



Shire of
Narrogin

**MINUTES
ORDINARY COUNCIL MEETING**

26 APRIL 2017

These minutes were confirmed at the Ordinary Council Meeting held 24 May 2017

Signed:  Date 24/5/17
(Presiding Member at the meeting at which minutes were confirmed)

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

ORDINARY COUNCIL MEETING MINUTES

26 APRIL 2017

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7.34 pm – President Ballard declared the meeting open.

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

Elected Members

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

Staff

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

Apologies

Cr C Ward

Visitors

Mr N Mitchell – Merger Project Manager – Shire of Narrogin
Mr P Denman – Denman Technical Solutions

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

Nil

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 0417.044 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Wiese

That Council:

Accept the minutes of the Ordinary Council Meeting held on 12 April 2017 and they be confirmed as an accurate record of proceedings.

CARRIED 8/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

DISCLAIMER READING

The person presiding will read the disclaimer to those present.

The recommendations contained in this Agenda are Officer's 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 this meeting is recorded for minute taking purposes.

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

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10.1 DEVELOPMENT AND TECHNICAL SERVICES

10.1.037 OLD COURTHOUSE MUSEUM – CONSERVATION MANAGEMENT PLAN – LOT 1699 (RESERVE 33682) EGERTON STREET, NARROGIN

File Reference:	26.3.10
Disclosure of Interest:	Nil
Applicant:	Nil
Previous Item Nos:	Nil
Date:	18 April 2017
Author:	Azhar Awang – Executive Manager Development & Regulatory Services
Authorising Officer:	Aaron Cook – Chief Executive Officer

Attachments

- Attachment 1 – Locality Plan
- Attachment 2 – Aerial Photograph
- Attachment 3 – Conservation Management Plan

Summary

Council's consideration is requested in regards to the adoption of the Conservation Management Plan for the Old Courthouse Museum located at Lot 1699 number 37 Egerton Street, Narrogin.

Background

Laura Gray of Heritage Intelligence (WA) was appointed by the Council to develop a Conservation Management Plan for the Old Courthouse Museum Located at Lot 1699 (number 37) Egerton Street, Narrogin.

The aim of the Conservation Management Plan is to retain or recover the cultural significance of the place and must include provision for its security, maintenance and its future in accordance with the Burra Charter 2013. The Conservation Management Plan has been developed within the guidelines of the Heritage Council's brief for Conservation Plans.

The Old Courthouse Museum was originally the Narrogin State School which was constructed in 1894 and later through the years was used as a Courthouse, Agricultural Bank, reverted back to the Courthouse and finally used as a museum in the latter years.

The Old Courthouse Museum is comprised of a single story stone building with brick construction and a corrugated iron gable roof which has been influenced through the Federation Free Style constructed in stages between 1894 and 1905.

As part of the Conservation Management Plan, a Conservation Policy has been developed in response to the assessment of the cultural heritage significance of the place. The purpose of the Conservation Plan is to establish a framework within which the cultural significance of the place can be retained, respected and protected. The policy outlines an appropriate framework for decision making and recommends a logical sequence of works to facilitate the short term and long term conservation of the place.

Comment

The Old Courthouse Museum is listed in the State Register as a place of Cultural Heritage significance in April 2008.

The Old Courthouse Museum is also listed in the Shire of Narrogin Town Planning Scheme No 2 as a place of Significant and Historic Places. Clause 2.6 of the Planning Scheme under Policy Statement states as follows:

The Places described in the Schedule hereunder and situated on the lands shown as Significant and Historic Places on the Scheme Map are considered by the Council to be of historic, architectural, scientific, scenic or other value that should be retained in their present state or restored to their original state or to a state acceptable to the Council.

The adoption of the Conservation Management Plan for the Old Courthouse Museum will assist Council with a framework for decision making and recommends a logical sequence of works to facilitate the short term and long term conservation of the place.

Consultation

- Laura Gray – Heritage Intelligence (WA)

Statutory Environment

State Heritage of Western Australia Act 1990

Section 11 – Public Authorities to assist in conservation of registered places.

Town of Narrogin Town Planning Scheme No 2

Clause 2.6 Significant and Historic Places.

Clause 6.3 Application for Special Approval.

Policy Implications

Nil

Financial Implications

There will be financial implications to Council associated with the conservation of Heritage places; however, grants can be sourced through the Heritage Council funding applications. Quotes will be required for the works requiring immediate action as identified in section 16.1 of the Conservation Management Plan through the annual budget process.

Strategic Implications

Strategic Community Plan 2012 – 2017

Key Objective 1 – Economic Development

1.5 Support Tourism, Arts and sports initiative, recognising the economic impact that they provide to the businesses and general community.

Key Objective 6 – Infrastructure and Asset Management

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

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0417.045 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Schutz

That Council:

Adopt the attached Conservation Management Plan for the Old Courthouse Museum at Lot 1699, no 37 (Reserve 33682) Egerton Street, Narrogin.

CARRIED 8/0



Attachment 2 – Aerial Photograph

HERITAGE INTELLIGENCE (WA)

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

HERITAGE & CONSERVATION CONSULTANT

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Shire of Narrogin RECEIVED	
Directed to	<u>Loriann</u>
31 JAN 2017	
Ref No	<u>ICR179605</u>
Property File	
Subject File	<u>5.4.7</u>
Ref	

27 January 2017

Chief Executive Officer
Town of Narrogin
PO Box 1145
NARROGIN WA 6312

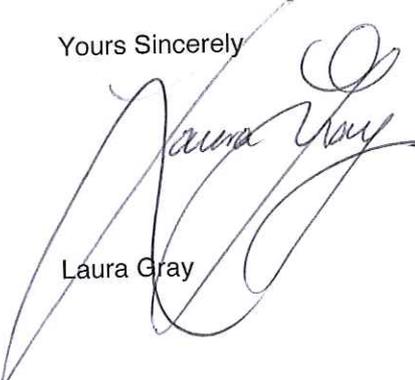
ATTENTION Loriann Bell
Administrative Support Officer
Development and Regulatory Services

Dear Loriann

DRAFT REPORT
Courthouse Museum, Narrogin
CONSERVATION MANAGEMENT PLAN

Thankyou for your patience, the break time got away from me.
Enclosed please find a hard copy of the draft report, and a CD of the same.
Happy to discuss as you review.
Also attached is an invoice for 50% of the fee per contract.
I look forward to your comments and finalising the project.

Yours Sincerely


Laura Gray

CONSERVATION MANAGEMENT PLAN



COURTHOUSE MUSEUM, NARROGIN

Prepared
for

Shire of Narrogin

By

HERITAGE INTELLIGENCE (WA)

Laura Gray

DRAFT January 2017

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EXECUTIVE SUMMARY

Courthouse Museum, Narrogin is located on the southeast corner of the Egerton and Earl streets intersection in the town of Narrogin.

Courthouse Museum was originally the Narrogin State School constructed in 1894. Since that time it has facilitated a number of functions with varying additions and installations:

1903	Second classroom added
1905	Courthouse - two rooms added
1908-1925	Agricultural Bank, later Rural & Industries Bank (R&I) partitions & strongroom
1925-1947	Vacant (no evidence to the contrary)
1947-1970	Courthouse
1971-73	Office accommodation
1976	The Old Courthouse Museum was opened

In 2017, *Courthouse Museum, Narrogin* continues to operate as the Old Courthouse Museum.

This report refers to the place as *Courthouse Museum, Narrogin* in line with the State Heritage Office's registration document that substantiates the cultural heritage significance of the place by its entry into the Register of Heritage Places. The Statement of Significance from the State Heritage Office's Registration documentation is:

Courthouse Museum, Narrogin, a single-storey stone building with brick quoining and a corrugated iron gable roof, showing influences of Federation Free style and constructed in stages between 1894 and 1905, has cultural heritage significance for the following reasons:

the place reflects changing educational requirements and expectations around the turn of the twentieth century, and the rapid growth of the Narrogin district;

the place was designed by architect George Temple Poole, Colonial Architect and Superintendent of the Public Works Department (1885-1896), and typifies the scale, materials and design of his rural government buildings;

the place is an elegant architectural piece with attractive use of local stone, brick quoining openings and corners, and arched doorways;

the place is representative of the Western Australian government practice of recycling and adapting government buildings for alternate uses; and,

the place is valued by the community of Narrogin and district for the significant contribution to the townscape and character of Narrogin in complementing and enhancing the historic aesthetic of the town.

A Conservation Policy is developed in response to the assessment of cultural heritage significance of the place, as identified in the Statement of significance and is specific to that place. In consideration of the sequence of development and the significant uses (school, court, bank and museum) the entire building is deemed to be of considerable significance and the setting of some significance.

The purpose of the Conservation Policy is to establish a framework within which the cultural significance of the place can be retained, respected and protected. The conservation policy outlines an appropriate framework for decision making and recommends a logical sequence of works to facilitate the short term and long term conservation of the place

Policy 2.1 Appropriate professional advice should be sought when any intervention to the fabric is considered, or if unplanned situations arise and require attention.

Policy 2.2 The place be treated with the respect afforded by its significance.

Policy 2.3 Retention of the place in the context of the site as specified in this document is essential to retaining the assessed significance of the place as stated in the Statement of Significance.

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

Policy 2.5 Any new work to the building should be sympathetic, with the remaining fabric of Considerable or Some Significance, or able to be reversed without damage to the surrounding fabric at a later date.

Policy 2.6 The continuation of appropriate functions is very important to the ongoing viability of the place.

Policy 2.7 The setting and overall massing of *Courthouse Museum, Narrogin* should not be compromised by any alterations or adaptations. Works considered detrimental to the setting or massing would include changes to the scale, form, existing building alignment, symmetry, fabric, or details.

Policy 2.8 Any new development of *Courthouse Museum, Narrogin* should respond positively to the existing building assessed as being significant.

Policy 2.9 Retain and enhance existing vistas to and from the place.

Policy 2.10 Interpret and promote the place for its special qualities as stated in the Statement of Significance.

Policy 2.11 ES EXCEPTIONAL SIGNIFICANCE (not relevant to this place)

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

Policy 2.13 SS SOME SIGNIFICANCE This is the threshold for entry onto the Heritage Council's (WA) Register of Heritage Places.

Elements of some significance are elements of the original fabric of the place that have generally undergone considerable change or alteration. Although the elements relate to the history and development of the place, they may be adapted

or altered, provided the impact is assessed against the conservation of the place in its entirety.

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

Policy 2.15 I INTRUSIVE Intrusive elements include items that, in their present form, have an adverse affect upon the significance of the place and removal should be encouraged.

Policy 3.1 Given the cultural importance of the place it is worth developing interpretative material drawing upon the research that has been compiled, and the work in this report, using the plans and information developed for it, to explain the nature and function of the various parts and of the history of the place and the context from which it evolved.

Policy 3.2 The development of brochures and the introduction of discreet signage are means by which the place could be interpreted and promoted.

Policy 3.3 Respond to the 8 principles as a basis for any tourism activity at the place.

Policy 4.1 The findings of this report be accepted by the Shire of Narrogin as an indication of the significance of *Courthouse Museum, Narrogin* to the cultural heritage of the community of Narrogin.

Policy 4.2 The Shire of Narrogin implement the provisions of the Planning Scheme with regard to including *Courthouse Museum, Narrogin* on the Heritage List to ensure appropriate procedures for the management and conservation, and referrals to the State Heritage Office.

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

Policy 4.4 All conservation and interpretation of the existing building, other elements, and the setting, and any future development be in accordance with the principles of the Burra Charter. (Appendix 2)

Policy 5.1 The owner should consult with the State Heritage Office with regard to the relevance and appropriateness of any proposed development on the site should it be considered.

Policy 5.2 Undertake conservation works as detailed in Section 16.0:

16.1 Immediate action

- Thoroughly investigate and fully treat all timber elements including the entire timber sub structure; stumps, floor sub structure, floor, and all other timber detailing and framework.
- Undertake any works deemed necessary in response to recommendations arising from the thorough termite investigation.

- Inspect the roof structures, ensure timber structures are in sound condition. Replace timber structural elements and battens as required.
- Inspect the roof, flashings and trims to ensure effective watertightness and respond accordingly. Pay particular attention to the flashing on the 1894 chimney where there is evidence of falling damp on the interior. It is likely that resheeting the roof is not necessary in the short or medium term. However, when resheeting is necessary, short sheets of galvanised sheeting is the preferred option with flashings and trims to be galvanised materials compatible with the roof material.
- Install original profile gutters and round galvanised downpipes. Ensure that all downpipes discharge into a closed drainage system directing discharge away from the building.
- Ground level drainage requires urgent attention to minimise subsidence (wall cracks) and rising damp issues that impact upon the stone fabric and interior walls of the building.
 - Remove hardstand ground finishes from the immediate perimeter of the building to a minimum of 0.300 metres along the east side of the 1905 addition and lower the ground level to maximize ensure cross ventilation through the airvents. Undertake further consultation with a conservation professional with regard to drainage and trafficable grating requirements across the entire east frontage.
 - Remove hardstand ground finishes (concrete paths) from the immediate perimeter of the building across the north and west walls, and remove the plant matter from the north frontage immediately at the base of the wall.
 - Lower the ground level against the north and west walls and grade the ground down and away from the wall. Ensure all wall vents at ground level are fully revealed and ventilated to facilitate sub floor cross ventilation by reducing the ground level from the building edge.
 - Given the raised level of Earl Street along the west side, an agricultural drain would be appropriate along the western setback area parallel to the wall and the boundary, allowing for maximum runoff away from the perimeter edge of the building. Finish the graded ground between wall and drain with blue metal or other loose element to allow the base of the wall to 'breathe' and minimise moisture impact.
 - The south wall is more problematic than the other walls due to greater buildup of ground level and carpark against the wall. It requires serious attention to minimize the drainage/moisture

impact. Further consultation with Shire Engineers should be undertaken due to the carpark proximity and fall of the land.

- Ensure all downpipes discharge into an effective enclosed drainage system and the rainfall is discharged away from the building. Undertake necessary works to remedy the existing situation or construct new perimeter drainage systems if necessary.
- After ground level drainage recommendations have been attentioned:
 - Remove all previous 'cement' repairs and restore cracked, damaged and deteriorated mortar on all face stone walls and face brick.
 - Further investigation of the vertical cracks on the west wall may be required, and specialist advice sought with regard to pinning those areas.
 - No mechanical implements should be used in the restoration process.
 - Re-point walls as necessary. Lime rich mortar mix is recommended, and a small test patch should be undertaken and allowed to dry, to determine consistency and colour prior to undertaking the entire restoration. Consultation with a conservation professional is recommended.
 - Restore cracks and moisture damage on the interior walls after drainage issues have been remedied and external walls are restored.
- Instigate immediate action on recommendations pertinent to the long-term viability of the place.

16.2 Medium term action

- Restore the external timber details throughout. Some reconstructed elements may be required.
- Investigate the subfloor structure and ground below, to maximize the cross ventilation afforded by the drainage works. Remove soil as required. Reconstruct subfloor structural elements with hardwood timbers as existing.
- Restore floorboards, replace boards with same as required. Do not apply any epoxy sealants to the floors.
- Inspect timber ceiling lining and restore as required.
- Undertake paint scraps to determine the original and later colour schemes.
- Select colour schemes with reference to the original colours, in consultation with a conservation professional. Given the several uses associated with

the place, there may be a number of colour scheme options to respond to for future painting.

16.3 Long term action

- Take opportunities to further interpret the place to provide information, understanding and appreciation for visitors.

Policy 5.3 Adopt an inspection and maintenance program flexible enough to incorporate regular review and improvement. (Appendix 3)

Policy 5.4 Seek out relevant funding programs:

Non-profit Organisation owners and Local governments qualify for Lotterywest's Conservation of Cultural Heritage grants for conservation works.

Policy 5.5 Future compatible uses for *Courthouse Museum, Narrogin* must;

- Maintain the relationship between the parts of the place.
- Take the opportunities presented for the restoration of fabric.
- Not compromise the significance of the place as described in the Statements of Significance.
- Not require alteration to any fabric described as being of Considerable or Some Significance.

Policy 5.6 In terms of a long term viability, the place needs to continue to be occupied and used for viable and appropriate functions.

Policy 6.1 Gauge development and policy against the Statements of Significance and Conservation Policy, in conjunction with any subsequent detailed policy plans.

Policy 6.2 Do not consider any future use, development, or policy that would diminish the significance of the place.

Policy 6.3 Future policy decisions should be guided by conservation principles relevant and in force at the time.

Policy 6.4 Should there be no policy in place for a particular situation, the matter should be referred to the State Heritage Office for assistance to resolve the matter.

Policy 6.5 To assist in defining and resolving such issues, the owner or other persons responsible for day-to-day management and implementation of the Conservation Management Plan, should acquire some skills and experience in cultural heritage resource management, in order to recognise issues that might require expert advice in regard to the significant fabric.

Policy 6.6 The management should recognise the need for, and call in at the proper time, appropriate professional guidance or assistance, to facilitate resolving issues not foreseen in the Conservation Management Plan.

1.0 INTRODUCTION

Courthouse Museum, Narrogin is located on the southeast corner of the Egerton and Earl streets intersection in the town of Narrogin, 190 kilometres southeast of Perth, in the wheatbelt region of Western Australia.

Courthouse Museum was originally the Narrogin State School, later to be the Courthouse, Agricultural Bank, the Narrogin Courthouse again, and the Old Courthouse Museum. Usual convention is to refer to a place by its original name: Narrogin State School (fmr). However, the State Heritage Office's Registration (Appendix 1) documents the place as the *Courthouse Museum*, and it is locally referred to as such, so this report will continue that reference.

A Heritage Assessment and Conservation Policy is a necessary prerequisite for an understanding of the place prior to beginning any conservation works or future planning of the site.

A Conservation Management Plan is a necessary prerequisite for an understanding of the place prior to beginning any conservation works or future planning of the place.

1.1 Details of the brief

The Shire of Narrogin commissioned the Conservation Management Plan to provide guidance for the future conservation and development of the place.

The Conservation Management Plan is undertaken within the guidelines of the Heritage Council's brief for Conservation Plans.

Courthouse Museum, Narrogin has undergone the required assessment that supported its entry into the Register of Heritage Places in 2008. The consequent Registration documentation (Appendix 1) forms the heritage assessment comprising the documentary evidence and physical evidence (at 2005) in a document that was prepared by Laura Gray and Irene Sauman (Historian) at that time.

The Conservation Policy that forms the second of two parts that comprise a Conservation Management Plan, establishes policies appropriate for the retention of the assessed cultural significance within the future use and development of the place. Recommendations are outlined to ensure the appropriate implementation of the policy.

The aim of the Conservation Management Plan is to retain or recover the cultural significance of the place and must include provision for its security, maintenance and its future (Burra Charter- Appendix 2).

1.2 Authorship

The Conservation Management Plan was compiled by Laura Gray.

Laura Gray, trading as Heritage Intelligence (WA), has a Bachelor of Architecture (Honours), Graduate Diploma in Applied Heritage Studies, is a heritage consultant with over twenty years experience throughout Western Australia.

1.3 Consultation

Consultation took place with Azhar Awang and Loriann Bell at Shire of Narrogin.

2.0 SITE IDENTIFICATION

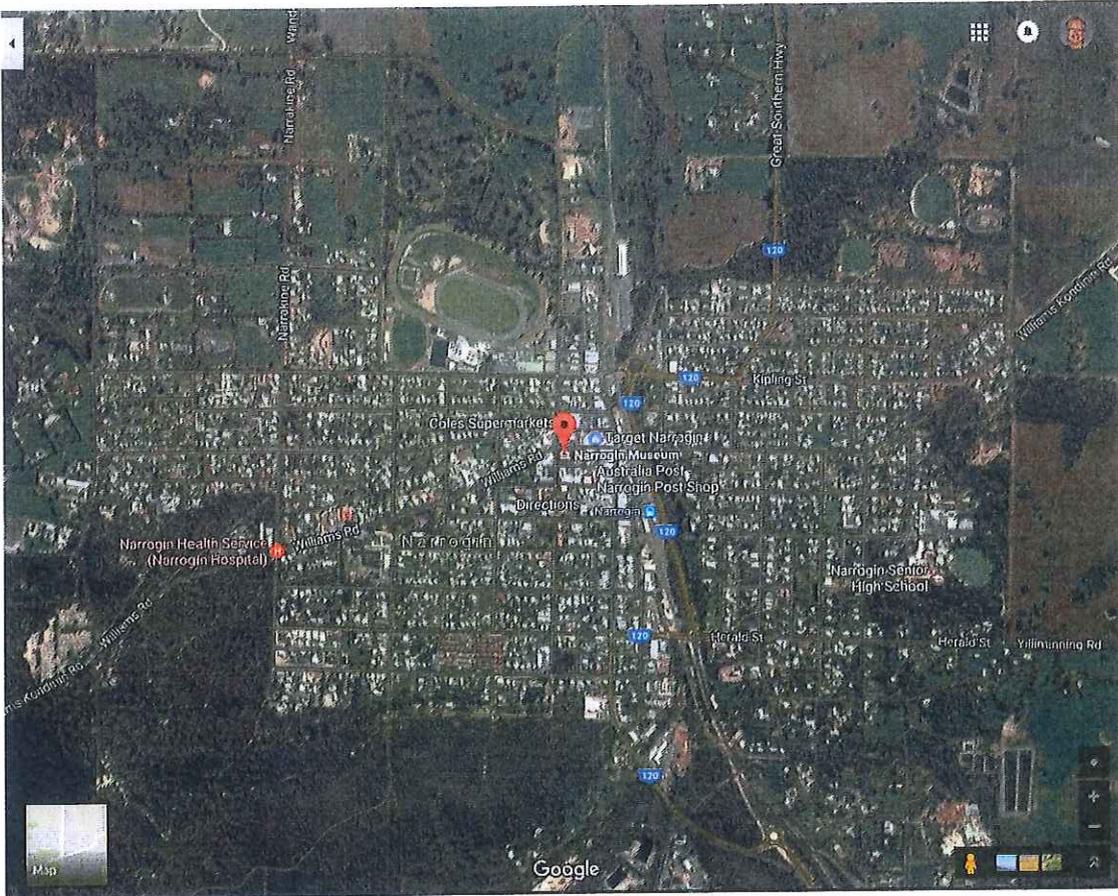


IMAGE 1
Narrogin Townsite (Google map)

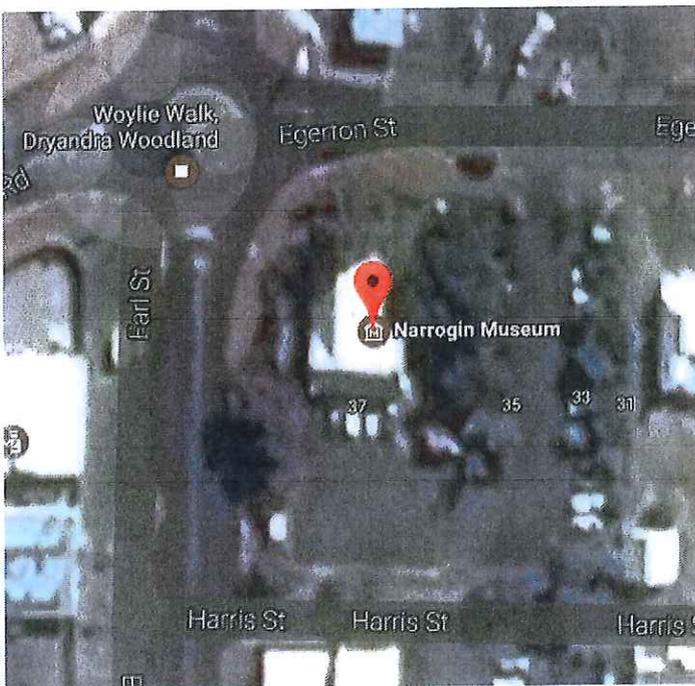


IMAGE 2 Site plan (Google map)

Courthouse Museum, Narrogin

2.1 Site Details

Courthouse Museum, Narrogin is located on the southeast corner of Egerton and Earl streets, bounded to the south by Harris Street, in Narrogin on Lot 1699 on Deposited Plan 195173 being Reserve 32682 and being the whole of the land contained in Crown Land Title Volume 3120 Folio 663.

2.2 Heritage Status

- | | | |
|----------------------------------|------------|------|
| • Register of Heritage Places: | Permanent | 2008 |
| • National Trust Classification: | Classified | 1996 |
| • Municipal Heritage Inventory: | Adopted | 1996 |
| • Town Planning Scheme: | | |

Courthouse Museum, Narrogin CONSERVATION MANAGEMENT PLAN

3.0 DOCUMENTARY EVIDENCE

Documentary evidence comprises the development of an historic summary, based on the social history of the area in question. The place is then examined within the context of that history, and its relevance and importance is noted and explored. Details regarding the history of the place are researched through all available primary and secondary sources.

Extensive documentary evidence is provided in the Registration documentation. (Appendix 1)

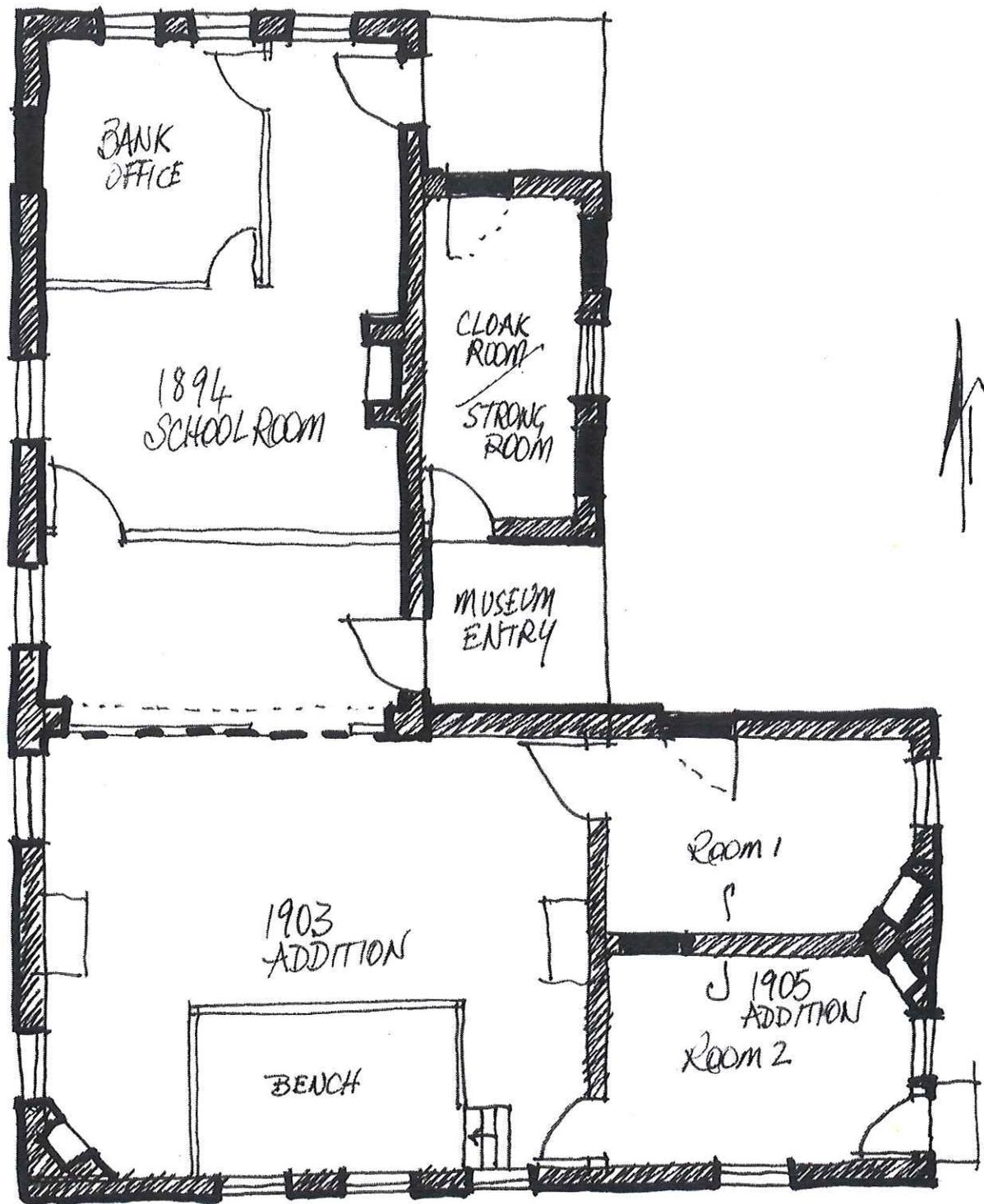
3.1 Chronology of development

1890	Petition for a school, signed by 11 families – submitted to Education Department
1892	Provisional school established
1894	Narrogin State School and Teacher's Quarters constructed
1895	First students (25) at the school
1902	82 students enrolled in school for 40
1903	Second classroom added south of the original room
1905	School closed; students relocated to new school (cnr William & Glyde streets)
1905	Building converted to a Courthouse with the addition of two rooms on the east of the 1903 addition and removal of the wall between the 2 classrooms
1908	Courthouse moved to the Agricultural Hall School building converted for Rural & Industries Bank (R&I)
c.1925	R& I Bank relocated from the building
c.1925-1947	<i>No documentation. Possibly vacant</i>
1947	Courthouse relocated back into the building. Some alterations
1970	Courthouse relocated to new facility
1971-73	Temporary office accommodation for Water Supply District Engineer & Staff
1974	The school building vested in Town of Narrogin and Narrogin Historical Society granted management of the museum
1976	The Old Courthouse Museum was opened
2008	Courthouse Museum recognised for State significance: Register of Heritage Places.
2017	Courthouse Museum operates from the site

3.2 Plans

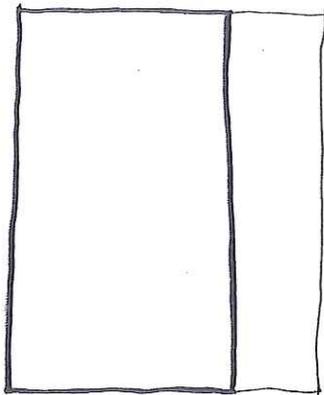
PLAN 1	Sketch floor plan
PLAN 2	Development sequence

Courthouse Museum, Narrogin

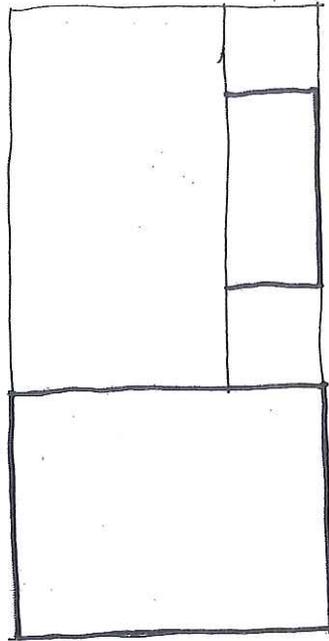


PLAN 1 Sketch Floor Plan

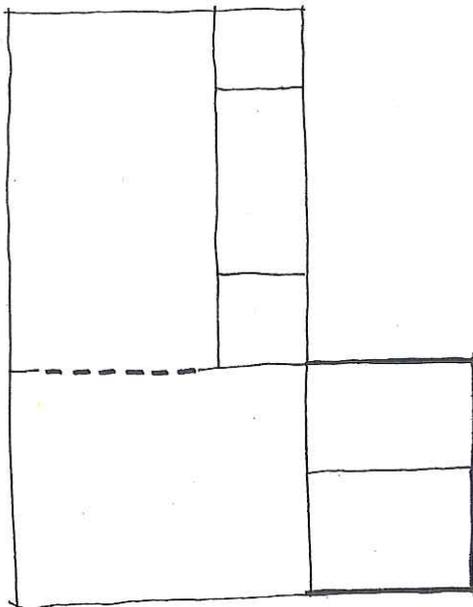
Courthouse Museum, Narrogin
CONSERVATION MANAGEMENT PLAN



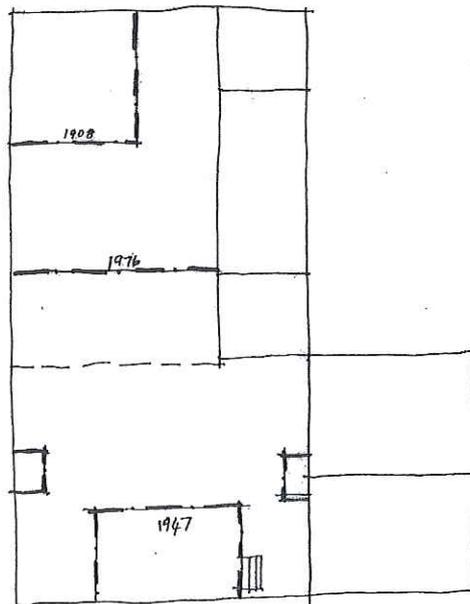
1894 Narrogin State School
Single classroom and veranda



1903 Second classroom added
Classroom and cloakroom (likely)



1905 Courthouse
2 rooms added, wall removed



1908-c.1925 Rural & Industries Bank (R&I)
Partitions & strongroom (cloakroom)

1947-1971 Courthouse
Fitout

1976 The Old Courthouse Museum
Partition wall

PLAN 2 Development sequence

Courthouse Museum, Narrogin

4.0 PHYSICAL EVIDENCE

4.1 The setting

Courthouse Museum, Narrogin is located on the southeast corner of the Egerton Street and Earl Street roundabout intersection, bounded at the rear by Harris Street with a bitumen car park between the rear of the building and that street. The car park extends along the east side of the site, partially screened from the museum building by plantings.

The building is accessed primarily from the Egerton Street frontage, and from the car park at the rear and east side, with the entry door within a recess central on the east side. The Egerton and Earl streets frontages are fenced with metal-framed chain link fencing with grassed setbacks, a mature Liquidambar is located within the front setback. On the site adjoining to the east, that is part of the original school site, but not in the registered curtilage, there is a mature peppercorn tree with a plaque dated 24 January 1900 stating that the tree was planted by student George Grainger on his 11th birthday. There is also a rock with a sesquicentennial plaque commemorating first exploration in the Narrogin area in 1845.

A separate stone building provides a public toilet facility in the southeast corner adjoining the carpark.

4.2 The function and nature of the place (refer to Plan 2)

The place was purpose built as a one-room government school. Within 9 years the school was extended to two rooms, and only 2 years later was vacated and converted to a courthouse with the further addition of two small rooms. Another three years later the courthouse relocated elsewhere and the Agricultural Bank installed partitions and altered the cloakroom to form a strongroom. Further minimal changes by way of the courtroom fitout took place when the place became a Courtroom again, and later a partition wall was installed when the museum was established in 1976.

The nature of the place has undergone considerable change over the years.

4.3 Description of the place

Laura Gray conducted a site survey and photographs were taken at the time to document the place and record the condition of the fabric.

Courthouse Museum (1894, 1903, 1905, 1908, 1947, 1976)

Current Use	Museum
Original Use	Government School
Other uses	Bank, Courthouse, offices.
Development	1894 Narrogin State School and Teacher's Quarters constructed
	1903 Second classroom added
	1905 Courthouse - two rooms added
	1908-1925 Rural & Industries Bank (R&I) – partitions & strongroom
	1925-1947 Vacant (no evidence to the contrary)
	1947-1970 Courthouse
	1971-73 Office accommodation
	1976 The Old Courthouse Museum was opened

Courthouse Museum, Narrogin

CONSERVATION MANAGEMENT PLAN

Description

Courthouse Museum, Narrogin, a single-storey stone building with brick quoining and a corrugated steel sheeted gable roof, is essentially a rural vernacular building responding to the practicalities of the original school function, that evidences some influences of the Federation Free style and subsequent stages of construction.

The original 1894 classroom fronts Egerton Street, closest to the street corner with entry on the east side. It has a high-pitched asymmetrical gable frontage with the roof extending low over a veranda and cloakroom (possibly 1903 infill under the veranda) along the east side. The 'front' wall is symmetrical with three double hung windows, the centre window with added height in response to the gable apex.

The 1903 additional schoolroom was constructed on the south side of the existing north south schoolroom, with a gable end to the east and west (Earl Street).

In 1905, the addition of two rooms on the east gable end of the 1903 addition for the Courthouse function, formed an "L" shape of the overall building.

The building is constructed entirely of random granite stone that has been pointed. Window reveals are quoined with face brick with arched soldier headers and concrete sills. The chimneys are face brick with simple corbelled detailing.

At a glance the building seems as a single construction, although closer inspection reveals that the south wall has white pointing over black on the 1903 section of the building and black pointing on the 1905 extension. The original 1894 roof has 2 vents on the ridgeline.

The stone walls show considerable evidence of interventions throughout. Without exception the interventions are inappropriate cement rich mortars and re-pointing over the top. The repair interventions are predominantly along the lower sections of the walls, indicating drainage and rising damp issues, and the vertical interventions indicating junctures of the different construction periods, and likely subsidence on corner situations.

The east side veranda and former cloakroom has a concrete floor and is supported on the northeast corner by a square stop chamfered post. The half-gable end is lined vertically with painted tongue and groove matchboard. There is a small timber framed corrugated iron awning over the east door of room 2 of the courthouse.

The gutters mostly are non-original square profile and round galvanized downpipes are evident. Hard surfaces interface the entire perimeter of the building with a concrete path directly against the stone walls on the north and west, and brick paving to the east side with concrete pavers and bitumen along the south wall at an elevated level. The subfloor wall vents throughout are for the most part impacted by the raised finished ground level around the perimeter of the building.

The 1894 school room windows are double-hung four-pane sashes with three windows equally spaced along the west wall; the northern most window bricked in. On the same west wall there are two windows with two pane sashes, associated with the 1903 addition that also has a set of three windows on the south wall. On the west wall of the 1903 addition, there are a series of small rectangular metal louvred wall vents. Windows throughout have weld mesh fitted on the exterior.

The cloak room under the east veranda of the 1894 school room, was converted to a

Courthouse Museum, Narrogin

strongroom in 1908 and evidences bricked-in door and window openings, and has since been utilised as a store room. The northeast front porch veranda evidences the original entry into the 1894 school room and a plaque commemorating the opening of The Old Courthouse Museum by Sir Thomas Wardle on 18 September 1976.

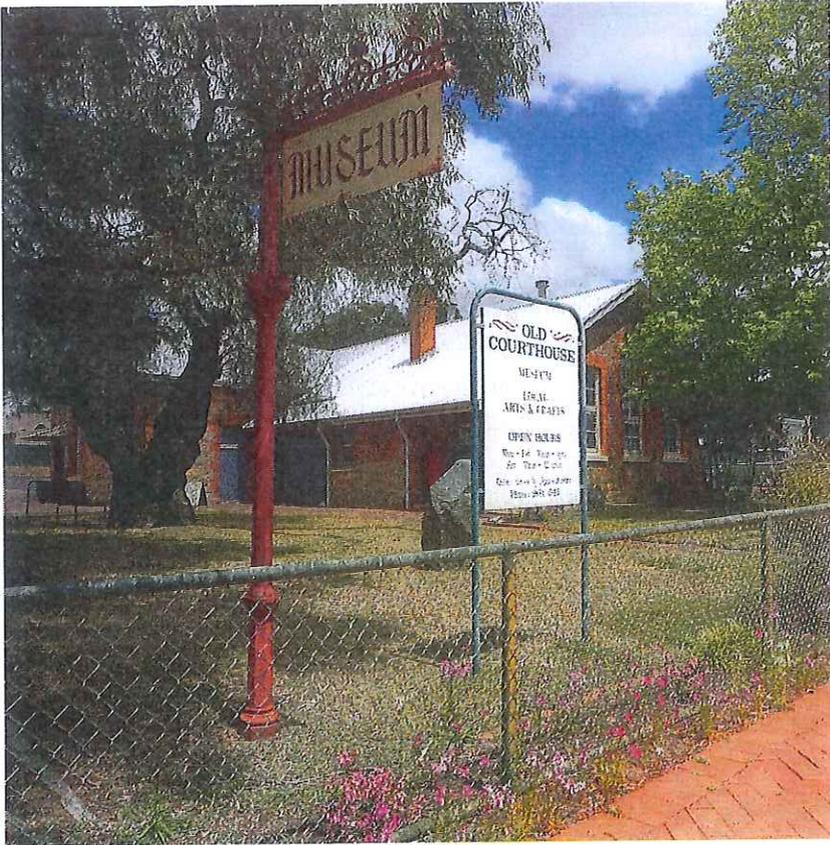
The Museum entry is central on the east side of the building, recessed off the south end of the original 1894 veranda, opening into the original 1894 school room with a nib wall immediately on the left indicating where the south wall of the school room was located. The Courtroom (1903 second school room addition) on the left of the entry, is delineated by a timber dado railing and the nib wall at each end of the 1894 school room. On the right is the 1976 partition wall that separates the major section of the original classroom at the north end. Left of the courtroom, on the east side, is the 1905 addition comprising two rooms, side by side, each accessed from the courtroom, and both originally having external access, although room 2 still opens to the east side exterior. Between the two rooms there is evidence of an arched doorway that has subsequently been in-filled.

The original classroom is predominantly intact. The original 5-inch (127mm) hardwood floors, hard plaster walls, and coved ceiling lined with painted matchboard remain in situ. The fireplace still has an arched opening but has been remodeled to a flat rendered chimney element. The original four-panel entry door at the northeast corner opens onto the small open veranda. A full height jarrah tongue and groove vertical varnished boards and glass office partitioning is the 1908 Agricultural Bank fitout. The c.1976 timber framed flat sheet partition wall is not in the position of the original rear wall of the school room that is evident by the continuation of the school room ceiling and the remains of the side walls.

The courtroom retains the original fabric of 1903 when it was the second classroom addition. The floors are 5-inch (127mm) hardwood boards, the walls are hard plaster. It is likely that the flat ceiling is a more recent intervention. The jarrah 'bench' is a raised element along the south wall and there is a truncated fireplace in the southwest corner. The fireplace has an arched opening and a simple bracketed jarrah mantelpiece. The 1905 courtroom additions (rooms 1 and 2) have back-to-back truncated fireplaces with arched openings and are detailed with timber surrounds and painted mantelpieces. Room 2 has a c.1950s basic kitchen fitout.

The separate toilet block building is pointed stone with brick quoin openings and corners, arched doorways, and it features vented brick detailing in the gable apexes at both ends. The stone work has extensive cement interventions. More recent brick privacy walls have been constructed on both sides.

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Entry view on Egerton Street looking to southwest.



Front view on Egerton Street looking to south.

Courthouse Museum, Narrogin



Corner view from roundabout at Egerton and Earl streets looking to southeast.



Streetscape view from Earl Street looking to the east.

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CONSERVATION MANAGEMENT PLAN

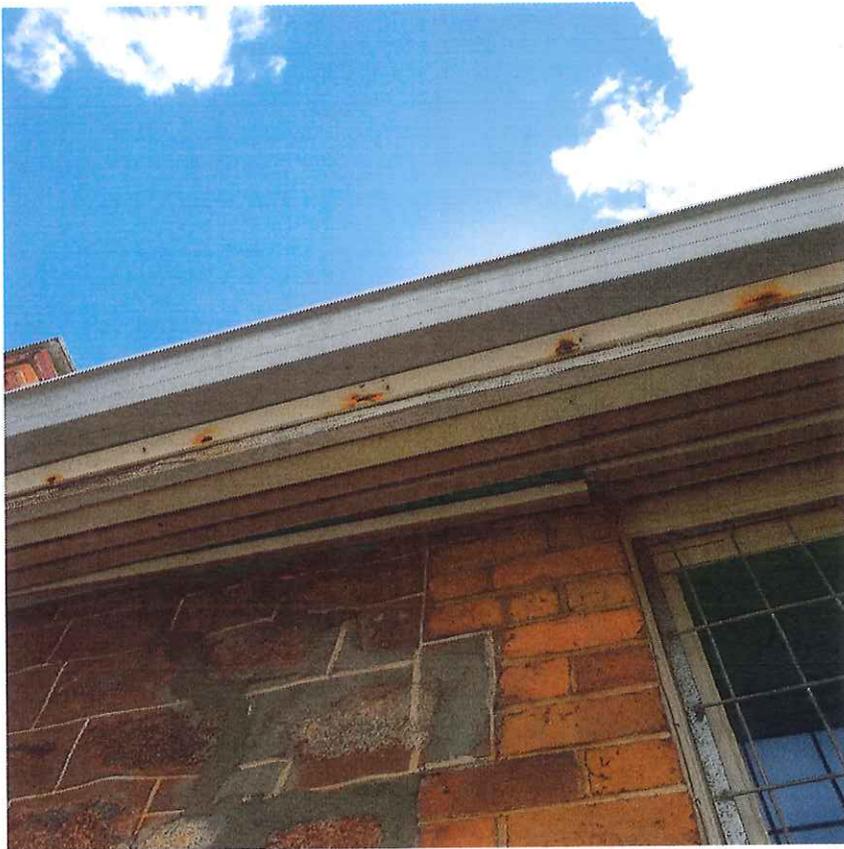


Streetscape south elevation looking from Harris Street to the north.

