



Shire of
Narrogin

**MINUTES
ORDINARY COUNCIL MEETING**

25 OCTOBER 2017

7:00 PM

These minutes were confirmed at the Ordinary Council Meeting held on 22 November 2017

Signed: Jim Wier Date 22.11.2017
(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

25 OCTOBER 2017

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7:03 pm – President Ballard declared the meeting open and congratulated the newly elected members on their selection at the 21 October election.

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

Elected Members

Mr L Ballard – Shire President

Cr T Wiese – (Deputy Shire President elected at item 2.1)

Cr C Ward

Cr N Walker

Cr P Schutz

Cr M Fisher

Cr G Ballard

Cr B Seale

Cr C Bartron

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

2.1 ELECTION OF DEPUTY PRESIDENT – ITEM 10.3.104

Note: Item 10.3.104 was brought forward to be facilitated as the first matter of business at 7:05 pm.

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

3.1 Financial

Cr Bartron declared an interest in item 10.1.103. The nature of his interest was financial.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION 1017.118 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Ward

That Council:

Accept the minutes of the Ordinary Council Meeting held 25 September 2017 and they be confirmed as an accurate record of proceedings.

CARRIED 9/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The President expressed his congratulations to the newly elected members, Cr Bartron, Cr Seale, Cr Ballard and Cr Wiese.

Congratulations was also extended to Cr Wiese for his election as the Deputy President.

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

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10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.102 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 – Resolution number 0914.135
Date:	3 October 2017
Author:	Azhar Awang – Executive Manager Development & Regulatory Services
Authorising Officer:	Aaron Cook – Chief Executive Officer

Attachments

- Attachment 1 – Locality Plan
- Attachment 2 – Copy of Minutes 13 March 2016
- Attachment 3 – Letter of Application

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. The proposal is to create a “Special Use” zone comprising of Special Rural, Rural Enterprise and Industrial zone 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 13 September 2016, whereby Council resolved to support the proposed scheme amendment No. 5 to the former Shire of Narrogin Town Planning Scheme (FS-TPS), subject to conditions (refer to attachment 2). Condition nine of the resolution requires the applicant to submit an amended Local Development Plan in accordance with the requirements of conditions as outlined in the newly adopted Schedule 3 – Special Use zones in the Scheme Area for Council’s further consideration.

On 25 August 2017 the Western Australian Planning Commission (WAPC) informed the Shire of Narrogin that the Minister for Planning has approved the scheme amendment and it has been published in the Government Gazette on 15 September 2017.

Council has now received a proposed LDP from the Harley Dykstra acting on behalf of the land owners outlining the requirements of the scheme.

The proposal is to create three precincts comprising of Special Rural, Rural Enterprise and Industrial Precinct with various lot sizes within the precinct areas ranging from 1 hectare to 3 hectares in the Special Rural and Rural Enterprise to 4 hectares in the Industrial precinct.

In the submission to Council, the applicant provided the justifications and rationale in supporting the requirements of Schedule 3 – Special Use in the Scheme Area in developing the LDP. The requirements as outlined under Schedule 3 are:

- *The provision of potable reticulated water and onsite wastewater disposal.*
- *Revegetation and the introduction of separation distances and buffers from sensitive land uses.*
- *Bushfire risk*
- *The spatial extent of precincts that encompass the ‘Industrial’, ‘Rural Enterprise’ and ‘Special Rural’ uses:*
- *The spatial extent and location of residential building envelopes in the ‘Special Rural’ precinct.*
- *The spatial extent and location of residential building envelopes and enterprise envelopes in the ‘Rural Enterprise’ precinct.*
- *The staging of infrastructure.*
- *The transition between ‘Industrial’ uses and ‘Residential’ uses, including bulk and scale and separation distances.*
- *The size of lots in the ‘Industrial’ precinct having consideration to separation distances and land use buffers.*
- *Areas of low capability for on-site effluent disposal.*
- *Access and traffic management.*
- *Waste management, including bin disposal areas in the ‘Rural Enterprise’ and ‘Industrial’ precincts.*

The above requirements have been included in the LDP as Development Provisions which satisfy the requirements.

Comment

In accordance with *Schedule 2 clause 49(1) of the Planning and Development (Local Planning Schemes) Regulations 2015*, the proposed Local Development Plan will be advertised for a period of 14 days.

The table below is an assessment of the LDP provisions provided by the applicant addressing the requirement of the Development Provisions as listed in Schedule 3 in accordance with the recently adopted former Shire of Narrogin Town Planning Scheme No 2 Amendment No 5.

TPS Schedule 3	Applicant’s Submission	Officers Comments
<p>The provision of potable reticulated water and onsite wastewater disposal.</p>	<p><i>Provisions have been included on the Local Development Plan that require all lots to be connected to a potable water supply and that any building permit applications address the disposal of waste water, where applicable. The Scheme Amendment and supporting reports demonstrated that connection reticulated water supply is achievable, and that lot size and soils are suitable for on-site waste water treatment and disposal.</i></p>	<p>It should be emphasised that all lots within the LDP are to be connected to a potable reticulated water. In terms of onsite effluent disposal system. Conditions 5 of Schedule 3 requires the effluent disposal system to be to the satisfaction of the local government and the Department of Health</p>

TPS Schedule 3	Applicant's Submission	Officers Comments
<p>Revegetation and the introduction of separation distances and buffers from sensitive land uses:</p>	<p><i>Strategic planting of revegetation in the form of windbreaks and nature strips have been depicted on the LDP. The revegetation has been located appropriately to provide visual screening between sensitive land uses and nearby industrial or rural enterprise uses. This includes vegetation between the Special Rural and Rural Enterprise Precincts as well as vegetation surrounding the Industrial Precinct. A provision detailing the maximum design requirements of revegetation has also been provided.</i></p> <p><i>In addition to revegetation, a 50m wide building exclusion zone has been set up in strategic locations between precincts and adjacent neighbouring properties to the north and west. This zone enforces appropriate separation distances and buffers from sensitive land uses. A 20m wide buffer around the perimeter of the adjacent Lot 21 has also been established. These buffers ensure that land uses on the subject site are appropriately separated from each other and potentially conflicting land uses on adjacent rural properties.</i></p>	<p>Trees planted are to be of local species to the satisfaction of the Chief Executive Officer. It is recommended that these trees are planted as a condition of subdivision approval.</p>
<p>Bushfire Risk</p>	<p><i>Provisions requiring the preparation of a Bushfire Management Plan and the compliance of any development with State Planning Policy 3.7 – Planning for Bushfire Prone Areas (SPP 3.7) have been included on the LDP. The preparation of a Bushfire Management Plan will ensure that the risk is appropriately managed in accordance with SPP 3.7 and will also be able to ensure that revegetation is designed or managed in a way that ensures development on this site can experience a potential radiant heat level of BAL 29 or lower.</i></p> <p><i>The vegetation surrounding the site is very likely to be considered grassland given the lack of trees and shrubs apparent on adjacent sites. Therefore, because the site proposes larger lot sizes and a future water connection and has dual road frontage it is considered entirely plausible that the bushfire risk will be able to be managed appropriately at this site. For this reason, the preparation of a Bushfire Management Plan, addressing the whole subject site, can be submitted at the lodgement of the first stage of subdivision.</i></p>	<p>A bush fire management plan will be required to be submitted as part of the subdivision application.</p>

TPS Schedule 3	Applicant's Submission	Officers Comments
<p>The spatial extent of precincts that encompass the 'Industrial', 'Rural Enterprise' and 'Special Rural' uses</p>	<p><i>The LDP clearly delineates the spatial extent of each precinct and demonstrates road layouts, lot sizes and lot orientation.</i></p>	<p>The Lots proposed within the precincts complies with the minimum lot sizes, Industrial Precinct (4ha), Rural Enterprise Precinct (1ha to 4 ha), Special Rural Precinct (minimum 1ha).</p>
<p>The spatial extent and location of residential building envelopes in the 'Special Rural' precinct</p>	<p><i>The LDP clearly demonstrates the spatial extent and location of residential building envelopes in the Special Rural precinct. These envelopes have been strategically located to comply with the relevant setback requirements, including a 30m setback from Great Southern Highway, a 10m setback from internal road frontages and from all other boundaries, as required by the relevant Clauses in TPS No. 2.</i></p>	<p>Building envelopes are depicted in the LDP and the minimum setback from boundaries are stipulated in schedule 3.</p>
<p>The spatial extent and location of residential building envelopes and enterprise envelopes in the 'Rural Enterprise' precinct</p>	<p><i>The LDP clearly demonstrates the spatial extent and location of residential building and enterprise envelopes in the Rural Enterprise Precinct. These envelopes have been strategically located to comply with the relevant setback requirements, including a 30m setback from Great Southern Highway, a 20m setback from internal road frontages and a 10m setback from all other boundaries. The envelopes have also been strategically located so that the enterprise envelopes are generally setback from dwellings on adjacent properties as far as practical.</i></p>	<p>In the Rural Enterprise precinct the setbacks of boundaries are to be in accordance with R2 requirements, 20m setback from the front and 10m setback from side and rear boundaries.</p>
<p>The staging of infrastructure</p>	<p><i>The LDP does not hinder the eventual staging of infrastructure. This staging is something that can occur as the lots are developed. The order of staging is not yet known, however, there is no planning or infrastructure imperative that would stipulate a particular staging.</i></p>	<p>This can be considered at the Subdivision stage, and the response from the relevant services regarding the provision of the infrastructures.</p>
<p>The transition between 'Industrial' uses and 'Residential' uses, including bulk and scale and separation distances</p>	<p><i>The Industrial precinct has been designed in a manner that encourages appropriate transition between residential and industrial uses, including a 50m wide development exclusion zone. This exclusion zone prohibits the use of any part of that portion of the lot for development, storage or general works associated with industrial activities on the site. This, in conjunction with the orientation of these lots ensures that the bulk and scale of industrial development impacts appropriately on residential development in the other precincts.</i></p>	<p>Noted.</p>

TPS Schedule 3	Applicant's Submission	Officers Comments
The size of lots in the 'Industrial' precinct having consideration to separation distances and land use buffers	<i>An average lot size of just above 4ha has been achieved for the Industrial precinct, in accordance with the provisions within the Scheme Amendment document. Furthermore, the orientation of the lots and the 50m wide Development Exclusion Zone ensure that development can be positioned onsite to ensure appropriate separation distances. Industrial development is subject to the receipt of development approval, and as such the lots have been designed to be very long (300m – 450m), thereby allowing an ability to accommodate separation distances as required for each individual development.</i>	It is also noted in the LDP provision No 5 that a wind break nature strip of vegetation 20m wide comprising of two rows of trees and shrubs are to be provided prior to clearance of subdivision.
Areas of low capability for on-site effluent disposal	<i>The site capability assessment prepared as a part of the Scheme Amendment process identified the site has having "fair to good" effluent disposal capability. It identified no areas of low capability and as a result this requirement has been sufficiently satisfied.</i>	It is noted in the Geotechnical Investigation report by WML Consultants for this property there are a few areas where, if construction were to proceed, would require additional engineering consideration particularly in areas identified as Ephemeral Streams and saturated zones.
Access and traffic management	<i>Direct access from lots to Great Southern Highway and Wanerie Road has been prohibited. Access to these roads can only be achieved via proposed internal roads. In regards to traffic management, appropriate site distances can be achieved from all proposed road intersections ensuring safety when entering the surrounding road network.</i>	The LDP will be provided to Main Roads WA for its comments during the advertising period. The LDP provided shows an internal road access via Wanerie Road. Similarly, access via Great Southern Highway into the Rural Enterprise and Special Rural Precinct is via a loop road with no lots having direct access to the Major Arterial Roads.
Waste management, including bin disposal areas in the 'Rural Enterprise' and 'Industrial' precincts	<i>Waste disposal provisions are included on the LDP. In the Rural Enterprise precinct waste disposal must occur within the relevant enterprise envelope and behind the residential building, as viewed from the street. In the case of the Industrial precinct waste disposal must occur behind the building line and adjacent to any building/s. These measures are required to ensure that waste disposal areas do not inappropriately reduce visual amenity. Bin disposal can be addressed most appropriately through the development application process, however, the LDP does not hinder bin disposal from occurring effectively.</i>	It is recommended that waste management also be included as a condition of development approval.

As the proposal is subject to advertising in accordance with Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, it is recommended that Council support the proposal for public advertising. After the closing date of submission, a report will be provided to Council for further consideration based on the submissions received.

Consultation

- Public Advertising will be required in accordance with clause 50 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days.

Statutory Environment

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

Policy Implications

Nil

Financial Implications

A planning fee is required for the consideration of the Local Development Plan. The fee for this including advertising and processing the application is \$2,700.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1 Growth in revenue opportunities
Strategy:	1.1.1 Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1017.119 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr G Ballard

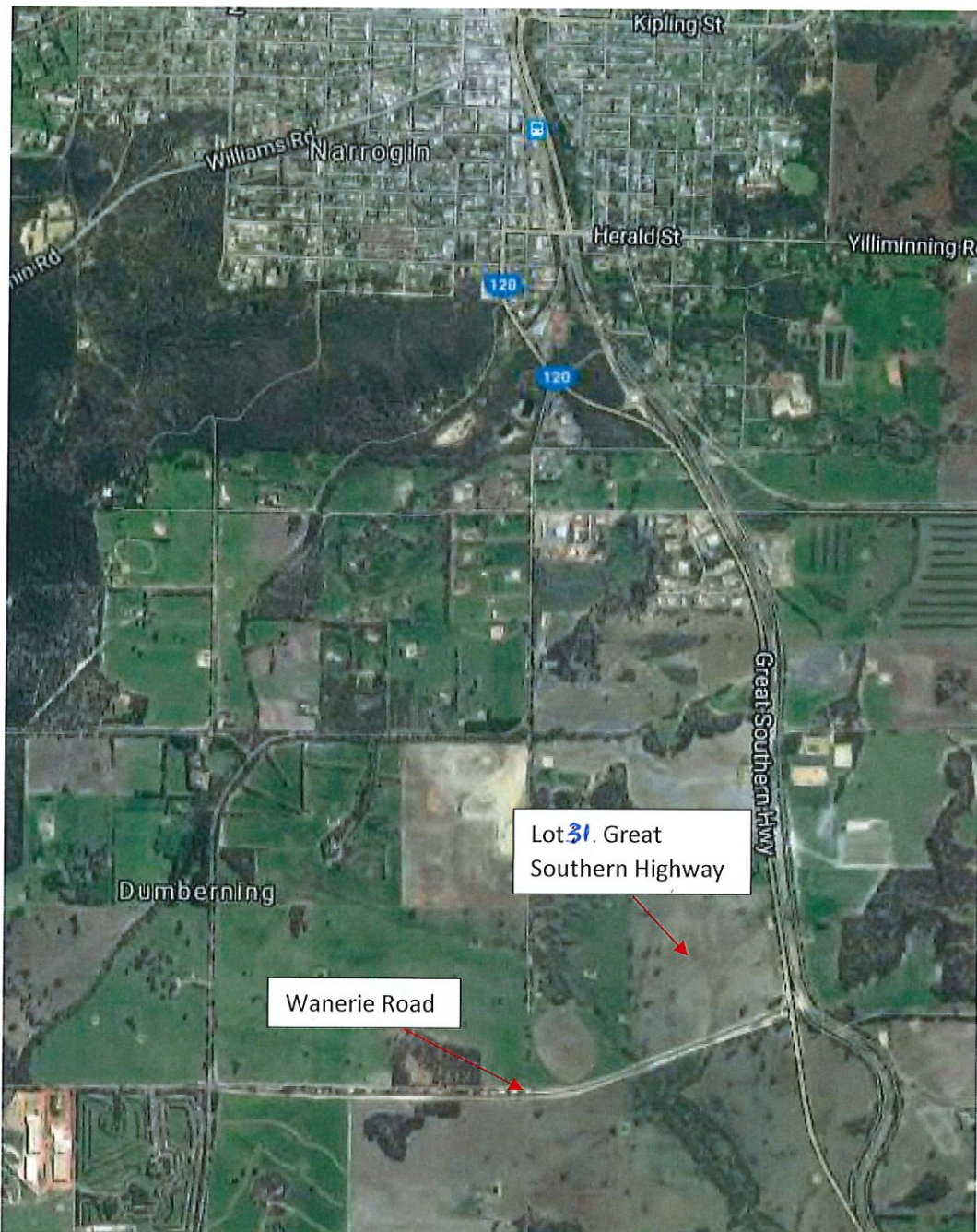
That Council:

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 of the submission period, all submissions are to be assessed and presented at the next available Council meeting for further consideration.
3. Advise the applicant to pay the planning fee to the amount of \$2,700 prior to undertaking advertising.

