHER ON THIS OR ADJOINING PROPERTIES.
- DO NOT BUILD OVER OR ADJACENT TO ANY WATER CORPORATION/AUTHORITY SEWERS WITHOUT APPROVAL FROM RELEVANT AUTHORITIES.
- ALL CONTROL JOINTS TO BE PROVIDED WITH 100mm EXPANDED POLYETHYLENE FILLER BOARD AND 25mm DEEP FLEXIBLE MASTIC JOINT SEALANT, UV RESISTANT.



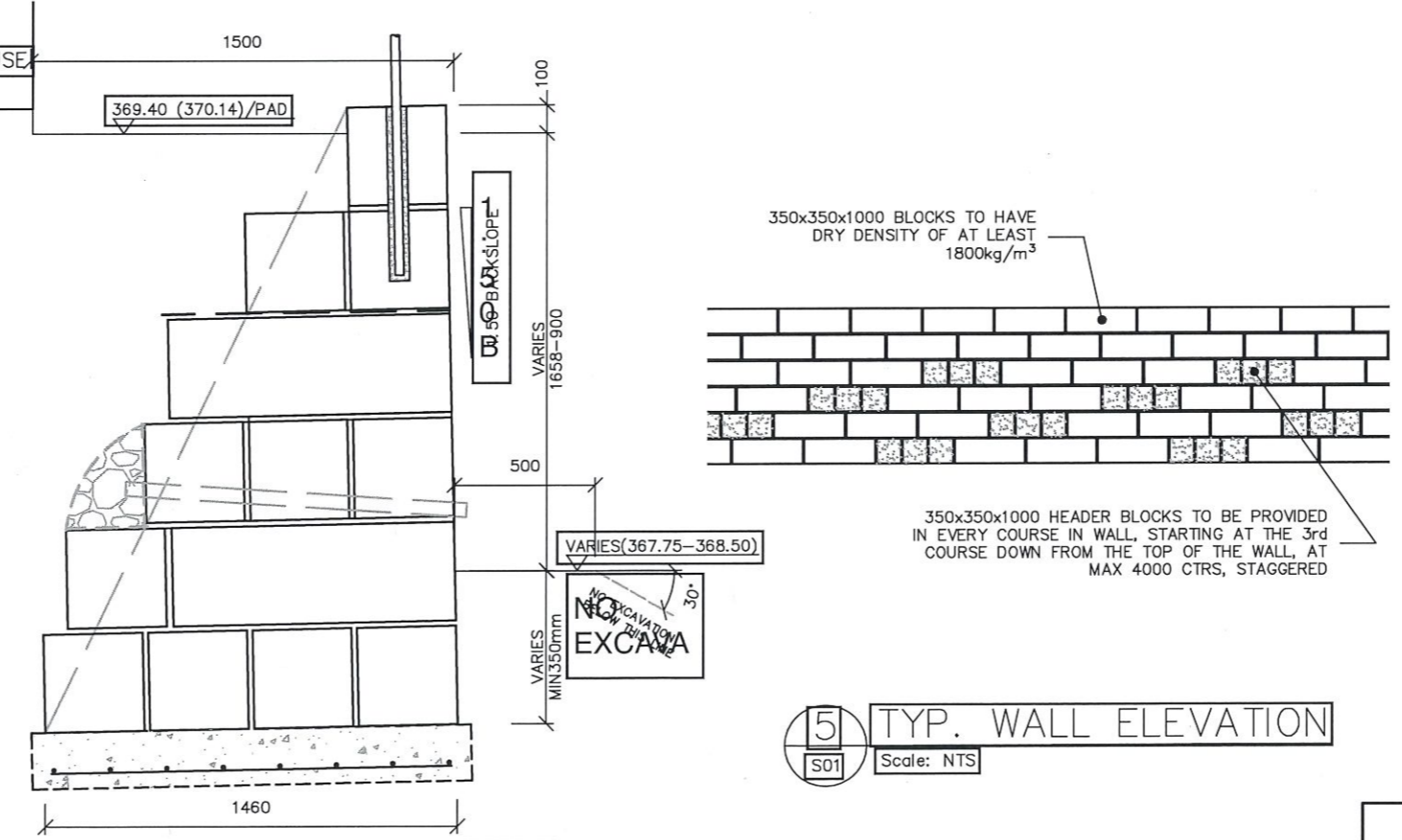
1 WALL A - SECTION
Scale: 1:25
APPLICABLE FOR PART OF WALL D & WALL E (REFER DRG S03)



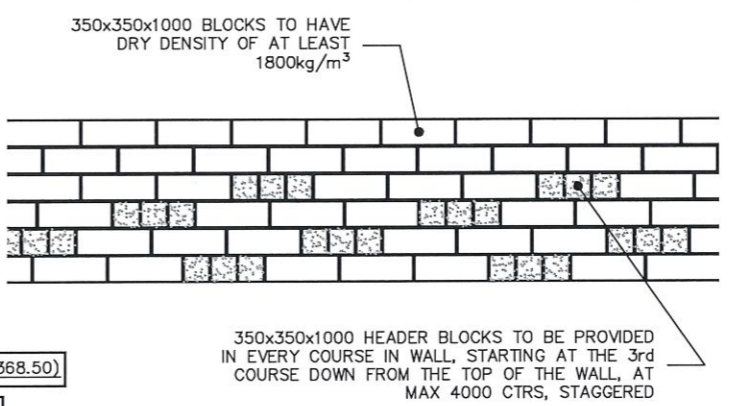
2 WALL B - SECTION
Scale: 1:25
APPLICABLE FOR PART OF WALL E (REFER DRG S03)



3 WALL C - SECTION
Scale: 1:25



4 WALL D&E - SECTION
Scale: 1:25



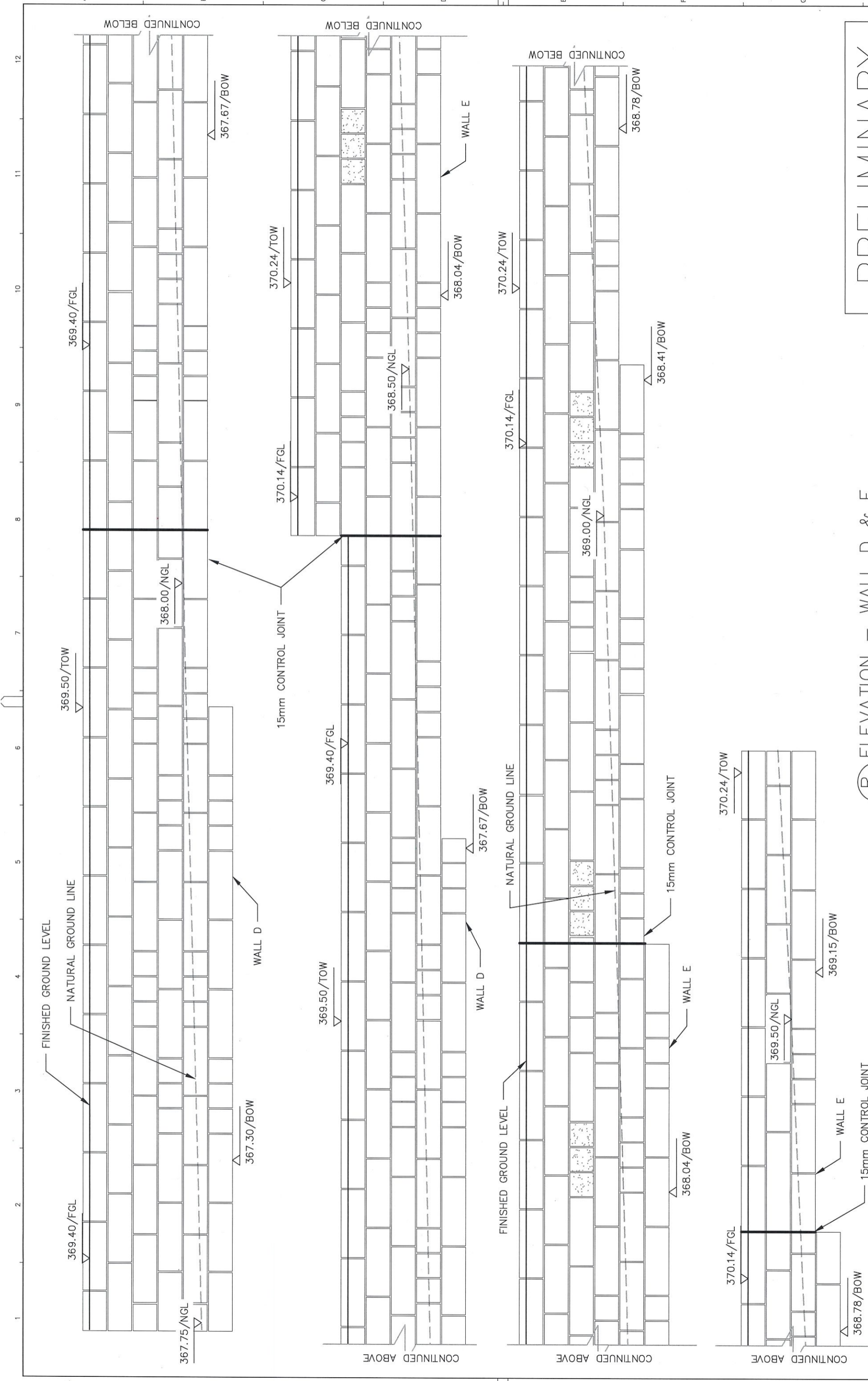
5 TYP. WALL ELEVATION
Scale: NTS

THE WALL DESIGN HAS BEEN BASED ON TC2, WIND CLASS N1 IN ACCORDANCE WITH AS4055 AND CONSIDERED TO BE CLASS B WALL IN ACCORDANCE WITH AS4678.

SITE SOIL CLASSIFICATION CONSIDERED CLASS A OR CLASS S TO BE OBTAINED

THE WALL DESIGN HAS BEEN BASED ON TC2, WIND CLASS N1 IN

PRELIMINARY



PRELIMINARY

R ELEVATION - WALL D & E
Scale: NTS

S01

B 28/09/2017 ISSUED FOR REVIEW A 20/09/2017 ISSUED FOR REVIEW	DESIGN SURVEY HZV NONE ASCON SURVEY NONE	VERTICAL DATUM COORDINATE SYS DES REF	DES CALC DES CHD DRN Q.C. CHD	NORTH POINT	DESIGN CERTIFIED CONSULTANT PROJECT MANAGER APPROVED CONSULTANT PROJECT DIRECTOR	PROJECT P170034 DRAWING NUMBER P170034-ST-005 AUTOCAD ISSUE B	SHEET NUMBER S05 SHEET SIZE - A3
89 FORREST STREET, NARROGIN LIMESTONE RETAINING WALL ELEVATIONS WALL D & E							
P9CS Consulting Engineers <small>Suite 28, 28 Waters Dr Onslow Park WA 6077 T: (08) 9446 8879 www.p9cs.com.au</small>							
© THIS DRAWING IS THE PROPERTY OF THE P9CS CONSULTING ENGINEERS. IT SHALL NOT BE COPIED WITHOUT PERMISSION.							

POWER INSTALLATION LEGEND

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

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

- 1. 1200mm ABOVE FINISHED FLOOR LEVEL
- 2. 800mm ABOVE FINISHED FLOOR LEVEL
- 3. PLUGS ABOVE WORKTOP
- 4. PLUGS BELOW WORKTOP
- 5. 2000mm ABOVE FINISHED FLOOR LEVEL



1 ELECTRICAL LAYOUT
1 : 100

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

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

LIGHTING INSTALLATION LEGEND

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

1. 1000mm ABOVE FINISHED FLOOR LEVEL

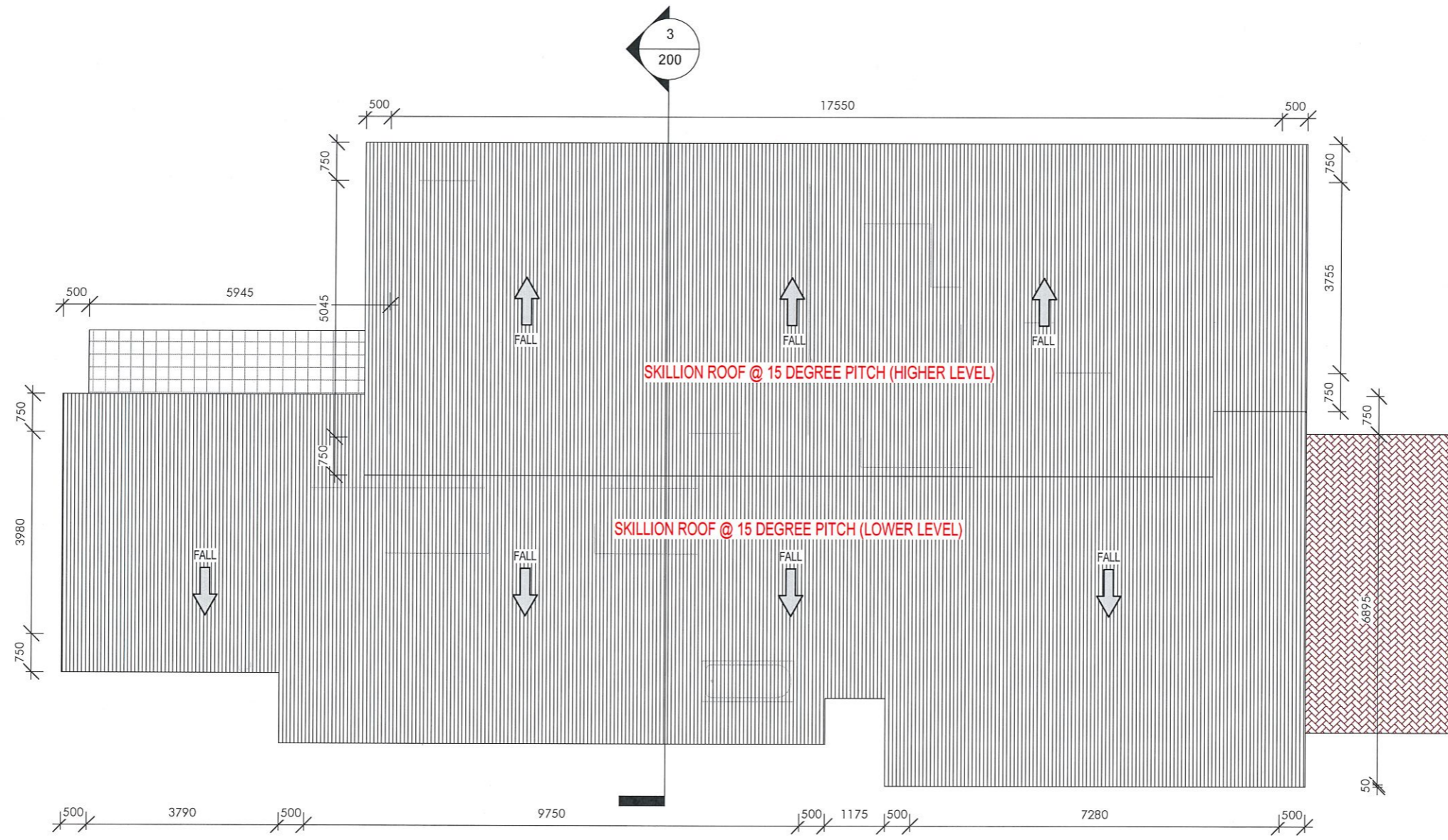


1 LIGHTING LAYOUT
1 : 100

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



1 ROOF PLAN
1 : 100

new line architecture

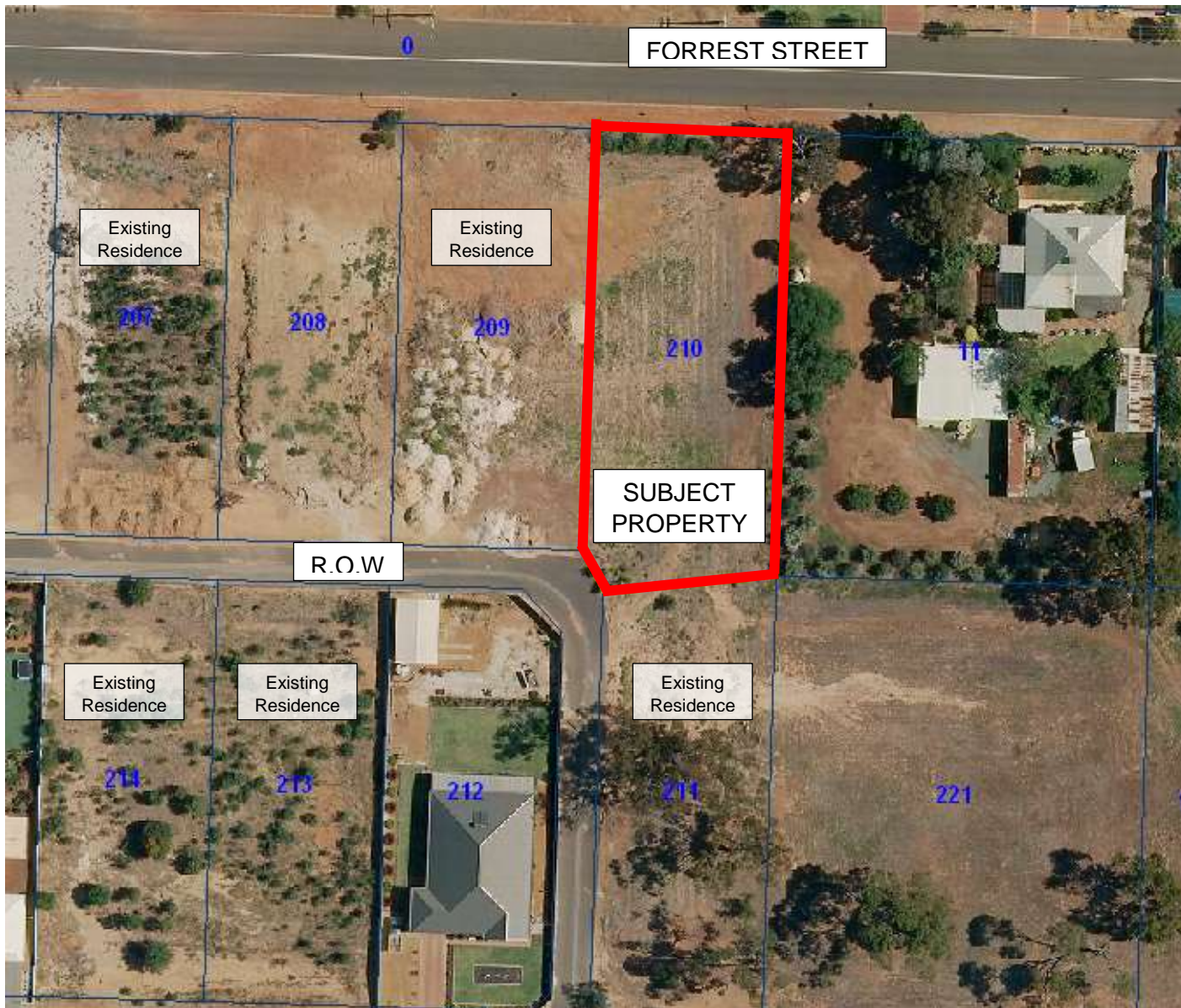
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PROJECT		PARTICULARS		
4 HOUSE DEVELOPMENT AT 89 FORREST STREET				
ROOF PLAN				
LOT 210 - 89 Forrest Str, Narrogin, WA 6312				
Date	Scale	Drawn	DOC TYPE:	
REV. COLUMN	AS SHOWN	JB	WD	
	Sheet Size	Nr of sheets	PHASE:	
	A3	N/A	4	
Project nr.	Drawing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



Attachment Two – Locality Plan

RESIDENTIAL DESIGN CODES ASSESSMENT

Date of Assessment:	6 December 2017	Address:	Lot 210 (No.89) Forrest Street, Narrogin
Proposal:	4 Grouped Dwellings	Assessed By:	Leigh Medlen
TPS Zoning & R-Code:	'Single Residential' zone with an applicable density coding of R20. An R25 Coding applied to grouped dwelling development within a Single Residential Zone.	Total Applicable Land/Lot Area:	1900.00m²

5.1 – Site Area

	Required	Provided	Comments
Min Lot Size – Grouped Dwelling	(R25 provisions) 300m ²	Unit 1 – 510.79m ² Unit 2 – 495.42m ² Unit 3 – 446.1m ² Unit 4 – 443.71m ²	Complies. All lots meet the minimum size requirements.
Min Lot Size Battle-Axe Lot	425m ²	N/A	N/A no battle-axe lot proposed.
Ave Lot Size (min) – Grouped Dwellings	350m ²	474.00m ²	Complies, including area dedicated as common property.
Plot Ratio (max) 0.5	Unit 1: Max Built up Area: 255.395m ² Unit 2: Max Built up area 247.71m ² Unit 3: Max Built Up Area 223.35m ² Unit 4: Max Built Up Area 223.35m ²	Unit 1: Complies Provided: 211m ² Unit 2: Complies Provided: 211m ² Unit 3: Complies Provided: 211m ² Unit 4: Complies Provided: 211m ²	Complies
Minimum Frontage	8 metres	Unit 1 – 11.333m Unit 2 – 14.327m Unit 3 – 14.220m Unit 4 – 14.220m	Complies.

5.1 – Street Setback

	Required	Provided	Comments
5.1.2 i. Primary Street Setback as per Table 1.	6 metres (Can be reduced by up to 50%) Min: 3 metres	Unit 1 – 6.0 metres Unit 2 – 6.0 metres Unit 3 – 4.5 metres Unit 4 – 4.5 metres	Unit 1 & 2 Comply. Does Not Comply – Requires Variation Unit 3 and 4 can have a primary setback area reduced by up to 50%, therefore = 3 metres however it has to be compensated by an equal area of open space between the setback line and a line at double the setback distance. Therefore, 31m ² is intruding into the 6m setback line, that area should be compensated by an equal area of open space. 25m ² is compensated within the two lines and therefore does not meet the circumstances of which the primary setback can be reduced as an equal area of open space has not been provided. A variation to the R-Codes would therefore be required.

C2.2 Secondary Street Setback	1.5m or may be reduced to a porch, veranda, balcony or the equivalent.	N/A	No secondary street
C2.3 Setback of Corner Truncation	In accordance with secondary street setback in Table 1.	N/A	N/A Not a corner block, a corner truncation is not required for the property.
5.1.2 A porch, balcony, veranda, chimney or the equivalent may project not more than 1m into the street setback area, and this projection is not subject to a compensating open area. Provided that the total area of the projections does not exceed 20% of the frontage.	1 metre into primary setback area 20% of frontage	Unit 1: Complies Unit 2: Complies Unit 3: Complies Unit 4: Complies	Complies, entry porches do not intrude into any of the front setback areas. Complies. Porches account for 9.7% of the frontages.

5.1.3 Lot Boundary Setback

	Required	Provided	Comments
5.1.3 Buildings Setback from the Boundary Unit 1	As per Table 2A & 2B of the Codes Garage/Store: 1.5 Bedroom 4: 1.5 Bathroom: 1.5 Bedroom 3: 1.5 Bedroom 2: 1.5 Ensuite: 1.5 Master suite (side): 1.5m Master suite (rear): 1.5m Living/Dining: 1.5 Kitchen: 1.5 Laundry: 1.5 Lounge: 1.5	Nil. 2.4m 1.525m 1.525m 1.525m 1.525m 3.090m	Walls may be built up to a lot boundary behind the street setback area in the following circumstances: <ul style="list-style-type: none"> Where walls are not higher than 3.5 metres (Complies: Wall height of the garage is 2.5m). Up to a maximum length of 9 metres or one third of the length of the lot boundary (Complies length of the wall with nil setback is 7.280 metres). To one side lot boundary, behind the front setback (Complies to one side boundary; however 1.5m of the portion of the garage is located within the front setback area for Units 3 and 4).
Unit 2:	Garage/Store: 1.5 Bedroom 4: 1.5 Bathroom: 1.5 Bedroom 3: 1.5 Bedroom 2: 1.5 Ensuite: 1.5 Master suite (side): 1.5 Master suite (rear): 1.5 Living/Dining: 1.5 Kitchen: 1.5 Laundry: 1.5 Lounge: 1.5	Nil. 2.4m 1.525m 1.525m 1.525m 1.525m 2.915m	
Unit 3:	Garage/Store: 1.5 Bedroom 4: 1.5 Bathroom: 1.5 Bedroom 3: 1.5 Bedroom 2: 1.5 Ensuite: 1.5 Master suite (side): 1.5 Master suite (rear): 1.5 Living/Dining: 1.5 Kitchen: Laundry: 1.5 Lounge: 1.5	Nil. 2.4m 1.525m 1.525m 1.525m 1.525m 3.090m 3.420m 2.191m 2.191m 2.191m 2.191m	

Unit 4:	Garage/Store: 1.5 Bedroom 4: 1.5 Bathroom: 1.5 Bedroom 3: 1.5 Bedroom 2: 1.5 Ensuite: 1.5 Master suite (side): 1.5 Master suite (rear):1.5 Living/Dining: 1.5 Kitchen: 1.5 Laundry: 1.5 Lounge: 1.5	Nil. 2.4m 1.525m 1.525m 1.525m 1.525m 3.265m 3.420m 2.191m 2.191m 2.191m 2.191m	
ii. Outdoor Living Area Setbacks	Unenclosed areas for outdoor living areas elevated 0.5 or more above natural ground level, setback as though they were major opening to habitable rooms with a wall height of 2.4 above floor level. Required: 1.5m	Unit 1 Open: Closed: 2.191 Unit 2 Open: 2.021 Closed: 3.22 Unit 3 Open: 3.420 Closed:2.191 Unit 4 Open: 3.420 Closed: 2.021	Complies
iii. Buildings on the same lot	Setback from each other as though there were a boundary between them	Setbacks comply.	Complies. Detailed assessment in section 5.1.3 – Lot boundary Setbacks of this report, which were assessed as if a boundary was between units.
Minor projections e.g. chimney, architectural feature and eaves.	Maximum 0.75m projection into street area.	Complies	All units comply.

5.1.4 Open Space

	Required	Provided	Comments
5.1.4 Open Space	50%	Unit 1 Required: 255.395m Provided: 58.69% Unit 2 Required: 247.71m Provided: 57.37% Unit 3: Required: 223.355m Provided: 52.77% Unit 4: Required: 223.355m Provided: 52.77%	Complies
5.1.5 Communal Open Space Communal Open Space	N/A	N/A	Communal Open Space not provided within the proposal.

5.1.6 – Building Height Requirements

	Required	Provided	Comments

Building Height	Comply with Table 3 (for Category B buildings) Top of external Wall 6m	Single storey. External wall approximately 3.4 metres	Complies
Top of external wall (concealed roof)	7m	N/A	
Top of Pitched Roof	9m	Unit 1: 4.7m Unit 2: 4.7m Unit 3: 4.7m Unit 4: 4.7m	Complies

5.2.1 Garages & Carports

	Required	Provided	Comments
5.2.1 Setback of Garages & Carports	4.5 from primary street	Unit 1: 6.0 metres Unit 2: 6.0 metres Unit 3: 4.5 metres Unit 4: 4.5 metres	Complies
5.2.1 Garages /Carports built to boundary of ROW/Private St	6m reversing bay	Unit 1 & 2: 6m	Complies Clause applies to units 1 & 2 as they abut a right of way and the turning circles would be adequate to exit and enter in forward and reversing gear.
5.2.2 Garage Width	50% of the frontage	<u>Unit 1:</u> Frontage – 11.333 Garage – 5.7m % = 50.295% <u>Unit 2:</u> Frontage – 14.327 Garage – 5.7m % = 39.785% <u>Unit 3:</u> Frontage – 14.220 Garage – 5.7m % = 40.084% <u>Unit 4:</u> Frontage – 14.220 Garage – 5.7m % = 40.084%	Complies. No proposed garage of any unit is proposed to exceed 50%.

5.2.3 Street Surveillance/Front Fence & Sightlines

	Required	Provided	Comments
5.2.3 Surveillance of the Street	1 major room from a habitable room of the dwelling facing the street.	All Units: Lounge Room facing the street with a major opening.	Complies.
5.2.4 Street Wall & Fences	Front fences within the primary street setback area to be visually permeable above 1.2 of natural ground level.	Not supplied.	A 1.8 metre high fence is proposed. Can be made as condition of approval that within the front setback area the front fence is visually permeable above 1.2 metres.
5.2.5 Sight Lines	No higher than 0.75 within 1.5 metre of adjoining	Not supplied.	Can be made as a condition of approval that the height of the 1.8 metre high fence is reduced to 0.75 of vehicle access points.

	to vehicle access points.		
5.2.6 Appearance of Retained Dwelling	Upgraded to equivalent of new developments	N/A	No dwelling to be retained as part of the development.

5.3.1 Outdoor Living Areas.

	Required	Provided	Comments
5.3.1 Outdoor Living Area	30m ² (as per the R-Codes) -minimum length & width of 4m 2/3rds without permanent roof cover	Unit 1 –14m ² of outdoor living area with permanent roof cover. Unit 2 –14m ² of outdoor living area with permanent roof cover. Unit 3– 14m ² of outdoor living area with permanent roof cover. Unit 4 – 14m ² of outdoor living area with permanent roof cover.	Complies. Sufficient area of open and covered outdoor areas are provided for each unit. 11.89m ² of Open Patio as well as the adjacent open space area satisfies the unroofed requirement of the outdoor living area clause and minimum dimensions. It should be noted that TPS No.2 requires a minimum outdoor living area of 80m ² . The R-Codes are a more recent planning document and have been consistently applied. It therefore be recommended not to support the 80m ² requirement of outdoor living space and apply the requirement of the R-Codes.

5.3.2 Landscaping

	Required	Provided	Comments
5.3.2 Landscaping	Max 50% Hard Surface within street setback area.	Unit 1: 67.72% Unit 2: 67.98% Unit 3: Comply Unit 4: Comply	Does Not Comply Unit 1: The front setback area is 75.33m ² in total which therefore would allow for 37.66m ² of hard surface within the area. There is 51.03m ² of hard surface and 24.32m ² is landscaped, therefore 67.72% of the front setback area is hard surface and exceeds the maximum requirement. Unit 2: The total front setback area for unit 2 is 95.26m ² and therefore 50% area to be covered by hard surface would equate to 47.63m ² . At present, the unit has 30.5m ² of landscaping and 64.76m ² of hard surface which is equal to 67.98% and exceeds the maximum requirement. Unit 1 and 2 do not front a primary or secondary street and rather have access via a right of way, it is therefore considered the percentage of hard surface would not impact on the amenity or character of the area. Complies Front setback area for Units 3 & 4 is equal to 63.99m ² which would therefore allow for 31.995m ² of hard surface within the front setback area. Approximately 27m ² would be hard surfaced and therefore complies with the requirement.

5.3.3 Parking

	Required	Provided	Comments
5.3.3 Parking	2 bays per dwelling	Unit 1: 2 bays provided	Complies

		Unit 2: 2 bays provided Unit 3: 2 bays provided Unit 4: 2 bays provided	
Visitor Bays	1 space for each 4 dwellings	1 space provided.	Complies with the requirements listed within the R-Codes. It should be noted that TPS No.2 requires, in addition to 2 car parking bays per dwelling, that 1 visitor bay per 2 dwellings also be provided. Applying this requirement of the TPS No.2 would therefore require 2 visitor bay for the four dwellings. The R-Codes are a more recent planning document and is recommended to be supported rather than enforcing the TPS No.2. It is also recommended that the visitor parking is considered to be satisfied as tandem parking behind the garages could be considered as available parking spaces. As per the provided plan, it would be unlikely that car-parking availability would become problematic.
5.3.4 Design of car parking spaces	Width 2.6 by 5.4 in length with 6 m reversing area.	All Units Comply.	Complies.
5.3.5 Vehicular Access	Serving four dwelling or less not narrower than 3m at street boundary	N/A	N/A
Not wider than 6m (individual) and 9m in aggregate for any one property.	6 metres 9m aggregate	All Units Comply with the 6 metre width at street boundary.	Complies.
Not closer than 0.5m from side boundary or street pole	0.5 metres	All Units Comply.	Complies
Not closer than 6m to an intersection	6 metres	Complies	Complies, closest intersection 160 metres away.
Aligned at right angles	Right Angles	Complies	All driveways aligned at right angles.
Avoid Street Trees	Avoid Street Trees	Complies	Complies. No Street Trees proposed to be removed.
Driveways Paved and drained	Paved	Complies	All driveways shall be drained and paved to the satisfaction of the Shire of Narrogin which can be considered as a condition of approval.
Forward Gear When two way access enter the street in forward gear where: - Driveway serves more than 5 dwellings - The distance from a car space to the street is more than 15m - Street connects as primary distributor.	N/A	N/A	N/A – No two way access proposed.
5.3.6 Pedestrian Access (10 or more dwellings)	Not Applicable	N/A	Not Applicable. The number of dwellings proposed does not warrant the provision of a separate or protected pedestrian access way.

5.3.7 – Site Works

	Required	Provided	Comments
Excavation or Filling	Not exceed 0.5 metres between	Does Not Comply	Fill provided on site, retaining walls have been proposed to retain the fill on the site.

	the street and building.		
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5.3.8 Retaining Walls

	Required	Provided	Comments
Setback of Retaining	In accordance with Table 1, 2a, 2b and Fig.3 All retaining walls proposed, should be set back 1.5 metres in accordance with table 1	Nil.	Does not Comply Retaining walls have a nil setback as opposed to the 1.5metre requirement.

5.3.9 Stormwater Management

	Required	Provided	Comments
Stormwater Disposal	On-site, unless soil not suitable	Details not provided	Details not provided

5.4.1 Visual Privacy

Note:

- Applies where Major Openings or outdoor living areas are 500mm above Natural Ground Level
 - 1.8 metres high fences (permanent screening is provided to restrict the views within the cone of visions from the major openings and outdoor living areas.

5.4.2 Solar Access

	Required	Provided	Comments
Overshadowing	25%	Unit 3 overshadowing Unit 1: 28.44m ² Unit 4 overshadowing Unit 2: 28.44m ²	Unit 3 and 4 could overshadow approx. 127.69m ² of the lot which is the equivalent to 25%. Current overshadowing of the properties is 28.44m ² and therefore complies with the maximum area permitted. It is anticipated that Unit 1 and 2 will not overshadow any portion of another lot.

5.4.3 – Ancillary Development

	Required	Provided	Comments
5.4.3 Outbuildings	Not Applicable	Not Applicable	Not Applicable. No outbuildings proposed on site.
5.4.4 External Fixtures	Not Applicable	Not Applicable	Not Applicable
5.4.5 Utilities and Facilities Store Facility	1.5 metres min. width, 4m ² min. total area	<u>Unit 1</u> : 8.92m ² <u>Unit 2</u> : 8.92m ² <u>Unit 3</u> : 8.92m ² <u>Unit 4</u> : 8.92m ²	Complies
Rubbish Bins (if not collected from street)	Not Applicable	Not Applicable	Not Applicable. Rubbish bins will be collected from the street.
Adequate clothes-drying area appurtenant to all single & grouped dwellings, screened from view from Primary Street or Secondary Street.	Behind front setback line	Sufficient individual areas are provided out of view from the adjoining streets.	Complies.

Comments/ Non-Compliances:

The Following Non-compliances have been found and require justification as to why they should be supported:

- Reduced Front Setback
- Nil setback of Garage Wall within front setback area.
- Percentages of hard surface within front setback area for Unit 1 & 2
- Nil Setback of Retaining Walls

8:11 pm – The CEO returned to the meeting.

10.1.125 OLD COURTHOUSE MUSEUM – MODIFY CIRCA 1976 PARTITION WALL

File Reference: 26.3.10
Disclosure of Interest: Nil
Applicant: Old Courthouse Museum Joint Management Committee
Previous Item Nos: 10.1.050 –10 May 2016 (Town of Narrogin)
10.1.034 – 12 April 2017
Date: 11 December 2017
Author: Loriann Bell – Administrative Support Officer
Authorising Officer: Azhar Awang – Executive Manager Development & Regulatory Services

Attachments

Attachment 1 – Floor plan
Attachment 2 – Heritage Impact Statement – Laura Gray

Summary

Council's consideration is requested for the proposed modification to the partition wall between the schoolroom section of the Courthouse Museum and the old Courtroom, to create a large opening into the old schoolroom section. This will facilitate a more functional use for the ongoing viability of the space, as the building is occupied by two user groups and is included in the State Heritage Register and the Shire of Narrogin's Town Planning Scheme No 2 - Municipal Heritage Inventory Significant and Historic Places.

Background

In June 2016, following consultation with the users of the Old Courthouse Museum and the State Heritage Office, the Shire proposed to remove an old bank partition, and this proposal was advertised in accordance with the former Town of Narrogin Town Planning Scheme No 2.

A number of submissions were received objecting to the proposal and its removal was not endorsed by Council. At the Ordinary Council Meeting held on 12 April 2017 an alternate proposal was submitted to Council requesting to expand the door opening from 800mm to 1200mm in the partition wall which divides the old schoolroom section of the Courthouse Museum and the old courtroom. Consultation with heritage consultant Laura Gray revealed this wall was of Little Significance to the heritage fabric of the building.