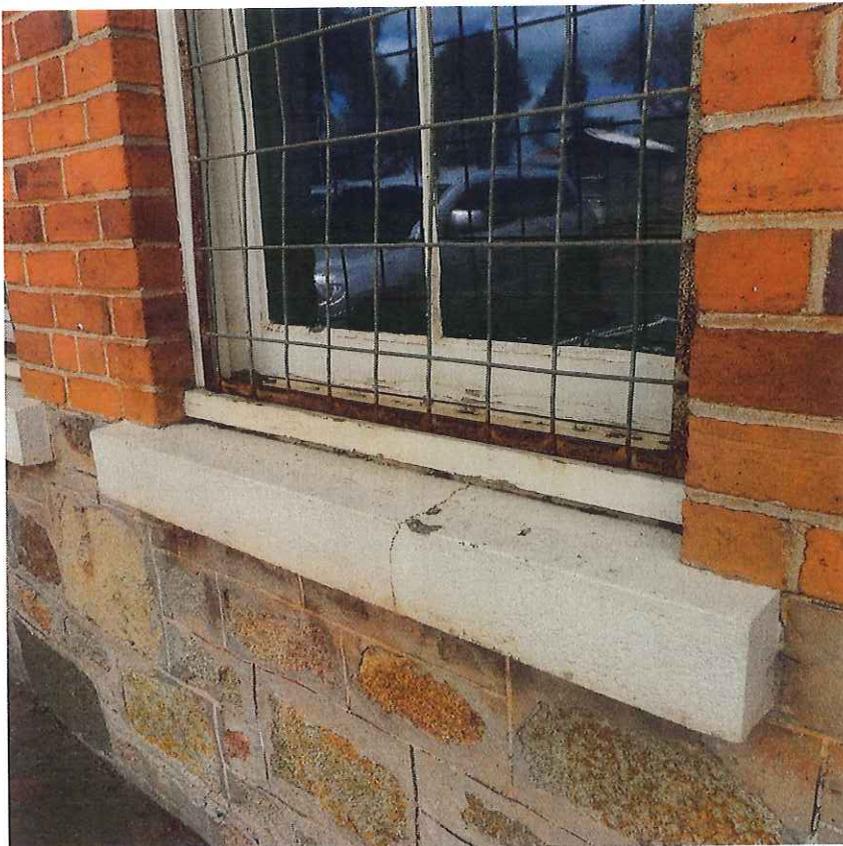


South elevation.

Courthouse Museum, Narrogin

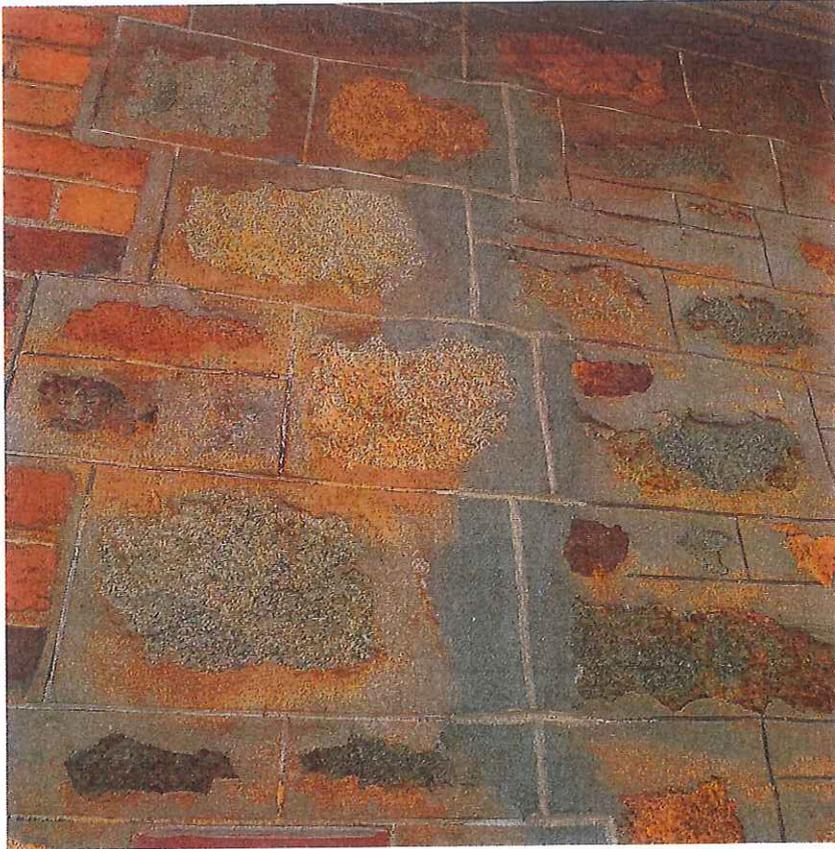


Detail on the south wall showing deteriorated timber detailing and cement interventions to the face stone.

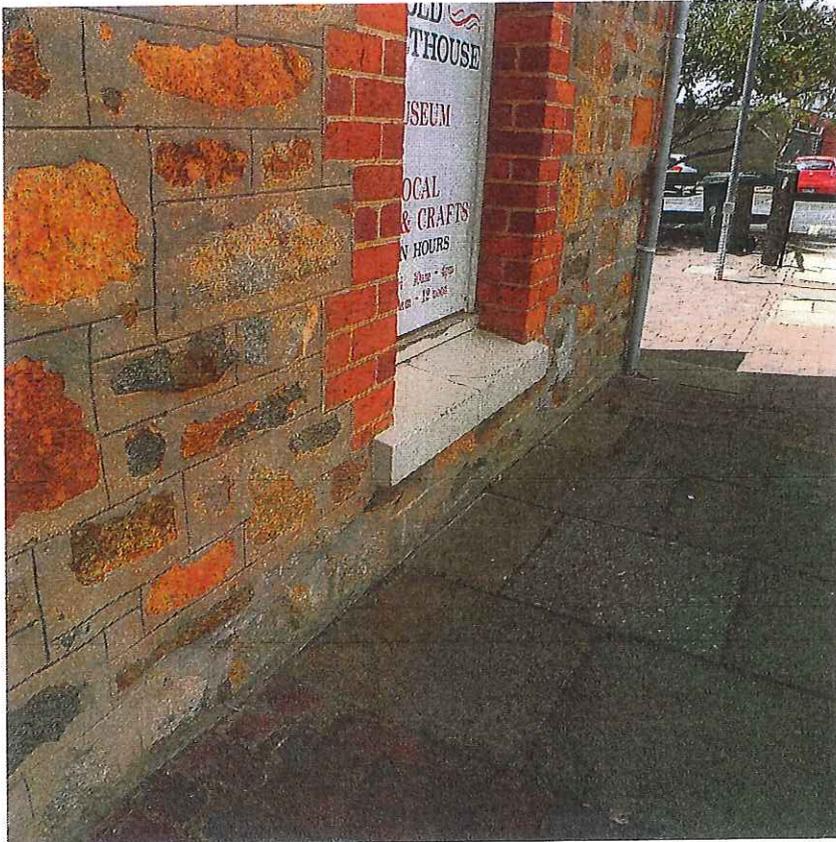


Detail on the south wall showing deteriorated timber window frame, cracked concrete sill and cement interventions to the face stone.

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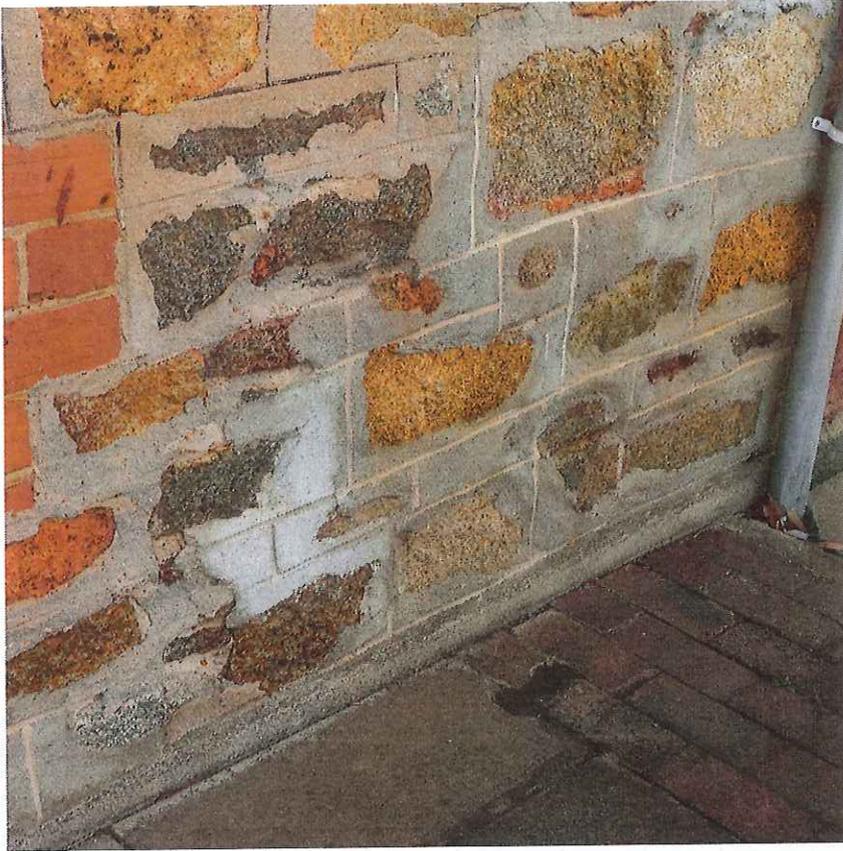


Detail on the south wall showing cement interventions to the face stone the full height of the juncture of the 1903 (left) and 1905 (right) additions.

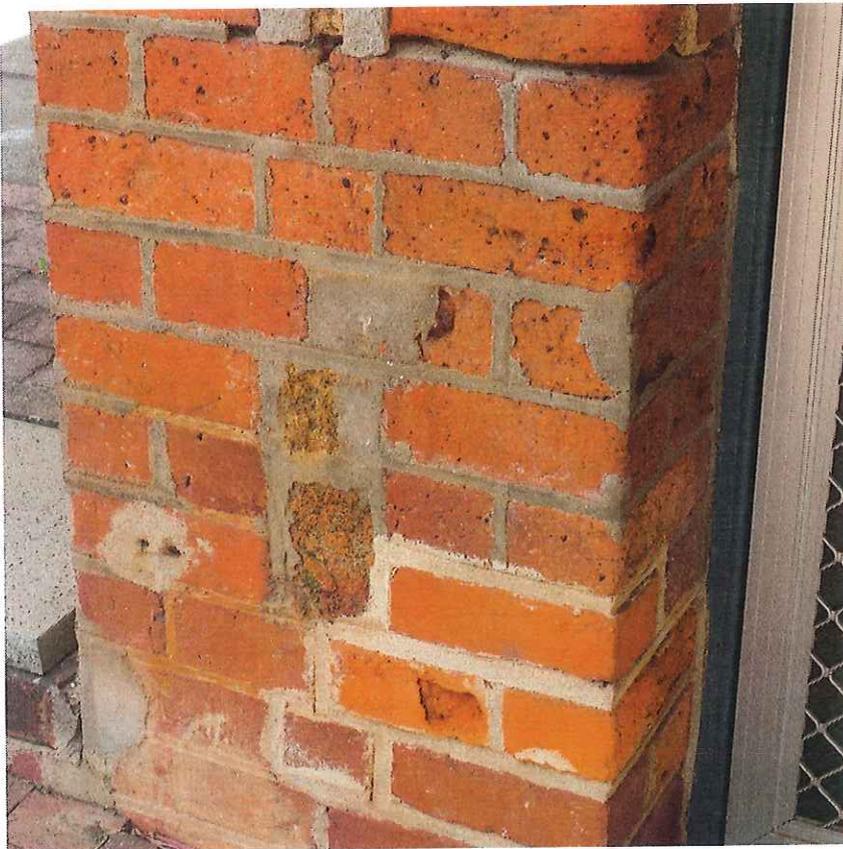


Detail on the south wall showing paving level on the wall.

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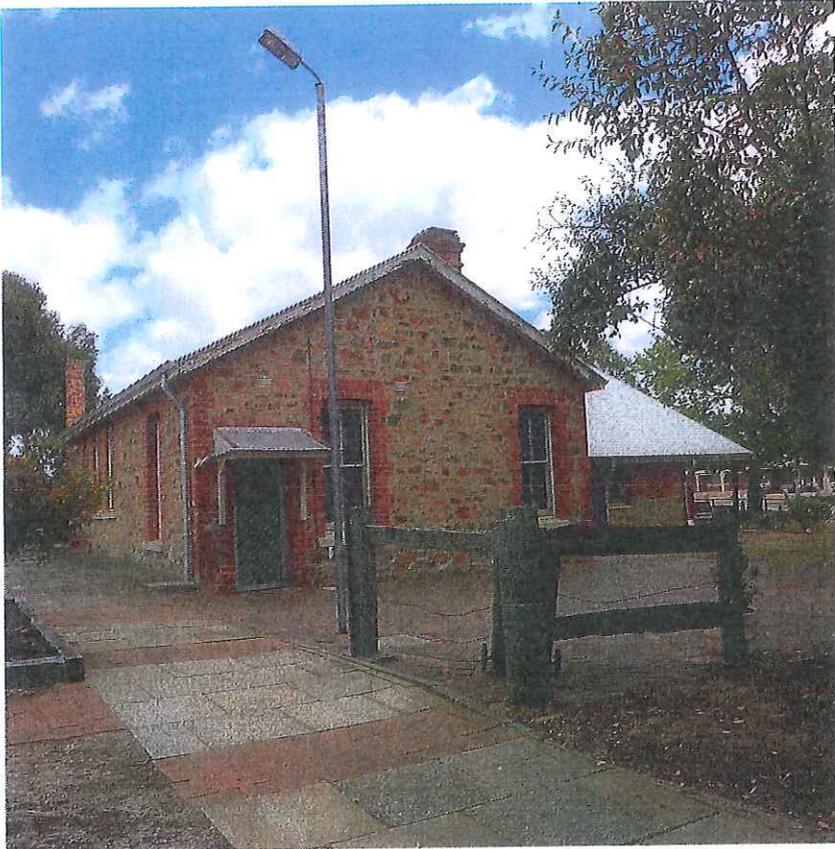


Detail on the south wall showing cement interventions to the face stone near the east corner.

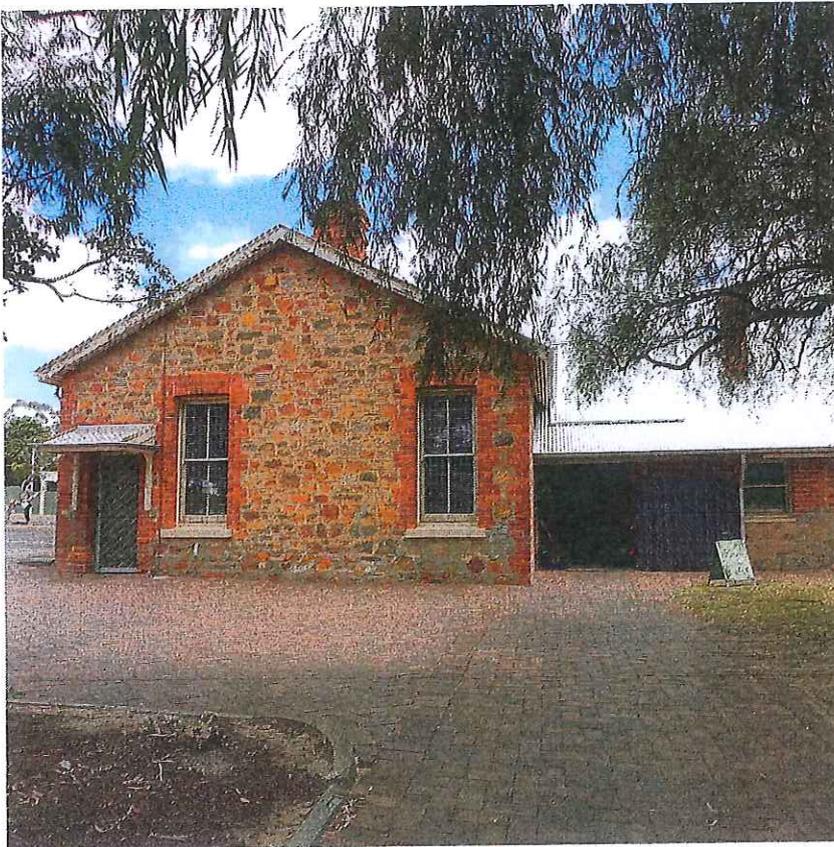


Detail on the south corner of the east wall showing cement mortar interventions to the face brick.

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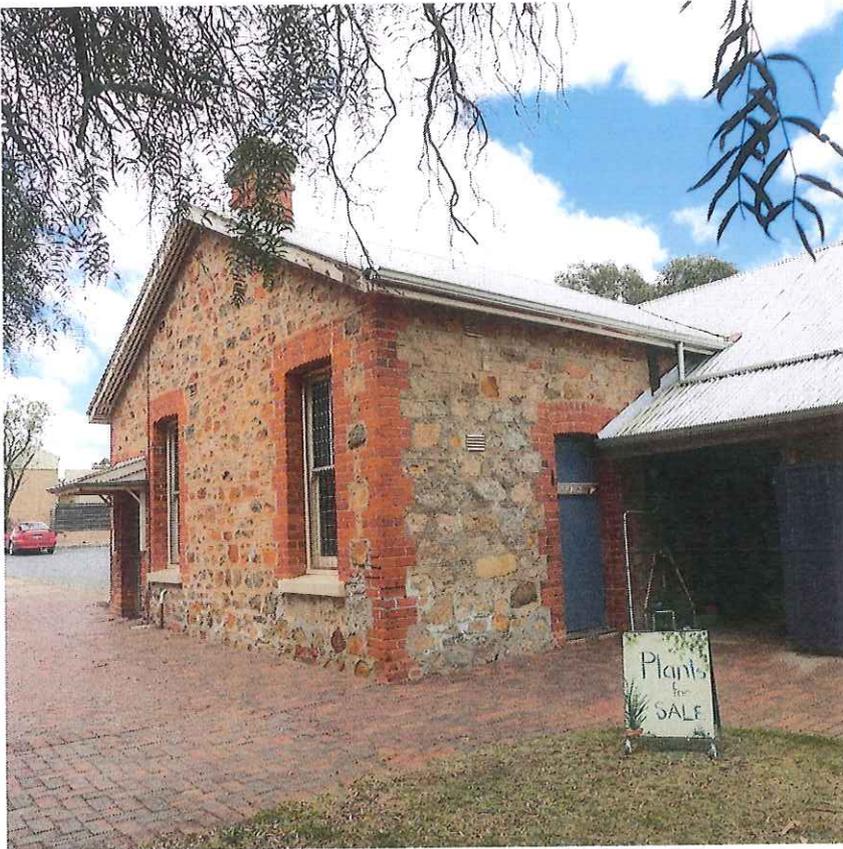


View looking to northwest showing the east side of the 1905 addition.

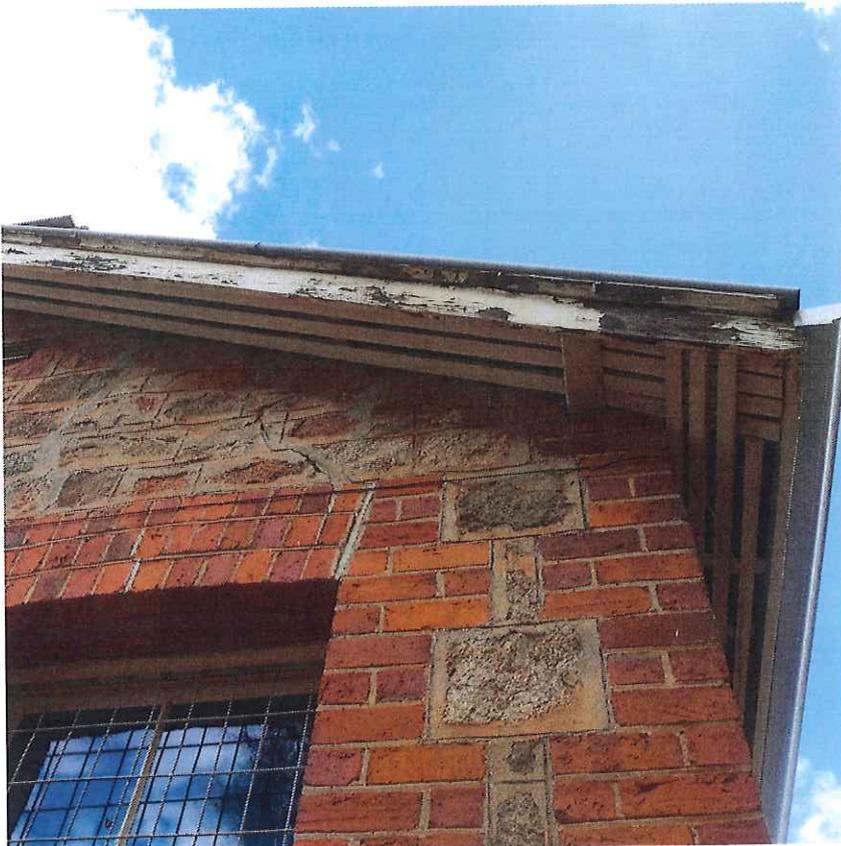


East elevation of the 1905 addition showing Museum entry (right).

Courthouse Museum, Narrogin



View looking to southwest showing the east and north sides of the 1905 addition.



Detail of north corner of east wall showing deteriorated timber and cracking above window.

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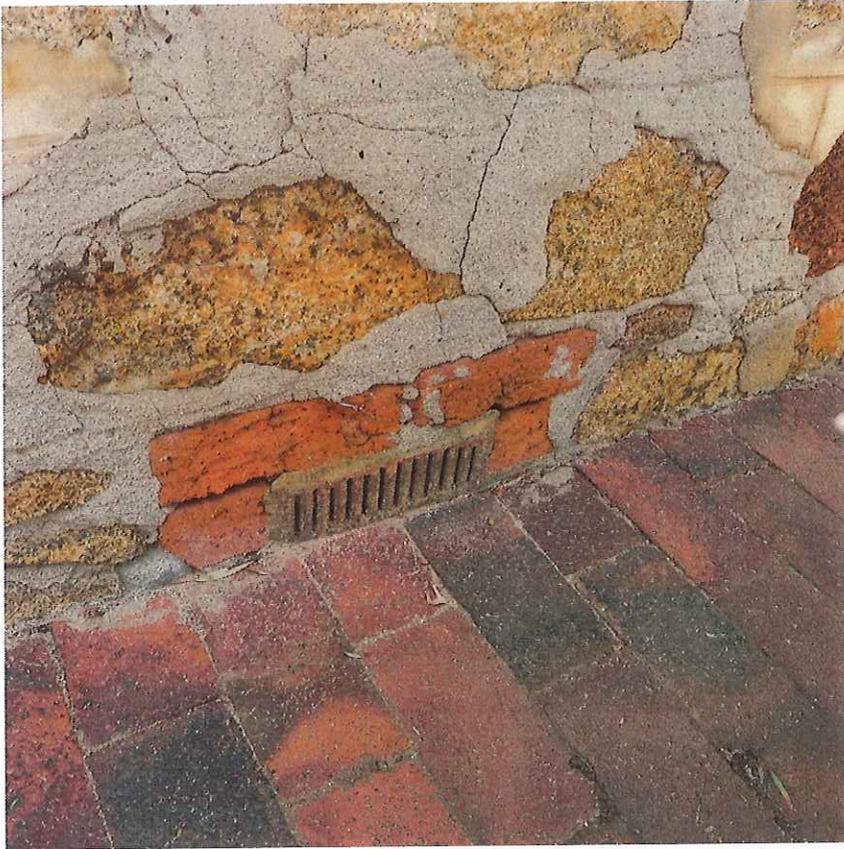


Detail of north corner of east wall showing cement interventions and fretted mortar on the face bricks.



Detail of east wall showing extensive cement interventions and intrusion to air vent at pavement level.

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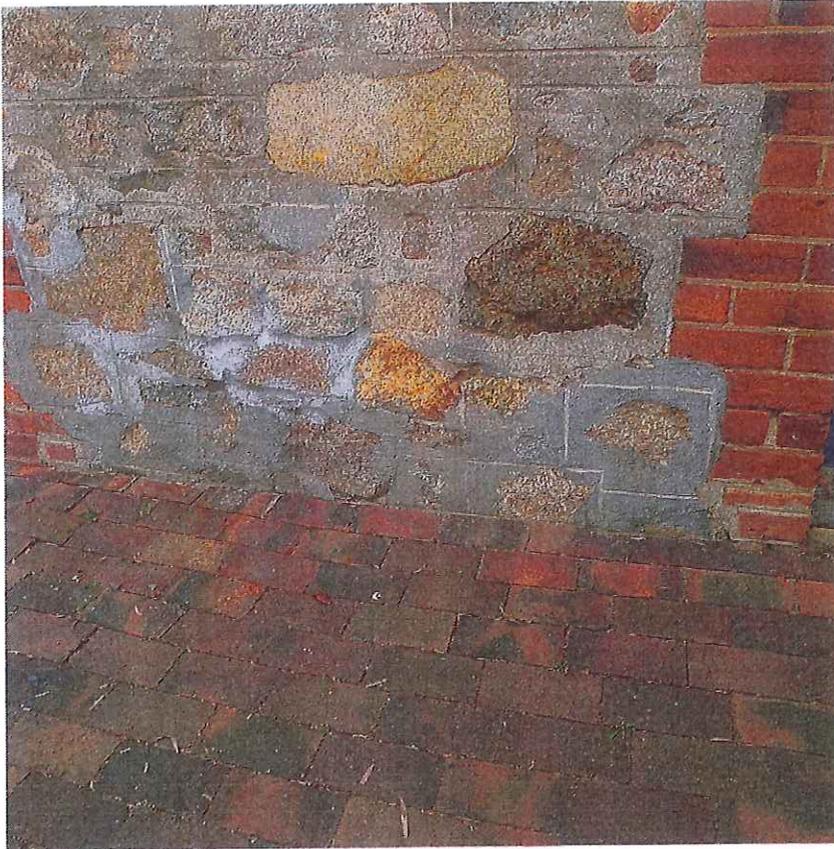


Detail of east wall showing extensive cement interventions and intrusion to air vent at pavement level.

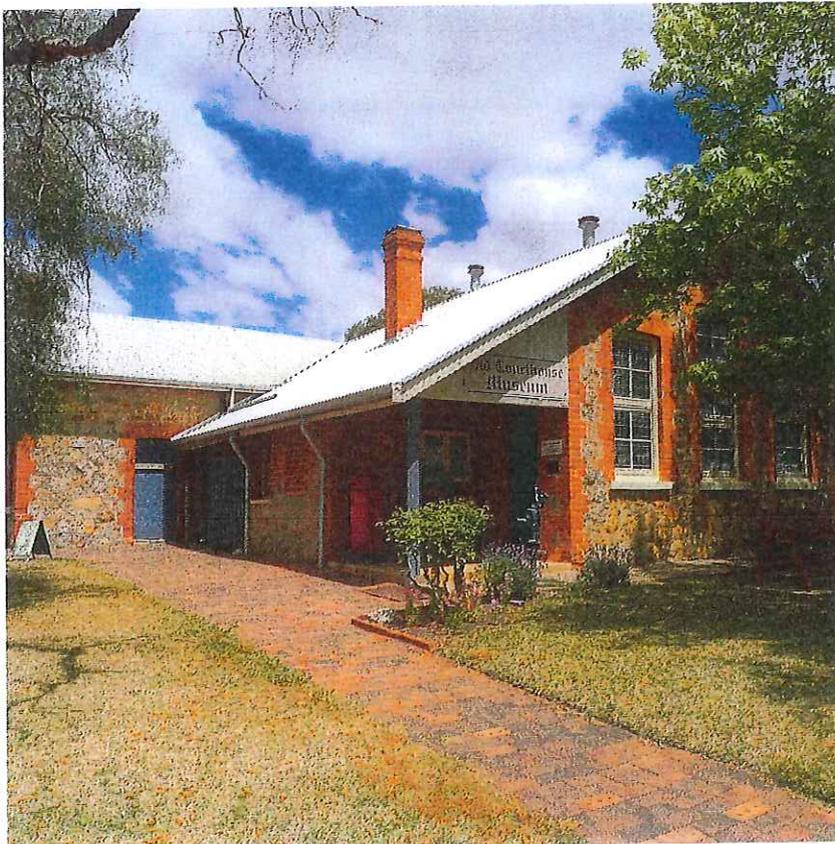


View of north wall of 1905 addition (left) and the security gate (right) to the Museum entry (centre).

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Detail of the north wall of 1905 addition showing extensive cement intervention.



View to southwest from the Egerton Street entry.

Courthouse Museum, Narrogin



Chimney on the original 1894 school room.



Cloak room (1894) converted to the bank strongroom. (1905).

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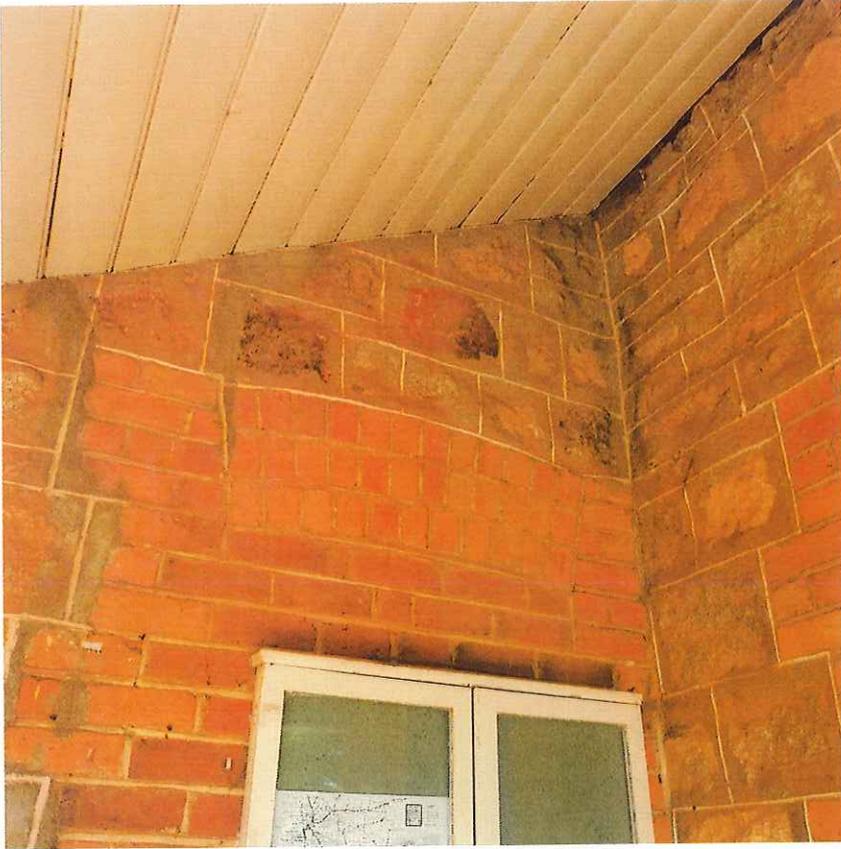
View looking to southwest showing the original 1894 school room.



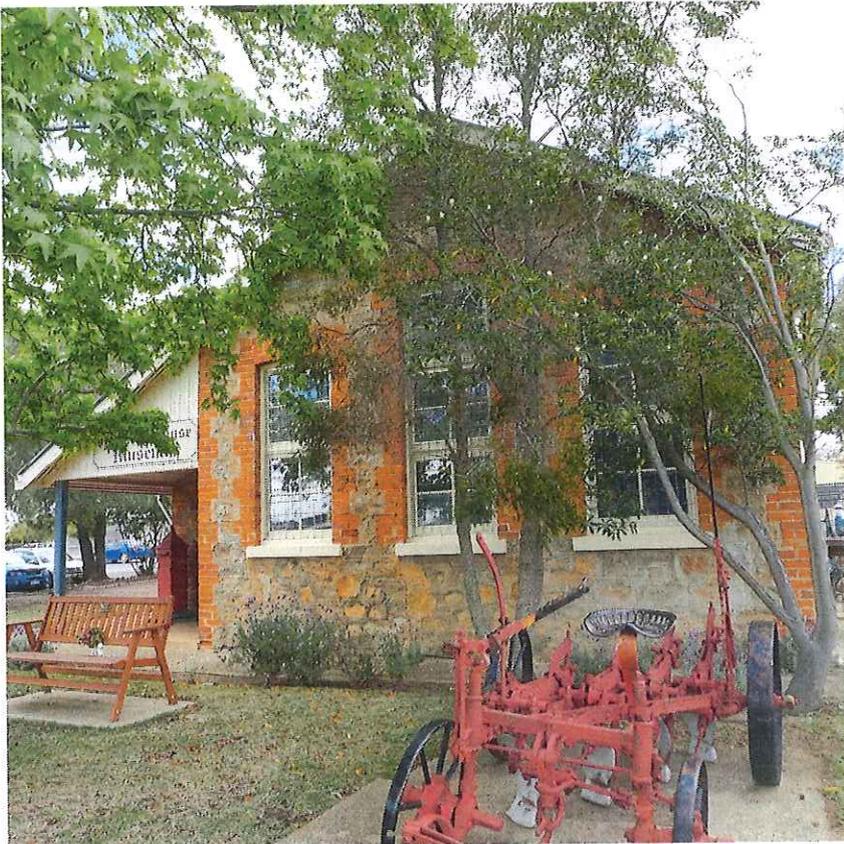
Detail of front corner of the former cloak room.

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Evidence of a previous doorway into the cloak room from the 1894 school room porch.



North (front) elevation of the 1894 school room.

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North front wall detail showing cement repairs and raised ground level.



Detail of cement repairs to a full height vertical crack in the west wall at the north front corner.

Courthouse Museum, Narrogin



Detail of planting and drainage issues on the west wall at the north front corner.

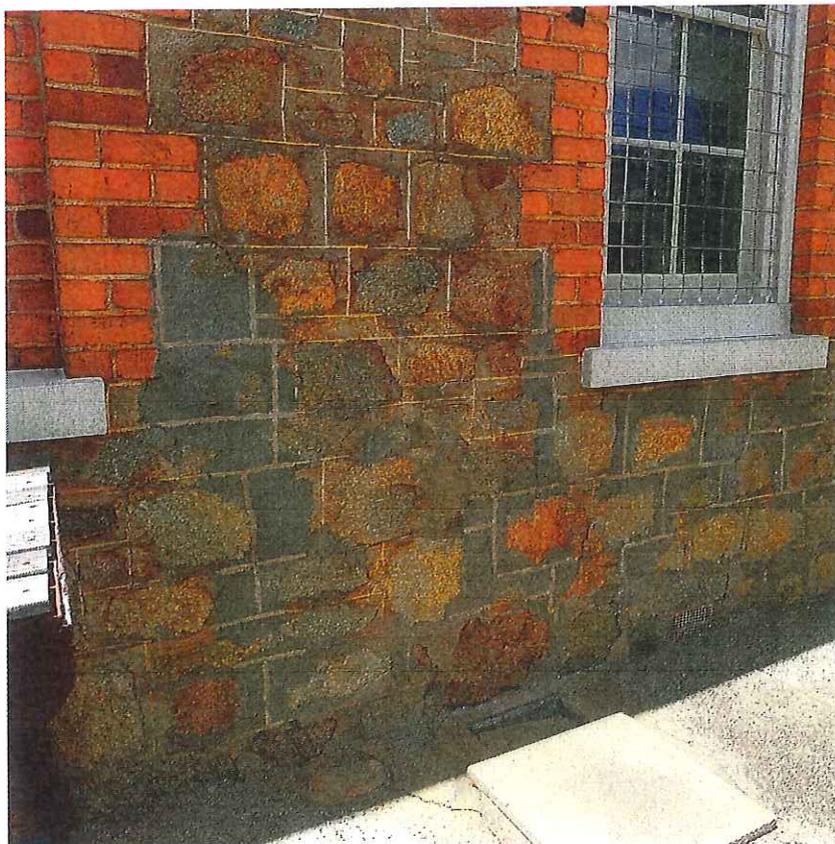


View of the northwest front corner.

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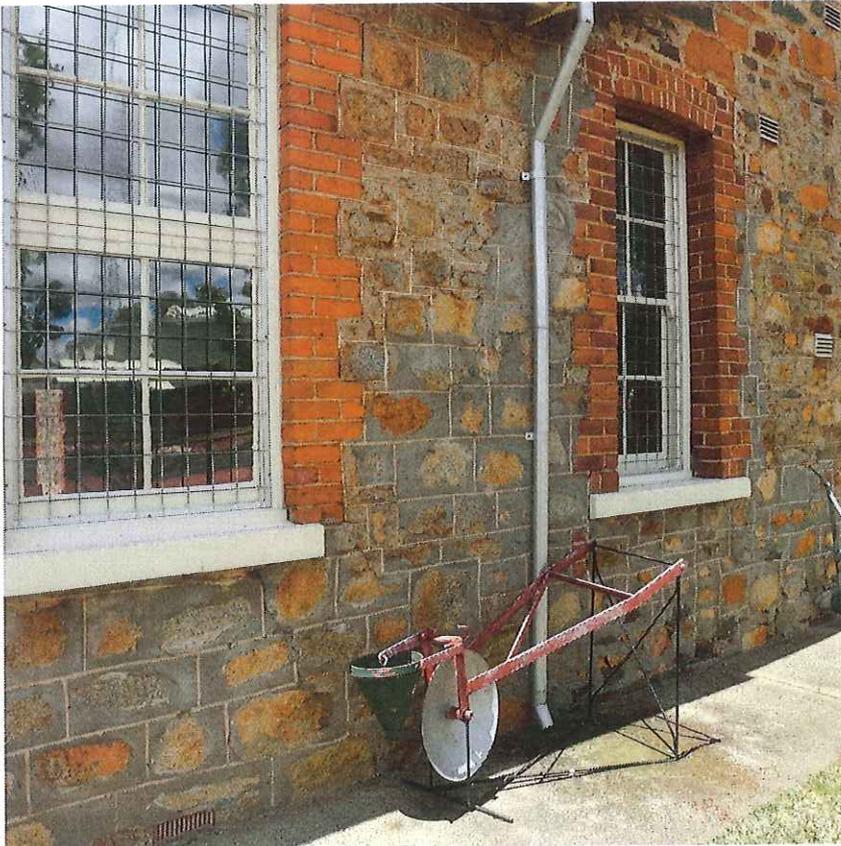
View along the west wall from the northwest front corner showing window 1 bricked in.



View along the west wall showing window 2.

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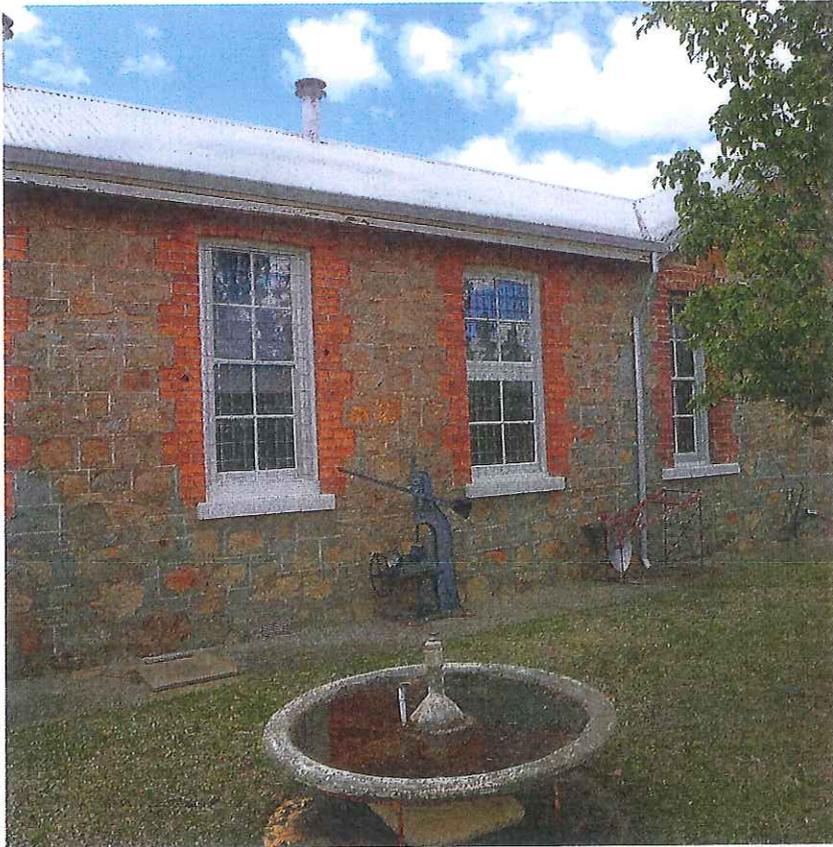


View along the west wall showing windows 3 and 4 of the 1894 schoolroom.

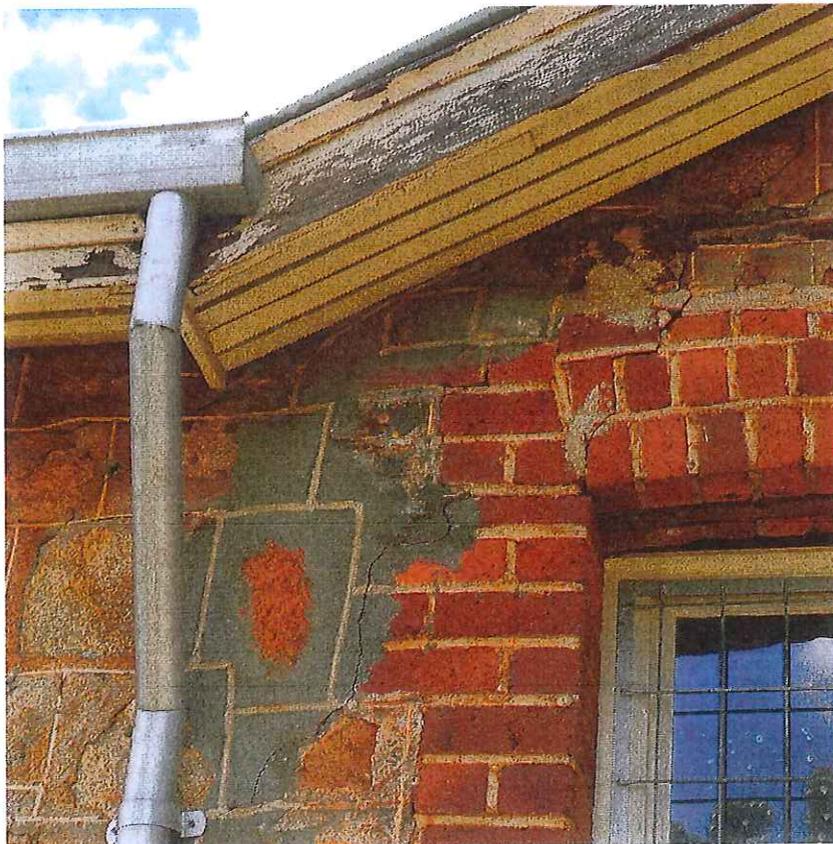


West wall below window 3 showing cement repairs and airvent impacted by ground finish.

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View of the west wall showing windows 2, 3 and 4 of the 1894 schoolroom.