CARRIED 9/0

Commonly-used abbreviations:

FT-TPS	Former Town of Narrogin Town Planning Scheme No. 2
FS-TPS	Former Shire of Narrogin Town Planning Scheme No. 2
LDP	Local Development Plan
WAPC	Western Australia Planning Commission.



Attachment 1 – Locality Plan

10.1.108 PROPOSED SCHEME AMENDMENT NO 5 – LOT 22 GREAT SOUTHERN HIGHWAY, NARROGIN

File Reference: 18.6.4
Disclosure of Interest: Nil
Applicant: Harley Dykstra Planning & Survey Solutions
Previous Item Nos: 19 November 2015 (TP-GEN), 16 July 2015
Date: 8 September 2016.
Author: Azhar Awang, Executive Manager Development and Regulatory Services.

Attachments

- Location Plan
- Copy of Council's resolution of 19 November 2015
- EPA Decision under section 48A(1)(a)
- Schedule of Submissions
- Scheme Amendment Documents

Summary

Council is requested to consider the adoption of Scheme Amendment No 5 to the Shire of Narrogin Town Planning Scheme No 2 and endorsing the amendment for final approval.

Background

The proposed Scheme Amendment No 5 is to rezone Lot 22 Great Southern Highway Dumberning from 'Farming' to 'Special Use' under the Shire of Narrogin Town Planning Scheme No 2. The proposal is to create 3 different precincts which include:

- 12 Special Rural lots in most northern part of Lot 22. Land use permissibility will be as per the current Special Rural zone requirements in the Scheme.
- 15 lots in an Enterprise Living precinct central to Lot 22 which will cater for a house and some forms of enterprise including home occupation, cottage industry, light industry, service industry and rural pursuit.
- 6 lots within a Transport precinct in the south portion of Lot 22 which will cater for Transport Depots, caretakers dwellings, service station, freeway service centre and a range of industries.

The matter was previously considered by the Shire of Narrogin Council on 19 November 2015, whereby Council resolved to initiate Scheme Amendment No 5 to include 'Special Use' as a zone to clause 3.1.1, inserting a new Clause 3.3 to allow the creation of 'Special Uses'. The resolution also approved the advertising of Scheme Amendment No 5 for public comment. A full copy of the resolution is attached in this report (Attachment 1).

A copy of the Scheme Amendment Documentation has been forwarded to the Environmental Protection Authority (EPA) for assessment of the potential environmental impact in accordance with clause 81 of the *Planning and Development Act 2005*. Advice of Council's decision was also forwarded to the Western Australian Planning Commission which resulted in a number of modifications to the scheme documentation prior to advertising.

On 25 January 2016, the EPA provided its decision under section 48A(1)(a) of the *Environmental Protection Act 1986* advising that the scheme should not be assessed under Part IV Division 3 of the Environmental Protection Act 1986 (EP Act) and provides its advice and recommendations (see attachment 2).

Following receipt of advice from the EPA, the amendment was advertised for public comment for a period of 60 days as a Complex amendment.

The scheme amendment was advertised in the 'Narrogin Observer' which commenced on 5 May 2016 and closed on 8 July 2016, with letters to adjoining landowners and relevant agencies affected by the proposal.

Comment

At the close of the submission period, nine (9) submissions were received (See Attachment 3 - Schedule of Submissions). The issues raised during the submission period can be summarised as follows:

- The lot is not within the boundary of any sites under the *Aboriginal Heritage Act 1972*, and that developers are advised to familiarise themselves with the State's Cultural Heritage Due Diligence Guidelines.
- The proposal is unlikely to cause any impact to known significant biodiversity values.
- Support the condition for reticulated water to be connected to all lots.
- The proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy and basic raw materials.
- The subject lot has a number of poorly defined waterways that drain to the south and south west of the property. It is recommended that a Local Water Management Strategy be prepared and approved in consultation with the Department of Water, as to how stormwater will be adequately protected from nutrients, hydrocarbons and chemicals from new land use.
- A splendid development proposal which will enable growth and sustainable economic benefit for this community.
- Frequent vehicle dyno tuning on adjoining property due to noise. The adjoining property also undertake aircraft maintenance as part of its business and other associated activities including sand blasting. *The applicant in its comment to this submission stated that the operation as outlined by the objector is at least 400m from the subject site and therefore has sufficient buffer to ensure no land use conflict.*
- A separation distance of 4.3km required from Narrogin feedlots to the Rural Residential Precinct in order to minimise the environmental impacts at sensitive receptors. *Under the EPA Guidance Statement No 3 – Separation Distances between Industrial and Sensitive Land Uses indicates that a desirable buffer distance between animal feedlots and sensitive land uses should be 1 - 2 km.*

- The Local Development Plan shows that the proposed development is in close proximity to surrounding broad acre agricultural land which presents potential land use conflict. Minimum setbacks/buffers as guided by the Department of Health should be incorporated in the zone areas and designated in the Local Development Plan.
- An approved livestock management plan will be required for the keeping of livestock within the subject land as guided by the Department of Agriculture and Food guidelines.
- The minimum Lot size for the Transport Precinct is set at 4 hectares and the Local Development Plan is to be reviewed to reflect the minimum lot size.
- The EPA notes that the building envelopes as indicated in the Local Development Plan are not in accordance with the EPA guidance No.3 *Separation Distances between Industrial and Sensitive Land Uses* recommending a minimum of 200m buffer from Transport depot to sensitive land uses.

In reference to the comments provided during the submission period, the majority of the above issues can be incorporated as a condition of approval at subdivision and development stages.

Local Development Plan

The applicant has also submitted a Local Development Plan as part of the Scheme Amendment documentation which outlines how the land is to be developed and the development standards applicable over the area. It is noted in the earlier report to Council that the Local Development Plan need to identify areas of low capability for onsite effluent disposal and granite rock outcrops to ensure building envelope locations are optimum and to address any land requirements for onsite drainage or compensating basins. This requirement is further reinforced in the scheme amendment no 5 in Schedule 3 – Special use zones in the Scheme area under conditions no 3 for the any onsite drainage or compensation basins and low capability for onsite effluent disposal or rock outcrops to be identified in the Local Development Plan.

The Department of Water in its submission has identified a number of risks (management of stormwater, potential contamination of groundwater and surface water with nutrients from the onsite disposal of waste water and potential hydrocarbon and chemical contamination of groundwater) over the subject property and it is recommended that condition 10 in the Schedule be amended to read as follows:

All single houses, caretakers dwellings, domestic ancillary outbuildings and associated on-site effluent disposal systems shall be ATU's with nutrient stripping capacity and are to be confined to designated Building Envelopes on a Local Development Plan approved by the local government.

It is further noted that the Local Development Plan does not meet minimum lot size of 4 hectares for the Transport Precinct which shows lot sizes ranging from 3.4 hectares to 3.8 hectares. This needs to be amended to reflect the minimum lot size of 4 hectares.

It is therefore recommended that the applicant submit an amended Local Development Pan as a separate application to the scheme amendment.

Draft Joint Town Planning Scheme No 3

The Draft Town Planning Scheme No 3 as advertised, proposed that the land be rezoned to 'Rural Residential'. Under Draft Scheme No 3, subdivision is to be guided by a Structure Plan endorsed by the Shire and the Western Australian Planning Commission (WAPC). Lot sizes can range between 1-4 hectares. It should be noted that any amendments to the existing Scheme can be consolidated into the Draft Shire of Narrogin Local Planning Scheme No 3.

Based on the above submissions, it is recommended that Council supports the final adoption for Scheme Amendments No 5 with minor modifications in relation to condition No 10 and therefore does not require further advertising.

Consultation

- The proposed scheme amendment no 5 was advertised in the Local Paper (Narrogin Observer), Shire's web page, sign placed on site, letters to adjacent land owners and relevant government agencies (Western Power, Department of Fire and Emergency Services, Department of Mines and Petroleum, Main Roads WA, WA Heritage Council, Department of Health, Department of Environment Regulation, Department of Aboriginal Affairs, Department of Agriculture and Food, Department of Water, Department of Parks and Wildlife)

Statutory Environment

Amendments to Local Town Planning Scheme are undertaken in accordance with *section 75 of the Planning and Development Act 2005*.

Shire of Narrogin Town Planning Scheme No 2.

Policy Implications

Nil

Financial Implications

Application fees for a scheme amendment are regulated by Western Australia Planning Commission (WAPC) Policy relating to fees and charges. Essentially the applicant is responsible for all costs associated with processing the amendment documentation and the cost of advertising. Hourly rates identified within the Shire of Narrogin Schedule of Fees and Charges, adopted as part of Council's 2016/2017 annual budget are in accordance with the WAPC Policy. Payment of the applicable fees will be required prior to the amendment being referred to the Minister for Planning for final approval and gazettal of the amendment.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0914.135 AND OFFICER'S RECOMMENDATION

Moved: Commissioner L Ballard

Seconded: Commissioner G Ballard

That Council:

Pursuant to *clause 44(1)(d) of the Town Planning Regulations 2015* adopt Amendment No 5 to the Shire of Narrogin Town Planning Scheme No 2 for final approval by:

1. Amending Clause 3.1.1 to include 'Special Use' as a zone as follows:

3.1 ZONES

- 3.1.1 There are hereby created the several zones set out hereunder:

RURAL TOWNSITE
INDUSTRIAL
SPECIAL RURAL
FARMING
SPECIAL USE

2. Inserting a new Clause 3.3 to allow the creation of 'Special Uses' as follows:

3.3 SPECIAL USE ZONES

- (1) The Table sets out —

- (a) special use zones for specified land that are in addition to the zones in the zoning table;
- (b) the classes of special use zone that are permissible in that zone; and
- (c) the conditions that apply in respect of the Special Uses.

- (2) A person must not use any land, or any structure or buildings on land, in a special use zone except for a class of use that is permissible in that zone and subject to the conditions that apply to that use.

Note: Special Use zones apply to special categories of landuses which do not comfortably sit within any other zone in the Scheme.

3. Amending 'Schedule 1 Amending 'Schedule 1 – Interpretation' by inserting the following land use terms and definitions as set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* model provisions:

SCHEDULE 1 - INTERPRETATION

- a) **Commercial Vehicle Parking** means premises used for parking of one or two commercial vehicles but does not include —

- (a) any part of a public road used for parking or for a taxi rank; or

- (b) parking of commercial vehicles incidental to the predominant use of the land;
- b) **Freeway Service Centre:** means premises that has direct access to a freeway and which provides all the following services or facilities and may provide other associated facilities or services but does not provide bulk fuel services —
- (a) service station facilities;
 - (b) emergency breakdown repair for vehicles;
 - (c) charging points for electric vehicles;
 - (d) facilities for cyclists;
 - (e) restaurant, cafe or fast food services;
 - (f) take-away food retailing;
 - (g) public ablution facilities, including provision for disabled access and infant changing rooms;
 - (h) parking for passenger and freight vehicles; and
 - (i) outdoor rest stop facilities such as picnic tables and shade areas;
- c) **Home Business:** means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession —
- (a) does not involve employing more than 2 people who are not members of the occupier's household;
 - (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
 - (c) does not occupy an area greater than 50 m²;
 - (d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet;
 - (e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood;
 - (f) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and
 - (g) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located;
- d) **Home Office:** means a dwelling used by an occupier of the dwelling to carry out a home occupation if the carrying out of the occupation —
- (a) is solely within the dwelling;
 - (b) does not entail clients or customers travelling to and from the dwelling;
 - (c) does not involve the display of a sign on the premises; and
 - (d) does not require any change to the external appearance of the dwelling;
- e) **Telecommunication Infrastructure:** means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network; and

- f) **Warehouse/Storage:** means premises including indoor or outdoor facilities used for —
- (a) the storage of goods, equipment, plant or materials; or
 - (b) the display or sale by wholesale of goods.
4. Amending 'Schedule 1 – Interpretation' by modifying the following land uses terms to accord with the *Planning and Development (Local Planning Schemes) Regulations 2015* Model Provisions:
- a) **Caretaker's Dwelling:** means a dwelling on the same site as a building, operation or plant used for industry, and occupied by a supervisor of that building, operation or plant;
 - b) **Fuel Depot:** means premises used for the storage and sale in bulk of solid or liquid or gaseous fuel but does not include premises used —
 - (a) as a service station; or
 - (b) for the sale of fuel by retail into a vehicle for use by the vehicle;
 - c) **Home Occupation:** means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation that —
 - (a) does not involve employing a person who is not a member of the occupier's household;
 - (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
 - (c) does not occupy an area greater than 20 m²;
 - (d) does not involve the display on the premises of a sign with an area exceeding 0.2 m²;
 - (e) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet;
 - (f) does not —
 - (i) require a greater number of parking spaces than normally required for a single dwelling; or
 - (ii) result in an increase in traffic volume in the neighbourhood;
 - (g) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight;
 - (h) does not include provision for the fuelling, repair or maintenance of motor vehicles; and
 - (i) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located;
 - d) **Industry Light:** means premises used for an industry where impacts on the amenity of the area in which the premises is located can be mitigated, avoided or managed;
 - e) **Motor Vehicle Repair:** means premises used for or in connection with —

- (a) electrical and mechanical repairs, or overhauls, to vehicles other than panel beating, spray painting or chassis reshaping of vehicles; or
 - (b) repairs to tyres other than recapping or re-treading of tyres;
- f) **Restaurant/Café:** means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including premises that are licenced under the *Liquor Control Act 1988*;
- g) **Rural Pursuit/Hobby Farm:** means any premises, other than premises used for agriculture — extensive or agriculture — intensive, that are used by an occupier of the premises to carry out any of the following activities if carrying out of the activity does not involve permanently employing a person who is not a member of the occupier's household —
- (a) the rearing, Agistment, stabling or training of animals;
 - (b) the keeping of bees;
 - (c) the sale of produce grown solely on the premises;
- h) **Service Station:** means premises other than premises used for a transport depot, panel beating, spray painting, major repairs or wrecking, that are used for —
- (a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience nature; or
 - (b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles; and
- i) **Transport Depot:** means premises used primarily for the parking or garaging of 3 or more commercial vehicles including —
- (a) any ancillary maintenance or refueling of those vehicles;
 - (b) any ancillary storage of goods brought to the premises by those vehicles; and
 - (c) the transfer of goods or persons from one vehicle to another.
5. In Table 1 – Land Use Zoning remove land use terms 'motor vehicle repair station' and 'rural pursuit' and replace them with 'motor vehicle repair' and 'rural pursuit/hobby farm' respectively.
6. Inserting a new Schedule 3 in which provisions relating to 'Special Uses' are identified and establishing special provisions for lot 22 Great Southern Highway Dumberning as follows:

SCHEDULE 3 – SPECIAL USE ZONES IN THE SCHEME AREA

No.	Description of Land	Special Use	Conditions
1.	Lot 22 Great Southern Highway	The symbols used for landuse permissibility in this Schedule shall have the same meaning as the symbols under Clause 3.2.2 of the Scheme. The following outlines landuse control within the zone for each Precinct identified on a Local	1. Subdivision and development shall generally be in accordance with a Local Development Plan approved by the Shire of Narrogin.