At the Council meeting held on 12 April 2017 it was resolved that the doorway in the partition wall be widened from 800mm to 1,200mm.

Following that resolution, the user groups discussed extending the doorway by a further 1,700mm.

Comment

The proposed modification will see the existing doorway in the partition wall extended by approximately 1700mm, creating a doorway opening of 2500mm. This proposed modification is consistent with the advice received from heritage and conservation consultant Laura Gray whereby this partition wall is deemed to have Little Significance as opposed to the bank partition which is deemed to be of Considerable Value.

This proposal was endorsed by the Narrogin Art Group at its Committee Meeting held on 13 September 2017.

Consultation

- Phone calls and emails were exchanged with members of the Old Courthouse Museum Joint Management Committee in which the proposed removal of the partition wall was discussed. The Committee opposed removing the partition wall, but were in favour of expanding the existing doorway.
- Laura Gray of Heritage Intelligence WA submitted a Heritage Impact statement which outlined the significance of the bank partition and proposed the alternative action of removing of the partition.

Statutory Environment

State:

State Heritage of Western Australia Act 1990

- Section 11 Public authorities to assist in conservation of registered places.

Town of Narrogin Town Planning Scheme No 2.

- Clause 2.6 Significant and Historic Places.
- Clause 6.3.2 Application for Special Approval.

Policy Implications

Nil.

Financial Implications

It is anticipated the cost for the expanded doorway will be approximately \$1,000. This amount was allocated in the draft 2017/2018 budget.

Strategic Implications

Strategic Community Plan 2012/2022

6.7 Create a development, heritage and maintenance plan for all of the Council's current and future building asset requirements.

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.2 Increased Tourism
Strategy:	1.2.1 Promote, develop tourism and maintain local attractions

Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.4 Cultural and heritage diversity is recognised
Strategy:	2.4.1 Maintain and enhance heritage assets

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1217.143 AND OFFICER'S RECOMMENDATION

Moved: Cr Fisher

Seconded: Cr Ward

That Council:

Support the proposed works at the Old Courthouse Museum at Lot 1699 (No 37) Egerton Street, Narrogin for the widening of the existing door opening from 800mm to 2,500mm in the partition wall as shown on the attached plan.

CARRIED 9/0

Commonly-used abbreviations:	
SHO	State Heritage Office



PLAN 1 Sketch Floor Plan

Courthouse Museum, Narrogin
CONSERVATION MANAGEMENT PLAN

HERITAGE IMPACT STATEMENT

Name	<i>Courthouse Museum, Narrogin</i>
Address	Corner (southeast) of the Egerton and Earl streets, Narrogin.
Date	17 March 2017
Prepared by	Laura Gray: Heritage Intelligence (WA)
Prepared for:	Shire of Narrogin
Heritage Listings	Register of Heritage Places – InHerit Database no. 1804 Shire of Narrogin Municipal Inventory
Statement of Significance	<p>per State Heritage Office Registration documentation:</p> <p><i>Courthouse Museum, Narrogin</i>, a single-storey stone building with brick quoining and a corrugated iron gable roof, showing influences of Federation Free style and constructed in stages between 1894 and 1905, has cultural heritage significance for the following reasons:</p> <ul style="list-style-type: none">the place reflects changing educational requirements and expectations around the turn of the twentieth century, and the rapid growth of the Narrogin district;the place was designed by architect George Temple Poole, Colonial Architect and Superintendent of the Public Works Department (1885-1896), and typifies the scale, materials and design of his rural government buildings;the place is an elegant architectural piece with attractive use of local stone, brick quoined openings and corners, and arched doorways;the place is representative of the Western Australian government practice of recycling and adapting government buildings for alternate uses; and,the place is valued by the community of Narrogin and district for the significant contribution to the townscape and character of Narrogin in complementing and enhancing the historic aesthetic of the town.

HERITAGE IMPACT STATEMENT

Courthouse Museum, Narrogin

The proposal

Proposed relocation of the bank partition (1908) & removal of partition wall (c.1976) within the 1903 section of the *Courthouse Museum* to facilitate a more functional space for the ongoing viability of the place.

Aspects of the proposal that respect or enhance the heritage significance of the place.

The Schedule of levels (8.1) in the Conservation Management Plan shows that the 1908 partition is assessed as being of Considerable significance, whereas the c.1976 partition is deemed to be of Little significance. (refer to references)

Retention of the 1908 bank partition and relocation within the building is a positive alternative to removal. However, retention insitu would be preferable due to the significant period from 1908 to 1925 when the Agricultural Bank occupied the building. The location and the very good condition of the partitioning clearly represents the bank's association with the place.

The c.1976 partition is associated with the establishment of the Museum, and considered a lesser degree of significance than the bank partitioning. The Little significance of the partition arises predominantly due to the arbitrary location of that partition, and its fibrocement fabric, although it is associated with the establishment of the Museum for functional reasons that are now the impetus for the Museum to remove that partition.

Removal of the c.1976 partition will open the space for more opportunities to interpret the Court function of the *Courthouse Museum*, while retaining the bank evidence by way of that partitioning remaining insitu, and enhance the museum experience.

Aspects of the proposal that could have a detrimental impact on the heritage significance

Retention of the bank partition and relocation within the building is preferable to removal, but detrimental in the relocation and therefore loss of the actual significance of its existing original position within the building. Retention insitu would be preferable due to the significant period from 1908 to 1925 when the Agricultural Bank occupied the

HERITAGE IMPACT STATEMENT
Courthouse Museum, Narrogin

building, so the location and the very good condition of the 1908 partitioning clearly represents the bank's association with the place.

Alternative solutions that have been considered and why they have been discounted

Options to facilitate practical change are limited within the scope of the significance of the place.

Conclusion about the nature and extent of the heritage impact of the proposal.

The proposal to relocate the bank partition (1908) within the 1903 section of the *Courthouse Museum* would still have a detrimental impact on the heritage value of the place as it represents the significant banking function between 1908 and 1925. Although relocation is proposed within the same space, the significance would be greatly impacted, and possibly the fabric itself.

The proposed removal of the partition wall (c.1976) will have minimal impact on the significance of the place, and provides opportunities to experience the space as it was during the final courthouse function between 1947 and 1970.

The retention of the 1908 bank partitioning in its current position, together with the removal of the c.1976 partition will enhance the interpretation of two extensive periods of associations by the bank and the court, as well as providing further opportunities for the *Courthouse Museum*, that is also a long standing function of the place.

Facilitating ongoing viable functions is critical to the long-term conservation of the *Courthouse Museum*.

References & attachments

State Heritage Office Register documentation

Conservation Management Plan (Draft) 2017 *Courthouse Museum, Narrogin-*

Relative extracts are:

Policy 2.4 Retain and conserve the fabric of the 1894, 1903, 1905, 1908 and 1947 periods of development of the place.

Policy 2.12 CS CONSIDERABLE SIGNIFICANCE These areas are extremely important in terms of the place and should be conserved if the place is to retain its meaning and significance. The fabric should be retained, restored and conserved as appropriate.

HERITAGE IMPACT STATEMENT

Courthouse Museum, Narrogin

Policy 2.14 LS LITTLE SIGNIFICANCE This category can include additions and alterations made to the original fabric to accommodate changing requirements. They tend to be expedient and their impact upon the place ranges from neutral to moderately intrusive.

Policy 4.3 The Shire of Narrogin must refer any development proposal to the State Heritage Office for “approval” prior to endorsing any proposals or any works taking place.

HERITAGE INTELLIGENCE (WA)

Laura Gray JP M.ICOMOS B.Arch (Hons)

HERITAGE & CONSERVATION CONSULTANT

16 March 2017

HERITAGE IMPACT STATEMENT

Courthouse Museum, Narrogin

8:12 pm – Cr Walker declared an interest in the following item and left the meeting.

10.2 TECHNICAL AND RURAL SERVICES

10.2.126 SECTION OF WHINBIN ROCK ROAD NAME CHANGE

File Reference:	28.3.1
Disclosure of Interest:	Nil
Applicant:	Mr & Mrs Lindsay and Yvonne Scott, Mr Ashley Wiese and Highbury District Community Council
Previous Item Nos:	Item 9.A.413 – Shire of Narrogin 19 May 2016
Date:	20 November 2017
Author:	Keenan Wenning – Technical Officer Technical & Rural Services
Authorising Officer:	Torre Evans – Executive Manager Technical & Rural Services

Attachments

- Attachment 1 – Road Name Change Highbury – Map
- Attachment 2 – Highbury District Community Council Minutes
- Attachment 3 – Geographic Names supporting documents
- Attachment 4 – Highbury History

Summary

Council is requested to consider renaming a 1.3km section of Whinbin Rock Road, Highbury, to Wolwolling Road as per Attachment 1.

Background

An application has been received from Mr and Mrs Lindsay and Yvonne Scott, Mr Ashley Wiese and the Highbury District Community Council requesting a name change to the northern portion of Whinbin Rock Road that runs parallel to the Great Southern Highway for 1.3 km and is locally known as Highbury Bin Road (see Attachment 1). This section of road has caused property owners along the 1.3km stretch of road issues with organising utilities and deliveries to their properties. The green rural road property number markers have been placed along Whinbin Rock Road from the second southern railway crossing heading south only, and have not been placed along the northern portion of Whinbin Rock Road.

The former Shire of Narrogin received an application for the same request in April 2016 that was subsequently declined due to Main Roads WA State of Construction map stating that the section of road referred to was Highbury Bin Road. Geographic Names has advised that the Main Roads WA State of Construction Map, which identifies the section of road as Highbury Bin Road is incorrect and that Landgate have the road officially recognised as Whinbin Rock Road.

Comment

The applicants have requested that the first 1.3km section of Whinbin Rock Road in Highbury, as shown in Attachment 1, be renamed to Wolwolling Road, giving that portion of road its own identity as well as property numbers which will alleviate any confusion in the future for property owners, utilities and emergency services.

There has been community consultation both casually and formally with the Highbury District Community Council (HDCC) supporting the proposed road name change (see Attachment 2). By changing the road name to Wolwolling Road for the first 1.3kms would allow the southern length of Whinbin Rock Road to retain their property numbers.

The author has contacted Landgate who have advised to follow the below application process:

- Complete an online application form (Landgate website)
- Attach HDCC minutes
- Attach Shire of Narrogin (SoN) Council meeting resolution and minutes
- Attach Landgate “Locate” map
- Submit form

Landgate WA has advised there will be a ten day turnaround time. Geographic Names, Landgate WA, has advised that it would support the road name change as the new name, Wolwolling Road, on the basis that it is of historical significance and has not been used within a 50 kilometre radius of Highbury. If approval by Council is given then the new road name will be made official and green rural road property number markers can be installed.

Geographic Names, Landgate WA also advise that under the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially naming and renaming roads in Australia. Through delegated authority, Landgate acts on the Minister’s behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of road names, see Attachment 3.

Consultation

- Highbury District Council
- Mr and Mrs Yvonne and Lindsay Scott
- Tracey Vance – Names and Address Consultant – Landgate WA
- Tonya Bailey – Geographic Names – Landgate WA
- Torre Evans – Executive Manager Technical and Rural Services.

Statutory Environment

Land Administration Act 1997

Policy Implications

Nil

Financial Implications

Supply and install two green rural road property markers approximately \$100 which can be contained within the current adopted budget.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1217.144 AND OFFICER'S RECOMMENDATION

Moved: Cr Wiese

Seconded: Cr Ward

That Council:

1. Endorse the proposed road name change of 1.3km portion of Whinbin Rock Road, Highbury, to Wolwolling Road, as per Attachment 1 Road Name Change – Highbury Map.
2. Advise Landgate of the approved road name as per condition 1 above for its consideration.

CARRIED 8/0

Commonly-used abbreviations:	
HDCC	Highbury District Community Council
SoN	Shire of Narrogin

• History outline (briefly how we got to this point)

In 2016, L/Y Scott inquired for an address for Lot 3474 along Whinbin Rock Road as it was needed for application forms to Western Power, Water Corporation, Telstra and deliveries of building goods. On line forms could not be filled out because there was no address lodged with Landgate and all Utility services access Landgate for addressing information and conformation.

In April/May, 2016, we asked for a formal number and name to help with the long process dealing with the utility services. A road name was provided "Highbury Bin Road" but this road failed to be recognised. (See attached *Letters supporting past information*). After ringing Landgate and speaking to a consultant they informed us that according to their records there has never been a formal request lodged with Landgate for a name change and it is officially still Whinbin Rock Road. So believing it to be Whinbin Rock Road we discovered another problem.

There have always been two railway crossings onto Whinbin Rock Road, as seen on *Locate 2.0 Maps*. It is believed that the Main Roads changed the turn off on to Whinbin Rock Road to the second railway crossing for long vehicle safety, giving them turning room and access. The increasing truck use with major Agricultural businesses needing to access this turn off/on to Great Southern Highway has developed of time. Also with the closure of the Highbury siding/CBH bins there was no need to maintain the first crossing. Next problem was the placement of the "green" number markers. These were placed from railway crossing number two, starting from the new development. Therefore Landgate has notified the Police and Fire Services, the Federal and State Electoral.....St John Ambulance...all Utilities.....as stated in Landgate application form. That means all the Agricultural business have adopted this location number as their formal address for personal and business use as it was attended.

The Landgate consultant believed that this error needed to be corrected by renumbering the road BUT we strongly believe that making number changes was an extreme way of correcting an error made many years ago considering the huge disruption to personal changes on all services let alone business changes. So we believe renaming the small 1.30 km of road along a "historical theme" will be worth the effort and that brings us to the next step of, Community Consultation.

• Community Consultation

There has been community consultation casually and formally. The Highbury District Community Council (HDCC) has been actively working on projects to improve the Highbury Town site and Agricultural regions which surround the town. At a "Highbury Store Farewell (2016)", the book **Wolwolling Reflections: Early Days of Highbury** by Gwenyth Warren was sold with many people showing great interest in the past history. In pursuing discussions about our history we all agreed that one crucial piece of information is missing from Highbury, that there is no sign that records its original name, Wolwolling. The local names of early settlers and long standing family names are well represented in the street names in the town site and on outer roads. Therefore it was agreed to bring it up formally at a HDCC meeting for further discussion and to pass a motion.

HDCC Inc. Minutes: 26th July 2016

HDCC Inc. Minutes: 18th October 2016

HDCC Inc. Minutes: 25th July 2017

1. *Copies of these minutes are attached.* Time was spent, (a year), making sure people had time to discuss as a community and it was passed that we pursue the name Wolwolling foremost and derivatives from it firstly.
2. *Attached from,* HDCC President: Mitch Wray a letter confirming discussion
3. *Attached from,* Tim Wiese, a letter of support.

(Following: A Guide to Road Name Applications) [Getting It Right]

104 Highbury East Road,
Highbury, 6313
98859068
0408859900

Narrogin Shire Council
43 Federal Street,
Narrogin, 6312

15th April 2016

Dear Councillors,

We are writing to you regarding the gravel road, (originally called Whinbin Rock Road) that runs between the two railway crossings south of Highbury Town site for 1.30 km parallel to Great Southern Highway and railway line.

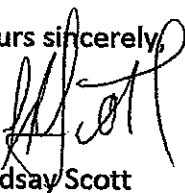
As we are in process of getting a house on Location 3474, (first paddock on the left as you leave Highbury), we need to clarify an address.

A dilemma has arisen from when "the powers that be," installed green location markers at people's driveway entrances, with kilometre measurements from the nearest main road, which have now been taken up as formal addresses. In these cases they started the measurements from the Great Southern Highway from the second crossing, so it leaves the gravel section in "limbo land".

If it turns out that this section of road should be renamed, we propose it be called Wolwolling Road as there is no mention of Wolwolling on any maps and it being the actual original name for Highbury, changed in 1905, (see page 36 "Wolwolling Reflections" Early Days of Highbury book.)

We trust that you can come up with an appropriate solution and be able to put a plan in action with the necessary authorities for an amicable outcome.

Yours sincerely,


Lindsay Scott


Yvonne Scott

MINUTES OF THE Highbury District Community Council 25th July 2017

Meeting was opened at:

7.10pm

- 1. Present:** Mitch Wary (President), Dani Porter (Treasurer), Pip Porter, Yvonne Scott, Gillian Ovans, Roy Kirby, Gary Lorimar, Michael Blight, Natasha Reynolds, Ash Forrest and Tim Wiese.
- 2. Apologies:** Loriann Bell (Secretary), Tracey Gordon (Vice President), Tate Barrett, Malcolm Ovans and Bill Warren

3. Minutes:

It was moved that the minutes of the committee meeting held 25 July 2017 be accepted as a true and correct record.

Moved: P Porter **Seconded:** N Reynolds **Carried:** Yes

4. Business Arising:

See Action Sheet

Moved: G Ovans **Seconded:** M Wray **Carried:** Yes

5. Reports:

Treasurers Report:

Moved: P Porter **Seconded:** G Ovans **Carried:** Yes

6. Correspondence In:

APRA Invoice – Invoice for hall
Bank Statements
Synergy Acc from Shire

7. Correspondence Out:

Nil

Moved: P Porter **Seconded:** Y Scott **Carried:** Yes

8. General Business:

- a. **HIGHBURY ENDURANCE RIDE:** Michael Blight has decided to do another Endurance Ride with the money raised to go to Sophie Walker (Rick). The ride will be held on the 16 September 2017. He will be doing the same course as last time and hoping to incorporate the Tavern as a stop. He is looking for volunteers to help at the ride to man the checkpoints (5 checkpoints) 2 people per checkpoint. If you would like to help Mike out please contact him on 0428 859 009 or email: seymourparkwa@bigpond.com.
- b. **NEW ENTRY SIGN:** Mitch presented a proposal for the new entry sign into Highbury. This will fall into the Town Management Plan that the Works Committee are organising. To be in line with the Narrogin Shire Office signs and Caravan Park signs. Tash suggested that we use the pink granite around the Highbury Townsite for the rock wall (please see attachment) to be suggested to the Shire when the sign is ready to be built.
- c. **UPDATE FIRE SHED:** Dani will contact Simon Vogel to discuss.
- d. **MEAT RAFFLE/WOOD RAFFLE:** The meat raffle has been going for a month now, selling tickets from the Highbury Store and from the Tavern and drawn on a Thursday night which has been successful.
Bill Warren has reminded us that we have half a trailer load of wood left from last year and Ash Forrest has kindly donated wood to fill the trailer.
It was suggested that we raffle the wood off like we do with the meat for a couple of weeks.
Ash will organise a trailer to be put out the front of the store.
- e. **GATES ON MUSEUM:** Ash and Pip are working on this. Yvonne and Dani will catch up with Helen to get details on equipment already in shed. We have more to go in but will wait until gates are up. Ash will speak to Kevin at the store to see if he can help out with his bobcat.
- f. **WORKS COMMITTEE:** The Shire has given us \$5000 for our Town Masterplan, once that plan has been completed we will then organise a meeting. Mitch will contact Doug Sawkins to do a pamphlet on the wildflowers around Highbury. In the Shire budget is \$22,000.00. This will enable the playground equipment to be moved and upgraded.
- g. **BOLLARDS:** Left until Loriann comes back
- h. **INSURANCE:** Left until Loriann comes back
- i. **CHANGES OF ROAD NAME:** Yvonne Scott has had a meeting with Azhar Awang: Shire of Narrogin with the ongoing job of organising a name change for their current residential road. It is proposed to rename the old section of Whinbin Rock Road to the historical name of Wolwilling Lane/Road whatever fits into the regulations. This will mean that the residents who live down Whinbin Rock Road will not have to change their location number due to the fact that the numbering

started at the second crossing and not the first many years ago. For historical reasons Highbury has a lot of history in local identity names and would prefer to use the original name of Highbury which was Wolw^olling. The Community Council will be backing this proposal.

- j. **LINEN:** Yvonne asked if the Community still wanted the linen, decided against as we need to sit down and work out hiring fees.

MOVED: N Reynolds **SECONDED:** P Porter **CARRIED:** YES

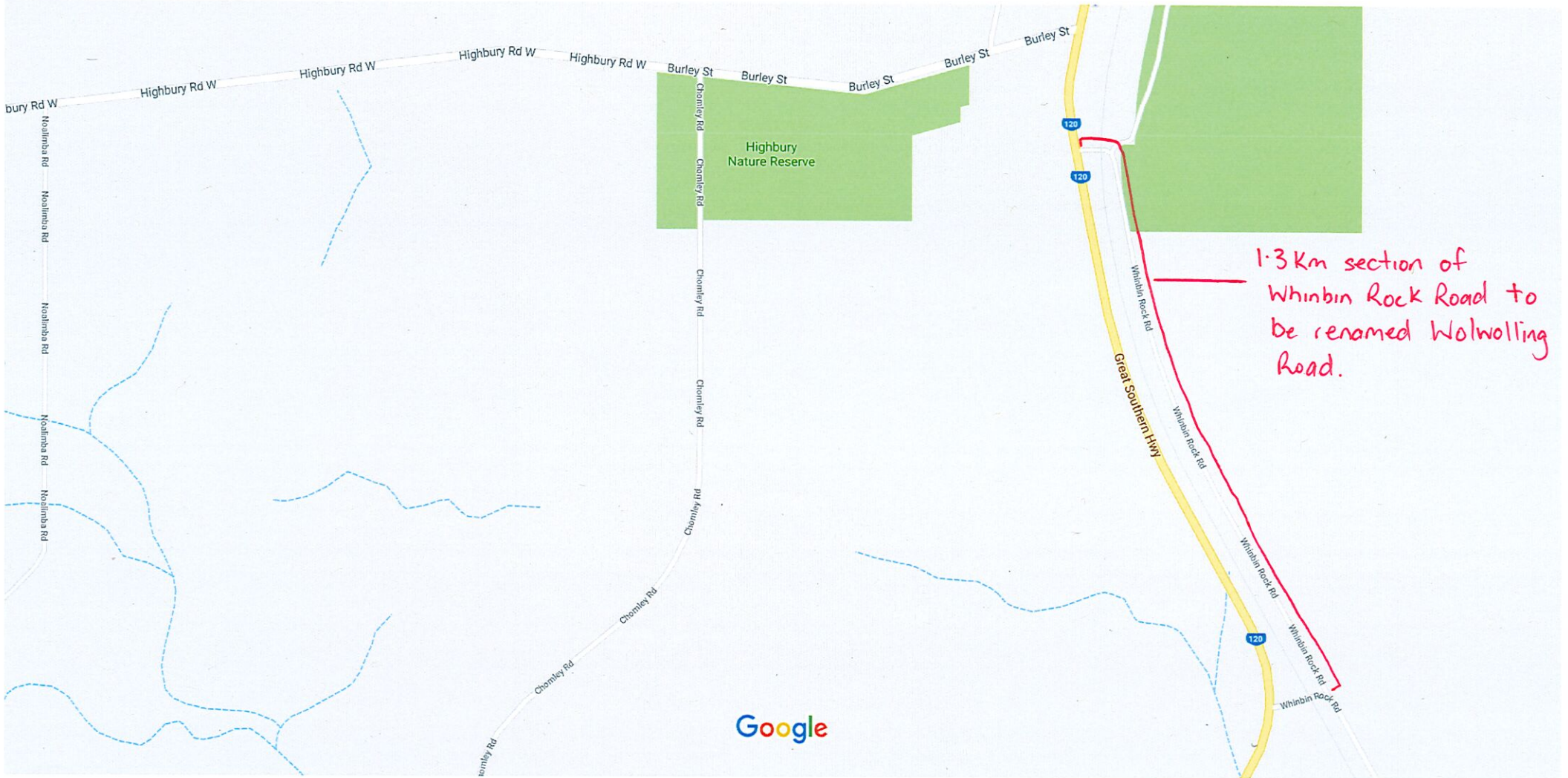
- k. **BUSY BEE AT HALL:** We cannot install the new oven as the electricity at the hall needs to be upgraded. Dani will contact Azhar Awang in regards to getting some quotes to have it fixed. Also during the meeting it was noticed that the roof in the main entry off the kitchen is falling in, Dani will also speak to the Shire. It was raised that the floor has again become very slippery for fitness class, bowling and dancing. Yvonne and Dani vacuumed the floor and washed the floor using vinegar and hot water; it has improved the floor and is now not as slippery. Committee decided that this will be needed to be done on a monthly basis. The next clean will be 6th August.

- l. **PERMISSION FOR TENNIS CLUB TO DISPLAY TROPHIES:** The Tennis Club have asked for permission to hang their Honour Boards in the hall much like they have with the Highbury Cricket Club. It was decided that they could go ahead and do so.

- m. **STORAGE OF DOCUMENTS:** Yvonne has asked if the HDCC and HTC could work on finding a safe and secure way to store past historical documents and photos in a singular place. Here that can be guaranteed for future access for historians and future generations. Also think of ways to use in displays for hall walls.

Meeting closed: 8.39pm

NEXT MEETING: 26th September 2017



1.3 Km section of Whinbin Rock Road to be renamed Wolwolling Road.



Map data ©2017 Google 200 m

Keenan Wenning

From: GeographicNames <GeographicNamesMailbox@landgate.wa.gov.au>
Sent: Monday, 27 November 2017 1:08 PM
To: Keenan Wenning
Subject: Highbury Narrogin LGA - Whinbin Rock Road
Attachments: Whinbin Rock Road - Geonoma Extract.PDF; Highbury Townsite.pdf; Whinbin Rock Road.pdf

Good Afternoon Keenan,

We are always happy to provide advice when and where it is needed.

I have attached for you the GEONOMA extract with the road name information for this road as well the approved current approved extent of this road.

Who can name Roads?

Under the provisions in the Land Administration Act 1997, the Minister for Lands (the Minister) has the authority for officially naming and un-naming roads in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of road names.

More information on this can be found in the [Policy and Standards for Geographic Names in Western Australia](#).

If there is anything else we can help you with please don't hesitate to contact us.

Kind Regards,

Tonya Bailey | Geospatial Information Officer (Topographic, Names and Address)

Product Delivery

Landgate

1 Midland Square, Midland WA 6056

† +61 (0)8 9273 7198

Addressing enquiries † 9273 7200 e address@landgate.wa.gov.au

Naming enquiries † 9273 7053 e geographicnames@landgate.wa.gov.au

w landgate.wa.gov.au



Landgate

From: Keenan Wenning [mailto:to@narrogin.wa.gov.au]
Sent: Monday, 27 November 2017 8:57 AM
To: GeographicNames <GeographicNamesMailbox@landgate.wa.gov.au>
Subject: Shire of Narrogin - Whinbin Rock Road, Highbury

Hi Tonya,

Thanks for chatting with me this morning. Following our conversation, would you please confirm via email that the official road name listed with Landgate is Whinbn Rock Road, and not Highbury Bin Road as listed with Main Roads WA State of Construction maps? I will add this into my report. Would you also include a shrt spiel on why Landgate is the department to confirm the official name and not Main Roads?

Thanks again



GEONOMA Enquiry Details

Main Details:

Full Name Whinbin Rock
Road Type Road (RD)
Road Suffix
Feature Class Public Road (ROAD)
 Date Approved 06-AUG-1974
 Date Archived ** none specified **
 Date Recorded ** none specified **
 Name Type Approved Name (C)
 Security Class Complete Access (C)
 Derivation Code ** none specified **
 Feature Number 100087196
 Name Id 87196

Location Details:

Narrogin, Shire of (6460)	Highbury (LOCB)
Wagin, Shire of (8610)	Jaloran (LOCB)
Narrogin, Shire of (6460)	Nomans Lake (LOCB)

Map References:

2331 1 NE

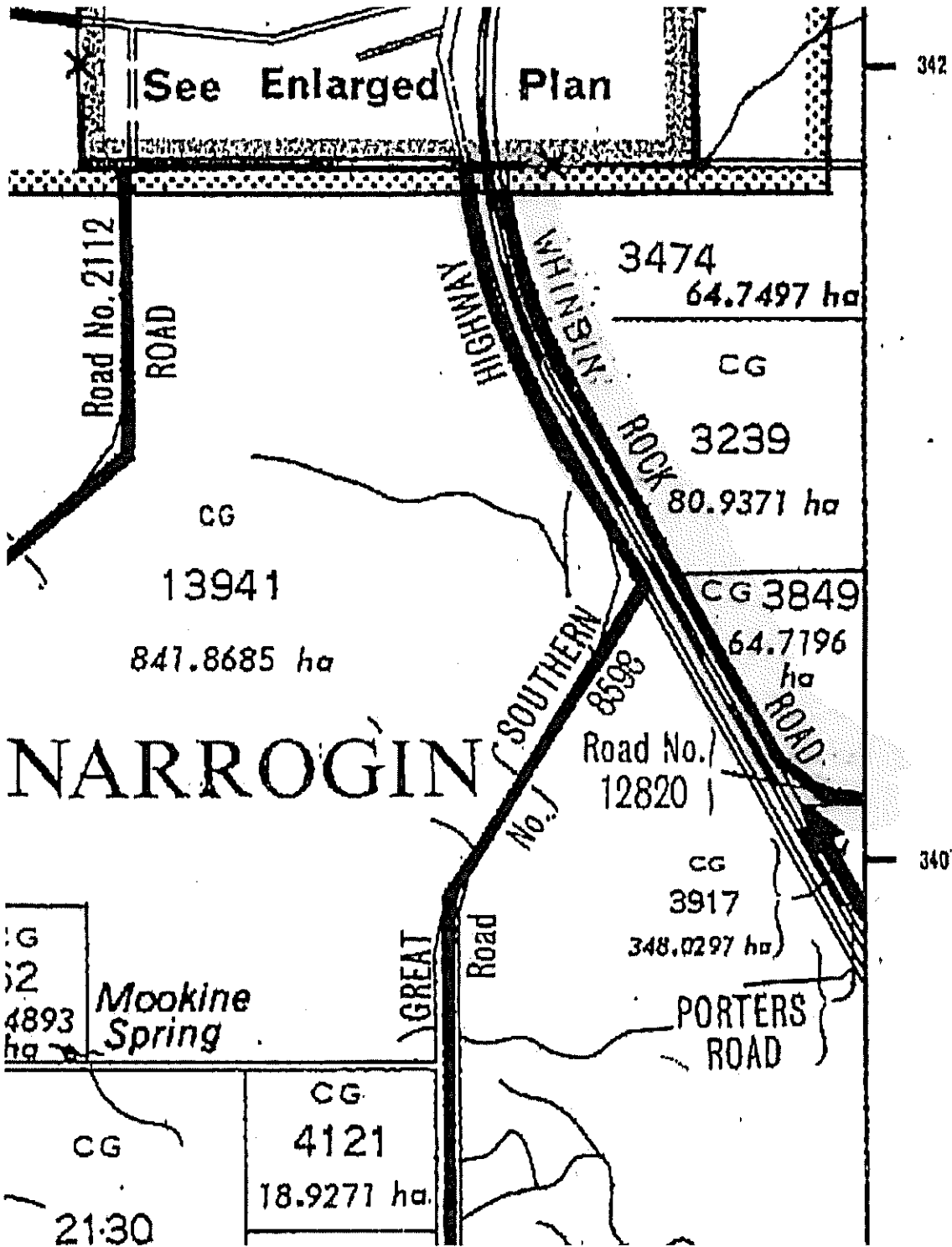
Y

Display Name:

Whinbin Rock

Origins and History:

** NO ORIGINS **



8:15 pm – Cr Walker returned to the meeting.

8:17 pm – Cr Wiese declared an interest in the following item and left the meeting.

10.2.127 SURPLUS ROAD GRANT FUNDING 2017/18

File Reference: 28.6.1
Disclosure of Interest: Nil
Applicant: Shire of Narrogin
Previous Item Nos: Nil
Date: 23 November 2017
Author: Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer: Aaron Cook – Chief Executive Officer

Attachments

Nil

Summary

Council is requested to consider endorsing the following:

1. The surplus road grant funding of \$40,295 ex GST, Regional Road Group (RRG) to be used for further road seal works to Narrogin-Harrismith Road.
2. The surplus road grant funding of \$96,162 ex GST, Roads to Recovery (RTR) to be used for further road seal works to Highbury West Road.

Background

The 2017/18 adopted budget contained a number of capital road projects that were partially and or fully funded by grant funding i.e. RRG funding and RTR funding.

The RRG funded road project was for the value of \$607,486 ex GST and was allocated to the Narrogin–Harrismith Road. Due to staff efficiencies, lower than expected road seal tender rates and no complications hindering the project, a surplus of \$40,295 ex GST for this road project was produced.

RRG funding is a State Government initiative facilitated by Main Roads Western Australia (MRWA). Funding is provided on a cost sharing basis of \$2 from the State Government and \$1 from the Local Government. Nominated roads must be in accordance with the RRG Multi Criteria Assessment (MCA) specifications to ensure local roads of a regional significance are maintained at an acceptable service level to meet user and safety needs. The MCA must contain traffic count data that complies with the requirements of the MCA user manual.

The RTR funded road project on Whinbin Rock Road was for the value of \$285,522 ex GST, and produced a surplus of \$96,162 ex GST due to a re-evaluated scope of works.

RTR funding is approved and provided by the Federal Government – Department of Infrastructure and Regional Development. The RTR program supports the maintenance of the

Nation's local road infrastructure asset, which facilitates greater access for road users and improved safety, economic and social outcomes. The guidelines for RTR funding are more simplistic than that of RRG whereby Local Government can nominate a road for funding and register this on the RTR website and it is reviewed and approved by the Federal Government Department.

Should a nominated RTR road project be completed under budget then the program allows for another road project to be created utilising the surplus funds.

Comment

RRG Surplus Funds

The Narrogin-Harrismith Road (RRG) project was completed in November 2017 with a surplus of funds totalling \$40,295 ex GST.

The RRG funding guidelines require the surplus RRG funding to be spent on approved roads identified in the 2030 RRG road listing which is a list of roads nominated by Local Government Authorities that meet the RRG MCA. The Narrogin–Harrismith Road project was approved by Main Roads WA. It is proposed to utilise these surplus funds by sealing up to an additional 2 kms (dependent on road seal rates) on this road which would correct further defects in the road asset.

Consultation was conducted with the Shire of Narrogin's Road Reference Group by presenting the above proposal to the Group. There were no objections from the representatives on the Road Reference Group.

The process for being able to use the surplus RRG funding is as follows. The Sub Group for Wheat Belt South Regional Road Group (WBSRRG) must first agree to the Shire of Narrogin using the surplus funding on an already approved project. Should the Sub Group agree to support the Shire of Narrogin, then notification is sent to Main Roads WA by the Sub Group Secretariat advising of the Group's support. Main Roads WA then request the Shire of Narrogin to amend the MCA with the details of the works to be completed.

This process has been approved and completed with support from the WBSRRG Sub Group being given to the Shire of Narrogin and the MCA for the Narrogin-Harrismith Road being amended and updated with Main Roads WA.

RTR Surplus Funding

The surplus RTR road funding is proposed to extend the road seal up to a further 6 kms (dependant on road seal rates) on an existing RTR project Highbury West Road. As previously stated a revised scope of works for the RTR project on Whinbin Rock Road was recommended by the Shire's Manager Operations who advised that an additional layer of pavement (gravel) was not required creating the savings indicated with the surplus funds from this being better utilised at an alternative location – Highbury West Road.

Highbury West Road was nominated to be brought forward from the 2019/20 five year road program. This was due to the Shire's Works crew being committed to storm damage works in the current financial year and Highbury West Road requiring road sealing that could be carried out by contractors. Roads identified in the five-year road program for 2018/19 were all urban

roads with the exception of Narrakine South Road and all required the Works crew to carry out pre seal and other reconstruction works.

As the total surplus funding from both projects is \$136,457 ex GST and is proposed to be spent on road reseals, this procurement is lower than the \$150k – tender threshold. It is proposed to facilitate this purchase through a road seal request for quote (RFQ) and via the West Australia Local Government Association (WALGA) Preferred Supplier eQuotes portal.

It is worth noting, that these proposed additional road seal works are funded from surplus grant funding contained within the current adopted 2017/18 budget and, as such, does not require Council to commit additional funds or staff time to complete them.

Consultation

- Aaron Cook – Chief Executive Officer
- Frank Ludovico – Executive Manager Corporate and Community Services
- John Warburton – Manager Operations
- Shire of Narrogin Road Reference Group
- WBSRRG Sub Group
- Main Roads WA

Statutory Environment

Local Government (Functions and General) Regulations 1996 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for providing Goods and Services (S.3.57).

Policy Implications

Council Policy Manual Section 3 – Financial Management, Schedule 3.1(b) Purchasing Thresholds and Requirements.

Financial Implications

Nil, all funds are contained within the 2017/18 adopted budget.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.3 An effective well maintained transport network
Strategy:	1.3.1 Maintain and improve road network in line with resource capacity

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1217.145 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Bartron

That Council:

1. Endorse surplus road grant funding from Regional Road Group of \$40,295 ex GST, to be used for further road seal works to Narrogin-Harrismith Road.
2. Endorse surplus road grant funding from Roads to Recovery of \$96,162 ex GST, to be used for further road seal works to Highbury West Road.

**CARRIED 7/1
Cr Walker voted against.**

Commonly-used abbreviations:	
RRG	Regional Road Group
RTR	Roads to Recovery
MRWA	Main Roads Western Australia
MCA	Multi Criteria Assessment
WBSRRG	Wheat Belt South Regional Road Group
RFQ	Request For Quote
WALGA	West Australia Local Government Association

8:33 pm – Cr Wiese returned to the meeting.