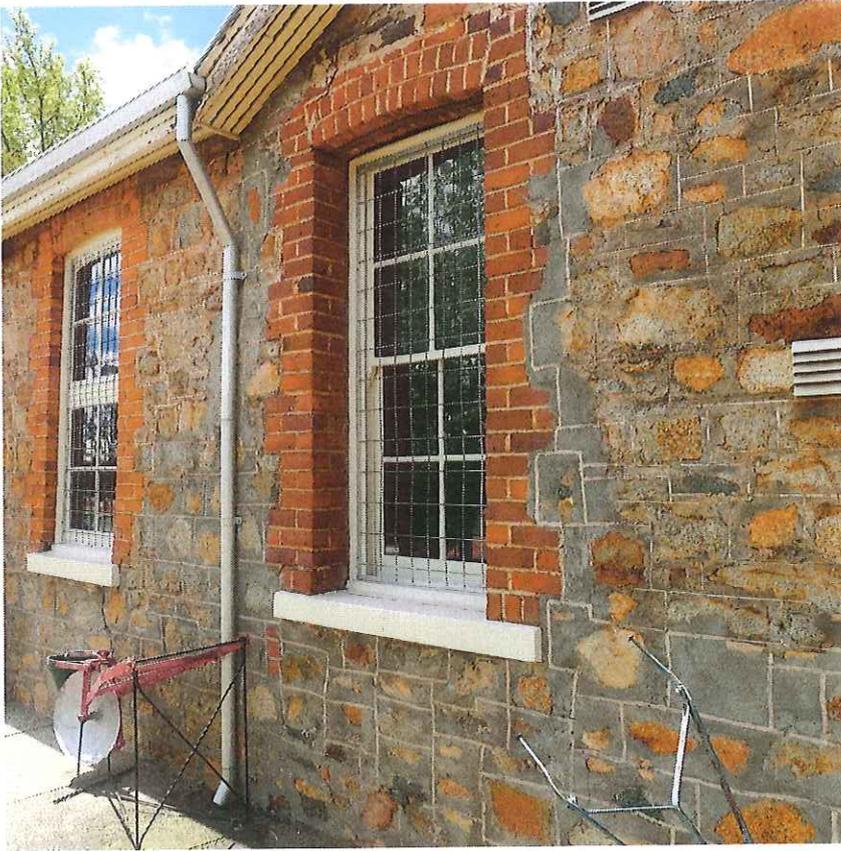


View of the west wall showing window 4 of the 1894 schoolroom and the roof juncture of the 1903 addition.

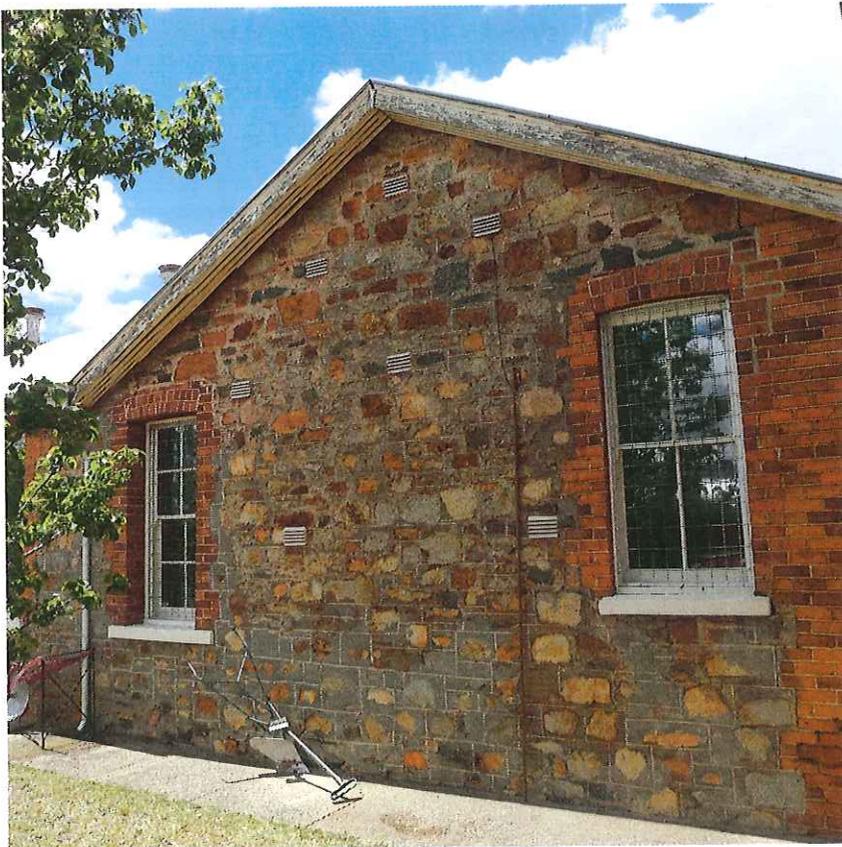
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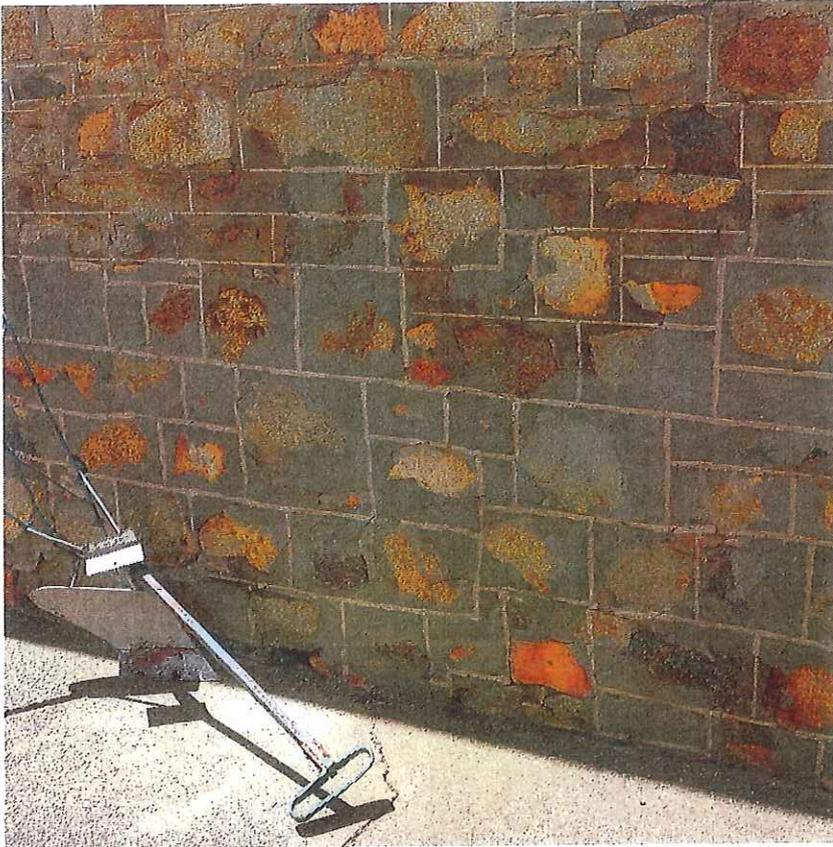


The west wall showing windows 3 & 4 of the 1894 schoolroom and the vertical juncture of the 1903 addition.

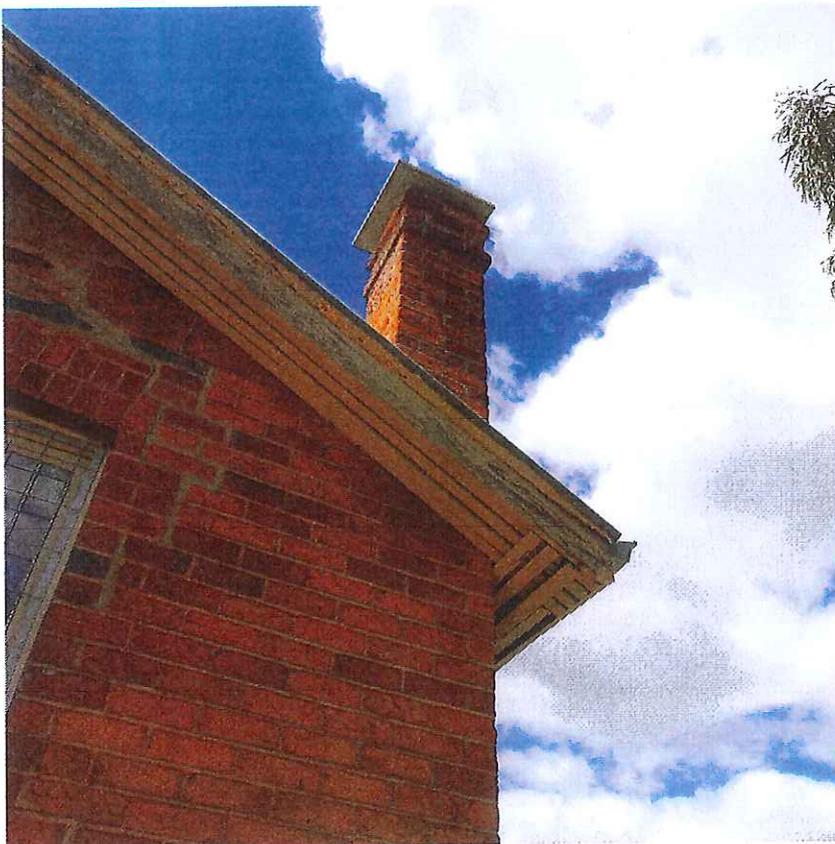


The west wall showing window 4 of the 1894 schoolroom (left) and the 1903 addition.

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The west wall showing the cement interventions to the 1903 addition.



The south end of the west wall showing the 1903 addition showing chimney.

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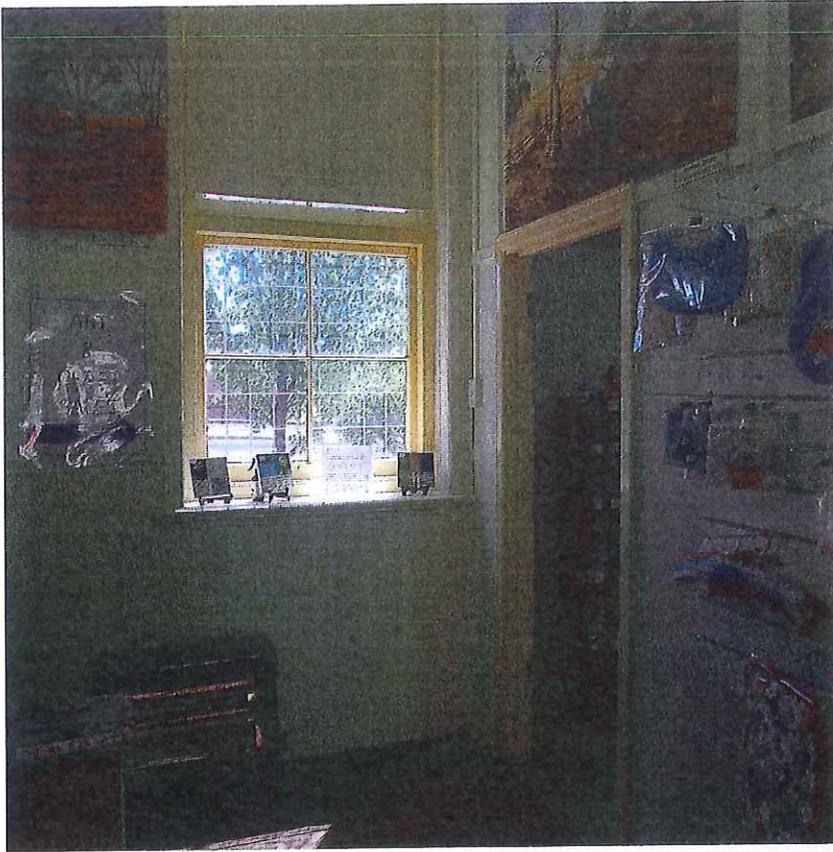


Streetscape view looking east in Earl Street.



Interior: Museum entry (left) in the 1894 building, nib wall showing the juncture with the 1903 addition (right).

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Interior: Museum on the west wall (window4) with the c.1976 partition into the arts and crafts section (right).



Interior: Bank partition (1905) near the east entry off the northeast (front) porch in the 1894 school room- now arts and crafts section.

Courthouse Museum, Narrogin



Interior: Bank partition (1905) in the northwest corner of the 1894 school room-now arts and crafts section.



Interior: Bank partition (1905) in the 1894 school room- showing entry off porch (far right).

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Interior: Showing vertical crack on the west wall (right of the partition).



Interior: The chimney on the east wall of the 1894 school room, showing evidence of falling damp.

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Interior: The chimney on the east wall of the 1894 school room.



Interior: The fireplace on the east wall of the 1894 school room.

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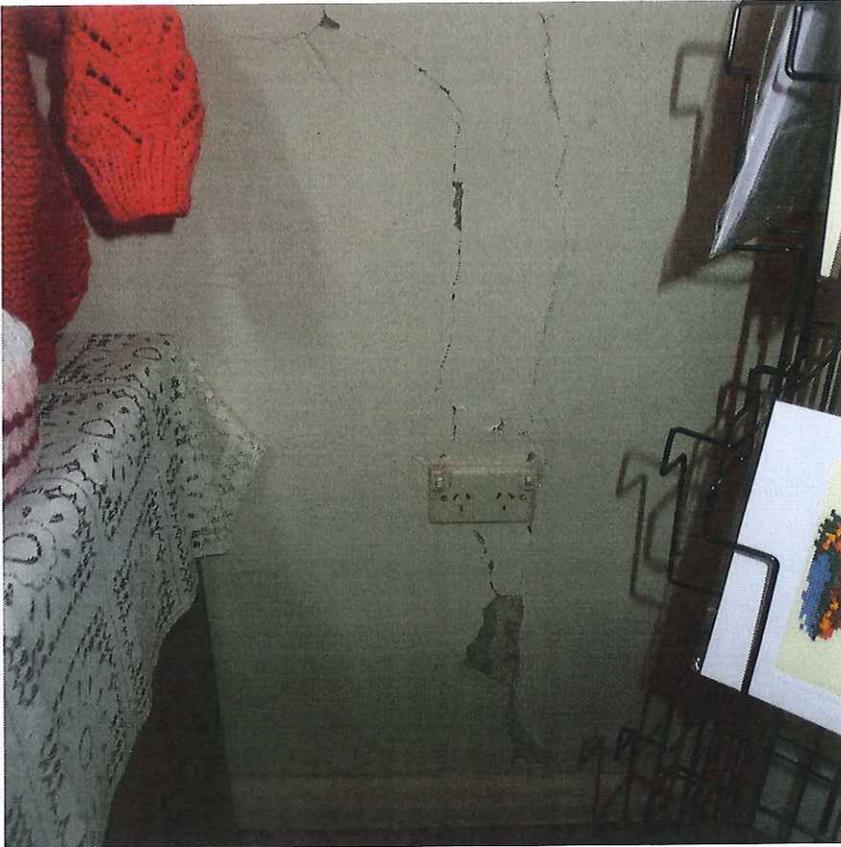
Interior: The c.1976 partition wall towards the south end of the 1894 school room.



Interior: The c.1976 partition wall towards the south end of the 1894 school room showing the doorway through to the Museum section. Window 3 (right).

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Interior: Wall cracks under window 3.



Interior: View from 1894 school room showing nib of former wall (left), into the 1903 classroom addition, showing the door (centre) into room 2 of the 1905 addition.

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Interior: View from the 1903 classroom addition looking into the Museum entry into the 1894 school room (centre left) showing nib of former wall (centre), and the door (right) into room 1 of the 1905 addition.



Interior: The east wall of the 1903 classroom addition showing rooms 1 (left) and 2 (right) of the 1905 addition.

Courthouse Museum, Narrogin



Interior: View to the southwest corner (& fireplace) of the 1903 classroom addition showing courtroom fitout.



Interior: View to the southeast corner of the 1903 classroom addition showing the Bench and 2 (right).

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Interior: View of the Bench.



Interior: View to the southwest corner of the 1903 classroom addition showing the fireplace.

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Interior: West wall at juncture of 1895 (right) and 1903 (left) walls showing damp & cracking damage and repairs.



Interior: Detail of one of the several wall vents on the west wall of the 1903 classroom addition.

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Interior: View to northwest corner of the 1903 class room addition showing the 1895 nib wall (centre left) and c.1976 partition (right).

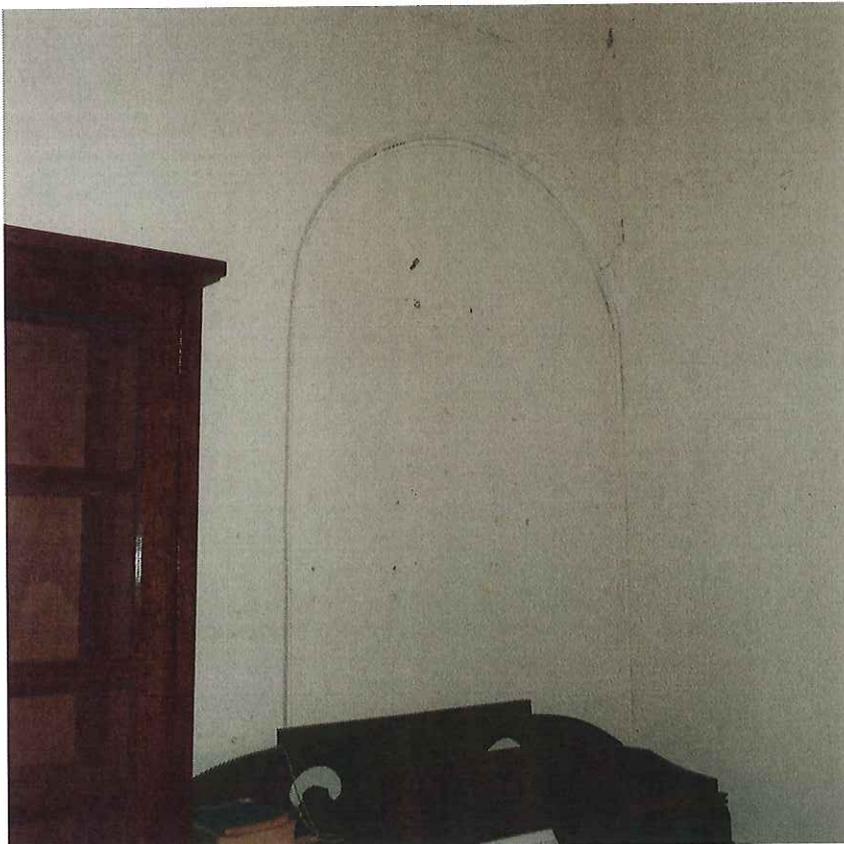


Interior: Room 1 of 1905 addition looking to east wall, showing fireplace.

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Interior: Room 1 of 1905 addition showing cracks above the boarded door on the north wall.



Interior: Room 1 of 1905 addition showing the boarded archway through to room 2.

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Interior: Entry into Room 2 of 1905 addition.

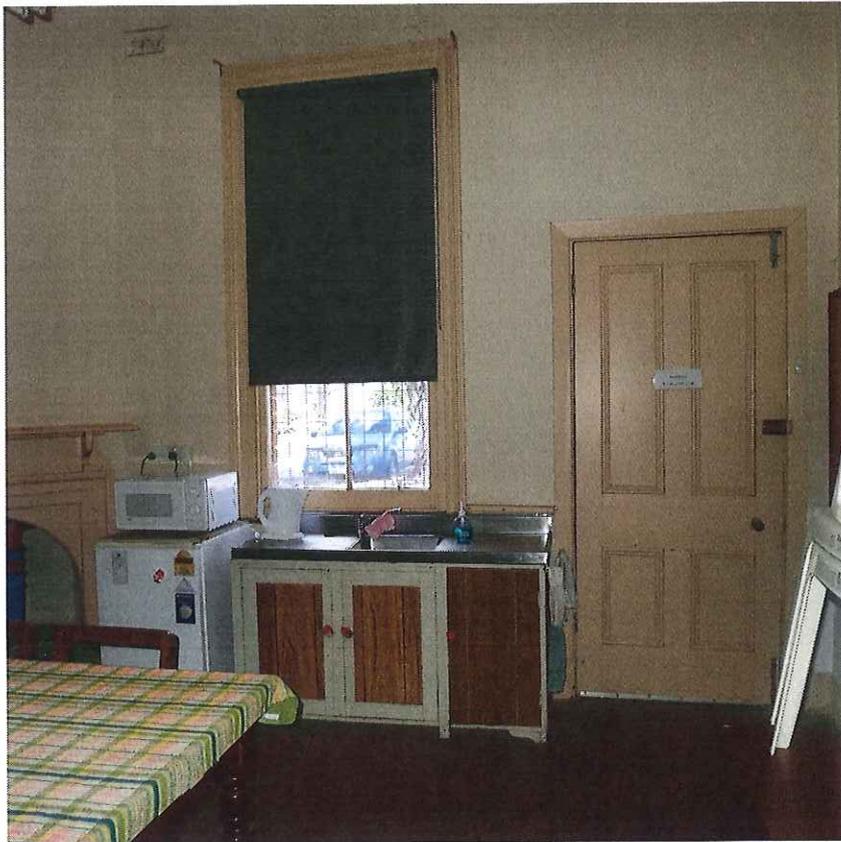


Interior: Room 2 of 1905 addition showing the boarded archway through to room 2 (right).

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Interior: Room 2 of 1905 addition showing corner fireplace, back-to-back with room1 fireplace.



Interior: Room 2 of 1905 addition showing east wall and external door entry.

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Interior: Room 2 of 1905 addition showing extensive repairs on south wall.



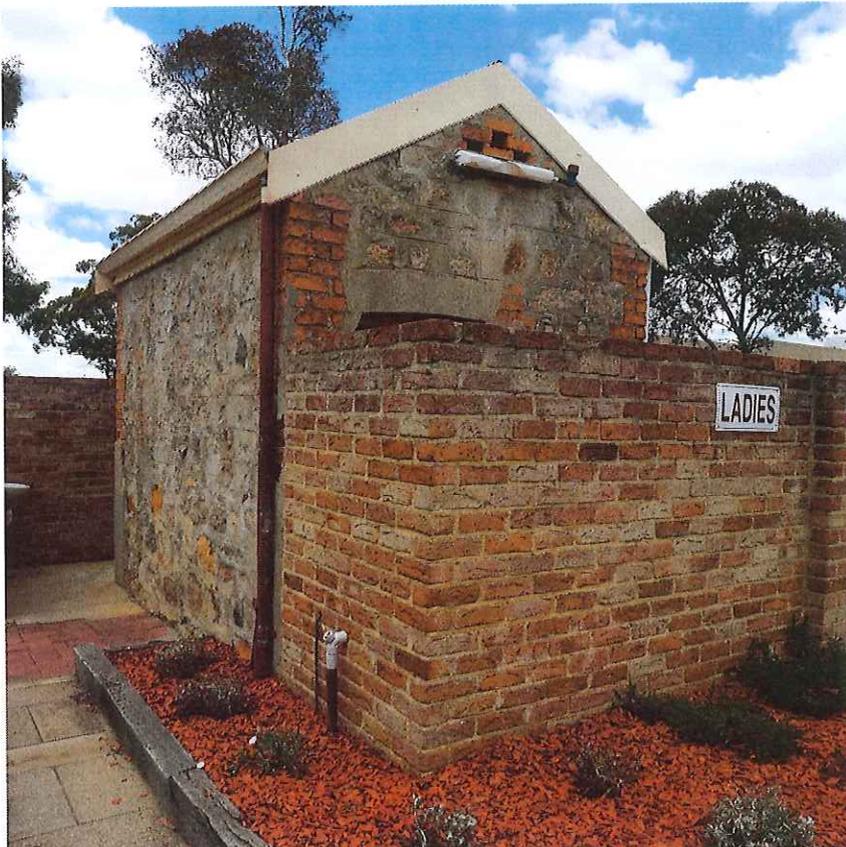
South elevation of the toilet facility.

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"Ladies" entry into the toilet facility.

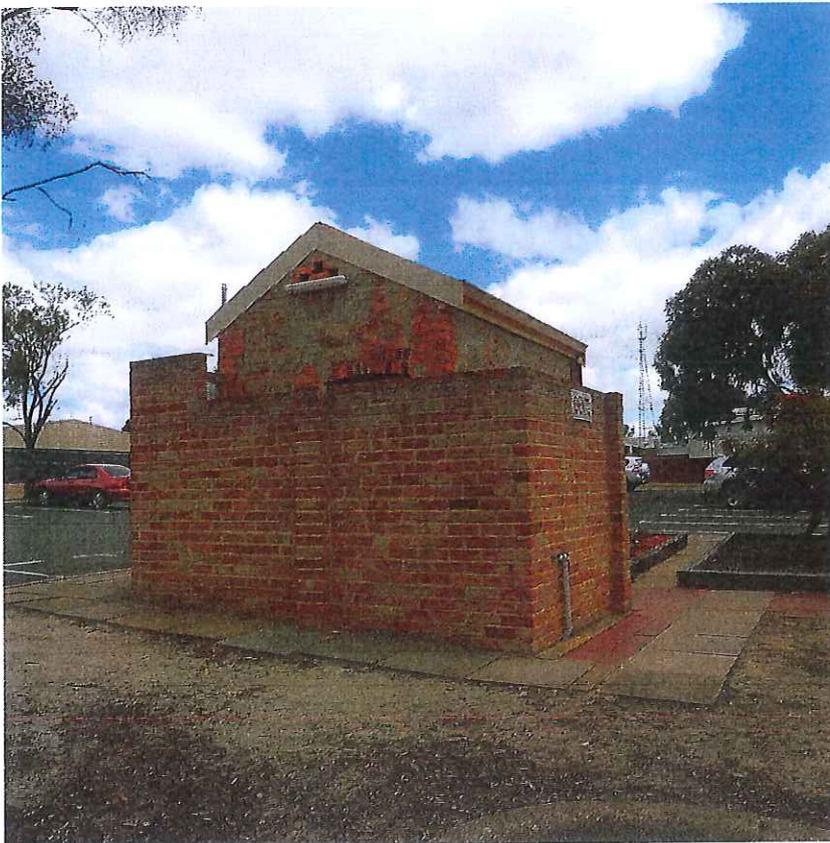


Northwest corner view.

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Detail of north wall of the toilet facility.



View of the east side of the toilet facility.

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4.4 Condition, Integrity, and Authenticity

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

Courthouse Museum, Narrogin is in fair to good condition. No structural investigation has been undertaken, but from a visual inspection the building appears to be structurally stable despite evidence of cracking.

There is some vertical cracking on the external stone walls, particularly on the west wall at the northwest corner, at the juncture of the 1894 and 1903 constructions on the west wall, and the northeast corner of the 1905 room 1. All cracks are further evidenced by intrusive cement repairs.

Although regular maintenance and constant use, environmental effects are evident on the exterior, particularly as a result of the raised external ground levels and hard finishes to the perimeter edge of the building, that have likely exacerbated rising damp issues and subsequent inappropriate cement rich repairs.

The roof appears to be in good condition with effective roof drainage, although ground level drainage is not as effective. The timber detailing is weathered throughout, the gable barges, lined spaced lined eaves, doors, and particularly the window frames. The window grilles are rusted.

The interior is also in fair to good condition. The timber floors seem to be stable with no obvious evidence of termites or subsidence. Although the walls are mostly in fair to good condition there are a number of cracks evident, particularly associated with the west wall, and the 1908 addition. The timber ceiling of the 1894 school room is in good condition although there is evidence of falling damp about the chimney on the east wall.

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

Courthouse Museum, Narrogin has retained a high degree of integrity despite a range of different uses: school, courthouse, bank, offices and museum. Some additions and changes have taken place over the years, to facilitate those ongoing uses but those changes are minimal in the context of the place, and the original school use and subsequent courthouse function and bank use are all clearly identifiable.

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

The remaining original fabric of *Courthouse Museum, Narrogin* is mostly intact. The original face stone has been partially repaired and re-pointed with intrusive cement. There have been some changes, most significantly the removal of the rear wall of the original schoolroom, the bricking in of a few windows and doors, and the installation of partition walls. *Courthouse Museum* has retained a high degree of authenticity.

5.0 ANALYSIS OF EVIDENCE

5.1 Analysis of documentary, oral and physical evidence

The documentary evidence supports the physical evidence in verifying the development of *Courthouse Museum, Narrogin*. The school, constructed in 1894 evidences some changes to the fabric and function. In 1903 a second class room was added on the south side of the original building to accommodate the increase in student numbers. It is likely that the cloakroom was constructed under the 1894 veranda at that time as it has a door at each end. In 1905, the Courthouse relocated into the former school building, adding two rooms on the east side of the 1903 classroom, and removing the wall between the two classrooms. In 1908 the building was converted to serve as the Agricultural Bank, with the conversion of the cloak room to a strongroom, and the installation of internal partitions in the northwest corner of the original school room. In approximately 1925, the bank vacated the building and nothing is known of any particular occupants until 1947 when the courthouse resumed its function from the building until a new Courthouse was constructed in 1970. Since that time, the only change has been the partition wall in the 1894 classroom, likely aligned with the opening of the Museum in 1976, that is still operating in 2017.

There is no documentary or physical evidence with regard to the location and future retention or demise of the Teachers Quarters built in 1894. Similarly there is no evidence with regard to the outbuilding (toilets).

5.2 Comparative

This comparative is included the registration documentation. (Appendix 1)

The State Heritage Office's inherit database lists 988 schools, 132 of which are State Registered. Of those, thirteen stone schools constructed in the 1890s are on the State Register.

6.0 ASSESSMENT OF SIGNIFICANCE

The evidence in this section is considered in terms of the Heritage Council of Western Australia's Criteria for Entry in the Register of Heritage Places (1996); it considers the documentary and physical evidence prior to the formulation of Statement of Significance. The assessment is compiled in consideration of documentary, oral and physical evidence, and is based on objective judgments relating to authenticity and development of the place.

The significance values hereunder are a direct extract from the State Heritage Office's Registration documentation. (Appendix 1)

6.1 Aesthetic Value

Criterion 1 It is significant in exhibiting particular aesthetic characteristic.

- 6.1.1. Importance to a community for aesthetic characteristics.
- 6.1.2 Importance for its creative design or artistic excellence, innovation or achievement.
- 6.1.3 Importance for its contribution to the aesthetic values of the setting demonstrated by a landmark quality or having impact on important vistas or otherwise contributing to the identified aesthetic qualities of the cultural environs or the natural landscape within which it is located.
- 6.1.4 In the case of an historic precinct, importance for the aesthetic character created by the individual components that collectively form a significant streetscape, townscape or cultural environment.

Courthouse Museum, Narrogin is an elegant architectural building with attractive use of local stone, brick quoined openings and corners, and arched doorways. (Criterion 1.1)

Courthouse Museum, Narrogin makes a significant contribution to the townscape and character of Narrogin, in complementing and enhancing the historic aesthetic of the town. (Criterion 1.4)

6.2 Historic Value

Criterion 2 It is significant in the evolution or pattern of the history of Western Australia.

- 6.2.1. Importance for the density or diversity of cultural features illustrating the human occupation and evolution of the locality, region or the State.
- 6.2.2. Importance in relation to an event, phase or activity of historic importance in the locality, region or the State.
- 6.2.3. Importance for its close association with an individual or individuals whose life, works or activities have been significant within the history of the nation, State or region.
- 6.2.4 Importance as an example of technical, creative, design or artistic excellence, innovation or achievement in a particular period.

Courthouse Museum, Narrogin reflects changing educational requirements and expectations around the turn of the twentieth century, and the rapid growth of the Narrogin district. (Criteria 2.1 & 2.2)

Courthouse Museum, Narrogin typifies the scale, materials and design of the rural

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government buildings of Colonial Architect and Superintendent of the Public Works Department (1885-1896) George Temple Poole. (Criterion 2.3)

6.3 Scientific Value n/a

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

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

6.4 Social Value

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

6.4.1 Importance as a place highly valued by a community or cultural group for reasons of social, cultural, religious, spiritual, aesthetic or educational associations.

6.4.2 Importance in contributing to a community's sense of place.

Courthouse Museum, Narrogin is highly valued by the local community for its previous associations with early education, banking and the administration of the justice system, which is confirmed by the continuing use of the place, currently as a local museum. (Criterion 4.1)

Courthouse Museum, Narrogin contributes to the community's sense of place as a nineteenth century construction, which is part of the historic built environment of the town. (Criterion 4.2)

6.5 Degree of Significance - Rarity n/a

Criterion 5 It demonstrates rare, uncommon or endangered aspects of the cultural heritage of Western Australia.

6.6 Degree of Significance - Representativeness

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

6.6.1 Importance in demonstrating the principal characteristics of a range of landscapes or environments, the attributes of which identify it as being characteristic of its class.

6.6.2 Importance in demonstrating the principal characteristics of a range of human activities (including way of life, philosophy, custom, process, land-use, function, design or technique) in the environment of the locality, region or the State.

Courthouse Museum, Narrogin is a representative example of a regional State school constructed prior to 1897. (Criterion 6.1)

Courthouse Museum, Narrogin is a representative example of the Western Australian government practice of recycling and adapting government buildings for alternate uses. (Criterion 6.1)

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7.0 STATEMENT OF SIGNIFICANCE

Courthouse Museum, Narrogin has cultural heritage significance. The Statement of Significance identifies the qualities that make the place worthy of conserving and is essential to the Conservation Policy.

The Statement of Significance is a direct extract from the State Heritage Office's Registration documentation. (Appendix 1)

Courthouse Museum, Narrogin, a single-storey stone building with brick quoining and a corrugated iron gable roof, showing influences of Federation Free style and constructed in stages between 1894 and 1905, has cultural heritage significance for the following reasons:

- the place reflects changing educational requirements and expectations around the turn of the twentieth century, and the rapid growth of the Narrogin district;

- the place was designed by architect George Temple Poole, Colonial Architect and Superintendent of the Public Works Department (1885-1896), and typifies the scale, materials and design of his rural government buildings;

- the place is an elegant architectural piece with attractive use of local stone, brick quoined openings and corners, and arched doorways;

- the place is representative of the Western Australian government practice of recycling and adapting government buildings for alternate uses; and,

- the place is valued by the community of Narrogin and district for the significant contribution to the townscape and character of Narrogin in complementing and enhancing the historic aesthetic of the town.

The Liquidambar tree on the Egerton Street frontage, the east boundary shrubbery, and the car parking area are of no significance.

7.1 Conclusion

The acceptance and implementation of this report is important for the conservation of *Courthouse Museum, Narrogin*. The place has been assessed on the basis of documentary and physical evidence within the guidelines of the Heritage Council of Western Australia, and found to be of cultural heritage significance to the community of Narrogin.

8.0 LEVELS OF SIGNIFICANCE

8.1 Schedule of levels

The analysis of significance is determined within the following criteria determined by the Heritage Council of Western Australia to provide a standard against which all places are assessed.

- ES EXCEPTIONAL SIGNIFICANCE would warrant inclusion on any register of places of significance. Of national or state significance.
- CS CONSIDERABLE SIGNIFICANCE would warrant inclusion on any register of places of significance. Of national or state significance.
- SS SOME SIGNIFICANCE This is the threshold for entry onto the Heritage Council's (WA) Register of Heritage Places, The Australian Heritage Commission's Register of the National Estate, or the National Trust of Australia (WA) Classified List.
- LS LITTLE SIGNIFICANCE neither contributes to or detracts from the significance of a place.
- I INTRUSIVE elements include items that, in their present form, have an adverse affect upon the significance of the place.

A detailed analysis of significance ranks the building elements in a tiered system and serves to inform decisions regarding the conservation of the built fabric of *Courthouse Museum, Narrogin* as detailed in Section 10.3.

Overall appearance	CS
General massing	CS
Setting	SS
Roof geometry	CS
Roof treatment	SS
External walls (stone)	CS
Windows (original)	CS
External doors (not original)	LS
Interior layout	CS
Interior walls (original)	CS
Interior walls (1908 partition)	CS
Interior walls (c.1976 partition)	LS
Floors (timber)	CS
Ceiling (1894)	CS
Ceiling (other)	LS
Courtroom fittings	CS
Metal gate	I
Outbuilding	SS

8.2 Zones of significance

In consideration of the sequence of development and the significant uses (school, court, bank and museum) the entire building is deemed to be of considerable significance and the setting of some significance.

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9.0 DEVELOPMENT OF CONSERVATION POLICY

9.1 Introduction

The Conservation Policy is developed in response to the assessment of cultural heritage significance of the place, as identified in the Statement of significance (Section 7.0) and is specific to that place. All the evidence presented to date has been considered in the formulation of this policy.

The purpose of the Conservation Policy is to establish a framework within which the cultural significance of the place can be retained, respected and protected. The conservation policy outlines an appropriate framework for decision making and recommends a logical sequence of works to facilitate the short term and long term conservation of the place. The Conservation Policy is warranted and its implementation is imperative to ensure that the place is properly conserved for present and future generations. It is very important that on-going appropriate and viable functions are established and retained in the long term.

Generally the policy recommends that *Courthouse Museum, Narrogin* be retained and conserved.

9.2 Key policy statements

- Policy 1.1** The findings of this report be accepted as an indication of the significance of *Courthouse Museum, Narrogin* to the cultural heritage of the community of Narrogin.
- Policy 1.2** The Conservation Management Plan is understood and accepted by the owners, managers and occupants.
- Policy 1.3** The Conservation Management Plan is implemented by the owners, managers and/or occupants.
- Policy 1.4** The policy is referred to and implemented as a guide to future conservation and development of the place identified as *Courthouse Museum, Narrogin*.
- Policy 1.5** Any maintenance, conservation works, interpretation, or development interventions should be undertaken in accordance with the principles and guidelines of Australia ICOMOS's Burra Charter, and in compliance with all heritage and statutory bodies.
- Policy 1.6** The continuation of appropriate and preferred uses be monitored and managed to ensure the ongoing viability of the place.
- Policy 1.7** Undertake conservation works as detailed in Section 16.0.
- Policy 1.8** Review this Conservation Management Plan, every five years, to reconsider the appropriateness in light of any changes to the situation, and make necessary amendments to the conservation policies at those times.

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10.0 RETENTION OF SIGNIFICANCE (policies arising from the significance of the place)

10.1 Procedural policies for the retention of significance

It is important that the owner and those responsible for the place understand the assessed significance, and the Conservation Management Plan is accepted and implemented.

Policy 2.1 Appropriate professional advice should be sought when any intervention to the fabric is considered, or if unplanned situations arise and require attention.

10.2 Physical policies for the retention of significance

10.2.1 Site Application

The site is integral to the significance of the place.

Policy 2.2 The place be treated with the respect afforded by its significance.

Policy 2.3 Retention of the place in the context of the site as specified in this document is essential to retaining the assessed significance of the place as stated in the Statement of Significance.

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

10.2.2 Design Intent

Courthouse Museum, Narrogin was purpose designed as a one-room Government school in 1894. The place continued to fulfil the education function with a 1903 addition of a second classroom, until 1905 when the school vacated and alterations and additions took place to facilitate the courthouse function in 1905. Further minor impacts took place when the Agricultural Bank took over in 1908 installing partitions and altering the cloakroom to become a strongroom. Despite vacancy, office function and Courthouse again, only minimal change took place in c.1976 when the museum installed a partition wall for the Museum function that continues in 2017.

Courthouse Museum, Narrogin has a high degree of integrity and authenticity and demonstrates a very clear understanding of the original and subsequent design intentions.

Policy 2.5 Any new work to the building should be sympathetic, with the remaining fabric of Considerable or Some Significance, or able to be reversed without damage to the surrounding fabric at a later date.

10.2.3 Current use

Courthouse Museum, Narrogin currently continues to be used as a Museum and for other community cultural functions.

Policy 2.6 The continuation of appropriate functions is very important to the ongoing viability of the place.

10.2.4 Fabric and Setting

The setting has likely changed over the years with the development of the carpark on the south side, and to the east beyond screening plantings. Most significantly is the build up of the ground level around the perimeter of the building.

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Much of the remaining original fabric of each period is intact.

Policy 2.7 The setting and overall massing of *Courthouse Museum, Narrogin* should not be compromised by any alterations or adaptations. Works considered detrimental to the setting or massing would include changes to the scale, form, existing building alignment, symmetry, fabric, or details.

Policy 2.8 Any new development of *Courthouse Museum, Narrogin* should respond positively to the existing building assessed as being significant.

Policy 2.9 Retain and enhance existing vistas to and from the place.

Policy 2.10 Interpret and promote the place for its special qualities as stated in the Statement of Significance. (Section 7.0)

10.2.5 Car parking on the site

Formal carparking is available to the east of the building and an expansive carpark across the south to Harris Street.

10.3 Gradings of significance

Examination of the evidence reveals that certain constraints arise to ensure that the significance of the place is not diminished.

The analysis of significance provides a basis for recommendations for appropriate action to elements and fabric within specific gradings of significance.

Policy 2.11 ES EXCEPTIONAL SIGNIFICANCE (not relevant to this place)

Policy 2.12 CS CONSIDERABLE SIGNIFICANCE These areas are extremely important in terms of the place and should be conserved if the place is to retain its meaning and significance.

The fabric assessed as of Considerable Significance should be retained, restored and conserved as appropriate.

Furnishings, fixtures and fittings should be respectful and responsive to the significance of the place, and any uses should not prejudice the associations and meanings of the place or spaces within it.

Intrusive elements should be removed.

Any new elements should be of a removable nature and not impact on considerably significant fabric.

Any damaged fabric should be restored.

Minor adaptation could be acceptable. It should be limited to the introduction of new services with full consideration of all alternatives prior to the intrusion into the original fabric.

Structural alteration to the original fabric is generally not acceptable. However, minor structural adaptation could be considered if the impact on the original significant fabric were minimal, and if the proposal were in line with the Conservation Policy for the place. Full documentation and recording of the adaptation (before, during and after) should be undertaken.

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No development or works should adversely impact on the setting or aspect of the place.

Policy 2.13 SS SOME SIGNIFICANCE This is the threshold for entry onto the Heritage Council's (WA) Register of Heritage Places.

Elements of some significance are elements of the original fabric of the place that have generally undergone considerable change or alteration. Although the elements relate to the history and development of the place, they may be adapted or altered, provided the impact is assessed against the conservation of the place in its entirety.

The fabric assessed as Some Significance should be retained, restored and conserved as appropriate.

Adaptation could be acceptable. It should be limited to the introduction of new services, fixtures and partitions of a removable nature that do not affect the external or internal appearance of the place.

Small scale, discreet structural alterations or openings to the original fabric are acceptable. Full documentation and recording of the adaption (before, during and after) should be undertaken.

Finishes that are new or different could be acceptable. They should not damage or impact on original evidence of significant materials or finishes.

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

The elements can be altered for adaptive or conservation works, depending on future use requirements.

Ensure that any proposed works to elements of little significance do not impact on or detract from elements of greater significance.

Before removal or adaptation of any elements, full documentation and recording (before, during and after) should be undertaken.

Policy 2.15 I INTRUSIVE Intrusive elements include items that, in their present form, have an adverse affect upon the significance of the place and removal should be encouraged.

Removal of any intrusive elements should be assessed in consideration of issues such as function and economics prior to implementation.

Before removal or adaptation of any elements, full documentation and recording (before, during and after) should be undertaken.

Removal should be undertaken when the opportunity arises, or when the element is no longer required, unless their removal is identified as an urgent matter.

11.0 REQUIREMENTS FOR INTERPRETATION

11.1 Introduction

Interpretation means all the ways of presenting the cultural significance of a place. Interpretation may be a combination of the treatment of the fabric (e.g. Maintenance, restoration, reconstruction); the use of and activities of the place; and the use of explanatory material.¹

11.2 Interpretation

Courthouse Museum, Narrogin is integral to the history of the Narrogin district. It may require some explanation in order to understand the significance of the cultural heritage of the place. With understanding comes a respect for the place and an interest in how and why the building developed. The community of Narrogin should have the opportunity to understand and appreciate the significance of this place in their neighbourhood, and its role in the history of Narrogin.

Interpretation is a communication link between a place and its visitors. Whatever the link is it creates for the visitor an intellectual and emotional connection to a place. It creates feelings about a place, prompts ideas and reveals meanings.²

The potential to further interpret and promote the heritage of the place is a prime opportunity to enrich the experience of a visit to the place.

Policy 3.1 Given the cultural importance of the place it is worth developing interpretative material drawing upon the research that has been compiled, and the work in this report, using the plans and information developed for it, to explain the nature and function of the various parts and of the history of the place and the context from which it evolved.

Policy 3.2 The development of brochures and the introduction of discreet signage are means by which the place could be interpreted and promoted.