		<p>Development Plan approved by the local government:</p> <p><u>1. Special Rural Precinct:</u> Land Use permissibility shall be in accordance with 'Table 1 – Zoning Table' as applicable to the Special Rural zone.</p> <p><u>2. Enterprise Living Precinct</u> Single house – AA Home Business - AA Home Occupation – AA Home Office - P Industry - Cottage – D Commercial Vehicle Parking - D Rural Pursuit/Hobby Farm – D Industry - Light – AA Industry - Service – AA Warehouse/storage - AA</p> <p><u>3. Transport Precinct</u> Commercial Vehicle Parking – P Fuel Depot – AA Freeway Service Centre – AA Industry - Light – P Motor Vehicle Repair – AA Restaurant / Café – AA Industry - Service – AA Telecommunications Infrastructure - AA</p> <p>Transport Depot – P Warehouse/storage – AA Service Station – AA Caretaker's Dwelling – AA</p> <p>The term 'enterprise' applicable to this Special Use zone refers to any non-residential land use excluding home office, home occupation, home business or development ancillary to any dwelling.</p>	<p>2. The Local Development Plan shall identify a Special Rural Precinct, an Enterprise Living Precinct and Transport Precinct.</p> <p>3. The Local Development Plan shall identify:</p> <p>(i) Areas required for any on site drainage or compensating basins.</p> <p>(ii) Areas of low capability for on-site effluent disposal or rock outcrops.</p> <p>4. The objectives of the Enterprise Living and Transport Precinct is to accommodate a range of compatible land uses to facilitate local economic activity and employment to the benefit of the Narrogin townsite and the broader region, which can co-exist with rural and special rural land uses.</p> <p>5. The objectives of the Special Rural Zone under Clause 4.11 of the Scheme shall apply to the Special Rural Precinct identified on the approved Local Development Plan.</p> <p>6. Clause 4.11.1 and 4.11.2 of the Scheme shall apply to development in the Special Rural Precinct identified on the approved Local Development Plan.</p> <p>7. Minimum lot sizes in the Special Rural and Enterprise Living Precincts shall be 1.0 hectare.</p> <p>8. Minimum lot sizes in the Transport Precinct shall be 4 hectares.</p>
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			<p>9. Prior to subdivision, the subdivider shall provide a servicing report by a suitable qualified engineer that includes a drainage management strategy addressing the natural drainage lines on the property (which potentially feed into dams on adjacent farming lots).</p> <p>10. All single houses, caretakers dwellings, domestic ancillary outbuildings and associated on-site effluent disposal systems shall be ATU's with nutrient stripping capacity and are to be confined to designated Building Envelopes on a Local Development Plan approved by the local government.</p> <p>11. All non-residential buildings in the Enterprise Living precinct associated with an Enterprise are to be confined to an Enterprise Envelope depicted on the approved Local Development Plan. Council may at its discretion require buildings within this area to comprise colourbond and/or non-reflective materials.</p> <p>12. The local government has discretion to approve outbuildings ancillary to any dwelling within the designated Building Envelope on the approved Local Development Plan. The local government shall not approve a domestic outbuilding on any vacant lot.</p> <p>13. The local government only has discretion to consider approving development of a single house in the Enterprise</p>
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			<p>Living Precinct or a caretakers dwelling in the Transport Precinct following substantial commencement of construction of an enterprise on the lot subject to the application for dwelling construction.</p> <p>14. Prior to subdivision, the subdivider shall prepare a Bushfire Management Plan that identifies the need for and the construction requirements relative to strategic firebreaks, water supplies and equipment and any other fire management requirements that may be deemed necessary, to the specifications and satisfaction of the local authority and the Fire and Emergency Services Authority of Western Australia. The approved Bushfire Management Plan shall be implemented prior to subdivision of the land.</p> <p>15. All lots abutting Great Southern Highway and Wanerie Road (Narrogin Bypass) shall not have any direct access to these roads. Any proposed emergency fire access onto Great Southern Highway and/or Wanerie Road shall be designed and constructed to the satisfaction of the local government.</p> <p>16. Stormwater drainage shall be contained onsite to the satisfaction and specifications of the local government.</p> <p>17. All lots shall be connected to reticulated water.</p> <p>18. The subdivider shall prepare and implement a Revegetation Plan prior</p>
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			<p>to subdivision of the Lots. The revegetated areas are to be maintained by landowners in accordance with the Revegetation Plan.</p> <p>19. Revegetation areas shall be identified on the Local Development Plan and include adequate buffers to adjacent lots in the Farming zone to address spray drift, noise and dust.</p> <p>20. A Notification shall be placed on the titles of all lots, at the time of subdivision, advising landowners in relation to the objectives and landuse controls applicable to the "Special Use" zone.</p> <p>21. Stocking rates for rural pursuits to generally guided by Department of Agriculture and Food Guidelines.</p> <p>22. Buildings within the Enterprise Envelope shall be limited to a maximum total area of 900 m² on any lot, unless otherwise approved by the local government.</p> <p>23. Use of land or buildings for any form of human habitation is prohibited within the Enterprise Envelopes.</p> <p>24. The local government may require any application for a Business or Enterprise to be accompanied by information demonstrating any potential impacts resulting from the activity, (including noise, dust, odour and traffic) would not adversely impact amenity of the area. Council may require supplementary</p>
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			<p>information from a suitably qualified expert, prior to determining such applications.</p> <p>25. All Development Applications for land uses within the Transport Precinct may be required to be accompanied by traffic and/or environmental studies/statements at the Council's discretion.</p>
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7. Rezoning Lot 22 Great Southern Highway, Dumberning from "Farming" to "Special Use" as depicted on the Scheme Amendment map.
8. Amending condition 10 of Schedule 3 – Special use zones in the scheme area to read as follows:

All single houses, caretakers dwellings, domestic ancillary outbuildings and associated on-site effluent disposal systems shall be ATU's with nutrient stripping capacity and are to be confined to designated Building Envelopes on a Local Development Plan approved by the local government.

9. The applicant to submit an amended Local Development Plan in accordance with the requirements of conditions as outlined in the newly adopted *Schedule 3 – Special Use zones in the Scheme Area* for Council's further consideration.
10. The Chief Executive Officer and President be authorised to endorse the amendment documentation for final approval and affix the Shire of Narrogin common seal in accordance with section 9.49A of the *Local Government Act 1995*;
11. That on receipt of the applicant's payment of the relevant fees, forward the amendment to the Western Australian Planning Commission with a request that the Minister for Planning grant final approval to the Amendment with minor modification;
12. Advise those persons who lodged submissions accordingly of the outcome.

CARRIED 3/0

10 July 2017

Chief Executive Officer
Shire of Narrogin
43 Federal Street
NARROGIN WA 6312

Attention: Azhar Awang

Dear Sir

RE: LOCAL DEVELOPMENT PLAN – LOT 31 GREAT SOUTHERN HIGHWAY, DUMBERNING

1.0 Introduction

This letter has been prepared in support of the Local Development Plan for Lot 31 Great Southern Highway, which is attached at **Appendix A**. It provides supportive rationale in response to the Local Development Plan requirements that are listed in Scheme Amendment No. 5 of the Shire of Narrogin Town Planning Scheme No. 2 (TPS No. 2).

This Scheme Amendment has progressed to the point where it is now awaiting final Ministerial approval before it is gazetted into TPS No. 2. The relevant Scheme Amendment document list the various matters that must be dealt with by the Local Development Plan (LDP) and as such, this document is now submitted to the Shire of Narrogin for early consideration in the lead up to the gazettal of Scheme Amendment No. 5.

2.0 Local Development Plan Requirements and Supporting Rationale

This following section includes the provision in the Scheme Amendment relating to the development of a Local Development Plan and then list responses to the requirements in italics below each requirement.

1. Development of the land shall be in accordance with a Local Development Plan (LDP) approved by the local government. The LDP should provide sufficient information to address the requirements of the Scheme and the following:

(i). The provision of potable reticulated water and onsite wastewater disposal:

Provisions have been included on the Local Development Plan that require all lots to be connected to a potable water supply and that any building permit applications address the disposal of waste water, where applicable. The Scheme Amendment and supporting reports demonstrated that connection reticulated water supply is achievable, and that lot size and soils are suitable for on-site waste water treatment and disposal.

(ii). Revegetation and the introduction of separation distances and buffers from sensitive land uses:

KELMSCOTT

6/2954 Albany Highway, Kelmscott T: 08 9495 1947 E: kelmscott@harleydykstra.com.au
PO Box 316, Kelmscott WA 6991 F: 08 9495 1946 www.harleydykstra.com.au

Shire of Narrogin Minutes Ordinary Council Meeting 25 October 2017
Albany Bunbury Busselton Kelmscott Perth ACN 009 101 786 ABN 77 503 764 248



Strategic planting of revegetation in the form of windbreaks and nature strips have been depicted on the LDP. The revegetation has been located appropriately to provide visual screening between sensitive land uses and nearby industrial or rural enterprise uses. This includes vegetation between the Special Rural and Rural Enterprise Precincts as well as vegetation surrounding the Industrial Precinct. A provision detailing the maximum design requirements of revegetation has also been provided.

In addition to revegetation, a 50m wide building exclusion zone has been set up in strategic locations between precincts and adjacent neighbouring properties to the north and west. This zone enforces appropriate separation distances and buffers from sensitive land uses. A 20m wide buffer around the perimeter of the adjacent Lot 21 has also been established. These buffers ensure that land uses on the subject site are appropriately separated from each other and potentially conflicting land uses on adjacent rural properties.

(iii). Bushfire risk:

Provisions requiring the preparation of a Bushfire Management Plan and the compliance of any development with State Planning Policy 3.7 – Planning for Bushfire Prone Areas (SPP 3.7) have been included on the LDP. The preparation of a Bushfire Management Plan will ensure that the risk is appropriately managed in accordance with SPP 3.7 and will also be able to ensure that revegetation is designed or managed in a way that ensures development on this site can experience a potential radiant heat level of BAL 29 or lower.

The vegetation surrounding the site is very likely to be considered grassland given the lack of trees and shrubs apparent on adjacent sites. Therefore, because the site proposes larger lot sizes and a future water connection and has dual road frontage it is considered entirely plausible that the bushfire risk will be able to be managed appropriately at this site. For this reason, the preparation of a Bushfire Management Plan, addressing the whole subject site, can be submitted at the lodgement of the first stage of subdivision.

(iv). The spatial extent of precincts that encompass the 'Industrial', 'Rural Enterprise' and 'Special Rural' uses:

The LDP clearly delineates the spacial extent of each precinct and demonstrates road layouts, lot sizes and lot orientation.

(v). The spatial extent and location of residential building envelopes in the 'Special Rural' precinct:

The LDP clearly demonstrates the spatial extent and location of residential building envelopes in the Special Rural precinct. These envelopes have been strategically located to comply with the relevant setback requirements, including a 30m setback from Great Southern Highway, a 10m setback from internal road frontages and from all other boundaries, as required by the relevant Clauses in TPS No. 2.

(vi). The spatial extent and location of residential building envelopes and enterprise envelopes in the 'Rural Enterprise' precinct:

The LDP clearly demonstrates the spacial extent and location of residential building and enterprise envelopes in the Rural Enterprise Precinct. These envelopes have been strategically located to comply with the relevant setback requirements, including a 30m setback from Great Southern Highway, a 20m setback from internal road frontages and a 10m setback from all other boundaries. The envelopes have also been strategically located so that the enterprise envelopes are generally setback from dwellings on adjacent properties as far as practical.

(vii). The staging of infrastructure:

The LDP does not hinder the eventual staging of infrastructure. This staging is something that can occur as the lots are developed. The order of staging is not yet known, however, there is no planning or infrastructure imperative that would stipulate a particular staging.

- (viii). The transition between 'Industrial' uses and 'Residential' uses, including bulk and scale and separation distances:

The Industrial precinct has been designed in a manner that encourages appropriate transition between residential and industrial uses, including a 50m wide development exclusion zone. This exclusion zone prohibits the use of any part of that portion of the lot for development, storage or general works associated with industrial activities on the site. This, in conjunction with the orientation of these lots ensures that the bulk and scale of industrial development impacts appropriately on residential development in the other precincts.

- (ix). The size of lots in the 'Industrial' precinct having consideration to separation distances and land use buffers:

An average lot size of just above 4ha has been achieved for the Industrial precinct, in accordance with the provisions within the Scheme Amendment document. Furthermore, the orientation of the lots and the 50m wide Development Exclusion Zone ensure that development can be positioned onsite to ensure appropriate separation distances. Industrial development is subject to the receipt of development approval, and as such the lots have been designed to be very long (300m – 450m), thereby allowing an ability to accommodate separation distances as required for each individual development.

- (x). Areas of low capability for on-site effluent disposal:

The site capability assessment prepared as a part of the Scheme Amendment process identified the site has having "fair to good" effluent disposal capability. It identified no areas or low capability and as a result this requirement has been sufficiently satisfied.

- (xi). Access and traffic management:

Direct access from lots to Great Southern Highway and Wanerie Road has been prohibited. Access to these roads can only be achieved via proposed internal roads.

In regards to traffic management, appropriate site distances can be achieved from all proposed road intersections ensuring safety when entering the surrounding road network.

- (xii). Waste management, including bin disposal areas in the 'Rural Enterprise' and 'Industrial' precincts:

Waste disposal provisions are included on the LDP. In the Rural Enterprise precinct waste disposal must occur within the relevant enterprise envelope and behind the residential building, as viewed from the street. In the case of the Industrial precinct waste disposal must occur behind the building line and adjacent to any building/s. These measures are required to ensure that waste disposal areas do not inappropriately reduce visual amenity.

Bin disposal can be addressed most appropriately through the development application process, however, the LDP does not hinder bin disposal from occurring effectively.

3.0 Conclusion

It is respectfully requested that in light of the above justification, and the detailed information and rationale provided in the Scheme Amendment No. 5 documentation, the Shire of Narrogin provide approval for the Local Development Plan attached in **Appendix A**. The LDP has been designed to ensure that potential amenity impacts are appropriately addressed. It seeks to do so through the establishment of a number of provisions, including the establishment of development exclusion zones, access restrictions and appropriate siting of development envelopes, amongst other provisions.

Should you require any further information to assist in the consideration of this proposal please do not hesitate to contact the undersigned.