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.128 LIST OF ACCOUNTS FOR ENDORSEMENT – NOVEMBER 2017

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 30 November 2017
Author: Brooke Conway – Finance Officer Accounts
Authorising Officer: Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

- List of Accounts for Endorsement – November 2017

Summary

Council is requested to endorse the payments as presented in the List of Accounts for Endorsement – November 2017.

Background

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

Comment

The attached “List of Accounts for Endorsement – November 2017” is presented to Council for endorsement. Below is a summary of activity.

Total Creditor Payments November 2017	\$1,111,001.39
Total Payroll Payments November 2017	\$524,014.65
Total Payments November 2017	\$1,635,016.04
Percentage paid by Cheque November 2017	2.52%
Percentage paid by EFT November 2017	61.85%
Percentage paid by Direct Debit November 2017	3.39%
Percentage paid by Credit Card November 2017	0.19%
Percentage paid by Payroll November 2017	32.05%
Percentage of Local Suppliers & Wages paid November 2017	57.86%
Dollar value spent with Local Suppliers November 2017	\$422,000.21
Percentage of Non-Local Suppliers November 2017	42.14%
Percentage of Payroll Payments November 2017	32.05%

Please note 'F' is fully funded, 'PF' is partially funded, 'R' is reimbursements and 'I' is insurance claims.

The payment schedule has been provided to Elected Members under separate cover. Printed copies will be available on request at the administration building and the library.

Consultation

Nicole Bryant – Manager Finance

Statutory Environment

Local Government Act 1995 Section 6.8 (2)(b), Policy Implications

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2017/2018 Annual Budget, or resulting from a Council resolution for a budget amendment.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1217.146 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Schutz

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement, for the month of November 2017 for the Municipal Fund totalling \$1,635,016.04.

CARRIED 9/0

10.3.129 MONTHLY FINANCIAL REPORTS – NOVEMBER 2017

File Reference: 12.8.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 11 December 2017
Author: Nicole Bryant – Manager Finance
Authoriser: Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

Monthly Financial Report for the period ended 30 November 2017.

Background

Council is requested to review the November 2017 Monthly Financial Reports.

Summary

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

Comment

The November 2017 Monthly Financial Reports are presented for review.

Consultation

Frank Ludovico – Executive Manager Corporate and Community Services

Statutory Environment

Local Government Financial Regulations (1996) Regulation 34 applies.

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2017/18 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1217.147 AND OFFICER'S RECOMMENDATION

Moved: Cr Ward

Seconded: Cr Fisher

That Council:

Receive the November 2017 Monthly Financial Reports as presented.

CARRIED 9/0



MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2017

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Reserve Movements	11

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

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
FOR THE PERIOD ENDED 30 NOVEMBER 2017

STATEMENT OF FINANCIAL ACTIVITY

	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var
Operating Revenues	\$	\$	\$	\$	%	
Governance	5,100	5,040	25,214	20,174	80%	▲
General Purpose Funding	1,267,125	627,960	657,040	29,080	4%	
Law, Order and Public Safety	135,838	121,915	125,403	3,488	3%	
Health	5,500	4,040	4,033	(7)	(0%)	
Education and Welfare	1,299,024	612,144	733,364	121,220	17%	▲
Housing	12,200	5,080	4,200	(880)	(21%)	
Community Amenities	1,006,256	906,436	1,109,990	203,554	18%	▲
Recreation and Culture	555,080	480,440	314,119	(166,321)	(53%)	▼
Transport	1,652,956	930,318	880,353	(49,965)	(6%)	
Economic Services	242,378	100,980	129,531	28,551	22%	▲
Other Property and Services	146,253	60,930	76,115	15,185	20%	▲
Total (Excluding Rates)	6,327,710	3,855,283	4,059,362	204,080		
Operating Expense						
Governance	(613,506)	(274,923)	(268,466)	6,457	2%	
General Purpose Funding	(204,758)	(84,940)	(94,176)	(9,236)	(10%)	
Law, Order and Public Safety	(475,559)	(211,824)	(169,150)	42,674	25%	▲
Health	(202,407)	(87,652)	(105,062)	(17,410)	(17%)	▼
Education and Welfare	(1,722,909)	(858,758)	(766,254)	92,504	12%	▲
Housing	(32,172)	(15,600)	(9,043)	6,557	73%	
Community Amenities	(1,424,149)	(576,593)	(538,770)	37,824	7%	
Recreation and Culture	(3,071,419)	(1,348,913)	(1,196,698)	152,215	13%	▲
Transport	(4,278,344)	(1,796,591)	(1,711,636)	84,955	5%	
Economic Services	(708,835)	(287,168)	(230,518)	56,650	25%	▲
Other Property and Services	(30,000)	(62,020)	13,740	75,760	(551%)	
Total	(12,764,058)	(5,604,982)	(5,076,033)	528,948		
Funding Balance Adjustment						
Add back Depreciation	2,480,898	1,033,665	1,116,061	82,396	7%	
Adjust (Profit)/Loss on Asset Disposal	54,965	22,905	(23,357)	(46,262)	198%	
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	2,091	2,091	100%	
Adjust Rounding	0	0	0	0		
Net Operating (Ex. Rates)	(3,900,486)	(693,129)	78,124	771,253		
Capital Revenues						
Proceeds from Disposal of Assets	117,000	117,000	231,705	114,705	50%	▲
Proceeds from New Debentures	350,000	0	0	0		
Proceeds from Sale of Investments	0	0	0	0		
Proceeds from Advances	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0		
Transfer from Reserves	867,618	40,198	68,480	28,282	41%	▲
Total	1,334,618	157,198	300,185	142,987		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,013,558)	(120,119)	(123,605)	(3,486)	(3%)	
Plant and Equipment	(716,613)	(397,613)	(589,948)	(192,336)	(33%)	▼
Furniture and Equipment	(30,000)	0	0	0		
Infrastructure Assets - Roads	(1,160,355)	(777,359)	(771,300)	6,059	1%	
Infrastructure Assets - Footpaths	(66,000)	(35,000)	(34,935)	65	0%	
Infrastructure Assets - Road Drainage	(30,000)	0	0	0		
Infrastructure Assets - Parks & Ovals	0	0	0	0		
Infrastructure Assets - Townscape	0	0	0	0		
Infrastructure Assets - Other	(849,967)	(237,194)	(244,109)	(6,915)	(3%)	
Purchase of Investments	0	0	0	0		
Repayment of Debentures	(220,292)	(94,308)	(93,226)	1,082	1%	
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	(838,823)	(31,250)	(21,438)	9,812	46%	
Total	(4,925,608)	(1,692,843)	(1,878,561)	(185,719)		
Net Capital	(3,590,989)	(1,535,645)	(1,578,376)	(42,731)		
Total Net Operating + Capital	(7,491,475)	(2,228,774)	(1,500,252)	728,522		
Rate Revenue	4,670,116	4,670,116	4,585,225	(84,891)	(2%)	
Opening Funding Surplus(Deficit)	2,821,359	2,930,417	2,930,417	0	0%	
Closing Funding Surplus(Deficit)	0	5,371,759	6,015,391	643,631		

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2017

NET CURRENT ASSETS

	Positive=Surplus (Negative=Deficit)	
	2017-18	
	30/11/2017	31/10/2017
	This Period	Last Period
	\$	\$
Current Assets		
Cash Unrestricted	5,712,407	5,640,806
Cash Restricted (Reserves)	3,727,220	3,793,204
Receivables - Rates and Rubbish, ESL, Excess Rates	1,385,470	1,717,715
Receivables -Other	318,583	401,139
Inventories	14,704	24,773
	11,158,384	11,577,637
Less: Current Liabilities		
Payables	(940,010)	(674,728)
Loan Liability	(127,067)	(205,235)
Provisions	(845,116)	(845,116)
	(1,912,193)	(1,725,078)
Net Current Asset Position	9,246,191	9,852,558
Less: Cash Restricted	(3,727,220)	(3,793,204)
Add Back: Component of Leave Liability not Required to be funded	374,455	374,208
Add Back: Current Loan Liability	127,067	205,235
Adjustment for Trust Transactions Within Muni	(5,102)	(4,109)
Net Current Funding Position	6,015,391	6,634,688

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

<u>Cash Unrestricted</u>			
Municipal Fund	3,500,000	60 days	2.25%pa
Municipal Fund	1,000,000	30 days	1.85%pa
<u>Cash Restricted (Reserves)</u>			
Reserve Fund	3,573,000	6 mths	2.55%pa

**SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2017**

MAJOR VARIANCES

REPORTABLE OPERATING REVENUE VARIATIONS

GOVERNANCE

PERMANENT - LGIS Contributions Discount higher than anticipated

EDUCATION AND WELFARE

PERMANENT - HACC, HCP, CHSP: Grant funding instalments all higher than budget

COMMUNITY AMENITIES

TIMING - Invoiced raised to recoup funds for Narrogin LCDC. Will be looked at in budget review

PERMANENT - Sanitation: Funding received from Shire of Wagin for Waste Transfer Station.

PERMANENT - Sanitation Other: Commercial tipping charges higher than expected.

PERMANENT - Sanitation Other: Additional pick up charges higher than expected.

PERMANENT - Town Planning: Application fees higher than expected.

PERMANENT - Other Comm Amen: Insurance reimbursement Narrogin Toilets

RECREATION AND CULTURE

TIMING - Oth Rec: Reimbursements yet to be raised.

TIMING - Oth Rec: Grant funding for Kids sports not received.

TIMING - Oth Rec: Grant funding not received (WASP, DSR Contribution Rec Master Plan).

PERMANENT - NRRC: Pool Subsidy budgeted, program now cancelled by WA State Government.

ECONOMIC SERVICES

PERMANENT - TOUR: Rental income from Caravan Park not in budget.

PERMANENT - TOUR: Caravan Park fees higher than expected.

PERMANENT - BUILD: Officer charge out income higher than anticipated.

PERMANENT - ECONOM: Commercial Property lease income higher than anticipated.

OTHER PROPERTY AND SERVICES

TIMING - Private Works: Income lower than budgeted for.

TIMING - Admin: Refund of bulk Vehicle licensing concession (Will be offset with POC expenditure)

PERMANENT: ADMIN: LGIS rebates higher than anticipated.

REPORTABLE OPERATING EXPENSES VARIATIONS

GOVERNANCE

TIMING - MEMBERS: Expenditure lower than budget, estimated evenly over 12 month period.

LAW, ORDER AND PUBLIC SAFETY

TIMING - Fire prevention: Expenditure lower than budget, estimated evenly over 12 month period.

TIMING - Other law and order: Expenditure lower than budget, estimated evenly over 12 month period.

HEALTH

PERMANENT - HEALTH: Legal expenses not budgeted for (Asbestos removal 54 Lock Street).

EDUCATION AND WELFARE

PERMANENT - HACC: Salaries and Wages and Customer Service Expenses less than budgeted amount.

RECREATION AND CULTURE

PERMANENT - Other Rec & Sport: Parks and gardens, town oval and sundry dry park expenditure less than budgeted amount.

TIMING - Libraries: Expenditure lower than budget, estimated evenly over 12 month period.

TIMING - Other Culture: Expenditure lower than budget, estimated evenly over 12 month period.

ECONOMIC SERVICES

TIMING - Tourism & Area Promotion: Expenditure lower than budget, estimated evenly over 12 month period.

TIMING - Other Economic Services: Expenditure lower than budget, estimated evenly over 12 month period.

REPORTABLE CAPITAL REVENUE VARIATIONS

NIL

REPORTABLE CAPITAL EXPENSES VARIATIONS

NIL

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2017

ACQUISITION OF ASSETS

Summary Acquisitions	Current Budget			Variance (Under)Over	
	This Year				
	Original Budget	YTD Budget	Actual		
	\$	\$	\$	\$	
Inventories					
Land for Resale	0	0	0	0	
Property, Plant & Equipment					
Land and Buildings	1,013,558	120,119	123,605	3,486	▲
Plant & Equipment	716,613	397,613	589,948	143,225	▲
Furniture & Equipment	30,000	0	0	0	
Tools	0	0	0	0	
Infrastructure					
Roads	1,160,355	777,359	771,300	(6,059)	▼
Footpaths	66,000	35,000	34,935	(65)	▼
Road Drainage	30,000	0	0	0	
Parks & Ovals	0	0	0	0	
Townscape	0	0	0	0	
Other Infrastructure	849,967	237,194	244,109	6,915	▲
Totals	3,866,492	1,567,285	1,763,897	147,502	



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2017

ACQUISITION OF ASSETS

Land & Buildings	Current Budget				
	This Year				
	Original Budget	YTD Budget	Actual	Variance (Under)Over	
	\$	\$	\$	\$	
OTHGOV - Capital Administration Building Building Renovation Administration	40,119	25,119	17,987	(7,132)	▼
WELFARE - Building (Capital) Disability Toilet - Changing Places	59,000	59,000	54,794	(4,206)	▼
STF HOUSE - Building (Capital) Staff Housing Building (Capital)	20,000	0	10,387	10,387	▲
COM AMEN - Building (Capital) - Other Community Amenities Memorial Park Public Toilets Capital	20,000	0	0	0	
HALLS - Building (Capital) Town Hall (Federal St) Building Capital	94,000	0	198	198	▲
Highbury Hall Building Capital	7,500	0	0	0	
NRRC - Building (Capital) NRRC Building (Capital)	50,000	0	2,055	2,055	▲
REC - Other Rec Facilities Building (Capital) Thomas Hogg Oval Buildings Capital	25,000	0	0	0	
LIB - Building (Capital) Library Landscape - Stage 1A Accessable Ramp	80,000	0	0	0	
HERITAGE - Building (Capital) Museum Building (Capital)	5,000	0	0	0	
ROADC - Building (Capital) Lydeker Depot Building (Capital)	30,000	20,000	21,547	1,547	▲
TOUR - Building (Capital) Accommodation Units (NCP)	350,000	0	0	0	
Caravan Park Renovations	152,939	0	0	0	
ADMIN - Building (Capital) Old Shire Office Building Capital	80,000	16,000	16,637	637	▲
Totals	1,013,558	120,119	123,605	3,486	

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2017

ACQUISITION OF ASSETS

Plant & Equipment	Current Budget			Variance (Under)Over	
	This Year				
	Original Budget	YTD Budget	Actual		
ANIMAL - Plant & Equipment (Capital)	\$	\$	\$	\$	
Light Bar Fixing Ranger Vehicle	2,500	2,500	2,104	(396)	▼
OLOPS - Plant & Equipment (Capital) - OLOPS					
CCTV Upgrade	109,113	109,113	112,788	3,675	▲
PLAN - Plant & Equipment					
NGN00 EMDRS Vehicle 2017	0	0	35,268	35,268	
NRRC - Plant & Equipment (Capital)					
NRRC Airconditioner	70,000	0	1,000	1,000	▲
PLANT - Plant & Equipment (Capital)					
Tipper Truck 3 Tonne	25,000	25,000	22,455	(2,545)	▼
10,000L Emulsion Storage Tank	75,000	0	1,200	1,200	▲
John Deere Ride on Mower 2017	10,000	10,000	9,745	(255)	▼
24 Tonne Excavator	260,000	216,000	216,100	100	▲
Irrigation Pump	35,000	35,000	32,140	(2,860)	▼
8T Side Tipping Truck	110,000	0	0	0	
Trailer & Signs(Event Traffic Management)	10,000	0	0	0	
ON0 EMTRS Vehicle 2017	0	0	36,389	36,389	▲
N001 MO Vehicle 2017	0	0	36,998	36,998	▲
TOUR - Plant & Equipment (Capital)					
CCTV Installation NCP	10,000	0	0	0	
COMMUNITY - Plant & Equipment (Capital)					
ONGN EMCCS Vehicle 2017	0	0	34,652	34,652	▲
1NGN CEO Vehicle 2017	0	0	49,111	49,111	▲
Totals	716,613	397,613	589,948	143,225	

Furniture & Equipment	Current Budget			Variance (Under)Over	
	This Year				
	Original Budget	YTD Budget	Actual		
CHCP - Furniture & Equipment (Capital)	\$	\$	\$	\$	
Mobile Works Solution (HACC)	10,000	0	0	0	
LIB - Furniture & Equipment (Capital)					
Library Software Upgrade	20,000	0	0	0	
Totals	30,000	0	0	0	

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2017

ACQUISITION OF ASSETS

Roads	Current Budget				
	This Year				
	Original Budget	YTD Budget	Actual	Variance (Under)Over	
ROADC - Roads (Capital) - Council Funded	\$	\$	\$	\$	
Heath Street - Renewal (Local)	11,009	5,504	7,771	2,267	▲
ROADC - Roads (Capital) - Roads to Recovery					
Doney Street - Renewal (Local) (R2R)	33,064	0	0	0	
Felspar Street - Renewal (Local) (R2R)	49,983	0	1,879	1,879	▲
Glyde Street - Renewal (Local) (R2R)	14,061	0	0	0	
Garfield Street - Renewal (Local) (R2R)	8,244	8,244	8,411	167	▲
Homer Street - Renewal (Local) (R2R)	6,548	4,908	5,854	946	▲
Fairway Street - Renewal (Local) (R2R)	4,050	0	0	0	
Hale Street - Renewal (Local) (R2R)	11,322	8,490	9,133	643	▲
Hillman Street - Renewal (Local) (R2R)	6,048	4,536	4,500	(36)	▼
Marsh Street - Renewal (Local) (R2R)	6,480	6,480	6,507	27	▲
May Street - Renewal (Local) (R2R)	12,240	9,180	8,883	(297)	▼
Gibson Street - Renewal (Local) (R2R)	13,020	9,765	8,633	(1,132)	▼
Cresswell Street - Renewal (Local) (R2R)	1,485	1,113	1,277	164	▲
Narrakine Road - Renewal (Local) (R2R)	5,040	1,260	0	(1,260)	▼
Whimbin Rock Road - Renewal (Rural) (R2R)	285,522	121,438	105,947	(15,491)	▼
Wagin-Wickepin Road - Renewal (Rural) (R2R)	18,036	18,036	17,826	(210)	▼
Narrogin Valley Road - Renewal (Rural) (R2R)	37,152	32,508	32,415	(93)	▼
Highbury West Road - Renewal (Rural) (R2R)	21,600	5,400	0	(5,400)	▼
Rowe Street - Renewal (Local) (R2R)	7,965	6,965	6,925	(40)	▼
ROADC - Roads (Capital) - Regional Road Group					
Narrogin-Harrismith Road - Renewal (Local) (RRG)	607,486	533,532	545,340	11,808	▲
Totals	1,160,355	777,359	771,300	(6,059)	

Footpaths	Current Budget				
	This Year				
	Original Budget	YTD Budget	Actual	Variance (Under)Over	
ROADC - Footpaths (Capital)	\$	\$	\$	\$	
Daglish Street Footpath Construction	27,000	15,000	15,900	900	▲
Felspar Street Footpath Construction	27,000	20,000	19,035	(965)	▼
Williams Road - Footpath Construction	12,000	0	0	0	
Totals	66,000	35,000	34,935	(65)	

Road Drainage	Current Budget				
	This Year				
	Original Budget	YTD Budget	Actual	Variance (Under)Over	
ROADC - Drainage (Capital)	\$	\$	\$	\$	
Drainage Works	30,000	0	0	0	
Totals	30,000	0	0	0	

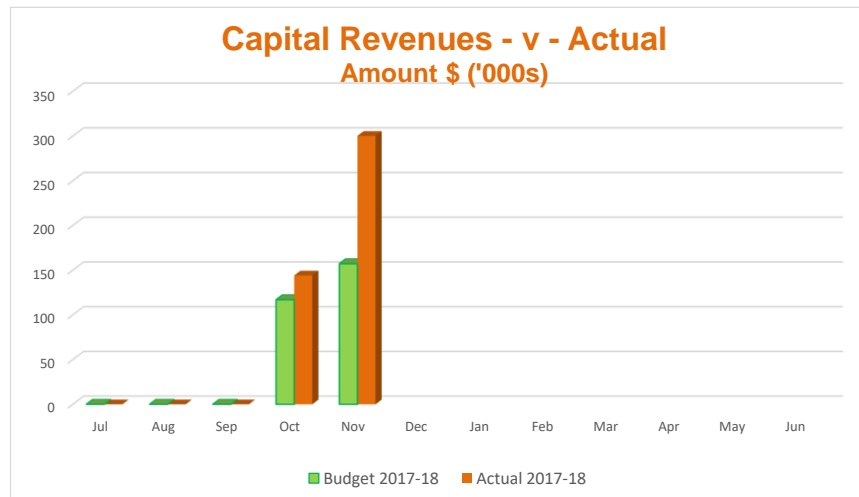
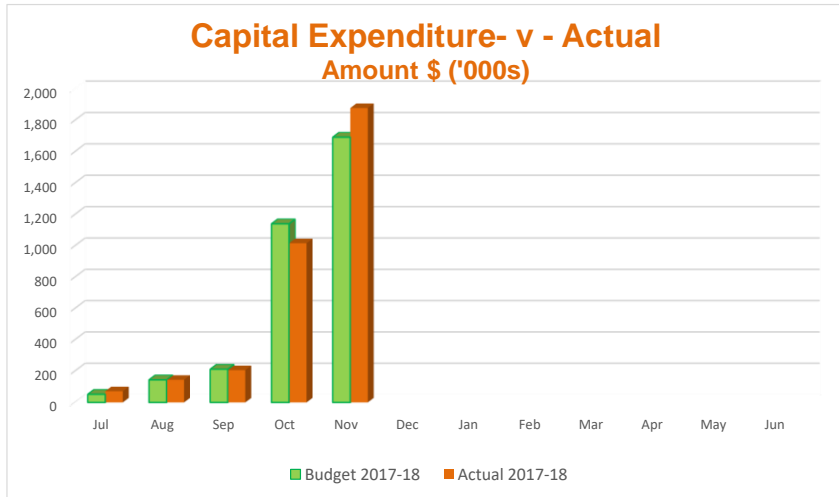
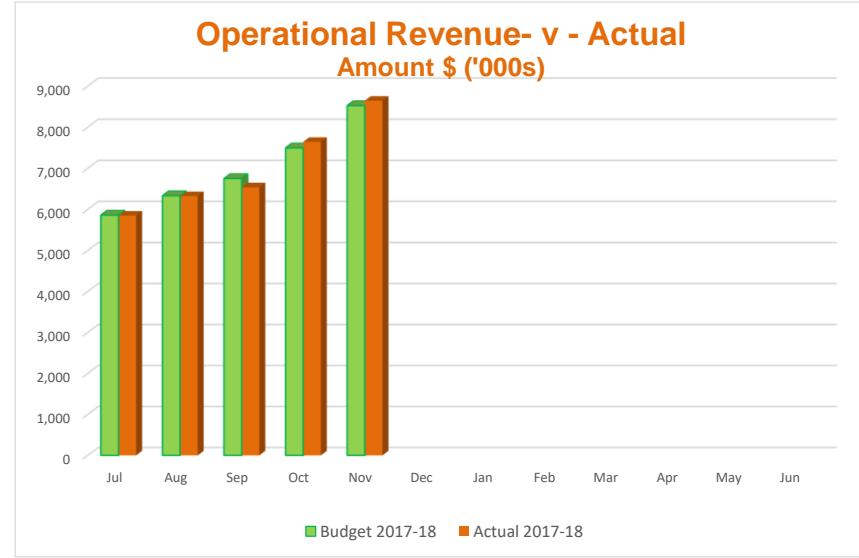
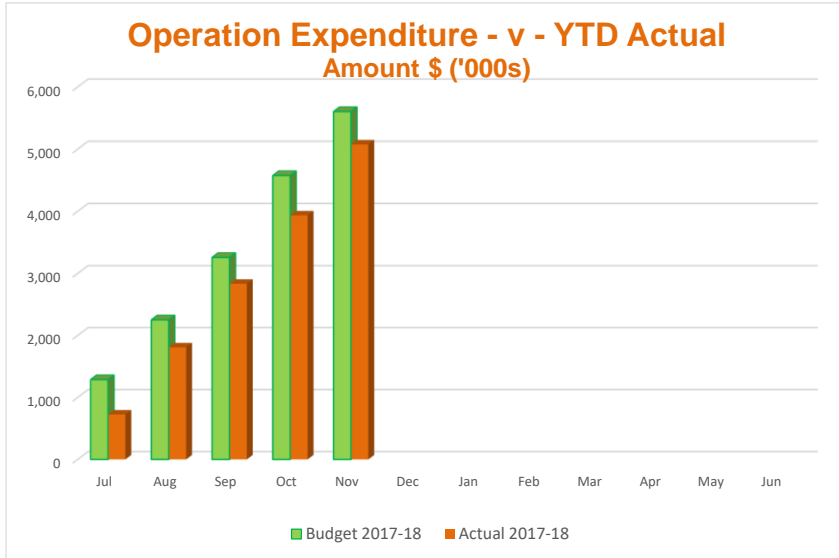
SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2017

ACQUISITION OF ASSETS

Other Infrastructure	Current Budget				
	This Year				
	Original Budget	YTD Budget	Actual	Variance (Under)Over	
	\$	\$	\$	\$	
ANIMAL - Infrastructure Other (Capital)					
Animal Pound Exercise Area	2,944	2,944	3,258	314	▲
SAN - Infrastructure Other (Capital)					
White Road Refuse Site Upgrade	15,000	0	0	0	
Refuse Site Transfer Station	148,000	60,000	61,013	1,013	▲
Bin Surrounds	40,000	0	497	497	▲
SEW - Infrastructure Other (Capital)					
TWIS Dams	20,000	0	0	0	
COM AMEN - Infrastructure Other (Capital) - Other Community Amenities					
Cemetery Upgrade	85,000	0	1,554	1,554	▲
Gnarojin Park Master Plan	30,000	0	0	0	
CBD Enhancement	55,023	36,000	36,942	942	▲
NRRC - Infrastructure Other (Capital)					
NRRC Infrastructure Other (Capital)	30,000	15,000	15,848	848	▲
REC - Infrastructure Other (Capital)					
Heritage Trail	12,000	0	0	0	
Memorial Park Paving Upgrade	25,000	6,250	6,952	702	▲
Lions Park - Playground Equipment	50,000	0	581	581	▲
Jersey Park - Playground Equipment	16,000	16,000	13,660	(2,340)	▼
Northwood Park - Playground Equipment	45,000	45,000	45,000	0	
Ashworth Park - Playground Equipment	8,000	8,000	6,019	(1,981)	▼
Hockey Club - Playground Equipment	16,000	16,000	14,939	(1,061)	▼
Highbury Hall - Playground Equipment	22,000	0	0	0	
Town Clock	10,000	0	0	0	
Skate Park Construction	30,000	20,000	20,470	470	▲
Skate Park Improvements	30,000	0	0	0	
ROADC - Infrastructure Other (Capital)					
Street Furniture	12,000	12,000	15,740	3,740	▲
Ensign Carpark	60,000	0	0	0	
CWA Carpark	60,000	0	0	0	
TOUR - Infrastructure Other (Capital)					
NCP Infrastructure Upgrade	8,000	0	395	395	▲
Caravan Park Resealing, Line Marking	20,000	0	0	0	
Banner Poles	0	0	1,240	1,240	▲
Totals	849,967	237,194	244,109	6,915	

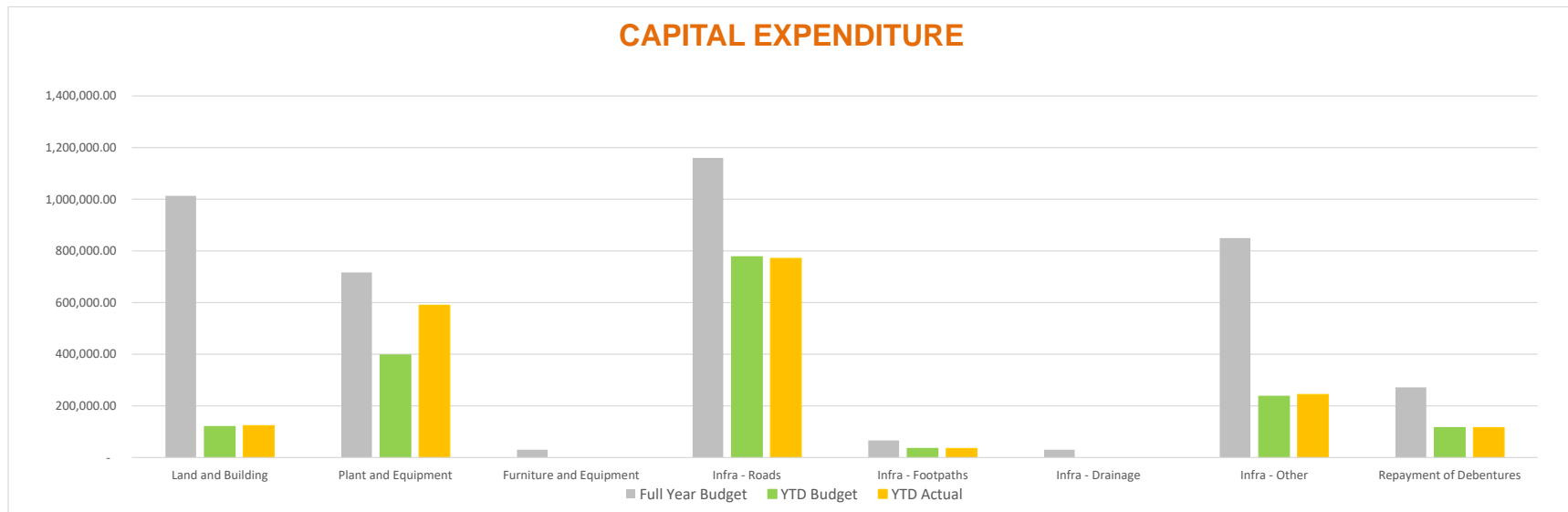
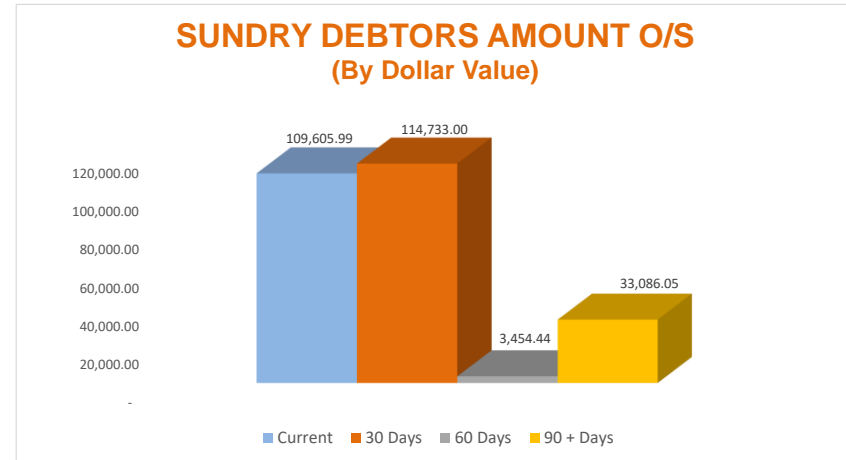
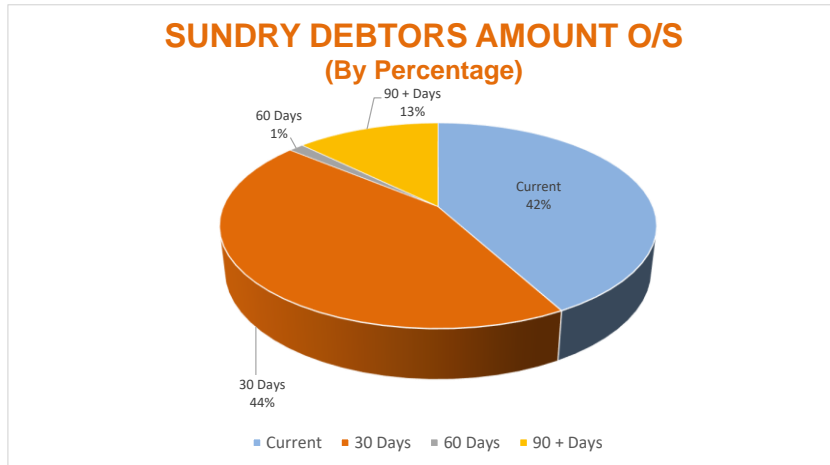
**SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2017**

GRAPHS



**SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2017**

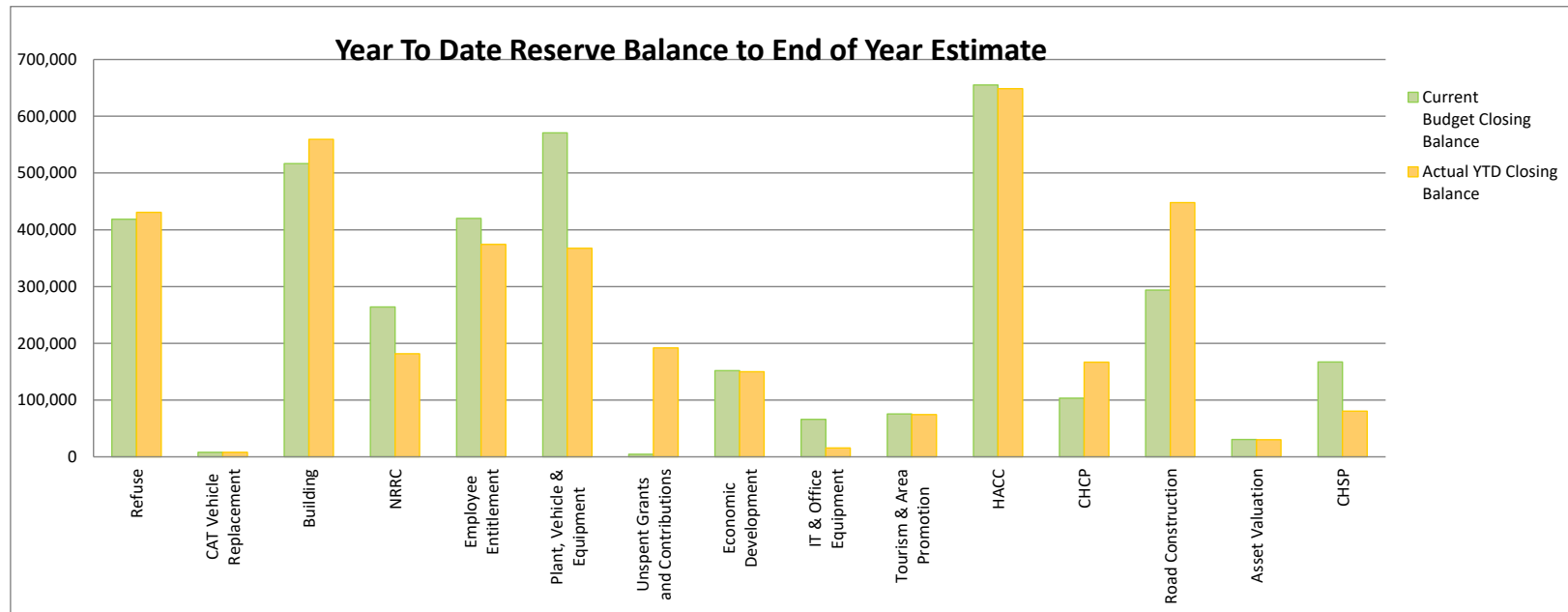
GRAPHS



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2017

RESERVE MOVEMENTS

Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Refuse	428,323	8,062	2,405	80,000	0	98,000	0		418,385	430,728
CAT Vehicle Replacement	8,021	101	29	0	0	0	0		8,122	8,050
Building	556,072	10,466	3,123	50,000	0	100,000	0		516,538	559,195
NRRC	180,691	3,401	1,015	80,000	0	0	0		264,092	181,706
Employee Entitlement	372,364	7,008	2,091	40,737	0	0	0		420,109	374,455
Plant, Vehicle & Equipment	393,454	7,405	2,211	410,000	0	240,000	28,282		570,859	367,383
Unspent Grants and Contributions	190,485	7,639	1,340	0	0	193,715	0		4,409	191,825
Economic Development	148,995	2,804	837	0	0	0	0		151,799	149,832
IT & Office Equipment	15,734	296	87	50,000	0	0	0		66,030	15,821
Tourism & Area Promotion	73,969	1,392	414	0	0	0	0		75,361	74,383
HACC	645,352	11,232	3,352	8,483	0	10,000	0		655,067	648,704
CHCP	165,412	3,819	1,139	0	0	65,903	0		103,328	166,551
Road Construction	445,302	8,381	2,501	0	0	160,000	0		293,683	447,803
Asset Valuation	30,000	565	170	0	0	0	0		30,565	30,170
CHSP	120,089	2,429	724	44,604	0	0	40,198		167,122	80,615
	3,774,262	75,000	21,438	763,824	0	867,618	68,480		3,745,468	3,727,220