11.3 Heritage Tourism

Heritage tourism has been broadly described as:

'activities and services which provide international and domestic visitors with the opportunity to experience, understand and enjoy the special values of Australia's heritage.'³

Heritage places are a fundamental element of Australia's tourism industry. More and more 'tourists' are seeking to 'experience' heritage places and the rich stories and history associated with them.

Successful tourism at heritage places depends on a number of things, but quality and honesty must be foremost in the experience. It builds on common ground through community development, ownership and identity that engenders community pride in the tourism business of providing the product, customers and profits, as well as conserving the place through informed and educated heritage management, legislation, availability of resources, and clear management and conservation objectives as detailed in the Conservation Management Plan.

¹ The Burra Charter (The Australia ICOMOS Charter for Places of Cultural Significance) 1999. Article 1.17.

² An extract from Golden Pipeline Interpretation Plan for National Trust of Australia (WA). 2001.

³ *Successful Tourism at Heritage Places: A guide to Tourism Operators, Heritage Managers and Communities.* Australian Heritage Commission. 2001. p.4.

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Eight principles have been derived from an international and national context of sustainable practice in both heritage and tourism:⁴

- Principle 1 Recognise the importance of heritage places
- The Conservation Management Plan provides the documentation to substantiate the significance of a place.
- Principle 2 Look after heritage places
- The Conservation Management Plan ensures that the policies underpin and retain the significance in the future conservation and management of a place.
- Principle 3 Develop mutually beneficial partnerships
- Success depends on community involvement and empowerment and developing active partnerships with site managers, tourism operators, professional expertise, and other businesses in the region, for the purpose of benefiting tourism and cultural heritage to build sustainable heritage tourism.
- Principle 4 Incorporate heritage issues into business planning
- Sound business planning is the essential foundation of a successful heritage tourism operation.
- Principle 5 Invest in people and place
- Heritage tourism must involve the conservation of the heritage assets and the economic and social well being of local communities.
- Principle 6 Market and promote products responsibly
- Marketing and promotion must recognise and respect the cultural heritage significance of the place and the wishes of the local community, and not create unrealistic visitor expectations. Successful marketing and promotion results from strategic partnerships across tourism and heritage interests at all levels.
- Principle 7 Provide high quality visitor experiences
- A common understanding of visitor needs and motivations by tourism operators and heritage managers is the basis of high quality visitor experiences. Honest presentation of authentic places with minimal reconstruction, adaptation or new development provide a basis for a quality experience, allowing for a clear understanding of the place. High customer satisfaction is achieved by attention to detail, and a commitment to high quality in planning activities, staff training, interpretation, and the provision of facilities and services.
- Principle 8 Respect Indigenous rights and obligations
- Aboriginal people are the primary source of information about their culture and its significance.⁵

Policy 3.3 Respond to the 8 principles as a basis for any tourism activity at the place.

⁴ *Successful Tourism at Heritage Places: op.cit., p.10.*

⁵ *ibid. pp. 10-13.*

12.0 EXTERNAL REQUIREMENTS (for retention of significance)

12.1 Shire of Narrogin

External requirements apply, but these are the same as would be attached to any property in the Shire of Narrogin except for issues associated with heritage listings.

The Health Act, Building Code of Australia, and other procedures relating to normal building operations and development should apply. Authorities may exercise some discretion in relation to the place, due to its special nature.

The place is listed in the Shire of Narrogin's Heritage Inventory.

Policy 4.1 The findings of this report be accepted by the Shire of Narrogin as an indication of the significance of *Courthouse Museum, Narrogin* to the cultural heritage of the community of Narrogin.

Policy 4.2 The Shire of Narrogin implement the provisions of the Planning Scheme with regard to including *Courthouse Museum, Narrogin* on the Heritage List to ensure appropriate procedures for the management and conservation, and referrals to the State Heritage Office.

12.2 Heritage Council of Western Australia

This place is entered in the Register of Heritage Places and therefore has protection under the Heritage of Western Australia Act 1990.

As a consequence of the inclusion of *Courthouse Museum, Narrogin* in the Register of Heritage Places, control applies to all those things designated as development under the Act, including demolition of any of the constituent parts of the place. The State Heritage Office, in respect of the place has the power to enter into, implement & enforce Heritage Agreements, arrange assistance for the conservation of the place, assist in negotiation with authorities, may obtain waivers in respect of written laws that might impede proper conservation and may issue conservation or restoration orders to protect the place.

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

12.3 National Trust of Australia (WA)

The place is classified by the National Trust of Australia (WA).

In consequence of the inclusion of *Courthouse Museum, Narrogin* on the National Trust classified list, there are no legal constraints associated with the listing although moral persuasion for conservation is advocated.

12.4 Burra Charter

The principles of the Burra Charter are fundamental to the conservation of the place as outlined in the detailed Conservation Policies and Conservation Procedures (Section 16.0).

Policy 4.4 All conservation and interpretation of the existing building, other elements, and the setting, and any future development be in accordance with the principles of the Burra Charter. (Appendix 2)

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13.0 OWNER REQUIREMENTS

13.1 The Owner

The owner and those responsible for the place recognise the need to have a Conservation Management Plan to guide and assist in facilitating the immediate and ongoing conservation measures necessary to ensure the future of *Courthouse Museum, Narrogin*.

13.2 Implications of ownership

In view of the significance of the place, and considering the continued future use of the place, the owner needs to be aware of any implications that may be attached to the:-

- conservation of the place
- continuing to have appropriate uses and occupation of the place
- interpretation of the place
- signage
- parking
- routine maintenance and procedures

The acceptance and implementation of the Conservation Management Plan will assist the ongoing future for *Courthouse Museum, Narrogin*.

Policy 5.1 The owner should consult with the State Heritage Office with regard to the relevance and appropriateness of any proposed development on the site should it be considered.

Policy 5.2 Undertake conservation works as detailed in Section 16.0.

Policy 5.3 Adopt an inspection and maintenance program flexible enough to incorporate regular review and improvement. (Appendix 3)

Policy 5.4 Seek out relevant funding programs:

Non-profit Organisation owners and Local governments qualify for Lotterywest's Conservation of Cultural Heritage grants for conservation works.

13.3 Compatible uses

The choice of a compatible use can be essential to the survival of the significance of a building, as most uses require some changes to accommodate their needs.

Policy 5.5 Future compatible uses for *Courthouse Museum, Narrogin* must;

- Maintain the relationship between the parts of the place.
- Take the opportunities presented for the restoration of fabric.
- Not compromise the significance of the place as described in the Statements of Significance.
- Not require alteration to any fabric described as being of Considerable or Some Significance.

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13.4 Future Opportunities

The Shire of Narrogin and the Courthouse Museum management committee recognises the opportunities that conservation affords and is taking a well informed and considered approach to its future.

The overriding concern is that the cultural heritage integrity of the place is retained and enhanced and the place is conserved for future generations.

Policy 5.6 In terms of a long term viability, the place needs to continue to be occupied and used for viable and appropriate functions.

14.0 FUTURE DEVELOPMENT

14.1 Generally

This section is concerned with controls for future development and change, mechanisms for policy making in relation to care and use in the case of unforeseen developments or circumstances.

14.2 Control of future development

All future development needs to be evaluated against the Statements of Significance. Effective control will be maintained by reference of any development to an expert for their advice through the planning process and the State Heritage Office for its approval of proposed works.

The governing controls should always be guided by:-

- The conservation of the surviving original fabric
- The ensurance that change will not jeopardise the fabric.
- The proper briefing of intending users to ensure that a general understanding of the cultural significance of the place is accepted as a condition of use.
- The implementation of this policy.

14.3 Framework for future decisions

It is difficult to foresee all future development or policy matters that may require resolution, or predetermine situations that may develop during conservation works. A policy to allow for unforeseen developments, is appropriate for those circumstances;

- Policy 6.1** Gauge development and policy against the Statements of Significance and Conservation Policy, in conjunction with any subsequent detailed policy plans.
- Policy 6.2** Do not consider any future use, development, or policy that would diminish the significance of the place.
- Policy 6.3** Future policy decisions should be guided by conservation principles relevant and in force at the time.
- Policy 6.4** Should there be no policy in place for a particular situation, the matter should be referred to the State Heritage Office for assistance to resolve the matter.
- Policy 6.5** To assist in defining and resolving such issues, the owner or other persons responsible for day-to-day management and implementation of the Conservation Management Plan, should acquire some skills and experience in cultural heritage resource management, in order to recognise issues that might require expert advice in regard to the significant fabric.
- Policy 6.6** The management should recognise the need for, and call in at the proper time, appropriate professional guidance or assistance, to facilitate resolving issues not foreseen in the Conservation Management Plan.

15.0 IMPLEMENTATION OF THE POLICY

15.1 Management Structure

A management structure is a means of implementing the Conservation Policy. The objectives of management of the place are primarily :-

- Conservation of the context.
- Conservation of the significant fabric.
- Control over uses.
- Interpretation of the building.
- Maintaining the viability of the place.
- Control of future development.
- Commitment to on-going maintenance.
- Promotion of the asset to ensure community awareness and appreciation of heritage and therefore support for ongoing funding which is essential to its long term viability.

15.2 Management organisation

The management body must;

- Evaluate capital works.
- Manage the setting of the place.
- Ensure maintenance routines are adhered to.
- Maintain a summary of conservation works, and materials and methods used, as a reference for making future conservation decisions.
- Ensure that development is referred to the State Heritage Office.
- The implementation of appropriate and preferred uses be monitored and managed to ensure the ongoing viability of the place.
- A comprehensive management program be put in place to establish a structure and routine to ensure the retention of the fabric recognised as significant.
- A comprehensive maintenance program be put in place.
- Ensure any current or future lease arrangements recognise the need to conserve the place.

15.3 Relevant agencies to implement policies

The owner and/or the management committee, with the owner's approval, is the appropriate body to implement this policy. With appropriate professional advice on conservation matters, when required, the owner will be in a position to facilitate the adoption and implementation of this plan.

A broad range of skills are necessary to ensure that management is effective, and that the plan is realised and reviewed in consideration of experience and developments. The appointment of appropriate conservation professionals would be advantageous to facilitate the maintenance inspections and implementation of conservation works.

16.0 CONSERVATION PROCEDURES

The following list of physical action needs to be undertaken to ensure the stability of the fabric is maintained and its significance conserved.

This list is prioritised as a guide to breaking the works into a logical sequence, as it is envisaged that these works will need to be phased over a period of time.

It is reasonable to expect that, during the course of carrying out the works, further conservation works will be found to be necessary.

The following definitions from the Burra Charter have been used to describe the required work.

- Conservation: means all the processes of looking after a place so as to retain its cultural significance.
- Preservation: means maintaining the fabric of a place in its existing state and retarding deterioration.
- Restoration: means returning the existing fabric of a place to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.
- Reconstruction: means returning a place as nearly as possible to a known earlier state and is distinguished by the introduction of materials (new or old) into the fabric. This is not to be confused with either recreation or conjectural reconstruction.
- Maintenance: means the continuous protective repair of the fabric, contents and setting of the place, and is to be distinguished from repair. Repair involves restoration and reconstruction and it should be treated accordingly.

16.1 Immediate action

- Thoroughly investigate and fully treat all timber elements including the entire timber sub structure; stumps, floor sub structure, floor, and all other timber detailing and framework.
- Undertake any works deemed necessary in response to recommendations arising from the thorough termite investigation.
- Inspect the roof structures, ensure timber structures are in sound condition. Replace timber structural elements and battens as required.
- Inspect the roof, flashings and trims to ensure effective watertightness and respond accordingly. Pay particular attention to the flashing on the 1894 chimney where there is evidence of falling damp on the interior. It is likely that resheeting the roof is not necessary in the short or medium term. However, when resheeting is necessary, short sheets of galvanised sheeting is the preferred option with flashings and trims to be galvanised materials compatible with the roof material.
- Install original profile gutters and round galvanised downpipes. Ensure that all downpipes discharge into a closed drainage system directing discharge away from the building.

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- Ground level drainage requires urgent attention to minimise subsidence (wall cracks) and rising damp issues that impact upon the stone fabric and interior walls of the building.
 - Remove hardstand ground finishes from the immediate perimeter of the building to a minimum of 0.300 metres along the east side of the 1905 addition and lower the ground level to maximize ensure cross ventilation through the airvents. Undertake further consultation with a conservation professional with regard to drainage and trafficable grating requirements across the entire east frontage.
 - Remove hardstand ground finishes (concrete paths) from the immediate perimeter of the building across the north and west walls, and remove the plant matter from the north frontage immediately at the base of the wall.
 - Lower the ground level against the north and west walls and grade the ground down and away from the wall. Ensure all wall vents at ground level are fully revealed and ventilated to facilitate sub floor cross ventilation by reducing the ground level from the building edge.
 - Given the raised level of Earl Street along the west side, an agricultural drain would be appropriate along the western setback area parallel to the wall and the boundary, allowing for maximum runoff away from the perimeter edge of the building. Finish the graded ground between wall and drain with blue metal or other loose element to allow the base of the wall to 'breathe' and minimise moisture impact.
 - The south wall is more problematic than the other walls due to greater buildup of ground level and carpark against the wall. It requires serious attention to minimize the drainage/moisture impact. Further consultation with Shire Engineers should be undertaken due to the carpark proximity and fall of the land.
 - Ensure all downpipes discharge into an effective enclosed drainage system and the rainfall is discharged away from the building. Undertake necessary works to remedy the existing situation or construct new perimeter drainage systems if necessary.
- After ground level drainage recommendations have been attentioned:
 - Remove all previous 'cement' repairs and restore cracked, damaged and deteriorated mortar on all face stone walls and face brick.
 - Further investigation of the vertical cracks on the west wall may be required, and specialist advice sought with regard to pinning those areas.
 - No mechanical implements should be used in the restoration process.
 - Re-point walls as necessary. Lime rich mortar mix is recommended, and a small test patch should be undertaken and allowed to dry, to determine consistency and colour prior to undertaking the entire restoration. Consultation with a conservation professional is recommended.

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Restore cracks and moisture damage on the interior walls after drainage issues have been remedied and external walls are restored.

- Instigate immediate action on recommendations pertinent to the long-term viability of the place.

16.2 Medium term action

- Restore the external timber details throughout. Some reconstructed elements may be required.
- Investigate the subfloor structure and ground below, to maximize the cross ventilation afforded by the drainage works. Remove soil as required. Reconstruct subfloor structural elements with hardwood timbers as existing.
- Restore floorboards; replace boards with same as required. Do not apply any epoxy sealants to the floors.
- Inspect timber ceiling lining and restore as required.
- Undertake paint scraps to determine the original and later colour schemes.
- Select colour schemes with reference to the original colours, in consultation with a conservation professional. Given the several uses associated with the place, there may be a number of colour scheme options to respond to for future painting.

16.3 Long term action

- Take opportunities to further interpret the place to provide information, understanding and appreciation for visitors.

17.0 REFERENCES

State Heritage Office: Register of Heritage Places assessment documentation

State Heritage Office: inHerit website

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**HERITAGE
COUNCIL**
OF WESTERN AUSTRALIA

REGISTER OF HERITAGE PLACES

Permanent Entry

1. **DATA BASE No.** 01804
2. **NAME** *Courthouse Museum, Narrogin* (1894; 1902; 1905)
FORMER NAMES Narrogin State School, Agricultural Bank, Narrogin Courthouse
OTHER NAMES Old Courthouse Museum
3. **LOCATION** Cnr Earl & Egerton Streets, Narrogin
4. **DESCRIPTION OF PLACE INCLUDED IN THIS ENTRY**
 Lot 1699 on Deposited Plan 195173 being Reserve 32682 and being the whole of the land contained in Crown Land Title Volume 3120 Folio 663
5. **LOCAL GOVERNMENT AREA** Town of Narrogin
6. **OWNER** State of Western Australia
 (Management Order: Town of Narrogin)
7. **HERITAGE LISTINGS**

• Register of Heritage Places:	Permanent Entry	18/04/2008
• National Trust Classification:	Classified	03/10/1996
• Town Planning Scheme:		-----
• Municipal Inventory:	Adopted	30/12/1996
• Register of the National Estate:		-----
8. **CONSERVATION ORDER**

9. **HERITAGE AGREEMENT**

10. **STATEMENT OF SIGNIFICANCE**
Courthouse Museum, Narrogin, a single-storey stone building with brick quoining and a corrugated iron gable roof, showing influences of Federation Free style and constructed in stages between 1894 and 1905, has cultural heritage significance for the following reasons:

the place reflects changing educational requirements and expectations around the turn of the twentieth century, and the rapid growth of the Narrogin district;

the place was designed by architect George Temple Poole, Colonial Architect and Superintendent of the Public Works Department (1885-

1896), and typifies the scale, materials and design of his rural government buildings;

the place is an elegant architectural piece with attractive use of local stone, brick quoined openings and corners, and arched doorways;

the place is representative of the Western Australian government practice of recycling and adapting government buildings for alternate uses; and,

the place is valued by the community of Narrogin and district for the significant contribution to the townscape and character of Narrogin in complementing and enhancing the historic aesthetic of the town.

The Liquidambar tree on the Egerton street frontage, the east boundary shrubbery, and the car parking area are of no significance.



**HERITAGE
COUNCIL**
OF WESTERN AUSTRALIA

REGISTER OF HERITAGE PLACES – ASSESSMENT DOCUMENTATION

11. ASSESSMENT OF CULTURAL HERITAGE SIGNIFICANCE

The criteria adopted by the Heritage Council in November 1996 have been used to determine the cultural heritage significance of the place.

PRINCIPAL AUSTRALIAN HISTORIC THEME(S)

•	3.8.12	Banking and lending
•	6.2	Establishing schools
•	7.6.4	Dispensing justice
•	7.6.12	Conserving Australia's heritage
•	8.5.1	Preserving traditions and group memories

HERITAGE COUNCIL OF WESTERN AUSTRALIA THEME(S)

•	308	Commercial & service industries
•	402	Education & science
•	403	Law & order
•	407	Cultural activities

11.1 AESTHETIC VALUE*

Courthouse Museum, Narrogin is an elegant architectural building with attractive use of local stone, brick quoin openings and corners, and arched doorways. (Criterion 1.1)

Courthouse Museum, Narrogin makes a significant contribution to the townscape and character of Narrogin, in complementing and enhancing the historic aesthetic of the town. (Criterion 1.4)

11.2 HISTORIC VALUE

Courthouse Museum, Narrogin reflects changing educational requirements and expectations around the turn of the twentieth century, and the rapid growth of the Narrogin district. (Criteria 2.1 & 2.2)

* For consistency, all references to architectural style are taken from Apperly, R., Irving, R., Reynolds, P. *A Pictorial Guide to Identifying Australian Architecture. Styles and Terms from 1788 to the Present*, Angus and Robertson, North Ryde, 1989.

For consistency, all references to garden and landscape types and styles are taken from Ramsay, J. *Parks, Gardens and Special Trees: A Classification and Assessment Method for the Register of the National Estate*, Australian Government Publishing Service, Canberra, 1991, with additional reference to Richards, O. *Theoretical Framework for Designed Landscapes in WA*, unpublished report, 1997.

Courthouse Museum, Narrogin typifies the scale, materials and design of the rural government buildings of Colonial Architect and Superintendent of the Public Works Department (1885-1896) George Temple Poole. (Criterion 2.3)

11.3 SCIENTIFIC VALUE

11.4 SOCIAL VALUE

Courthouse Museum, Narrogin is highly valued by the local community for its previous associations with early education, banking and the administration of the justice system, which is confirmed by the continuing use of the place, currently as a local museum. (Criterion 4.1)

Courthouse Museum, Narrogin contributes to the community's sense of place as a nineteenth century construction, which is part of the historic built environment of the town. (Criterion 4.2)

12. DEGREE OF SIGNIFICANCE

12.1 RARITY

12.2 REPRESENTATIVENESS

Courthouse Museum, Narrogin is a representative example of a regional State school constructed prior to 1897. (Criterion 6.1)

Courthouse Museum, Narrogin is a representative example of the Western Australian government practice of recycling and adapting government buildings for alternate uses. (Criterion 6.1)

12.3 CONDITION

Courthouse Museum, Narrogin is in fair to good condition having been continually occupied since construction. Regular maintenance has been applied to those areas in constant use whereas some environmental effects are evident on the exterior, particularly the rising damp damage and subsequent repairs to the stone walls on the west and south walls.

12.4 INTEGRITY

Courthouse Museum, Narrogin has retained a high degree of integrity despite a range of different uses: school, court, bank, and museum. Some changes have taken place over the years, to facilitate those ongoing uses but those changes are minimal in the context of the place, and the original school use and subsequent court function are clearly identifiable.

12.5 AUTHENTICITY

The remaining original fabric of *Courthouse Museum, Narrogin* is mostly intact. The original face stone has been partially repaired and re-pointed on the south and west walls. There have been some changes, most significantly the removal of the rear wall of the original schoolroom, and the bricking in of a window and remodelling of the fireplace in the original schoolroom. *Courthouse Museum, Narrogin* has retained a high degree of authenticity.

13. SUPPORTING EVIDENCE

The documentation for this place is based on the heritage assessment completed by Irene Sauman, Historian and Laura Gray, Heritage and Conservation Consultant, in October 2005, with amendments and/or additions by HCWA staff and the Register Committee.

13.1 DOCUMENTARY EVIDENCE

Courthouse Museum, Narrogin is a single-storey stone building with brick quoining and a corrugated-iron gable roof, showing influences of Federation Free style. The place was built in 1894 as a single classroom school to a standard Public Works Department (PWD) plan.

In September 1890, the Williams District Education Board submitted to the Education Department a petition signed by eleven families for the establishment of a school at Narrogin. The petitioning families had 25 children between them, aged from 3.5 to 14 years. The person recommended by the District Board as a teacher was not considered suitable by the Education Department, with the result that a school was not established at Narrogin until eighteen months later. In March 1892, a provisional school under 19-year-old teacher Beatrice Caruthers was opened. The Caruthers family had recently arrived in the district from England.¹

As a provisional school, it was the responsibility of the local community to find a suitable building, with the furniture and rent provided by the local Road Board, and books and materials provided by the parents. The premises used were described as a one-room building with a dirt floor, owned by Alf Oxman. A provisional school became a Government school once a regular attendance of twelve students could be maintained. This was achieved later in 1893, and the school was recognised as a government school from 2 October that year. At the end of 1893, Mr. Oxman required the school building for his own use, and the school was relocated to a room in the Caruthers's home, which the Education Department rented at three shillings a week. While Beatrice Caruthers is given as the first teacher at the school, her mother Julia was the teacher by the end of 1893.²

Lot 54 on Falcon Street had been set aside for a school site when the town was surveyed, but in 1893, School Inspector James Walton considered the site unsuitable for the purpose. Lot 54 was exchanged for Lots 9 and 10, on the corner of Egerton and Earl streets, which were owned by the Western Australian Land Company. The site was gazetted Reserve 2583 on 10 August 1894.³

Tenders for construction of a school were called on 18 May 1894. A contract was awarded to Thorn, Bower and Stewart for the construction at a cost of £481.⁴ It is uncertain whether this tender included the four-room teacher's quarters, but the cost suggests that it did. The builder who undertook the work is understood to have been Andrew J. Stewart.⁵ Both buildings were of stone construction with

1 Education Department file, 'Narrogin – application for opening of a school', Item 193/90 & 'Narrogin - building and works', Item 460/92, SROWA, ACC 1497.

2 Education Department file, 'Narrogin - building and works', Item 460/92, op cit.

3 Education Department file, 'Narrogin – school site', SROWA, ACC 1497, Item 518/93; DLI Reserves Index.

4 *West Australian Government Gazette*, 1894, p. 479, 18 May 1894 & p. 596, 22 June 1894; Education Department file, 'Narrogin - building and works', Item 460/92, op cit.

5 Pustkuchen, O. E., *The Way Through: The story of Narrogin*, Artlook Books Trust, Perth, 1981, p. 191.

brick quoining and iron roofs.⁶ The school was built to the standard PWD plan for 40 pupils, with the addition of two extra windows in the north facing gable wall.⁷ Chief Architect of the PWD at this time was George Temple Poole.

Poole took up the position of Superintendent of Public Works in WA in 1885, and when the colony was given responsible government in 1890, he became the first Colonial Architect, Superintendent of Public Works, and Assistant Engineer in Chief. He held these positions until he retired in 1896, when he continued to work as an architect and engineer in private practice. He was the first President of the Royal Australian Institute of Architects WA. Because of his position, his early work involved numerous public buildings and included: Beverley, Perth, Fremantle and Coolgardie railway stations; the Royal Mint; the Titles Office; Observatory; and a number of post offices and schools throughout the state.⁸

Narrogin School was ready for occupation at the beginning of the 1895 school year, by which time the number of students enrolled had reached 25.⁹ Adolf Schneider was the head teacher in late 1895 and he occupied the teacher's quarters with his wife, who taught music.¹⁰ Later teachers were A. M. Lynberg, P. J. Turvey, who established a school band in 1900, and T. E. Liddington.¹¹

In 1898, the Government purchased the Great Southern line and associated land grants from the Western Australian Land Company, including the townsites that had been established along the line. Narrogin townsite was enlarged and lots renumbered. The two lots comprising School Reserve 2583 were renumbered Lots 260 and 261 and the Reserve was regazetted as Reserve 5630 with the addition of adjoining lots 31-33. The extra land was no doubt intended for future expansion of the school.¹²

By 1902, enrolments had reached 82 in a schoolroom designed for 40. Tenders were called for the addition of a second room and builder Andrew Stewart was awarded the contract, costing £349. Construction commenced on 5 February 1903 and was completed in March.¹³ By mid 1904, there were 106 students enrolled. Room 1 housed 69 students comprising Infants (21), Class II (6), Class III (7), Standard I (21), and two-thirds of Standard II (14). These classes were taught by an assistant teacher with the help of a monitor, whose job it was to hand out books and materials. Room 2 housed the 47 students in the upper classes comprising the rest of Standard II and Standards III to VII, who were taught by the head teacher.¹⁴

Between 1894 and 1904, educational standards had seen radical improvements, and a new standard school design, which allowed for expansion, had been

6 Photos of school and quarters c. 1895, Pustkuchen, O. E., op cit, pp. 170 & 192.

7 Public Works Department (PWD) Plan 212, 'Standard drawing: School-for-40-scholars' & Plan 9591 'Narrogin School additions', December 1902, courtesy Dept of Housing & Works (DHW); physical evidence.

8 Pitt Morison, M., 'Immigrant Architects and their work, 1885-1905', unpublished paper, Batty Library PR13589.

9 *West Australian Government Gazette*, 1894, p. 494; Education Department file, 'Narrogin - building and works', Item 460/92, op cit.

10 Pustkuchen, O. E., op cit, pp. 169, 170 & 192.

11 Information on plaques at Narrogin Courthouse Museum.

12 DLI Reserve Index, 27 May 1898.

13 Education Department file, Narrogin school journal, 29 February 1902 - 23 April 1923, SROWA, ACC 826; *West Australian Government Gazette*, 1902 p. 4613 & 1903 p. 95; PWD Plan 9591 'Narrogin School additions', December 1902, op cit.

14 Education Department file, Narrogin school journal, op cit.

developed by the PWD in 1897.¹⁵ Rather than add more classrooms to the existing Narrogin school building, a larger piece of land was acquired on the corner of William and Glyde streets. So, in late 1904, tenders were invited for construction of a more modern school and quarters on the new site. These buildings were completed early in 1905 and school furniture and fittings were moved from *Courthouse Museum, Narrogin* on 29-30 April that year.¹⁶

Reserve 5630 was regazetted for the purpose of public buildings and *Courthouse Museum, Narrogin* was designated for use as the Narrogin Courthouse. A local court had been established at Narrogin in 1900 and held a monthly sitting.¹⁷ A contract for the conversion was awarded to A. Ede on 10 November 1905 at a cost of £290.¹⁸ The work involved the addition of two rooms on the east end of the 1903 addition, each with a corner fireplace, and the removal of the wall between the two school rooms to create one large space.¹⁹

In 1908, with plans in place to construct a new Town Hall, Narrogin Council sold the 1896 Agricultural Hall to the Government for use as public office accommodation. The former Hall was first occupied by the Lands Department, then in a swap of premises, the courthouse was moved into the Hall and the Rural & Industries (R & I) Bank occupied *Courthouse Museum, Narrogin*.²⁰ The R & I Bank had been established by the State Government in 1894 to assist development in agricultural areas at a time when the Government was encouraging land settlement for wheat production.

In converting *Courthouse Museum, Narrogin* for use as a bank, the former school cloakroom became the strongroom, requiring the removal of the two small windows and relocation of doorways. Other alterations comprised partitioning to suit bank functions.²¹ It is not known which year the R & I Bank moved into *Courthouse Museum, Narrogin*, but it appears to have been sometime after 1925.²²

PWD plans show that the courthouse moved back into *Courthouse Museum, Narrogin* in 1947. The exchange required further remodelling of the former school cloakroom for use as a witness room, with installation of a new window and a new arrangement of doorways. New internal partitioning was installed for court operations.²³

15 Gregory, Jenny & Smith, Lisa, *A Thematic History of Public Education in Western Australia*, Centre of Western Australian History, 1995, pp. 8-15.

16 Education Department file, Narrogin school journal, op cit. The 1905 school is part of the current Narrogin Primary School.

17 Where the Narrogin court sat from 1900 to 1906 has not been ascertained.

18 Pustkuchen, O. E., op cit, p. 193; *West Australian Government Gazette*, 1905, p. 3329, 10 November 1905; DLI Reserve Index, 13 October 1905.

19 PWD Plan 12138/9, 'Narrogin court house (conversion of old school building)', September 1905, courtesy DHW.

20 Pustkuchen, O. E., op cit, p. 153.

21 PWD Plan 31167, drawing 8, 'Interchange of premises between Rural & Industries Bank & Courthouse, Narrogin' [1947], courtesy DHW.

22 Maurie White, in his *Memorial II: Narrogin and World War I*, 1983, mentions a newspaper article of 1925 reporting that the Soldiers Memorial Institute was being built beside the 'shabby' Agricultural Bank. The Institute is located several lots east of *Courthouse Museum, Narrogin*. Annual reports for the R & I Bank do not include information on buildings or locations, and no street addresses for either the courthouse or the Bank are listed in the Post Office and Telephone directories to at least 1950.

23 Pustkuchen, O. E., op cit, p. 153; WD Plan 31167, drawing 7, 'Interchange of premises between Rural & Industries Bank & Courthouse, Narrogin' [1947], & Plan 31165 'Courthouse Narrogin', 31 August 1947, courtesy DHW.

In the late 1960s, plans were in place for construction of a new courthouse and a public office building on the police precinct site on the opposite side of Earl Street. A roadway known as Memorial Avenue, on the east side of the police precinct, was acquired from the Town Council to provide a sufficiently large construction site, and in return the Government agreed to transfer *Courthouse Museum, Narrogin* to the Council 'in situ' for museum purposes. The new courthouse building was occupied in September 1970, and *Courthouse Museum, Narrogin* remained vacant for the next twelve months while the Government ascertained its temporary public office requirements. Construction of the new public office building was delayed due to financial constraints, and it was found necessary to make repairs and renovations to *Courthouse Museum, Narrogin* for use as temporary offices for the District Engineer and staff of the Water Supply Department. Termites were found to be active in the floor, and a structural roof beam had failed, resulting in a sagging ceiling. The budget of \$6,000, which was allowed for the repairs, was exceeded by about 30%, 'because of the state of the building and the necessity to maintain the historical aspect of the repairs to match existing'.²⁴

The new public office building was constructed in the 1972-73 financial year and was occupied on 12 March 1973. *Courthouse Museum, Narrogin* was to be transferred to the Town of Narrogin with the understanding that the surrounding land would be developed as a parking area for both the museum and the public offices.²⁵ On 19 July 1974, Lot 260 was redesignated Lot 1592 and vested in the Town of Narrogin for 21 years as Reserve 32682.²⁶ The Town placed the management of the museum in the hands of the Narrogin Historical Society.

On 18 September 1976, the Old Courthouse Museum opened in *Courthouse Museum, Narrogin*. The opening ceremony was performed by Sir Thomas Wardle, chairman of trustees of the WA Museum. Also present were Mayor P. W. Farr, WA Museum trustees D. E. Hodgkin and A. Kennedy, and Peter Jones MLA (Minister for Housing and Conservation). The opening was attended by over three hundred people, many of whom dressed in period costume for the event. A feature of the exhibition was a display of hundreds of varieties of wildflowers. Members of the Country Women's Association (CWA) and the Historical Society provided afternoon tea for the visitors. A photograph of the building that accompanied the newspaper report of the opening shows that the Liquidambar tree on the Egerton Street frontage was not in existence at that time and has been planted since.²⁷

The Museum provides an interpretation of the building in its use as school, courthouse and bank and displays items of local history.

In 2005, *Courthouse Museum, Narrogin* continues to be occupied by the Old Courthouse Museum.

13.2 PHYSICAL EVIDENCE

Courthouse Museum, Narrogin, a single-storey stone building with brick quoining and a corrugated iron gable roof, shows influences of the Federation Free style and several stages of construction.

²⁴ Correspondence, 25 October - 3 November 1971, PWD file, 'Old Narrogin courthouse - repairs and renovations', SROWA, CONS 689, Item 1937/1025.

²⁵ Press Statement, 8 May 1973 & news item in the *West Australian*, 11 May 1973, PWD file, 'Old Narrogin courthouse - repairs and renovations', Item 1937/1025, op cit.

²⁶ DLI Reserve Index.

²⁷ *Narrogin Observer*, 23 September 1976, p. 1.

Courthouse Museum, Narrogin is located on the southeast corner of the Egerton Street and Earl Street crossroads where there is a roundabout. The site is bounded at the rear by Harris Street with a bitumen car park between the rear of the building and the street. The car park extends along the east side of the site, screened partially by juvenile native plantings that include a range of Eucalypts and Casuarina. The building is accessed primarily from the Egerton Street frontage, and from the car parks at the rear and east side, with the entry door on the east side. The immediate street frontages of Earl and Egerton streets are fenced with metal-posted chain link fencing, with grassed setbacks to the concrete path that surrounds the building. Within the Egerton Street setback on the centre front is a Weeping Peppermint (*Agonis flexuosa*) and on the east side, there is a Liquidambar (*Liquidambar styraciflua*) and a rock with a sesquicentennial plaque commemorating first exploration in the Narrogin area in 1845. Separate, near the southeast corner of the school building, is a gable roof stone structure that provides public toilet facilities.

The original 1894 classroom is the section that fronts Egerton Street, closest to the street corner. It has a high-pitched gable frontage and the roof extends to a low verandah along the east side. The 'front' wall is symmetrical with three double hung windows, the centre window with an added height in response to the gable apex. The 1902 and 1905 additions are across the south side, in a rectangular footprint, forming an 'L' with the original building. The extensions have a gable roof that provides a gable detail to the Earl Street frontage. The east verandah of the original classroom is enclosed in the centre with a stone wall room, and there is an open verandah on the north and a verandah where the current entry is located on the south side of the verandah enclosure.

The building is constructed entirely of random granite stone that has been pointed. Window reveals are quoined with face brick with arched soldier headers and concrete sills. The chimneys are face brick with simple corbelled detailing. The walls show considerable evidence of repairs on the west and east walls, with inappropriate cement rich mortars and re-pointing over the top. The repair interventions are predominantly along the lower sections of those walls, indicating a rising damp issue. On the south wall the pointing is white over black on the 1902 section of the building and black on the 1905 extension, clearly illustrating the addition. The addition is further illustrated by the short sheet galvanised roof sheeting on the 1902 section and long sheeting over the 1905 section. The original 1894 roof is delineated by 2 vents on the ridgeline. The verandah has a concrete floor and is supported by square stop chamfered posts, and the gable infill end is lined vertically with matchboard. There is a small corrugated iron awning porch over the east door from the southeast room. The gutters throughout are non-original square profile and although a round galvanised downpipe is evident, these are predominantly pvc. On the 1894 building, the front elevation has a group of three double hung sash windows. On the west wall there are three similar windows with 4 pane sashes. The windows are spaced equally along the wall, and the northern most window has been bricked in. On the same wall there are two windows with two pane sashes, associated with the 1902 extension that also has a set of three windows on the south wall. All the windows have weld mesh fitted on the exterior. On the west wall there are a series of small rectangular metal louvred wall vents.

From the verandah, the entry leads directly into an expansive space that includes the Courtroom on the left, delineated by a timber dado railing and the remains at each end of the original rear wall of the 1894 classroom. On the right is a partition wall that separates the major section of the original classroom, on the

north side of the partition. Left of the courtroom, on the east side, are two rooms, side by side, each accessed from the courtroom, and both originally having external access, although the 'kitchen' still opens to the east side exterior. Between the two rooms there is evidence of an arched doorway that has subsequently been in-filled.

The original classroom is predominantly intact. The original 5-inch (127mm) hardwood floors, hard plaster walls, and coved ceiling lined with painted matchboard remain in situ. The fireplace still has an arched opening but has been remodelled to a flat rendered element. The original four-panel entry door at the northwest corner opens onto the small open verandah. A full height jarrah veneer and glass office partitioning has been installed, possibly during the R & I Bank period. The wall separating the classroom from the courtroom is clearly a timber framed partition wall that is not in the position of the original rear wall of the school room, which is evident by the continuation of the school room ceiling and the remains of the side walls.

The courtroom retains the original fabric of 1902 when it was the second classroom addition. The floors are 5-inch (127mm) hardwood boards, the walls are hard plaster, and the ceiling is plain plaster. The jarrah 'bench' is a raised element along the south wall and there is a truncated fireplace in the southwest corner. The fireplace has an arched opening and a simple bracketed jarrah mantelpiece. Doors on the east side lead to the two rooms that are the 1905 courtroom additions. The walls, floors and ceilings are as for the courtroom, and there are back-to-back truncated fireplaces. The fireplaces have arched openings and are detailed with timber surrounds and mantelpieces that have since been painted. The southeast corner room has a c.1950s basic kitchen fit out. The small stone enclosed room under the main verandah was inaccessible.

The stone outbuilding also has brick quoined openings and corners, and arched doorways, and features vented brick detailing in the gable apexes at both ends. The corrugated iron gable roof has been painted red. More recent brick privacy walls have been constructed on both sides.

Courthouse Museum, Narrogin is in fair to good condition having been in use since construction. Different uses: school, court, bank and museum, have facilitated changes over time, but the impact on the original fabric has been minimal except for the removal of the south wall of the original school room. Regular maintenance has been applied to those areas in constant use whereas some environmental effects are evident on the exterior, particularly the damage and subsequent repairs to the stone walls on the west and south.

Plans dated 1945 show the existing layout except that the dais in the courtroom is central on the south wall and there are no steps from the Magistrates room.

13.3 COMPARATIVE INFORMATION

The HCWA database lists 43 schools constructed between 1890 and 1900. Fifteen are constructed of stone. Six are located in the Wheatbelt region. Old Primary School (fmr), Southern Cross (1895) is the only other place in the Wheatbelt constructed of stone in the 1890s.

Thirteen schools constructed in the 1890s of stone are on the State Register.²⁸

A new standard school design, which allowed for expansion, was developed by the PWD in 1897. Single room schools constructed in stone were built in a

²⁸ Heritage Council database.

number of rural areas prior to 1897. *Yardarino School (ruin)* (P01245) in the Irwin Shire was a gable-roofed school built in 1878 to the standard PWD plan by local settlers, originally functioning as a provisional school. It operated from 1878 to 1939 and is now a ruin. The *Central Greenough School* (P01156) built in 1865 by William Trigg has a hipped roof. The place has been restored by the National Trust. Neither of these places has had additions to the original single classroom building. Both places are on the State Register. *Cossack School (ruins)* (P03230) was built in 1896-97 to replace a building destroyed in a cyclone. It is interim listed on the State Register and has had conservation work undertaken to preserve remaining fabric.²⁹

Government School, Cue (P00644) was built in 1896, and had two extra classrooms added by 1905. The stonework has been painted and it has a powder coated corrugated galvanised steel roof. It is still in use as the local school and the quarters are extant and occupied. The place is on the State Register.³⁰

Of the four other single classroom rural schools – Wagin, Broomehill, Katanning and Mount Barker - that were built in the region at the same time as *Courthouse Museum, Narrogin*, only the Mount Barker School (P02271) appears to be extant. It is currently in use as the Seventh Day Adventist Church.³¹

Courthouse Museum, Narrogin is a fine example of a rural stone school building of the single classroom design which were constructed prior to the introduction of standard school design in 1897, and one of very few still intact.

13.4 KEY REFERENCES

Education Department and PWD files for Narrogin School and Courthouse, State Records Office, Perth, as referenced.

13.5 FURTHER RESEARCH

29 Heritage Council assessment documentation.

30 Heritage Council assessment documentation.

31 Education Department file, 'Narrogin - building and works', Item 460/92, op cit; Heritage Council database.

APPENDIX 2

BURRA CHARTER 2013

THE BURRA CHARTER

The Australia ICOMOS Charter for
Places of Cultural Significance 2013



Australia ICOMOS Incorporated
International Council on Monuments and Sites

ICOMOS

ICOMOS (International Council on Monuments and Sites) is a non-governmental professional organisation formed in 1965, with headquarters in Paris. ICOMOS is primarily concerned with the philosophy, terminology, methodology and techniques of cultural heritage conservation. It is closely linked to UNESCO, particularly in its role under the World Heritage Convention 1972 as UNESCO's principal adviser on cultural matters related to World Heritage. The 11,000 members of ICOMOS include architects, town planners, demographers, archaeologists, geographers, historians, conservators, anthropologists, scientists, engineers and heritage administrators. Members in the 103 countries belonging to ICOMOS are formed into National Committees and participate in a range of conservation projects, research work, intercultural exchanges and cooperative activities. ICOMOS also has 27 International Scientific Committees that focus on particular aspects of the conservation field. ICOMOS members meet triennially in a General Assembly.

Australia ICOMOS

The Australian National Committee of ICOMOS (Australia ICOMOS) was formed in 1976. It elects an Executive Committee of 15 members, which is responsible for carrying out national programs and participating in decisions of ICOMOS as an international organisation. It provides expert advice as required by ICOMOS, especially in its relationship with the World Heritage Committee. Australia ICOMOS acts as a national and international link between public authorities, institutions and individuals involved in the study and conservation of all places of cultural significance. Australia ICOMOS members participate in a range of conservation activities including site visits, training, conferences and meetings.

Revision of the Burra Charter

The Burra Charter was first adopted in 1979 at the historic South Australian mining town of Burra. Minor revisions were made in 1981 and 1988, with more substantial changes in 1999.

Following a review this version was adopted by Australia ICOMOS in October 2013.

The review process included replacement of the 1988 Guidelines to the Burra Charter with Practice Notes which are available at: australia.icomos.org

Australia ICOMOS documents are periodically reviewed and we welcome any comments.

Citing the Burra Charter

The full reference is *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013*. Initial textual references should be in the form of the *Australia ICOMOS Burra Charter, 2013* and later references in the short form (*Burra Charter*).

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The Burra Charter consists of the Preamble, Articles, Explanatory Notes and the flow chart.

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Cover photograph by Ian Stapleton.

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The Burra Charter

(The Australia ICOMOS Charter for Places of Cultural Significance, 2013)

Preamble

Considering the International Charter for the Conservation and Restoration of Monuments and Sites (Venice 1964), and the Resolutions of the 5th General Assembly of the International Council on Monuments and Sites (ICOMOS) (Moscow 1978), the Burra Charter was adopted by Australia ICOMOS (the Australian National Committee of ICOMOS) on 19 August 1979 at Burra, South Australia. Revisions were adopted on 23 February 1981, 23 April 1988, 26 November 1999 and 31 October 2013.

The Burra Charter provides guidance for the conservation and management of places of cultural significance (cultural heritage places), and is based on the knowledge and experience of Australia ICOMOS members.

Conservation is an integral part of the management of places of cultural significance and is an ongoing responsibility.

Who is the Charter for?

The Charter sets a standard of practice for those who provide advice, make decisions about, or undertake works to places of cultural significance, including owners, managers and custodians.

Using the Charter

The Charter should be read as a whole. Many articles are interdependent.

The Charter consists of:

- Definitions Article 1
- Conservation Principles Articles 2–13
- Conservation Processes Articles 14–25
- Conservation Practices Articles 26–34
- The Burra Charter Process flow chart.