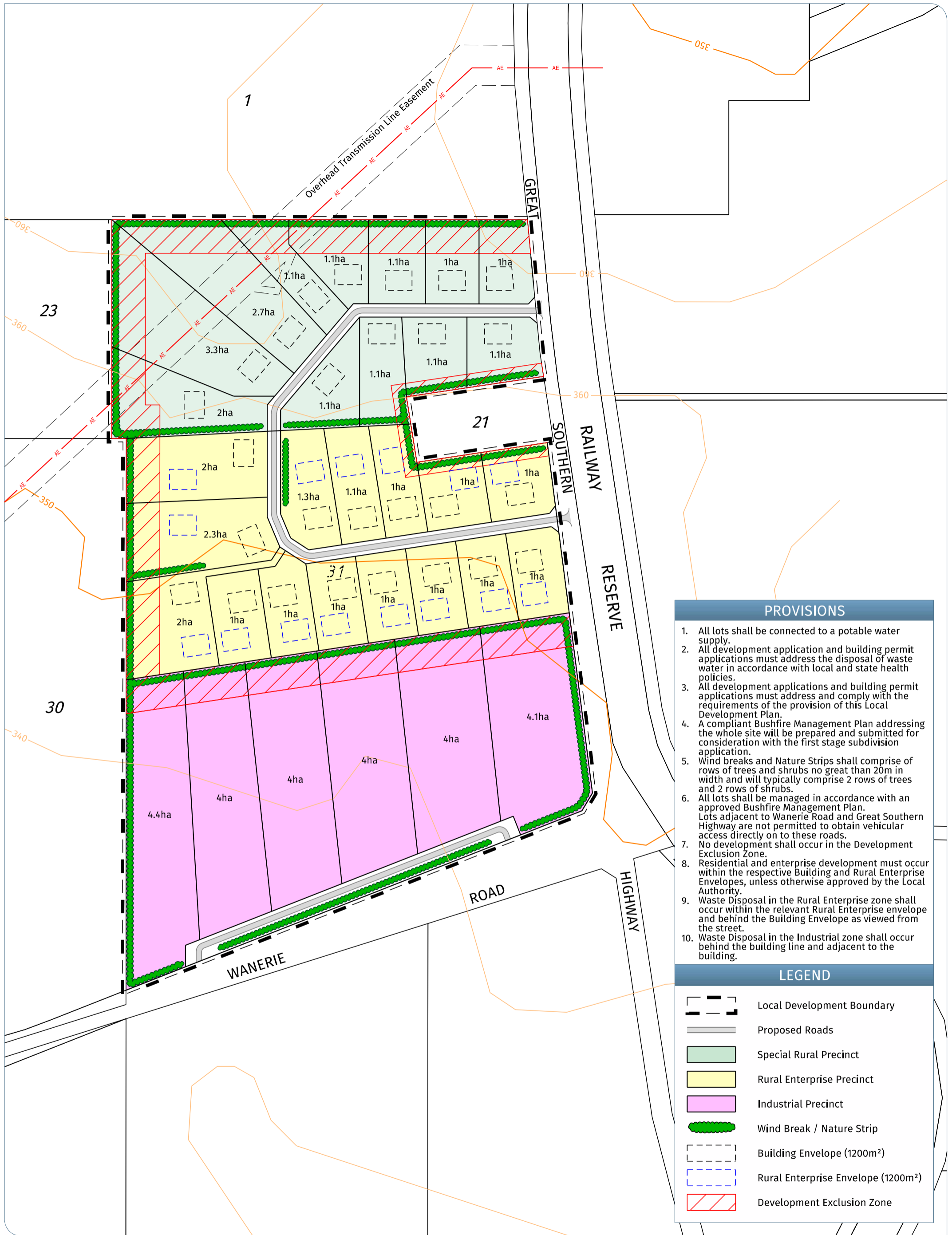
Yours faithfully,

A handwritten signature in black ink, appearing to read 'C. Plug', is positioned above the printed name and title.

Clayton Plug
Planning Consultant
Harley Dykstra Pty Ltd

E-mail: claytonp@harleydykstra.com.au

Local Development Plan



PROVISIONS

1. All lots shall be connected to a potable water supply.
2. All development application and building permit applications must address the disposal of waste water in accordance with local and state health policies.
3. All development applications and building permit applications must address and comply with the requirements of the provision of this Local Development Plan.
4. A compliant Bushfire Management Plan addressing the whole site will be prepared and submitted for consideration with the first stage subdivision application.
5. 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.
6. All lots shall be managed in accordance with an approved Bushfire Management Plan. Lots adjacent to Wanerie Road and Great Southern Highway are not permitted to obtain vehicular access directly on to these roads.
7. No development shall occur in the Development Exclusion Zone.
8. Residential and enterprise development must occur within the respective Building and Rural Enterprise Envelopes, unless otherwise approved by the Local Authority.
9. 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.
10. Waste Disposal in the Industrial zone shall occur behind the building line and adjacent to the building.

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. | 20377-08D
Date | 04/07/17
Drawn | BdR
Checked | CP
Revision | D

KELMSCOTT OFFICE:
6/2954 Albany Highway,
Kelmescott WA 6991
T: 08 9495 1947 F: 08 9495 1946
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Busselton and Perth

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Minutes Ordinary Council Meeting 25 October 2017

Harley Dykstra
PLANNING & SURVEY SOLUTIONS

7:17 pm – Cr Bartron declared an interest in the following item and left the meeting.

10.1.103 PROPOSED ULTRASOUND SERVICE – LOT 204 (NO. 119) FEDERAL STREET, NARROGIN

File Reference: A163800
Disclosure of Interest: Nil
Applicant: WA Medical Sonography (Narrogin Ultrasound)
Previous Item Nos: Nil
Date: 16 October 2017
Author: Azhar Awang – Executive Manager Development & Regulatory Services
Authorising Officer: Aaron Cook – Chief Executive Officer

Attachments

- Attachment 1 – Locality Plan
- Attachment 2 – Proposed Application and supporting floor plan

Summary

Council is requested to consider an application for planning consent for the use of an Ultrasound Service to be located at Lot 204 (No. 119) Federal Street, Narrogin.

Background

Council has received a planning application from WA Medical Sonography trading as Narrogin Ultrasound wanting to establish the service at Lot 204 (No. 119) Federal Street, Narrogin. The ultrasound service incorporates a range of examinations.

The business operation is proposed to open Monday to Friday from 8am to 5pm. It is also anticipated that the business would cater for those community members requiring appointments before or after work, including appointments on Saturdays.

The applicant stated that the business will employ up to four staff, with two to three staff available at any one time. It is anticipated that there will be no more than three customers being on the premises at any one time.

A total of six car parking has been provided at the rear of the property which is serviced by a driveway to the north of the property.

The applicant is also proposing to install an advertising sign onto the existing sign structure located at the front of the property. The proposed sign will be approximately 1,110mm x 910mm. In addition, the applicant would like to put up an “A-Frame” advertising sign to be located at the front of the verge.

The applicant has also provided a floor plan of the proposed layout of the Ultrasound Service as per Attachment 2.

Comment

Lot 204 (No. 119) Federal Street, Narrogin is zoned "Other Commercial" under the former Town of Narrogin Town Planning Scheme No 2 (FT-TPS).

The proposed use 'Ultrasound Services' is not specifically listed in the use class table. In accordance with clause 2.2.4 of the FT-TPS, which states:

If a particular use or purpose is not mentioned in the list of use classes or is not included in the general terms of any of the use classes in the Development Table, that use or purpose is prohibited unless it is permitted by the subsequent provisions of the scheme.

Clause 2.2.5 states:

Clause 2.2.4 does not prohibit the Council from giving consent to a use that is not –

- a) Mentioned in the list of use classes in the Development Table; or*
- b) Defined in clause 1.8; or*
- c) Defined in Appendix D to the Town Planning Regulations, 1967.*

Clause 2.2.7 requires an application for planning consent under clause 2.2.5 and shall be advertised in accordance with the provisions of clause 6.3.2 and a resolution to do so is passed by an absolute majority of the Council.

Car parking

There is a total of six car parks provided on site and one street parking in front of the property. As there will be two to three staff and three clients at any one time it is considered that the number of car parking provided on site and street verge parking is sufficient to service the business.

Landscaping

The minimum landscaping required for the site is 20% of the total site. The subject land has a total area of 733m² and 20% of the site equates to 147m². The estimated total landscaping provided on site is 160m² which satisfy the minimum landscaping requirement.

Signage

The proposed 'A frame' signage meets the requirements of the *Shire of Narrogin Public Places and Local Government Property Local Law 2016 Part 8 Temporary Signs and Trade Displays*. The only prohibitions with the temporary "A frame" sign is that it shall not be placed over any footpath.

The other signage proposed is for the placement of the sign into an existing sign structure in front of the building. The proposed sign is a dimension of 1,110mm x 910mm and it is to be placed in the existing structure. It is considered that the proposed sign to be placed in the existing sign structure will not have an adverse impact to the surrounding amenity and therefore is recommended for approval.

In the event that there are no negative objections received at the close of the submission period, it is recommended that Council grants planning approval for the proposed Ultrasound Service subject to conditions.

Consultation

- Public advertising will be required for the proposal in accordance with clause 6.3.2 of the former Town of Narrogin Town Planning Scheme No. 2.

Statutory Environment

Former Town of Narrogin Town Planning Scheme No 2

- Clause 2.2.4 (Use not listed), 2.2.7 (public Advertising required in accordance with clause 6.3.2) and clause 6.3.2 (advertising requirements).

Shire of Narrogin – Public Places and Local Government Property Local Law 2016

- Part 8 Temporary Signs and Trade Displays.

Policy Implications

Nil

Financial Implications

Planning Fee (\$147)

Advertising Costs (\$130)

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1 Growth in revenue opportunities
Strategy:	1.1.1 Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 1017.120 AND OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr Walker

That Council:

1. Advertise the proposed application for an Ultrasound Service at Lot 204 (Number 119) Federal Street, Narrogin in accordance with clause 6.3 of the former Town of Narrogin Town Planning Scheme No 2 and a report be provided to Council after the closing date.
2. In the event that no negative submissions are received at the close of advertising period, the CEO is authorised to grant planning approval to the proposed Ultrasound Service at Lot 204 (Number 119) Federal Street, Narrogin subject to the following conditions:
 - i. This approval shall expire if the development hereby permitted is not completed within two years of the approval date, 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.
 - ii. This planning approval is only for the Ultrasound Service and associated use and that a separate application will be required for the additional use of the building.
 - iii. The development approved shall occur generally in accordance with the submitted plans in support of the application and these shall not be altered or modified without the prior written approval of the Shire of Narrogin.
 - iv. All drainage run-off associated with the development shall be contained on site or connected to the Council's stormwater drainage system to the satisfaction of the Chief Executive Officer.
 - v. 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.
 - vi. Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.
 - vii. A minimum of six car bays are required to be provided as per the Former Town of Narrogin Town Planning Scheme No.2.
 - viii. Advertising signs shall be in accordance with the Shire of Narrogin Public Places and Local Government Property Local Law 2016 - Part 8 Temporary Signs and Trade Displays and that no sign is to be placed over any footpath.

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

Commonly-used abbreviations:

FT-TPS	Former Town of Narrogin Town Planning Scheme No. 2
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Attachment 1 -Locality Plan

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

APPLICATION FOR PLANNING CONSENT

TOWN PLANNING SCHEME NO.2
DISTRICT SCHEME

Directors: S. Ward + G. Crawford

Name of Applicant: WA Medical Sonography (Trading As Narrogin Ultrasound)
Correspondence Address: 89 Orange Valley Rd, Kalbarurda, 6076

I hereby apply for planning consent to:

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

Existing use of land

Approximate cost of proposed development \$

Estimated time of completion

No of persons to be housed / employed after completion 4

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

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

LOT DIMENSIONS

Site area _____ Square metres
Frontage _____ Metres
Depth _____ metres


AUTHORITY

Applicant's Signature S. Ward Date 13/10/17

c:\users\vhach\downloads\application for planning consent (1).docx

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

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

Owner's Signature  Date 13/10/17
For NI Mitchell Pty. Ltd.

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

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR BUILDING CONSENT

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

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

OFFICE USE ONLY

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

Organisation Details

Document Number

Current Organisation Details

Name:	N1 MITCHELL PTY LTD	1E9763978
ACN:	165 685 656	
ABN:	69165685656	
Registered in:	New South Wales	
Registration date:	06/09/2013	
Next review date:	06/09/2017	
Name start date:	06/09/2013	
Status:	Registered	
Company type:	Australian Proprietary Company	
Class:	Limited By Shares	
Subclass:	Proprietary Company	

Address Details

Document Number

Current

Registered address:	'First Floor' Office 1, 65 The Boulevard, TORONTO NSW 2283	1E9763978
Start date:	06/09/2013	
Principal Place Of Business address:	91 Excelsior Parade, CAREY BAY NSW 2283	2E2511450
Start date:	29/09/2015	

Historical

Principal Place Of Business address:	5 Adamson Close, KINGSLEY WA 6026	1E9763978
Start date:	06/09/2013	
Cease date:	28/09/2015	

Contact Address

Section 146A of the Corporations Act 2001 states 'A contact address is the address to which communications and notices are sent from ASIC to the company'.

Address:	PO BOX 424, TORONTO NSW 2283
Start date:	27/09/2013

Officeholders and Other Roles

Document Number

Director

Name:	WARREN JAMES MITCHELL	2E2511451
Address:	83 Fassifern Road, BLACKALLS PARK NSW 2283	
Born:	17/08/1967, MALVERN, VIC	
Appointment date:	06/09/2013	

Secretary

Name:	WARREN JAMES MITCHELL	2E2511451
Address:	83 Fassifern Road, BLACKALLS PARK NSW 2283	
Born:	17/08/1967, MALVERN, VIC	
Appointment date:	24/04/2014	

Application for Planning Consent

PROPOSED ULTRASOUND SERVICE: 119 FEDERAL STREET, NARROGIN, 6312

Further to our application to lease/use of 119 Federal Street, Narrogin as a premise for Ultrasound Service's ("use not listed") we would like to provide the following information to Council:

1. Our practice will provide a comprehensive, highly skilled/qualified ultrasound service to Narrogin and its surrounding regions. Ultrasound incorporates a wide range of examinations including abdominal (liver, kidneys, pancreas, aorta, gallbladder), gynaecological, obstetric, musculoskeletal, vascular, thyroid, breast, scrotum, paediatrics and more.

We will also be offering interventional procedures to patients as this is integral to the use of ultrasound.

Our aim is to provide an excellent, personalised ultrasound service to the Narrogin region and to reduce the current waiting time for ultrasound examinations.

We hope to provide flexible and convenient appointment times that suit the needs of the community. Ideally, we would like to open Monday-Friday from 8am to 5pm. We would also like to cater for those in the community that require appointments before and after work, including Saturdays. We understand that it can be difficult to take time off work to attend appointments so we would like to be able to offer early morning, early evening and Saturday appointments to facilitate those workers and families that cannot attend appointments during routine scheduled hours.

2. Patient Parking: We anticipate no more than 3 customers being on the premises at any one time. There is ample parking at the rear of the property for a minimum of 6 vehicles. In addition, there is street parking at the front of the property in the unlikely event this is required.
3. Staffing: We will employ up to four staff members, however will only have 2-3 staff on site at any one time.
4. Please find a schematic diagram below outlining the building outlay and proposed uses for the rooms.
5. In the event our application is successful we would also like to put up an advertising sign into the existing metal frame at the front of the building (See photo attached). The frame dimensions are 1110mm x 910mm. This frame appears to have been in place for a number of years.
6. We would also request permission for an A-Frame advertising sign to be positioned on the front verge.

Thank you and look forward to hearing from you.