Project Progress	
Complete	●
On Track	●
Off Track	●
In Trouble	●

	2017/18 Annual Budget	2017/18 YTD Actual	Responsible Officer	Project Progress	2018												Comments
					August	September	October	November	December	January	February	March	April	May	June		
CAPITAL PROJECTS																	
1	Building Renovations Admin Side Portico's and Men's & Ladies Toilet	40,119	17,987.16	Aaron Cook/Azhar Awang	●												
2	CCTV Upgrade	109,113	112,787.50	Azhar Awang	●												
3	Mobile Works Solution (HACC)	10,000	0.00	Frank Ludovico	●												
4	Disability Toilet - Changing Places	59,000	54,794.27	Azhar Awang	●												
5	Kitchen Renovations 13 Hough Street	20,000	10,387.36	Azhar Awang	●												
6	White Road Refuse: Development plan of existing & future landfill	15,000	0.00	Azhar Awang	●												
7	Consultant for Refuse Site (\$15,000) C/Fwd: Works to Construct Transfer Station (\$133,000)	148,000	61,012.50	Azhar Awang	●												
8	CBD Bin surrounds (C/Fwd: \$20,000 plus \$20,000) Approx. 40.	40,000	496.70	Azhar Awang /Torre Evans	●												
9	Desludge dams at race track & effluent plant \$20,000	20,000	0.00	Torre Evans	●												
10	Planning to Construct Memorial Park Public Toilets	20,000	0.00	Azhar Awang	●												
11	Finish Cemetery Carpark \$10,000, C/Fwd: Earthworks/Road/Carpark etc \$50,000, Niche Wall \$30,000	85,000	1,554.20	Torre Evans	●												
12	Gnarogin Park Master Plan (planning for passive and active recreation facilities, pathways etc)	30,000	0.00	Azhar Awang	●												
13	Town Hall: Concrete veranda \$20,000, Dressing Room Upgrade (Gyprock) \$20,000, Awning Extension (Rear) \$10,000, Touring Show required upgrade \$10,000, Disabled Access improvement \$5,000, Re pitching of roof lines \$25,000, Install larger flashing to change rooms \$4,000, extra seating for Town hall complex	94,000	197.94	Azhar Awang	●												
14	Highbury Hall: Upgrade Storm water drainage system \$7,500, Remove unsuitable pollarded trees and grind stumps	7,500	0.00	Azhar Awang	●												
15	C/Fwd: Relocate Town Hall Air-Conditioner to NRLC. Narrogin Squash Club to contribute \$10,000.	70,000	1,000.00	Aaron Cook	●												
16	NRRC: General building capital upgrade	50,000	2,054.55	Aaron Cook	●												
17	NRRC: Stadium seating \$20,000, Multiple Club trophy cabinet \$10,000	30,000	15,848.25	Aaron Cook	●												
18	Thomas Hogg: Install a disabled access ramp from the car park to the oval	25,000	0.00	Torre Evans /Azhar Awang	●												
19	Removal of Town Clock \$10,000	10,000	0.00	Torre Evans	●												
20	Skate Park: (C/Fwd: Install Irrigation, Topsoil, Turf)	30,000	20,470.40	Torre Evans	●												
21	Skate Park graffiti art \$20,000, signage \$10,000	30,000	0.00	Azhar Awang	●												
22	CBD heritage trail	12,000	0.00	Azhar Awang	●												
23	Memorial Park: Remove old slabs and replace with limestone paving	25,000	6,952.00	Torre Evans	●												
24	Lions Park: Replace Sand with soft fall rubber	50,000	581.16	Torre Evans	●												
25	Jersey Park: Shade Sails	16,000	13,660.42	Torre Evans	●												
26	Northwood Park: New Playground Equipment	45,000	45,000.00	Torre Evans	●												
27	Ashworth Park: Replace cracked asphalt basketball surface line mark and new hoop \$8,000	8,000	6,019.08	Torre Evans	●												
28	Hockey Club: Shade Sails	16,000	14,938.85	Torre Evans	●												
29	Highbury Hall: Playground Equipment	22,000	0.00	Torre Evans	●												
30	Purchase of new Library Management software	20,000	0.00	Frank Ludovico	●												
31	Library Landscape - Stage 1A Accessible Ramp	80,000	0.00	Frank Ludovico /Azhar Awang	●												
32	Museum Building: kitchen cupboards/sink, repairs to window frame	5,000	0.00	Azhar Awang	●												
33	Street Furniture	12,000	15,740.00	Torre Evans	●												Carry over from 2016/17. To be assessed in budget review
34	Ensign Carpark Reseal	60,000	0.00	Torre Evans	●												
35	CWA Carpark Reseal	60,000	0.00	Torre Evans	●												
36	Lydeker Depot: Electric gate and re align works depot security fence	30,000	21,546.91	Torre Evans	●												
37	Heath Street - Renewal (Local): Reseal	11,009	7,770.96	Torre Evans	●												
38	Doney Street - Renewal (Local) (R2R): Reseal	33,064	0.00	Torre Evans	●												
39	Felspar Street - Renewal (Local) (R2R): Reseal	49,983	1,878.86	Torre Evans	●												
40	Glyde Street - Renewal (Local) (R2R): Reseal	14,061	0.00	Torre Evans	●												
41	Garfield Street - Renewal (Local) (R2R): Reseal	8,244	8,410.69	Torre Evans	●												
42	Homer Street - Renewal (Local) (R2R): Reseal	6,548	5,854.02	Torre Evans	●												
43	Fairway Street - Renewal (Local) (R2R): Reseal	4,050	0.00	Torre Evans	●												
44	Hale Street - Renewal (Local) (R2R): Reseal	11,322	9,133.20	Torre Evans	●												
45	Hillman Street - Renewal (Local) (R2R): Reseal	6,048	4,499.52	Torre Evans	●												
46	Marsh Street - Renewal (Local) (R2R): Reseal	6,480	6,506.76	Torre Evans	●												
47	May Street - Renewal (Local) (R2R): Reseal	12,240	8,882.94	Torre Evans	●												
48	Gibson Street - Renewal (Local) (R2R): Reseal	13,020	8,632.68	Torre Evans	●												
49	Cresswell Street - Renewal (Local) (R2R): Reseal	1,485	1,277.10	Torre Evans	●												
50	Narrakine Road - Renewal (Local) (R2R): Reseal	5,040	0.00	Torre Evans	●												
51	Whimbin Rock Road - Renewal (Rural) (R2R): Reconstruct & Seal	285,522	105,947.45	Torre Evans	●												
52	Wagin-Wickepin Road - Renewal (Rural) (R2R): Reseal	18,036	17,826.12	Torre Evans	●												
53	Narrogin Valley Road - Renewal (Rural) (R2R): Reseal	37,152	32,415.12	Torre Evans	●												
54	Highbury West Road - Renewal (Rural) (R2R): Reseal	21,600	0.00	Torre Evans	●												
55	Rowe Street - Renewal (Local) (R2R): Reseal	7,965	6,924.72	Torre Evans	●												
56	Narrogin-Harrismith Road - Renewal (Local) (RRG): Reconstruct & Seal	607,486	545,339.62	Torre Evans	●												
57	Daqlish Street Footpath Construction	27,000	15,900.00	Torre Evans	●												
58	Felspar Street Footpath Construction	27,000	19,035.00	Torre Evans	●												

		2017/18 Annual Budget	2017/18 YTD Actual	Responsible Officer		2018												Comments
						August	September	October	November	December	January	February	March	April	May	June		
59	Williams Road - Footpath Construction	12,000	0.00	Torre Evans	●													
60	Drainage Works: Culvert upgrades with 2 coat seal for flood way-various	30,000	0.00	Torre Evans	●													
61	Tipper Truck 3 Tonne	25,000	22,454.55	Torre Evans	●													
62	10,000L Emulsion Storage Tank	75,000	1,200.00	Torre Evans	●													
63	John Deere Ride on Mower 2017	10,000	9,744.98	Torre Evans	●													
64	24 Tonne Excavator	260,000	216,100.00	Torre Evans	●													
65	Irrigation Pump	35,000	32,140.00	Torre Evans	●													
66	8T Side Tipping Truck	110,000	0.00	Torre Evans	●													
67	Trailer & Signs(Event Traffic Management)	10,000	0.00	Torre Evans	●													
68	CCTV Installation NCP	10,000	0.00	Frank Ludovico	●													
69	Accommodation Units (NCP)	350,000	0.00	Aaron Cook /Frank Ludovico	●													
70	NCP Renovations: Retiling of ablution block \$40,000, Renovate old laundry \$40,000, 2012/13 CLGF (Local) Funds \$72,939	152,939	0.00	Frank Ludovico	●													
71	NCP: Install electric and gas BBQ's	8,000	394.55	Frank Ludovico	●													Gas BBQ Purchased instead
72	Caravan Park Resealing, Line Marking	20,000	0.00	Frank Ludovico	●													
73	Old Shire Building: Paining & Internal upgrades (carpet etc)	80,000	16,637.28	Aaron Cook /Azhar Awang	●													
	OPERATIONAL PROJECTS	0	0.00															
74	Senior Citizen Centre Building Maintenance - Cladding of bus bay Portico to match existing \$6,000, General Maintenance \$3,000	9,000	5,806.80	Azhar Awang	●													
75	Proposed Youth Services. Business case to be presented later.	50,000	0	Aaron Cook	●													
76	Highbury Tip Maintenance	5,000	0.00	Azhar Awang /Torre Evans	●													
77	Mackie Park Public Toilets and Office Maintenance - Mackie Park Public Toilets and Office Maintenance	13,096	1,869.58	Azhar Awang	●													
78	Gnarojin Park Public Toilets Maintenance - Gnarojin Park Public Toilets Maintenance	6,309	17,394.72	Azhar Awang	●													
79	Smith St Public Toilets (Coles Carpark) Maintenance - Smith St Public Toilets (Coles Carpark) Maintenance	14,905	0.00	Azhar Awang	●													
80	Harris St Public Toilets (Museum) Maintenance - Harris St Public Toilets (Museum) Maintenance	4,790	116.09	Azhar Awang	●													
81	Highbury Public Toilets Maintenance - Highbury Public Toilets Maintenance	6,000	1,363.74	Azhar Awang	●													
82	Highbury Townscape \$8,000	8,000	0	Torre Evans	●													
83	CBD Enhancement \$55,022	55,023	36,942.41	Torre Evans /Azhar Awang	●													
84	Gnarojin Park Maintenance/Operations - Dead wooding of trees	25,000	0.00	Torre Evans	●													
85	Management plan Foxes Lair & Railway Dam \$20,000, PG Main \$10,000	35,653	5,000.76	Azhar Awang	●													
86	Development of Sport and recreation Master plan (included in Strategic plan) \$60,000, General consultation \$10,000	70,000	0	Aaron Cook	●													
87	Museum Building Maintenance \$6,450.00, Modify existing doorway \$1,000	8,993	4,251.58	Azhar Awang	●													
88	Public Art Strategy	40,000	0.00	Azhar Awang	●													
89	Arts Narrogin: Admin Support Nexis Gallery \$25,000, Attract and install a range of professional art exhibitions \$10,000	35,000	0.00	Azhar Awang	●													
90	Roadworks - WANDRRA Claim works	784,723	0.00	Torre Evans	●													
91	White Road Pit rehab	4,000	0.00	Torre Evans	●													
92	Whimbin Rock Road Pit rehab	4,000	0.00	Torre Evans	●													
93	Cardwell Road Pit rehab	4,000	0.00	Torre Evans	●													
94	Hilders Road Pit rehab	4,000	0.00	Torre Evans	●													
95	Wagin - Wickepin Road Pit rehab	4,000	0.00	Torre Evans	●													
96	Street Tree Maintenance: Materials \$10,000, Powerline pruning & Large tree pruning \$25,000	540,516	42,982.82	Torre Evans	●													
97	Lydeker Depot Building Maintenance - Materials \$10,000, Contractors \$5,000, Sea containers \$4,500 (install LED lights, relocate A/C, install shelving)	63,291	21,858.06	Torre Evans /Azhar Awang	●													
98	Airport Cones	8,000	662	Torre Evans	●													
99	Dryandra Visitor Centre Donation \$35,000, plus increased \$25,000.	60,000	744	Frank Ludovico	●													
100	Fire rated Legal Documents storage \$2,000 plus \$2,500 general	4,500	728	Frank Ludovico	●													
		5,673,824	1,667,656															

Anticipated completion date

10.3.130 ADOPTION 2016/17 ANNUAL REPORT

File Reference:	12.2.1, 4.2.6
Disclosure of Interest:	Nil
Applicant:	Not Applicable
Previous Item Nos:	Nil
Date:	5 December 2017
Author:	Frank Ludovico – Executive Manager Corporate and Community Services
Authorising Officer:	Aaron Cook – Chief Executive Officer

Attachments

- Shire of Narrogin 2016/17 Annual Report (containing Annual Financial Report and Independent Audit Report) – Supplied under separate cover
- Due to logistics, the Minutes of the Audit Committee meeting held on 13 December 2017 are not able to be distributed to elected members with this agenda. However, the minutes will be distributed under separate cover prior to the Council meeting.

Summary

The *Local Government Act 1995* requires that Council accepts the draft Annual Report for 2016/2017, including the Financial and Auditor's Reports, no later than 31 December or within two months of the Auditor's Report becoming available if that is not received prior to 31 December 2017. The Auditor's report was received on 1 December 2017.

The Audit and Risk Committee met with Auditor on 13 December 2017 and has recommended to Council the adoption of the 2016/2017 Annual Report (including the Annual Financial Statements and Independent Audit Report).

The Council is also required to select a date, time and venue for the Annual General Meeting of Electors.

Background

Under the *Local Government Act 1995 Section 5.53*, the Shire is required to prepare an Annual Report for each financial year. The report is to contain:

- A report from the Shire President and Chief Executive Officer
- An overview of the Plan for The Future/Community Strategic Plan
- The 2016/2017 Financial Report
- The 2016/2017 Auditor Report
- Any other prescribed information

Council is also requested to give consideration to determining the date, time and location of the Annual General Meeting. The meeting must be held within 56 days from the date Council accepts the Annual Report and Financial Statements.

If Council accepts the Annual Report at this meeting, the latest possible date for the meeting is Wednesday 14 February 2018.

Comment

It is recommended that the Annual Report be considered by the electors of the Shire at the Annual General Meeting to be held in conjunction with the 14 February 2018 Monthly Briefing Session commencing at 5.30 pm, which is within the 56 day period from the date of Council adopting the draft Annual Report.

Consultation

- Aaron Cook – Chief Executive Officer
- Torre Evans – Executive Manager Technical & Rural Services
- Azhar Awang – Executive Manager Development & Regulatory Services
- Nicole Bryant – Manager Finance
- Michael St. John – Audit Manager

Statutory Environment

Local Government Act 1995 Section 5.27 - Electors' general meetings

Local Government Act 1995 Section 5.29 – Convening electors' meetings

Local Government Act 1995 Section 5.53 - Annual reports

Local Government Act 1995 Section 5.54 - Acceptance of annual reports

Local Government Act 1995 Section 5.55 – Notice of Annual Reports

Policy Implications

Nil

Financial Implications

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

Strategic Implications

• Shire of Narrogin Strategic Community Plan 2017-2027	
• Objective	• 4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
• Outcome:	• 4.1 An efficient and effective organisation

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 1217.148 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Ward

That Council:

1. Endorse the recommendations of the Audit Committee meeting on 13 December 2017.
1. Accepts the draft Annual Report for 2016/2017.
2. Holds the Shire's Annual Electors' Meeting at the Shire of Narrogin Council Chambers at 5.30 pm on Wednesday 14 February 2018.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

Annual Report 2016-2017



SHIRE OF NARROGIN

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

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1 July 2016, the Shire of Narrogin and former Town of Narrogin amalgamated into the new "Shire of Narrogin."

About the Shire of Narrogin

The progressive and thriving rural community of Narrogin is located in the Wheatbelt South region of Western Australia, 192 km (2 hours) south east of Perth. The greater township of Narrogin is set in the Narrogin Valley on the traditional land of the Noongar people of the Gnaala Karla Booja region. Sixteen kilometres to Narrogin's south is the historical township of Highbury providing a community hub to the local residents.

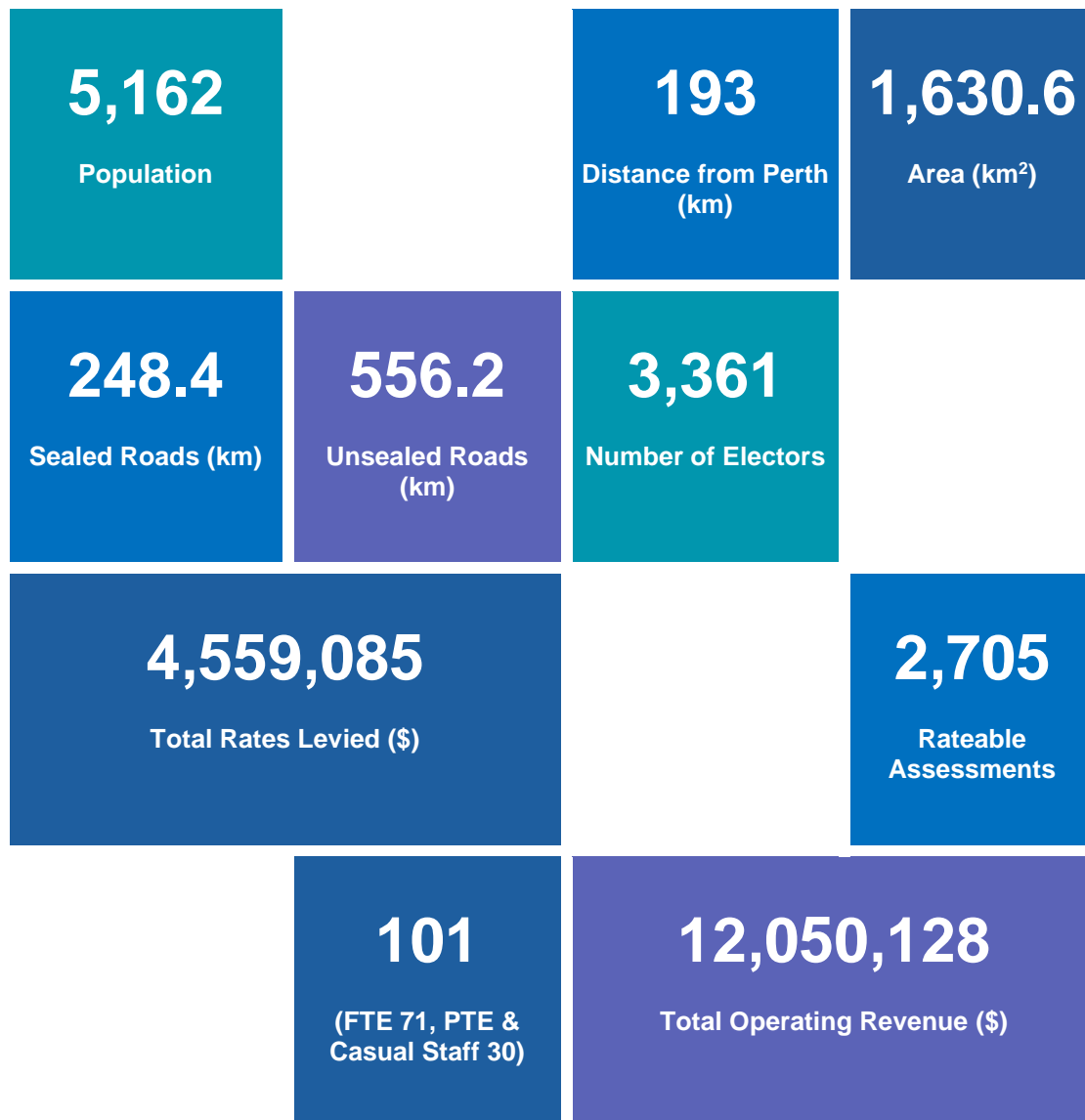
Narrogin is very accessible through its high standard of transport infrastructure including rail, sealed highway access and a two-strip airport with the main strip sealed. Residents are serviced with: excellent public utilities access; an abundant quality water supply; reliable power; and telecommunications connection to the optical cable network and is now connected to the NBN.

Narrogin offers extensive community services provided through the highly-regarded Narrogin Regional Hospital and pro-active aged care services. The sporting fraternity is well catered for by the Shire's fully-equipped recreation complex with heated indoor pool, well maintained sports grounds, numerous sports clubs, an active Regional Library and Heritage Museum. The Narrogin arts community is strongly represented through ARTS Narrogin and the NEXIS Committee's facilitation of events, classes and community interaction.

Education is well provided for through the three Independent primary schools, a senior high school and agricultural college, a residential college and TAFE college.

In addition to all the facilities and services that are provided by the Shire of Narrogin there is also child care, kindergartens, various professional and medical services, all major banks, farm advisors, accountancy and legal firms, bakeries, butchers, fast food outlets, venues for hire, supermarkets, many specialty shops, cafes, hotels and restaurants and many service organisations, sporting groups, and personal interest and hobby groups.

Shire Statistics



Commerce & Industry

Local industry is based on agricultural services, education, health and aged care services, building and brick-making, concrete, light engineering, car and machinery dealerships, cabinet-making and a host of professional services including all the major banks, financial and legal services and many more commercial entities.

Narrogin boasts an active Chamber of Commerce membership assisting local business.

Local Attractions (and events)



The Shire of Narrogin welcomes all tourists and visitors and new residents to the region. The Shire has many interesting attractions and offers a wide variety of activities and scenic destinations.

The Dryandra Country Visitors Centre is a hub partly staffed by volunteers. The Centre offers information offering advice on places to visit or stay in the region. Such places include the Highbury Townsite, Gnarojin Park, Railway Dam, Dryandra Woodlands, Barna Mia, Foxes Lair, Lions Lookout, Yilliminning Rock, Nomans Lake, Heritage Walk, Old Courthouse Museum, and Skate Park.

ARtS Narrogin is a volunteer, not for profit organisation which supports and facilitates innovative artistic and creative endeavours and promotes various art forms and culture in the Region. Most notably is the Art Food and Wine Trail held every Mothers' Day weekend.

The Narrogin Leisure Centre is a successful recreational and sports facility offering a 25-meter indoor heated swimming pool for all year round enjoyment. Through the YMCA, the facility offers, fitness & swimming classes, a fully equipped gym and squash centre with adjoining basketball and netball courts. The facility also boasts a wet synthetic Olympic-grade hockey turf which in recent times has hosted two international hockey matches between Australia and Great Britain drawing a huge number of spectators over two days.

Other local annual events significant to the region include the Narrogin Agricultural Show, Spring Festival and Open Gardens and the Revheads Weekend.



The Shire of Narrogin proudly sponsored two international hockey matches which were played on the Olympic-grade turf at the Narrogin Hockey Stadium.

Message

From the Shire President

The new Shire of Narrogin has progressed through its first twelve months of operation after the merger occurred on 1 July 2016.



During the merger period I was privileged to be accepted by the Minister as one of the nominated Commissioners representing the former Town of Narrogin along with Cr Geoff Ballard representing the former Shire of Narrogin. A special thank you must be provided to Mr Ron Yuryevich who was appointed as the Independent Commissioner and Chair. All Commissioners' positions were made vacant at the extraordinary election held in October 2016 to enable the election of a new council to govern the new entity.

Due to strong financial outcomes and a surplus being obtained from the closing balance of the 2016/2017 financial year, Council was able to ensure that the rate increase for the 2017/2018 financial year was as minimal as possible being 2%. In addition to the "Natural Rate Increase" the parity increase was applied to the former Shire of Narrogin rate payers, as per the agreement formed with the Memorandum of Understanding signed by the former two Councils.

During this reporting period, staff focussed their attention on ensuring that the merger requirements were processed and finalised. Many facets of these tasks were tedious and complicated and required significant attention prior to adoption and implementation. From the Elected Members our appreciation goes to all staff who worked on, helped and or assisted in the merger process. A special thank you must

also go to Mr Niel Mitchell who worked as a consultant to project-manage the merger with the Chief Executive Officer and the Department of Local Government who funded a significant portion of the merger by providing a grant of some \$1.2 million to facilitate the merger.

During the merger transition period, it was pleasing to note that there was very little disruption of service provision to the community. The end result has achieved higher service provision in certain departments and a more productive and efficient Works Crew.

There were several significant project achievements during the financial year including the commencement of the waste transfer station, Changing Places (Disabled Toilet) at Narrogin Park, the upgrade of the wet-side change rooms at the Narrogin Regional Leisure Centre, installation/replacement of three playgrounds, Skate park upgrade, upgrades within the Library and Caravan Park and a significant road capital and maintenance program.

I would also like thank all newly-elected Shire of Narrogin Council Members as your efforts and support to Council has made an effective and cohesive team.

To all the staff of the new Shire of Narrogin I would like to thank you on behalf of all Elected Members for your support, efforts, project management and customer service provided to the Narrogin community throughout the financial year and I look forward to this excellent service standard continuing into 2017/18 and beyond.

I must also acknowledge and thank on behalf of the community of the Shire of Narrogin the enormous contribution made by our volunteers. Without volunteers, many clubs and community events would not even be possible.

I anticipate that Council and I will be working strongly with the Administration in the next financial year to promote and encourage Narrogin for new business development and potential population expansion. It will be a time for the new Shire of Narrogin to settle and further develop Narrogin's status as a Regional Centre.

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

Leigh Ballard
President

Report

From the Chief Executive Officer

This financial year period has been primarily focused on implementing the planning work for the merger of the Town and Shire of Narrogin to the new Shire of Narrogin.



Thank you for taking the time to review this document that reports on the New Shire of Narrogin's activities for the 2016/2017 financial year.

The financial year commenced with all of the Elected Members from both the former Shire of Narrogin and Town of Narrogin stepping down to allow the three Commissioners to facilitate the role of Council until the first election of the new Council in October 2016. Thank you to Mr Ron Yuryevich, Independent Chairman, Mr Leigh Ballard Commissioner for the former Town of Narrogin and Mr Geoff Ballard Commissioner for the former Shire of Narrogin, who were all appointed by the Minister of Local Government.

The Annual Financial Report shows that Council finished the financial year with a surplus of \$2,930,415 which was achieved through the hard work and committed efforts of all staff to ensure best value for money purchasing. This surplus is made up of many committed funds, for example approximately \$2,000,000 that was transferred to Karinya within the next financial period for the new Dementia Wing project and other unexpended grants amounting to approximately \$230,000. The uncommitted funding portion of the surplus assists greatly in keeping the rate increase low for the new entity. In addition to the above, Council was also

able to allocate funding to increase the Cash Reserves.

During this financial year period, the Administration has been heavily focussed on implementing the planning work for the merger of the Town and Shire of Narrogin to the new Shire of Narrogin. This project, now completed, has consumed a large amount of staff time and resources and some projects throughout the year have been impacted. Many procedural improvements have been achieved and complete suites of corporate documents and associated processes have been implemented.

An example of capital projects that have been completed during the period are:

The Shire's staff turnover rate has settled after the merger with all departments becoming accustomed to their increased duties and changes to procedures and processes. Due to the merger there has been a re-allocation of some staff duties to other areas and a small increase in staff numbers to areas that required additional staff time.

During the period and after significant consultation, Council adopted a new Community Strategic Plan that guides Council's decisions and actions well into the future. Within the following period the Long Term Financial Plan, Business Plan and Workforce Plan will also be finalised.

I would like to thank the Elected Members especially the Shire President and the Commissioners for their support during the period. A special thank you to all staff within the organisation, particularly the Executive Management and Management Team, including Mr Niel Mitchell the project consultant for streamlining the merger. The Shire of Narrogin workforce has worked diligently to bring another excellent outcome for the Narrogin residents and ratepayers.

The focus of the Shire is now firmly on the future to achieve high quality services and to continue to develop strongly as an organisation, economy and community well into the future.



Aaron Cook
Chief Executive Officer

Commissioners

Commissioners (July – October 2016)



L-R, Commissioner Geoff Ballard, Independent Chairman Commissioner Ron Yuryevich, and Commissioner Leigh Ballard

From 1 July 2016 until 15 October 2016 the three commissioners were appointed to facilitate Council prior to the inaugural election in October 2016 by the Minister for Local Government.

We sincerely wish to thank the Commissioners for their service to the Shire of Narrogin during the transition period.

Elected Members

The Shire of Narrogin is a corporate body consisting of nine elected members including a publicly elected President.

In October 2016 a new Council was elected replacing the three Commissioners who were in place from 1 July 2016.



*Shire President
Mr Leigh Ballard*



*Deputy Shire President
Cr Tim Wiese
Rural Ward*



*Cr Colin Ward
Urban Ward*



*Cr Nathan Walker
Rural Ward*



*Cr Paul Schutz
Urban Ward*



*Cr Murray Fisher
Rural Ward*



*Cr Clive Bartron
Urban Ward*



*Cr Brian Seale
Urban Ward*



*Cr Geoff Ballard
Rural Ward*

Community Strategic Plan / Corporate Business Plan Overview

This report is based on the former Town of Narrogin Community Strategic Plan 2012 – 2022 as it was designated the continuing entity in the merger process.

In June 2017, the Shire of Narrogin adopted the Community Strategic Plan 2017 – 2027 for the new entity and this Plan will be reviewed in future years.

Section 5.53 (e) of the Local Government Act (1995) states that in relation to the Annual Report “an overview of the Plan for the Future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or continue in the next financial year.”

Achievement Score Table	
1	No Action taken.
2	Further investigation some work undertaken.
3	Ongoing action and communication with relevant parties. (Status Quo)
4	Item has progressed substantially.
5	Item has progressed to completion or no further action required.

Economic Development

	Strategy	Task Allocation	Timeline	Score
1.1	Further develop the Narrogin Business Prospectus to provide a comprehensive and informative tool that will assist in the attraction and promotion of Narrogin to new Industry and Business.	CEO	2013	5

A new document has been developed incorporating the new Shire as a whole and will be used for promotional purposes with prospective developers and interested parties.

1.2	Investigate developing major events for the Town.	CEO	2014	5
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The Shire continued to provide assistance to yearly events during the period to ensure that events are funded and assisted appropriately to enable more sustainable events. No new major events have been facilitated.

1.3	Lobby the State Government and private enterprise to utilise and potentially expand the Research Power Generation Plant.	CEO	2018	2
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During this period, there has been no advancement with this project due to the lack of funding from the entity that expressed an interest in redeveloping the existing site. It is expected that discussions will recommence in the new period for alternative sites.

1.4	Promote Narrogin to the Business Community, State Government and the general public as a strong and positive economic entity.	CEO	Ongoing	4
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Continued promotion of Narrogin has occurred during the period with all stakeholders that has interacted with Council. Due to these interactions Council is working towards long term objectives that will be positive for Narrogin and the region.

1.5	Support Tourism, Arts and sport initiatives, recognising the economic impact that they provide to the businesses and general community.	EMCCS/MLC	Ongoing	4
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This support has continued with staff having been active in this area through the provision of a Kidsport, Club Development Officer and assistance provided to ARtS Narrogin and the NEXIS Committee, Museum Group, Dryandra Country Visitors Centre and others.

1.6	Investigate the refurbishment of the Narrogin Railway Station and the development of a short stay parking site for self-contained RV's.	EMCCS/EMTRS	2017	3
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Liaison with Main Roads has resulted in the draft design for the access road and parking area being designed and approved. To progress this matter further funding will be required to be sourced to facilitate this development.

1.7	Investigate the refurbishment and long term development of long and short term accommodation through the development of the Narrogin Caravan Park.	EMCCS/CEO/EMDRS	2015	4
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The general appearance of the Caravan Park has continued to improve. The entry statement has been constructed. The major project of the electrical upgrade has progressed, and is expected to be completed in July 2017 and planning has commenced to provide onsite accommodation.

Caravan accommodation rates have increased during the period which has increased the sustainability of the Caravan Park.

1.8	Further investigate the development of a Crematorium based in Narrogin.	CEO	2015	4
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As per last period's comments no further action has been taken in regard to this matter due to the inability to prepare a business case that is sustainable for The Shire.

1.9	Further investigate the development potential of the Industrial Area	CEO/EMDRS	2015	4
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During the period an application to Landcorp was made for the development of some 30 acres of the industrial land owned by the Shire. This has significantly progressed and an outcome is expected in the financial year with a potential development occurring within the next two years.

Average Score for Economic Development = 3.8/5 or 77%



Community Development/Services

	Strategy	Task Allocation	Timeline	Score
2.1	Continue to expand the Town's capacity and reputation as a venue for events, sports and seminars of local and regional significance.	EMCCS	2015	4

As per Key Objective 1.2 Council has continued to support local events through providing cash and in-kind works to yearly events to assist in enabling the event to be sustainable.

With the Town Hall and Reception Centre being available the number of events being held from these facilities has also continued to increase the activity within Narrogin including more events within Mackie Park and the Piazza.

2.2	Continue to develop and facilitate activities, engaging all age demographics, at the Narrogin Regional Leisure Centre that are sustainable and beneficial to the Community and the Centre.	EMDRS	Ongoing	4
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Through consultation with the YMCA a strong continued effort has been placed in supporting and facilitating events and activities for all age demographics. Additional work has been facilitated in establishing a Youth Centre and it is hoped that this will commence within the first half of the following period.

2.3	Continue to support the development of the Aged Care industry, services and support in Narrogin to assist in retaining aged residents within the community.	EMCCS	Ongoing	4
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The Home Care Department of the Shire of Narrogin continues to be an excellent service provider within the Narrogin Region and is a credit to all of the staff who facilitate this service.

Council commissioned and finalised the Review of Aged Care in the Town and Shire of Narrogin, with the report received in March 2017. Council will continue working through the recommendations in the following period.

Council finalised the auspicing of the grant for the Karinya Dementia Unit Development which resulted in over \$4 million in grant funds for the project during the period.

2.4	Provide ongoing proactive support, where possible, to the Local Indigenous Noongar Community towards positive actions within the community.	EMDRS	Ongoing	3
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Support has been provided upon request, where possible, to assist Indigenous activities. Council continue to facilitate several events through the year to engage indigenous and other youth. Officers actively engaged to expand NAIDOC events with the intent to enable the Indigenous youth to attain skills in event management and facilitation – to provide the community with the skills to manage such events into the future.

2.5	Further develop, encourage and support youth activities and initiatives within Narrogin.	EMDRS	Ongoing	4
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Further to previous periods, continued support has been provided to groups providing youth activities and events. Council has also facilitated several events in this space engaging large numbers of youth during school holidays. Council has supported the Narrogin Musicians' Association with busking and music events in the Piazza and Mackie Park and the Narrogin Community Gardens.

The YMCA, as per their contract, have also continued to actively engage the youth through sporting and other activities.

2.6	Encourage and assist local Arts Groups to facilitate the development of the arts culture in Narrogin.	EMDRS	Ongoing	4
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Continued from the last period the current MOU agreement between ARtS Narrogin, inclusive of the NEXIS Gallery, and Council has continued to ensure that the Town Hall, Lesser Hall and NEXIS Gallery are utilised for cultural activities with the result that the greater Narrogin community enjoy ongoing regular events and gallery displays.

2.7	Assist the local sporting groups to strategically develop their clubs and facilities within Narrogin.	EMDRS	Ongoing	4
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The Club Development Officer has continued to work in building networks within Narrogin sporting groups and assisting them to advance their respective clubs. Assistance has been provided to sporting groups for grant preparation and several training sessions have also been facilitated to assist in developing the clubs' structure and administration.

2.8	Support the expansion of Educational Facilities to enhance opportunities for value adding to industry, employment and health care within the region.	Council	Ongoing	4
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Council has continued to advocate for the combined TAFE location within Narrogin; however, this is not a State Government priority currently.

Council has promoted the education provision within Narrogin as being a major draw card to the area and strong relationships have been further developed with the education sector. The identified traffic management and parking issues for the primary schools were facilitated to provide safer pick-up and drop-off zones.

2.9	Council will continue to support and develop the services and facilities provided at the Narrogin Regional Library to support community literacy and learning strategies for people of all ages; encourage community engagement, facilitate opportunities for lifelong learning, and support literacy initiatives in the Narrogin Community and the wider regional community.	MLS	Ongoing	4
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The Shire Library staff continue to provide a large range of activities from the Library and this includes school holiday programs, after hours events and generally assisting the community in their service requests and information enquiries. The Library has again achieved excellent feedback from customers. In 2016 the Library received a special Public Health Award for Children's Environment and Health.

2.10	Provide support and encouragement for volunteers and local service groups.	EMDRS	Ongoing	4
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Support is continued to be provided to local volunteer groups and service providers through the discounting of hire rates or the provision of services and staff time to assist their activities where required. Council continues to provide assistance to the Emergency Service volunteers and SES and also provides insurance for volunteering activities if coordinated through Council. The annual Thank a Volunteer Day event is facilitated by the Shire.

Average Score for Community Development Services = 3.9 / 5 or 78%



Kay Weaver accepting the award for Early Literacy from Deputy President of WALGA Mayor Tracey Roberts and Commissioner for Children and Young People Colin Pettit.

Parks Gardens and Natural Environment



The Shire facilitates the Treated Waste Water Irrigation System that irrigates Clayton Road Oval, Narrogin Race and Pace Track, Inner Sports Oval, Thomas Hogg Oval, Mackie Park, Memorial Park, Gnarogin Park.