The key concepts are included in the Conservation Principles section and these are further developed in the Conservation Processes and Conservation Practice sections. The flow chart explains the Burra Charter Process (Article 6) and is an integral part of

The Burra Charter, 2013

the Charter. Explanatory Notes also form part of the Charter.

The Charter is self-contained, but aspects of its use and application are further explained, in a series of Australia ICOMOS Practice Notes, in *The Illustrated Burra Charter*, and in other guiding documents available from the Australia ICOMOS web site: australia.icomos.org.

What places does the Charter apply to?

The Charter can be applied to all types of places of cultural significance including natural, Indigenous and historic places with cultural values.

The standards of other organisations may also be relevant. These include the *Australian Natural Heritage Charter*, *Ask First: a guide to respecting Indigenous heritage places and values* and *Significance 2.0: a guide to assessing the significance of collections*.

National and international charters and other doctrine may be relevant. See australia.icomos.org.

Why conserve?

Places of cultural significance enrich people's lives, often providing a deep and inspirational sense of connection to community and landscape, to the past and to lived experiences. They are historical records, that are important expressions of Australian identity and experience. Places of cultural significance reflect the diversity of our communities, telling us about who we are and the past that has formed us and the Australian landscape. They are irreplaceable and precious.

These places of cultural significance must be conserved for present and future generations in accordance with the principle of inter-generational equity.

The Burra Charter advocates a cautious approach to change: do as much as necessary to care for the place and to make it useable, but otherwise change it as little as possible so that its cultural significance is retained.

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Articles

Article 1. Definitions

For the purposes of this Charter:

- 1.1 *Place* means a geographically defined area. It may include elements, objects, spaces and views. Place may have tangible and intangible dimensions.
- 1.2 *Cultural significance* means aesthetic, historic, scientific, social or spiritual value for past, present or future generations.
- Cultural significance is embodied in the *place* itself, its *fabric*, *setting*, *use*, *associations*, *meanings*, records, *related places* and *related objects*.
- Places may have a range of values for different individuals or groups.
- 1.3 *Fabric* means all the physical material of the *place* including elements, fixtures, contents and objects.
- 1.4 *Conservation* means all the processes of looking after a *place* so as to retain its *cultural significance*.
- 1.5 *Maintenance* means the continuous protective care of a *place*, and its *setting*.
- Maintenance is to be distinguished from repair which involves *restoration* or *reconstruction*.
- 1.6 *Preservation* means maintaining a *place* in its existing state and retarding deterioration.
- 1.7 *Restoration* means returning a *place* to a known earlier state by removing accretions or by reassembling existing elements without the introduction of new material.
- 1.8 *Reconstruction* means returning a *place* to a known earlier state and is distinguished from *restoration* by the introduction of new material.
- 1.9 *Adaptation* means changing a *place* to suit the existing *use* or a proposed use.
- 1.10 *Use* means the functions of a *place*, including the activities and traditional and customary practices that may occur at the place or are dependent on the place.

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Explanatory Notes

Place has a broad scope and includes natural and cultural features. Place can be large or small: for example, a memorial, a tree, an individual building or group of buildings, the location of an historical event, an urban area or town, a cultural landscape, a garden, an industrial plant, a shipwreck, a site with in situ remains, a stone arrangement, a road or travel route, a community meeting place, a site with spiritual or religious connections.

The term cultural significance is synonymous with cultural heritage significance and cultural heritage value.

Cultural significance may change over time and with use.

Understanding of cultural significance may change as a result of new information.

Fabric includes building interiors and sub-surface remains, as well as excavated material.

Natural elements of a place may also constitute fabric. For example the rocks that signify a Dreaming place.

Fabric may define spaces and views and these may be part of the significance of the place.

See also Article 14.

Examples of protective care include:

- maintenance — regular inspection and cleaning of a place, e.g. mowing and pruning in a garden;
- repair involving restoration — returning dislodged or relocated fabric to its original location e.g. loose roof gutters on a building or displaced rocks in a stone bora ring;
- repair involving reconstruction — replacing decayed fabric with new fabric

It is recognised that all places and their elements change over time at varying rates.

New material may include recycled material salvaged from other places. This should not be to the detriment of any place of cultural significance.

Use includes for example cultural practices commonly associated with Indigenous peoples such as ceremonies, hunting and fishing, and fulfillment of traditional obligations. Exercising a right of access may be a use.

The Burra Charter, 2013

Articles

- 1.11 *Compatible use* means a *use* which respects the *cultural significance* of a *place*. Such a use involves no, or minimal, impact on cultural significance.
- 1.12 *Setting* means the immediate and extended environment of a *place* that is part of or contributes to its *cultural significance* and distinctive character.
- 1.13 *Related place* means a *place* that contributes to the *cultural significance* of another place.
- 1.14 *Related object* means an object that contributes to the *cultural significance* of a *place* but is not at the place.
- 1.15 *Associations* mean the connections that exist between people and a *place*.
- 1.16 *Meanings* denote what a *place* signifies, indicates, evokes or expresses to people.
- 1.17 *Interpretation* means all the ways of presenting the *cultural significance* of a *place*.

Conservation Principles

Article 2. Conservation and management

- 2.1 *Places* of *cultural significance* should be conserved.
- 2.2 The aim of *conservation* is to retain the *cultural significance* of a *place*.
- 2.3 *Conservation* is an integral part of good management of *places* of *cultural significance*.
- 2.4 *Places* of *cultural significance* should be safeguarded and not put at risk or left in a vulnerable state.

Article 3. Cautious approach

- 3.1 *Conservation* is based on a respect for the existing *fabric, use, associations* and *meanings*. It requires a cautious approach of changing as much as necessary but as little as possible.
- 3.2 Changes to a *place* should not distort the physical or other evidence it provides, nor be based on conjecture.

Article 4. Knowledge, skills and techniques

- 4.1 *Conservation* should make use of all the knowledge, skills and disciplines which can contribute to the study and care of the *place*.

Explanatory Notes

Setting may include: structures, spaces, land, water and sky; the visual setting including views to and from the place, and along a cultural route; and other sensory aspects of the setting such as smells and sounds. Setting may also include historical and contemporary relationships, such as use and activities, social and spiritual practices, and relationships with other places, both tangible and intangible.

Objects at a place are encompassed by the definition of place, and may or may not contribute to its cultural significance.

Associations may include social or spiritual values and cultural responsibilities for a place.

Meanings generally relate to intangible dimensions such as symbolic qualities and memories.

Interpretation may be a combination of the treatment of the fabric (e.g. maintenance, restoration, reconstruction); the use of and activities at the place; and the use of introduced explanatory material.

The traces of additions, alterations and earlier treatments to the fabric of a place are evidence of its history and uses which may be part of its significance. Conservation action should assist and not impede their understanding.

Articles

- 4.2 Traditional techniques and materials are preferred for the *conservation* of significant *fabric*. In some circumstances modern techniques and materials which offer substantial conservation benefits may be appropriate.

Article 5. Values

- 5.1 *Conservation* of a *place* should identify and take into consideration all aspects of cultural and natural significance without unwarranted emphasis on any one value at the expense of others.
- 5.2 Relative degrees of *cultural significance* may lead to different *conservation* actions at a place.

Article 6. Burra Charter Process

- 6.1 The *cultural significance* of a *place* and other issues affecting its future are best understood by a sequence of collecting and analysing information before making decisions. Understanding cultural significance comes first, then development of policy and finally management of the place in accordance with the policy. This is the Burra Charter Process.
- 6.2 Policy for managing a *place* must be based on an understanding of its *cultural significance*.
- 6.3 Policy development should also include consideration of other factors affecting the future of a *place* such as the owner's needs, resources, external constraints and its physical condition.
- 6.4 In developing an effective policy, different ways to retain *cultural significance* and address other factors may need to be explored.
- 6.5 Changes in circumstances, or new information or perspectives, may require reiteration of part or all of the Burra Charter Process.

Article 7. Use

- 7.1 Where the *use* of a *place* is of *cultural significance* it should be retained.
- 7.2 A *place* should have a *compatible use*.

Explanatory Notes

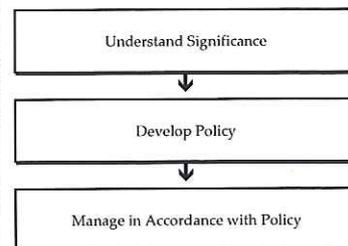
The use of modern materials and techniques must be supported by firm scientific evidence or by a body of experience.

Conservation of places with natural significance is explained in the Australian Natural Heritage Charter. This Charter defines natural significance to mean the importance of ecosystems, biodiversity and geodiversity for their existence value or for present or future generations, in terms of their scientific, social, aesthetic and life-support value.

In some cultures, natural and cultural values are indivisible.

A cautious approach is needed, as understanding of cultural significance may change. This article should not be used to justify actions which do not retain cultural significance.

The Burra Charter Process, or sequence of investigations, decisions and actions, is illustrated below and in more detail in the accompanying flow chart which forms part of the Charter.



Options considered may include a range of uses and changes (e.g. adaptation) to a place.

The policy should identify a use or combination of uses or constraints on uses that retain the cultural significance of the place. New use of a place should involve minimal change to significant fabric and use; should respect associations and meanings; and where appropriate should provide for continuation of activities and practices which contribute to the cultural significance of the place.

Articles

Article 8. Setting

Conservation requires the retention of an appropriate *setting*. This includes retention of the visual and sensory setting, as well as the retention of spiritual and other cultural relationships that contribute to the *cultural significance* of the *place*.

New construction, demolition, intrusions or other changes which would adversely affect the setting or relationships are not appropriate.

Article 9. Location

- 9.1 The physical location of a *place* is part of its *cultural significance*. A building, work or other element of a place should remain in its historical location. Relocation is generally unacceptable unless this is the sole practical means of ensuring its survival.
- 9.2 Some buildings, works or other elements of *places* were designed to be readily removable or already have a history of relocation. Provided such buildings, works or other elements do not have significant links with their present location, removal may be appropriate.
- 9.3 If any building, work or other element is moved, it should be moved to an appropriate location and given an appropriate *use*. Such action should not be to the detriment of any *place* of *cultural significance*.

Article 10. Contents

Contents, fixtures and objects which contribute to the *cultural significance* of a *place* should be retained at that place. Their removal is unacceptable unless it is: the sole means of ensuring their security and *preservation*; on a temporary basis for treatment or exhibition; for cultural reasons; for health and safety; or to protect the place. Such contents, fixtures and objects should be returned where circumstances permit and it is culturally appropriate.

Article 11. Related places and objects

The contribution which *related places* and *related objects* make to the *cultural significance* of the *place* should be retained.

Article 12. Participation

Conservation, *interpretation* and management of a *place* should provide for the participation of people for whom the place has significant *associations* and *meanings*, or who have social, spiritual or other cultural responsibilities for the place.

Article 13. Co-existence of cultural values

Co-existence of cultural values should always be recognised, respected and encouraged. This is especially important in cases where they conflict.

The Burra Charter, 2013

Explanatory Notes

Setting is explained in Article 1.12.

For example, the repatriation (returning) of an object or element to a place may be important to Indigenous cultures, and may be essential to the retention of its cultural significance.

Article 28 covers the circumstances where significant fabric might be disturbed, for example, during archaeological excavation.

Article 33 deals with significant fabric that has been removed from a place.

For some places, conflicting cultural values may affect policy development and management decisions. In Article 13, the term cultural values refers to those beliefs which are important to a cultural group, including but not limited to political, religious, spiritual and moral beliefs. This is broader than values associated with cultural significance.

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Conservation Processes

Article 14. Conservation processes

Conservation may, according to circumstance, include the processes of: retention or reintroduction of a *use*; retention of *associations* and *meanings*; *maintenance*, *preservation*, *restoration*, *reconstruction*, *adaptation* and *interpretation*; and will commonly include a combination of more than one of these. Conservation may also include retention of the contribution that *related places* and *related objects* make to the *cultural significance* of a *place*.

Article 15. Change

15.1 Change may be necessary to retain *cultural significance*, but is undesirable where it reduces cultural significance. The amount of change to a *place* and its *use* should be guided by the *cultural significance* of the place and its appropriate *interpretation*.

15.2 Changes which reduce *cultural significance* should be reversible, and be reversed when circumstances permit.

15.3 Demolition of significant *fabric* of a *place* is generally not acceptable. However, in some cases minor demolition may be appropriate as part of *conservation*. Removed significant fabric should be reinstated when circumstances permit.

15.4 The contributions of all aspects of *cultural significance* of a *place* should be respected. If a place includes *fabric*, *uses*, *associations* or *meanings* of different periods, or different aspects of cultural significance, emphasising or interpreting one period or aspect at the expense of another can only be justified when what is left out, removed or diminished is of slight cultural significance and that which is emphasised or interpreted is of much greater cultural significance.

Article 16. Maintenance

Maintenance is fundamental to *conservation*. Maintenance should be undertaken where *fabric* is of *cultural significance* and its maintenance is necessary to retain that *cultural significance*.

Article 17. Preservation

Preservation is appropriate where the existing *fabric* or its condition constitutes evidence of *cultural significance*, or where insufficient evidence is available to allow other *conservation* processes to be carried out.

Conservation normally seeks to slow deterioration unless the significance of the place dictates otherwise. There may be circumstances where no action is required to achieve conservation.

When change is being considered, including for a temporary use, a range of options should be explored to seek the option which minimises any reduction to its cultural significance.

It may be appropriate to change a place where this reflects a change in cultural meanings or practices at the place, but the significance of the place should always be respected.

Reversible changes should be considered temporary. Non-reversible change should only be used as a last resort and should not prevent future conservation action.

Maintaining a place may be important to the fulfilment of traditional laws and customs in some Indigenous communities and other cultural groups.

Preservation protects fabric without obscuring evidence of its construction and use. The process should always be applied:

- where the evidence of the fabric is of such significance that it should not be altered; or
- where insufficient investigation has been carried out to permit policy decisions to be taken in accord with Articles 26 to 28.

New work (e.g. stabilisation) may be carried out in association with preservation when its purpose is the physical protection of the fabric and when it is consistent with Article 22.

Articles

Article 18. Restoration and reconstruction

Restoration and reconstruction should reveal culturally significant aspects of the *place*.

Article 19. Restoration

Restoration is appropriate only if there is sufficient evidence of an earlier state of the *fabric*.

Article 20. Reconstruction

20.1 *Reconstruction* is appropriate only where a *place* is incomplete through damage or alteration, and only where there is sufficient evidence to reproduce an earlier state of the *fabric*. In some cases, reconstruction may also be appropriate as part of a *use* or practice that retains the *cultural significance* of the *place*.

20.2 *Reconstruction* should be identifiable on close inspection or through additional *interpretation*.

Article 21. Adaptation

21.1 *Adaptation* is acceptable only where the adaptation has minimal impact on the *cultural significance* of the *place*.

21.2 *Adaptation* should involve minimal change to significant *fabric*, achieved only after considering alternatives.

Article 22. New work

22.1 New work such as additions or other changes to the *place* may be acceptable where it respects and does not distort or obscure the *cultural significance* of the *place*, or detract from its *interpretation* and appreciation.

22.2 New work should be readily identifiable as such, but must respect and have minimal impact on the *cultural significance* of the *place*.

Article 23. Retaining or reintroducing use

Retaining, modifying or reintroducing a significant *use* may be appropriate and preferred forms of *conservation*.

Article 24. Retaining associations and meanings

24.1 Significant *associations* between people and a *place* should be respected, retained and not obscured. Opportunities for the *interpretation*, commemoration and celebration of these associations should be investigated and implemented.

24.2 Significant *meanings*, including spiritual values, of a *place* should be respected. Opportunities for the continuation or revival of these meanings should be investigated and implemented.

Explanatory Notes

Places with social or spiritual value may warrant reconstruction, even though very little may remain (e.g. only building footings or tree stumps following fire, flood or storm). The requirement for sufficient evidence to reproduce an earlier state still applies.

Adaptation may involve additions to the *place*, the introduction of new services, or a new use, or changes to safeguard the *place*. Adaptation of a *place* for a new use is often referred to as 'adaptive re-use' and should be consistent with Article 7.2.

New work should respect the significance of a *place* through consideration of its siting, bulk, form, scale, character, colour, texture and material. Imitation should generally be avoided.

New work should be consistent with Articles 3, 5, 8, 15, 21 and 22.1.

These may require changes to significant *fabric* but they should be minimised. In some cases, continuing a significant *use*, activity or practice may involve substantial new work.

For many *places* associations will be linked to aspects of *use*, including activities and practices.

Some associations and meanings may not be apparent and will require research.

Articles

Article 25. Interpretation

The *cultural significance* of many *places* is not readily apparent, and should be explained by *interpretation*. Interpretation should enhance understanding and engagement, and be culturally appropriate.

Conservation Practice

Article 26. Applying the Burra Charter Process

26.1 Work on a *place* should be preceded by studies to understand the place which should include analysis of physical, documentary, oral and other evidence, drawing on appropriate knowledge, skills and disciplines.

26.2 Written statements of *cultural significance* and policy for the *place* should be prepared, justified and accompanied by supporting evidence. The statements of significance and policy should be incorporated into a management plan for the place.

26.3 Groups and individuals with *associations* with the *place* as well as those involved in its management should be provided with opportunities to contribute to and participate in identifying and understanding the *cultural significance* of the place. Where appropriate they should also have opportunities to participate in its *conservation* and management.

26.4 Statements of *cultural significance* and policy for the *place* should be periodically reviewed, and actions and their consequences monitored to ensure continuing appropriateness and effectiveness.

Article 27. Managing change

27.1 The impact of proposed changes, including incremental changes, on the *cultural significance* of a *place* should be assessed with reference to the statement of significance and the policy for managing the place. It may be necessary to modify proposed changes to better retain cultural significance.

27.2 Existing *fabric*, *use*, *associations* and *meanings* should be adequately recorded before and after any changes are made to the *place*.

Article 28. Disturbance of fabric

28.1 Disturbance of significant *fabric* for study, or to obtain evidence, should be minimised. Study of a *place* by any disturbance of the fabric, including archaeological excavation, should only be undertaken to provide data essential for decisions on the *conservation* of the place, or to obtain important evidence about to be lost or made inaccessible.

Explanatory Notes

In some circumstances any form of interpretation may be culturally inappropriate.

The results of studies should be kept up to date, regularly reviewed and revised as necessary.

Policy should address all relevant issues, e.g. use, interpretation, management and change.

A management plan is a useful document for recording the Burra Charter Process, i.e. the steps in planning for and managing a place of cultural significance (Article 6.1 and flow chart). Such plans are often called conservation management plans and sometimes have other names.

The management plan may deal with other matters related to the management of the place.

Monitor actions taken in case there are also unintended consequences.

Articles

28.2 Investigation of a *place* which requires disturbance of the *fabric*, apart from that necessary to make decisions, may be appropriate provided that it is consistent with the policy for the place. Such investigation should be based on important research questions which have potential to substantially add to knowledge, which cannot be answered in other ways and which minimises disturbance of significant fabric.

Article 29. Responsibility

The organisations and individuals responsible for management and decisions should be named and specific responsibility taken for each decision.

Article 30. Direction, supervision and implementation

Competent direction and supervision should be maintained at all stages, and any changes should be implemented by people with appropriate knowledge and skills.

Article 31. Keeping a log

New evidence may come to light while implementing policy or a plan for a *place*. Other factors may arise and require new decisions. A log of new evidence and additional decisions should be kept.

Article 32. Records

32.1 The records associated with the *conservation* of a *place* should be placed in a permanent archive and made publicly available, subject to requirements of security and privacy, and where this is culturally appropriate.

32.2 Records about the history of a *place* should be protected and made publicly available, subject to requirements of security and privacy, and where this is culturally appropriate.

Article 33. Removed fabric

Significant *fabric* which has been removed from a *place* including contents, fixtures and objects, should be catalogued, and protected in accordance with its *cultural significance*.

Where possible and culturally appropriate, removed significant fabric including contents, fixtures and objects, should be kept at the place.

Article 34. Resources

Adequate resources should be provided for *conservation*.

Words in italics are defined in Article 1.

Explanatory Notes

New decisions should respect and have minimal impact on the cultural significance of the place.

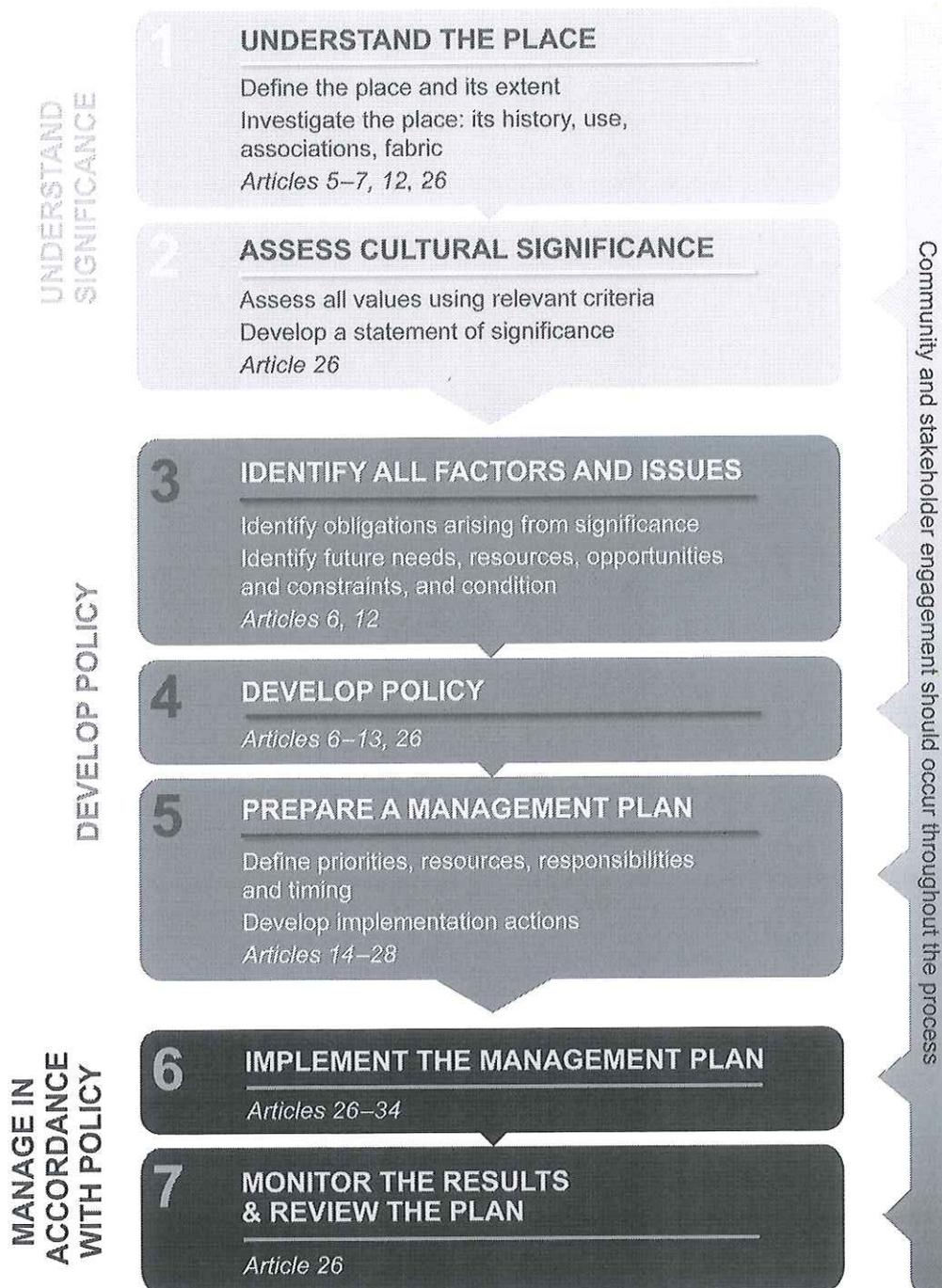
The best conservation often involves the least work and can be inexpensive.

The Burra Charter Process

Steps in planning for and managing a place of cultural significance

The Burra Charter should be read as a whole.

Key articles relevant to each step are shown in the boxes. Article 6 summarises the Burra Charter Process.



APPENDIX 3

Proposal for an Inspection and Maintenance Schedule

The schedule has been compiled to provide guidance in the preparation of an inspection and maintenance program, and assist the nominated person in undertaking a comprehensive maintenance program to ensure the conservation of the place in its entirety, with special consideration for the cultural heritage aspects of the place.

The schedule is a proposal, and it is expected that it will be adapted to suit specific places. It should however, be regarded as a minimal requirement for inspection and maintenance for a place of cultural heritage significance.

Weekly

Check the general presentation of the place

Check roof and ground drainage

Monitor any problem areas

Ensure security is maintained

Ensure public access and public liability obligations are fulfilled

Monthly

Check gutters and downpipes

Monitor the areas where rising damp is a problem

Monitor any water penetration

Monitor cracking

Attend to any works arising from the inspections

Annually

Termite inspection and treatment

Roof inspection and repair as required

Inspect and assess structural adequacy

Inspect paint work throughout

Inspect external floor surfaces and repair as required

10.1.038 REQUEST FOR QUOTES – STATE CCTV STRATEGY INFRASTRUCTURE FUND

File Reference: 5.4.2
Disclosure of Interest: Nil
Applicant: Shire of Narrogin
Previous Item Nos: Nil
Date: 20 April 2017
Author: Azhar Awang – Executive Manager Development & Regulatory Services
Authorising Officer: Aaron Cook – Chief Executive Officer

Attachments

- Specifications and Locations of cameras.

Summary

Council's consideration is requested in regards to the Request for Quotes (RFQ) through the WALGA Preferred Supplier program for the clustering of some new and old cameras within the Narrogin Town site area.

Background

In 2015 the Shire of Narrogin had submitted to the WA Police an Expression of Interest for the State CCTV Infrastructure fund in order to extend and improve the Shire's existing CCTV Infrastructure in Narrogin. At that time, the Shire was unsuccessful in the first round of funding. As there are some remaining funds available, the previous list of Expressions of Interest has been assessed by WA Police and the Shire of Narrogin has been moved to the Proposal of Works phase in the grant process.

Through this process the Shire of Narrogin has been requested by WA Police to put in a RFQ for the provision of the State CCTV Strategy Infrastructure Fund.

The items to be quoted for the CCTV included the following:

1. Fixed camera (supply, installation and commissioning) x 3
2. PTZ camera (supply, installation and commissioning) x 6
3. Replacement of backend equipment and Video Management System
4. Viewing platform upgrade
5. Wireless connection solution
6. Assessment of existing Pelco Spectra 4 SD IP PTZ camera's capability to meet the minimum requirements of ANZPAA's Police Recommendations for CCTV Systems and options to cluster with proposed new cameras at sites.

7. Assessment of one existing Pelco fixed camera's capability to meet the minimum requirements of ANZPAA's Police Recommendations for CCTV Systems and options to cluster with proposed new PTZ camera at site (Cnr Clayton and Federal Street)
8. Assessment of existing wireless infrastructure (links) as to adequacy, condition and throughput in context with existing peripherals and any proposed addition of cameras
9. Training for comprehensive understanding and use of CCTV system for police and appointed Shire of Narrogin staff.

A copy of the RFQ project brief is included as an attachment to this report which shows the location of the cameras and specifications for equipment and infrastructure.

The RFQ was posted on the WALGA website through the WALGA Preferred Supplier. The closing date for submission was 13 March 2017.

At the closing date of submission only one submission was received. Out of the eighteen (18) listed WALGA Preferred Suppliers, eleven (11) of the suppliers have opened and read the document. The number of submission received (1) did not meet the WA Police requirement for a minimum of three (3) written submissions and therefore it was agreed to extend the submission period to 27 March 2017.

At the close of extended submission period being 27 March 2017, five (5) submissions were received. The submissions received were from:

- Blueforce
- Zenien
- Aspect Group
- Downer
- Avantgarde

Comment

A panel was formed to assess the submission. The Panel consisted of a Chairperson, Susan Guy (Manager Leisure and Culture), Aaron Cook (Chief Executive Officer), Daniel Evans (IT Officer) and Azhar Awang (Executive Manager Development and Regulatory Services). Steve Harrison from WA Police was also present to provide advice regarding the Technical aspect of the CCTV Infrastructures.

The RFQ responses were assessed based on the following Criteria:

Relevant Experience (30%)

Key Personnel Skills and Experience (20%)

Respondent's Resources (20%)

State CCTV Implementation Plan (30%)

The panel considered that the submission by Aspect Group, Blue Force and Zenien did not comply with some of the mandatory requirements for the RFQ, such as, site inspection, no details of proposals or solutions and specification proposed is not in accordance with the required specifications. This resulted in the remaining two (2) submissions being considered (Downer and Avantgarde) by the panel for the preferred contractor.

Below is the assessment provide by the panel:

	Relevant Experience (30%)	Key Personnel Skills and Experience (20%)	Respondent's Resources (20%)	State CCTV Strategy Implementation Plan (30%)	Total (100%)
Avantgarde Technologies	12/15(24%)	11/15 (15%)	11/15(15%)	13/15(26%)	80%
Downer	10/15(20%)	11/15(15%)	10/15(13%)	11/15(22%)	70%

Based on the above assessment, Avantgarde scored highly in the selection criteria. Avantgarde has also undertaken similar projects in other local government such as Shire of Katanning, Carnarvon, Town of Port Hedland, Town of Bassendean, Broome and Halls Creek and have a proven track record of implementing the State CCTV Strategy Infrastructure.

Upon formal endorsement it is also recommend that Council authorises the Shire's Chief Executive Officer to further negotiate with the successful contractor on potential cost savings or increased works with current budget constraints for the project.

Consultation

- Aaron Cook – Chief Executive Officer
- Susan Guy – Manager Leisure and Culture
- Daniel Evan – IT Officer
- Steve Harrison – Senior Constable, State CCTV Strategy

Statutory Environment

Local Government (Functions and General) Regulations 1996, Regulation 11(2)

11 When tenders have to be publicly invited

(2) Tenders do not have to be publicly invited according to the requirements of this Division if:

(a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or

(b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

Policy Implications

Purchasing Policy – C14 Local Price Preference Policy

Financial Implications

The cost of the project excluding GST is \$238,945. The State CCTV Strategy Infrastructure Fund will provide funding up to \$200,000 of which 50% of the total funding will be made available this financial period.

It is proposed for the shortfall of \$40,000 to be sourced from the Council's Building Reserve Fund for the CCTV project.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 0417.046 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Walker

That Council:

1. Accepts the Quote from Avantgarde Technologies in regards to the CCTV Strategy within the Shire of Narrogin town site for a total sum of \$238,945 exclusive of GST.
2. An amount of \$40,000 be reallocated from the Building Reserve Fund for the shortfall to the CCTV project.
3. Advise the State CCTV Strategy Infrastructure Fund as per point 1 above.
4. Authorises the Chief Executive Officer to further negotiate with the successful contractor on potential cost savings and/or expansion of works within budget constraints.

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

Commonly-used abbreviations:	
CEO	Chief Executive Officer
RFQ	Request for Quote

State CCTV Strategy Infrastructure Fund



CCTV Project

PROJECT OVERVIEW

The Shire of Narrogin submitted to the WA Police an Expression of Interest (EOI) for the State CCTV Infrastructure Fund in 2015 to extend and improve its existing CCTV infrastructure in Narrogin. The EOI has recently been assessed and the Shire has moved to the Proposal of Works phase in the grant process.

The Shire currently has a Megapixel IP CCTV system with Ubiquiti wireless point to point connections. There are five existing PTZ controllable camera versions which are standard definition (SD) resolution plus one fixed camera.

The Shire is proposing to cluster some new and old cameras as well as add new cameras on mounted poles. Proposed new camera locations will cover areas of crime according to the State CCTV Strategy Offences Against the Person for Narrogin Town site.

QUOTING GUIDELINES

1. The ANZPAA Recommendations for CCTV Systems and the WA Police Local Interpretation Guide for the ANZPAA Recommendations for CCTV Systems must be complied with as a minimum system/camera specification.
2. All infrastructure, hardware and software is to be provided with a warranty of 3 years. This warranty will cover all parts, labour, travel and freight.
3. All equipment and infrastructure shall be vermin and bird proof, with all cabling to be protected in metal conduit.
4. All licences and permits to be supplied.
5. Warranty does not include regular scheduled servicing.
6. All hardware and software is to be installed, operational and commissioned.
7. Quotation must be provided in a **single line form** with each component of the quoted works being clearly identifiable. At a minimum each line will show:
 - The item being quoted such as, software, licences, pole, installation, civil works, cabling etc.
 - The brand, model and quantity
 - The single item price and separately the total quantity price
 - GST to be included in the quoted prices
8. All quotes provided must be accompanied by:
 - A statement from the vendor as to their capacity to provide User Acceptance Testing documentation/checklists
 - A statement from the vendors to their capacity to provide administrative and end user systems training
 - A specification/data sheet for each product within the proposal

- The proposed build schematic showing where each of the quoted components sit within the technical architecture and
- A documented wireless assessment for each section/link of the technical architecture
- Administrative passwords to be provided to the Shire of Narrogin at hand over.

ITEMS TO BE QUOTED

1. Fixed camera (supply, installation and commissioning) x 3 (See details below)
2. PTZ camera (supply, installation and commissioning) x 6 (See details below)
3. Replacement of backend equipment and Video Management System
4. Viewing platform upgrade
5. Wireless connection solution
6. Assessment of existing Pelco Spectra 4 SD IP PTZ camera's capability to meet the minimum requirements of ANZPAA's Police Recommendations for CCTV Systems and options to cluster with proposed new cameras at sites.
7. Assessment of one existing Pelco fixed camera's capability to meet the minimum requirements of ANZPAA's Police Recommendations for CCTV Systems and options to cluster with proposed new PTZ camera at site (Cnr Clayton and Federal Street)
8. Assessment of existing wireless infrastructure (links) as to adequacy, condition and throughput in context with existing peripherals and any proposed addition of cameras
9. Training for comprehensive understanding and use of CCTV system for police and appointed Shire of Narrogin staff.

Shire of Narrogin Contact Details:

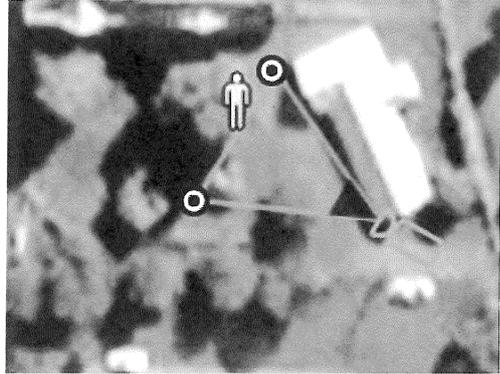
For additional information or clarification, please contact either:

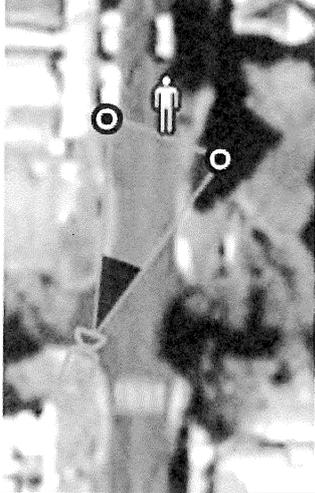
Mr Daniel Evans, IT Officer, on (08) 9890 0911, Monday to Friday 9am-5pm.

Or

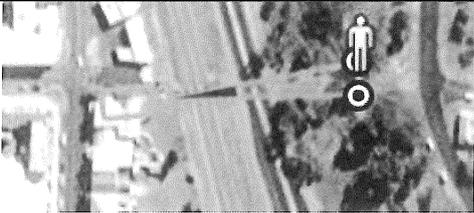
Ms Susan Guy Manager Leisure & Culture, on (08) 9890 0905, Monday to Wednesday 9am-5pm.

NEW FIXED CAMERAS

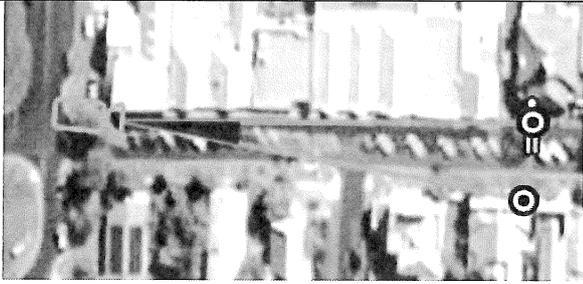
Fixed Camera #1	To be mounted on an existing pole and be part of a cluster of two cameras
Power	Power available at site
Networking	Wireless
Site	Intersection of Fortune and Fairway Streets -32.934696 117.179388
Site overview	
Duty Statement	This camera's task is to monitor the movement and activity of people socialising in Mackie Park.
Site Information <i>(Please note comment concerning existing camera)</i>	The new fixed camera will face in a north west direction toward the Horden Hotel. An existing PTZ camera is mounted on a pole at this site. It is reported by local police to be currently non-operational and will require assessment as to reconfiguration / repair / replacement options.
Resolution	The new fixed camera will return a capture level of 75% tested by the ANZPAA Resolution Test Chart (RTC) during day hours and 50% during night hours. The existing PTZ camera (repaired or replaced) will return a capture level of 120% tested by the ANZPAA Resolution Test Chart (RTC) during day hours and 100% during night hours.
Capture point	The new fixed camera capture point is nominated as the centre of the park as viewed from the camera location (approximately 30 metres). The existing PTZ camera (repaired or replaced) capture point is nominated as the east end of Fortune Street, @ 100 meters from the camera location.
Indicative Information	The majority of operational street and area lighting systems within this area will be in compliance with minimum Australian Standards Category P lighting. A professional CPTED and Lighting Audit conducted in 2011 showed a lux reading of 11 at the centre of Mackie Park between 1900-2000 hours under a clear sky with no moon. There is a 125 Watt lamp located at the corner of Fortune Street and Fairway Street

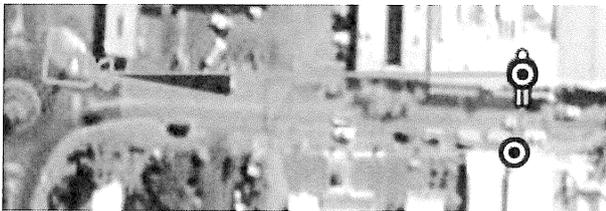
Fixed Camera #2	To be mounted on an existing pole and be part of a cluster of two cameras.
Power	Power available at site
Networking	Wireless
Site	Intersection of Federal Street and Fortune Street -32.934847, 117.178666
Site overview	
Duty Statement	This camera's task is to monitor pedestrian and vehicular activity in Federal Street and to provide number plate identification of vehicles travelling southwards and northwards on this street.
Site Information	This new fixed camera will face in a north east direction. An existing PTZ camera is mounted on a pole at this site. Assessment of this Pelco Spectra 4 SD IP PTZ camera's capability to meet the minimum requirements of ANZPAA's Police Recommendations for CCTV Systems and options to cluster with the proposed new camera at this site is required.
Resolution	The new fixed camera will return a capture level of 75% tested by the ANZPAA RTC during day hours and 50% during night hours The existing PTZ camera will return a capture level of 120% tested by the ANZPAA RTC during day hours and 100% during night hours
Capture point	The new fixed camera capture point is nominated at south of the Horden Hotel's entrance as viewed from the camera location (approximately 30 metres). The existing or replaced PTZ camera's capture point is nominated as Federal Street @ 100 meters from the camera location.
Indicative Information	The majority of operational street and area lighting systems within this area will be in compliance with minimum Australian Standards Category P lighting. A professional CPTED and Lighting Audit conducted in 2011 showed a lux

	reading of 11 at the centre of Mackie Park between 1900-2000 hours under a clear sky with no moon. There is a 125 Watt lamp located at the corner of Fortune Street and Fairway Street
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Fixed Camera #3	To be mounted on an external wall and form a cluster of two with an existing PTZ camera.
Power	Power available at site
Networking	Wireless
Site	Intersection of Egerton and Fairway Streets At the rear of and on the eastern edge of the building at that corner. -32.93352905221421, 117.1792998142007
Site overview	
Duty Statement	This camera's task is to monitor the activity of pedestrians crossing the railway line
Site Information	The camera will face east. An existing PTZ camera is mounted on the eastern edge of a back wall of the building at the corner of Egerton and Fairway Streets. Assessment of this Pelco Spectra 4 SD IP PTZ camera's capability to meet the minimum requirements of ANZPAA's Police Recommendations for CCTV Systems and options to cluster with the proposed new camera at this site is required.
Resolution	The new fixed camera will return a capture level of 75% tested by the ANZPAA RTC during day hours and 50% during night hours. The existing or replaced PTZ camera will return a capture level of 120% tested by the ANZPAA RTC during day hours and 100% during night hours.
Capture point	The new fixed camera capture point is nominated as east of the railway pedestrian crossing gates as viewed from the camera location (approximately 100 metres). The existing or replaced PTZ camera capture point is nominated @ 100 metres southwards on Fairway Street from the railway pedestrian crossing.

NEW PTZ CAMERAS

PTZ Camera #1	To be pole mounted.
Power	Power available at site
Networking	Wireless
Site	Intersection of Earl and Fortune Street - 32.93467473574118, 117.17652752587025
Site overview	
Duty Statement	This camera's task is to monitor pedestrian and vehicle activity in the west end of Fortune Street, as well as the north and south sections of Earl Street.
Site Information	
Resolution	The new PTZ camera will return a capture level of 120% tested by the ANZPAA RTC during day hours and 100% during night hours.
Capture point	The new PTZ camera capture point is nominated as Fortune Street @ 100 meters from the camera location.
Indicative Information	The majority of operational street and area lighting systems within this area will be in compliance with minimum Australian Standards Category P lighting.

PTZ Camera #2	To be mounted on a pole.
Power	Power available at site
Networking	Wireless
Site	Intersection of Earl and Egerton - 32.933341753561734, 117.17669031991477
Site overview	
Duty Statement	This camera's task is to monitor pedestrian activity and vehicle movement in the west end of Egerton Street, the south section of Earl Street and Williams Road east of the roundabout.
Site Information	

Resolution	The new PTZ camera will return a capture level of 120% tested by the ANZPAA RTC during day hours and 100% during night hours.
Capture point	The new PTZ camera capture point is nominated as Egerton Street @ 100 meters from the camera location.
Indicative Information	The majority of operational street and area lighting systems within this area will be in compliance with minimum Australian Standards Category P lighting.

PTZ Camera #3	To be pole mounted. There is an existing light pole at this site.
Power	Power available at site
Networking	Wireless
Site	Gnarojin Park -32.93151552588141, 117.18017488415512
Site overview	
Duty Statement	This camera's task is to monitor the movement and activity of people socialising at the picnic area/children's playground at the north end of Gnarojin Park as well as pedestrian movement and vehicle movement on Kipling and Gordon Street.
Site Information	An existing PTZ camera is mounted on a pole at this site. It is reported by local police as failing to capture activity at the picnic tables located in the children's playground. It will require assessment as to reconfiguration / repair / replacement options.
Resolution	The repaired or replaced PTZ camera will return a capture level of 120% tested by the ANZPAA RTC during day hours and 100% during night hours.
Capture point	The new PTZ camera capture point is nominated as the frontage of Coventrys on Kipling Street @ 100 meters from the camera location.

PTZ Camera #4	To be pole mounted. This may be a new or an existing light pole located at the skate park.
Power	Available at site
Networking	Wireless
Site	Skate Park -32.93233084871532, 117.18047589860941

Site overview	
Duty Statement	This camera is to monitor the movement and activity of people socialising at Gnarojin Park, particularly the skate park.
Site Information	There are 4 existing light poles close to this site however a planned skate park extension (due to be completed in May 2017) may relocate or decommission these.
Resolution	The new PTZ camera will return a capture level of 120% tested by the ANZPAA Resolution Test Chart during day hours and 100% during night hours.
Capture point	The new PTZ camera capture point is nominated as west side of the skate park @ 100 meters from the camera location.

PTZ Camera #5	To be pole mounted. This may be a new or existing light pole at the skate park.
Power	Power available at site
Networking	Wireless
Site	Skate Park 32.93281150704600, 117.18018475581061
Site overview	
Duty Statement	This camera is to monitor the movement and activity of people socialising at Gnarojin Park, including the skate park and utilising the path adjacent to Gnarojin Creek.
Site Information	The new PTZ camera will have 360 degree rotation. There are 4 existing light poles close to this site however a planned skate park extension (due to be

	completed in May 2017) may relocate or decommission these.
Resolution	The new PTZ camera will return a capture level of 120% tested by the ANZPAA RTC during day hours and 100% during night hours.
Capture point	The new PTZ camera capture point is nominated as approximately 100 meters north of the camera location.