Gail Crawford/Sam Ward

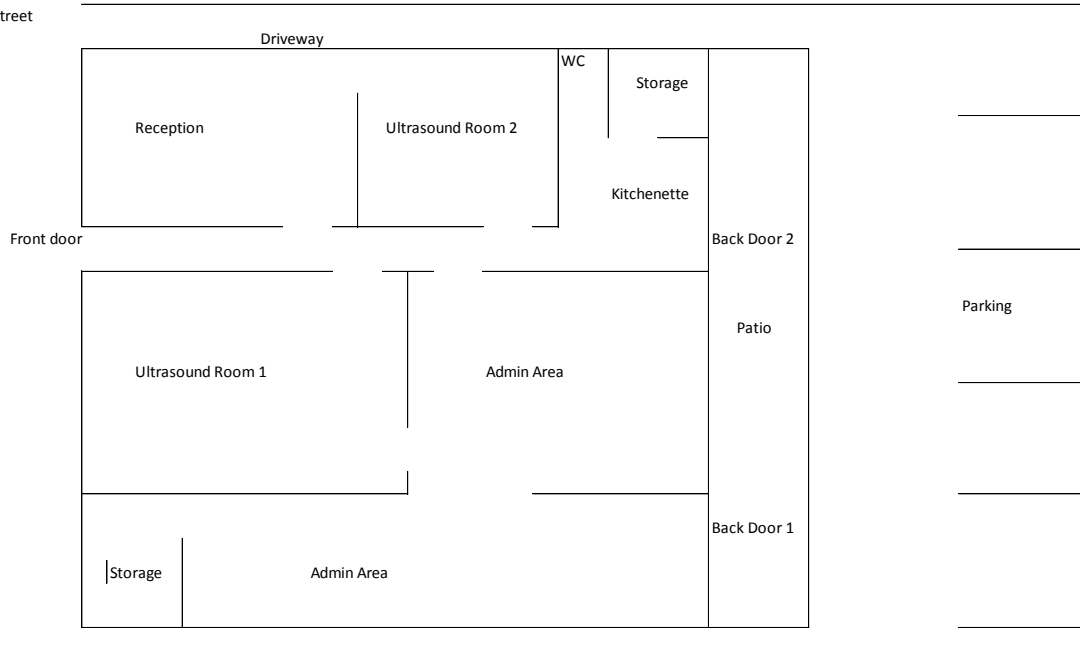
Directors

Trading as: Narrogin Ultrasound

WA Medical Sonography Pty/Ltd



119 Federal Street



10.2 TECHNICAL AND RURAL SERVICES

7:19 pm – Cr Bartron returned to the meeting.

(Note: at 7:05 pm this item was brought forward to 2.1 on the agenda to be facilitated as the first matter of business.)

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.104 ELECTION OF DEPUTY SHIRE PRESIDENT

File Reference: 13.4.3
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 16 October 2017.
Author: Mr Aaron Cook – Chief Executive Officer
Authorising Officer: Nil

Attachments

Nil

Summary

The Deputy Shire President needs to be elected from within Council for a two-year term, as the first course of business, with the appointment expiring at the October 2019 Ordinary Election.

Background

As the electors of the district have elected the Shire President, Councillors are required to elect a Deputy President after each ordinary election. The Shire President is required to receive nominations for the position of Deputy Shire President at the first available Ordinary Council meeting.

Comment

The Shire President is to conduct the election and receive nominations for the office of Deputy Shire President. Nominations are to be given to the Shire President in writing prior to the meeting if possible, alternatively, if a Councillor is nominated from the floor by another Councillor, the Shire President cannot accept the nomination unless the nominee has advised the Shire President, orally or in writing, that he or she is willing to be nominated for the office.

Councillors are to vote on the matter by secret ballot as if they were electors voting at an election, and the successful candidate determined, as if those votes were votes cast at an election.

If, when the votes cast are counted, there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count, the count is to be discounted and, not more than seven days later, a special meeting of the Council is to be held.

Any nomination for the office may be withdrawn and further nominations may be made, before or when the special meeting is held. When the special meeting is held, the Councillors are to vote again on the matter by secret ballot as if they were voting at an election.

Upon election the Deputy President is required to make a declaration.

Statutory Environment

Local Government Act 1995 - Schedule 2.3 - When and how Mayors, Presidents, Deputy Mayors and Deputy Presidents are elected by the Council

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
-----------------	----------------------------------------------------

Voting Requirements

Election process

Election

The Shire President conducted the election for the position of Deputy Shire President. Cr Wiese was the sole candidate.

The Shire President declared Cr Wiese Deputy Shire President.

(Note: This item concluded at 7:09 pm and the Shire President returned the meeting to point 3 on the agenda.)

10.3.105 LIST OF ACCOUNTS FOR ENDORSEMENT – SEPTEMBER 2017

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

Attachments

- List of Accounts for Endorsement – September 2017

Summary

Council is requested to endorse the payments as presented in the List of Accounts for Endorsement – September 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 – September 2017” is presented to Council for endorsement. Below is a summary of activity.

Total Creditor Payments September 2017	\$680,338.94
Total Payroll Payments September 2017	\$352,197.53
Total Payments September 2017	\$1,032,536.47
Percentage paid by Cheque September 2017	0.11%
Percentage paid by EFT September 2017	55.46%
Percentage paid by Direct Debit September 2017	9.55%
Percentage paid by Credit Card September 2017	0.76%
Percentage paid by Payroll September 2017	34.11%
Percentage of Local Suppliers paid September 2017	41.42%
Dollar Value spent with Local Suppliers September 2017	\$427,659.79
Percentage of Non-Local Suppliers September 2017	24.47%
Percentage of Payroll Payments September 2017	34.11%

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 1017.121 AND OFFICER'S RECOMMENDATION

Moved: Cr Fisher

Seconded: Cr Walker

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement, for the month of September 2017 for the Municipal Fund totalling \$1,032,536.47.

CARRIED 9/0

10.3.106 MONTHLY FINANCIAL REPORTS – SEPTEMBER 2017

File Reference:	12.8.1
Disclosure of Interest:	Nil
Applicant:	Nil
Previous Item Nos:	Nil
Date:	16 October 2017
Author:	Nicole Bryant – Manager Finance
Authoriser:	Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

Monthly Financial Report for the period ended 30 September 2017.

Background

Council is requested to review the September 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 September 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 1017.122 AND OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr Wiese

That Council:

Receive the September 2017 Monthly Financial Reports as presented.

CARRIED 9/0

Please note: The attachment has been updated to amend an error on page 2 (Net current Assets) and to include the Special Projects list.



MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2017

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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 SEPTEMBER 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	5,024	11,415	6,391	56%	
General Purpose Funding	1,267,125	316,020	344,241	28,221	8%	
Law, Order and Public Safety	135,838	5,949	7,592	1,643	22%	
Health	5,500	3,624	3,978	354	9%	
Education and Welfare	1,299,024	327,170	397,206	70,036	18%	▲
Housing	12,200	3,048	2,200	(848)	(39%)	
Community Amenities	1,006,256	885,124	961,565	76,441	8%	
Recreation and Culture	555,080	318,928	28,437	(290,491)	(1022%)	▼
Transport	1,652,956	103,718	109,572	5,854	5%	
Economic Services	242,378	60,588	64,008	3,420	5%	
Other Property and Services	146,253	36,558	60,935	24,377	40%	▲
Total (Excluding Rates)	6,327,710	2,065,751	1,991,150	(74,601)		
Operating Expense						
Governance	(613,506)	(189,681)	(181,018)	8,663	5%	
General Purpose Funding	(204,758)	(54,294)	(40,435)	13,859	34%	▲
Law, Order and Public Safety	(475,559)	(134,401)	(95,707)	38,694	40%	▲
Health	(202,407)	(52,279)	(43,605)	8,674	20%	
Education and Welfare	(1,722,909)	(382,211)	(339,611)	42,600	13%	▲
Housing	(32,172)	(9,111)	(5,080)	4,031	79%	
Community Amenities	(1,424,149)	(357,330)	(284,077)	73,253	26%	▲
Recreation and Culture	(3,071,419)	(814,130)	(611,301)	202,829	33%	▲
Transport	(4,278,344)	(1,072,719)	(1,004,780)	67,939	7%	
Economic Services	(708,835)	(171,434)	(129,163)	42,271	33%	▲
Other Property and Services	(30,000)	(49,534)	(135,387)	(85,853)	(63%)	▼
Total	(12,764,058)	(3,287,124)	(2,870,164)	416,960		
Funding Balance Adjustment						
Add back Depreciation	2,480,898	620,199	669,248	49,049	7%	
Adjust (Profit)/Loss on Asset Disposal	54,965	13,743	0	(13,743)	(100%)	▼
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	1,368	1,368	100%	
Adjust Rounding	0	0	0	0		
Net Operating (Ex. Rates)	(3,900,486)	(587,431)	(208,399)	379,032		
Capital Revenues						
Proceeds from Disposal of Assets	117,000	0	0	0		
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	0	0	0		
Total	1,334,618	0	0	0		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,013,558)	(40,119)	(42,257)	(2,137)	(5%)	
Plant and Equipment	(716,613)	(35,000)	(31,185)	3,815	12%	
Furniture and Equipment	(30,000)	0	0	0		
Infrastructure Assets - Roads	(1,160,355)	0	0	0		
Infrastructure Assets - Footpaths	(66,000)	0	0	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)	(112,199)	(107,389)	4,810	4%	
Purchase of Investments	0	0	0	0		
Repayment of Debentures	(220,292)	0	(7,494)	(7,494)	(100%)	
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	(838,823)	(18,750)	(14,126)	4,624	33%	
Total	(4,925,608)	(206,068)	(202,451)	3,617		
Net Capital	(3,590,989)	(206,068)	(202,451)	3,617		
Total Net Operating + Capital	(7,491,475)	(793,499)	(410,850)	382,649		
Rate Revenue	4,670,116	4,670,116	4,581,402	(88,714)	(2%)	
Opening Funding Surplus(Deficit)	2,821,359	2,930,417	2,930,417	0	0%	
Closing Funding Surplus(Deficit)	0	6,807,034	7,100,970	293,936		

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

NET CURRENT ASSETS

	Positive=Surplus (Negative=Deficit)		
	2017-18		
	30/09/2017	31/08/2017	30/09/2016
	This Period	Last Period	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	5,701,488	4,693,222	8,837,515
Cash Restricted	3,900,253	3,784,031	4,187,053
Receivables - Rates and Rubbish, ESL, Excess Rates	1,975,435	3,796,175	1,906,590
Receivables -Other	226,289	189,067	448,961
Inventories	25,315	17,406	1,199
	11,828,780	12,479,901	15,381,317
Less: Current Liabilities			
Payables	(465,819)	(474,137)	(765,561)
Loan Liability	(212,799)	(216,572)	(223,298)
Provisions	(845,116)	(845,116)	(730,966)
	(1,523,734)	(1,535,825)	(1,719,825)
Net Current Asset Position	10,305,047	10,944,076	13,661,493
Less: Cash Restricted	(3,788,388)	(3,784,031)	(4,187,053)
Add Back: Component of Leave Liability not Required to be funded	373,732	373,302	368,990
Add Back: Current Loan Liability	212,799	216,572	223,298
Adjustment for Trust Transactions Within Muni	(2,220)	(1,785)	(23,220)
Net Current Funding Position	7,100,970	7,748,134	10,043,508

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

MAJOR VARIANCES

REPORTABLE OPERATING REVENUE VARIATIONS

EDUCATION AND WELFARE

PERMANENT - HACC, HCP, CHSP: First quarter instalments all higher than budget

RECREATION AND CULTURE

TIMING - Oth Rec: Reimbursements yet to be raised
TIMING - Oth Rec: Grant funding for Skate Park not received

OTHER PROPERTY AND SERVICES

TIMING - Private Works: Income estimated evenly over 12 month period
TIMING - Admin: Refund of bulk Vehicle licensing concession (Will be offset with POC expenditure)

REPORTABLE OPERATING EXPENSES VARIATIONS

GENERAL PURPOSE FUNDING

TIMING - Rates: Debt collection expenses, printing and stationary less than budgeted amount

LAW, ORDER AND PUBLIC SAFETY

TIMING - Fire prevention: Expenditure estimated evenly over 12 month period
TIMING - Other law and order: Expenditure estimated evenly over 12 month period

EDUCATION AND WELFARE

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

COMMUNITY AMENITIES

PERMANENT - Sanitation Household and Sanitation Other: Waste removal and recycling expenditure less than budgeted
PERMANENT - Sewerage: Waste water treatment expenditure less than budgeted amount
TIMING - Town Planning: Expenditure estimated evenly over 12 month period

RECREATION AND CULTURE

PERMANENT - Other Rec & Sport: Parks and gardens, town oval and sundry dry park expenditure less than budgeted amount
TIMING - Libraries: Expenditure estimated evenly over 12 month period
TIMING - Other Culture: Expenditure estimated evenly over 12 month period

ECONOMIC SERVICES

TIMING - Tourism & Area Promotion: Expenditure estimated evenly over 12 month period
TIMING - Building & Control: Expenditure estimated evenly over 12 month period
TIMING - Other Economic Services: Expenditure estimated evenly over 12 month period

OTHER PROPERTY AND SERVICES

TIMING - POC: Plant operation costs underallocated
TIMING - POC: Parts & repairs and depreciation higher than budgeted estimate

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 SEPTEMBER 2017

ACQUISITION OF ASSETS

Summary Acquisitions	Current Budget				
	This Year				
	Original Budget	YTD Budget	Actual	Variance (Under)Over	
	\$	\$	\$	\$	
Inventories					
Land for Resale	0	0	0	0	
Property, Plant & Equipment					
Land and Buildings	1,013,558	40,119	42,257	2,137	▲
Plant & Equipment	716,613	35,000	31,185	(3,815)	▼
Furniture & Equipment	30,000	0	0	0	
Tools	0	0	0	0	
Infrastructure					
Roads	1,160,355	0	0	0	
Footpaths	66,000	0	0	0	
Road Drainage	30,000	0	0	0	
Parks & Ovals	0	0	0	0	
Townscape	0	0	0	0	
Other Infrastructure	849,967	112,199	107,389	(4,810)	▼
Totals	3,866,492	187,318	180,831	(6,487)	



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 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	10,119	7,906	(2,214)	▼
WELFARE - Building (Capital) Disability Toilet - Changing Places	59,000	30,000	30,000	0	
STF HOUSE - Building (Capital) Staff Housing Building (Capital)	20,000	0	0	0	
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	0	0	
Highbury Hall Building Capital	7,500	0	0	0	
NRRC - Building (Capital) NRRC Building (Capital)	50,000	0	260	260	▲
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	0	0	0	
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	0	4,091	4,091	▲
Totals	1,013,558	40,119	42,257	2,137	

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

ACQUISITION OF ASSETS

Plant & Equipment	Current Budget				
	This Year				
	Original Budget	YTD Budget	Actual	Variance (Under)Over	
	\$	\$	\$	\$	
ANIMAL - Plant & Equipment (Capital)					
Light Bar Fixing Ranger Vehicle	2,500	0	741	741	▲
OLOPS - Plant & Equipment (Capital) - OLOPS					
CCTV Upgrade	109,113	0	0	0	
NRRC - Plant & Equipment (Capital)					
NRRC Airconditioner	70,000	0	0	0	
PLANT - Plant & Equipment (Capital)					
Tipper Truck 3 Tonne	25,000	25,000	22,455	(2,545)	▼
10,000L Emulsion Storage Tank	75,000	0	0	0	
John Deere Ride on Mower 2017	10,000	10,000	7,990	(2,010)	▼
24 Tonne Excavator	260,000	0	0	0	
Irrigation Pump	35,000	0	0	0	
8T Side Tipping Truck	110,000	0	0	0	
Trailer & Signs(Event Traffic Management)	10,000	0	0	0	
TOUR - Plant & Equipment (Capital)					
CCTV Installation NCP	10,000	0	0	0	
Totals	716,613	35,000	31,185	(3,815)	