	Strategy	Task Allocation	Timeline	Score
3.1	Develop a Water Management Strategy for Narrogin that includes the reuse of harvested/reclaimed water and drainage flows.	EMTRS	2014	4

During the period works were undertaken to re-direct water to the Railway Dam which has proved to be successful. Grants will be prepared to implement sections of the Water Management plan developed in the previous period.

3.2	Investigate options to enhance and redevelop the Railway dam precinct for recreation and tourism.	EMTRS	2015	4
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As per objective 3.1 the water flows have been greatly increased into the Railway Dam making a large improvement to the water held in the dam. During the period the Walkway bridge was also repaired and the memorial was erected within the Railway Dam entry.

Other improvement works to the precinct has not occurred due to the lack of financial commitment.

3.3	Consolidate and identify purposes for all of Councils Reserves and properties for ongoing and future use.	EMDRS	2016	3
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The freehold transfer of the three reserves (lot 36 corner of Federal and Egerton Streets, Lots 206 corner of Havelock and Homer Streets and Lots 46 and part of lot 264 Earl Street) were transferred to the Shire during the period. No other works have been facilitated on this item.

3.4	Investigate options for Council to reduce its environmental impact within its operations and facilities where economical to do so.	CEO	Ongoing	4
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Efforts in this area continue with many solar power bollards being installed within the CBD area to improve lighting and security. As part of the Administrative Centre upgrades nearly all lights have been replaced with LED light panels greatly reducing the building's power consumption and costs. In addition the Library upgrades also saw the lighting be replaced, further reducing the Shire's environmental impact.

3.5	Develop management plans for Council's reserves identifying their future and long term use and management.	EMDRS	2015	4
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Work continues with the Friends of Foxes Lair to continue the improvement of the area and although work was not undertaken in preparing a plan for the Railway Dam precinct it is planned that this will be undertaken in the near future in conjunction with the preparation of a revised Management Plan for Foxes Lair.

Average Score for Parks Gardens and Natural Environment = 3.8 / 5 or 76%

Governance and Corporate Services

	Strategy	Task Allocation	Timeline	Score
4.1	Ensure that the Local Laws are reviewed on a regular basis as per the requirements and that the Laws are relevant to the Narrogin community.	CEO	2013/ Ongoing	5

All Local Laws were reviewed as part of the merger process and have been adopted by Council either prior to merger or within the following months.

4.2	Ensure that the Town is proactive in the seeking of grant funding from external sources to reduce the requirement of the Town and community seeking funding from within.	CEO/EMCCS	Ongoing	4
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It was reported last year that the Shire was unsuccessful in its CCTV Grant application. However, the application was reassessed with funding being made available from savings within the funding round and as such funding of \$200,000 was received. Installation was mostly completed during the period with the finalisation in the early months of the following period. The Shire of Narrogin now has 14 fully operational cameras.

The merger process guaranteed the retention of the combined value of the Former Town and Shire grants for Financial Assistance Grants (FAG's), Regional Road Group (RRG) and Roads to Recovery (R2R) program.

The change in State Government has led to a review of various funding programs (eg Country Local Government Fund) and it is expected that this type of grant funding will be limited into the future.

4.3	Ensure that all Town Planning and Building applications are dealt with in a timely and appropriate manner and that the strategic direction of the Town Planning Scheme is prominent and under review.	EMDRS	Ongoing	4
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All Town Planning and Building Applications are dealt with in accordance with the statutory requirements. Invariably there are some delays due to the lack of information provided or further details are required to investigate the matter correctly.

The new Town Planning Scheme 3 is progressing and has been submitted to the Western Australian Planning Commission for readvertising due to the significant changes received during the initial advertising period.

4.4	The Strategic Community Plan and Council's other strategic integrated corporate documents are to be reviewed on a biennial basis.	CEO	2014/16/18/20/22	4
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Council has reviewed and adopted the new Strategic Community Plan, following extensive community consultation in May 2017. Work is progressing on the remaining corporate planning documents that is expected to be finalised in the following period.

4.5	Develop a survey that is to be conducted at a minimum of every two years to gauge the Narrogin Ratepayers and Residents identified strategic direction and the level of service provision being made by the Town of Narrogin.	CEO	2013	5
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During the period, and as part of the Strategic Plan consultation process, a full community survey was performed that included community workshops. This information was used for the basis of Council's deliberations and forming of the Key Objectives and Strategic Items for the Strategic Plan.

A full staff survey was conducted to gauge how the organisation was progressing and this provided some excellent information.

4.6	Prepare a marketing plan for the Town of Narrogin to increase the exposure and perception of Narrogin to the greater community, State Government and Local Councils.	CEO	2014	3
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As per the previous period a Marketing Plan has not been established, however as a precursor to the Plan the Narrogin Business Prospectus has been updated.

Average Score for Governance and Corporate Services = 4.1 / 5 or 83%

Waste Management

	Strategy	Task Allocation	Timeline	Score
5.1	Investigate and develop, in partnership with neighbouring Councils, a regional waste facility.	CEO/EMDRS	2018	2
During the period there was no activity from the Regional Waste Group.				
5.2	Investigate, develop a viable waste recycling program for the Town.	CEO/EMDRS	2015	5
The recycling program has now been in place for three financial years and is well established within the Shire.				
5.3	Redevelop the Waste Management Plan for the White Road Refuse Site and investigate better methods of handling the current waste to maximise the life span and reduce the ongoing cost of facilitation of the Refuse site.	EMDRS	2014	4
During the period the plans and funding for Waste Streaming was prepared and sourced. Works have commenced with the project being due for completion in the following period prior to December 2017.				
5.4	Investigate the potential reuse of refuse to generate power and other uses.	CEO/EMDRS	2018	3
This has not advanced due to the technology not being viable, at this time, for combined waste from the Waste Group. It is planned that this will be further investigated in the near future.				
5.5	Investigate the future conversion of the White Road refuse site to a transfer station.	CEO/EMDRS	2015	4
As per the statement in 5.3 the Waste Transfer station plans were prepared and funded and works commenced during the period with the completion prior to December 2017.				

Average Score for Waste Management = 3.6 / 5 or 72%

Infrastructure and Asset Management



During the period, the first phase of the niche wall at the Narrogin Cemetery was completed.

	Strategy	Task Allocation	Timeline	Score
6.1	Create a facility and development plan for the Narrogin Cemetery and Crematorium.	EMDRS	2015	4
<p>An overall burial plan was created for the Narrogin Cemetery during the period and the Niche Wall works are complete. A detailed investigation for additional burial plots is currently progressing and clearing permit has been made to the Department of Parks and Wildlife. (see also comments section 1.8)</p>				
6.2	Investigate the potential development of Water Harvesting Retention Dams to reduce the impact of heavy rains and provide a source of water for sporting groups and or potential industry.	EMTRS	2016	4

As per the comments in 3.1, Council, during the period facilitated works in the Railway Dam surrounds to harvest storm water into the dam. These successful works have greatly increased the water level in the Dam. Further works within the Shire have not been facilitated due to the lack of funding.

6.3	Redevelop and identify the Town's Footpath Program.	EMTRS and Council	2014	4
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A Five Year Footpath Construction Plan was adopted by Council in June 2017. Continued works throughout the year were completed in repairing and increasing the footpath network. Further works are planned to be progressed in the following budgets.

6.4	Continue to lobby State Government for the completion of the Narrogin Heavy Haulage Bypass Link Road and the construction of the East/West Bypass Road in its entirety.	CEO and Shire President	Ongoing	5
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The Narrogin Heavy Haulage Bypass Link Road is complete and all contracts with Main Roads for these works have ceased. We continue to advocate with Government for the construction of the East/West Bypass Road.

6.5	Develop a Town Site revitalisation plan focusing on the central business district and additional generic street scape design for residential areas.	EMDRS/CEO	2018	5
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Further works were progressed within the CBD to improve the street scape and road surfaces. The current Narrogin Townscape Plan was reviewed by a consultant with public consultation and workshops and was adopted by Council in February 2017.

In addition to the above, a Townscape Plan was also prepared for the Highbury townsite during the period and this is to be presented to Council for incorporation into the Narrogin Townscape Plan in the following period.

6.6	Create a development plan for Council to meet its ongoing future infrastructure requirements regarding all road and associated infrastructure.	EMTRS/MWS	2015	4
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Council adopted a Five Year Road Program in June 2017.

The asset management systems now utilised by Council also feeds information into the plans to ensure that The Shire is keeping on track with its asset renewal and maintenance programme.

6.7	Create a development, heritage and maintenance plan for all of Councils current and future building asset requirements.	EMDRS/CEO	2016	4
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The Shire, utilising the new Asset Management tools, has collected all building assets data. This now provides guidance as to the future requirements of Council in its programmed maintenance and upgrades. This Asset Management Plan will continue to be utilised for future budgets and planning.

6.8	Develop the Towns Building infrastructure to ensure that they are economically and sustainably viable into the future and provide for the needs of the Community.	EMDRS	2016	4
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With the implementation of solar power on the Library, all of Council's buildings that can benefit from solar energy have now been completed and a large reduction in lighting costs has been achieved through the implementation of LED lighting where possible. In addition, Council has implemented recycling at the Caravan Park and the Administration Centre.

6.9	To investigate the construction or acquisition of Executive Housing within Narrogin.	CEO	2015	3
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As per the previous period all officers with contracted housing requirements are provided with rental accommodation as such no action has been taken. However, it is noted that this will require further investigation.

Average Score for Infrastructure and Asset Management = 4.1 / 5 or 82%

Longer Term Strategies

	Strategy	Task Allocation	Timeline	Score
7.1	Continue to lobby for the development of a University Campus in Narrogin.	CEO / Shire President	2022	2

As per previous period's comments activity to engage the TAFE to facilitate an online campus has continued, however, no progression has been made with this matter.

7.2	Development of a Tourism icon within Narrogin that will assist in drawing additional tourists into Narrogin and distinguish Narrogin from surrounding Councils.	CEO	2022	2
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Council has not had a priority to drive this matter within the current climate nor has there been funding available to undertake a study and plan for such an icon to be created.

7.3	Continue to support and investigate development options for the Narrogin Airport and facilities.	EMTRS	2022	4
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As per previous reports the Master Plan was completed and is being utilised to provide clear direction for the future of the Narrogin Airport. Work was facilitated with the Narrogin Gliding Club regarding the locating of the RAF Gliding Cadets in Narrogin and land was allocated for this purpose and the matter was progressed with the administration of the RAAF Cadets.

Additional water storage facilities were negotiated to be installed at the airfield to aid with aerial firefighting operations.

7.4	Support the regional development of an Agri Business Precinct	Council	Ongoing	3
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This precinct has remained a focus and driving point although no developer action has resulted on this key objective. Work has continued politically and with potential developers in providing information. As this is a long term goal, no action may result for several years but the economic impact, when it does occur, cannot be underestimated for the region.

7.5	Promote Narrogin as a potential location for large to major Industry to establish or relocate and develop their business.	Council	Ongoing	4
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As has been stated, Council was successful in its application to Landcorp for the development of its industrial land. It is expected that the portion of the land to be developed by Landcorp will be facilitated within the following periods.

Council, during this period, facilitated the sale of a parcel of land (cnr Fairway and Forrest Streets) that has enabled the relocation of a large business from an inappropriate location to its new site and it is hoped that this will encourage additional employment and better accessibility to customers encouraging economic development.

7.6	Promote the long term development of existing and future businesses within the CBD.	Council	Ongoing	4
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The CBD revitalisation plan has been completed. This plan, when funded and enacted, will assist in revitalising the CBD encouraging business growth.

When existing or new businesses approach the administration for assistance, officers are quick to respond to ensure that positive outcomes are achieved where possible to encourage the business to consider Narrogin.

It is noted that the Narrogin CBD, as per all other shopping districts, is going through a large amount of change and this has and will continue to affect businesses and their potential viability.

Average Score for Longer Term Strategies = 3.16 / 5 or 63%

Total Average Score for the Town of Narrogin overall Strategic Key Performance Indicators: 3.77/ 5 or 75.42%

Statutory Statements

National Competition Policy

The Trade Practices Act 1974 was replaced by the Competition and Consumer Act 2010, which is administered by the Australian Competition and Consumer Commission (ACCC). Local Governments are no longer required to report on National Competition Policy.

Legislative Review

All Local Governments are required to assess which of their local laws might impact on competition and conduct a review of each to determine how any restrictive practices might be overcome. The annual report is to include a statement of which local laws have been reviewed, the conclusions of those reviews and a forward strategy for all local laws still to be reviewed.

All of the Shire of Narrogin Local Laws were reviewed within this period and Council adopted an action plan on progressing these matters.

For a list of the new Local Laws please refer to the Shire of Narrogin Website or the Department of Local Government Website.

Structural Reform

The new merged entity officially commenced on 1 July 2016 under the direction of three Commissioners. They ceased their tenure when the new Council was elected on 15 October 2016. Coinciding with that election, a referendum supported the direct election of the Shire President by electors.

To align with the normal election cycle, the term of the President and two Rural and two Urban Ward Councillors conclude in October 2017. The terms of the other elected members conclude in October 2019.

The year 2016/17 was a transitional year for the new entity and with the support of Consultant Neil Mitchell, and funding from the Department of Local Government and Communities, many activities were undertaken to make the transition as smooth as possible. Whilst every journey has unexpected turns and events, the new entity has emerged through the process very successfully.

Disability access and inclusion plan (DAIP) Report

Outcome 1: People with disabilities have the same opportunities as the other people to access Council services and events organised or sponsored by Council.

With the intention of increasing opportunities for people with disability to access Council services and Shire events, the Shire with support through a successful grant application to WALGA and the Disability Services Commission completed the design work for a Changing Place facility to be centrally located at Gnarojin Park. Changing Places are secure, clean facilities for people with disability who need space and assistance to use the bathroom when out and about in the community. This facility, once constructed and completed will benefit regional visitors and residents alike with disability, who will in the near future, be able to enjoy an outing in Gnarojin Park or nearby events at venues such as the John Higgins Centre or the Town Hall. Improved access to services has also been achieved by a major library renovation which included a toilet for people with disability, improved shelving and seating layout and additional resources including a doubling in the size of its large print collection and the number of board games for visitors with a learning disability to enjoy with their carers.

Outcome 2: People with disabilities have the same opportunities as other people to access Council buildings and any other Council facilities.

The Shire continues its footpath program into 2016/17. A footpath was constructed from a major road to the bowling club's main entrance and four footpaths were either upgraded or newly constructed, which significantly improved access to the Shire's CBD and to a medical centre. Pedestrian kerb/pram ramps inclusive of tactile treads and hand rails were installed and refurbished in conjunction with upgraded paths. Street seating has been installed at various locations within the CBD and several solar bollards were installed in a main street to improve night visibility.

Outcome 3: People with disabilities receive information from Council in a format that will enable them to access the information, as readily as other people are able to access it.

The Shire is committed to providing information in alternative formats should this be required and includes comment on its website encouraging users, should they encounter access issues, to contact staff to discuss the information they require. The Shire's library has a magnifying sheet for public borrowing and offers one on one assistance for people with disability needing assistance with information on line.

Outcome 4: People with disabilities receive the same level and quality of service from the staff of the Council as other people receive from the staff of Council.

The Shire's Narrogin Homecare service both assesses and undertakes regular training for new and existing staff to ensure awareness of the needs of its clients with disability.

Outcome 5: People with disabilities have the same opportunities as other people to make complaints to Council.

Council invited a representative from the disability sector to become a member of its newly formed Narrogin District Townscape Committee. This representation offers opportunities for comment and input into a range of matters relating to access and inclusion and to register any concerns or complaints to Council.

Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation held by Council.

The Shire remains committed to ensuring that people with disability have the same opportunities as other community members to access and participate in public meetings, and consultations. A staff member reviewed documents made available by the Disability Service Commission providing information and guidance on creating accessible events and consultations and these documents will now inform other staff responsible for consultation and event management into the future.

Outcome 7: People with disabilities have the same opportunities as other people to be employed at the Shire of Narrogin.

The Shire of Narrogin is an equal opportunity employer.

Freedom of Information Act 1992

This information statement is published in accordance with section 96 of the *Freedom of Information Act 1992*.

1. Structure and Functions of Council

Establishment

The Shire of Narrogin is established under the *Local Government Act 1995*, and has the responsibility for the administration of this Act. Other major legislation which creates a duty or an authority for Council to act includes but is not limited to:

- *Health Act 1911*
- *Planning and Development Act 2005*
- *Bush Fires Act 1954*
- *Dog Act 1976*
- *Cat Act 2011*
- *Cemeteries Act 1986*

Council

Council's affairs are managed by nine Elected Members from and by the community to represent all sections of the community. The Council acts as a community board, establishing policies and making decisions within the requirements of the Local

Government Act on a wide range of issues affecting the community, and in keeping with the legislative requirement to:

- Determine policies to be applied by Council exercising its discretionary powers.
- Determine the type, range and scope of projects to be undertaken by Council.
- Develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of Council.

The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications for residential and commercial development.

Ordinary meetings of Council are held on the fourth Wednesday of every month excluding January and one meeting held on the third Wednesday of December at 7:00pm. All members of the public are welcome to attend.

Committees of Council

Committees established under legislation reporting to Council. Council Committees are those where Council does exercise control (establishment, dissolution etc).

- Audit Committee
- Narrogin Airport Committee
- Local Emergency Management Committee
- Australia Day Committee
- Narrogin District Townscape Committee

Reference Groups

Reference Groups are those groups where Council does exercise control (establishment, dissolution etc), but not established under legislation.

- Community Assisted Transport Service (CATS) Stakeholder Reference Group
- Community Chest Reference Group
- Roads Reference Group

Personal Involvement – External Organisations

Elected members are involved with many organisations within the community, and are also active in representing the Shire of Narrogin at a regional or State level. Council's nominations to other organisations include but not limited to:

- Development Advisory Panel
- Central Country Zone WALGA
- Wheatbelt South Regional Road Group

- Narrogin Chamber of Commerce
- Dryandra Country Visitors Centre
- Narrogin Cottage Homes Committee
- Regional Waste Management Group
- Dryandra Voluntary Regional Organisation of Councils
- Narrogin Community Support Organisation
- Narrogin Community Childcare Centre

Agendas

To ensure that all items are included in the Agenda for council meetings, it is requested that items for consideration be submitted to the Chief Executive Officer at least a week prior to Council meeting, as agendas are prepared for elected members and are distributed five days prior to the meeting. This permits each item to be researched if necessary, and be presented to Council with a recommendation for decision, if appropriate.

Copies of the agenda are available prior to the meeting in accordance with the *Local Government Act 1995*. Please note that all minutes are subject to confirmation by Council.

Complaints

Complaints received by Council during the financial year have been recorded and actioned in a timely manner.

Delegated Authority

Under the *Local Government Act 1995*, Council is able to delegate many powers to either committees or to the Chief Executive Officer. The CEO may then further delegate the duty or responsibility to perform a task. Delegations are recorded as described in the Delegation Register, and are reviewed by Council annually.

2. Services to the Community

Council provides an extensive variety of services for the community under a wide range of legislation. Services provided include:

- | | |
|--------------------------|-------------------------------|
| • Building control | • Library services |
| • Cemeteries | • Litter bins |
| • Citizenship ceremonies | • Parks and reserves |
| • Crossovers | • Planning controls |
| • Dog and cat control | • Playground equipment |
| • Drainage | • Public buildings for hire |
| • Environmental health | • Public toilets |
| • Fire prevention | • Recreation/sport facilities |

- Recycling
- Rubbish collection
- Roads, footpaths and kerbs
- Storm water drainage
- Street lighting
- Street sweeping
- Street tree maintenance & planting
- Swimming Pool
- Traffic control works

3. Access to Council Documents

The following documents are available for inspection at the Shire's administration offices free of charge. Copies of the documents can be made available, although some will incur a charge to cover the cost of photocopying. The *Local Government Act 1995* does stipulate minimum requirements for documents to be made available for public inspection, and these include:

- Minutes and agendas of Council
- Annual Budgets
- Annual Report
- Annual Financial Statements
- Monthly Financial Statements
- Council Local Laws (formerly known as by-laws)
- Town Planning Scheme
- Electoral Rolls
- Financial Interest Register- Primary and Annual Returns and Declarations

Requests for other information will be considered in accordance with the requirements of the *Freedom of Information Act 1992* and the *Local Government Act 1995*. Under the *Freedom of Information Act 1992*, an application fee and search fee must be submitted with the completed request form, unless the information is of a personal nature, or an exemption is granted.

Please contact the Shire of Narrogin Administration Centre at the following address if you have a query regarding any of the above Freedom of Information Statement or if you would simply like more information:

Shire of Narrogin
 89 Earl Street
 (PO Box 188)
 NARROGIN WA 6312
 Tel: (08) 9881 1944
 Fax: (08) 9881 3092
 Email: enquiries@narrogin.wa.gov.au

State Records Act 2000

The *State Records Act 2000* requires that the Shire maintains and disposes of all records in the prescribed manner. The *State Records Act 2000* also requires all local authorities to produce a Record Keeping Plan to be endorsed by the State Records Commission.

Principle 6 – Compliance with the State Records Commission Standard 2 requires that government organisations ensure their employees comply with the Record Keeping Plan and include within its Annual Report a section that addresses points 1-4 of the Principle.

Specifically the Record Keeping Plan is to provide evidence to cite that:

1. The efficiency and effectiveness of the organisation’s record keeping systems is evaluated not less than once in every 5 years.

The Shire is reviewing its records keeping methods on a continual basis after implementing new procedures.

2. The organisation conducts a record keeping training program.

The Shire has performed this on several occasions for management and staff who deal with records.

3. The efficiency and effectiveness of the record keeping training program is reviewed from time to time.

The record keeping procedures are under constant review after new procedures have been implemented.

4. The organisation’s induction program addresses employee roles and responsibilities in regard to their compliance with the organisation’s record keeping plan.

The induction program for new staff includes an overview of the responsibilities regarding records management.

Employees Remuneration

Set out below, in bands of \$10,000, is the number of employees of the Shire entitled to an annual salary of \$100,000 or more.

Salary Range	2015/16	2016/17
\$100,001 - \$110,000	2	2
\$110,001 - \$120,000	1	1
\$120,001 - \$130,000		
\$130,001 - \$140,000		
\$150,001 - \$160,000		
\$160,001 - \$170,000		
\$170,001 - \$180,000	1	
\$180,001 - \$190,000		1

Register of Complaints

There were no complaints that resulted in action against Councillors under section 5.121 of the *Local Government Act 1995* for the 2016/17 financial year.

Acronyms Used Within This Document

CBD	Central Business District
CEO	Chief Executive Officer
EMCCS	Executive Manager Corporate and Community Services
EMDRS	Executive Manager Development and Regulator Services
EMTRS	Executive Manager Technical and Environmental Services
DSR	Department of Sport and Recreation
MLC	Manager of Leisure and Culture
MLS	Manager of Library Services
MOU	Memorandum of Understanding
MWS	Manager of Works and Services
NRLC	Narrogin Regional Leisure Centre
RAP	Reconciliation Action Plan
WDC	Wheatbelt Development Commission



SHIRE OF NARROGIN
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

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Principal place of business:
Address
89 Earl Street
Narrogin
WA 6312

**SHIRE OF NARROGIN
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire being the annual financial report and supporting notes and other information for the financial year ended 30 June 2017 are in my opinion properly drawn up to present fairly the financial position of the Shire at 30th June 2017 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed as authorisation of issue on the 29 day of November 2017



Aaron Cook
Chief Executive Officer

SHIRE OF NARROGIN
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2017

	NOTE	2017 \$	2017 Budget \$	2016 \$
Revenue				
Rates	23	4,559,085	4,517,811	4,304,299
Operating grants, subsidies and contributions	30	5,388,108	3,834,372	3,139,295
Fees and charges	29	1,773,084	1,505,220	2,642,270
Interest earnings	2(a)	202,341	182,100	274,340
Other revenue	2(a)	127,510	154,500	5,327,303
		<u>12,050,128</u>	<u>10,194,003</u>	<u>15,687,507</u>
Expenses				
Employee costs		(4,885,675)	(5,015,674)	(4,550,222)
Materials and contracts		(2,721,769)	(3,573,485)	(5,529,525)
Utility charges		(640,613)	(705,537)	(650,321)
Depreciation on non-current assets	2(a)	(2,556,277)	(2,299,553)	(3,320,216)
Interest expenses	2(a)	(62,249)	(75,851)	(55,523)
Insurance expenses		(287,792)	(283,943)	(325,025)
Other expenditure		(4,159,504)	(4,249,534)	(263,646)
		<u>(15,313,879)</u>	<u>(16,203,577)</u>	<u>(14,694,478)</u>
		(3,263,751)	(6,009,574)	993,029
Non-operating grants, subsidies and contributions	30	1,439,802	1,721,744	1,874,316
Profit on asset disposals	21	283,606	1,500	3,569
(Loss) on asset disposals	21	(587,887)	(306,206)	(228,894)
(Loss) on revaluation of plant and equipment	6(b)	0	0	-174,777
Net result		(2,128,230)	(4,592,536)	2,467,243
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	13	12,621,260	0	(989,246)
Total other comprehensive income		12,621,260	0	(989,246)
Total comprehensive income		10,493,030	(4,592,536)	1,477,997

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

SHIRE OF NARROGIN
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2017

	NOTE	2017 \$	2017 Budget \$	2016 \$
Revenue	2(a)			
Governance		159,117	96,100	51,938
General purpose funding		8,271,925	6,993,945	5,732,774
Law, order, public safety		46,305	35,797	60,233
Health		8,329	7,500	7,664
Education and welfare		1,349,210	1,263,386	6,551,270
Housing		12,900	13,000	25,850
Community amenities		1,163,150	978,119	1,165,901
Recreation and culture		226,121	149,895	431,921
Transport		278,627	291,404	984,250
Economic services		299,879	248,194	288,103
Other property and services		234,565	116,663	387,603
		<u>12,050,128</u>	<u>10,194,003</u>	<u>15,687,507</u>
Expenses	2(a)			
Governance		(1,199,892)	(1,681,222)	(1,712,600)
General purpose funding		(195,293)	(177,867)	(209,201)
Law, order, public safety		(309,718)	(427,553)	(314,802)
Health		(134,162)	(194,492)	(149,348)
Education and welfare		(5,291,080)	(5,473,881)	(2,540,078)
Housing		(24,554)	(31,874)	(12,857)
Community amenities		(1,189,039)	(1,430,177)	(1,244,306)
Recreation and culture		(2,380,528)	(2,658,252)	(2,700,955)
Transport		(3,541,728)	(3,275,900)	(4,855,917)
Economic services		(590,232)	(748,107)	(899,649)
Other property and services		(395,404)	(28,401)	758
		<u>(15,251,630)</u>	<u>(16,127,726)</u>	<u>(14,638,955)</u>
Finance costs	2(a)			
Governance		(16,888)	(18,185)	(5,532)
Recreation and culture		(30,473)	(30,409)	(31,658)
Transport		(4,929)	(4,767)	(1,239)
Economic services		(9,959)	(22,490)	(17,094)
		<u>(62,249)</u>	<u>(75,851)</u>	<u>(55,523)</u>
		<u>(3,263,751)</u>	<u>(6,009,574)</u>	<u>993,029</u>
Non-operating grants, subsidies and contributions	30	1,439,802	1,721,744	1,874,316
Profit on disposal of assets	21	283,606	1,500	3,569
(Loss) on disposal of assets	21	(587,887)	(306,206)	(228,894)
(Loss) on revaluation of plant and equipment	6(b)	0	0	(174,777)
Net result		<u>(2,128,230)</u>	<u>(4,592,536)</u>	<u>2,467,243</u>
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	13	12,621,260	0	(989,246)
Total other comprehensive income		<u>12,621,260</u>	<u>0</u>	<u>(989,246)</u>
Total comprehensive income		<u><u>10,493,030</u></u>	<u><u>(4,592,536)</u></u>	<u><u>1,477,997</u></u>

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

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2017

	NOTE	2017 \$	2016 \$
CURRENT ASSETS			
Cash and cash equivalents	3	6,974,848	10,188,950
Trade and other receivables	4	568,751	676,841
Inventories	5	13,775	1,199
TOTAL CURRENT ASSETS		<u>7,557,374</u>	<u>10,866,990</u>
NON-CURRENT ASSETS			
Other receivables	4	166,956	126,764
Inventories	5	177,273	177,273
Property, plant and equipment	6	56,541,062	44,132,899
Infrastructure	7	98,060,960	96,947,578
TOTAL NON-CURRENT ASSETS		<u>154,946,251</u>	<u>141,384,514</u>
TOTAL ASSETS		<u>162,503,625</u>	<u>152,251,504</u>
CURRENT LIABILITIES			
Trade and other payables	8	379,945	405,556
Current portion of long term borrowings	9	220,293	233,953
Provisions	10	845,115	730,965
TOTAL CURRENT LIABILITIES		<u>1,445,353</u>	<u>1,370,474</u>
NON-CURRENT LIABILITIES			
Long term borrowings	9	922,004	1,142,297
Provisions	10	7,007	102,502
TOTAL NON-CURRENT LIABILITIES		<u>929,011</u>	<u>1,244,799</u>
TOTAL LIABILITIES		<u>2,374,364</u>	<u>2,615,273</u>
NET ASSETS		<u>160,129,261</u>	<u>149,636,231</u>
EQUITY			
Retained surplus		49,200,100	50,915,540
Reserves - cash backed	12	3,774,262	4,187,052
Revaluation surplus	13	107,154,899	94,533,639
TOTAL EQUITY		<u>160,129,261</u>	<u>149,636,231</u>

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

**SHIRE OF NARROGIN
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2017**

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2016		47,515,606	5,119,743	95,522,885	148,158,234
Comprehensive income					
Net result		2,467,243	0	0	2,467,243
Changes on revaluation of assets	13	0	0	(989,246)	(989,246)
Total comprehensive income		<u>2,467,243</u>	<u>0</u>	<u>(989,246)</u>	<u>1,477,997</u>
Transfers from/(to) reserves		932,691	(932,691)	0	0
		<u>932,691</u>	<u>(932,691)</u>	<u>0</u>	<u>0</u>
Balance as at 30 June 2016		50,915,540	4,187,052	94,533,639	149,636,231
Comprehensive income					
Net result		(2,128,230)	0	0	(2,128,230)
Changes on revaluation of assets	13	0	0	12,621,260	12,621,260
Total comprehensive income		<u>(2,128,230)</u>	<u>0</u>	<u>12,621,260</u>	<u>10,493,030</u>
Transfers from/(to) reserves		412,790	(412,790)	0	0
		<u>412,790</u>	<u>(412,790)</u>	<u>0</u>	<u>0</u>
Balance as at 30 June 2017		<u>49,200,100</u>	<u>3,774,262</u>	<u>107,154,899</u>	<u>160,129,261</u>

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

SHIRE OF NARROGIN
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2017

	NOTE	2017 Actual \$	2017 Budget \$	2016 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		4,501,119	4,814,219	4,230,427
Operating grants, subsidies and contributions		5,579,636	4,079,317	3,237,769
Fees and charges		1,773,084	1,659,720	2,642,270
Interest earnings		202,341	182,100	274,340
Goods and services tax		684,087	702,836	594,490
Other revenue		127,510	138,584	5,327,303
		<u>12,867,777</u>	<u>11,576,776</u>	<u>16,306,599</u>
Payments				
Employee costs		(4,743,929)	(5,090,633)	(4,797,550)
Materials and contracts		(2,883,022)	(3,693,549)	(5,289,074)
Utility charges		(640,613)	(705,537)	(650,321)
Interest expenses		(62,274)	(78,226)	(55,758)
Insurance expenses		(287,792)	(283,943)	(325,025)
Goods and services tax		(749,751)	(1,350,000)	(854,193)
Other expenditure		(4,159,504)	(3,653,696)	(263,646)
		<u>(13,526,885)</u>	<u>(14,855,584)</u>	<u>(12,235,567)</u>
Net cash provided by (used in) operating activities	14(b)	<u>(659,108)</u>	<u>(3,278,808)</u>	<u>4,071,032</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment		(1,621,357)	(2,501,939)	(1,803,071)
Payments for construction of infrastructure		(2,704,478)	(3,728,356)	(3,501,779)
Non-operating grants, subsidies and contributions		1,439,802	1,721,744	1,874,316
Proceeds from sale of fixed assets		564,992	598,145	419,977
Net cash provided by (used in) investment activities		<u>(2,321,041)</u>	<u>(3,910,406)</u>	<u>(3,010,557)</u>
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of debentures		(233,953)	(221,310)	(194,267)
Proceeds from new debentures		0	350,000	450,000
Net cash provided by (used in) financing activities		<u>(233,953)</u>	<u>128,690</u>	<u>255,733</u>
Net increase (decrease) in cash held		(3,214,102)	(7,060,524)	1,316,208
Cash at beginning of year		10,188,950	10,182,102	8,872,742
Cash and cash equivalents at the end of the year	14(a)	<u><u>6,974,848</u></u>	<u><u>3,121,578</u></u>	<u><u>10,188,950</u></u>

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

**SHIRE OF NARROGIN
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2017**

NOTE	2017 Actual \$	2017 Budget \$	2016 Actual
Net current assets at start of financial year - surplus/(deficit)	<u>5,912,406</u>	<u>6,316,076</u>	<u>3,475,546</u>
	5,912,406	6,316,076	3,475,546
Revenue from operating activities (excluding rates)			
Governance	159,117	96,100	51,938
General purpose funding	3,744,699	2,483,248	1,434,939
Law, order, public safety	46,305	35,797	60,233
Health	8,329	7,500	7,664
Education and welfare	1,349,210	1,263,386	6,551,270
Housing	12,900	13,000	25,850
Community amenities	1,163,150	978,119	1,165,901
Recreation and culture	226,121	149,895	431,921
Transport	278,627	291,404	987,819
Economic services	583,485	249,694	288,103
Other property and services	234,565	116,663	387,603
	<u>7,806,508</u>	<u>5,684,806</u>	<u>11,393,241</u>
Expenditure from operating activities			
Governance	(1,226,855)	(1,707,907)	(1,734,886)
General purpose funding	(195,293)	(177,867)	(209,201)
Law, order, public safety	(315,642)	(427,553)	(325,169)
Health	(134,162)	(194,492)	(149,348)
Education and welfare	(5,304,145)	(5,492,981)	(2,549,774)
Housing	(24,554)	(31,874)	(12,857)
Community amenities	(1,195,424)	(1,435,677)	(1,244,306)
Recreation and culture	(2,411,001)	(2,688,661)	(2,732,613)
Transport	(3,634,490)	(3,289,313)	(5,044,079)
Economic services	(1,053,372)	(1,025,957)	(916,743)
Other property and services	(406,828)	(37,501)	(4,396)
	<u>(15,901,766)</u>	<u>(16,509,783)</u>	<u>(14,923,372)</u>
Operating activities excluded from budget			
(Profit) on disposal of assets	21	(283,606)	(1,500)
Loss on disposal of assets	21	587,887	306,206
Movement in long service leave reserve (cash backed)		(34,305)	0
Movement in deferred pensioner rates (non-current)		(40,192)	0
Movement in employee benefit provisions (non-current)		(95,495)	0
Movement in Employee entitlement reserve		37,679	8,572
Depreciation and amortisation on assets	2(a)	2,556,277	2,299,553
Amount attributable to operating activities		<u>545,393</u>	<u>(1,904,642)</u>
		545,393	3,436,704
INVESTING ACTIVITIES			
Non-operating grants, subsidies and contributions		1,439,802	1,721,744
Proceeds from disposal of assets	21	564,992	598,145
Purchase of land held for resale		0	0
Purchase of property, plant and equipment	6(b)	(1,621,357)	(2,501,939)
Purchase and construction of infrastructure	7(b)	(2,704,478)	(3,728,356)
Amount attributable to investing activities		<u>(2,321,041)</u>	<u>(3,910,406)</u>
		(2,321,041)	(3,010,557)
FINANCING ACTIVITIES			
Advances to community groups		0	0
Repayment of advances to community groups		0	0
Repayment of debentures	22(a)	(233,953)	(221,310)
Proceeds from new debentures	22(a)	0	350,000
Proceeds from self supporting loans		0	0
Transfers to reserves (restricted assets)	12	(1,332,931)	(295,737)
Transfers from reserves (restricted assets)	12	1,745,721	1,471,398
Amount attributable to financing activities		<u>178,837</u>	<u>1,304,351</u>
		178,837	1,188,424
Surplus(deficiency) before general rates		<u>(1,596,811)</u>	<u>(4,510,697)</u>
		(1,596,811)	1,614,571
Total amount raised from general rates	23	<u>4,527,226</u>	<u>4,510,697</u>
		4,527,226	4,297,835
Net current assets at June 30 c/fwd - surplus/(deficit)	24	<u><u>2,930,415</u></u>	<u><u>0</u></u>
		2,930,415	5,912,406

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

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 20 to these financial statements.