PTZ Camera #6	To be mounted on an existing pole and form a cluster of two with an existing fixed camera.
Power	Power available at site
Networking	Wireless
Site	Intersection Federal and Clayton Street -32.93094744788783, 117.17825453038472
Site overview	
Duty Statement	This camera's task is to provide number plate identification of vehicles travelling east and west on Clayton Road and north and south on Federal Street and additionally to monitor pedestrian movement.
Site Information	The existing fixed camera faces in a direction determined by the police and may face down Federal Street or east toward the railway line or west along Clayton Road.
Resolution	The new PTZ camera will return a capture level of 120% tested by the ANZPAA RTC during day hours and 100% during night hours. The existing fixed camera (repaired or replaced) will return a capture level of 75% tested by the ANZPAA Resolution Test Chart (RTC) during day hours and 50% during night hours.
Capture point	The new PTZ camera capture point is nominated as Federal Street @ 100 meters south from the camera location. The existing fixed camera (repaired or replaced) capture point is nominated @ 100 metres for any direction it faces from the camera location.
Indicative Information	The majority of operational street and area lighting systems within this area will be in compliance with minimum Australian Standards Category P lighting.

ADDITIONAL ASSESSMENT OF EXISTING PTZ Camera

PTZ Camera	Pole Mounted
Power	Power available at site
Networking	Wireless
Site	Intersection of Egerton and Federal Street 32.93340327873735, 117.17884123700401
Site overview	
Duty Statement	This camera's task is to monitor pedestrian activity and vehicle movement in the east end of Egerton Street and the north and south end of Federal Street.
Site Information	
Resolution	The (repaired or replaced) PTZ camera will return a capture level of 120% tested by the ANZPAA RTC during day hours and 100% during night hours.
Capture point	The (repaired or replaced) PTZ camera's capture point is nominated as Egerton Street @ 100 meters from the camera location.
Indicative Information	The majority of operational street and area lighting systems within this area will be in compliance with minimum Australian Standards Category P lighting.

10.1.039 **SUBSTITUTE ROADS FOR 2016/17 ROAD WORKS PROGRAM**

File Reference: 28.2.1
Disclosure of Interest: Nil
Applicant: Road Reference Group
Previous Item Nos: Nil
Date: 18 April 2017
Author: Torre Evans - Executive Manager Technical & Rural Services
Authorising Officer: Aaron Cook - Chief Executive Officer

Attachments

Nil

Summary

Council is requested to consider substituting re sheeting road works on storm damaged roads (AGRN 743) that were included in the 2016/17 road works program for roads that were not effected by storm damage.

Background

In February 2017 a severe storm was encountered by Western Australia and in particular the Southern Wheatbelt and Great Southern areas. This storm caused extensive flood damage to the Shire of Narrogin's gravel road network and was declared a natural disaster (AGRN 743) under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA).

Subsequently a claim for WANDRRA has been submitted via Main Roads Western Australia to access funding to repair the Shires roads.

The following roads were damaged by the storm event (AGRN 743) and were also programmed within the 2016/17 works program for re sheeting: Rushy Pool, Birdwhistle, Chomley, Highbury East, Borgas, Wangelling Gully, Mc Dougall, Quarry and Cannel.

Comment

The WANDRRA claim process stipulates that works on effected roads must be carried out by contractors to enable funds to be claimed for works performed. Works carried out by Council staff in normal business hours are not claimable under WANDRRA. As the previously listed roads were programmed to be worked on by Council staff as part of the 2016/17 work program and are listed within the Shire's WANDRRA claim, it is therefore necessary to substitute alternative roads of priority in place of the listed storm damaged roads.

The following roads and re sheeting works are proposed to replace the storm damaged roads: Rosedale, Curnows, Shepard and Prichard

These roads were the next priority roads for works as identified on the TALIS road audit conducted by TALIS in 2015/16 and were also inspected by the Manager Operation John Warburton for suitability.

These substitute roads were presented to the Roads Reference Group for consideration at the group's first meeting held on 11 April 2017. The Road Reference Group consists of four elected members being Deputy President T Wiese (Chairperson), Cr N Walker, Cr C Ward and Cr G Ballard. It is noted that support was given from the group with no objections.

Consultation

- Road Reference Group
- Aaron Cook – Chief Executive Officer
- John Warburton – Manager Operations
- Keenan Wenning – Technical Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The stated substitute road works will be contained within the original roads budgeted total amounts

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0417.047 AND OFFICER'S RECOMMENDATION

Moved: Cr Wiese

Seconded: Cr Seale

That Council:

Endorse substituting the following storm damaged roads: Rushy Pool, Birdwhistle, Chomley, Highbury East, Borgas, Wangelling Gully, McDougall, Quarry and Cannel, that are part of WANDRRA AGRN743 claim, for re sheeting road works on Rosedale, Curnows, Shepard and Pritchard Roads as part of the 2016/17 works program.

CARRIED 8/0

Commonly-used abbreviations:
WANDRRA Western Australian Natural Disaster Relief and Recovery Arrangements

10.2 CORPORATE AND COMMUNITY SERVICES

10.2.040 COUNCIL POLICY MANUAL – REVIEW AND ADOPTION

File Reference:	Nil
Disclosure of Interest:	Nil
Applicant:	Not Applicable
Previous Item Nos:	Nil
Date:	20 April 2017
Author:	Niel Mitchell – Merger Project Manager
Authorising Officer:	Aaron Cook – Chief Executive Officer

Attachments

- Draft Policy Manual

Summary

Council is requested to consider the detailed review of the Policy Manuals of the former Shire of Narrogin, and the former Town of Narrogin.

Background

Due to the size of the document, a preliminary draft was circulated to Elected Members and staff for information and comment on 10 March 2017. This excluded several sections that were being finalised.

A number of amendments and additions have been made since that time, and are noted below.

Queries were received from Cr Walker and Cr Seale regarding a number of policies, and responses have been provided direct to them by the Chief Executive Officer (CEO) and Merger Project Manager.

Comment

Policy is an important tool of Council, since –

- it is the specific instructions of Council to staff
- specifies the approved standard to deal with the matters contained in it.

The order of hierarchy of authority of documents is –

1. Legislation – Commonwealth taking priority over State
2. Local Planning Scheme and Planning Policy
3. Local laws
4. Delegations – since these are approved by absolute majority of Council
5. Council Policy – set by a simple majority decision of Council
6. Executive Instructions – in effect, the standard operating procedures established by authority of the CEO as the employer in law.

Unless resolved or instructed by Council, guidelines and standards as advised by Government Departments are not compulsory, although they often establish what is considered to be best practice, and accordingly establish a strong recommendation to follow.

The proposed Policy Manual has been written to be consistent with –

- the local laws adopted in 2016,
- those local laws still under development –
 - Bush Fire Brigades
 - Extractive Industries
 - Amenity – covering animals in residential areas etc, environment, nuisance
 - Health (including some building matters)
- current Delegations and proposed amendments to be considered at the Delegations review due in June 2017,
- Executive Instructions of the CEO and which have been prepared, circulated to staff for comment by 31 March 2017.
 - Western Australian Local Government Association (WALGA) had significant input into development of the Personnel / Staff related matters, conducting on-site briefings open to all staff and circulation of their proposals for comment,
 - After the WALGA work and briefings, comments were collated, amendments made then included in the draft Executive Instructions circulated
 - No further comments were received.

Amendments or additions to draft

Policies to be noted, or which have been amended or inserted since the draft was circulated on 10 March 2017 –

- 1.1 Code of Conduct
 - Often a separate document, however, it is considered that inclusion in the Policy Manual means that it is more easily located, and more likely to be regularly reviewed for legislative change etc.
- 1.3 – this policy may not be altered in any way without declaration of interest and approval of the Minister for Local Government
- 3.1 Purchasing – Framework
 - Clarification in Policy and Schedules that the principles are to apply to all procurement, not just tenders
 - Sch 3.1(a) clause 4 (new) – Exceptional circumstances and reinstatement of sole provider provisions.
 - Sch 3.1(b) clause 1 Thresholds under \$1,500 – officer purchasing must be satisfied that the price is competitive, and clarification of how specifications, assessment criteria and evaluation is to be applied
 - Sch 3.1(c) clause 1 – start up business – amended to be less than 10 employees

- 3.2 – Purchasing – Regional Price Preference
 - Expanded to include all procurement
 - Required to be advertised State wide, and open to public comment for 4 weeks
 - Sch. 3.2 clause 1 – preference region has been expanded to include businesses adjoining local governments having access to the price preference policy
 - Sch. 3.2 clauses 4 & 5 – Definition of “Construction” expanded to included roadworks etc
- 5.2 Bush Fire Brigades – Management
 - Clause 3(c) amended to reflect the recommendations of the Fire Control Officer (FCO) Meeting that the local law provide for Council to appoint FCOs as Captain and First Lieutenant to each Brigade
- Part 6 Environmental Health / Food
 - Not yet complete
- 7.1 Narrogin Regional Homecare – Management
 - Manager Community Care advised that as the particular matters to be addressed in the Procedures Manual do vary from time to time, she considered it sufficient that Council specifies the subjects that must be considered and included in the Manual.
- Part 8 Personnel
 - As the Local Government Act states that control and management of staff are the CEO’s responsibility, it was considered that the detail of these matters should be at the CEO’s discretion.
 - However, it was also considered that Council should set the broad parameters of the matters required to be addressed by the CEO, and in particular, any matters that incur expense and should be either set by the Annual Budget or determined by Council, rather than being management of staff as per the Local Government Act.
 - The detail of the majority of Part 8 is therefore in Executive Instructions, which consist of the documents developed and presented by WALGA to staff.
- 8.13 Training, Study and Education
 - Clause 2 – to clarify that the amounts permitted are only if not part of the conference/training fee, and that they are not an entitlement to be paid regardless, but a permitted maximum
- 8.19 Employee Recognition of Service (Gratuity)
 - Local public notice of the proposed policy must be given and any submissions received are to be considered, prior to coming into force.
- 9.5 Workplace Visitors
 - Minor adjustments on the advice of Mark Southgate LGIS Regional Risk Management
- Part 11 – Public Facilities
 - Whole Part inserted

- 11.2 Hire of Venues – General
 - The former Town had a Policy in relation to service of alcohol that attempted to impose a raft of commitments on the hirer of venues. It is considered that the policy was ineffective, since –
 - Policy applies to staff, not to the community, and as such should have been framed in a way that hire of a venue was to be refused unless the matters were listed as conditions to the hire, and then agreed to by the hirer.
 - It replicated many conditions and requirements placed by the Liquor Licencing Court and Police, creating the potential for inconsistency.
 - Overly lengthy and prescriptive.
 - Some staff not aware of the policy.
 - Extremely limited or no capacity of the Shire to enforce the policy in any case.
 - It is considered that the majority of issues can be addressed by –
 - A significantly increased bond against damage and excessive cleaning being set by Council in the Budget each year.
 - If damage is caused, the hirer may be issued with an infringement under the Shire’s Public Places and Local Government Property Local Law.
 - If the damage is in excess of the bond held, the hirer may be prosecuted and the balance of expense as well as Court costs are recovered.
 - The venue is not hired to that user again.
- Sch 11.2(a) – Requirements to hire
 - Generally in line with existing policies, other than for the following points.
 - Booking more than 12 months in advance or for multiple years are not taken. It is the responsibility of the hiring organisation to notify the Shire of desired booking and date.
 - Double bookings – first in gets the date, but may be negotiated between the 2 hirers direct, but is not the Shire’s responsibility to do so. Should the hirers be unable to settle, the CEO may determine which proposed booking will be granted.
- 13.5 Road Reserves – Closures
 - The Shire does not own the land under roads, only the infrastructure which has been constructed on or in it. Ownership remains with the Crown, so closure of any road or public thoroughfare such as a walkway, is necessarily a negotiation between State, Shire and adjoining owners.
- 13.8 Directional Street Signs – Non-commercial
 - Outlines the circumstances where the CEO or Executive Manager Technical & Rural Services may utilise the budget provision for such signs.
- Part 16 Unclassified –
 - Whole Part inserted.

- 16.1 Restricted Access Vehicles on Shire Roads
 - This Policy does not apply to “as of right” vehicles – semi-trailers, and rigid trucks with trailer.
 - Intended as the process and procedures for the proposed Extractive Industries Local Law, but also any other Restricted Access Vehicle (RAV) applications that may be made including road trains for agricultural purposes.
 - In particular, for RAV applications where the origin and destination are outside of the Shire but, the transport route is through the Shire.

Council consideration of specific matters

Particular matters to be determined by Council –

- 3.5 – Rates – Prize Eligibility
 - Are elected members to be excluded from participation?
 - Are senior staff (defined as CEO and Executive Managers) to be excluded from participation?
- 5.4 Harvest & Movement of Vehicles Bans –
 - Clause 3 – continued operation of Shire plant and vehicles when a ban has been declared.

Immediate requirements

Approval of a number of policies is requested, as they impact on the Business Case for the Revitalising Regional Centres grant being pursued through the Wheatbelt Development Commission. The policies are –

- 1.1 – Code of Conduct
- 3.1 – Purchasing Framework
- 3.2 – Regional Price Preference
- 5.4 – Harvest & Movement of Vehicles Ban (for inclusion in OSH Contactors Handbook)
- 9.1 – Occupational Safety & Health – Employees, Volunteers, Contractors, Visitors
- 9.2 – Occupational Safety & Health – Executive Instructions (for establishment of OSH matters for employees, contractors etc)
- 9.6 – Risk Management

Consultation

- Aaron Cook – Chief executive Officer
- Torre Evans – Executive Manager Technical & Rural Services
- Azhar Awang – Executive Manager Development & Regulatory Services
- Frank Ludovico – Executive Manager Corporate & Community Services
- Wendy Russell – Executive Support Officer
- Carla Loney – Workplace Relations Advisor, WA Local Government Association
- Mark Southgate – LGIS Regional Risk Manager

Statutory Environment

The Local Government Act 1995 –

Restrictions as noted within a number of policies requiring –

- Declarations of interest and Ministerial exemption, or
- State wide and/or local public notice

Policy Implications

Revocation of previous policies, and adoption of new policies

Financial Implications

Cost of advertising requirements estimated at \$500.

Strategic Implications

Nil

Voting Requirements

Simple Majority

8:05 pm – Cr Bartron left the meeting

OFFICER'S RECOMMENDATION

That Council:

1. Revoke all policies of the former Shire and former Town of Narrogin.
2. Adopt all policies within the draft Policy Manual 2017 attached, with the exception of Policy 1.4 Elected Members – Recognition of Service, having been previously adopted with Ministerial exemption.
3. Authorise the CEO to advertise proposed Policies 3.2 and 8.19 –
 - Policy 3.2 Purchasing – Regional Price Preference which may only become operative after State wide notice and consideration of any submissions,
 - Policy 8.19 Employees – Recognition of Service (Gratuity) which may only become operative after local public notice and consideration of any submissions,
4. Should no adverse comment be received at the close of the submission period –
 - Policies 3.2 and 8.19 are to become operative as of the close date; and
 - the CEO advise the outcome of the submission period to the Monthly Briefing Session.
5. Should any adverse comment be received, the relevant Policy and the submission/s be referred to Council for decision.

COUNCIL RESOLUTION 0417.048

Moved: Cr Fisher

Seconded: Cr Walker

That Council:

1. Revoke all policies of the former Shire and former Town of Narrogin.
2. Adopt all policies within the draft Policy Manual 2017 attached, as amended, with the exception of Policy 1.4 Elected Members – Recognition of Service, having been previously adopted with Ministerial exemption.
3. Authorise the CEO to advertise proposed Policies 3.2 and 8.19 –
 - Policy 3.2 Purchasing – Regional Price Preference which may only become operative after State wide notice and consideration of any submissions,
 - Policy 8.19 Employees – Recognition of Service (Gratuity) which may only become operative after local public notice and consideration of any submissions,

Should no adverse comment be received at the close of the submission period –

- Policies 3.2 and 8.19 are to become operative as of the close date; and
 - the CEO advise the outcome of the submission period to the Monthly Briefing Session.
4. Should any adverse comment be received, the relevant Policy and the submission/s be referred to Council for decision.

CARRIED 7/0

Reason for change: Resolution point 2. Changed to include 'as amended'.

Commonly-used abbreviations:	
CEO	Chief Executive Officer
DER	Department of Environmental Regulation
DLGC	Department of Local Government and Communities
FCO	Fire Control Officer
LGIS	Local Government Insurance Services
WALGA	Western Australian Local Government Association
WANDRA	Western Australian Natural Disaster Relief Arrangements
RAV	Restricted Access Vehicle

COUNCIL POLICY

ADOPTED – 26 APRIL 2017



ARRANGEMENT

- Section 1 - Council / Governance
- Section 2 - Administration / Organisation
- Section 3 - Financial Management
- Section 4 - Order / Public Safety
- Section 5 - Fire Control
- Section 6 - Environmental Health / Food
- Section 7 - Community Services
- Section 8 - Personnel
- Section 9 - Occupational Safety & Health
- Section 10 - Building / Development
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Section 1 - Council / Governance

1.1 Code of Conduct

Statutory context	<p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> - s.5.103 – requirement to prepare a code of conduct for council members, committee members and employees <p>Local Government (Administration) Regulations 1996 –</p> <ul style="list-style-type: none"> - r.34B – required code of conduct contents about gifts to employees - r.34C – required code of conduct contents about interest affecting impartiality <p>Local Government (Rules of Conduct) Regulations 2007</p> <ul style="list-style-type: none"> - r.12 – gifts to elected members
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Corporate context None

History Adopted 26 April 2017

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
 - 1.1– Code of Conduct.
2. The Code of Conduct applies to –
 - a) Elected members, insofar as it is not contradicted by the Local Government Act or Rules of Conduct Regulations 2007,
 - b) members of a committee established by Council,
 - c) all employees.

– End of Policy

Notes

The Code of Conduct should also apply to contractors and suppliers, if stipulated in the contract / tender / engagement of the contractor.

The code of conduct required by the Local Government (Elections) Regulations r.8 is separate to Schedule 1.1, and is therefore binding on elected members.

Policy Schedule 1.1 – Code of Conduct

A local government, in accordance with Section 5.103(1) of the *Local Government Act 1995*, is required to adopt a Code of Conduct to be observed by Council members, Committee members and employees. The Code of Conduct is to contain matters as prescribed by Regulations and can also make further provision for expectations of Council members, Committee members and employees.

The Code of Conduct is a statement of guidance for Council members that is supplementary to the enforceable rules in the *Local Government (Rules of Conduct) Regulations 2007*. It is also a statement of guidance and specific requirements to be observed by Committee members and employees of the Shire.

The Code of Conduct is to apply, insofar as it is applicable to each type of person, to every Council member, Committee member and employee of the Shire. Any provision in this Code of Conduct is of effect only to the extent that it is not inconsistent with the Act and Regulations, and any other statutory power.

This Code of Conduct does not seek to replicate the role of or requirements for Council members, Committee members or employees contained in other legislation, including but not limited to the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007*. The Guiding Statements of Responsibility section of the Code requires individuals to be aware of their obligations.

Definitions

Committee member means any member appointed to a Committee constituted by Council in accordance with the *Local Government Act 1995* s.5.8 and s.5.10, whether a Council member or not,

Council member means any person who is an elected member of Council,

employee means any person who is employed by the Shire. For the purposes of the sections of the Code of Conduct in relation to employees' disclosure of interests, this shall include a person who under a contract for services with the local government will provide advice or a report on a matter.

1. Obligation to observe

Council members

The obligation to observe a Code of Conduct for Council members arises from the *Local Government Act 1995* s.5.103 and a declaration that they have made to observe that code or the Rules of Conduct Regulations, upon election to the Council at a swearing in ceremony before a Justice of the Peace or a person authorised by the *Oaths, Affidavits and Statutory Declarations Act 2005* to take statutory declarations.

Further to that, aspects of the Code of Conduct are also linked to the *Local Government Act 1995* and associated Rules of Conduct Regulations which are enforceable in their own right.

Committee members

The obligation for Committee members (that are not also Council members) to observe a Code of Conduct arises from the requirement in the *Local Government Act 1995* s.5.103.

Committee members are appointed to their positions by the Council in accordance with the Act s.5.10 and can also be removed from the office by the local government in accordance with the Act s.5.11(2)(b).

Employees

The obligation for employees to observe a Code of Conduct arises from –

- the *Local Government Act 1995* s.5.103,
- the *Local Government (Administration) Regulations 1996* r. 34B and 34C, and
- the terms and conditions of their employment with the Shire.

The observance of Council policies is a key responsibility of any employee and any breach of those responsibilities could incur disciplinary action, including termination, via the management framework established in accordance with the CEO's responsibilities under Section 5.41(g) of the *Local Government Act 1995*.

Breach of certain provisions

Where a requirement in the Code of Conduct is prescribed in an Act or Regulations, any alleged breach may be investigated by another statutory body, including but not limited to –

- Department of Local Government and Communities, and
- Corruption and Crime Commission.

2. Guiding statements of responsibility**Principles**

- a) In acting in the capacity of a Council member, Committee member or employee of the Shire, all persons shall observe the principles outlined in regulation 3 of the *Local Government (Rules of Conduct) Regulations 2007*. Specifically, any person acting in that capacity shall –
- Act with care and diligence;
 - Act with honesty and integrity;
 - Act lawfully;
 - Avoid damage to the reputation of the local government;
 - Be open and accountable;
 - Base decisions on relevant and factually correct information;
 - Treat others with respect and fairness;
 - Not be impaired by mind affecting substances.
- b) Additionally, all Council members, Committee members and employees shall –
- Provide relevant and factually correct information to decision-makers;
 - Fulfil their public and professional duties in a manner that is ethical, impartial, objective, responsible and in the best interests of the local government uninfluenced by fear or favour;
 - Act in accordance with their obligation of fidelity to the local government;
 - Not use or attempt to use their positions for personal benefit or the personal benefit of others, either by influencing others, the improper use of information gained in the performance of their duties, or otherwise;
 - Contribute to the good governance and strategic priorities of the Shire in accordance with the adopted vision, values, plans and budget as amended by Council from time to time ;
 - Understand and be mindful of their role, responsibilities, empowerment and limitations and act within those parameters
 - *Local Government Act 1995* Sections 2.7, 2.8, 2.9, 2.10, 5.41, part 5 division 9 and generally;
 - *Local Government (Rules of Conduct) Regulations 2007*;
 - *Local Government (Administration) Regulations 1996* regulations 34B and 34C;
 - Committee Terms of Reference;
 - Employee Position Descriptions;
 - Delegations Register et al.
 - Refrain from making allegations which are improper or derogatory, unless true, in the public interest and in an appropriate forum;
 - Refrain from any form of conduct in the performance of their official or professional duties which may cause any reasonable person unwarranted offence or embarrassment.

Achievement of priorities

The local government framework of: the Council, the staff body and any Committees that the Council resolves to constitute; is established to ensure the Council's corporate goals are achieved, its strategies are implemented and its statutory obligations met. The achievement of these requirements, in accordance with adopted plans and strategies, requires teamwork, cooperation and respect for the unique role of each component of that framework.

3. Matters of conduct**General – Applicable to Council members, Committee members and Employees**

- a) Lawful actions -

It is the responsibility of all Council members, Committee members and employees to act in a manner that is lawful and in accordance with the Acts, Regulations, codes and other policies and procedures that are relevant to their particular position.

Any omission of a specific requirement from this Code of Conduct does not negate a person's responsibility to observe and comply with provisions that are applicable to their position.

- b) Compliance with orders and policies
- i) Council members, Committee members and employees will comply with any lawful and reasonable order given by any person having authority to make or give such an order.
Any doubts as to the propriety of any such order shall be taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
 - ii) Council members, Committee members and employees will give effect to the lawful policies of the local government and/or have due regard for the lawful policies of the local government in decision making, whether or not they agree with or approve of them.
- c) Conflicts of interest
- An important consideration for any Council member, Committee member or employee is to ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their statutory or contracted civic or professional duties –
- i) Any Council member, Committee member or employee intending to undertake a dealing in land within the local government area that involves an application for planning consent or subdivision approval, or which may otherwise be in conflict with the Shire's functions, shall provide written notice of this intention to the Chief Executive Officer. The notice shall be provided as soon as practicable in all circumstances, but where an application is to be lodged with the local government or another statutory body for approval, then within 7 days of the lodgement of that application. This requirement does not extend to the purchase of the principal place of residence.
 - ii) Where a relative (refer definition in section 3.2.4.2 of this code) of a Council member, Committee member or employee with that person's knowledge is intending to undertake a dealing in land within the local government area that involves an application for planning consent or subdivision approval, or which may otherwise be in conflict with the Shire's functions, written notice shall also be provided in accordance with section 3.2.1.3 (a).
 - iii) Where it is the Chief Executive Officer or a relative of the Chief Executive Officer intending to undertake a dealing in land in accordance with this section, the written notification required is to be provided to the President.
 - iv) When an application is made by a Council member, Committee member, employee or a relative of any of those persons, the Council member, Committee member or employee has no greater or lesser rights than those of any other member of the public in relation to access to information and access to Shire officers. Council members, Committee members and employees shall observe the requirements of seeking information through the usual local government process for a member of the public and booking appointments in their own time to meet with officers of the Shire.
 - v) In receiving a written notice on a matter where a local government decision is required, the Chief Executive Officer or the President as the case may be, shall consult with the most senior officer having responsibility for planning matters who is not otherwise the dealing in land as to the requirement or otherwise of an assessment of the application by a suitably qualified independent person and as to the appropriateness of determining the application under delegation or referring it to Council for a decision.

Nothing in this section negates or replaces the disclosure requirements of any person in accordance with –

- Division 6 of the *Local Government Act 1995* Disclosure of Financial Interests;
- Regulation 11 of the *Local Government (Rules of Conduct) Regulations 2007* Disclosure of Interest or
- any other disclosure requirements in this code.

It is not the intention of this requirement to disadvantage any person due to their election to office or their employment. The requirement is to ensure there is minimum potential for perceptions of or actual undue influence, advantage or disadvantage for a Council member, Committee member or an employee.

- d) Gifts
- activity involving a local government discretion** means any activity that cannot be undertaken without an authorisation from the local government or by way of a commercial dealing with the Shire.
- gift** means any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel (in that specific requirements for contributions to travel are covered in Section 5.83 of the *Local Government Act 1995*). This definition excludes –
- A gift from a relative;

- A gift that must be disclosed in accordance with *Local Government (Elections) Regulations 1997 reg. 30B*;
- A gift from a statutory authority, government instrumentality or non-profit organisation for professional training,
- Other exclusions as defined by the Act or Regulations.

notifiable gift in relation to an employee means –

- a gift given to the employee that is worth between the relevant minimum threshold and \$300, or
- a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between the relevant minimum threshold and \$300.

prohibited gift - A gift worth \$300 or more or a gift that is one of 2 or more gifts given to the employee by the same person within a period of six months that are in total worth \$300 or more.

relative - a parent, grandparent, brother, sister, uncle, aunt, nephew, niece or lineal descendent of the person or of the person's spouse or de facto partner, the person's spouse or de facto partner or the spouse or de facto partner of the other specified relatives, whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by written law.

token gift is not defined in the Acts or Regulations, and for the purposes of this Code of Conduct is taken to mean a gift or multiple gifts that are less than the minimum **notifiable gift** threshold.

Donor / Giver of gift	token gift	notifiable gift	prohibited gift
IS or is likely to be undertaking an activity involving a local government discretion	Less than \$50	Between \$50 and \$300	More than \$300
Is NOT undertaking an activity involving a local government discretion	Less than \$200	Between \$200 and \$300	
Exclusions from requirement to notify	n/a	<ul style="list-style-type: none"> - donor is a relative; - through a will; - contribution to travel. - from Commonwealth, State or LG funds; - donor a relative; - ordinary course of occupation unrelated to duties as elected member or employee; - from a political party where person a member and travelling for political activity or to represent the party. - a gift that must be disclosed under <i>Elections Regs r.30B</i>; or - a gift from a statutory authority, government instrumentality or non-profit association for professional training. 	
Disclosure requirements	None	To be notified to CEO within 10 days, and Declared in Annual Return	N/a

- i) The notification of the acceptance of a notifiable gift is required to be in writing and include details of –
 - The name of the person who gave the gift;
 - The date on which the gift was accepted;
 - A description and the estimated value of the gift;
 - The nature of the relationship between the employee and the person who gave the gift.
- ii) If the gift is notifiable being one of 2 or more gifts given to the employee by the same person within a period of 6 months that have a cumulative value above the notifiable threshold, then regardless of the value of each individual gifts, the notification is required to include, in relation to all gifts accepted within the 6 month period from that person –
 - A description;
 - The estimated value;
 - The date of acceptance.

- iii) The CEO is to maintain a register of notifiable gifts and record in it the details of notifications given to comply with a requirement under this section.
- iv) The CEO is to record details of the gift on the Shire's website.

4. **Specific Directions**

The following sections of the Code of Conduct will address specific matters of conduct and, as necessary, provide specific direction on actions that must be taken when and as a matter arises by a person acting in a specific role.

Council members

Specific rules for Council members are defined in part 2 of the *Local Government (Rules of Conduct) Regulations 2007*.

Further to that, Council members are to recognise their role as distinguished from that served by employees of the Shire, and the Council (ie in its convened state).

Council members when interacting with employees of the Shire in their capacity as a Council member shall observe the protocol of making requests for information and discussing the business of the Council with the relevant senior employee and/or the identified responding officer during any organised briefing session for a matter before the Council for consideration. The liaison between individual Council member and individual employee on matters of local government business shall be conducted in a respectful, courteous and honest manner.

Committee members

a) Disclosure of interest

The disclosure of any interest that could, or could reasonably be perceived to, affect the impartiality of a Committee member carrying out their role shall be made, insofar as the provisions can relate to Committee members, in accordance with the requirements for employees in this Code of Conduct.

An interest to be disclosed may be one that is a benefit or a detriment to the Committee member.

b) Gifts

If a Committee member is offered a gift of any description in connection with the performance of their role as a Committee member, the member shall seek advice in relation to that offer from the CEO of the Shire, or nominated representative, before accepting any gift. The advice provided shall be in accordance with the requirements for elected members and employees.

c) Confidential information

A Committee member must not disclose confidential information obtained in the performance of their duties to any other person outside of the Committee or relevant Local Government employees.

For the purposes of this section, confidential information is that which is discussed during a meeting or that part of a meeting that is closed to members of the public in accordance with the provisions of the *Local Government Act 1995*, or that is in a document of the local government that is marked confidential.

d) Use of local government resources

A Committee member shall make proper use of the local government's resources as allocated to the Committee, including but not limited to assistance from employees, stationary, access to the office and meeting rooms of the local government, and only for the purposes of advancing the work and requirements of the Committee in accordance with its Terms of Reference.

e) Relationships with the local government

Committee members shall not direct or attempt to direct any local government employee to do or not to do anything.

Employees of the local government will be allocated where and as necessary to assist a Committee with its required tasks. It is expected that Committee members and employees with any responsibility in relation to that Committee will work together with a spirit of cooperation and understanding.

A Committee or Committee member shall not undertake tasks that contribute to the administration of the local government, except those tasks that are the direct responsibility of the Committee in accordance with its Terms of Reference and Council

policies relating to Committees. It is noted that Council considers members of its Management and Advisory Committees as working members and thus they are to contribute to the body of work required to be done by the Committee.

Employees

a) Disclosure of interest

Interest – Any interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

This section does not apply to interests referred to in Section 5.60 of the Local Government Act 1995 (in that a financial interest or a proximity interest must be disclosed in the manner described in Division 6 of Part 5 of that Act).

An employee is excused from a requirement under (i) or (ii) to disclose the nature of an interest if –

- the employee's failure to disclose occurs because they did not know that he or she had an interest in the matter; or
- the employee's failure to disclose occurs because the employee did not know the matter in which he or she had an interest would be discussed at the meeting and the employee discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

Any interest that arises for an employee on a matter before the Council or a Committee for determination is required to be disclosed in the manner specified in (i) or (ii). However, in recognition of the requirements discharged by employees during the course of their employment, including but not limited to the exercise of delegated authority, purchasing and tender evaluation, recruitment and selection, inspection and regulation, interests shall also be disclosed in other circumstances.

Disclosures are required to be made to the CEO in these circumstances –

- i) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest –
 - in a written notice to the CEO before the meeting; and/or
 - at the meeting immediately before the matter is discussed.
- ii) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter –
 - in a written notice given to the CEO before the meeting; and/or
 - at the time the advice is given.
- iii) If in order to comply with the requirements of (i) or (ii) an employee makes a disclosure in a written notice given to the CEO before a meeting, then –
 - before that meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting;
 - immediately before a matter to which the disclosure relates is discussed at the meeting, the person presiding is to bring the notice and its contents to the attention of the persons present.
- iv) If in order to comply with the requirements of the section –
 - the nature of an employee's interest in a matter is disclosed at a meeting; or
 - a disclosure is made at a meeting if it is realised that an employee has an interest in a matter that they had not previously realised was for discussion at that meeting; or
 - the presiding member brings to the attention of those present at the meeting a written disclosure;
 then the nature of the interest is to be recorded in the minutes of the meeting.
- v) If during the course of discharging the requirements of their employment, an employee becomes aware of an interest or a potential interest, that interest or potential interest is to be disclosed in a prompt and full manner to the CEO and direction sought on the ability to continue to discharge the requirements of their employment in this case.
- vi) If an employee is intending to engage in private work outside of their employment with the Shire, either with a person or body with an interest in a proposed or current contract with the local government, or if the arrangement could, or could reasonably be perceived to, either immediately or in the future, result in an interest for the employee arising in their employment with the Shire, the intention to engage in this work shall be disclosed in a prompt and full manner to the CEO and direction sought on the appropriateness of the arrangement.

b) Gifts

- i) Employees are required to refrain from accepting a prohibited gift from a person who –
 - is undertaking or seeking to undertake an activity involving a local government discretion; or
 - it is reasonable to believe is intending to undertake an activity involving a local government discretion.

- ii) An employee is required to notify the CEO of the acceptance within 10 days of accepting the gift, when the gift is a notifiable gift from a person who –
 - is undertaking or seeking to undertake an activity involving a local government discretion; or
 - it is reasonable to believe is intending to undertake an activity involving a local government discretion;

c) Confidential information

Confidential information must only be disclosed by an employee to another person to the extent that is necessary for the employee to do so in the performance of his or her duties.

Confidential information is that which is discussed during a meeting or that part of a meeting that is closed to members of the public in accordance with the provisions of the *Local Government Act 1995*, or that is in a document of the local government that is marked confidential, or any other information obtained during the performance of duties that could reasonably be considered to be confidential or of a sensitive nature.

Nothing in this section enables the disclosure of any confidential or sensitive information to any Council member or Committee member if the information does not directly relate to a confidential matter that is on the agenda for a meeting of the Council or the Committee, nor to any employee who is not empowered or required by virtue of their position in the organisation to have that information.

The handling of confidential or sensitive information is a significant responsibility for employees with authorised access to such information. Any imparting of such information must be undertaken in strict accordance with the requirements of this code. Where there is any doubt as to the requirement to impart confidential or sensitive information, caution is urged as any unauthorised disclosure of such information is considered a serious breach of the employee's responsibilities.

d) Use of local government resources

An employee shall make proper use of the Shire's resources and shall not use them for personal or private purposes, unless the use is otherwise provided for in a contract of employment, or authorised by the CEO by some other means.

It is acknowledged that minor incidental (not primary and not majority) use of certain resources will be provided for in operational requirements. An example of this would be to conduct an internet search or check a personal email account on a Shire computer during a designated break. This type of minor incidental use is provided for in the Shire's email and internet practice, whereby it is stated these facilities are for almost exclusive business use.

e) Relationships with Council members and Committee members

Employees are employed by and responsible to the CEO. While their direction, supervision and management is the sole responsibility of the CEO in accordance with Section 5.41(g) of the *Local Government Act 1995*, it is also recognised that the CEO has a responsibility to the Council to ensure employees provide it with relevant and quality advice.

Employees shall therefore be aware of their duty to, via the CEO, provide relevant and quality advice to the Council and Committees. They shall also act courteously and with due respect during their dealings with the Council, any Committee, any Council member or Committee member. It is expected that employees will deal with each other, Council members and Committee members in an honest and respectful manner.

f) Administrative practices

As an overarching principle of employment, employees, in attending to their duties for the Shire in their required and normal hours of employment including approved overtime, shall give their full attention to their duties and requirements throughout that time to ensure that their work is carried out efficiently and effectively. Employees shall comply with any lawful and reasonable order given by any person having the authority to make or give such an order, noting the restrictions on elected members or Committee members in relation to directing local government employees. They will also give effect to the lawful decisions of the Council in a prompt and effective manner.

– End of Schedule

1.2 Acknowledgement of Noongar People

Statutory context None

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. A Welcome to Country is to be arranged with a local Noongar Elder to recognise the traditional custodians of the area, for official major Shire of Narrogin events, including but not limited to –
 - a) events celebrating Aboriginal and Torres Strait Islander people and culture such as the official opening of NAIDOC Week,
 - b) Australia Day Citizenship Ceremonies.
2. An Acknowledgement of the Noongar People is to be read aloud at these events by the official representative of the Shire, and at other events where considered appropriate.
3. An Acknowledgment of the Noongar People is to be placed by the Shire of Narrogin in appropriate written forms, including but not limited to –
 - a) Strategic Community Plan
 - b) Corporate Business Plan,
 - c) Shire of Narrogin website.
4. The following statement is the official Acknowledgement of Noongar people by the Shire of Narrogin –

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

– End of Policy

Notes

1.3 Elected Members – Recognition of Service

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> - s.5.60 – when a person has an interest - s.5.60A – financial interest - s.5.69 – Minister may allow members disclosing interests to participate etc. in meetings - s.5.100A – gifts to elected members may only be made in prescribed circumstances Local Government (Administration) Regulations 1996 – <ul style="list-style-type: none"> - r.34AC – gifts to council members, when permitted etc. <ul style="list-style-type: none"> (1) at least one 4 year term must be completed (2) maximum gift of \$100 per year of service to maximum of \$1,000
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Corporate context None

History Adopted 11 October 2016

Policy Statement

1. The CEO is to arrange a suitable gift for departing elected members, to the value permitted by the *Local Government (Administration) Regulations 1996* s.34AC, on the basis of –
 - a) \$50.00 per year for each Elected Member,
 - b) an additional \$25.00 per year for each year of service as Deputy President / Mayor,
 - c) an additional \$50.00 per year for each year of service as President / Mayor,
2. Multiple terms of service as a member of Council are to be considered individually according to each period, and not cumulatively.
3. Each departing elected member shall also receive an appropriate plaque or certificate of service.
4. Presentation of the gift and plaque or certificate will generally be made at the final meeting being attended by the elected member, or at a suitable function.
5. Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.

– End of Policy

Notes

Statutory requirement –

Prior to adoption, amendment or revocation to clauses 1, 2 or 3 of this Policy, elected members must –

- **declare a financial interest in accordance with the Local Government Act, and**
- **receive written permission of the Minister for Local Government to participate and vote.**

This Policy is a Financial Interest as defined by the Local Government Act s.5.60 and 5.60A. Exemption from the Minister under s.5.69 is therefore required prior to any amendment, alteration or revocation of the Policy whatsoever.

Although elected members are able to claim meeting fees, travel etc as of right, it is considered appropriate that there be some recognition from the Shire on behalf of the community, for their commitment to the district. Where qualifying, enquiries should also be made through the Department of Local Government and Communities to obtain a Certificate of Appreciation from the Minister

1.4 Public Question Time – Management

- Statutory context**
- Local Government Act 1995 –
- s.5.24 – requirement for public question time
- Local Government (Administration) Regulations 1996 –
- r.5 – meetings where public question time is required
 - r.6 – minimum time for public question time
 - r.7 – procedure for public question time
- Shire of Narrogin Meeting Procedures Local Law 2016 –
- cl.6.7 – Other procedures for public question time
 - (1) questioner to state name and address
 - (2) question may be taken on notice
 - (3) if on notice, response to be in writing and a summary in next agenda
 - (4) any interest is to be declared if question is directed to a relevant person
 - (5) two minutes to submit question or questions, unless extended
 - (6) all members of the public to ask their questions before additional questions
 - (7) where submitted in writing, the presiding member may direct it is to be considered as correspondence
 - (8) circumstances in which the presiding member may direct no response is to be given – same question, a statement, offensive or defamatory
 - (9) presiding member may extend public question time, but is not obliged to
 - (10) summary of response to question to be in minutes

Corporate context None

History Adopted 26 July 2016

Policy Statement

1. The following Policy Schedules are adopted, and form part of this Statement –
 - 1.4 – Procedure for Public Question Time
2. The Procedures for Public Question Time apply to –
 - a) Ordinary and Special Council meetings,
 - b) Every meeting of Council committees which have a delegated power or duty.

– End of Policy

Notes

Without this Policy, the only controls available to the Presiding Member of a meeting are the provisions of the Act, Regulations and Local Law, all of which allow wide discretion, but offer limited guidance as to processes.

Policy Schedule 1.4 – Public Question Time

PROCEDURE FOR PUBLIC QUESTION TIME

The *Local Government Act 1995* requires that a minimum of 15 minutes be provided at council meetings for public question time. Public question time is early in the meeting as required by the Act. This allows questions to be asked before business is dealt with and also smooth running of the business part of the meeting. The procedure for asking a question is outlined below.

Presenting a question

1. Questions should be address to the Presiding Member, and submitted in writing to the Chief Executive Officer by 4.00pm the business day prior to the meeting.
2. Priority will be given to those questions relating to a matter on the Agenda before the meeting. General questions will only be addressed if time permits.
3. The length of question, including any background information, should not exceed 150 words.
4. Questions are limited to 2 per person, and with a total time limit of 2 minutes per speaker. Multiple parts to a question are considered separate questions.
5. Questions are to be directed to the Presiding Member, not to any other person.
6. Questions must be related to issues pertaining to the Shire.
7. Question regarding personal affairs, opinions, information or perceptions not relating directly to Shire business will be refused.
8. Retain your own copy of the question/s to be read aloud at the meeting.
9. No late documentation or item is to be brought into the meeting for distribution without prior arrangement with the CEO.

Managing the questions

10. The CEO is to compile the same or similar questions submitted with notice, and provide a single response.
11. A question without notice at the meeting is to be written on the form available at the meeting so that the exact wording of the question is recorded in the minutes of the meeting. Staff will be made available to assist in wording the question if desired.
12. A timer may be activated at the beginning of each person's time period and the Presiding Member will require questioners to conclude after 2 minutes.
13. Those asking questions are to state their name, address and the item number to which they are referring, and then read the question. Staff will have prepared brief notes to enable an informed response to be given at the meeting.
14. When specifically requested, questioner's details may be kept private.
15. Questions without notice or multiple parts to a question will be answered in the order they are asked to a maximum of 2.
16. Should time permit, after all present have had an opportunity to ask a question, additional questions may be considered
17. Where a question raises a significant issue not addressed in the staff report, and which cannot be adequately responded to, the meeting will need to consider whether the item should be held over or referred back for further consideration. In making this decision, the meeting will take account of statutory deadlines and other implications if appropriate.

Responding to the questions

18. The order in which questions are to be addressed is –
 - a) questions with notice relating to matters within that meeting's agenda;
 - b) questions with notice relating to other matters;
 - c) questions without notice relating to matters within that meeting's agenda; then
 - d) questions without notice relating to other matters.
19. Matters considered confidential under section 5.23 of the Act will not be addressed other than to advise of such.
20. Written questions submitted by a person not present at the meeting may be declined, and dealt with as correspondence.
21. Responses will be provided in reasonable detail, but in order to permit as many questions as possible, will be concise and to the point. Should greater detail be required, this should be notified to the Shire after the meeting.
22. Questions without notice will only be responded to at the meeting if they are simple. Otherwise they will be taken on notice and will be answered in writing after the meeting and the response included in the agenda of the next council meeting.
23. The meeting will not debate nor discuss the question raised with the questioner. Discussion or debate directly with an elected member or employee, or within the gallery is not permitted.