Furniture & Equipment	Current Budget				
	This Year				
	Original Budget	YTD Budget	Actual	Variance (Under)Over	
	\$	\$	\$	\$	
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 SEPTEMBER 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	0	0	0	
ROADC - Roads (Capital) - Roads to Recovery					
Doney Street - Renewal (Local) (R2R)	33,064	0	0	0	
Felspar Street - Renewal (Local) (R2R)	49,983	0	0	0	
Glyde Street - Renewal (Local) (R2R)	14,061	0	0	0	
Garfield Street - Renewal (Local) (R2R)	8,244	0	0	0	
Homer Street - Renewal (Local) (R2R)	6,548	0	0	0	
Fairway Street - Renewal (Local) (R2R)	4,050	0	0	0	
Hale Street - Renewal (Local) (R2R)	11,322	0	0	0	
Hillman Street - Renewal (Local) (R2R)	6,048	0	0	0	
Marsh Street - Renewal (Local) (R2R)	6,480	0	0	0	
May Street - Renewal (Local) (R2R)	12,240	0	0	0	
Gibson Street - Renewal (Local) (R2R)	13,020	0	0	0	
Cresswell Street - Renewal (Local) (R2R)	1,485	0	0	0	
Narrakine Road - Renewal (Local) (R2R)	5,040	0	0	0	
Whimbin Rock Road - Renewal (Rural) (R2R)	285,522	0	0	0	
Wagin-Wickepin Road - Renewal (Rural) (R2R)	18,036	0	0	0	
Narrogin Valley Road - Renewal (Rural) (R2R)	37,152	0	0	0	
Highbury West Road - Renewal (Rural) (R2R)	21,600	0	0	0	
Rowe Street - Renewal (Local) (R2R)	7,965	0	0	0	
ROADC - Roads (Capital) - Regional Road Group					
Narrogin-Harrismith Road - Renewal (Local) (RRG)	607,486	0	0	0	
Totals	1,160,355	0	0	0	

Footpaths	Current Budget				
	This Year				
	Original Budget	YTD Budget	Actual	Variance (Under)Over	
ROADC - Footpaths (Capital)	\$	\$	\$	\$	
Daglish Street Footpath Construction	27,000	0	0	0	
Felspar Street Footpath Construction	27,000	0	0	0	
Williams Road - Footpath Construction	12,000	0	0	0	
Totals	66,000	0	0	0	

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	

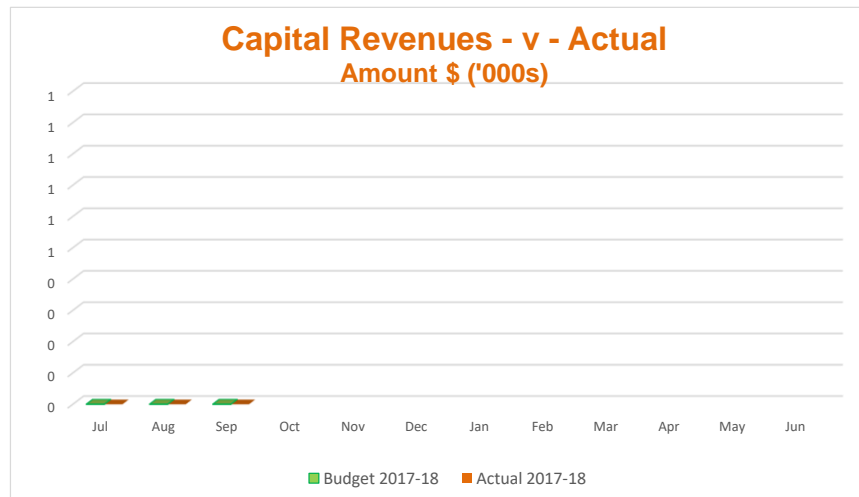
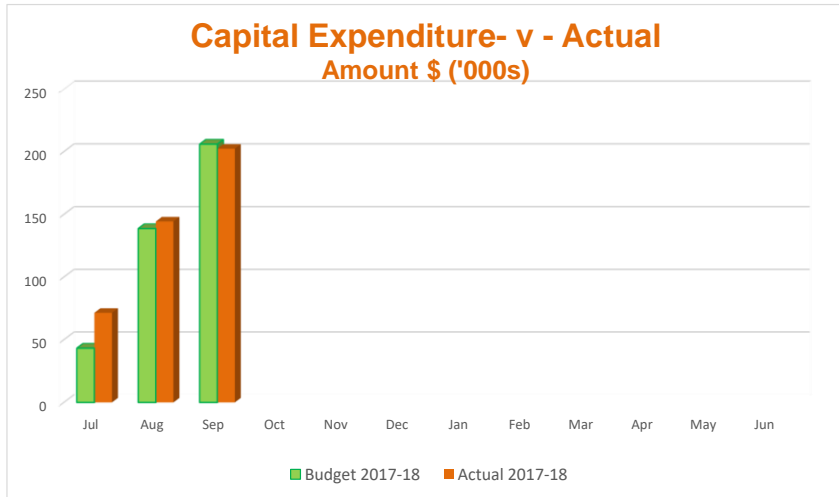
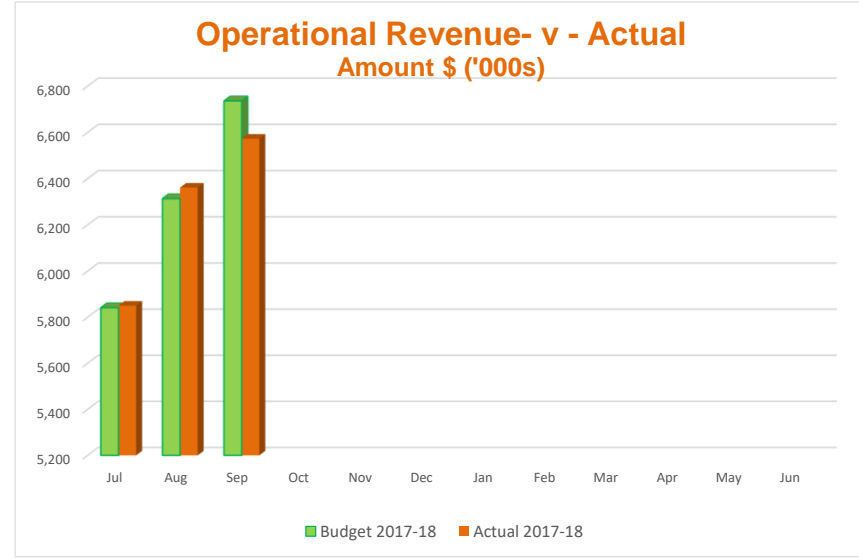
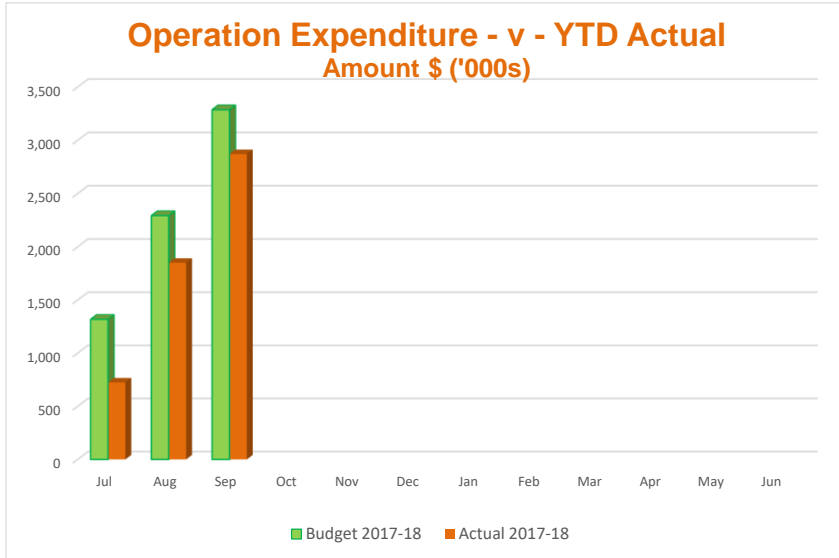
SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2017

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	0	0	
SEW - Infrastructure Other (Capital)					
TWIS Dams	20,000	0	0	0	
COM AMEN - Infrastructure Other (Capital) - Other Community Amenities					
Cemetery Upgrade	85,000	0	200	200	▲
Gnarojin Park Master Plan	30,000	0	0	0	
CBD Enhancement	55,023	13,755	12,819	(936)	▼
NRRC - Infrastructure Other (Capital)					
NRRC Infrastructure Other (Capital)	30,000	0	0	0	↑↑↑
REC - Infrastructure Other (Capital)					
Heritage Trail	12,000	0	0	0	
Memorial Park Paving Upgrade	25,000	0	0	0	
Lions Park - Playground Equipment	50,000	0	0	0	
Jersey Park - Playground Equipment	16,000	0	0	0	
Northwood Park - Playground Equipment	45,000	0	0	0	
Ashworth Park - Playground Equipment	8,000	8,000	6,019	(1,981)	▼
Hockey Club - Playground Equipment	16,000	0	0	0	
Highbury Hall - Playground Equipment	22,000	0	0	0	
Town Clock	10,000	0	0	0	
Skate Park Construction	30,000	7,500	14,280	6,780	▲
Skate Park Improvements	30,000	0	0	0	
ROADC - Infrastructure Other (Capital)					
Street Furniture	12,000	12,000	9,800	(2,200)	▼
Ensign Carpark	60,000	0	0	0	
CWA Carpark	60,000	0	0	0	
TOUR - Infrastructure Other (Capital)					
NCP Infrastructure Upgrade	8,000	8,000	0	(8,000)	▼
Caravan Park Resealing, Line Marking	20,000	0	0	0	
Totals	849,967	112,199	107,389	(4,810)	

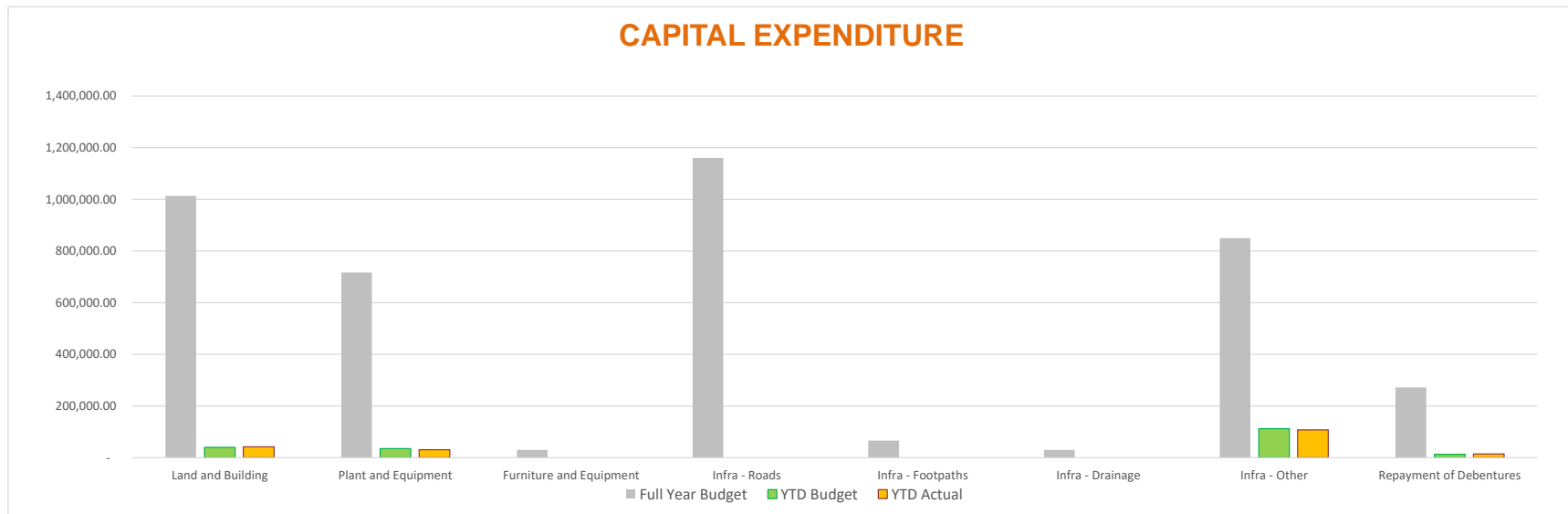
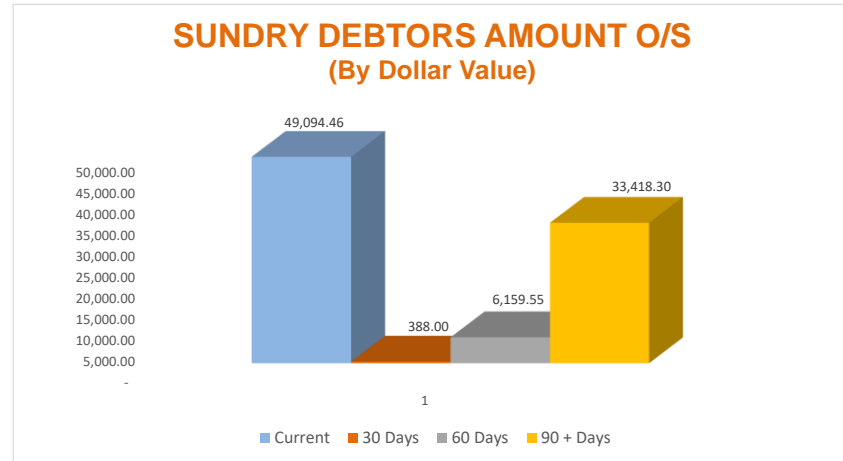
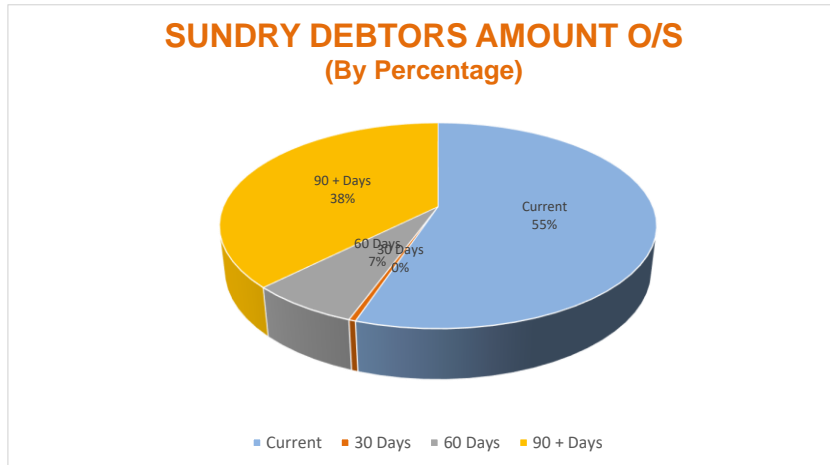
**SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2017**