(a) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(b) Cash and Cash Equivalents

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

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

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(c) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(d) 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 sale

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

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

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

(e) Fixed Assets

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

Mandatory requirement to revalue non-current assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

During the year ended 30 June 2013, the Shire commenced the process of adopting Fair Value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the Shire revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Fixed Assets (Continued)

Land under control

In accordance with Local Government (Financial Management) Regulation 16(a)(ii), the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

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

Land under roads

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

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

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

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

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

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Fixed Assets (Continued)

Depreciation

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

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

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

Buildings	40 to 100 years
Furniture and equipment	10 years
Plant and equipment	5 to 15 years
Sealed roads and streets formation	not depreciated
pavement seal	50 years
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads formation	not depreciated
pavement	50 years
Formed roads (unsealed) formation	12 years
pavement	not depreciated
Footpaths - slab	50 years
Sewerage piping	40 years
Water supply piping and drainage systems	50 to 75 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 the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fair Value of Assets and Liabilities

When performing a revaluation, the Shire uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fair Value of Assets and Liabilities (Continued)

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.

(g) Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Shire becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire commits itself to either the purchase or sale of the asset (i.e. 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.

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 and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that 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.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Financial Instruments (Continued)

Classification and subsequent measurement (continued)

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

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. 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. Gains or losses are recognised in profit or loss.

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 that the Shire has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

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 payments.

They are subsequently measured at fair value with changes in such fair value (i.e. 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 that 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 available-for-sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Financial Instruments (Continued)

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

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 Shire no longer has any significant continual involvement in the risks and benefits associated with the asset.

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

(h) Impairment of Assets

In accordance with Australian Accounting Standards the Shire'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 (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

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

(i) Trade and Other Payables

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

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Employee Benefits

Short-term employee benefits

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

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

Other long-term employee benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

(k) Borrowing Costs

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

(l) Provisions

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

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

(m) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(n) Investment in Associates

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate.

When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

(o) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements. Information about the joint ventures is set out in Note

(p) 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.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

(q) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire's intentions to release for sale.

(s) Rounding Off Figures

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

(t) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

(u) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(v) New Accounting Standards and Interpretations for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Shire.

Management's assessment of the new and amended pronouncements that are relevant to the Shire, applicable to future reporting periods and which have not yet been adopted are set out as follows:

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(i) AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Shire, it is not anticipated the Standard will have any material effect.
(ii) AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2019	This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer. The effect of this Standard will depend upon the nature of future transactions the Shire has with those third parties it has dealings with. It may or may not be significant.
(iii) AASB 16 Leases	February 2016	1 January 2019	Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position once AASB 16 is adopted. Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the Shire, the impact is not expected to be significant.

Notes:

⁽¹⁾ Applicable to reporting periods commencing on or after the given date.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(v) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(iv) AASB 1058 Income of Not-for-Profit Entities (incorporating AASB 2016-7 and AASB 2016-8)	December 2016	1 January 2019	<p>These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are:</p> <ul style="list-style-type: none"> - Assets received below fair value; - Transfers received to acquire or construct non-financial assets; - Grants received; - Prepaid rates; - Leases entered into at below market rates; and - Volunteer services. <p>Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the Shire's operations.</p>

Notes:

⁽¹⁾ Applicable to reporting periods commencing on or after the given date.

(w) Adoption of New and Revised Accounting Standards

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

Whilst many reflected consequential changes associate with the amendment of existing standards, the only new standard with material application is as follows:

<p>(i) AASB 2015-6 Amendments to Australian Accounting Standards - Extending Related Party Disclosures to Not-for-Profit Public Sector Entities</p> <p>[AASB 10, 124 & 1049]</p>	<p>The objective of this Standard was to extend the scope of AASB 124 <i>Related Party Disclosures</i> to include not-for-profit sector entities.</p> <p>The Standard has had a significant disclosure impact on the financial report of the Shire as both Elected Members and Senior Management are deemed to be Key Management Personnel and resultant disclosures in accordance to AASB 124 have been necessary.</p>
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SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

2. REVENUE AND EXPENSES	2017	2016
	\$	\$
(a) Net Result		
The Net result includes:		
(i) Charging as an expense:		
Significant expense and revenue		
Karinya Cottage Homes	<u>111,457</u>	<u>5,137,000</u>
Auditors remuneration		
- Audit of the Annual Financial Report	19,395	37,844
- Other Services	0	2,250
Depreciation		
Buildings - non-specialised	22,169	613,277
Buildings - specialised	617,214	0
Furniture and equipment	21,655	39,929
Plant and equipment	304,143	581,025
Infrastructure - Roads	1,340,512	1,831,074
Infrastructure - Footpaths	49,984	49,934
Infrastructure - Drainage	92,500	122,134
Infrastructure - Parks and Ovals	32,738	32,624
Infrastructure - Other	75,362	50,219
	<u>2,556,277</u>	<u>3,320,216</u>
Interest expenses (finance costs)		
Debentures (refer Note 22 (a))	<u>62,249</u>	<u>55,522</u>
	<u>62,249</u>	<u>55,522</u>
(ii) Crediting as revenue:		
Other revenue		
Other	<u>127,510</u>	<u>5,327,303</u>
	<u>127,510</u>	<u>5,327,303</u>
	2017	2016
	Actual	Budget
	\$	\$
Interest earnings		
- Reserve funds	79,943	75,000
- Other funds	51,669	52,000
Other interest revenue (refer note 28)	70,729	55,100
	<u>202,341</u>	<u>182,100</u>
	<u>202,341</u>	<u>274,340</u>

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

2. REVENUE AND EXPENSES (Continued)

(b) Statement of Objective

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

COMMUNITY VISION

Prosperity and growth as a regional centre.

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Objective:

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

Activities:

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

GENERAL PURPOSE FUNDING

Objective:

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

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer community.

Activities:

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

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

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

EDUCATION AND WELFARE

Objective:

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

Activities:

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

HOUSING

Objective:

To provide housing to senior employees.

Activities:

Provision of staff housing.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

2. REVENUE AND EXPENSES (Continued)

(b) Statement of Objective (Continued)

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

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

RECREATION AND CULTURE

Objective:

To provide recreational and cultural services to the community.

Activities:

Maintain public halls, civic centres, aquatic centre, recreational centre and various sporting facilities, Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

Objective:

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

Activities:

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

ECONOMIC SERVICES

Objective:

To promote the Town and its economic wellbeing.

Activities:

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

OTHER PROPERTY AND SERVICES

Objective:

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

Activities:

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

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

2. REVENUE AND EXPENSES (Continued)

(c) Conditions Over Grants/Contributions

Grant/Contribution	Opening Balance ⁽¹⁾ 1/07/15 \$	Received ⁽²⁾ 2015/16 \$	Expended ⁽³⁾ 2015/16 \$	Closing Balance ⁽¹⁾ 30/06/16 \$	Received ⁽²⁾ 2016/17 \$	Expended ⁽³⁾ 2016/17 \$	Closing Balance 30/06/17 \$
Governance							
DLG Merger Funding	675,906		(499,407)	176,499		(176,499)	0
Structural Reform		400,000		400,000	91,000	(491,000)	0
RTG Long Term Financial Plan	11		(11)	0			0
General purpose funding							
CLGF R4R (2012/13) Local	552,391		(193,907)	358,484		(358,484)	0
Interest Received	0	44,907	0	44,907	14,355	0	59,262 *
Law, order, public safety							
SES Subsidy Expenditure		7,090	(5,574)	1,516	1,730	(142)	3,104 *
BFB Minor Asset Purchase		7,000		7,000			7,000 *
LEMC Support		5,000	(5,000)	0	0		0
SEMS Local Emergency Awareness		10,000	(3,226)	6,774	0	(2,066)	4,708 *
Bush Fire Expenditure				0	13,617	(3,796)	9,821 *
Education and welfare							
WDC Grant for Regional TAFE	30,000			30,000		(30,000)	0
Aged Friendly Communities	10,000		(10,000)	0	0	0	0
Aged Disability Access Upgrade		108,872	(108,872)	0	0	0	0
Disability Toilet - Changing Places		42,000		42,000		(18,000)	24,000 *
Community amenities							
Townscape		27,771	(26,024)	1,747		(1,747)	0
Wheatbelt Regional Centres Revitalisation - Narrogin CBD Project				0	30,000		30,000 *
Recreation and culture							
Kidsports	3,212	35,000	(38,212)	0	32,990	(32,990)	0
Regional Talent	18,990	25,000	(37,087)	6,903	15,000	(21,903)	0
Club Development Officer				0	20,000	(20,000)	0
Main Roads Art Proposal for Narrogin Link Road				0	20,000		20,000 *
Community Gardens	1,522		(1,522)	0			0
Transport							
Royalties for Regions 2013/14	1,008,168		(1,008,168)	0			0
Economic services							
WDC TAFE Management	10,500		(10,500)	0			0
WDC TAFE Land Assembly	117,526		(117,526)	0			0
WDC TAFE Project	267,000		(267,000)	0			0
Other property and services							
CLGF Youth Development				0	32,590		32,590 *
Total	2,695,226	712,640	(2,332,036)	1,075,830	271,282	(1,156,627)	190,485

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

(*) - All of these unspent contributions were held in reserve funds at the end of June.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

	Note	2017 \$	2016 \$
3. CASH AND CASH EQUIVALENTS			
Unrestricted		3,200,586	1,720,926
Restricted		3,774,262	8,468,024
		<u>6,974,848</u>	<u>10,188,950</u>
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Building Reserve	12	556,072	224,265
Refuse Site Reserve	12	428,322	338,389
Community Assisted Transport (CAT) Reserve	12	8,021	9,001
Narrogin Regional Recreation Centre Reserve	12	180,691	112,267
Employee Entitlement Reserve	12	372,364	334,685
Plant, Vehicle & Equipment Reserve	12	393,454	103,984
Economic Development Reserve	12	148,995	146,190
IT & Office Equipment Reserve	12	15,734	20,550
Tourism & Area Promotion Reserve	12	73,970	102,638
Unspent Grants & Contribution Reserve	12	190,485	1,075,830
HACC Reserve	12	645,352	597,360
CHCP Reserve	12	165,412	246,487
CHSP Reserve	12	120,088	55,198
Long service leave reserve	12	0	34,305
Plant replacement reserve	12	0	208,895
Property maintenance reserve	12	0	7,590
Office equipment reserve	12	0	14,521
Road construction reserve	12	445,302	437,336
Recreation facilities reserve	12	0	35,623
Waste site development reserve	12	0	81,938
Asset Valuation reserve	12	30,000	0
Treasury Investment Account	12	0	4,006,328
Unspent grants	2(c)	0	289,877
		<u>3,774,262</u>	<u>8,483,257</u>

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

	2017	2016
	\$	\$
4. TRADE AND OTHER RECEIVABLES		
Current		
Rates outstanding	308,033	290,259
Sundry debtors	251,842	406,970
GST receivable	65,664	0
Provision for Doubtful Debts	(60,387)	(20,388)
Accrued Income / Payments in Advance	3,599	0
	<u>568,751</u>	<u>676,841</u>
Non-current		
Rates outstanding - pensioners	166,956	126,764
	<u>166,956</u>	<u>126,764</u>

Information with respect the impairment or otherwise of the totals of rates outstanding and sundry debtors is as follows:

Rates outstanding	<u>308,033</u>	<u>290,259</u>
Sundry debtors	<u>251,842</u>	<u>406,970</u>

5. INVENTORIES

Current		
Fuel and Materials	13,775	1,199
	<u>13,775</u>	<u>1,199</u>
Non-current		
Cost of acquisition	177,273	177,273
	<u>177,273</u>	<u>177,273</u>

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

	2017	2016
	\$	\$
6 (a). PROPERTY, PLANT AND EQUIPMENT		
Land and buildings		
Land - Freehold at:		
- Independent valuation 2013 - level 2	0	3,242,773
- Independent valuation 2017 - level 2	3,916,000	0
- Independent valuation 2017 - level 3	6,412,000	0
- Management valuation 2017 - level 3	20,000	0
- Additions after valuation - cost	0	60,947
	10,348,000	3,303,720
	10,348,000	3,303,720
Buildings - non-specialised at:		
- Management valuation 2013 - level 3	0	33,634,500
- Independent valuation 2013 - level 2	0	3,237,386
- Independent valuation 2017 - level 2	265,000	0
- Additions after valuation - cost	875,721	1,611,358
Less: accumulated depreciation	(27,148)	(1,714,329)
	1,113,573	36,768,915
Buildings - specialised at:		
- Independent valuation 2017 - level 3	41,672,720	0
- Management valuation 2017 - level 3	15,725	0
Less: accumulated depreciation	(613,337)	0
	41,075,108	0
	42,188,681	36,768,915
Total land and buildings	52,536,681	40,072,635
Furniture and equipment at:		
- Management valuation 2016 - level 3	0	7,760
- Independent valuation 2016 - level 3	167,200	198,700
- Additions after valuation - cost	87,920	35,574
Less: accumulated depreciation	(22,240)	(585)
	232,880	241,449
Plant and equipment at:		
- Independent valuation 2016 - level 2	2,952,383	3,194,914
- Management valuation 2016 - level 3	396,808	557,095
- Management valuation 2016 - level 2	0	45,922
- Additions after valuation - cost	714,922	21,632
Less: accumulated depreciation	(292,612)	(748)
	3,771,501	3,818,815
	56,541,062	44,132,899

The fair value of property, plant and equipment is determined at least every three years in accordance with the regulatory framework. Additions since the date of valuation are shown as cost, given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

6. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Balance at the Beginning of the Year \$	Additions \$	(Disposals) \$	Revaluation Increments/ (Decrements) Transferred to Revaluation \$	Revaluation (Losses)/ Reversals Through to Profit or Loss \$	Change of Input Levels \$	Impairment (Losses)/ Reversals \$	Depreciation (Expense) \$	Transfers \$	Carrying Amount at the End of Year \$
Land - freehold land	3,303,720	0	(65,000)	7,109,280		0	0	0	0	10,348,000
Total land	3,303,720	0	(65,000)	7,109,280	0	0	0	0	0	10,348,000
Buildings - non-specialised	36,768,915	875,721	0	5,511,980	(42,136,445)	0		(22,169)	115,571	1,113,573
Buildings - specialised	0	0	(444,123)	0	42,136,445	0		(617,214)	0	41,075,108
Total buildings	36,768,915	875,721	(444,123)	5,511,980	0	0	0	(639,383)	115,571	42,188,681
Total land and buildings	40,072,635	875,721	(509,123)	12,621,260	0	0	0	(639,383)	115,571	52,536,681
Furniture and equipment	241,449	52,346	(7,760)			0		(21,655)	(31,500)	232,880
Plant and equipment	3,818,815	693,290	(352,390)			0		(304,143)	(84,071)	3,771,501
Total property, plant and equipment	44,132,899	1,621,357	(869,273)	12,621,260	0	0	0	(965,181)	0	56,541,062

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

6. PROPERTY, PLANT AND EQUIPMENT (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of valuation	Date of last Valuation	Inputs used
Land and buildings					
Land - freehold land	2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology.	Independent Valuer	July 2017	Price per hectare / market borrowing rate.
Buildings - non-specialised	3	Improvements to land valued using cost approach and depreciated repostment cost.	Independent Valuer	July 2017	Improvements to land using construction costs and current condition (level 2), residual values and remaining useful life assessments (level 3) inputs.
Buildings - specialised	2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology.	Independent Valuer	July 2017	Price per square metre / market borrowing rate.
Furniture and equipment					
	3	Market value using recent observable market data for similar properties.	Independent Valuer	June 2016	Purchase costs and current conditions (level 2).
Plant and equipment					
- Independent valuation 2016	2	Market value using recent observable market data for similar properties	Independent Valuer	June 2016	Price per item.
- Management valuation 2016	3	Market value using recent observable market data for similar properties	Management Valuation	June 2016	Price per item.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

	2017	2016
	\$	\$
7 (a). INFRASTRUCTURE		
Infrastructure - Roads		
- Management valuation 2015 - level 2	16,380,980	16,380,980
- Management valuation 2016 - level 3	68,977,130	68,977,130
- Additions after valuation - cost	2,891,245	876,917
Less: accumulated depreciation	<u>(1,730,747)</u>	<u>(390,234)</u>
	86,518,608	85,844,793
Infrastructure - Footpaths		
- Management valuation 2015 - level 3	1,898,687	1,898,687
- Management valuation 2016 - level 3	42,420	42,420
- Additions after valuation - cost	167,283	119,011
Less: accumulated depreciation	<u>(98,907)</u>	<u>(48,923)</u>
	2,009,483	2,011,195
Infrastructure - Drainage		
- Management valuation 2015 - level 3	1,773,915	1,773,915
- Management valuation 2016 - level 3	2,806,567	2,806,567
- Additions after valuation - cost	86,286	86,286
Less: accumulated depreciation	<u>(128,869)</u>	<u>(36,369)</u>
	4,537,899	4,630,399
Infrastructure - Parks and Ovals		
- Management valuation 2015 - level 2	3,036,997	3,036,997
- Additions after valuation - cost	14,027	0
Less: accumulated depreciation	<u>(65,362)</u>	<u>(32,624)</u>
	2,985,662	3,004,373
Infrastructure - Other		
- Management valuation 2015 - level 3	969,912	969,912
- Additions after valuation - cost	1,164,977	537,125
Less: accumulated depreciation	<u>(125,581)</u>	<u>(50,219)</u>
	2,009,308	1,456,818
	<u>98,060,960</u>	<u>96,947,578</u>

The fair value of infrastructure is determined at least every three years in accordance with the regulatory framework. Additions since the date of valuation are shown as cost. Given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and, where appropriate, the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A(2) which requires infrastructure to be shown at fair value.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

7. INFRASTRUCTURE (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Balance as at the Beginning of the Year	Additions	(Disposals)	Revaluation Increments/ (Decrements) Transferred to Revaluation	Revaluation (Loss)/ Reversal Transferred to Profit or Loss	Impairment (Losses)/ Reversals	Depreciation (Expense)	Transfers	Carrying Amount at the End of the Year
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Infrastructure - Roads	85,844,793	2,014,327					(1,340,512)		86,518,608
Infrastructure - Footpaths	2,011,195	48,272					(49,984)		2,009,483
Infrastructure - Drainage	4,630,399	0					(92,500)		4,537,899
Infrastructure - Parks and Ovals	3,004,373	14,027					(32,738)		2,985,662
Infrastructure - Other	1,456,818	627,852					(75,362)		2,009,308
Total infrastructure	96,947,578	2,704,478	0	0	0	0	(1,591,096)	0	98,060,960

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

7. INFRASTRUCTURE (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of valuation	Date of last Valuation	Inputs used
Infrastructure - Roads	2	Cost approach using depreciated replacement cost.	Independent Valuer	June 2015	Construction costs and current condition (level 2).
Infrastructure - Footpaths	2	Cost approach using depreciated replacement cost.	Independent Valuer	June 2015	Construction costs and current condition (level 2).
Infrastructure - Drainage	2	Cost approach using depreciated replacement cost.	Independent Valuer	June 2015	Construction costs and current condition (level 2).
Infrastructure - Parks and Ovals	2	Cost approach using depreciated replacement cost.	Management Valuation	June 2015	Construction costs and current condition (level 2).
Infrastructure - Other	2	Cost approach using depreciated replacement cost.	Management Valuation	June 2015	Construction costs and current condition (level 2).

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied , they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

	2017	2016
	\$	\$
8. TRADE AND OTHER PAYABLES		
Current		
Sundry creditors	186,364	283,438
Accrued interest on debentures	5,607	5,632
Accrued salaries and wages	92,347	20,682
ATO liabilities	86,233	34,807
Other Creditors	1,168	52,771
Accrued Expenses	8,226	8,226
	<u>379,945</u>	<u>405,556</u>

9. LONG-TERM BORROWINGS

Current

Secured by floating charge		
Debentures	220,293	233,953
	<u>220,293</u>	<u>233,953</u>

Non-current

Secured by floating charge		
Debentures	922,004	1,142,297
	<u>922,004</u>	<u>1,142,297</u>

Additional detail on borrowings is provided in Note 22.

10. PROVISIONS

	Provision for Annual Leave \$	Provision for Long Service Leave \$	Total \$
Opening balance at 1 July 2016			
Current provisions	443,921	287,044	730,965
Non-current provisions	0	102,502	102,502
	<u>443,921</u>	<u>389,546</u>	<u>833,467</u>
Additional provision	47,851	(1)	47,850
Amounts used	0	(29,195)	(29,195)
Balance at 30 June 2017	<u>491,772</u>	<u>360,350</u>	<u>852,122</u>
Comprises			
Current	491,772	353,343	845,115
Non-current	0	7,007	7,007
	<u>491,772</u>	<u>360,350</u>	<u>852,122</u>

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

12. RESERVES - CASH BACKED

	Actual 2017 Opening Balance \$	Actual 2017 Transfer to \$	Actual 2017 Transfer (from) \$	Actual 2017 Closing Balance \$	Budget 2017 Opening Balance \$	2017 Transfer to \$	Budget 2017 Transfer (from) \$	Budget 2017 Closing Balance \$	Actual 2016 Opening Balance \$	Actual 2016 Transfer to \$	Actual 2016 Transfer (from) \$	Actual 2016 Closing Balance \$
Building Reserve	224,265	331,807	0	556,072	231,855	54,047	(150,000)	135,902	281,792	7,473	(65,000)	224,265
Refuse Site Reserve	338,389	89,933		428,322	420,327	7,336	(98,000)	329,663	329,707	8,682	0	338,389
Emergency Services Reserve	0			0				0	12,945	329	(13,274)	0
Aged Care Reserve	0			0				0	723,880	214,599	(938,479)	0
J Hogg Memorial Reserve	0			0				0	82,787	2,198	(84,985)	0
Community Assisted Transport (CAT) Reserve	9,001	2,848	(3,828)	8,021	9,000	157	(5,500)	3,657	8,842	219	(60)	9,001
Narrogin Regional Recreation Centre Reserve	112,267	68,424		180,691	147,890	32,581	0	180,471	109,410	2,857	0	112,267
Employee Entitlement Reserve	334,685	82,087	(44,408)	372,364	368,990	47,177	0	416,167	326,113	8,572	0	334,685
Plant, Vehicle & Equipment Reserve	103,984	289,470		393,454	312,879	75,461	0	388,340	342,821	9,012	(247,849)	103,984
Economic Development Reserve	146,190	2,805		148,995	146,190	2,551	0	148,741	142,454	3,736	0	146,190
IT & Office Equipment Reserve	20,550	15,184	(20,000)	15,734	35,072	612	(20,000)	15,684	20,000	550	0	20,550
Tourism & Area Promotion Reserve	102,638	1,974	(30,642)	73,970	102,638	1,791	(50,000)	54,429	100,000	2,638	0	102,638
Unspent Grants & Contribution Reserve	1,075,830	271,283	(1,156,628)	190,485	1,075,831	18,777	(1,016,155)	78,453	1,687,047	510,847	(1,122,064)	1,075,830
HACC Reserve	597,360	60,202	(12,210)	645,352	648,263	11,314	(10,000)	649,577	0	597,360	0	597,360
CHCP Reserve	246,487	5,112	(86,187)	165,412	268,717	4,690	(14,000)	259,407	0	246,487	0	246,487
CHSP Reserve	55,198	73,836	(8,946)	120,088	92,250	1,610	0	93,860	0	55,198	0	55,198
Long service leave reserve	34,305		(34,305)	0				0	92,037	11,150	(68,882)	34,305
Plant replacement reserve	208,895		(208,895)	0				0	290,178	3,717	(85,000)	208,895
Property maintenance reserve	7,590		(7,590)	0				0	7,494	96	0	7,590
Office equipment reserve	14,521		(14,521)	0				0	14,337	184	0	14,521
Road construction reserve	437,336	7,966		445,302	437,336	7,633	(107,743)	337,226	446,772	5,724	(15,160)	437,336
Recreation facilities reserve	35,623		(35,623)	0				0	20,225	15,398	0	35,623
Waste site development reserve	81,938		(81,938)	0				0	80,902	1,036	0	81,938
Asset Valuation reserve	0	30,000		30,000	0	30,000	0	30,000	0	0	0	0
	4,187,052	1,332,931	(1,745,721)	3,774,262	4,297,238	295,737	(1,471,398)	3,121,577	5,119,743	1,708,062	(2,640,753)	4,187,052

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

12. RESERVES - CASH BACKED

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
Building Reserve	Ongoing	To support the acquisition, upgrade or enhancements of buildings within the district.
Refuse Site Reserve	Ongoing	To fund infrastructure development and rehabilitation costs associates with the Town's tip site as well the purchase and development a regional waste facility.
Emergency Services Reserve	Ongoing	To fund the replacement and/or purchase of emergency service plant, property and equipment.
Aged Care Reserve	Ongoing	To support the delivery of home/aged care services within the district including the purchase of plant and equipment and the relocation of Jessie house.
J Hogg Memorial Reserve	Ongoing	This Reserve was established from funds bequeathed to the Town by the Late Jessie Hogg. The purpose of this reserve is to fund community infrastructure development/enhancements.
Community Assisted Transport (CAT) Reserve	Ongoing	To fund the replacement/change over of the CATS vehicle.
Narrogin Regional Recreation Centre Reserve	Ongoing	To fund YMCA additional maintenance works as well as acquisitions, upgrades and enhancement of the building, major plant & equipment items.
Employee Entitlement Reserve	Ongoing	To fund current and past employee's leave entitlements and redundancy payouts.
Plant, Vehicle & Equipment Reserve	Ongoing	To support the purchase/replacement of motor vehicles, and heavy plant and equipment.
Economic Development Reserve	Ongoing	To fund economic development projects that will benefit the district.
IT & Office Equipment Reserve	Ongoing	To fund the purchase and upgrade of computer equipment, software and office equipment.
Tourism & Area Promotion Reserve	Ongoing	For the purpose of tourism & district promotion activities, significant events and festivals which includes banner poles, entry statements and outdoor digital screens.
Unspent Grants & Contribution Reserve	Ongoing	To store unspent grants and contributions. Funds can only be expended on items that have been approved by the relevant grant agreement/funding body.
HACC Reserve	Ongoing	To store unspent H.A.C.C grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.
CHCP Reserve	Ongoing	To store unspent C.H.C.P grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.
CHSP Reserve	Ongoing	To store unspent C.H.S.P grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.
Long service leave reserve	Ongoing	To be used to fund long service leave requirements.
Plant replacement reserve	Ongoing	To be used for the purchase of major plant.
Property maintenance reserve	Ongoing	To be used for the ongoing maintenance and improvement of Council buildings
Office equipment reserve	Ongoing	To be used for the purchase of Office equipment
Road construction reserve	Ongoing	To be used to on road construction projects.
Recreation facilities reserve	Ongoing	To be used for the development and upgrade of recreation facilities
Waste site development reserve	Ongoing	To be used for the development of a regional waste facility
Asset Valuation reserve	Ongoing	To fund asset valuations.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

13. REVALUATION SURPLUS

	2017	2017	2017	2017	2017	2016	2016	2016	2016	2016
	Opening	Revaluation	Revaluation	Total	Closing	Opening	Revaluation	Revaluation	Total	Closing
	Balance	Increment	(Decrement)	Movement on	Balance	Balance	Increment	(Decrement)	Movement on	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land and buildings	31,143,236	12,621,260	0	12,621,260	43,764,496	31,143,236			0	31,143,236
Revaluation surplus - Furniture and equipment	26,635	0	0	0	26,635	22,836	3,799		3,799	26,635
Revaluation surplus - Plant and equipment	1,093,697	0	0	0	1,093,697	1,286,001		(192,304)	(192,304)	1,093,697
Revaluation surplus - Infrastructure - Roads	55,217,348	0	0	0	55,217,348	55,846,568		(629,220)	(629,220)	55,217,348
Revaluation surplus - Infrastructure - Footpaths	1,006,788	0	0	0	1,006,788	1,006,790		(2)	(2)	1,006,788
Revaluation surplus - Infrastructure - Drainage	3,874,105	0	0	0	3,874,105	4,045,624		(171,519)	(171,519)	3,874,105
Revaluation surplus - Infrastructure - Parks and Ovals	1,939,087	0	0	0	1,939,087	1,939,087			0	1,939,087
Revaluation surplus - Infrastructure - Other	232,743	0	0	0	232,743	232,743			0	232,743
	94,533,639	12,621,260	0	12,621,260	107,154,899	95,522,885	3,799	(993,045)	(989,246)	94,533,639

Movements on revaluation of fixed assets are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

14. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2017	2017	2016
	\$	Budget	\$
		\$	
Cash and cash equivalents	<u>6,974,848</u>	<u>3,121,578</u>	<u>10,188,950</u>
(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	(2,128,230)	(4,592,536)	2,467,243
Non-cash flows in Net result:			
Depreciation	2,556,277	2,299,553	3,320,216
(Profit)/Loss on sale of asset	304,281	304,706	225,325
Loss on revaluation of fixed assets	0	0	174,777
Changes in assets and liabilities:			
(Increase)/Decrease in receivables	67,898	732,773	619,092
(Increase)/Decrease in inventories	(12,576)	8,828	7,629
Increase/(Decrease) in payables	(25,611)	(310,388)	(904,366)
Increase/(Decrease) in provisions	18,655	0	35,432
Grants contributions for the development of assets	<u>(1,439,802)</u>	<u>(1,721,744)</u>	<u>(1,874,316)</u>
Net cash from operating activities	<u>(659,108)</u>	<u>(3,278,808)</u>	<u>4,071,032</u>
(c) Undrawn Borrowing Facilities			
	2017		2016
	\$		\$
Credit Standby Arrangements			
Bank overdraft limit	400,000		400,000
Bank overdraft at balance date	0		0
Credit card limit	15,000		20,000
Credit card balance at balance date	<u>0</u>		<u>0</u>
Total amount of credit unused	<u>415,000</u>		<u>420,000</u>
Loan facilities			
Loan facilities - current	220,293		233,953
Loan facilities - non-current	<u>922,004</u>		<u>1,142,297</u>
Total facilities in use at balance date	<u>1,142,297</u>		<u>1,376,250</u>
Unused loan facilities at balance date	<u>NIL</u>		<u>NIL</u>

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

15. CONTINGENT LIABILITIES

The Shire is not aware of any contingent liabilities as at 30 June 2017.

	2017	2016
	\$	\$
16. CAPITAL AND LEASING COMMITMENTS		

(a) Operating Lease Commitments

The Shire did not have any future operating lease commitments at the reporting date.

(b) Capital Expenditure Commitments

The Shire did not have any future capital expenditure commitments at the reporting date.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

17. JOINT VENTURE ARRANGEMENTS

The Shire did not have any Joint Venture Arrangements at the reporting date.

18. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2017	2016
	\$	\$
Governance	457,997	1,130,829
General purpose funding	260,992	63,559
Law, order, public safety	441,053	145,632
Health	220	222,720
Education and welfare	1,182,908	2,308,067
Community amenities	1,058,471	658,018
Recreation and culture	38,852,596	32,482,196
Transport	108,818,859	98,528,435
Economic services	1,432,909	3,731,264
Other property and services	3,062,768	3,563,569
Unallocated	6,934,849	9,417,215
	<u>162,503,622</u>	<u>152,251,504</u>

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

	2017	2016	2015
19. FINANCIAL RATIOS			
Current ratio	3.53	3.97	4.50
Asset sustainability ratio	1.13	2.20	3.82
Debt service cover ratio	(3.21)	23.58	34.87
Operating surplus ratio	(0.52)	(0.43)	0.45
Own source revenue coverage ratio	0.43	0.95	1.31
Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$		
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{Depreciation expenses}}$		
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$		
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$		
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$		

Notes:

Information relating to the **asset consumption ratio** and the **asset renewal funding ratio** can be found at Supplementary Ratio Information on Page 60 of this document.

Three of the 2017 ratios disclosed above were distorted by the early receipt of half of the allocation of the 2017-18 Financial Assistance Grant in June 2017.

The early payment of the grant increased operating revenue in 2017 by \$-1,190,315.

Three of the 2016 and 2015 ratios disclosed above were distorted by the early receipt of half of the allocation of the 2015-16 Financial Assistance Grant on 30 June 2015.

The early payment of the grant increased operating revenue in 2015 and decreased operating revenue in 2016 by \$-638,747.

If recognised in the year to which the allocation related, the calculations in the 2017, 2016 and 2015 columns above would be as follows:

	2017	2016	2015
Current ratio	4.64	1.75	2.89
Debt service cover ratio	-0.35	-0.01	0.40
Operating surplus ratio	0.81	17.23	17.13

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

20. TRUST FUNDS

Funds held at balance date over which the Shire has no control and which are not included in the financial statements are as follows:

	1 July 2016	Amounts Received	Amounts Paid	30 June 2017
	\$	\$	(\$)	\$
Public Open Space	72,599			72,599
Cross Over Bond	15,250	16,314	(6,100)	25,464
Town Hall Bond	3,450	5,130	(4,405)	4,175
Other	500			500
Rates Paid in Advance	2,090		(2,090)	0
Retention Bond	0			59,127
	<u>93,889</u>	59,127		<u>161,865</u>

21. DISPOSALS OF ASSETS - 2016/17 FINANCIAL YEAR

The following assets were disposed of during the year.

	Actual Net Book Value \$	Actual Sale Proceeds \$	Actual Profit \$	Actual Loss \$	Budget Net Book Value \$	Budget Sale Proceeds \$	Budget Profit \$	Budget Loss \$
Plant and Equipment								
Governance								
CEO Vehicle	40,941.00	39,092.00	-	1,849.00	42,500.00	38,000.00	-	4,500.00
DCCS Vehicle	30,219.00	21,995.00	-	8,224.00	31,500.00	27,500.00	-	4,000.00
Education and welfare								
Toyota Camry Altise - HACC Vehicle (NGN847)					21,500.00	10,000.00	-	11,500.00
CAT (1) Vehicle (NGN219)	20,167.00	13,636.00	-	6,531.00	21,600.00	14,000.00	-	7,600.00
Toyota Camry Altise (009NGN)	16,353.00	11,818.00	-	4,535.00				
2008 Renault Kangoo NGN11555	10,000.00	8,000.00	-	2,000.00				
Community amenities								
EMDRS Vehicle (NGN00)	27,294.00	20,909.00	-	6,385.00	30,500.00	25,000.00	-	5,500.00
Transport								
EMTRS Vehicle (0NO)	43,838.00	43,636.00	-	202.00	45,360.00	43,600.00	-	1,760.00
MO Vehicle (NO01)	36,299.00	34,545.00	-	1,754.00	37,031.00	34,545.00	-	2,486.00
Tipper Ute					14,400.00	10,000.00	-	4,400.00
Isuzu JCS Water Cart	6,343.00	5,000.00	-	1,343.00				
Economic services								
Building Surveyor Vehicle (1) (NGN2)	14,685.00	5,627.00	-	9,058.00	13,500.00	15,000.00	1,500.00	-
Sale of Old Town Depot Assets	10,817.00		-	10,817.00	605,360.00	350,000.00	-	255,360.00
Sale of Old Town Depot Assets	3,638.00		-	3,638.00				
Sale of Old Town Depot Assets	3,147.00		-	3,147.00				
Sale of Old Town Depot Assets	65,000.00	348,606.00	283,606.00	-				
Sale of Old Town Depot Assets	426,521.00		-	426,521.00				
Other property and services								
MF Vehicle (002NGN)	15,792.00	12,128.00	-	3,664.00	21,200.00	16,500.00	-	4,700.00
MLC Vehicle (NGN0)					18,400.00	14,000.00	-	4,400.00
Assets removed from register (Under threshold)	98,219.00	-	-	98,219.00				
	<u>869,273</u>	<u>564,992</u>	<u>283,606</u>	<u>(587,887)</u>	<u>902,851</u>	<u>598,145</u>	<u>1,500</u>	<u>(306,206)</u>

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

22. INFORMATION ON BORROWINGS

(a) Repayments - Debentures

Particulars	Principal	New Loans	Principal Repayments		Principal 30 June 2017		Interest Repayments	
	1 July 2016		Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$
Governance								
Loan 125 - Corporate Software & Server Upgrade	92,382		45,428	45,428	46,954	46,954	3,296	3,289
Loan 128 - Administration Building Extension	450,000		39,784	39,784	410,216	410,216	13,592	14,896
Recreation and culture								
Loan 49 - Narrogin Regional Leisure Centre (*)	9,972		9,972	9,972	0	0	322	322
Loan 121B _ Narrogin Regional Leisure Centre	357,441		43,526	43,526	313,915	313,915	21,030	20,961
Loan 126 - Town Hall Renovations	207,950		26,411	26,411	181,539	181,539	9,121	9,126
Transport								
Loan 51 - Shire Depot (*)	67,621		32,617	32,617	35,004	35,004	4,929	4,767
Economic services								
Loan 124 - Commercial Property	40,340		26,497	13,854	13,843	26,486	2,307	14,863
Loan 127 - Industrial Land	150,544		9,718	9,718	140,826	140,826	7,652	7,627
	1,376,250	0	233,953	221,310	1,142,297	1,154,940	62,249	75,851

Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

22. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2016/17

The Shire did not take up any new debentures during the year ended 30 June 2017.

(c) Unspent Debentures

The Shire did not have any unspent debentures as at 30 June 2017.