PLEASE NOTE **Members of the public should note that no action should be taken on any item discussed at a council meeting prior to written advice on the resolution of council being received.**

– End of Schedule

1.5 Elected Members – Briefing Sessions

Statutory context Local Government Act 1995

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. Briefing Sessions will be held to exchange information between elected members, senior staff, management staff and committees –
 - a) prior to the last Ordinary Council meeting of the month, or
 - b) when called by the President or CEO, as necessary.
2. Briefing Sessions are closed to the general public.
3. The purpose of Briefing Sessions is to –
 - a) provide an opportunity for elected members to request information, ask questions or make comment on specific issues, or on issues in general,
 - b) discuss conceptual issues as considered appropriate by elected members or staff,
 - c) disseminate information from staff to elected members ,
 - d) coordinate questions from elected members to staff.
4. Briefing session Information Paper –
 - a) the CEO is to prepare an Information Paper for each briefing session
 - b) the briefing session Information Paper is to be distributed with the Ordinary Council Meeting Agenda, or as able for irregular briefing sessions.
5. Financial, proximity and impartiality interests –
 - a) Elected members, employees, consultants and other participants shall disclose their interests in matters to be discussed
 - b) Interests are to be disclosed in accordance with the provisions of the Act and associated regulations at the time information is provided or discussion commences on an issue.
6. Conduct of Briefing Session –
 - a) the President or other person nominated by the President is to be the Presiding Member for Briefing Session, or in the President’s absence another elected member.
 - b) All questions and discussions are to be directed through the Presiding Member and there will be no debate style discussion.
 - c) Being outside the statutory decision making framework, elected members at a Briefing Session must not vote, indicate their voting intentions, make or imply any collective or collaborative decision is to be made, other than the CEO may agree to take an action that is of an administrative nature
 - d) Items listed on the current Council Meeting Agenda may be clarified on matters of procedure or fact, but are not to be debated or resolved/agreed in any way;
 - e) Proposals under a Planning Scheme are not to be discussed.
 - f) Any additional written information not included with the Council Meeting Agenda is only to be distributed to the meeting at the discretion of the Presiding Member.

– End of Policy

Notes

DLGC Operational Guidelines No.5 – Council Forum Guideline is not mandatory but close adherence is recommended.

1.6 Recording of Council Meetings

Statutory context Local Government Act 1995
State Records Act 2000

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. Ordinary and Special Meetings of Council may be digitally recorded, consistent with the objectives of the Local Government Act section 1.3(2)(c), which promotes greater accountability of local governments to their communities.
2. The purpose of recording is to assist in the preparation of minutes of Council meetings, and ensure that a true and accurate record of the meetings is made.
3. Notice advising members of the public of electronic recording of the meeting is to be given by –
 - a) clear signage displayed at each entry to the meeting,
 - b) disclosure to be made in the Agenda for the meeting.
4. Recording is to cease where Council has resolved to close the meeting to members of the public in accordance with section 5.23 of the Local Government Act 1995.
5. Access to the recordings is limited to the CEO and person required to assist in the preparation of the minutes. The recordings are to be used for verifying the accuracy of the minutes, and are not available to elected members, other staff members or members of the public.

– End of Policy

Notes

1.7 Legal Representation for Elected Members and Employees

Statutory context Local Government Act 1995

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. The following Council Policy Schedule is adopted, and forms part of this Statement –
1.7 – Legal Costs Indemnification
2. When there is a need for the provision of urgent legal advice before an application can be considered by Council, the amount determined in accordance with Schedule 1.7 clause 3(e) where the CEO may give authorisation is \$10,000.

– End of Policy

Notes

Policy Schedule 1.7 – Legal Costs Indemnification

1. Introduction

This policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Shire may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

It is necessary to determine that assistance with legal costs and other liabilities is justified for the good government of the district.

2. General Principles

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Shire or otherwise in bad faith.

The Shire may provide assistance in the following types of legal proceedings –

- a) proceedings brought by members and employees to enable them to carry out their local government functions (eg. where a member or employee seeks a restraining order against a person using threatening behaviour);
- b) proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieves another person (eg. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg: defending defamation actions); and
- c) statutory or other inquiries where representation of members or employees is justified.

The Shire will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not prevented, however, from taking their own private action. Further, the Shire may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Shire.

3. Applications for Financial Assistance

- a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, in advance if possible, to the Council providing full details of the circumstances of the matter and the legal services required.
- c) An application is to be accompanied by an assessment of the request and a recommendation prepared by the CEO.
- d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, must ensure compliance with the financial interest provisions of the Local Government Act 1995.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value specified by Council.
- f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.
- g) Any application is to be subject to an enforceable agreement to repay expenses incurred by the Shire, either –
 - In full but not exceeding the extent recovered by a member in accordance with 4(a) below, or
 - In full where 4(2) applies.

4. Repayment of Assistance

1. Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the Shire.
2. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Shire or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
3. Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire may take action to recover any such moneys in a court of competent jurisdiction.

– End of Schedule

1.8 Elected Members – Conference & Training Expenses

Statutory context	Local Government Act 1995
Corporate context	Policy 8.13 – Training, Study and Education
History	Adopted 26 April 2017

Policy Statement

1. The Shire will meet all reasonable expenses of members incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business authorised by Council or the Shire President.
2. Such expenses may include –
 - accommodation,
 - meals,
 - refreshments,
 - travel,
 - other appropriate out-of-pocket expenses subject to budget allocations.
3. Expenses automatically met by Council are limited to accommodation in single/twin or double room, registration fees, meals associated with registration, parking and breakfasts for elected members only.
4. Other than WALGA Annual Convention or other event where the elected member's partner is reasonably expected to attend, costs incurred by a partner accompanying an elected member are to be met by the elected member, except an accommodation upgrade cost from single to twin/double and official conference dinner cost only.
5. Unless authorised and moderate in nature, expenses for alcohol are to be met by the elected member.
6. Generally, the following provisions of Policy 8.13 Training, Study and Education will apply –
 - Item 3 – Expenses
 - Item 4 – Accommodation and Meals Allowance Rates
 - Item 5 – Vehicle

– End of Policy

Notes

1.9 Elected Member Records – Capture and Management

Statutory context State Records Act 2000
Freedom of Information Act 1992
Local Government Act 1995

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. Each elected member is responsible for determining which records are required for capture and management, and submission of the record to the CEO, for storage.
2. The Shire as an organisation, in meeting its obligations to facilitate the capture and management of elected member records will –
 - provide a collection point readily accessible to each elected member to deposit the required materials
 - materials collected will be separated according to elected member and financial year of deposit
 - for electronic records (emails, digital photos etc), a CD suitable for backup of all electronic records will be provided at least once per year,
 - the CD then to be deposited with other required materials,
 - where a copy of the record is to be retained by the elected member, photocopying or other duplicate as necessary, will be provided without charge.
3. Access to the records created may be required, and is to be facilitated by the CEO –
 - as permitted under various legislation such as the Local Government Act, the Freedom of Information Act etc,
 - by order of an authorised body such as the Standards Panel or a Court of law etc,
 - by a representative an authorised body such as the Ombudsman or Crime and Corruption Commission etc.

– End of Policy

Notes

State Records Office policy imposes the obligations on elected members and the organisation under the State Records Act, as advised on 30 July 2009 –

In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council.

In effect, any form of record which may affect accountability or contribute to a decision or action made as an elected member must be retained. These records may be –

- physical – a letter, a handwritten note, a photo someone sends to an elected member in explanation / complaint, an agenda where you have made notes on various items, etc
- electronic – an email or document sent as an attachment to an email, digital photo, an e-file that is sent for review or comment
- audio – message left on your answering machine, although this is likely to be unusual, since rarely are many details left in a message, but it is a record.

The records are not only those you receive, but also those that you create, such as –

- a note of a conversation where someone asked you to pursue a particular matter,
- a letter that you write in the capacity of elected member,
- an email you send as an elected member

The records only need to be relating to those “*affecting the accountability of the Council and the discharge of its business ... up to and including the decision making processes of Council*”. It is the elected members decision and judgement as to what extent this applies, *and it is suggested that this not be further defined.*

The principles of relevance and ephemerality apply, for example –

- a note to remind you to phone a person is ephemeral, but notes of the conversation may not be,
- a copy of an agenda that has no notes made is irrelevant, as the document can be reproduced by the Shire at any time,
- a promotional brochure or conference information is not relevant

Section 2 - Administration / Organisation

2.1 Senior employees – Designation

Statutory context Local Government Act 1995 –
- s.5.37 – senior employee or class of employee may be designated

Corporate context Delegation 1.2 – Acting CEO (Appointment)

History Adopted 26 April 2017

Policy Statement

Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees –

- a) Executive Manager, Corporate and Community Service
- b) Executive Manager, Development and Regulatory Services
- c) Executive Manager, Technical and Rural Services

– End of Policy

Notes

CEO is a designated senior employee under the Act. There is no requirement to have designated officers other than for the purpose of automatic appointment as Acting CEO (Refer Delegation 1.2 Acting CEO – Appointment). Most requirements placed on designated employees are already covered by s.5.74 – to declare gifts and to make primary / annual declarations if making direct report to Council or exercising delegated authority.

2.2 Acting / Relieving Staff Authority

Statutory context	Local Government Act 1995
Corporate context	Delegation 1.2 – Acting CEO – Appointment Policy 8.5 – Higher Duties
History	Adopted 26 April 2017

Policy Statement

1. To ensure that acting and relieving staff have clear authority to fulfil the requirements of the position, a person acting or relieving in a position, however temporarily and of whatever duration, is authorised to exercise all duties, powers and responsibilities assigned to that position, whether a delegation, policy, direction or accepted practice, subject only to any limitations that may be imposed by the CEO.
2. Acting or relieving staff are to be aware that their tenure is temporary, and to take into account when making decisions, the likely views and preferences of the permanent appointee.

– End of Policy

Notes

Notes –

1. Appointment as Acting CEO is subject to either –
 - specific decision of Council as per the Local Government Act, or
 - Delegation 1.2 Acting CEO – Appointment.

2.3 Display of National and Other Flags

Statutory context Flags Act 1953 (Commonwealth)

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. The Shire recognises the significance of certain flags connected to its governance responsibilities and will utilise Council flagpoles to fly such flags.
2. The flags that are to be flown each working day are the –
 - a) Australian National flag,
 - b) Australian Aboriginal flag, and
 - c) Shire of Narrogin flag.
3. The Western Australian State flag and any other flag/s approved by Council or CEO may be flown on appropriate occasions.
4. Flags flown in response to Council's governance responsibilities will be flown in accordance with the relevant legislation and protocols in force at the time.
5. Order of precedence of flags –
 - (1) Australian National flag,
 - (2) National flags of other nations;
 - (3) State and Territory flags,
 - (4) Other flags prescribed by the Flags Act 1953 (Commonwealth)–
 - (a) Australian Aboriginal flag and the Torres Strait Islander flag in either order
 - (b) Australian Defence Force Ensign
 - (c) Australian White Ensign
 - (d) Royal Australian Air Force Ensign,
 - (5) Ensigns and pennants –
 - (a) Local Government,
 - (b) Commonwealth, State and Territory agencies,
 - (c) Non-Government organisations,
 - (6) Banners:
6. Flags should not be flown with any other flag on the same flagpole

– End of Policy

Notes

Refer – Department of the Prime Minister and Cabinet
<https://www.dPMC.gov.au/government/australian-national-flag/australian-national-flag-protocols>
<https://www.dPMC.gov.au/resource-centre/government/australian-flags-booklet-part-two>
 (5 January 2017)

2.4 Amendments to Council Policy

Statutory context	None	
Corporate context	None	
History	Adopted	26 April 2017

Policy Statement

1. The CEO is to maintain the official copy of the Council Policy Manual, updated as soon as possible after each authorised resolution of Council.
2. Additions, deletions or alterations to Council Policy shall only be made by specific Council resolution stating –
 - a) stating the current Council Policy number if an amendment or deletion,
 - b) the proposed policy number to clearly indicate functional area if a new Council Policy, and
 - c) proposed wording and justification for the amendment, deletion or adoption.

– End of Policy

Notes

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions, and to be familiar with the philosophy behind individual decisions.

If it is not in the Council Policy Manual, it may be usual practice, but it is not Council Policy. Unless it is specifically stated that the authority is to be included in the Policy Manual, it is to be considered that the authority to act, is for a specific matter and is not general or on-going.

2.5 Information & Communications Technology Usage

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995

Corporate context Policy 1.1 – Code of Conduct
Policy 2.6 – Social Media Use
Policy 8.1 – Disciplinary Action

History Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) employees, consultants or contractors entitled to have access to ICT,
 - b) general use of ICT resources,
 - c) unacceptable use,
 - d) security and proprietary information,
 - e) system and network activities,
 - f) email activities,
 - g) remote access,
 - h) provision of mobile phones and information/communication devices,
 - i) Department of Transport licencing,
 - j) consequences of breach of the Executive Instructions.

– End of Policy

Notes

2.6 Social Media

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995

Corporate context Policy 1.1 – Code of Conduct
Policy 2.5 – Information and Communications Technology Usage
Policy 8.1 – Disciplinary Action
Policy 8.2 – Discrimination, Bullying and Harassment

History Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) application to all employees, volunteers and contractors,
 - b) use of social media for Shire purposes to be specifically authorised by CEO, or by persons authorised by CEO,
 - c) limitations on private use of Shire corporate sites,
 - d) use of any site to comment on Shire related matters, in particular if such comment is considered to be bullying, harassing or derogatory in nature, or which damages the Shire reputation, will make the employee liable to disciplinary action,
 - e) consequences of breach of the Executive Instruction.

– End of Policy

Notes

2.7 Shire Logo

Statutory context	Copyright Intellectual property
Corporate context	Shire of Narrogin Corporate Style Guide
History	Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a Style Guide regarding this matter, which is to include but is not limited to –
 - a) use of adopted logo, colours, fonts etc
 - b) formatting etc
2. The primary logo of the Shire is –
3. The logo should be used –
 - a) on all Shire publications, letterheads, promotional materials etc
 - b) where the Shire has provided sponsorship or support for a program, activity or advertisement – e.g. Homecare program, sporting or community event.
4. Private use of the logo is not permitted unless –
 - a) the approval of the CEO has been obtained, and
 - b) there is an identifiable benefit to the Shire or community through acknowledgement of support or promotion of the area.
5. Approval for private use of the logo may be withdrawn at any if the use is considered to be inappropriate.
6. Permitted variations to the logo are –
 - a) use of separate panels within an overall design/program,
 - b) text in an alternative position,
 - c) tag line colour may vary in order to be more visible,
 - d) tag line may be swapped out for a facility, department or section name, e.g. RW (Bob) Farr Memorial Library, Narrogin Homecare etc
 - e) to be approved by CEO before use.



– End of Policy

Notes

Refer Merger Transition Group Meeting of 8 Dec 2015

2.8 Risk Management

Statutory context	Occupational Safety and Health Act 1984
	Local Government (Audit) Regulations 1996
	- reg.17 – CEO to review risk management and report to Audit Committee
Corporate context	Council Committees and Reference Groups, Establishment and Terms of Reference – Audit Committee
History	Adopted 26 April 2017

Policy Statement

The Shire of Narrogin is committed to managing risk within the organisation and will implement the ISO 31000 Risk Management, as the minimum standard.

It is understood by the Shire that Risk Management is the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying and analysing, evaluating, treating, monitoring and raising awareness of risk.

The purpose of Risk Management is to develop a culture, processes and structures throughout the Shire of Narrogin that are directed towards the effective management of potential opportunities and adverse effects. It is also designed to reduce the potential costs of risk by reducing liability, preventing litigation and improving loss control.

This policy covers all activities of the Shire of Narrogin included in operational, corporate and managerial operations –

- a) To implement the Risk Management Standard ISO 31000.
- b) To define the Shire of Narrogin's tolerance to risk and communicate it through the organisation.
- c) To communicate with the community about the Shire's approach to risk.
- d) To protect the reputation of the Shire of Narrogin.
- e) To develop a Risk Management Plan which is aligned to the strategic planning process.

– End of Policy

Notes

Section 3 - Financial Management

3.1 Purchasing – Framework

Statutory context Local Government (Functions and General) Regulations 1996 –
 - r.11A – purchasing policy required, and matters to be addressed

Corporate context Delegation 3.1 – Tenders – authority to set specifications, criteria, call, accept, vary
 Delegation 3.8 – Municipal Fund – Incurring Expenditure
 - Sch. 3.8(a) – Use of Credit Cars, Store Cards and Fuel Cards
 - Sch.3.8(b) – Purchase Order Authorised Limits

History Adopted 26 April 2017

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
 - 3.1(a) – Purchasing Principles
 - 3.1(b) – Purchasing Thresholds
 - 3.1(c) – Regulatory Compliance
2. Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.
3. Proposals for consultancies, works and services etc, to be provided on Shire managed sites are also to be assessed in accordance with –
 - Policy 9.1 OSH – Employees, Volunteers, Contractor and Visitors.
 - Executive Instructions issued by the CEO
 - OSH Contractor Handbook or associated documents.
4. Exceptional Circumstances
 - a) Under exceptional circumstances, where goods or services need to be purchased urgently and there is insufficient time to obtain quotations, the CEO may make the required purchase, notwithstanding the thresholds and requirements of Schedule 3.1(b), subject to the purchase being less than \$150,000.00 ex GST. Unique value for money circumstances that preclude obtaining quotes must exist, such as –
 - it is opportunistic such as eliminating otherwise applicable costs,
 - it enhances operational efficiency, or
 - mitigates against risk etc.
 - b) Procurement under exceptional circumstances must be approved in advance by the CEO.
 - c) Exercise of this authority is to be in consultation with the Shire President.
5. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

– End of Policy

Notes

Policy Schedule 3.1(a) – Purchasing Principles

The object of the Purchasing Framework is to –

- obtain quality goods and services that are judged to deliver the best value-for-money or be the most advantageous,
- provide compliance with the Local Government Act, 1995 and the Functions and General Regulations,
- deliver a best practice approach and procedures to internal purchasing for the Shire,
- ensure consistency for all purchasing activities that integrates within all the Shire operational areas.

1. Ethics & Integrity

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties –

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money,
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and code of conduct,
- purchasing is to be on a competitive basis in which all suppliers are treated impartially, honestly and consistently,
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements,
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed,
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence until such time as the purchase decision is made, and is not be released unless authorised by the supplier or relevant legislation, and
- consideration must be given to any Local Price Preference Policy adopted by Council.

2. Value for Money

Value for money is an overarching principle recognised by the Regulations, that allows the best possible outcome to be achieved for the Shire. Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

What constitutes “value for money” or “most advantageous” considerations are to be itemised and detailed as part of evaluation.

An evaluation of the best value for money outcome for any purchasing should consider –

- all relevant whole-of-life costs and benefits (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal,
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality,
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history),
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable,
- continuity of supply or service, and particularly timeliness of any warranty service, emergency or maintenance/repair response, familiarity with works/conditions etc
- where a new or start up business makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region.

Where a higher priced conforming offer is recommended, there should be clear benefits over lower priced conforming offers.

3. Sustainable Procurement

Sustainable procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services, and considerations must be balanced against value for money outcomes.

– End of Schedule

Policy Schedule 3.1(b) – Purchasing Thresholds and Requirements**1. Purchasing Thresholds**

The value of a purchase is not limited to the financial year when the purchase was initiated, but may be over several financial years depending on the procurement or type of contract.

Records – where required or obtained, the following are to be attached to the purchase order –

- a) Note of verbal specification and submission
- b) Specification required, assessment criteria set, summary of submissions, evaluation made r

General purchasing thresholds –

Anticipated Value of Purchase Excl. GST	Requirement	Documentation
Less than \$1,500	Quotations not required for items of minor recurrent nature, such as groceries, stationery, hardware, mechanical, reticulation consumables etc Officer must be satisfied that the price is competitive	None
\$1,500 to less than \$5,000	At least two verbal quotations Written quotations recommended but not required	Required – - Note of verbal quotations received Recommended – - Written quotations received
\$5,000 to less than \$10,000	At least two written quotations	Required – - Written quotations
\$10,000 to less than \$50,000	At least three written quotations	Required – - Written quotations received Recommended – - Written specifications - Assessment criteria - Evaluation panel
\$50,000 to less than \$150,000	Obtain at least three written quotations containing price and specification of goods and services	Required – - Written specification - Written assessment criteria - Written quotations received - Evaluation panel
\$150,000 and above	Conduct a public tender process or WALGA Preferred Supplier / State Government Common Use Agreement Refer to Council for decision unless prior delegation to CEO	Required – - Written specification - Written assessment criteria - Written quotations received - Evaluation panel

WALGA Preferred Supplier or State Government Common Use Agreement thresholds –

Less than \$150,000	As per General threshold	As per General Thresholds
\$150,000 and above	Obtain at least three written quotations containing price and specification of goods and services. Refer to Council for decision unless prior delegation to CEO	Required – - Written specification - Written assessment criteria - Written quotations received - Evaluation panel

Notes –

1. Any work done under warranty / guarantee is not considered to be a purchasing activity, but is a part of the original contract / agreement to purchase.
2. Any work done outside of warranty / guarantee, even if it may affect warrant / guarantee, is a purchasing activity. Management of that risk is an administrative task, and may be a factor in a “value for money” consideration.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

WALGA Preferred Supplier or State Government Common Use Agreement

Policy 3.1 Purchasing Framework adopted by Council stipulates –

Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.

2. Quotations / Submissions

The general principles relating to written quotations / submission are –

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - o written specification
 - o assessment criteria to be applied
 - o price schedule
 - o conditions of responding
 - o validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

If it is not possible to get written quotations, a supplier’s verbal “decline to quote” will be sufficient, and is required to be noted with details of date, and name of person who declined.

3. Specifications, Assessment Criteria and Evaluation

Applies to all procurements as determined by the thresholds in clause 1 –

- a) Where a specification is provided or required by clause 1 – What is required to be in the specification may include –
 - Details, format and request to be appropriate to the procurement
 - How many / how much,
 - what size / power etc,
 - how fitted out,
 - standard / quality required,
 - type of construction,
 - where the work / product is to be delivered etc
- b) If a written specification has been issued the assessment criteria is to be included in the written specification.
- c) In any event, assessment criteria are to be determined prior to evaluation – How the submission is to be assessed and scored, and may include –
 - Details and record to be appropriate to the procurement
 - Local provider or external
 - Standard of work, quality of item
 - Reliability, service, warranty
 - References

- Price etc
- d) After close of submission period, evaluation is to be made based on the following– How the submission was actually assessed and scored –
 - To what extent was each specification met,
 - How does submission measure against each criteria
 - Which score provides best value for money

Where required and prior to submissions being requested, the specifications for the procurement and the assessment criteria for determining the procurement are to be determined in writing –

- for quotations – by the purchasing officer, and approved by the relevant Executive Manager within their approved purchasing limits, otherwise by the CEO
- for tenders – by the purchasing officer, approved by the relevant Executive Manager, and authorised by the CEO under delegated authority.

If required or appropriate, any Evaluation Panel is to be established prior to the request for submissions being with a mix of skills and experience relevant to the nature of the purchase. The Panel is to assess the submissions against the specifications set, the assessment criteria, value for money, local price preference and any other relevant matter.

– End of Schedule

Policy Schedule 3.1(c) – Regulatory Compliance

1. Tender Exemption

In some instances public tenders or quotation procedures are not required, regardless of the value of expenditure. The permitted exemptions are stipulated in the Local Government (Functions and General) Regulations 1996 r.11.

2. Sole Source of Supply (Monopoly Suppliers)

- a) Procurement from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that –
 - there must genuinely be only one source of supply
 - every endeavour to find alternative sources has been made,
 - written confirmation of this must be kept on file for later audit.
- b) The application of provision “sole source of supply” should only occur in very few cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

3. Anti-Avoidance

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

4. Tender Criteria

- a) The CEO under delegated authority shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

5. Receiving and Opening Tenders

- a) All tenders must be clearly marked, sealed and placed in the locked tender box until the official opening.
- b) When lodgement of tenders by email is permitted, the email is to be sent to a separate email inbox that remains unused until the close of the tender period.
- c) When tenders are opened there must be at least two employees present, or one local government employee and at least one person authorised by the CEO.

6. Tender Evaluation

- a) Evaluation is to be recorded against the specifications set and assessment criteria established. Reasons for the decision are to be recorded.
- b) Where required by Schedule 3.1(b) an evaluation panel will be established and include a mix of skills and experience relevant to the nature of the purchase.

7. Tender Acceptance

Unless authorised by Council, and delegation of acceptance has been made to a specific Committee or the CEO, all tenders and procurement over \$150,000 are to be presented to Council for decision.

8. Records Management

- a) All records associated with the procurement process must be recorded and retained. For a tender process this includes –
 - Tender documentation, including specifications and assessment criteria,
 - Internal documentation,
 - Evaluation documentation,
 - Enquiry and response documentation,
 - Notification and award documentation.
- b) For a direct purchasing process this includes –
 - Quotation documentation, including any specification and assessment criteria
 - Internal documentation, such as evaluation etc
 - Purchase orders issued and requisitions.
- c) Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire’s internal records management policy.

– End of Schedule

3.2 Purchasing – Regional Price Preference

Statutory context Local Government (Functions and General) Regulations 1996 –

- r.24B – terms used
- r.24C – authority to adopt a policy
- r.24D – maximum % discount and maximum \$ value of discount permitted
- r.24E – once prepared, Statewide notice is required, submissions invited, and if significant changes made, further Statewide notice
- r.24F – Policy can't be adopted until after Statewide notice of adoption, and specified matters must be in the policy, and the policy must be included in tender specifications

Corporate context Delegation 3.1 – Tenders – authority to set specifications, criteria, call, accept, vary
 Delegation 3.8 – Municipal Fund – Incurring Expenditure

- Sch. 3.8(a) – Use of Credit Cars, Store Cards and Fuel Cards
- Sch.3.8(b) – Purchase Order Authorised Limits

History Adopted 26 April 2017

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
 - Policy Schedule 3.2 – Regional Price Preference.
2. The Regional Price Preference applies to providers and suppliers –
 - a) established within the preference region,
 - b) based outside the preference region.
3. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

– End of Policy

Notes

Statutory requirement –

The Functions & General Regulations require –

- **Statewide notice of proposed policy, amendment or revocation,**
- **public comment period of 4 weeks,**
- **submissions considered prior to adoption, and**
- **Statewide notice of adoption.**

Policy Schedule 3.2 – Regional Price Preference

1. Definitions

price preference is the application of a discount to the price when comparing submitted prices only, so as to give a marginal advantage to a regional offer, and does not refer to the price that is to be accepted.

preference region is specified as the geographical area which comprises the whole of the Shires of Narrogin, Cuballing, Wickepin, Williams and Wagin

regional tenderer as defined under the *Local Government (Functions and General) Regulations 1996 s 24B(2)* as a supplier that has been operating a business continuously out of premises within the region for at least 6 months and submits a tender for the supply of goods and/or services;

start up businesses means a business of less than 10 employees, which has commenced within the preceding 6 months prior to closing date of tender, or would be established specifically for the purposes of the tender

regional content preference is the incentive for businesses/contractors outside the region to purchase goods, services and construction from within the region, but excludes travel and accommodation costs.

tenderer includes a new or start up business where the owner or provider has been resident of the region for at least 6 months

2. Preference principles

The Shire will encourage local industry to do business with the Shire by providing incentive through the adoption of a regional price preference advantage in conjunction with standard evaluation considerations, and as part of usual procurement consideration.

The price preference will apply to suppliers who are based in, and operate from the preference region in relation to all purchasing by the Shire for the supply of goods and services and construction (building) services, unless specifically stated otherwise, providing they are competitive in regard to specification, service, delivery and price.

3. Start-up Businesses

Where a new or start up business having less than 10 employees makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region, are to constitute a component of “value for money” or “most advantageous” considerations as per Function and General Regulations r.24D(3). Reasons are to be itemised, and detailed as part of the “value for money” evaluation in accordance with Policy Sch.3.1(a) – Purchasing Principles.

4. Regional business preference

This preference enables businesses/contractors within the preference area to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

The following levels of preference are to be applied to whole of contract for all purchasing under this provision –

Reduction % to be applied to whole of purchase	Contract for	Maximum reduction value per purchase
10%	Goods or services	\$30,000
5%	Construction (incl. building and roadworks etc) services	\$50,000

To qualify as a local business/contractor, a supplier must meet the following conditions –

- a) A permanent business location in the preference region for at least six (6) months. *Local Government (Functions and General) Regulations 1996* states that the 6 month calculation is based on the period prior to when the tender closes.
- b) Have permanent staff based in the preference region
- c) Management and delivery of the majority of the quotation / contract will be carried out from their business location in the preference region.

The price of the bids from the local businesses/contractors will be reduced / discounted for evaluation purposes only, by the percentage to the maximum value set out in this clause.

5. Regional Content Preference

Some businesses / contractors may be based outside the preference region, but utilise significant resources based in the preference region. This preference provides an incentive for businesses / contractors outside the preference region to purchase goods, services and construction from within the preference region.

The preference applies to the value of the goods, materials or services that are purchased from within the preference region, and are referred to as *Regional Content*.

The following levels of preference are to be applied to the portion of the proposal claimed / identified as the Regional Content portion of the contract for all purchasing under this policy –

Reduction % to be applied to Regional Content only of purchase	Contract for	Maximum reduction value per purchase
10%	Goods or services	\$30,000
5%	Construction (incl. building and roadworks etc) services	\$50,000

Regional content limitations for suppliers based outside the preference region are –

- a) some or all of the goods, materials or services are to be supplied from regional sources. The preference only applies to that part of the tender or quote that has been supplied from regional sources, which needs to be specified in the submission.
- b) businesses outside of the preference region who claim that they will use regional business in the delivery of the contract outcomes –
 - must stipulate who the regional provider will be and the value of the regional content, and
 - will be required as part of the contract conditions, to demonstrate that they have actually used the regional provider.

The price of the bids from the businesses/contractors using preference region content will be reduced for evaluation purposes and for that component of the bid only, by the amounts set out in above.

6. Scope

It should be noted that price is only one factor to be considered when the Shire assesses submissions. Accordingly, a regional submission where price is within the preference is not guaranteed of procurement, as the submission must also meet other relevant criteria, as per Policy 3.1 – Purchasing Framework.

– End of Schedule

3.3 Self-Supporting Loans

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none">- s.6.20 – Power to borrow- s.6.21 – Restrictions on borrowing Local Government (Financial Management) Regulations 1996 <ul style="list-style-type: none">- r.20 – When local public notice not required for exercise of power to borrow
Corporate context	None
History	Adopted 26 April 2017

Policy Statement

1. A request to Council to raise a self-supporting loan will be considered only from community or not for profit organisations.
2. Each request will be considered on its merits, and the organisation may be asked to provide guarantors or other acceptable security.
3. In the event of Council agreeing to make funds available on a self-supporting basis, Council reserves the right to control and/or to carry out any of the following –
 - a) the preparation of plans and specifications for the proposed work,
 - b) the calling of tenders for the proposed work,
 - c) the preparation of the contract documents,
 - d) the letting of the contract,
 - e) sole supervision of the project,
 - f) sole authorisation of expenditure of funds for the project.

– End of Policy

Notes

3.4 Ex-Gratia Payments

Statutory context	None
Corporate context	Delegation _____
History	Adopted 26 April 2017

Policy Statement

1. The Shire exercises a predisposition against making ex-gratia payments.
2. All claims are to be referred to the Shire's insurers.
3. Exceptional circumstances may be referred to Council for consideration, noting that such a referral does not constitute likelihood of Council agreement.
4. When referring to Council, the report is to advise –
 - of all attempts to claim insurance, if applicable,
 - circumstances outside of the Shire or claimant's control, that may contribute to consideration of the claim.
5. Should Council agree to make an ex-gratia payment, the claimant is to be –
 - a) made an offer in writing,
 - b) advised –
 - the offer is without prejudice
 - does not constitute a precedent
 - does not imply admission of liability
 - c) required to confirm that no further claim will be made on the Shire in relation to the matter.
6. Only once (5) above is fully completed is payment to be made.

– End of Policy

Notes

Draft Delegation 3.12 – Ex-Gratia Payments – to be adopted

3.5 Rates – Prize Eligibility

Statutory context Local Government Act 1995

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. In order to qualify for rates incentive prize, payment of rates must be processed prior to close of business hours on the due date.
2. Entry to the prize draw will not be allowed after this time and date in any circumstances.
3. The monetary value of the rates incentive prizes offered are to be determined in the relevant Budget.
4. The prizes are to be drawn by the elected head of Council within 2 weeks of the due date.

– End of Policy

Notes

3.6 Rating – Merger Parity Transition

Statutory context	Local Government Act 1995
Corporate context	Memorandum of Understanding – former Shire and Former Town of Narrogin
History	Adopted 26 April 2017

Policy Statement

1. Memorandum of Understanding

Council confirms the agreement of the Memorandum of Understanding made between the former Shire of Narrogin and former Town of Narrogin and signed in March 2015, and applying from the 2016/17 Budget as follows –

4.16 Rating – Parity Factor

It is agreed that to achieve parity of rating within the GRV and UV individual categories that –

- a) Calculation of the “parity factor” will be on the basis of a fixed base-line year of 2015/2016 using the principles outlined in the Proposed Merger Report of February 2014.
- b) The “parity factor” is to be applied to each rate category over an appropriate period, so that –
 - Equity in the New Entity is achieved for the GRV category, and
 - “Parity factor” for the UV category is calculated with the Shire of Wagin as the selected comparative Shire, and updated from the 2015/2016 Budgets.
- c) After application of the “parity factor”, the “natural increase” that is generally consistent across all rates categories and type be applied only to the extent necessary to meet budget requirements,
- d) The parity factor does not necessarily mean equality of rate in \$, but what is considered to be a reasonable and appropriate level considering access to amenities, facilities used and services provided.
- e) A Joint Merger Policy is to be prepared for the calculation of parity factor increase for each rate category and is to take into account that –
 - The % rates quoted on the Report and below are referenced to the Comparison Year, and are to be considered as indicative,
 - The % rate referenced to the Base Line Year is to provide for the annual cumulative effect over the period phased in.
- f) The concepts of “parity factor” and “natural increase” are to be used as the methodology to calculate a cumulative rate in \$ for each individual prescribed attribute/zoning for which a differential rate/\$ is to apply, and not implemented as a two tier differential rate in \$.

Report Comparison Year 2013-2014		Base-Line Year 2015/2016
Annual Parity Factor Over 10 Years		Annual Parity Factor Over 10 Years
3.9%	UV – Rate in \$	To be re-calculated and inserted once 2015/2016 Budgets adopted by – - Shire of Narrogin - Town of Narrogin - Shire of Wagin
7.8%	UV – Minimum	
10.5%	GRV – Rate in \$	
7.8%	GRV – Minimum	
3.3%	GRV – Rural Townsite Minimum	

4.17 Rating – Unimproved Values

- a) Unimproved rates should be increased –
 - Annually, by the parity factor as calculated for Base Line Year in 4.16 above,
 - The factor as calculated at that date, together with any natural increase annually, is intended to be applied equally over a period of 10 years,

- b) The parity factor is set from the 2015/2016 calculation and is not designed to achieve the same rate in \$ with the Shire of Wagin either annually or at the end of the 10 year period.

4.18 Rating – Gross Rental Values

- a) Differential rating provisions will be utilised to phase in and maintain, an equitable level of rating across the New Entity.
- b) As a new Local Planning Scheme will apply the same zoning to land in the Shire as in the Town, Governor's Orders should include the capacity for differential rating on the basis of location in the former Shire or former Town, should the New Entity choose to exercise this option.
- c) It is agreed that the provisions of the Financial Management Regulation r.52A(2) should be used for the five years permitted to achieve 50% of the calculated "parity gap".
- d) Subject to any Governor's Order issues pursuant to clause 4.16(1), it is further agreed that following the 5 year period permitted by Financial Management Regulation r.52A(2), the differential rating provisions in the Act should be used for a further 5 year period to address the remainder of the "parity gap".
- e) The intent of differential rating of GRV properties is to phase in rate increases of similarly zoned land –
- Annually, by the parity factor as calculated for Base Line Year in 4.16 above,
 - The factor as calculated at that date, together with any natural increase annually, is intended to be applied equally over a period of 10 years,

2. Parity Factors

Parity factors calculated in May 2016 for properties in the former Shire of Narrogin, in accordance with the MOU and used for differential rating in 2016/2017 Budget –

Annual Parity Factor - Compounding % Increase	2015/2016 Rate/\$	2015/2016 Target Rate/\$	Total Parity % Increase	Years for phase in	Annual Increase Compounding	% -
Unimproved Value	0.005500	0.007545	37.2%	10	3.21%	
Minimum	590.00	1,006.00	70.5%	10	5.48%	
Gross Rental Value	0.051500	0.10057	95.3%	10	6.92%	
Minimum	590.00	1,006.00	70.5%	10	5.48%	
Minimum – Rural Townsite (75%)	590.00	754.50	27.9%	10	2.49%	

– End of Policy

Notes

Memorandum of Understanding

The MOU signed in March 2015 formed the foundation of the agreement between the former Shire and the former Town. A critically important component of that agreement was the process for achieving rating equitability between the two former local governments, as outlined above.

Parity Factor

As per the MOU, the parity factor was recalculated on the basis of the 2015/2016 rate increases of the relevant local government, and incorporated into the calculation of the differential rating proposal put to the Town of Narrogin Council on 10 May 2016, advertised in accordance with the Governor's Order and subsequently adopted.

Note – 2015/16 Unimproved Value Target Rate/\$ is that of Shire of Wagin as per MOU

Section 4 - Order / Public Safety

No Council Policies applicable to this area of operations.

Section 5 - Fire Control

5.1 Bush Fire Brigades – Establishment

Statutory context Bush Fires Act 1954 –
- s.41 – establishment and maintenance of Brigades

Corporate context None

History Adopted 13 September 2016

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
5.1 – Volunteer Bush Fire Brigades areas
2. In accordance with the Bush Fires Act section 41(1) the following Bush Fire Brigades are established, and have the area as per Council Policy Schedule 5.1 Bush Fire Brigade areas –
 - Boundain
 - Highbury East
 - Highbury South
 - Highbury West
 - Minigin
 - Narrogin Central
 - Narrogin South
 - Narrogin Valley
 - Nomans Lake
 - Ockley

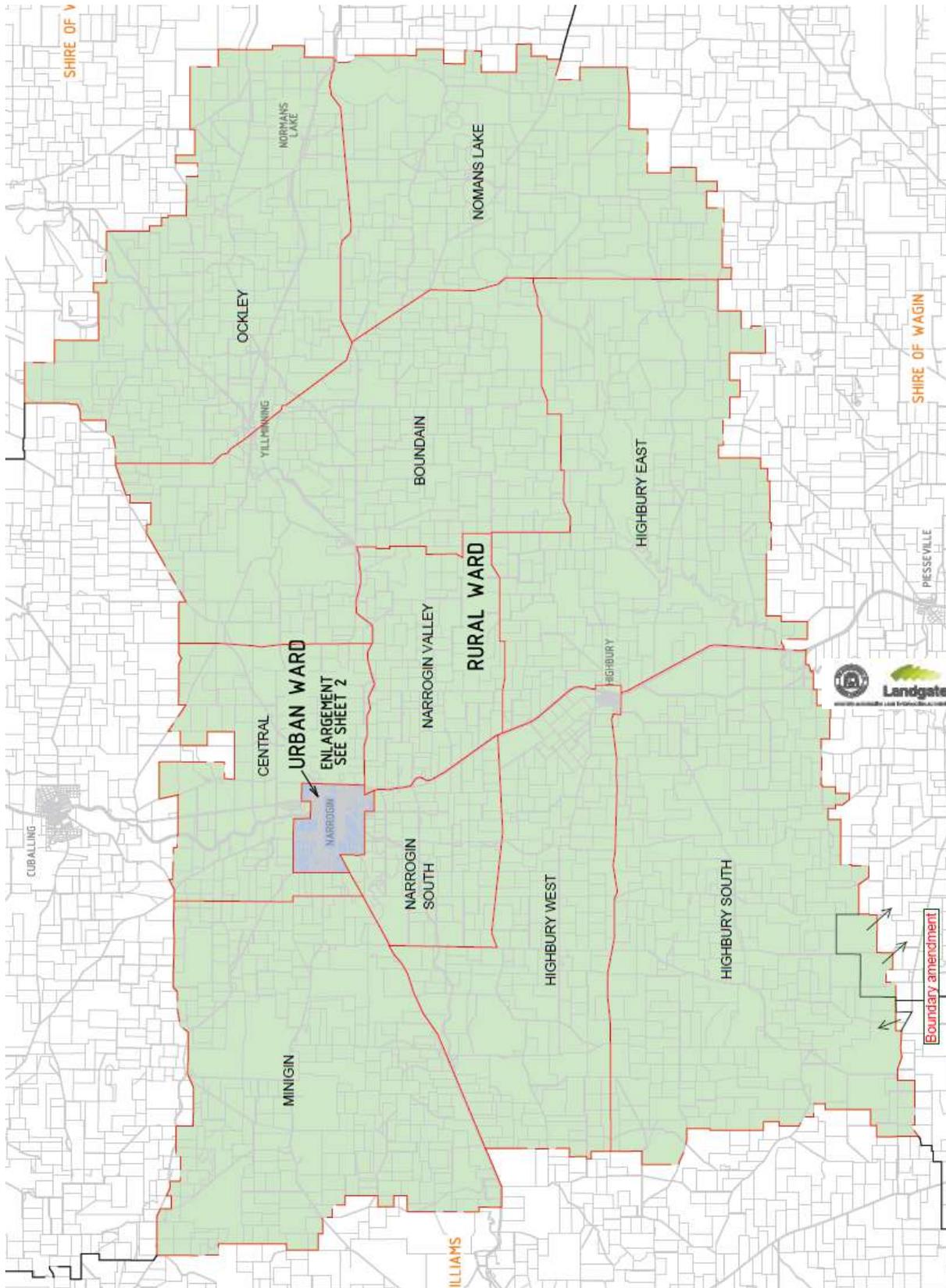
– End of Policy

Notes

Brigades are not incorporated organisations.

Policy Schedule 5.1 – Bush Fire Brigade areas

As at 1 March 2017



– End of Schedule

5.2 Bush Fire Brigades – Management

Statutory context	Bush Fires Act 1954 Occupational Safety and Health Act 1984 Shire of Narrogin Bush Fires Brigades Local Law 2017 <i>(required by the Act, but not yet in force)</i>
Corporate context	Delegation 5.1 – Issue of burning permits – CEO Delegation 5.2 – Fire fighting – Emergency plant hire Delegation 19.1 – Issue of burning permits – Fire Control Officers Delegation 19.2 – Issue of clover burning permits Delegation 19.3 – Prohibited and restricted burning periods – Variation
History	Adopted 26 April 2017

Policy Statement

1. Legislative context
 - a) Bush Fires Act –
The head of power for Council and FCOs to manage all fire related matters
 - b) Occupational Safety and Health Act –
In place since 1984, this Act is often ignored or overlooked –
 - Organisational responsibilities include –
 - o to carry appropriate insurance
 - o to provide training, PPE, resources
 - o to make certain vehicles are safe, roadworthy, fit for task and available for use
 - o to ensure all levels of bush fire brigade volunteers and staff members act lawfully and appropriately
 - Volunteer and employee obligations include –
 - o to act to ensure their own safety and welfare, and for those they are responsible for and are around them
 - o to use PPE provided
 - o to undertake appropriate training
2. Application
 - a) While this policy specifically applies to Volunteer FCOs, where relevant, it also applies to those appointed due to their position as a Shire employee.
 - b) This policy also applies to FCOs appointed to dual roles on the nomination of other Shires.
3. Appointment of Fire Control Officers
 - a) FCOs are appointed by Council, usually on the nomination of an FCO Meeting.
 - b) FCOs may also be appointed by Council on the nomination of an adjoining Shire.
 - c) Subject to the BFB Local Law, FCOs will be appointed by Council as the Captain and First Lieutenant of each Brigade, although their authority as FCO extends throughout the Shire.
4. Fire Weather Committee
 - a) This Committee is not appointed by Council, but is formed by the Chief BFCO to advise on weather conditions
5. Allocation of WAERN radios
 - a) Vehicles – each FCO
 - b) Base – each FCO, Fire Weather Committee members, Base Radio Operator (if not an FCO), Shire Office

- c) Handhelds – Ranger, Narrogin Police, as arranged by CBFCO and CEO.