GRAPHS



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

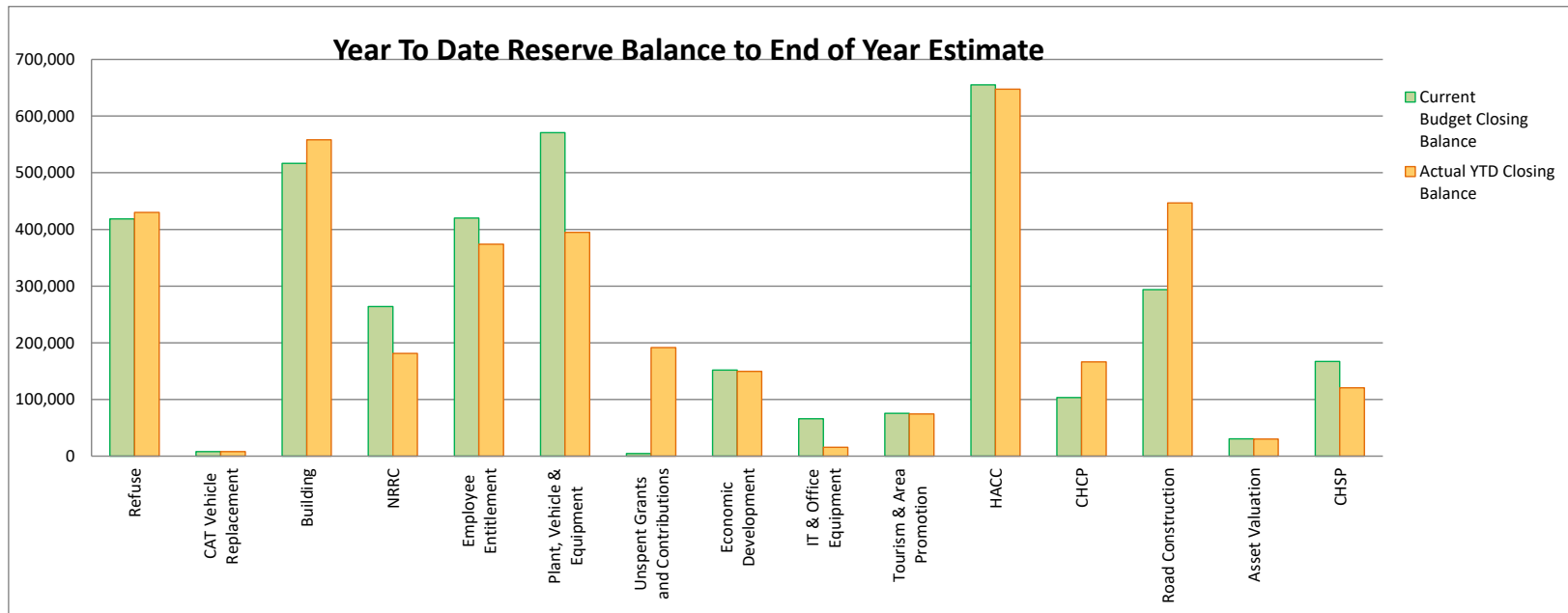
GRAPHS



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 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	1,575	80,000	0	98,000	0		418,385	429,898
CAT Vehicle Replacement	8,021	101	19	0	0	0	0		8,122	8,040
Building	556,072	10,466	2,045	50,000	0	100,000	0		516,538	558,117
NRRC	180,691	3,401	664	80,000	0	0	0		264,092	181,355
Employee Entitlement	372,364	7,008	1,368	40,737	0	0	0		420,109	373,732
Plant, Vehicle & Equipment	393,454	7,405	1,447	410,000	0	240,000	0		570,859	394,901
Unspent Grants and Contributions	190,485	7,639	969	0	0	193,715	0		4,409	191,454
Economic Development	148,995	2,804	548	0	0	0	0		151,799	149,543
IT & Office Equipment	15,734	296	57	50,000	0	0	0		66,030	15,791
Tourism & Area Promotion	73,969	1,392	271	0	0	0	0		75,361	74,240
HACC	645,352	11,232	2,195	8,483	0	10,000	0		655,067	647,547
CHCP	165,412	3,819	746	0	0	65,903	0		103,328	166,158
Road Construction	445,302	8,381	1,637	0	0	160,000	0		293,683	446,939
Asset Valuation	30,000	565	111	0	0	0	0		30,565	30,111
CHSP	120,089	2,429	474	44,604	0	0	0		167,122	120,563
	3,774,262	75,000	14,126	763,824	0	867,618	0		3,745,468	3,788,388



COA	Description	Job	Project No	Description	Description	2017/18 Annual Budget	2017/18 YTD Actual	Responsible Officer		2017						Comments
										July	August	September	October	November	December	
2080601	AGEDSNRS - Building Maintenance	BM080	17/18 - 075	AGEDSNRS - Building Maintenance	Senior Citizen Centre Building Maintenance - Cladding of bus bay Portico to match existing \$6,000, General Maintenance \$3,000	9,000	325.00	Azhar Awang	●							
2080801	WELFARE - Youth Services		17/18 - 076	WELFARE - Youth Services	Proposed Youth Services. Business case to be presented later.	50,000	0	Aaron Cook	●							
2100106	SAN - General Tip Maintenance	W010A	17/18 - 077	SAN - General Tip Maintenance	Highbury Tip Maintenance - Highbury Tip Maintenance	5,000	0.00	Azhar Awang/Torre Evans	●							
2100803	COM AMEN - Public Conveniences Maintenance	BM130	17/18 - 078	COM AMEN - Public Conveniences Maintenance	Mackie Park Public Toilets and Office Maintenance - Mackie Park Public Toilets and Office Maintenance	13,096	0.00	Azhar Awang	●							
2100803	COM AMEN - Public Conveniences Maintenance	BM131	17/18 - 079	COM AMEN - Public Conveniences Maintenance	Gnarojin Park Public Toilets Maintenance - Gnarojin Park Public Toilets Maintenance	6,309	100.00	Azhar Awang	●							
2100803	COM AMEN - Public Conveniences Maintenance	BM132	17/18 - 080	COM AMEN - Public Conveniences Maintenance	Smith St Public Toilets (Coles Carpark) Maintenance - Smith St Public Toilets (Coles Carpark) Maintenance	14,905	0.00	Azhar Awang	●							
2100803	COM AMEN - Public Conveniences Maintenance	BM133	17/18 - 081	COM AMEN - Public Conveniences Maintenance	Harris St Public Toilets (Museum) Maintenance - Harris St Public Toilets (Museum) Maintenance	4,790	0.00	Azhar Awang	●							
2100803	COM AMEN - Public Conveniences Maintenance	BM138	17/18 - 082	COM AMEN - Public Conveniences Maintenance	Highbury Public Toilets Maintenance - Highbury Public Toilets Maintenance	6,000	0.00	Azhar Awang	●							
2100805	COM AMEN - Townscape		17/18 - 083	COM AMEN - Townscape	Highbury Townscape \$8,000	8,000	0	Torre Evans	●							
4100860		IO089	17/18 - 084	COM AMEN - Infrastructure Other (Capital)	CBD Enhancement \$55,022	55,023	11,863.91	Torre Evans/Azhar Awang	●							
2110300	REC - Parks & Gardens Maintenance/Operations	W063	17/18 - 085	REC - Parks & Gardens Maintenance/Operations	Gnarojin Park Maintenance/Operations - Dead wooding of trees	52,165	3,163.75	Torre Evans	●							
2110302	REC - Sundry Dry Parks/Reserves Maintenance/Operations	W081	17/18 - 086	REC - Sundry Dry Parks/Reserves Maintenance/Operations	Management plan Foxes Lair & Railway Dam \$20,000, PG Main \$10,000	35,653	232.64	Azhar Awang	●							
2110330	REC - Consultants		17/18 - 087	REC - Consultants	Development of Sport and recreation Master plan (included in Strategic plan) \$60,000, General consultation \$10,000	70,000	0	Aaron Cook	●							
2110601	HERITAGE - Building Maintenance	BM201	17/18 - 088	Museum Building Maintenance	Museum Building Maintenance \$6,450.00, Modify existing doorway \$1,000	8,993	3,585.93	Azhar Awang	●							
2110806	OTHCUCL - Community Arts GEN		17/18 - 089	OTHCUCL - Community Arts GEN	Public Art Strategy	40,000	0.00	Azhar Awang	●							
2110824	OTHCUCL - Arts Narrogin		17/18 - 090	OTHCUCL - 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	●							
		WAN000	17/18 - 091	Road Maintenance Flood Damage	Roadworks - WANDRRA Claim works	784,723	0.00	Torre Evans	●							
2120200	ROADM - Road Maintenance	RM058	17/18 - 092	ROADM - Road Maintenance	White Road Pit rehab	4,000	0.00	Torre Evans	●							
2120200	ROADM - Road Maintenance	RM205	17/18 - 093	ROADM - Road Maintenance	Whimbin Rock Road Pit rehab	4,000	17,798.22	Torre Evans	●							
2120200	ROADM - Road Maintenance	RM239	17/18 - 094	ROADM - Road Maintenance	Cardwell Road Pit rehab	4,000	0.00	Torre Evans	●							
2120200	ROADM - Road Maintenance	RM253	17/18 - 095	ROADM - Road Maintenance	Hilders Road Pit rehab	4,000	0.00	Torre Evans	●							
2120200	ROADM - Road Maintenance	RM207	17/18 - 096	ROADM - Road Maintenance	Wagin - Wickepin Road Pit rehab	4,000	3,794.76	Torre Evans	●							
2120210	ROADM - Street Tree Maintenance	TREES	17/18 - 097	Street Tree Maintenance	Materials \$10,000, Powerline pruning & Large tree pruning \$25,000	540,516	16,021.55	Torre Evans	●							
2120214	ROADM - Depot Building Maintenance	BM211	17/18 - 098	ROADM - Depot Building Maintenance	Lydeker Depot Building Maintenance - Materials \$10,000, Contractors \$5,000, Sea containers \$4,500 (install LED lights, relocate A/C, install shelving)	63,291	5,199.23	Torre Evans/Azhar Awang	●							
2120404	AERO - Expensed Minor Asset Purchases		17/18 - 099	AERO - Expensed Minor Asset Purchases	Airport Cones	8,000	0	Torre Evans	●							
2130206	TOUR - Visitor Centre Contribution		17/18 - 100	TOUR - Visitor Centre Contribution	Dryandra Visitor Centre Donation \$35,000, plus increased \$25,000.	60,000	660	Frank Ludovico	●							
2140524	ADMIN - Expensed Minor Asset Purchases		17/18 - 101	ADMIN - Expensed Minor Asset Purchases	Fire rated Legal Documents storage \$2,000 plus \$2,500 general	4,500	728	Frank Ludovico	●							
						5,700,989	175,582									

 Anticipated completion date

10.3.107 TERMS OF REFERENCE - COUNCIL COMMITTEES AND REFERENCE GROUPS - COMMUNITY CHEST REFERENCE GROUP AND ROAD REFERENCE GROUP

File Reference: 13.3.2 and 15.1.1
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Item 10.2.135, 25 October 2016 (Council Resolution 1016.166)
Item 10.1.021 22 March 2017 (Council Resolution 0317.027)
Date: 10 October 2017
Author: Frank Ludovico – Executive Manager Corporate and Community Services
Authorising Officer: Aaron Cook – Chief Executive Officer

Attachments

- Attachment 1 – Amended Terms of Reference – Community Chest Reference Group and Roads Reference Group.

Summary

At the 25 October 2016 council meeting the Terms of References for Council Committees and Reference groups were adopted. At the 22 March 2017 council meeting, the terms of reference for the Roads Reference Group was adopted.

These Terms of Reference have been reviewed in preparation for Committee and Reference Group appointments following the 21 October 2017 council elections.

It is recommended that the terms of reference for Community Chest Reference Group and Roads Reference Group be altered, by only allowing voting rights for elected members, and not officers of the local government.

Background

At the 25 October 2016 council meeting the Terms of References for Council Committees and Reference groups were adopted incorporating all the requirements listed above.

At the 22 March 2017 council meeting, the terms of reference for the Roads Reference Group was adopted.

These Terms of Reference have been reviewed in preparation for Committee and Reference Group appointments following the 21 October 2017 council elections.

Comment

In most councils, committees and reference groups allow only elected members to move and adopt motions.

The Community Chest Reference Group is unusual as two officers, the Executive Manager Corporate and Community Service and the Manager Leisure & Culture, have this power. It is understood this power has been exercised in the past.

In terms of consistency and accountability, it is appropriate that only elected members are able to move and adopt motions.

In relation to the Roads Reference Group, once again the terms of reference allow for staff to have voting rights. These have not been exercised and there is no intention to seek this power. However, the terms of reference are not clear and amending them will provide for clarity.

It is recommended that the terms of reference for Community Chest Reference Group and Roads Reference Group be altered, by only allowing voting rights to elected members. The variations are highlighted in red in the Attachments.

As with other committees or reference groups, officers provide input into the decision making process by preparing agenda items and making recommendations.

No further amendments to the Terms of Reference for councils, committees and reference groups is recommended.

Consultation

- Aaron Cook – Chief Executive Officer

Statutory Environment

Local Government Act 1995 – s.5.8 – Establishment of Committees

Policy Implications

Terms of Reference for Council Committees and Reference Groups

Financial Implications

Nil.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
2. Social Objective (To provide community facilities and promote social interaction)	
Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.3 Facilitate and support community events

Shire of Narrogin Strategic Community Plan 2017-2027	
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

Absolute Majority

COUNCIL RESOLUTION 1017.123 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Ballard

That Council:

Adopt the Terms of Reference for Community Chest Reference Group and Road Reference Group as per the attachment.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

2.2 Community Chest Reference Group

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

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

History Established 25 October 2016

Establishment

Objectives A working group to review applications for Council assistance, prior to Officer's report to Council on suggested allocations from Budget.

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	3	President Elected member x 2
Employees, including ex-officio No Voting Rights	2	Executive Manager Corporate & Community Serv. Manager Leisure & Culture
Other persons – Community at large	0	
- Specific organisations	0	
Total Participation	5	

Administrative Support

Senior Officer responsible	Manager Leisure & Culture
Initial contact person	Admin Support Officer, Development & Regulatory Services

Role and Scope of Committee

1. To –
 - a) review applications from community groups for assistance from the annual Budget allocation made by Council; and
 - b) make recommendations to Council through the Senior Officer responsible.

– End of TOR

Notes

2.3 Roads Reference Group

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

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

History Established 22 March 2017

Establishment

Objectives A working group to enhance communication between elected members and Technical & Rural Services staff –for

- information exchange
- discussion of technical issues.

Meeting frequency Quarterly –

- August – review roadworks program and recommended timetable
- November – progress review
- February – progress review, consider priorities for Budget consideration
- May – progress review, confirm Budget priorities for consideration

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members	3	Elected members x 3
Employees, including ex-officio No Voting Rights	3	Executive Manager Technical & Rural Services Manager Operations Technical Officer
Other persons – Community at large	0	
- Specific organisations	0	
Total Participation	6	

Administrative Support

Senior Officer responsible	Executive Manager Technical & Rural Services
Initial contact person	Technical Officer

Role and Scope

1. To –

- a) review progression of the road works program;
- b) ensure issues of concern to resident and users of the Shire’s road network are discussed;
- c) provide feedback regarding roadworks priorities for annual budget consideration;
- d) consider priorities for roadworks consistent with Roads Asset Management Plan; and
- e) make recommendations to Council through the Senior Officer responsible.
- f) Consider requirements of Work Crew to implement road programs (plant).

– End of TOR

Notes

7:47 pm – The CEO left the meeting and returned at 7:49 pm.