(d) Overdraft

The Shire established an overdraft facility of up to \$400,000 to assist with short term liquidity requirements. This facility has not been used during 2016/17 financial year end and the Shire's bank overdraft at 1 July 2016 and the 30 June 2017 was \$nil.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

23. RATING INFORMATION - 2016/17 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
Differential general rate / general rate											
Gross rental value valuations											
Urban	0.104090	1,689	28,365,972	2,952,614	18,958		2,971,572	2,952,614			2,952,614
Rural	0.056866	63	1,108,380	63,029	(2,430)		60,599	63,029			63,029
Unimproved value valuations											
General UV	0.005693	367	165,526,000	942,341	0		942,341	942,340			942,340
Sub-Total		2,119	195,000,352	3,957,984	16,528	0	3,974,512	3,957,983	0	0	3,957,983
Minimum payment	Minimum										
Gross rental value valuations											
Urban	1,041	442	4,554,640	460,122			460,122	460,122			460,122
Rural	643	35	276,139	22,505			22,505	22,505			22,505
Unimproved value valuations											
General UV	643	109	8,376,100	70,087			70,087	70,087			70,087
Sub-Total		586	13,206,879	552,714	0	0	552,714	552,714	0	0	552,714
		2,705	208,207,231	4,510,698	16,528	0	4,527,226	4,510,697	0	0	4,510,697
Total amount raised from general rate							4,527,226				4,510,697
Movement in Excess Rates							23,732				
Ex-gratia rates							8,127				7,114
Totals							<u>4,559,085</u>				<u>4,517,811</u>

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

24. NET CURRENT ASSETS

Composition of net current assets

	2017	2017	
	(30 June 2017 Carried Forward) \$	(1 July 2016 Brought Forward) \$	(30 June 2016 Carried Forward) \$
Surplus/(Deficit) 1 July 16 brought forward	<u>2,930,415</u>	<u>5,912,406</u>	<u>5,912,406</u>
CURRENT ASSETS			
Cash and cash equivalents			
Unrestricted	3,200,586	1,720,926	1,720,926
Restricted	3,774,262	8,468,024	8,468,024
Receivables			
Rates outstanding	308,033	290,259	290,259
Sundry debtors	251,842	406,970	406,970
GST receivable	65,664	0	0
Provision for Doubtful Debts	(60,387)	(20,388)	(20,388)
Accrued Income / Payments in Advance	3,599	0	0
Inventories			
Fuel and Materials	13,775	1,199	1,199
LESS: CURRENT LIABILITIES			
Trade and other payables			
Sundry creditors	(186,364)	(283,438)	(283,438)
Accrued interest on debentures	(5,607)	(5,632)	(5,632)
Accrued salaries and wages	(92,347)	(20,682)	(20,682)
ATO liabilities	(86,233)	(34,807)	(34,807)
Other Creditors	(1,168)	(52,771)	(52,771)
Accrued Expenses	(8,226)	(8,226)	(8,226)
Current portion of long term borrowings			
Secured by floating charge	(220,293)	(233,953)	(233,953)
Provisions			
Provision for annual leave	(491,772)	(443,921)	(443,921)
Provision for long service leave	(353,343)	(287,044)	(287,044)
Unadjusted net current assets	<u>6,112,021</u>	<u>9,496,516</u>	<u>9,496,516</u>
Adjustments			
Less: Reserves - restricted cash	(3,774,262)	(4,187,052)	(4,187,052)
Add: Secured by floating charge	220,293	233,953	233,953
Add: Employee Entitlement Reserve	372,363	334,684.00	334,684
Add: Component of Leave Liability not Required to be funded	0	34,305.00	34,305
Adjusted net current assets - surplus/(deficit)	<u>2,930,415</u>	<u>5,912,406</u>	<u>5,912,406</u>

Difference

There was no difference between the surplus/(deficit) 1 July 2016 brought forward position used in the 2017 audited financial report and the surplus/(deficit) carried forward position as disclosed in the 2016 audited financial report.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

25. SPECIFIED AREA RATE - 2016/17 FINANCIAL YEAR

No specified area rates were imposed by the Shire during the year ended 2017.

26. SERVICE CHARGES - 2016/17 FINANCIAL YEAR

No service charges were imposed by the Shire during the year ended 2017.

**27. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS
- 2016/17 FINANCIAL YEAR**

The Shire had operated an early rate payment incentive scheme with prizes valued at \$3,364.00.

No rate discount scheme was offered in the 2016/17 financial year.

28. INTEREST CHARGES AND INSTALMENTS - 2016/17 FINANCIAL YEAR

	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Instalment Options				
Option One				
Single full payment	02-Sep-16			
Option Two				
First Instalment	02-Sep-16	8.3	5.50%	11.00%
Second Instalment	03-Nov-16	8.3	5.50%	11.00%
Third Instalment	05-Jan-17	8.3	5.50%	11.00%
Fourth Instalment	09-Mar-17	8.3	5.50%	11.00%
			Revenue \$	Budgeted Revenue \$
Interest on unpaid rates			53,315	36,000
Interest on instalment plan			17,414	19,100
Charges on instalment plan			26,055	20,000
			96,784	75,100

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

29. FEES & CHARGES	2017	2016
	\$	\$
Governance	576	14,330
General purpose funding	32,543	25,641
Law, order, public safety	25,421	18,663
Health	8,328	7,547
Education and welfare	157,759	162,295
Housing	12,900	25,850
Community amenities	1,132,179	1,105,335
Recreation and culture	29,836	42,352
Transport	0	719,505
Economic services	286,077	274,688
Other property and services	87,465	246,064
	<u>1,773,084</u>	<u>2,642,270</u>

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

30. GRANT REVENUE

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

By Nature or Type:	2017	2016
	\$	\$
Operating grants, subsidies and contributions		
Governance	158,487	37,608
General purpose funding	3,479,299	1,129,413
Law, order, public safety	15,542	36,650
Health	0	117
Education and welfare	1,191,450	1,251,975
Community amenities	30,971	60,565
Recreation and culture	196,285	389,568
Transport	155,433	129,534
Economic services	13,541	13,140
Other property and services	147,100	90,725
	<u>5,388,108</u>	<u>3,139,295</u>
Non-operating grants, subsidies and contributions		
Governance	0	400,000
Law, order, public safety	282,526	0
Education and welfare	45,249	115,828
Recreation and culture	20,000	38,058
Transport	1,092,027	1,305,466
Other property and services	0	14,964
	<u>1,439,802</u>	<u>1,874,316</u>
	<u>6,827,910</u>	<u>5,013,611</u>

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

31. EMPLOYEE NUMBERS

The number of full-time equivalent employees at balance date

	<u>71.00</u>	<u>62.00</u>
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32. ELECTED MEMBERS REMUNERATION

The following fees, expenses and allowances were paid to council members and/or the president.

	2017	2017 Budget	2016
	\$	\$	\$
Meeting Fees	118,462	113,667	98,418
President's allowance	12,333	12,333	23,800
Deputy President's allowance	3,084	3,083	4,625
Travelling expenses	214	5,000	5
Telecommunications allowance	3,733	3,733	0
	<u>137,826</u>	<u>137,816</u>	<u>126,848</u>

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

33. RELATED PARTY TRANSACTIONS

Key Management Personnel (KMP) Compensation Disclosure

2017

\$

The total of remuneration paid to KMP of the Shire during the year are as follows:

Short-term employee benefits	337,826
	<u>337,826</u>

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

iii. Joint venture entities accounted for under the equity method

The Shire did not have any Joint Venture Arrangements at the reporting date.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

33. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

The following transactions occurred with related parties:

2017
\$

Associated companies/individuals:

Joint venture entities:

0.00

Amounts outstanding from related parties:

0.00

Amounts payable to related parties:

0.00

Note: Transitional provisions contained within AASB 2015-6 do not require comparative related party disclosures to be presented in the period of initial application. As a consequence, only disclosures in relation to the current year have been presented.

34. MAJOR LAND TRANSACTIONS

The Shire did not participate in any major land transactions during the 2016/2017 financial year.

35. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

The Shire did not participate in any trading undertakings or major trading undertakings during the 2016/2017 financial year.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

36. FINANCIAL RISK MANAGEMENT

The Shire's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Shire's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Shire.

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Shire held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2017 \$	2016 \$	2017 \$	2016 \$
Financial assets				
Cash and cash equivalents	6,974,848	10,188,950	6,974,848	10,188,950
Receivables	735,707	803,605	735,707	803,605
	<u>7,710,555</u>	<u>10,992,555</u>	<u>7,710,555</u>	<u>10,992,555</u>
Financial liabilities				
Payables	379,945	405,556	379,945	405,556
Borrowings	1,142,297	1,376,250	1,142,297	1,376,250
	<u>1,522,242</u>	<u>1,781,806</u>	<u>1,522,242</u>	<u>1,781,806</u>

Fair value is determined as follows:

- Cash and cash equivalents, receivables, payables - estimated to the carrying value which approximates net market value.
- Borrowings, held to maturity investments, estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.
- Financial assets at fair value through profit and loss, available for sale financial assets - based on quoted market prices at the reporting date or independent valuation.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

36. FINANCIAL RISK MANAGEMENT (Continued)

(a) Cash and Cash Equivalents

Financial assets at fair value through profit and loss

Available-for-sale financial assets

Held-to-maturity investments

The Shire's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio with the assistance of independent advisers (where applicable). Council has an investment policy and the policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

The major risk associated with investments is price risk - the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to the Shire.

The Shire manages these risks by diversifying its portfolio and only investing in investments authorised by *Local Government (Financial Management) Regulation 19C*. Council also seeks advice from independent advisers (where considered necessary) before placing any cash and investments.

	2017	2016	2016
	\$	\$	\$
Impact of a 1% ⁽¹⁾ movement in interest rates on cash		(Town)	(Shire)
- Equity	69,748	31,437	23,493
- Statement of Comprehensive Income	69,748	31,437	23,493

Notes:

⁽¹⁾ Sensitivity percentages based on management's expectation of future possible market movements.

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

36. FINANCIAL RISK MANAGEMENT (Continued)

(b) Receivables

The Shire's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land – that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Shire's credit risk at balance date was:

	2017	2016	2016
		(Town)	(Shire)
Percentage of rates and annual charges			
- Current	39%	34%	0%
- Overdue	61%	66%	100%
Percentage of other receivables			
- Current	69%	45%	48%
- Overdue	31%	55%	52%

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

36. FINANCIAL RISK MANAGEMENT (Continued)

(c) Payables

Borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of the Shire's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying values \$
<u>2017</u>					
Payables	379,945	0	0	379,945	379,945
Borrowings	220,293	555,396	355,989	1,131,678	1,142,297
	<u>600,238</u>	<u>555,396</u>	<u>355,989</u>	<u>1,511,623</u>	<u>1,522,242</u>
<u>2016</u>					
Payables	405,556	0	0	405,556	405,556
Borrowings	288,835	835,751	329,785	1,454,371	1,376,250
	<u>694,391</u>	<u>835,751</u>	<u>329,785</u>	<u>1,859,927</u>	<u>1,781,806</u>

SHIRE OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

36. FINANCIAL RISK MANAGEMENT (Continued)

(c) Payables

Borrowings (continued)

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

	<u><1 year</u>	<u>>1<2 years</u>	<u>>2<3 years</u>	<u>>3<4 years</u>	<u>>4<5 years</u>	<u>>5 years</u>	<u>Total</u>	<u>Weighted Average Effective Interest Rate</u>
	\$	\$	\$	\$	\$	\$	\$	%
<u>Year ended 30 June 2017</u>								
Borrowings								
Fixed rate								
Debentures	962,346.00	806,070.00	656,918.00	299,821.00	368,666.00	220,374.00	3,314,195.00	3.53%
Weighted average Effective interest rate	4.04%	3.88%	3.80%	4.48%	1.23%	1.80%		
<u>Year ended 30 June 2016</u>								
Borrowings								
Fixed rate								
Debentures	1,117,565.00	989,626.00	792,226.00	656,918.00	515,821.00	426,247.00	4,498,403.00	3.95%
Weighted average Effective interest rate	4.01%	3.99%	3.95%	3.90%	3.82%	3.92%		



INDEPENDENT AUDIT REPORT TO THE ELECTORS OF THE SHIRE OF NARROGIN

Opinion

We have audited the financial report of Shire of Narrogin for the year ended 30 June 2017. The financial report comprises the Statement by Chief Executive Officer, Statements of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial report of the Shire of Narrogin is in accordance with the requirements of the *Local Government Act 1995*, including:

- a) giving a true and fair view of the Shire of Narrogin's financial position as at 30 June 2017 and of its financial performance for the year then ended; and
- b) complying with Australian Accounting Standards to the extent described in Note 1.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Shire of Narrogin in accordance with auditor independence requirements of the *Local Government Act 1995* and the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* ("the Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Statutory Compliance

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- a) We did not during the course of the audit, become aware of any other instances where the Council did not comply with the requirements of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.
- b) There were no material or significant adverse trends in financial position or financial management practices revealed during the course of our audit.
- c) We have obtained all necessary information and explanations in relation to our audit.
- d) Our audit procedures were all satisfactorily completed.
- e) In relation to the Supplementary Ratio Information presented at page 60 of this report, we have reviewed the calculations as presented and in our opinion these are:
 - i. Based on verifiable information; and
 - ii. Reasonable assumptions.



Information Other than the Financial Report and Auditor's Report Thereon

Those charged with governance are responsible for the other information. The other information comprises the information included in the Annual Report for the year ended 30 June 2017, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Council, and Those Charged with Governance for the Financial Report

The Council is responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Local Government Act 1995 and Regulations*, and is appropriate to meet the needs of the electors. Council's responsibility also includes such internal control as the directors determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, Council is responsible for assessing the Shire of Narrogin's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Council either intend to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Shire of Narrogin's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Council.



- Conclude on the appropriateness of the Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Shire of Narrogin's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Shire of Narrogin's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with Council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Dated the 6th day of December 2017 in Perth, Western Australia

BILLY-JOE THOMAS
Director

ANDERSON MUNRO & WYLLIE

ANDERSON MUNRO & WYLLIE
Chartered Accountants

**SHIRE OF NARROGIN
SUPPLEMENTARY RATIO INFORMATION
FOR THE YEAR ENDED 30TH JUNE 2017**

RATIO INFORMATION

The following information relates to those ratios which only require attestation they have been checked and are supported by verifiable information. It does not form part of the audited financial report. The asset renewal funding ratio has not been calculated due to the difficulties in combining Asset Management and Long Term Financial Plans between the Town of Narrogin and Shire of Narrogin.

	2017	2016	2015
Asset consumption ratio	0.98	0.83	0.775
Asset renewal funding ratio	N/A	N/A	N/A

The above ratios are calculated as follows:

Asset consumption ratio	$\frac{\text{depreciated replacement costs of assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planning capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$

MINUTES

AUDIT COMMITTEE MEETING

13 December 2017

1. OFFICIAL OPENING

5.40 pm – The CEO declared the meeting open.

2. RECORD OF ATTENDANCE AND APOLOGIES

Mr L Ballard – Shire President
Cr N Walker
Cr P Schutz – arrived 5.58 pm
Cr C Bartron
Cr B Seale
Cr G Ballard

Apologies

Cr T Wiese – Deputy Shire President
Cr M Fisher
Cr C Ward

Staff

Mr A Cook – Chief Executive Officer
Mr F Ludovico – Executive Manager Corporate & Community Services
Ms N Bryant – Manager Finance

3. ELECTION OF CHAIRPERSON

The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3 of the Local Government Act 1995 (S5.12 Local Government Act 1995).

COMMITTEE RESOLUTION

Mr L Ballard was nominated by Cr Walker and seconded by Cr Bartron. Mr L Ballard was elected unopposed.

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

Nil

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COMMITTEE RESOLUTION

Moved: Cr Seale

Seconded: Cr Walker

That the Committee:

Accepts the minutes of the Audit Committee Meeting held on 26 June 2017 and be confirmed as an accurate record of proceedings.

CARRIED 6/0

7. MATTERS WHICH REQUIRE DECISION

5.45 pm – Council Audit Manager, Mr Michael St John joined the meeting via telephone (Mr Bill-Joe Thomas did not participate)

7.1 ADOPTION 2016/17 ANNUAL REPORT

File Reference: 12.2.1, 4.2.6
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 30 November 2017
Author: Frank Ludovico – Executive Manager Corporate and Community Services
Authorising Officer: Aaron Cook – Chief Executive Officer

Attachments

- Shire of Narrogin 2016/17 Annual Report (containing Annual Financial Report and Independent Audit Report) – Supplied under separate cover
- Management Letter

Summary

The Auditors conducted the Annual Financial Audit for 2016/17 during September 2017.

This item discusses the outcomes of that audit.

NOTE Council's Auditor Billy-Joe Thomas and Audit Manager Michael St John will be participating in this item via teleconference

Background

Council's Auditors, Anderson, Munro and Wyllie conducted an onsite audit on 14-15 September 2017 with the official signing off for the audit taking place on 1 December 2017.

Comment

It is pleasing to note the Audit Report does not contain any qualification

The Management Letter highlights the issue of leave entitlements and the financial risk associated allowing large balances to accumulate.

The chart detailed below provides a snapshot of the liability for the various categories as at 30 June 2017.

For Audit purposes, only the balances for Annual Leave and Long Service Leave were considered however it is worthwhile to discuss all leave liabilities.

Sick Leave, whilst cumulative in nature, is usually matched against normal work hours (ie if the officer is on sick leave the normal hours budget is not used) so is largely covered in annual budgets. The only risk is long term sick leave that requires a relieving officer to cover the position. In this case additional funds will be required.

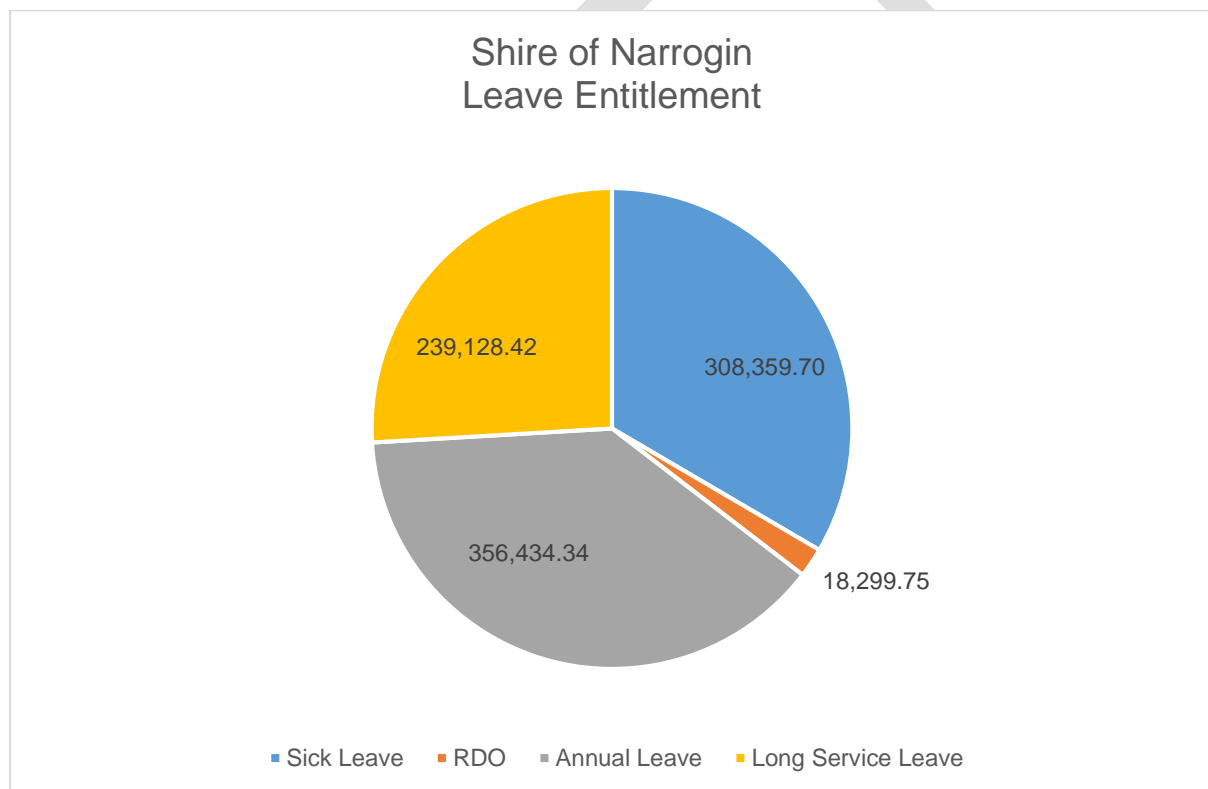
In respect to Roster Days Off, Policy 8.11 Rostered Days Off (RDO) stipulates the CEO is to prepare a Management Instruction which is to include but is not limited to –

- a) outside workers – on the basis of a 9 day fortnight,
- b) inside staff – on the basis of a 19 day 4 week period
- c) accrual principles while on leave or public holidays,
- d) accumulation of RDOs may be permitted by the relevant Executive Manager, but are not to exceed a maximum accrual of 5 days.

In analysing this matter, it was also noted that Time in Lieu (TIL) hours was of concern, particularly in areas where weekend work is required.

Some entitlements are beyond the 5 day accruals and it is proposed to institute a monthly reporting mechanism to Executive Managers so they be aware of all accumulated leave hours.

In addition, after the Christmas period (as some employees accumulate time for utilisation during the Christmas office shutdown period) hours in excess of the 5 day range will be paid out.



Council hold a cash backed Employee Entitlement Reserve designed to provide for leave payments for previous employees (for long service leave) and accumulated leave exceeding the current financial year entitlement. At 30 June 2017 the value of this Reserve was \$ 372,364.

Each year this figure is calculated after analysing annual leave liability and analysing the probability of employees reaching the 7 years of service qualifying period for long service leave A risk assessment is also undertaken on the probability of all the leave becoming due at the one time and therefore require payment in the one year.

Currently 62% of our liability is cashback. This represents a good coverage of liability without tying up funds that could be used to deliver programs.

It is re-iterated that this analysis occurs annually and any movement will be provided for in the Annual Budget.

However, a closer analysis of Annual Leave Liability shows that 8 individuals (at 30 June 2017 and 12 currently) are owed more than twice their annual leave entitlement. Given the events of the last 3 years, this may be justified, but in the long term this should not continue.

It is proposed to develop a Management Instruction that limits the accrual of annual leave, to, 2 years of accrual and upto a maximum of 3 years of accrual with the prior approval of the CEO. With those employees who currently who currently exceed this threshold will be paid out.

Once this has been developed a Budget amendment will be required to action the payout. It is expected the Reserve will have sufficient funds to meet this call.

These measures will consider the “on-costs” associated the leave entitlements.

ADDENDUM

Following the publishing of the Agenda the Auditors have added to another matter to the Management Letter, concerning Credit Cards (see new Attachment)

Credit cards statements are reconciled every month and reported to Council via the List of Accounts for Endorsement schedule.

Currently Credit card payments are treated as creditors and processed through the creditors system (so we have a history of payments made to any creditor) which are directly deducted from the Municipal Bank account. The transactions in the Creditor System show they originated from a credit card and from which credit card.

Establishing another Ledger seems superfluous as the transactions are already being recorded against our Bank account. This occurs in batches at the end of the month.

In order to obtain the balance of our credit cards it is simply a matter of logging into the Bank website and obtaining the current balance.

In respect to disclosure in the Annual Financial Report, Note 22 details the Shire Loan commitments, but it does not disclose the end of year balance of the two credit cards that are used by the CEO and the Executive Manager Corporate and Community Services. In future Annual Reports, an additional disclosure will be made to this note to provide this information. For Committee information there is a note (Note 7) in the Annual Budget which disclose the limit of the credit card facility (\$15,000).

Consultation

- Aaron Cook – Chief Executive Officer
- Nicole Bryant, Manager Finance
- Michael St. John, Audit Manager

Statutory Environment

Local Government Act 1995 Section 6.4 Financial report

Local Government (Financial Management) Regulations 1996 Regulation 36 - Annual financial report, content of (Act s.6.4(2))

Local Government (Long Service Leave) Regulations

Policy Implications

Policy 8.11 Roster Days Off

Financial Implications

The pay out of annual leave liability will require a budget amendment to facilitate the matter.

The annual review of leave liability will determine the adequacy of the cashback reserve to meet any commitments. This will be factored into the 2018/19 Budget.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

Voting Requirements

Simple Majority

The telephone call with Mr Michael St John ended at 5.57 pm.

OFFICER'S RECOMMENDATION

That Audit Committee:

1. Recommend to Council the acceptance the 2016/17 Annual Report (containing Annual Financial Report and Independent Audit Report).
2. Acknowledges the action of the CEO to mitigate the financial risk of leave liability by;
 - 2.1 Paying out hours in excess of Councils Roster Days Off policy,
 - 2.2 Developing a Management Instruction in regard to the accumulation of annual leave entitlements,
 - 2.3 Preparing a budget amendment to fund the pay out of excess annual leave entitlements.

COMMITTEE'S RESOLUTION

Moved: Cr Bartron

Seconded: Cr Seale

That Audit Committee:

1. Recommend to Council the acceptance the 2016/17 Annual Report, **as amended**, (containing Annual Financial Report and Independent Audit Report).
2. Acknowledges the action of the CEO to mitigate the financial risk of leave liability by;
 - 2.1 Paying out hours in excess of Councils Roster Days Off policy,
 - 2.2 Developing a Management Instruction in regard to the accumulation of annual leave entitlements,
 - 2.3 Preparing a budget amendment to fund the pay out of excess annual leave entitlements.

CARRIED 6/0

Reason for change: some typographical amendments are required to be incorporated into the Annual Report.

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

Nil

9. CLOSE OF MEETING

6.23 pm – President Ballard declared the meeting closed

10.3.131 BUDGET AMENDMENT / VARIATION

File Reference: 12.4.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 11 December 2017
Author: Nicole Bryant – Manager Finance
Authoriser: Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

- Nil

Summary

The 2017/18 budget was officially adopted by Council on 26 July 2017. Throughout the year variations occur and it is the purpose of this report to bring these to the attention of the Council.

Background

It is proposed to amend the 2017/18 budget to reflect various adjustments to the General Ledger with an overall effect to the budget as detailed below. Due to the nature of these variations, they fall outside the Annual Budget Review.

Comment

It is recommended that the required budget variations to the current budget for 2017/18 as outlined below be approved.

Education & Welfare				
GL/Job Number	General Ledger Description	Current Budget	Variation Amount	Revised Budget
PA014AE	AGEDOTHER – Plant & Equipment (Capital) NGN219 CATS Vehicle	0	\$26,500	\$26,500
5080750	AGEDOTHER - Proceeds on Disposal of Assets	0	(\$15,000)	(\$15,000)
5080755	AGEDOTHER - Transfer from Reserves	0	(\$9,000)	(\$9,000)
3080710	AGEDOTHER – CATS Contributions & Donations		(\$2,500)	(\$2,500)
	TOTAL		0	0

Reason: Current Community Assisted Transport Service (CATS) vehicle has completed approximately 47,500 kms. It is considered optimum changeover is approximately 50,000 km.

Council has not provided for the purchase in the 2017/18 Budget.

Current funds available from the CATS reserve is \$9,000.

It is anticipated donations or contributions of \$2,500 will come from other sources (eg Lions Club). If these funds are not committed the purchase will not occur.

Note: No adverse impact on the anticipated end of year financial position for the Municipal Account.

Law, Order and Public Safety

GL/Job Number	General Ledger Description	Current Budget	Variation Amount	Revised Budget
BC035	OLOPS – Building (Capital)	0	\$85,000	\$85,000
3050403	OLOPS - State Emergency Management Grants	0	(\$75,000)	(\$75,000)
	TOTAL		\$10,000	\$10,000

Reason: The Department of Fire and Emergencies Services has approved building grants for the construction of a two bay facility to house SES Incident Control Vehicle (x1) and light appliance (x1) for a total cost of \$75K. The shed will be constructed at the SES site at Lot 1710 Gordon Street Narrogin.

The Shire will be responsible for site works and provision of utilities (power, water and communications). An allowance of \$10,000 has been made for this activity.

It is anticipated these funds will be identified in the Annual Budget Review process.

Note: No adverse impact on the anticipated end of year financial position for the Municipal Account.

Consultation

Frank Ludovico – Executive Manager Corporate and Community Services

Statutory Environment

Local Government Act 1995 Part 6 Division 4 s 6.8 (1) requires the local government not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure –

(b) is authorised in advance by resolution *

“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

- Requires an absolute majority of Council

Policy Implications

Nil

Financial Implications

The impact of the proposed budget amendments is described within the variation commentary.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 1217.149 AND OFFICER'S RECOMMENDATION

Moved: Cr Fisher

Seconded: Cr Bartron

That Council:

Approves the required budget variations to the Current Budget for 2017/18 as outlined below.

1. Education & Welfare

GL/Job Number	General Ledger Description	Current Budget	Variation Amount	Revised Budget
PA014AE	AGEDOTHER – Plant & Equipment (Capital) NGN219 CATS Vehicle	0	\$26,500	\$26,500
5080750	AGEDOTHER - Proceeds on Disposal of Assets	0	(\$15,000)	(\$15,000)
5080755	AGEDOTHER - Transfer from Reserves	0	(\$9,000)	(\$9,000)
3080710	AGEDOTHER – CATS Contributions & Donations		(\$2,500)	(\$2,500)
	TOTAL		0	0

Subject to donations or contributions of \$2,500 being received; and

2. Law, Order and Public Safety

GL/Job Number	General Ledger Description	Current Budget	Variation Amount	Revised Budget
BC035	OLOPS – Building (Capital)	0	\$85,000	\$85,000
3050403	OLOPS - State Emergency Management Grants	0	(\$75,000)	(\$75,000)
	TOTAL		\$10,000	\$10,000

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

10.3.132 BUSH FIRE BRIGADES LOCAL LAW – UNDERTAKING TO PARLIAMENT

File Reference: 19.6.4
Disclosure of Interest: None
Applicant: Shire of Narrogin
Previous Item Nos: N/A
Date: 6 December 2017
Author: Niel Mitchell – Consultant
Authorising Officer: Aaron Cook – Chief Executive Officer

Attachments

Nil

Summary

Advice has been received from the Joint Standing Committee on Delegated Legislation (JSCDL) regarding the Bush Fire Brigades Local Law adopted by Council, published in the Government Gazette and now in force.

Background

The JSCDL has delegated power from Parliament to review local laws etc, and make a recommendation for disallowance if considered appropriate.

The *Interpretation Act 1984 s.42* specifies the authority of each House of Parliament to review local laws and to pass a resolution to disallow.

Comment

The JSCDL advises that the correspondence is confidential and privileged. Should the contents of the letter need to be discussed, the JSCDL Legal Advisory Officer has previously advised that the meeting should be closed to the public.

Further, the JSCDL has advised that a Notice of Motion to disallow the local law has been presented to the Legislative Council, however this does not constitute passing of a resolution to disallow. To avoid disallowance of the local law, Council is requested to provide the following undertakings –

1. To within six months, amend the Local Law to –
 - a. ensure compliance with section 43 of the *Bushfires Act 1952*
 - b. provide for effective mechanism for review of a decision to refuse a person membership of a bush fire brigade, and a decision to terminate a person's membership of a bush fire brigade
 - c. make all necessary consequential amendments
2. Until the Local Law is amended in accordance with undertaking 1 –
 - a. not enforce the Local Law in a manner contrary to undertaking 1

- b. where the Local Law is made publicly available, whether in hard copy or electronic form including on the Shire's website), ensure that it is accompanied by a copy of these undertakings.

In their advice the JSCDL requested that the undertakings be provided by 15 January 2018, should Council agree.

As noted, there is a time requirement placed on making the changes of six months.

Clause 43 of the Act deals with making provision for a number of specific bush fire brigade positions. Previous local laws with the same wording as the Shire of Narrogin's have been accepted, however, it appears that a stricter interpretation is being applied.

Similarly, review provisions previously accepted are now being required to be broader and include additional rights for an aggrieved person.

The JSCDL require that the undertaking be confirmed with them by a letter signed by the President.

Adopting the Officer recommendation will enable this approval process to be completed. However an amendment process will be required to honour the undertaking to the JSCDL. This means starting a formal process to amend the Local Law including advertising and public consultation with the six month deadline.

Consultation

Aaron Cook – Chief Executive Officer

Sam Hastings – Joint Standing Committee on Delegated Legislation

Statutory Environment

Local Government Act 1995 – s.3.12 – requirement to submit a local law to Parliament for review once adopted

Interpretation Act 1984 – s.42 – local laws to be laid before Parliament, and either House may pass a resolution to disallow

Shire of Narrogin Bush Fire Brigades Local Law – operation of clauses as notified in text of this item to be modified by virtue of the undertaking until amended or deleted

Policy Implications

Nil for the current matter. The future amendment will incur costs but they are expected to be minimal.

Financial Implications

None

Strategic Implications

Community safety and emergency response

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1217.150 AND OFFICER'S RECOMMENDATION

Moved: Cr Wiese

Seconded: Cr Schutz

That Council:

Provide the following undertakings to the Joint Standing Committee on Delegated Legislation:

1. To within six months, amend the Shire of Narrogin Bush Fire Brigades Local Law 2017 to:
 - a. ensure compliance with section 43 of the *Bushfires Act 1952*
 - b. provide for effective mechanism for review of a decision to refuse a person membership of a bush fire brigade, and a decision to terminate a person's membership of a bush fire brigade
 - c. make all necessary consequential amendments
2. Until the Local Law is amended in accordance with undertaking 1, the Shire will –
 - a. not enforce the Local Law in a manner contrary to undertaking 1
 - b. where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Shire's website), ensure that it is accompanied by a copy of these undertakings.

CARRIED 9/0

10.3.133 **EXTRACTIVE INDUSTRIES LOCAL LAW – UNDERTAKING TO PARLIAMENT**

File Reference: 19.6.4
Disclosure of Interest: None
Applicant: Shire of Narrogin
Previous Item Nos: N/A
Date: 6 December 2017
Author: Niel Mitchell – Consultant
Authorising Officer: Aaron Cook – Chief Executive Officer

Attachments

Nil

Summary

Advice has been received from the Joint Standing Committee on Delegated Legislation (JSCDL) regarding the Extractive Industries Local Law adopted by Council, published in the Government Gazette and now in force.

Background

The JSCDL has delegated power from Parliament to review local laws etc, and make a recommendation for disallowance if considered appropriate.

The *Interpretation Act 1984 s.42* specifies the authority of each House of Parliament to review local laws and to pass a resolution to disallow.

Comment

The JSCDL advises that the correspondence is confidential and privileged. Should the contents of the letter need to be discussed, the JSCDL Legal Advisory Officer has previously advised that the meeting should be closed to the public.

The JSCDL does not propose to present a Notice of Disallowance of the local law to the Legislative Council, however Council is requested to provide the following undertakings –

1. when the local law is reviewed to –
 - a. amend clause 4.1(a) to delete the superfluous word “of” and reference to clause 3.1(3); and
 - b. make all necessary consequential changes
2. in accordance with undertaking 1 –
 - that the Local Law will not be enforced in a manner contrary to undertaking 1
 - where the Local Law is made publicly available, whether in hard copy or electronic form, it be accompanied by a copy of these undertakings.

In their advice the JSCDL requested that the undertakings be provided by 5 January 2018, should Council agree.

No time requirement has been placed on making the changes.

The JSCDL require that the undertaking be confirmed with them by a letter signed by the President.

Consultation

- Aaron Cook – Chief Executive Officer
- Denise Wong – Joint Standing Committee on Delegated Legislation

Statutory Environment

Local Government Act 1995 – s.3.12 – requirement to submit a local law to Parliament for review once adopted

Interpretation Act 1984 s.42 – local laws to be laid before Parliament, and either House may pass a resolution to disallow

Shire of Narrogin Extractive Industries Local Law – operation of clauses as notified in text if this item to be modified by virtue of the undertaking until amended or deleted

Policy Implications

Nil

Financial Implications

None

Strategic Implications

Community safety and emergency response

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1217.151 AND OFFICER'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Walker

That Council:

Provide the following undertakings to the Joint Standing Committee on Delegated Legislation:

1. When the Shire of Narrogin Extractive Industries Local Law 2017 is next reviewed, the Shire will:
 - a. amend clause 4.1(a) of the Local Law to delete the words "of" and "and (3)";
 - b. make all necessary consequential amendments to the Local Law.
2. Until the Local Law is amended in accordance with undertaking 1, the Shire will:
 - not enforce the Local Law in a manner contrary to undertaking 1;
 - where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Shire's website), ensure that it is accompanied by a copy of these undertakings.

CARRIED 9/0

10.3.134 PUBLIC PLACES & LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 2017 – FINAL ADOPTION

File Reference:	19.6.4
Disclosure of Interest:	Nil
Applicant:	Not Applicable
Previous Item Nos:	10.2.075 on 26 July 2017 – Undertaking 10.2.098 on 27 September 2017 – Commencement
Date:	7 December 2017
Author:	Niel Mitchell – Consultant
Authorising Officer:	Azhar Awang – Executive Manager Development & Regulatory Services

Attachments

- Draft Public Places and Local Government Property Amendment Local Law 2017
- Submissions received

Summary

To finalise the process of adoption of the Public Places and Local Government Property Amendment Local Law 2017.

Background

The purpose of this report is –

- 1) consider the submissions received on the proposed local law and determine if any drafting amendment(s) are required as a result of the submissions received;
- 2) give notice of the purpose and effect of the local laws;
- 3) make the local law, incorporating all amendments as approved by Council;
- 4) authorise the affixing of the Common Seal to the local laws;
- 5) authorise the local laws publication in the *Government Gazette*; and
- 6) give local public notice, (after Gazettal), of the date the local laws will come into effect.

Comment

The Joint Standing Committee on Delegated Legislation noted two matters they considered required amendment, as well as a number of minor errors that should be attended to at the same time, although not critical to the operation of the local law. At the meeting on 26 July 2017, Council gave an undertaking to correct these matters.

At its ordinary meeting held on 27 September 2017 the Council resolved to commence the process to make the Amendment Local Law.

Purpose – to remove matters identified in the Public Places and Local Government Property Local Law 2017 by the JSCDL and to correct errors

Effect – to align the local law with these requirements.

The procedure for making local laws requires Council to advertise State-wide, advising of its intention to make a local law, and invite submissions to be made on the proposed local law

for a six-week period. At the closure of the submission period, Council is to consider all submissions before making a local law.

Council advertised, both locally and State-wide, for public comment on the proposed Local Law –

- Draft Shire of Narrogin Public Places and Local Government Property Amendment Local Law 2017

An advertisement was placed in the West Australian on 12 October 2017 and the Narrogin Observer on 12 October 2017, with the submission period for public comment closing on 24 November 2017.

At the close of the submission period, submissions had been received from –

- Department of Local Government, Sport and Cultural Industries

The Departmental submissions covered multiple areas. No substantive matters were raised, with the comments being –

- of a context or technical nature, punctuation and grammar.
- clarification of provisions, re-wording etc

None of the suggested changes altered the intent of the provision amended nor placed additional obligations on the community. Accordingly, it is considered that the amendments are not of a significant nature that requires re-advertising.

The attached draft has been amended from the proposed local law advertised for public submissions, in accordance with Department comments.

Clause 9 of the draft local law amends the clause 8.9 to read –

8.9 Additional conditions for election signs

An election sign shall –

- (a) not be erected until the election to which it relates has been officially announced; and*
- (b) be removed within 24 hours of the close of polls.*

The time in (b) of 24 hours remains as per the original provision, which was agreed after discussion. It has not been queried by either the Department or the JSCDL, however, Council may wish to consider relaxing this period as it is very short, and is likely to be impractical. The strict reading of the provision means that with close of polls generally occurring at 6.00pm on a Saturday, the signs would have to be removed by 6.00pm on Sunday in order to avoid a breach of the local law.

No amendment to the draft text previously presented to Council has been made for this matter.

Once formally adopted by Council, the:

- local law is to be published in the Government Gazette,
- local public notice given of adoption of the local laws (separate to previous advertising of proposals),
- signed copies are to be sent to Minister for Local Government, and

- copies sent to the Parliamentary Joint Standing Committee on Delegated Legislation together with other required documentation, within 10 days of publication in the Government Gazette.

Please note –

- disallowance of the local law may be made by Parliament, and could take some time depending on sitting days,
- takes effect on the day stipulated in the local law, generally 14 days after publication in the Government Gazette.

Consultation

- Dept of Local Government, Sport and Cultural Industries

Statutory Environment

Local Government Act 1995 – s.3.12 – Procedure for making local laws incl. subclause (4) – requirement for absolute majority

Policy Implications

Nil

Financial Implications

Cost of publication in Government Gazette and giving local public notice.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 1217.152 AND OFFICER'S RECOMMENDATION

Moved: Cr Ward

Seconded: Cr Ballard

That Council –

1. notes the submissions and comment received in relation to the proposed Public Places and Local Government Industries Amendment Local Law 2017;
2. resolves to make the Public Places and Local Government Industries Amendment Local Law 2017 as per the attached draft, incorporating amendments outlined by the Department of Local Government, Sport and Cultural Industries;
3. authorise the President and Chief Executive Officer to sign and affix the Common Seal to the Public Places and Local Government Industries Amendment Local Law 2017;
4. publish the Public Places and Local Government Industries Amendment Local Law 2017, in the Government Gazette and provide copies of the local law to the Minister for Local Government; and
5. forward a copy of the Gazetted Public Places and Local Government Industries Amendment Local Law, explanatory memoranda and associated documentation to the Parliamentary Joint Standing Committee on Delegated Legislation for review.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

Commonly-used abbreviations:	
CEO	Chief Executive Officer
Department	Department of Local Government, Sport and Cultural Industries
JSCDL	Joint Standing Committee on Delegated Legislation (WA Parliament)

Proposed Shire of Narrogin **Public Places & Local Government Property Amendment Local Law 2017**
 Summary of submissions received

Submissions received –

- Department of Local Government and Communities

Dept of Local Government and Communities –

Item	Clause	Comment	Review Comment	Recommendation
1		<p>Committee Undertakings</p> <p>The Department is aware that this amendment is being made in compliance with an undertaking made to the Joint Standing Committee on Delegated Legislation.</p> <p>The Shire should ensure that the local law achieves all the requirements of the Committee. If the Shire is uncertain whether this is the case, the Committee’s staff should be contacted.</p> <p>An undertaken was given to the Committee to delete clause 4.8. The Department notes that the clause has been deleted and replaced in the proposed amendment local law. The Shire may like to contact the Committee’s staff to ensure that this is consistent with the undertaking made to the Committee.</p>	<p>JSCDL officers have advised that they “<i>have reviewed your submission and believe that it will be acceptable to the Committee, however the Committee themselves will need to form that view.</i>”</p> <p>----</p> <p>4.8 Glass</p> <p>Unless authorised by a licence or by the local government, a person must not take glass within any area of local government property as indicated by a sign.</p>	<p>Amend as per suggested wording</p>
2	3	<p>Principal local law</p> <p>It is suggested that the Shire indicate that the principal local law is amended. Two examples are provided for the Shire’s consideration:</p> <p>---</p> <p>3. Principal local law amended</p> <p>(1) In this local law, the <i>Shire of Narrogin Public Places and Local Government Property Local Law 2016</i> published in the <i>Government Gazette</i> on 6 December 2016 is referred to as the principal local law.</p> <p>(2) This local law amends the principal local law.</p> <p>OR</p> <p>3. Principal local law amended</p> <p>This local law amends the <i>Shire of Narrogin Public Places and Local Government Property Local Law 2016</i> published in the <i>Government Gazette</i> on 6 December 2016.</p>	<p>This wording preferred</p>	<p>Amend as per 2nd suggestion</p>

3		<p>Clause titles</p> <p>The text of an amendment clause needs to specify which clause in the principal local law is being amended.</p> <p>The Committee has concluded that it is insufficient to have this information in the clause heading. This is because the clause heading is not an operational part of the local law and has no legal effect in itself.</p> <p>It is suggested that the following changes are adopted:</p> <ul style="list-style-type: none"> a) Clause 4 – insert “In the Contents,” before “Delete reference to clause 4.16.” and replace “Delete” with “delete”. b) Clause 5 – insert “In clause 1.6” before “Delete definition” and replace “Delete” with “delete”. c) Clause 5 – insert “the” after “delete” and before “definition”. 	Amended throughout as suggested	Amend throughout as suggested
4		<p>Minor Edits</p> <ul style="list-style-type: none"> a) Clause 7 – in the clause title, delete “Clauses” and insert “Clause”. b) Clause 7 – delete “clauses” and insert “clause”. 	Amended as suggested	Amend as suggested

Shire of Narrogin –

Item	Clause	Comment	Review Comment	Recommendation
		None		

LOCAL GOVERNMENT ACT 1995

SHIRE OF NARROGIN

PUBLIC PLACES AND LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 2017

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Narrogin resolved on _____ to adopt the following local law.

1. Citation

This local law may be cited as the *Shire of Narrogin Public Places and Local Government Property Amendment Local Law 2017*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal local law amended

This local law amends the *Shire of Narrogin Public Places and Local Government Property Local Law 2016* published in the *Government Gazette* on 6 December 2016.

4. Table of Contents amended

In the Contents, delete reference to clause 4.16.

5. Clause 1.6 amended

In clause 1.6, delete the definition of **street tree** and insert –

street tree means any tree planted or self sown in a thoroughfare, of an appropriate species and in an appropriate location, for the purposes of contributing to the appearance of the thoroughfare;

6. Clause 3.1 amended

Delete subclause 3.1(1)(p) and insert –

(p) depasture any horse, sheep, cattle, goat, camel, ass or mule on local government property;

7. Clause 4.8 amended

Delete clause 4.8 and insert –

4.8 Glass

Unless authorised by a licence or by the local government, a person must not take glass within any area of local government property as indicated by a sign.

8. Clause 4.16 deleted

Delete clause 4.16.

9. Clause 8.9 amended

Delete clause 8.9 and insert –

8.9 Additional conditions for election signs

An election sign shall –

- (a) not be erected until the election to which it relates has been officially announced; and
- (b) be removed within 24 hours of the close of polls.

10. Clause 8.10 amended

Delete subclause 8.10(b) and insert –

- (b) be in place only during the hours of the business activity;

11. Clause 9.1 amended

Delete subclause 9.1(2) and insert –

- (2) An application for a licence under this local law must –
 - (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form; and
 - (d) be forwarded to the local government together with any set fee.

12. Clause 9.2 amended

Delete subclause 9.2(2) and insert –

- (2) If an authorised person approves an application for a licence, the licence is to be issued to the applicant in the form determined by the local government.

13. Clause 9.9 amended

Delete subclause 9.9(2) and insert –

- (2) An application for renewal must –
 - (a) be in the form determined by the local government;
 - (b) be signed by the licensee;
 - (c) provide the information required by the form;
 - (d) be forwarded to the local government no later than 28 days before the expiry of the licence, or within a shorter period that the local government in a particular case permits; and
 - (e) be accompanied by any set fee.

14. Clause 9.10 amended

Delete subclause 9.10(1) and insert –

- (1) An application for the transfer of a valid licence is –
 - (a) to be made in writing;
 - (b) to be signed by the licensee and the proposed transferee of the licence;
 - (c) to include such information as an authorised person may require to enable the application to be determined; and
 - (d) to be forwarded to the local government together with any set fee.

Dated _____ 2017

The Common Seal of the Shire of Narrogin was affixed by authority of a resolution of Council in the presence of –

L.N. BALLARD, President

A.J. COOK, Chief Executive Officer

10.3.135 2017 ORDINARY COUNCIL MEETING SCHEDULE

File Reference:	13.3.8
Disclosure of Interest:	Nil
Applicant:	Shire of Narrogin
Previous Item Nos:	Nil
Date:	7 December 2017
Author:	Aaron Cook – Chief Executive Officer
Authorising Officer:	Nil

Attachments

Nil

Summary

Council is presented with the proposed Ordinary Council meeting dates for the 2018 calendar year as per the requirements of the *Local Government (Administration) Regulations Sec. 12*.

Background

Each year, as per the requirements of the Regulations, Council is presented with the proposed meeting dates for the following calendar year so that advertising can occur to inform the residents and allow Councillors and staff to plan for the meetings.

Council currently meets on the fourth Wednesday of the month with the Ordinary Council meeting commencing at 7:00pm.

Comment

It is proposed that Council retain the Council meetings on the fourth Wednesday of the month commencing at 7:00 pm except for the month of January where no meeting is facilitated and December where the meeting is held on the third Wednesday due to Christmas.

It is also provided that Council continue with the Briefing Session Meetings facilitated on the second Wednesday of the month at 6:00 pm except for the month of January where no meeting is held.

Consultation

- Shire President Ballard.

Statutory Environment

- *Local Government Act 1995 S5.25 (1)(g)*
- *Local Government (Administration) Regulations Sec 12*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That Council

Endorse the following Ordinary Council meeting dates for the 2018 calendar year being the fourth Wednesday of each month, commencing at 7:00 pm, other than January where no meeting is held and December where one meeting is held on the third Wednesday due to the impact of Christmas.

Month	Day
January	Nil
February	28
March	28
April	25
May	23
June	27

Month	Day
July	25
August	22
September	26
October	24
November	28
December	19

COUNCIL RESOLUTION 1217.153

Moved: Cr Ward

Seconded: Cr Walker

That Council

Endorse the following Ordinary Council meeting dates for the 2018 calendar year being the fourth Wednesday of each month, commencing at 7:00 pm, other than January where no meeting is held and December where one meeting is held on the third Wednesday due to the impact of Christmas.

Month	Day
January	Nil
February	28
March	28
April	Tue 24
May	23
June	27

Month	Day
July	25
August	22
September	26
October	24
November	28
December	19

CARRIED 8/1

Reason for change: To amend the April meeting date in recognition of Anzac Day.

11.1 MEETING CLOSED TO PUBLIC

11.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

COUNCIL RESOLUTION 1217.154 AND OFFICER'S RECOMMENDATION

Moved: Cr Wiese

Seconded: Cr Ward

That Council:

Close the meeting to the public in accordance with *Local Government Act 1995 s.5.23 (2)(b)* for the following two items:

- 2018 Australia Day Awards
- Café 27 Debt Recovery and Write Off – Confidential Item

CARRIED 9/0

11.1.136 2018 AUSTRALIA DAY AWARDS

File Reference:	26.4.3 / 2.2.1
Disclosure of Interest:	Nil
Applicant:	Loriann Bell
Previous Item Nos:	Nil
Date:	15 November 2017
Author:	Loriann Bell – Administration Support Officer
Authorising Officer:	Azhar Awang – Executive Manager Development & Regulatory Services

Attachments

Shire of Narrogin Australia Day and Honours Committee Meeting Minutes 15 November 2017 – This attachment will be provided under separate cover due to the confidential nature of this item to ensure the names of the 2018 Citizen of the Year Award nominees remain undisclosed until after the Australia Day event on Friday 26 January 2018.

Summary

Council is requested to endorse the Minutes of the Shire of Narrogin Australia Day and Honours Committee Meeting held on Wednesday 15 November 2017 and to accept the recommendations made by the Committee for the 2018 Australia Day Citizen of the Year Awards.

Background

Each year the Shire of Narrogin has adopted the Australia Day awards program and calls for nominations from the local community for inspiring community members or groups from the Narrogin Region. Approved nominees will be presented with an award at the Shire of Narrogin's Australia Day Community Breakfast and Awards Ceremony which will take place on 26 January 2018. There are four award categories which highlight active citizenship, outstanding contribution to the local community and Australian pride and spirit.

Comment

The Shire of Narrogin Australia Day and Honours Committee met on 15 November 2017 to review the received nominations and recommend award recipients to Council. Nomination forms have been circulated to the Elected Members prior to this Council Meeting.

Six nominations have been received in the Award categories below:

- Citizen of the Year received three nominations;
- Citizen of the Year Youth received one nomination;
- Citizen of the Year Senior received one nomination; and
- Active Citizenship (Group or Event) received one nomination.

Consultation

- Shire of Narrogin Australia Day and Honours Committee
- Aaron Cook – Chief Executive Officer
- Azhar Awang – Executive Manager Development and Regulatory Services

Policy Implications

Nil

Financial Implications

The 2018 Australia Day Community Breakfast and Awards Ceremony has a budget allocation of \$3,800. The costs associated with the Award certificates and medallions is met by the Australia Day WA Council.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1217.155 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Bartron

That Council:

Accepts the minutes of the Shire of Narrogin Australia Day and Honours Committee and the recommendations made by that Committee for the 2018 Australia Day Citizen of the Year Award as follows;

1. Award the Australia Day Citizen of the Year to - as recorded in the Minutes of the Australia Day and Honours Committee Meeting held on 15 November 2017;
2. Award the Australia Day Citizen of the Year (Youth) to - as recorded in the Minutes of the Australia Day and Honours Committee Meeting held on 15 November 2017;
3. Award the Australia Day Citizen of the Year (Senior) to - as recorded in the Minutes of the Australia Day and Honours Committee Meeting held on 15 November 2017;
4. Award the Active Citizenship (Group) to - as recorded in the Minutes of the Australia Day and Honours Committee Meeting held on 15 November 2017;
5. Advise the nominators of the unsuccessful nominees by correspondence their nomination was not endorsed by the Australia Day and Honours Committee and invite them to re-nominate in the future;
6. Following Council's endorsement of the nominations at this Ordinary Council Meeting, advise the successful nominees by correspondence of their nomination and invite them and their families to attend the Community Breakfast.
7. Withhold the names of the Award recipients from the draft Minutes of this Council Meeting until after 26 January 2018.

CARRIED 9/0



MINUTES

AUSTRALIA DAY AND HONOURS COMMITTEE

Date: 15 November 2017
Time: 5:30 pm
Venue: Council Chambers, 89 Earl Street, Narrogin

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MINUTES

AUSTRALIA DAY AND HONOURS COMMITTEE

1. RECORD OF ATTENDANCE AND APOLOGIES

5:36pm

Committee Members

President Leigh Ballard

Cr Colin Ward

Mr Dave Russell - Lions Club

Mrs Toni Beaton Narrogin - Residents and Ratepayers

Deputy

Cr Brian Seale

Staff

Ms Loriann Bell - Administrative Support Officer (ASO)

Apologies

Non-attendance

Mr Stuart Graham - Rotary Club

Guests

2. ANNOUNCEMENT BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

3. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

OFFICER'S RECOMMENDATION

Moved: D Russell

Seconded: Cr Ward

That the Committee:

Accept the Minutes of the Australia Day and Honours Committee Meeting held on 24 October 2017 and they be confirmed as an accurate record of proceedings.

CARRIED 4/0

4. MATTERS WHICH REQUIRE DISCUSSION

4.1 CITIZEN OF THE YEAR AWARDS RECEIVED NOMINATIONS

Applicant: N/A
Date: 10 November 2017
Author: Loriann Bell - Administration Support Officer

Attachments

- Attachment 1 - Honours and Awards Process and Eligibility

Summary

The Australia Day and Honours Committee are asked to consider the nominations received and to recommend one deserving nominee from each of the four categories to receive an Active Citizenship Award for a Group or Event, or a Community Citizen of the Year award at the Shire of Narrogin's Australia Day Community Breakfast on Friday 26 January 2018, in recognition of their service to the community.

Unsuccessful Citizen of the Year nominations should be eligible to receive the Shire of Narrogin's Recognition for Excellence for Community Service.

Background

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

Comment

The closing date for nominations for the 2018 Citizen of the Year Awards was extended by one week until Tuesday 7 November. Of the six nominations received, five were submitted online at the Australia Day WA website, and one was handwritten and delivered to the Shire office.

Nominations have been received in the Award categories below:

- Citizen of the Year;
- Citizen of the Year Youth;
- Citizen of the Year Senior; and
- Active Citizenship (Group or Event)

Nominee	Category	Reason for nomination
Brian Evans	Citizen of the Year	<p>Brian has been involved in many ways in the local community from President of the Apex club to running junior and senior cricket in Narrogin as well as the association. He currently sits on the WACA country board. Volunteers for coaching hockey and football over the years primarily for the juniors.</p> <p>Brian has always had the community he has lived in his whole life in mind. He is always willing to help out at busy bees or just working behind the bar at a function. He has great leadership in every role he has undertaken in the community. You can see the diverse areas from sporting to school board to community service groups he has been involved in and has also held the majority of executive positions in these groups.</p> <p>Brian has been recognized by the local Narrogin Towns cricket club with a Life Membership. He is also life member of the Upper Great Southern Cricket Assoc. He has also won the country volunteer of the year award for the WACA.</p>
Mareesa Atkins	Citizen of the Year	<p>Mareesa has been a long-time volunteer within many different organisations in Narrogin and surrounds. She is an entirely selfless person who is always willing to put her hand up to assist with an array of community events, particularly within the hockey community. As canteen manager of the Upper Great Southern Hockey Association over the last 8 years, she has put in over 40 hours per week (from April to September) of unpaid work whilst holding down a job as a hairdresser and running a household.</p> <p>In 2016, the UGSHA hosted an international hockey series between the Kookaburra's and Great Britain. Mareesa volunteered to be the canteen manager for the event. This equated to her organising two dinner functions, supplying food for just short of 3000 people over 2 days, and feeding the teams and their support staff. The compliments that the association received as a result were too numerous to mention, and she played a pivotal role in the success of the event.</p> <p>Mareesa also gives her time to offer catering for events held within Narrogin and its surrounds, be it funerals, clearing sales or special events such as Tuck Waldron's farewell function.</p> <p>Mareesa is ridiculously passionate about what she believes in, she is an inspiration to others and has demonstrated that you can have a fulfilled life by volunteering. The UGSHA would be lost without her.</p>

Nominee	Category	Reason for nomination
Bevan Steele	Citizen of the Year	<p>As a local business owner "Steele" has been an integral part of the Narrogin community leading by example, actively on various committees focused on community activities and local business growth.</p> <p>"Steele" is passionate about preserving country towns and enhancing life in our community. He does this by organising & setting up community events such as the Annual Agricultural Show. His dedication to sharing the great outdoors is demonstrated in his own business which he goes above and beyond on a daily basis to ensure the customers (our community) have what they need to get outdoors and enjoy life.</p> <p>"Steele" has an active role as President of the WA Firearm Traders Association. He has a commitment to resolving the issues faced by the industry which directly affect our rural community and our entire state.</p> <p>He is also the Vice- President of the Narrogin Chamber of Commerce and working on solutions to ensure the long term future of local businesses to remain in our community for the enjoyment of our citizens & security for business owners.</p>
Tiffany McLeish	Citizen of the Year Youth	<p>Tiffany has been a team member for Relay For Life on three occasions. Walked half way to Albany raising money for RFDS and continues to help with fundraising.</p> <p>Member of Mini Vinnies at St Matthews Primary.</p> <p>Received a Celebrate our Volunteers Certificate, was Female Citizen Graduation NSHS 2016. Has attained a level 1 Calisthenics Coach. Continuing her coaching while battling ovarian cancer this year her Calisthenics girls came home with 2nd place in Betty Fitzpatrick memorial Trophy, then recently gained 1st place in State Championships.</p> <p>Tiffany is involved with Calisthenics 2-3 nights a week, then State Comps. Tiffany is off to Perth on weekends not arriving home till late on Sunday nights.</p> <p>Previous recognition</p> <p>Shire of Narrogin Thank a Volunteer Day 2016.</p> <p>Female Citizen Award at Graduation 2016 NSHS'</p> <p>Level 1 Coach Calisthenics</p>
Michael Ranieri	Citizen of the Year Senior	<p>Michael is recognised as one of Narrogin's leading citizen volunteers for many years.</p> <p>He has been an active member in many of Narrogin's community based organisations and he has been a serving member on the board of Narrogin Cottage Homes for 31 years, and 24 years as a Rotarian. He is a generous supporter of the church and church school.</p> <p>Previous recognition</p> <p>Paul Harris Fellow at Rotary.</p>
Gnarojin Community Garden	Active Citizenship - Group	<p>GCG successfully applies its garden activities, engaging various education, cultural and tourism related functions to benefit all age groups and various social groups in Narrogin and the region.</p> <p>GCG's 2017 Chairperson's Report lists such enhancement in concert with and including Home Education, Narrogin Regional</p>

Nominee	Category	Reason for nomination
		<p>Homecare, Narrogin Childcare, Disability Week, Dryandra Country Art and Food Trail, DSS Volunteers and Beyond Gardens Waterwise gardening workshop.</p> <p>GCG continues to be publicly recognised through the success of its Farmers Market and its success in obtaining grant and other funding from external sources whose scrutiny recognises GCG's commitment, focus and organisational competence.</p>

Consultation

Aaron Cook - Chief Executive Officer

Azhar Awang- Executive Manager Development and Regulatory Services

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That the Committee:

1. Award the Australia Day Citizen of the Year; to Mareesa Atkins
2. Award the Australia Day Citizen of the Year Youth; to Tiffany McLeish
3. Award the Australia Day Citizen of the Year Senior; to Michael Ranieri
4. Award the Australia Day Active Citizenship (Group or Event) to Gnarojin Community Garden
5. Award the Shire of Narrogin Recognition for Excellence for Community Service to Bevan Steele
6. Award the Shire of Narrogin Recognition for Excellence for Community Service to Brian Evans

COMMITTEE'S RECOMMENDATION

That the Committee:

Moved: Cr Ward

Seconded: T Beaton

1. Award the Australia Day Citizen of the Year; to Mareesa Atkins
2. Award the Australia Day Citizen of the Year Youth; to Tiffany McLeish
3. Award the Australia Day Citizen of the Year Senior; to Michael Ranieri
4. Award the Australia Day Active Citizenship (Group or Event) to Gnarojin Community Garden

The Officer's recommendation was amended to reflect the following changes;

- the Committee felt the contribution made by Brian Evans and Bevan Steele to their respective communities was significant and noted Mareesa Atkins intended to retire from volunteer work in 2018. Only one nominee from the category of Citizen of the Year could be awarded, therefore the Committee did not support the nominations for Bevan Steele and Brian Evans;
- the Committee requested the ASO send a letter to the nominators of Bevan Steele and Brian Evans inviting them to re-nominate for the 2019 Australia Day Awards; and
- that the Minutes of the Australia Day and Honours Committee Meeting held on Monday 15 November 2017 be presented for endorsement by Council at its Ordinary Meeting to be held on Wednesday 20 December 2017, with the names of the successful nominees removed to ensure confidentiality.

CARRIED 4/0

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

6. NEXT MEETING / CLOSE OF MEETING

The next Meeting is scheduled for 5:30pm Monday 15 January 2018

The Chair declared the Meeting closed at 6:06pm

Loriann Bell

From: Citizen of the Year Awards WA <coty@ausdaywa.com.au>
Sent: Friday, 27 October 2017 9:11 PM
To: Enquiries
Subject: ICR1712393 - Nomination received - Citizen of the Year Awards

Council

Narrogin

Nominee

Award Category

Citizen of the Year

Name

Brian Evans

Phone

0427142388

Email

brian@mcwhirters.net.au

Age

47

Is the person being nominated an Australian citizen?

Yes

Address

Hoffman Rd
Narrogin, WA 6312
Australia
[Map It](#)

Reason for nomination - How has the person/organisation contributed to the community?

Brian has been involved in many ways in the local community from President of the Apex club to running junior and senior cricket in Narrogin as well as the association. He currently sits on the WACA country board. Volunteers for coaching hockey and football over the years primarily for the juniors.

How has the nominee demonstrated active citizenship and enhancement of community life?

Brian has always had the community he has lived in his whole life in front of mind. He is always willing to help out at busy bees or just working behind the bar at a function. He has had great leadership in every role he has undertaken in the community. You can see the diverse areas from sporting to school board to community service groups he has been involved in and has also held the majority of executive positions in these groups.

How has the nominee's contribution been recognised elsewhere?

Brian has been recognized by the local Narrogin Towns cricket club with a Life Membership. He is also life member of the Upper Great Southern Cricket Assoc. He has also won the country volunteer of the year award for the WACA.

Nominator

Name

Scott Fowler

Email

Scott.Fowler@watercorporation.com.au

Phone

0439874466

Loriann Bell

From: Citizen of the Year Awards WA <coty@ausdaywa.com.au>
Sent: Monday, 30 October 2017 3:27 PM
To: Enquiries
Subject: ICR1712407 - Nomination received - Citizen of the Year Awards

Council

Narrogin

Nominee

Award Category

Citizen of the Year

Name

Mareesa Atkins

Phone

0429813440

Email

bontay72@gmail.com

Age

45

Is the person being nominated an Australian citizen?

Yes

Address

Narrogin, WA 6312

Australia

[Map It](#)

Reason for nomination - How has the person/organisation contributed to the community?

Mareesa has been a long-time volunteer within many different organisations in Narrogin and surrounds. She is an entirely selfless person who is always willing to put her hand up to assist with an array of community events, particularly within the hockey community. As canteen manager of the Upper Great Southern Hockey Association over the last 8 years, she has put in over 40 hours per week (from April to September) of unpaid work whilst holding down a job as a hairdresser and running a household.

The profits from the hockey canteen played the most significant part in the UGSHA's ability to replace the synthetic hockey surface in Narrogin in 2015. This turf is an integral facility within the Great Southern.

In 2016, the UGSHA hosted an international hockey series between the Kookaburra's and Great Britain. Mareesa volunteered to be the canteen manager for the event. This equated to her organising two dinner functions, supplying food for just short of 3000 people over 2 days, and feeding the teams and their support staff. The compliments that the association received as a result were too numerous to mention, and she played a pivotal role in the success of the event.

Mareesa also gives her time to offer catering for events held within Narrogin and its surrounds, be it funerals, clearing sales or special events such as Tuck Waldron's farewell function.

Mareesa is ridiculously passionate about what she believes in, she is an inspiration to others and has demonstrated that you can have a fulfilled life by volunteering. The UGSHA would be lost without her.

How has the nominee demonstrated active citizenship and enhancement of community life?

- Volunteer at school canteens for 9 years.
- Volunteer at Little Athletics for 7 years
- Volunteer minkey hockey coach for 3 years
- Secretary of the UGSHA for 3 years
- Volunteer Team Manager, Carnival and Country week coordinator of the UGSHA for over 10 years
- Canteen manager of the UGSHA for 8 years

Loriann Bell

From: Citizen of the Year Awards WA <coty@ausdaywa.com.au>
Sent: Thursday, 2 November 2017 2:46 PM
To: Enquiries
Subject: ICR1712479 - Nomination received - Citizen of the Year Awards

Council

Narrogin

Nominee

Award Category

Citizen of the Year

Name

Bevan Steele

Phone

0427862903

Email

steelo@iinet.net.au

Age

37

Is the person being nominated an Australian citizen?

Yes

Address

117 Geeralying Road
Dumberning, Western Australia 6312
Australia
[Map It](#)

Reason for nomination - How has the person/organisation contributed to the community?

As a local business owner "Steele" has been an integral part of the Narrogin community leading by example, actively on various committees focused on community activities and local business growth.

How has the nominee demonstrated active citizenship and enhancement of community life?

"Steele" is passionate about preserving country towns and enhancing life in our community. He does this by organising & setting up community events such as the Annual Agricultural Show. His dedication to sharing the great outdoors is demonstrated in his own business which he goes above and beyond on a daily basis to ensure the customers (our community) have what they need to get outdoors and enjoy life.

How has the nominee's contribution been recognised elsewhere?

"Steele" has an active role as President of the WA Firearm Traders Association. He has a commitment to resolving the issues faced by the industry which directly effect our rural community and our entire state. He is also the Vice- President of the Narrogin Chamber of Commerce and working on solutions to ensure the long term future of local businesses to remain in our community for the enjoyment of our citizens & security for business owners.

Nominator

Name

Heidi Melia

Email

manxie@iinet.net.au

Phone

How has the nominee's contribution been recognised elsewhere?

Mareesa's contribution has recently been recognised when she was awarded a Thank a Volunteer certificate at the Shire of Narrogin event in December 2016. Mareesa was also awarded life membership of the Upper Great Southern Hockey Association in 2015.

Nominator

Name

Claire Coffey

Email

claire.coffey@dpird.wa.gov.au

Phone

0439699200

Address

24 Marsh St
Narrogin
Narrogin, WA 6312
[Map It](#)

Loriann Bell

From: Citizen of the Year Awards WA <coty@ausdaywa.com.au>
Sent: Thursday, 12 October 2017 3:21 PM
To: Loriann Bell
Subject: Nomination received - Citizen of the Year Awards

Council

Narrogin

Nominee

Award Category

Youth Citizen of the Year

Name

Tiffany McLeish

Phone

0419963194

Email

tiff46@live.com.au

Age

19

Is the person being nominated an Australian citizen?

Yes

Address

Beeston St
Cuballing, West Australia 6311
Australia
[Map It](#)

Reason for nomination - How has the person/organisation contributed to the community?

Tiffany has been a team member for Relay For Life on three occasions. Walked half way to Albany raising money for RFDS, and continues to help with fundraising.
Member of Mini Vinnies at St Matthews Primary. Received a Celebrate our Volunteers Certificate, Was Female Citizen Graduation NSHS 2016. Has attained a level 1 Calisthenics Coach. Continuing her coaching while battling ovarian cancer this year her Calisthenics girls came home with 2nd place in Betty Fitzpatrick memorial Trophy, then recently gained 1st place in State Championships.

How has the nominee demonstrated active citizenship and enhancement of community life?

Tiffany is involved with Calisthenics 2-3 nights a week, then State Comps Tiffany is off to Perth on weekends not arriving home till late on Sunday nights.

How has the nominee's contribution been recognised elsewhere?

Narrogin Town Council Volunteers Certificate.
Female Citizen Award at Graduation 2016 NSHS'
Level 1 Coach Calisthenics

Nominator

Name

Ann McLeish

Email

annmcleish@westnet.com.au

Phone

**Shire of Narrogin
RECEIVED**

Directed to Loziann

31 OCT 2017

Ref No 10R1712420

Property File _____

Subject File 2-1-1

Ref _____



Australia Day WA
**Community
Citizen of
the Year**

Nomination for:

- Community Citizen of the Year
- Community Citizen of the Year - Youth (under 25 years)
- Community Citizen of the Year - Senior (65 years or over)
- Active Citizenship Award (for a community group or event)

Nominee

Mr Michael Ranieri
TITLE (Mr/Mrs/Dr/Prof) GIVEN NAMES SURNAME

N/A
GROUP (IF APPLICABLE)

Shire of Narrogin 98811385
EMAIL LOCAL COUNCIL AREA TELEPHONE (WORK)

98811385
TELEPHONE (HOME/MOBILE)

REASONS FOR NOMINATION

One of Narrogin's leading citizens over a long period.

HOW HAS THE NOMINEE DEMONSTRATED ACTIVE CITIZENSHIP AND ENHANCEMENT OF COMMUNITY LIFE?

Has been an active member in many of Narrogin's organisations. 31 years on board of Narrogin Cottage Homes; 24 years in Rotary; a generous Church & Church School participant.

HOW HAS THE NOMINEE'S CONTRIBUTION BEEN RECOGNISED ELSEWHERE?

*Main recognition has been a Paul Harris fellow at Rotary.
Much more information if required.*

*Please attach additional information if required.

Nominator (Your Name)

Stuart Graham Narrogin
NAME EMAIL

113 Spouse Rd, Narrogin, 6312. Narrogin
ADDRESS SUBURB/TOWN

W.A. 6312 0429811285
STATE POSTCODE TELEPHONE (HOME/MOBILE)

Return to: coty@ausdaywa.com.au
AUSTRALIA DAY WA
PO BOX 2320
EAST PERTH WA 6892

Submit your nomination to Australia Day WA by 31 October.

Loriann Bell

From: Citizen of the Year Awards WA <coty@ausdaywa.com.au>
Sent: Monday, 23 October 2017 2:43 PM
To: Loriann Bell
Subject: Nomination received - Citizen of the Year Awards

Council

Narrogin

Nominee

Award Category

Active Citizenship (group or event)

Name

Gnarojin Community Garden . Inc.

Phone

0474 438 154

Email

GnarojinCommunityGarden@gmail.com

Is the person being nominated an Australian citizen?

Yes

Address

PO Box 459
8 Hale Street
Narrogin, WA 6312
Australia
[Map It](#)

Reason for nomination - How has the person/organisation contributed to the community?

GCG successfully applies its garden activities, engaging various education, cultural and tourism related functions to benefit all age groups and various social groups in Narrogin and the region.

How has the nominee demonstrated active citizenship and enhancement of community life?

GCG's 2017 Chairperson's Report lists such enhancement in concert with and including Home Education, Narrogin Regional Homecare, Narrogin Childcare, Disability Week, Dryandra Country Art and Food Trail, DSS Volunteers and Beyond Gardens Waterwise gardening workshop..

How has the nominee's contribution been recognised elsewhere?

GCG continues to be publicly recognised through the success of its Farmers Market and its success in obtaining grant and other funding from external sources whose scrutiny recognises GCG's commitment, focus and organisational competence.

Attachment

- [GCG-2017-Citizen.pdf](#)
- [GCG-2017-Citizen1.pdf](#)

Nominator

Name

Ian Fergus

Email

futurefound@skymesh.com.au

Phone

0499 088 348

Address

Cr Ward wished it to be noted to the meeting of his friendship with the previous lessee of Café 27 and remained in the meeting and voted.

11.1.137 CAFÉ 27 DEBT RECOVERY AND WRITE OFF – CONFIDENTIAL ITEM

File Reference: Part Lot 36, No 39 Federal Street Narrogin
Disclosure of Interest: Nil
Applicant: Shire of Narrogin
Previous Item Nos: Nil
Date: 8 December 2017
Author: Mr Aaron Cook – Chief Executive Officer
Authorising Officer: Nil

Due to the confidential nature of this agenda item the detail of this agenda items was discussed behind closed doors and Background information as provided by the Author to Council has been omitted from this public set of minutes.

COUNCIL RESOLUTION 1217.156 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Walker

That Council:

1. Advise Pacer Legal that it accepts the assets, as listed within the Byfields attachment with the valuation of \$21,460 in compensation for the outstanding debts of \$34,281 and authorise the Chief Executive Officer to execute this matter.
2. Write off the remaining outstanding debt for Café 27 to the amount of \$12,821.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

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

Nil

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

A happy and safe Christmas and New Years to all elected members and shire staff and I am looking forward to seeing you all back in 2018. I look forward to any available elected member participating in the international hockey event and Australia Day celebrations.

14. CLOSURE OF MEETING

9:26 pm – The Presiding Member, President Ballard declared the meeting closed.