10.3.108 COUNCIL AND COMMUNITY COMMITTEE REPRESENTATION

File Reference: 13.3.2
Disclosure of Interest: Nil
Applicant: Not applicable
Previous Item Nos: Nil
Date: 16 October 2017
Author: Mr Aaron Cook – Chief Executive Officer
Authorising Officer: Nil

Attachments

Nil

Summary

- Following the Election on 21 October 2017 Council must appoint elected members to represent Council at committee meetings, reference group meetings and meetings of external organisations

Background

- After each election, Council is required to review the committees of council and receive nominations for the standing committees, occasional committees and the community organisation representatives. These elected members are then expected to attend these meetings and represent Council.
- The previous agenda item reviewed the council committees and reference groups' terms of reference

Comment

- It is noted that no committees have delegated authority provided to it unless directly resolved by Council on specific matters.
- The current representation is as follows and concludes in October 2017.

Council Committee members & deputy members

Council Committees are those where Council does exercise control (establishment, dissolution etc).

Appointed - 25 October 2016 Concluding – October 2017

Committee	Member/s	Deputy/s
Audit Committee	President Leigh Ballard	n/a
	Cr Tim Wiese, Deputy President	
	Cr Colin Ward	
	Cr Nathan Walker	
	Cr Paul Schutz	

	Cr Murray Fisher	
	Cr Brian Seale	
	Cr Clive Bartron	
	Cr Geoff Ballard	
Narrogin Airport Committee	President Leigh Ballard	Cr Geoff Ballard
	Cr Tim Wiese, Deputy President	
	Cr Colin Ward	
	Cr Murray Fisher	
Local Emergency Management Committee	Cr Clive Bartron, Chair	President Leigh Ballard
	Cr Brian Seale	Cr Nathan Walker
	WA Police OIC Narrogin <i>ex-officio (LEM Coordinator)</i>	n/a
	Dept Fire & Emergency Services Narrogin Regional Officer	
	Narrogin Regional Hospital WACHS Operations Manager Southern Wheatbelt or delegate	
	Narrogin Volunteer Bush Fire Brigades CBFCO or DCBFCO (Rural)	
	Narrogin VFRS Unit Captain	
	Narrogin SES Unit Manager or delegate	
	Water Corporation	
	Western Power	
	Dept of Child Protection & Family Support	
	Dept of Agriculture & Food WA	
	Dept of Parks & Wildlife Regional Manager or delegate	
	Narrogin St John Ambulance Sub-Centre	
Australia Day and Honours Committee	President Leigh Ballard	Cr Murray Fisher
	Cr Colin Ward	Cr Brian Seale
	Narrogin Lions Club President or delegate	n/a
	Narrogin Rotary Club President or delegate	
	Narrogin Residents & Ratepayers Assoc. President or delegate	
Narrogin District Townscape Committee	Cr Clive Bartron	Cr Tim Wiese, Deputy President
	Cr Geoff Ballard	Cr Paul Schutz

	Community (indigenous representative) Mr Andrew Ninnett	n/a
	Community (disabled/aged expertise) Mr Chris Bolton	
	Highbury District Community Council President or delegate	
	Narrogin Chamber of Commerce Chairperson or delegate	
	Arts Narrogin Chair or delegate	

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

Council Reference Groups

Reference Groups are those where Council does exercise control (establishment, dissolution etc).

Appointed - 25 October 2016 Concluding – October 2017

Committee	Member/s	Deputy/s
Community Assisted Transport Service Stakeholder (CATS) Reference Group	Cr Clive Bartron	Cr Paul Schutz
	Narrogin Lions Club	n/a
	Narrogin Revheads	
	Shire of Wagin	
	Shire of Cuballing Cr Dawson Bradford / Cr Roger Newman	
	Narrogin & District Senior Citizens	
	Volunteer driver representative	
Community Chest Reference Group	President Leigh Ballard	Cr Murray Fisher Cr Brian Seale
	Cr Tim Wiese, Deputy President	
	Cr Colin Ward	
	Executive Manager Corporate & Community Services	CEO Exec Mgr Develop & Regulatory Serv.
	Manager Leisure & Culture	
Roads Reference Group	Cr T Wiese	Cr G Ballard
	Cr C Ward	
	Cr N Walker	
	Executive Manager Technical & Rural Services	
	Manager Operations	
	Technical Officer	

External organisations: Council representatives & deputy representatives

External organisations are those where Council does not exercise control (establishment, dissolution etc).

Commencing - 25 October 2016

Concluding – October 2017

External Organisation	Delegate/s	Deputy/s
Development Advisory Panel must be elected member	President Leigh Ballard Cr Geoff Ballard	Cr Tim Wiese, Deputy President Cr Paul Schutz
Central Country Zone WALGA must be elected member	President Leigh Ballard Cr Tim Wiese, Deputy President	Cr Clive Bartron Cr Geoff Ballard
Wheatbelt South Regional Road Group (& Narrogin Sub-Group) must be elected member	President Leigh Ballard Cr Nathan Walker	Cr Tim Wiese, Deputy President Cr Colin Ward
Narrogin Chamber of Commerce	Cr Murray Fisher Cr Brian Seale CEO	n/a
Dryandra Country Visitors Centre	Cr Colin Ward	Cr Murray Fisher
Narrogin Cottage Homes Committee	Cr Tim Wiese, Deputy President	Cr Murray Fisher
Regional Waste Management Group	President Leigh Ballard	Cr Brian Seale
Dryandra Voluntary Regional Organisation of Councils	President Leigh Ballard Cr Tim Wiese, Deputy President	n/a

- The Shire President is to call for nominations from the Elected Members for the above committees and these nominations once finalised will be placed within the resolution presented.

Consultation

Nil

Statutory Environment

- *Local Government Act 1995 Section 5.10 – Appointment of committee members.*
- *Local Government Act 1995 Section 5.11 – Tenure of committee membership.*
- *Local Government Act 1995 Section 7.1A – requirement to establish an audit committee*
- *Emergency Management Act 2005 – s.38 – requirement to establish a local emergency management committee.*

Policy Implications

- Nil

Financial Implications

- There are no financial implications relevant to this appointment process, but expenses will be incurred to facilitate attendance and support committee and working groups (eg officer time). These expenses are generally covered within Council's budget.

Strategic Implications

- The membership of elected members within certain committees provides the ability for Council to be able to fulfil some of its strategic implications through actions and input into these committees.

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Objective	2. Social Objective (To provide community facilities and promote social interaction)
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)

Voting Requirements

- Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Revoke all appointments of members or deputies to Council committees or reference groups and nominations of representatives and alternates to external organisations.
2. Endorse the following elected members to represent Council on the following committees, reference groups and external organisations and approve representatives and alternates from external organisations.

Council committee members & deputy members

Council committees are those where Council does exercise control (establishment, dissolution etc).

Appointed - 25 October 2017 Concluding – October 2019

Committee	Member/s	Deputy/s
Audit Committee	1	n/a
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
Narrogin Airport Committee	1	1
	2	
	3	
	4	
Local Emergency Management Committee	1	1
	2	2
	WA Police OIC Narrogin <i>ex-officio (LEM Coordinator)</i>	n/a
	Dept Fire & Emergency Services Narrogin Regional Officer	
	Narrogin Regional Hospital WACHS Operations Manager Southern Wheatbelt or delegate	
	Narrogin Volunteer Bush Fire Brigades CBFCO or DCBFCO (Rural)	
Narrogin VFRS Unit Captain		

	Narrogin SES Unit Manager or delegate	
	Water Corporation	
	Western Power	
	Dept of Child Protection & Family Support	
	Dept of Agriculture & Food WA	
	Dept of Parks & Wildlife Regional Manager or delegate	
	Narrogin St John Ambulance Sub-Centre	
Australia Day and Honours Committee	1	1
	2	2
	Narrogin Lions Club President or delegate	n/a
	Narrogin Rotary Club President or delegate	
Narrogin Residents & Ratepayers Assoc. President or delegate		
Narrogin District Townscape Committee	1	1
	2	2
	Community (indigenous representative) Mr Andrew Ninyett	n/a
	Community (disabled/aged expertise) Mr Chris Bolton	
	Highbury District Community Council President or delegate	
	Narrogin Chamber of Commerce Chairperson or delegate	
	Arts Narrogin Chair or delegate	

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

Council Reference Groups

Reference groups are those where Council does exercise control (establishment, dissolution etc).

Appointed - 25 October 2017

Concluding – October 2019

Committee	Member/s	Deputy/s
Community Assisted Transport Service Stakeholder Reference Group	1	1
	Narrogin Lions Club	n/a
	Narrogin Revheads	
	Shire of Wagin	
	Shire of Cuballing	

	Cr Dawson Bradford / Cr Roger Newman	
	Narrogin & District Senior Citizens	
	Volunteer driver representative	
Community Chest Reference Group	1	1
	2	2
	3	
	Executive Manager Corporate & Community Services	CEO
	Manager Leisure & Culture	Exec Mgr Develop & Regulatory Serv.
Roads Reference Group	1	1
	2	
	3	
	Executive Manager Technical & Rural Services	
	Manager Operations	
	Technical Officer	

External organisations: Council representatives & deputy representatives

External organisations are those where Council does not exercise control (establishment, dissolution etc).

Commencing - 25 October 2017

Concluding – October 2019

External Organisation	Delegate/s	Deputy/s
Development Advisory Panel must be elected member	1	1
	2	2
Central Country Zone WALGA must be elected member	1	1
	2	2
Wheatbelt South Regional Road Group (& Narrogin Sub-Group) must be elected member	1	1
	2	2
Narrogin Chamber of Commerce	1	n/a
	2	
	3	
Dryandra Country Visitors Centre	1	1
Narrogin Cottage Homes Committee	1	1
Regional Waste Management Group	1	1
Dryandra Voluntary Regional Organisation of Councils	1	n/a
	2	

COUNCIL RESOLUTION 1017.124 AND OFFICER'S RECOMMENDATION

Moved: Cr Ward

Seconded: Cr Wiese

That Council:

1. Revoke all appointments of members or deputies to Council committees or reference groups and nominations of representatives and alternates to external organisations.
2. Endorse the following elected members to represent Council on the following committees, reference groups and external organisations and approve representatives and alternates from external organisations.

Council committee members & deputy members

Council committees are those where Council does exercise control (establishment, dissolution etc).

Appointed -

25 October 2017

Concluding –

October 2019

Committee	Member/s	Deputy/s
Audit Committee	President Leigh Ballard	n/a
	Cr Tim Wiese, Deputy President	
	Cr Colin Ward	
	Cr Nathan Walker	
	Cr Paul Schutz	
	Cr Murray Fisher	
	Cr Brian Seale	
	Cr Clive Bartron	
Narrogin Airport Committee	President Leigh Ballard	Cr Geoff Ballard
	Cr Tim Wiese, Deputy President	
	Cr Colin Ward	
	Cr Murray Fisher	
Local Emergency Management Committee	Cr Clive Bartron	President Leigh Ballard
	Cr Brian Seale	Cr Nathan Walker
	WA Police OIC Narrogin <i>ex-officio (LEM Coordinator)</i>	n/a
	Dept Fire & Emergency Services Narrogin Regional Officer	
	Narrogin Regional Hospital WACHS Operations Manager Southern Wheatbelt or delegate	
Narrogin Volunteer Bush Fire Brigades CBFCO or DCBFCO (Rural)		

	Narrogin VFRS Unit Captain	
	Narrogin SES Unit Manager or delegate	
	Water Corporation	
	Western Power	
	Dept of Child Protection & Family Support	
	Dept of Agriculture & Food WA	
	Dept of Parks & Wildlife Regional Manager or delegate	
	Narrogin St John Ambulance Sub-Centre	
Australia Day and Honours Committee	President Leigh Ballard	Cr Murray Fisher
	Cr Colin Ward	Cr Brian Seale
	Narrogin Lions Club President or delegate	n/a
	Narrogin Rotary Club President or delegate	
Narrogin Residents & Ratepayers Assoc. President or delegate		
Narrogin District Townscape Committee	Cr Clive Bartron	Cr Murray Fisher
	Cr Geoff Ballard	Cr Brian Seale
	Community (indigenous representative) Mr Andrew Ninyett	n/a
	Community (disabled/aged expertise) Mr Chris Bolton	
	Highbury District Community Council President or delegate	
	Narrogin Chamber of Commerce Chairperson or delegate	
Arts Narrogin Chair or delegate		

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

Council Reference Groups

Reference groups are those where Council does exercise control (establishment, dissolution etc).

Appointed - 25 October 2017 Concluding – October 2019

Committee	Member/s	Deputy/s
Community Assisted Transport Service Stakeholder Reference Group	Cr Clive Bartron	Cr Paul Schutz
	Narrogin Lions Club	n/a
	Narrogin Revheads	
	Shire of Wagin	

	Shire of Cuballing Cr Dawson Bradford / Cr Roger Newman	
	Narrogin & District Senior Citizens	
	Volunteer driver representative	
Community Chest Reference Group	President Leigh Ballard	Cr Murray Fisher
	Cr Tim Wiese, Deputy President	Cr Brian Seale
	Cr Colin Ward	
	Executive Manager Corporate & Community Services Manager Leisure & Culture	CEO Exec Mgr Develop & Regulatory Serv.
Roads Reference Group	Cr Tim Wiese	Cr Geoff Ballard
	Cr Colin Ward	
	Cr Nathan Walker	
	Executive Manager Technical & Rural Services	
	Manager Operations Technical Officer	

External organisations: Council representatives & deputy representatives

External organisations are those where Council does not exercise control (establishment, dissolution etc).

Commencing - 25 October 2017

Concluding – October 2019

External Organisation	Delegate/s	Deputy/s
Development Advisory Panel must be elected member	President Leigh Ballard	Cr Tim Wiese, Deputy President
	Cr Geoff Ballard	Cr Paul Schutz
Central Country Zone WALGA must be elected member	President Leigh Ballard	Cr Clive Bartron
	Cr Tim Wiese, Deputy President	Cr Geoff Ballard
Wheatbelt South Regional Road Group (& Narrogin Sub-Group) must be elected member	President Leigh Ballard	Cr Tim Wiese, Deputy President
	Cr Nathan Walker	Cr Colin Ward
Narrogin Chamber of Commerce	Cr Murray Fisher	n/a
	Cr Brian Seale	
	Chief Executive Officer	
Dryandra Country Visitors Centre	Cr Murray Fisher	Cr Brian Seale
Narrogin Cottage Homes Committee	Cr Tim Wiese, Deputy President	Cr Murray Fisher
Regional Waste Management Group	President Leigh Ballard	Cr Brian Seale
Dryandra Voluntary Regional Organisation of Councils	President Leigh Ballard	n/a
	Cr Tim Wiese, Deputy President	
Narrogin Community Support Organisation	Cr Brian Seale	

Narrogin Community Childcare Centre	Cr Paul Schutz	
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CARRIED 9/0

Reason for change: To finalise the nominations for the members of Council Committees, Council Reference Groups and external organisations and to include the Narrogin Community Support Organisation and the Narrogin Community Childcare Centre on the list of external organisations.

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

Nil

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

The following late item, approved by the person presiding, was presented to Council for consideration.

12.1.109 VARIATION TO RESTRICTED BURNING PERIOD

COUNCIL RESOLUTION 0917.117 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Ward

That Council:

Amend the commencement of the Shire of Narrogin Prohibited Burning Period from 1 November 2017 to 15 November 2017 owing to the wet weather the Shire is experiencing subject to the following conditions:

1. The amended Prohibited Burning Period be advertised in the local paper;
2. All Fire Control Officers' be advised of the amended Prohibited Burning Period; and
3. The adjoining Shires be advised of the Shire of Narrogin amended Prohibited Burning Period.

CARRIED 9/0

13. CLOSURE OF MEETING

8.07 pm – President Ballard declared the meeting closed.