6. Training

- a) Required –
 - Fire Control Officers Course – FCOs to complete every 5 years (refer draft BFB Local Law)
- b) Recommended –
 - Australian Interagency Incident Management System – CBFCO, DCBFCO, CEO, EMDRS, Ranger
 - Intro to Structural Firefighting / Structural Awareness – FCOs
 - Intro to Bush Fire Fighting – all volunteers
 - Fire Ground Plant Operations – selected Shire staff

7. Fire Ground Plant Operations

- a) Shire staff are not to operate any Shire plant on the fire ground unless appropriate Fire Ground Plant Operations training is completed
- b) Authorisation of staff to utilise Shire plant on the fire ground must be obtained prior to operation from
 -
 - CEO
 - EMTRS, or
 - MO.

– End of Policy

Notes

CBFCO	Chief Bush Fire Control Officer
CEO	Chief Executive Officer
DCBFCO	Deputy Chief Bush Fire Control Officer
EMDRS	Executive Manager Development & Regulatory Services
EMTRS	Executive Manager Technical & Rural Services
FCO	Fire Control Officer
MO	Manager Operations

5.3 Firebreaks and Fuel Hazard Reduction – Inspection & Prosecution

Statutory context	Bush Fires Act 1954 – - s.56(1) – duty of FCO to advise non-compliance Fire Breaks and Fire Hazard Reduction Notice
Corporate context	Delegation 3.6 – Sundry and Rate Debtors – Recovery and Agreements Policy 5.5 – FCO Duties
History	Adopted 26 April 2017

Policy Statement

1. Firebreaks must be installed and fuel hazard reduction measures taken each year by the date required by the Firebreaks and Fuel Hazard Reduction Notice.
2. The inspection of firebreaks is to commence not later than seven days after the required date.
3. The inspection is to be carried out by the Ranger or other person directed by the CEO, and preferably accompanied by an FCO.
4. In accordance with the Bush Fires Act s.56(1), FCO's are to report any firebreaks not in compliance to the CEO as soon as possible, for action.
5. The owner/occupier of a property found not to comply with requirements is to be sent a letter requiring compliance by a specified date not more than 10 days after inspection.
6. A second inspection of non-complying properties is to be carried out, after the specified date for compliance has elapsed.
7. Where a property remains non-compliant, the CEO is authorised without further notice, to –
 - a) issue an infringement notice, and
 - b) arrange for the carrying out of works so that the property complies, either using the Shire's own staff or contractors.
8. Where compliance has had to be arranged by the CEO, the full cost of achieving compliance, is to be recovered from the property owner either –
 - a) if completed by contractor – the cost invoiced by the contractor engaged, plus 10%, or
 - b) if completed by Shire staff and plant – at full private works rates.
9. Non-payment of an infringement notice or cost of achieving compliance is to be treated as a sundry debt, and appropriate cost recovery actions.

– End of Policy

Notes

The Firebreaks and Fire Hazard Reduction Notice –

- must be published in the Government Gazette and local public notice given in order to be enforceable,
- once published, has the effect of being a local law.

5.4 Harvest & Movement of Vehicles Bans

Statutory context	Bush Fires Act 1954	
Corporate context	None	
History	Adopted	26 April 2017

Policy Statement

1. The following persons are authorised to determine a Harvest and Movement of Vehicles Ban is to be imposed and to arrange notification –
 - a) Chief Bush Fire Control Officer
 - b) Deputy Chief Bush Fire Control Officer
 - c) Chief Executive Officer
 - d) Executive Manger Development and Regulatory Services

2. Notification of Harvest and Movement of Vehicles Bans are to be notified to –
 - a) ABC Radio, and other radio stations broadcasting locally
 - b) Department of Fire and Emergency Services, Department of Parks and Wildlife
 - c) adjoining Shires
 - d) message placed on the Shire of Narrogin Fire and Harvest Bans Information line (answering machine)
 - e) by SMS broadcast

3. On notification of a Harvest and Movement of Vehicles ban –
 - a) Shire plant on road reserves, in gravel pits etc outside the Narrogin townsite is to cease that activity.
 - o This restriction does not apply to legal use of vehicles on constructed public roads.
 - b) Shire crews undertaking activities that could be considered “hot work” (chainsaw, brushcutter, slashing etc) are to cease that activity.
 - o This restriction does not apply where –
 - the activity is within the Narrogin or Highbury townsites, and
 - is on green grass/vegetation or surrounded by a clear area complying with the Fire Break and Hazard Reduction Notice.
 - o This exemption may be over-ridden by a Total Fire Ban, which prohibits any hot work in the open air, that may be issued by Department of Fire and Emergency Services.

– End of Policy

Notes

5.5 FCO Duties

Statutory context	Bush Fires Act 1954 Occupational Safety and Health Act 1984 Shire of Narrogin Bush Fires Brigades Local Law 2017 <i>(not yet in force)</i>
Corporate context	Delegation 5.2 – Fire fighting – Emergency plant hire Delegation 19.1 – Issue of burning permits – Fire Control Officers Delegation 19.2 – Issue of clover burning permits Delegation 19.3 – Prohibited and restricted burning periods – Variation
History	Adopted 26 April 2017

Policy Statement

1. Fighting fires is inherently dangerous. Matters within the control of each FCO, volunteer and person that add to that risk include –
 - a) absence of or inadequate management at the fire site (incident control, team leader)
 - b) failure to report to the person managing the fire, to follow their instructions
 - c) inappropriate attire

2. In the event of an emergency, an FCO is to ensure the safety of firefighters –
 - a) Incident Control is to be established appropriate to the circumstances,
 - b) Any FCO or person in charge of a fire, or any other person authorised to do so, may order away from the fire, any person not wearing adequate and appropriate attire, e.g.: inappropriate footwear, synthetic fabrics, shorts, short-sleeved shirt etc

3. In the event of an emergency, the FCO / Incident Control should provide relevant details to the Shire Office as able, in order to –
 - a) arrange support as needed,
 - b) respond to phone calls and enquiries from the community and others,
 - c) issue SMS broadcast if necessary.

4. Fire reports

The appropriate FCO is to submit a written report on the forms supplied by the Shire, of any uncontrolled fires in their area.

– End of Policy

Notes

Refer Bush Fires Act s.39, s.56

Shire of Narrogin Bush Fires Brigades Local Law 2017 – not yet in force

Section 6 - Environmental Health / Food

No Council Policies applicable to this area of operations.

Section 7 - Community Services

7.1 Narrogin Regional Homecare – Management

Statutory context Local Government Act 1995

Corporate context None

History Issued _____

Policy Statement

1. Narrogin Regional Homecare is to maintain a detailed Procedures Manual compliant with the requirements of the Department of Health and Ageing Community Care Common Standards.
2. Compliance with the Manual is a condition of engagement as an employee or volunteer of Narrogin Home Care.
3. The Manual is to be reviewed by the Manager Homecare annually or as required in accordance with any legislative changes, and proposed amendments submitted to the CEO for approval.
4. The attached Schedule 7.1 Narrogin Regional Homecare lists the matters to be included covered by the Manual, but is not limited to these specific items.

– End of Policy

Notes

Policy Schedule 7.1 – Narrogin Regional Homecare Procedures Manual

Section –

1. Corporate Governance
2. Regulatory Compliance
3. Information Management Systems
4. Community Understanding and Engagement
5. Continuous Improvement
6. Risk Management
7. Human Resource Management
8. Physical Resources
9. Service Access
10. Assessment
11. Support Planning and Delivery
12. Client Reassessment
13. Client Referral
14. Information Provision
15. Privacy and Confidentiality
16. Complaints and Client Feedback
17. Advocacy
18. Independence
19. Food Safety Practices
20. Vehicle Best Practices
21. Emergency and Natural Disasters

– End of Schedule

Section 8 - Personnel

Applying to all matters in relation to personnel and employment –

Local Government Act 1995 –

s.5.41 Functions of CEO

The CEO's functions are to –

....

(d) manage the day to day operations of the local government; and

....

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

....

Local Government (Rules of Conduct) Regulations 2007 –

r.10 Relations with local government employees

(1) A person who is a council member must not –

(a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.

....

Policy 1.1 – Code of Conduct

For clarification regarding appointment, management and direction of employees –

Employee class	Council involvement	Elected member / Committee involvement	CEO involvement
CEO	<u>Required</u> . May delegate selection and interview to a Committee. Appointment must be by Council resolution.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	As directed by Council, usually limited to process, research and reporting on an applicant.
Designated staff LG Act s.3.57	<u>Required</u> – to consent to appointment or dismissal. <u>Permitted</u> – Interview & recommendation can be done by CEO alone or with elected member input. <u>Prohibited</u> – management or direction.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	<u>Required</u> to initiate / consent to appointment or dismissal. <u>Statutory function</u> – to manage and direct.
EHO	<u>If designated senior officer</u> – as above, otherwise – <u>In all cases</u> – qualification must comply with Public Health Act 2016 s.17.		
Other staff (non-designated)	<u>Prohibited</u> – Involvement in appointment, management or direction.	<u>Prohibited</u> – involvement in appointment, management or direction.	<u>Statutory function</u> – to appoint, manage, direct etc.

8.1 Disciplinary Action

WALGA Workplace Relations, November 2016 – amended

Statutory context	Fair Work Act 2009 (Commonwealth) Fair Work Regulations 2009 (Commonwealth) Corruption and Crime Commission Act 2003 (WA) Public Interest Disclosure Act 2003 (WA)
Corporate context	Policy 1.1 – Code of Conduct Policy 8.3 – Employee Performance and Development Policy 8.4 – Grievance Executive Instruction 8.1 – Disciplinary Action
History	Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) general disciplinary principles,
 - b) serious misconduct,
 - c) other disciplinary action, and
 - d) reporting obligations.

– End of Policy

Notes

8.2 Discrimination, Harassment and Bullying

WALGA Workplace Relations, November 2016 – amended

Statutory context	Occupational Safety and Health Act 1984 (WA) Occupational Safety and Health Regulations 1996 (WA) Equal Opportunity Act 1984 Fair Work Act 2009
Corporate context	Policy 8.4 – Grievance Policy 8.21 – Equal Employment Opportunity Executive Instruction 8.2 – Discrimination, Harassment and Bullying
History	Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) application of legislation to the Shire, relevant employees, volunteers and contractors,
 - b) unlawful discrimination,
 - c) harassment,
 - d) sexual harassment,
 - e) bullying, and
 - f) management action.

– End of Policy

Notes

8.3 Employee Performance and Development

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995

Corporate context Policy 8.1 – Disciplinary Action

Executive Instruction 8.3 – Employee Performance and Development

History Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) employees to which the Executive Instruction applies
 - b) commitment to development of employee skills and capabilities,
 - c) induction of employees to cover performance management and development,
 - d) performance reviews covering types of review, purpose and conduct,
 - e) other mechanisms for feedback to employees
 - f) training and development
 - g) underperformance.

– End of Policy

Notes

8.4 Grievance

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995 –

-
-

Corporate context Policy 1.1 – Code of Conduct
Policy 8.1 – Disciplinary Policy
Policy 8.2 – Discrimination, Harassment, & Bullying Policy
Policy 8.21 – Equal Employment Opportunity

Executive Instruction 8.4 – Grievance

History Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) employees to which the Executive Instruction applies,
 - b) making of a complaint,
 - c) principles for resolution of a complaint,
 - d) outcomes of complaints,
 - e) vexations or malicious complaints,
 - f) prohibition on victimisation of a complainant.
2. Any grievances lodged against the CEO are to be dealt with by the Shire President under this policy.

– End of Policy

Notes

8.5 Higher Duties

WALGA Workplace Relations, November 2016 – amended

Statutory context	Local Government Industry Award 2010
Corporate context	Policy 2.5 – Acting / Relieving Staff Authority Policy 8.13 – Recruitment and Selection Executive Instruction 8.5 – Higher Duties
History	Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) employees to which the Executive Instruction applies,
 - b) circumstances in which higher duties will apply.
2. The Executive Instruction is to apply to all employees, excluding the CEO and Executive Manager level positions, who are required to act in a position of higher classification than that which the employee occupies or who is assigned responsibilities or duties which warrant the payment of a higher duty allowance.

– End of Policy

Notes

8.6 Leave – Award Entitlements

WALGA Workplace Relations, November 2016 – amended

Statutory context	National Employment Standards Local Government Industry Award 2010
Corporate context	Executive Instruction 8.6 – Leave – Award Entitlements
History	Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledgement of the priority of the Local Government Industry Award 2010 and the National Employment Standards,
 - b) annual leave processes, including –
 - i) maximum accrual of annual leave to be 8 weeks,
 - ii) arrangements to require employee to take excessive annual leave,
 - iii) annual leave over an organisation or specific crew close down
 - iv) annual leave in advance
 - c) personal / carer's leave, including –
 - i) requirements to notify supervisor or manager,
 - ii) circumstances in which evidence of illness or injury etc, may be required,
 - d) unpaid leave
 - e) consequences for breach of the Executive Instruction.

– End of Policy

Notes

8.7 Leave – Community Service

WALGA Workplace Relations, November 2016 – amended

Statutory context	Fair Work Act 2009 (Cth) Juries Act 1957
Corporate context	Executive Instruction 8.7 – Leave – Community Service
History	Adopted 26 April 2017

Policy Statement

- The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - acknowledgement of the priority of the provisions of the Fair Work Act 2009 (Cth),
 - acknowledgement of priority of the provisions of the Juries Act 1957,
 - application to all employees of the Shire,
 - obligation on employee to notify of membership of any relevant organisation that may necessitate leave,
 - priority area for consideration of leave is within the Shire, but the CEO to have discretion in appropriate circumstances,
 - in exceptional circumstances, CEO to have discretion to approve paid leave.

- The definitions to apply are –

voluntary activity is where an employee engages in a voluntary activity, and the following criteria are met –

- the activity is either of –
 - a voluntary community activity, or
 - a voluntary emergency management activity
- the employee engages in the activity on a voluntary basis;
- either –
 - the employee was requested by or on behalf of the body to engage in the activity; or
 - no such request was made, but it would be reasonable to expect that, if the circumstances had permitted the making of such a request, it is likely that such a request would have been made.

voluntary community activity is where an employee engages in a voluntary emergency management activity if all the following criteria are met –

- the employee engages in an activity that involves the community generally or a significant portion of the community;
- the employee is a member of, or has a member-like association with, a recognised community organisation.

voluntary emergency management activities is where an employee engages in a voluntary emergency management activity if all the following criteria are met –

- the employee engages in an activity that involves dealing with an emergency or natural disaster;
- the employee is a member of, or has a member-like association with, a recognised emergency management body; and

– End of Policy –

Notes

8.8 Leave – Long Service

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government (Long Service Leave) Regulations

Corporate context Executive Instruction 8.8 – Leave – Long Service

History Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledgement of the priority of the Local Government (Long Service Leave) Regulations,
 - b) long serve leave processes –
 - i) maximum accrual of annual leave to be 8 weeks,
 - ii) arrangements to require employee to take excessive annual leave,
 - iii) annual leave over an organisation or specific crew close down,
 - iv) annual leave in advance,
 - c) taking of pro-rata long service leave prior to due date in exceptional circumstances and subject to completion of a minimum 7 years service in local government,
 - d) long service leave taken later than 6 months after due date at the employee's request, not to be paid at a rate higher than that specified by the Regulations,
 - e) long service leave taken later than 6 months after due date at the CEO's request, to be paid at the rate applicable when taking the long service leave,
 - f) long service leave may not be deferred by the employee for more than 2 years, without the specific written approval of the CEO, which may only be given in exceptional circumstances.

– End of Policy

Notes

8.9 Probationary Periods of Employment

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995

Corporate context Policy 8.10 – Recruitment and Selection

Executive Instruction 8.9 – Probationary Periods of Employment

History Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledgement of the priority of the Local Government (Long Service Leave) Regulations,
 - b) disclosure requirements for probationary period,
 - c) completion or extension of probationary period,
 - d) termination during a probationary period.

– End of Policy

Notes

8.10 Recruitment and Selection

WALGA Workplace Relations, November 2016 – amended

Statutory context	Local Government Act 1995 Local Government (Administration) Regulations 1996 Equal Opportunity Act 1984 Occupational Safety and Health Act 1984
Corporate context	Policy 8.2 – Discrimination, Harassment and Bullying Policy Policy 8.4 – Grievance Policy Policy 8.9 – Probationary Periods of Employment Policy Policy 8.21 – Equal Employment Opportunity Policy Executive Instruction 8.10 – Recruitment and Selection
History	Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledgement of the priority of the Local Government Act and Regulations requirements for section on merit, CEO and Designated senior staff recruitment,
 - b) acknowledgement of the principles of the Equal Opportunity Act,
 - c) procedural requirements to review requirement, commence, manage, and document the recruitment and selection processes,
 - d) filling of positions disclosed in the annual Budget to be an authorised action where the position,
 - e) filling of positions not disclosed in the annual Budget to be only on authority of CEO,
 - f) application of probationary periods to all positions with tenure greater than 6 months,
 - g) internal candidate preference where experience and potential indicate, for retention of corporate knowledge and development of clear career paths for staff,

2. The CEO and senior staff designated in accordance with the Local Government Act have separate or additional requirements, but unless inconsistent with legislative requirements, processes are to conform to this Executive Instruction.

– End of Policy

Notes

8.11 Rostered Days Off

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995

Corporate context Executive Instruction 8.11 – Rostered Days Off

History Adopted 26 April 2017

Policy Statement

7. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
- a) outside workers – on the basis of a 9 day fortnight,
 - b) inside staff – on the basis of a 19 day 4 week period'
 - c) accrual principles while on leave or public holidays,
 - d) accumulation of RDOs may be permitted by the relevant Executive Manager, but are not to exceed a maximum accrual of 5 days.

– End of Policy

Notes

8.12 Secondary Employment

WALGA Workplace Relations, November 2016 – amended

Statutory context	Local Government Act 1995
Corporate context	Policy 1.1 – Code of Conduct Policy 8.1 – Disciplinary Action Executive Instruction 8.12 – Secondary Employment
History	Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledging the priority of the Local Government Act,
 - b) secondary employment to include substantial commitments to community organisations,
 - c) ensuring no conflict of interest with Shire concerns including –
 - i) use of Shire resources both physical and electronic, work time,
 - ii) potential for increased load on other staff
 - iii) community perception and preservation of the Shire's reputation,
 - d) employee responsibilities
 - e) CEO responsibilities.
2. Notwithstanding the limitations, there is to be a general encouragement for employees to participate in community activities.

– End of Policy

Notes

8.13 Training, Study and Education

WALGA Workplace Relations, November 2016 – amended

Statutory context	Local Government Act 1995 Building Regulations 2012 Food Act 2008 Occupational Safety and Health Act 1984 Public Health Act 2016
Corporate context	Policy 8.3 – Employee Performance and Development Policy 8.6 – Leave – Award Entitlements Policy 8.15 – Use of Fleet Vehicles – Work and Private Use Policy 8.18 – Use of Private Vehicles – Work Purposes Executive Instruction 8.13 – Training, Study and Education
History	Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) mandatory qualification requirements for specific positions, in particular environmental health, food and building matters,
 - b) mandatory training requirements, in particular for plant operation and OSH,
 - c) professional development training directly associated with the employee's position,
 - d) professional development not related to the employee's position but potential benefit to the Shire,
 - e) circumstances in which expenses and type of expenses may be met in full or in part,
 - f) provision for an allowance to be claimed by employees making private arrangements for accommodation etc for any training related to (a), (b) or (c) above,
 - g) travel arrangements,
 - h) professional association membership
2. Permitted rates for daily accommodation and breakfast and dinner, if not included in the training/conference cost are –
 - a) those in accordance with the Australia Taxation Office Reasonable Travel Allowances (excluding incidentals), Table 1 – Perth, as issued for each financial year,
 - b) to reimbursed or authorised through purchasing procedures, and
 - c) not an allowance paid to the employee.
3. Where an employee has privately arranged accommodation, an allowance of 30% of the accommodation rate only, will be paid to the employee upon claim, and other reimbursements remain applicable.

– End of Policy

Notes

- Clause 2 – Australian Taxation Office Reasonable Rates 2016/2017 year – Table 1 – Perth
- Accommodation – \$203.00 per night
 - Food and drink, excluding alcohol –
 - o Breakfast – \$ 26.45 per day
 - o Dinner – \$ 50.70 per day

8.14 Uniforms, PPE and Personal Presentation

WALGA Workplace Relations, November 2016 – amended

Statutory context	Occupational Safety and Health Act 1984
Corporate context	Policy 8.1 – Disciplinary Action Executive Instruction 8.14 – Uniforms, PPE and Personal Presentation
History	Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) indoor employees –
 - i) standard of dress if not wearing uniform,
 - ii) uniform allowance, whether private purchase or through corporate supplier,
 - iii) wearing and use of PPE is mandatory for relevant tasks
 - b) outdoor employees –
 - i) wearing and use of PPE is mandatory at all times
 - c) PPE and Clothing to be provided by the Shire,
 - d) conditions of use of PPE and uniforms,
 - e) wearing of PPE or clothing displaying the Shire logo out of work hours – inappropriate behaviour reflecting badly on the Shire may result in disciplinary action.

2. Uniform allowance for indoor employees, following completion of probation period –
 - full time employee - \$350 per year
 - part time employee - \$200 per year

– End of Policy

Notes

8.15 Use of Fleet Vehicles – Work and Private Usage

WALGA Workplace Relations, November 2016 – amended

Statutory context Occupational Safety and Health Act 1984

Corporate context Policy 8.1 – Disciplinary Action
Policy 8.17 – Workplace Surveillance

History Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) subject to any contractual arrangement with the employee,
 - b) principles of obtaining a vehicle,
 - c) arrangements for vehicle when employee takes leave,
 - d) CEO scope of authority and responsibility,
 - e) if deemed appropriate, CEO may require FBT expense be recovered from employee,
 - f) maintenance, responsibilities and requirements for vehicle – employee and Shire,
 - g) use of a fleet vehicle displaying the Shire logo or easily identified as a Shire vehicle out of work hours – inappropriate behaviour reflecting badly on the Shire may result in disciplinary action.
 - h) garaging of vehicle,
 - i) consequences for breach of the Executive Instruction.

– End of Policy

Notes

8.16 Use of Private Vehicles – Work Purposes

Statutory context Occupational Safety and Health Act 1984

Corporate context Disciplinary Policy

History Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) to be applied where approval is given to use a private vehicle for work purposes,
 - b) preference is for use of a fleet vehicle for all work purposes, but it is recognised that this is not always possible or appropriate,
 - c) procedure for approval to use a private vehicle, requirements and standards,
 - d) obligations of employee and Shire,
 - e) private vehicle not permitted to be used to transport Homecare clients,

– End of Policy

Notes

8.17 Workplace surveillance

WALGA Workplace Relations, June 2016

Statutory context	Surveillance Devices Act 1998
Corporate context	Policy 1.1 – Code of Conduct Policy 8.1 – Disciplinary Executive Instruction 8.17 – Workplace Surveillance
History	Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledgement that the purpose workplace surveillance is –
 - i) to ensure a safe environment for employees,
 - ii) after hours security for protection of assets and equipment,
 - iii) is not intended for surveillance of employees.
 - b) approved and prohibited placement of surveillance devices,
 - c) employees permitted to access images and recordings are –
 - i) CEO,
 - ii) Executive Managers,
 - iii) Information Technology Officer, under instruction
 - d) confidentiality of images and recordings,
 - e) consequences for breach of the Executive Instruction.

– End of Policy

Notes

Placement and use of surveillance cameras should also have regard to –
www.dpc.wa.gov.au/GuidelinesAndPolicies/PremiersCirculars/Lists/Circular/Attachments/237/2009_05%20Registration%20of%20CCTV%20Systems.pdf

8.18 Salary sacrifice

Statutory context Australian Taxation Office –

- Goods and Services Tax – legislation, rulings and guidelines
- Fringe Benefits Tax – legislation, rulings and guidelines
- Superannuation – legislation, limits

Corporate context Executive Instruction 8.17 – Salary Sacrifice

History Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) compliance with all requirements of the Australian Taxation Office,
 - b) being cost neutral to the Shire,
 - c) limits on amount that may be salary sacrificed, duration and purposes.

– End of Policy

Notes

8.19 Employees – Recognition of Service (Gratuity)

WALGA Workplace Relations, November 2016 – amended

Statutory context	Local Government Act 1995 –
	- s.5.50 – Payments to employees in addition to Award or contract
	Local Government Administration Regulations 1996,
	- specifically regulation 19a

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. Application

An employee who has been dismissed by the Shire for any reason other than redundancy, will not be eligible to receive any payment under this policy.

Long serving employees may be recognised within the parameters set by section 5.50 of the Local Government Act 1995 and the associated Regulations.

An employee, whose employment is finishing, may be paid to a gratuity payment when their employment is ceasing due to –

- a) Resignation (not as a result of any performance management or investigation being conducted or pending/potential disciplinary action by the Shire);
- b) Retirement; or
- c) Redundancy.

2. Gratuity

The CEO in consultation with the relevant Executive Manager, may –

- a) provide a gratuity to a qualifying employee in the form of a gift card or voucher from a local business within the Shire,
- b) exercise their discretion to provide money instead of a gift card or voucher.

3. Prescribed Amounts for Gratuity Payments

Gratuity payments should be calculated based on the following prescribed amounts –

- a) Continuous service less than 5 years – to the value of \$30 per year of service
- b) Continuous service greater than 5 years – to the value of \$50 per year of service
maximum payment of \$1,000

4. Exceeding prescribed amounts

In some circumstances, Council may consider it appropriate to make a payment greater than that specified by this policy. In which case local public notice is required to be given in relation to the proposed gratuity in accordance with the Local Government Act s.5.50 (2), and is not to exceed the amounts as set in the Local Government Administration Regulations 1996, specifically regulation 19a.

5. Determining Service

For the purpose of this policy, continuous service shall be deemed to include –

- a) any period of absence from duty on annual leave, long service leave, paid compassionate leave, accrued paid personal leave and public holidays;
- b) any period of authorised paid absence from duty necessitated by sickness of or injury to the employee up to a maximum of three months in each calendar year, but not including leave without

- pay or parental leave; or
- c) any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 12 months.

For the purpose of this policy, continuous service shall exclude –

- d) any period of unauthorised absence from duty unless the CEO determines otherwise;
- e) any period of unpaid leave unless the CEO determines otherwise; or
- f) any period of absence from duty on parental leave unless the CEO determines otherwise.

6. Financial Liability for Taxation

The employee has full responsibility for any taxation payable on a gratuity payment.

– End of Policy

Notes

Statutory requirements –

- a) **Prior to becoming effective, adoption or amendment of this Policy must –**
 - **local public notice given, and**
 - **any submissions being considered by Council.**
- b) **Recognition in excess of Policy may be made only if local public notice is given prior to payment being made.**

Notes – (to be removed when no longer applicable) –

The Shire acknowledges that at the time the policy was introduced –

- a) employees may be entitled to payments in addition to this policy as a result of accrued unused long service leave benefits, redundancy payments or notice periods as prescribed by, legislation or a relevant industrial instrument. The Shire has considered these provisions when setting the prescribed amount of any gratuity payment in this policy.
- b) the financial implications to the Shire were understood and that these financial implications had been investigated based on the workforce position current at that time.

8.20 Employee Superannuation

WALGA Workplace Relations, November 2016 – amended

Statutory context Superannuation Guarantee Contribution (Administration) Act 1992

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. Application

This Policy applies to all employees whether the full-time, part-time or casual.

2. Superannuation Benefit

Employees will have freedom of choice over the complying fund that their Superannuation Guarantee Contributions (SGC) are paid into.

The superannuation default fund shall be the WA Super.

Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax).

The Shire will match the additional contribution to a maximum of 15.0% of salary, which includes the SGC component, that is – SGC component plus matching component not to exceed 15.0%.

- It should be noted that as the SGC component increases, the threshold for maximum matching contribution by the Shire will decrease.

Employees can voluntarily contribute more than the threshold but will not receive a further contribution from the Shire.

The additional contribution and the voluntary contribution can be deposited in to the employee's fund of choice.

3. Variation to This Policy

This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy.

– End of Policy

Notes

8.21 Equal Employment Opportunity

WALGA Workplace Relations, November 2016 – amended

Statutory context	WA Equal Opportunity Act 1984 Equal Opportunity Act 1986 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Disability Discrimination Act 1992
Corporate context	Policy 8.2 – Discrimination, Harassment and Bullying Policy 8.4 – Grievance Policy 8.10 – Recruitment and Selection Policy 8.13 – Training, Study and Education
History	Adopted 26 April 2017

Policy Statement

1. Introduction

The Shire is committed to equal opportunity and diversity and promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality and dignity.

This involves the improvement in the skills and competency levels of employees to provide equal access to further employment or career path progression. The Shire acknowledges and celebrates diversity and commits to continuing to actively and flexibly seek to appoint and accommodate the unique needs of many different employees.

2. Application

adopted that apply to employees, potential employees, volunteers and contractors/consultants.

3. Environment

The Shire recognises that when conflict, discrimination and harassment occurs in the workplace, job satisfaction, morale and productivity suffers. A healthy and safe work environment free from unnecessary discrimination, harassment and bullying is the a primary objective of the Shire.

4. Diversity

The Shire appreciates the value inherent in a diverse workforce. Diversity may result from a range of factors; origin, age, gender, race, cultural heritage, lifestyle, education, physical ability, appearance, language or other factors.

5. Awareness

Upon appointment all employees are to be given a full copy of this Policy and ensure this Policy is easily accessible electronically and in other forms as requested.

6. Monitoring

Employment related practices are to be periodically reviewed in accordance with this Statement, with particular consideration of practices and policies.

– End of Policy

Notes

Section 9 - Occupational Safety & Health

9.1 Occupational Safety & Health Policy – Employees, Volunteers, Contractors, Visitors

Statutory context	Occupational Safety and Health Act 1984
Corporate context	Policy 1.1 – Code of Conduct Policy 8.1 – Disciplinary Action Policy 8.4 – Grievance Policy 9.4 – Workplace Visitors – Management OSH – Manuals, Requirements, Standards and Procedures OSH – Contractors Handbook
History	Adopted 26 April 2017

Policy Statement

1. The Shire of Narrogin will provide a safe and healthy work environment, so far as practicable, for –
 - a) the community,
 - b) employees,
 - c) volunteers,
 - d) contractors, and
 - e) visitors.

2. The Shire is concerned with protecting the safety, health and welfare of all personnel and visitors. Consistent with this, the Shire will –
 - a) Provide and maintain a safe work environment by managing risk through effective hazard identification and control;
 - b) Strive for continuous improvement in Occupational Safety and Health performance utilising best practice procedures and taking into account evolving knowledge and technology;
 - c) Comply with all applicable legislation and requirements;
 - d) Establish, implement and maintain an Occupational Health and Safety Management System; including measureable objectives and targets aimed at elimination of work related injury and illness;
 - e) Ensure that all employees, including contractors and volunteers, are fully informed, instructed, trained and supervised in the tasks they are required to perform;
 - f) Communicate and consult with employees, including contractors and volunteers, involve them in the development of practices and procedures aimed at the improvement of Occupational Health and Safety performance;
 - g) Ensure that all employees, including contractors and volunteers, are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and to avoid adversely affecting the health or safety of others through any act or omission at work and report hazards, accidents, incidents and near misses to their supervisor.

3. Copies of this Policy shall be made available to all employees, volunteers, contractors and visitors, and displayed within the workplace.

4. This Policy is to be reviewed and authorised annually.

President _____ CEO _____

 Date _____

– End of Policy –

Notes

Refer –

1. OSH – Manuals, Requirements, Standards and Procedures
2. OSH – Contractors Handbook

9.2 Occupational Safety & Health – Executive Instructions

Statutory context	Occupational Safety and Health Act 1984
Corporate context	OSH – Manuals, Requirements, Standards and Procedures OSH – Contractors Handbook
History	Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instructions regarding this matter, which is to include but is not limited to –
 - a) acknowledgement of the priority of the Occupational Safety & Health Act 1984,
 - b) the establishment and operation of employee based OSH Committee in accordance with the Act,
 - c) requiring the development, maintenance and review of OSH manuals, requirements, standards, procedures, guidelines etc
 - d) requiring the development, maintenance and review of OSH Handbook for Contractors etc
 - e) consequences for breach of the Executive Instruction.

– End of Policy

Notes

9.3 Drugs and Alcohol

WALGA Workplace Relations, November 2016

Statutory context Occupational Safety and Health Act 1984

Corporate context Policy 1.1 – Code of Conduct
Policy 8.1 – Disciplinary
Grievance Policy
Grievance Procedure
Policy

History Adopted 26 April 2017

Policy Statement

1. Introduction

This policy is designed to eliminate the risks inherent in the use or abuse of drugs alcohol or other substances and to provide a safe and productive workplace for employees.

The Shire is committed to ensuring all employees take reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

2. Application

For the purpose of this policy –

- the term “employee” shall extend to cover contractors as per the Occupational Safety and Health Act 1984, volunteers and any person performing work for or with the Shire in any capacity,
- the workplace is defined as any place in which work is carried out while engaged by the Shire.

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

3. Responsibility

Under the Occupational Safety and Health Act 1984, workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely effected, possibly as a result of the night before in addition to consumption as work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

All employees are expected to comply with the Shire’s Code of Conduct at all times. They should carry out their duties in a professional, responsible and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

4. Drug Use in a Shire workplace

Employees who buy, take, or sell drugs in any Shire workplace, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

5. Prescribed and Over the Counter Medications

The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

The categories of drugs and substances prohibited by the Shire are outlined as per the Australian Standard AS 4308 for drugs of abuse.

6. Consumption of Alcohol on the Premises

Except in situations where the Shire holds or hosts a function within the district and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace. With the approval of the CEO or Executive Manager an employee may be approved to drink alcohol at a work related function.

7. Responsibilities

The Shire considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects their health and safety, and/or others in the workplace, the Shire is committed to appropriately managing the issue.

A likely outcome of any breach of this policy will be disciplinary action (up to and including termination of employment), however the Shire may also manage the issue by –

- Providing appropriate education and training to employees;
- Providing professional counselling and support where needed.

8. Managers' Responsibilities – Consumption of Alcohol at Work Sponsored Functions

Team managers shall –

- a) encourage their staff to make alternative arrangements for transport to and from the function;
- b) ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: tea, coffee and food;
- c) if the manager believes a person may be over the Blood Alcohol Content (BAC) 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- d) if the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

9. Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Shire will provide assistance to the employee –

- a) the Shire will allow an employee to access any accrued personal or annual leave, or leave without pay by agreement of the CEO, while they are undergoing treatment, and;
- b) the Shire will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

10. Pre-Employment Medical Tests

As part of the recruitment selection process, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing. Failure to provide a negative test result may result in their application for employment being unsuccessful.

11. Random Testing

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. All staff on site must participate in the random selection.

12. Identification of Impairment & Testing

If the Shire has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Testing may be carried out as a result of all incidents (including, but not limited to near miss, injury, property damage, and personal altercations).

If the Shire suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions –

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- require that an employee undergo drug and alcohol testing administered by a Shire authorised testing provider (such as Pathwest) at the direction of the Shire;
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs –

- The employee tested and the CEO will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to an including the termination of employment.

13. Testing in the event of an accident/incident

The Shire, at the discretion of the CEO or Executive Manager may require an employee to undertake a drug and alcohol test, as described above, in the event of an accident or incident where there is a risk to health and safety.

14. Education, Training & Awareness

The Shire may provide education and training to all employees at the workplace about the effects of alcohol and other drugs and their risks to safety and health. Line managers may be given training so that they may identify situations where an employee is potentially misusing alcohol or drugs.

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help. Contacts at outside agencies where help can be obtained will be made readily available to all employees via the Shire's noticeboards.

The Shire engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

15. Testing Provider

Drug and alcohol testing may be undertaken by Pathwest Laboratories, Narrogin or another provider if required.

16. Consequences of Breaching this Policy

An employee engaged by the Shire who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

17. Variation to This Policy

This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy.

– End of Policy –

Notes

9.4 Health and Wellbeing

WALGA Workplace Relations, November 2016 – amended

Statutory context	None	
Corporate context	None	
History	Adopted	26 April 2017

Policy Statement

1. Introduction

The Shire encourages the health and wellbeing of our employees at work and promotes employee work life balance so our employees are able to fulfil work and lifestyle responsibilities efficiently and effectively.

The purpose of this policy is to ensure that staff have the opportunity to access health and wellbeing initiatives and choices in the workplace.

2. Application

This policy applies to all permanent full time or part time employees of the Shire.

3. Wellbeing Program

LGIS Municipal Workcare Scheme has developed a preferred supplier arrangement, and it is through this that the Shire offers employees access to health services.

The Shire is provided with a range of health services such as –

- a) Health Assessments
- b) Skin Cancer Screenings
- c) Flu Vaccinations
- d) Health Seminars/ Workshops
- e) Ergonomic Assessments
- f) Manual Task Training

Periodically throughout the year, health and well-being matters will be promoted and made available to employees. As the services are dependent on funding, limited spaces may be available however every effort will be made to provide these services to those interested in participating.

4. Staff Leisure Centre Membership Subsidy

The Shire offers permanent full time and part time employees the ability to purchase a single or family membership for the Narrogin Regional Leisure Centre at a 50% discount of the adopted annual rates to encourage fitness and general wellbeing within the workforce. Note: this does not include coordinated sports activities.

5. Smoke Free Workplace

The Shire is committed to promoting a smoke free workplace.

All confined work areas at the Shire, including vehicles are declared as smoke free areas at all times. Employees are also required to maintain a 5 metres radius from any Shire building / facility when smoking.

6. Staff Support Services

a) Access

The Shire offers staff support services, in the form of confidential counselling services through LGIS, to assist employees experiencing personal and/or work related issues.

The services are offered to all employees of the Shire and are designed to be short-term. Use of the services provided is on a voluntary basis and is free to employees.

If a problem cannot be resolved by the individual's own efforts or through other means, the LGIS counselling service can be accessed by –

- Manager referral - in some cases, managers may suggest to employees that they may benefit from utilising the counselling service. In this case referral to LGIS counselling services should be kept confidential between the manager and the employee, or
- Internal Contact – employees may contact the Executive Manager Corporate and Community services to organise referral. Alternatively, employees may access the service at their own discretion. Workers and managers can access the service by phone or email (face to face if availability permits) enabling them to receive confidential counselling support wherever they are based.

LGIS can be contacted by –

- phoning 9483 8857,
- email psych@lgis.wa.com.au, or <https://www.lgiswa.com.au/pages/public/IndividualStressManagement>

b) Number of Sessions

The counselling services provided by LGIS are primarily 'stress counselling' and of a short-term nature. Sessions are generally one hour in duration. The service is available between 8.30am and 5.00pm Mondays to Fridays. Sessions are predominantly phone based. Upon special request, face to face counselling can be organised depending on availabilities.

If the psychologist considers the issue to require ongoing counselling or long term therapy, resources will be provided to the employee to sought alternative support (for example, through the Better Access scheme via a doctor's referral or local resources available within the community).

c) Leave Provisions

In the event that the employee desires to ensure that their manager is not aware that they are undertaking counselling, then the employee should organise sessions to be completed during non-working hours. The arrangement for taking time off during work hours will be the same as for any form of absence from the workplace, including time in lieu, however the manager does not need to be informed of the referral or the specifics of the matter.

d) Confidentiality

A significant feature of the LGIS counselling service is the high level of Confidentiality and the respect for the employee's privacy. All employees utilising the service are required to sign a confidentiality agreement to enforce this.

Information on all referrals to LGIS counselling services will be in strict confidence. Confidentiality means that the Shire will not receive any information from LGIS concerning the employee's problem. Employees will need to provide written consent to release their personal information, should they choose to share their counselling information to a third party.

Provider – LGIS counselling services should be contacted by the employee for an appointment.

7. Communication

The Shire will ensure that –

- All employees receive a copy of this policy during the induction process.
- This policy is easily accessible by all members of the organisation.
- Employees are empowered to actively contribute and provide feedback to this policy.

– End of Policy

Notes

9.5 Workplace Visitors – Management

Statutory context Occupational Safety and Health Act 1984

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. The Shire is committed, to ensuring that visitors to workplaces are not exposed to hazards as far as reasonably practicable.
2. Severe penalties apply under the Occupation Safety and Health Act 1984 if visitors to workplaces are injured through not being appropriately cared for.
3. Visitors to workplaces are required to comply with the directions of staff by the OSH Act s.57A.
4. All locations –
 - a) Visitors who wish to move around the location must be accompanied by a Shire employee at all times, with the exception of authorised contractors/subcontractors.
 - b) Employees are to ensure that all walkways and access/exit points remain clear of obstacles at all times.
 - c) Prior to being authorised to enter a workplace/worksites which has known hazard/s, all visitors must be provided with a workplace specific induction on the nature of the hazard/s within that location and must be instructed in any emergency evacuation procedures.
5. Offices and similar locations –
All visitors are to report to the front counter, where applicable, or to the appropriate Manager / Supervisor before entering the workplace/worksites.
6. Depot Workshop and Yard –
Prior to entry into the depot workshop or yard, all visitors, contractors and subcontractors are to report to the depot office.
7. Construction and maintenance sites and similar locations –
 - a) Prior to entry to a construction/maintenance site, all visitors, contractors and subcontractors are to report to the site manager or supervisor.
 - b) High visibility workwear is mandatory for depot yard and worksites.
 - c) Appropriate footwear and PPE for the purpose is mandatory.

– End of Policy

Notes

9.6 Risk Management

Statutory context Occupational Safety and Health Act 1984

Corporate context None

History Adopted 26 April 2017

Policy Statement

The Shire of Narrogin is committed to managing risk within the organisation and will implement the ISO 31000 Risk Management, as the minimum standard.

It is understood by the Shire that Risk Management is the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying and analysing, evaluating, treating, monitoring and raising awareness of risk.

The purpose of Risk Management is to develop a culture, processes and structures throughout the Shire of Narrogin that are directed towards the effective management of potential opportunities and adverse effects. It is also designed to reduce the potential costs of risk by reducing liability, preventing litigation and improving loss control.

This policy covers all activities of the Shire of Narrogin included in operational, corporate and managerial operations –

- a) To implement the Risk Management Standard ISO 31000.
- b) To define the Shire of Narrogin's tolerance to risk and communicate it through the organisation.
- c) To communicate with the community about the Shire's approach to risk.
- d) To protect the reputation of the Shire of Narrogin.
- e) To develop a Risk Management Plan which is aligned to the strategic planning process.

– End of Policy

Notes

Section 10 - Building / Development

10.1 Kerb / Footpath Deposit – Adjoining Works

Statutory context Building Act 2011
Building Regulations 2012

Shire of Narrogin Public Places & Local Government Property Local Law 2016

Corporate context Delegation 10.3 – Control of Planning Matters

History Adopted 26 April 2017

Policy Statement

1. Where the estimated value of building / demolition developments exceeds \$20,000.00, a kerb / footpath deposit is required to be paid to the Shire of Narrogin by the applicant.
2. The following conditions apply –
 - a) The kerb/footpath deposit must be paid to the Shire of Narrogin before a building/demolition permit can be issued.
 - b) Loading and unloading of steel track machinery on the road without the use of rubber tyres or timber, will result in no refund of your kerb/footpath deposit.
 - c) All development material including sand, bricks and timber must be cleaned from the footpath and road verge area at the completion of the development
 - d) All damage to kerbing, footpaths, verge and road area caused during the development, must be repaired prior to requesting a refund.
3. The deposit is to be held in Council's Trust Fund.
4. Once the development has been completed, and a request for refund of the deposit has been received, an appropriate person is to conduct a site inspection.
5. If there is damage to the kerb, footpath, verge or road surface, the cost of repair is to be deducted from the deposit prior to refund being made
6. If approved, a refund for the authorised amount is to be issued to the person who lodged the original deposit.
7. If the cost of repairing the damage exceed the deposit amount, and invoice for the balance is to be issued to the property owner or contractor.

– End of Policy

Notes

10.2 Shade Cloth Structures

Statutory context Building Act 2011
Building Regulations 2012

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. Upon application, approval may be given to use shade cloth to cover or enclose an area between a patio, pergola, carport or garage and an adjoining fence –
 - a) within the side and rear setbacks of residential properties within townsites,
 - b) the structure shall be of shade cloth supported on a light weight framework of metal installed between the roof of the adjacent structure and below the top of the boundary fence,
2. Prior to approving a shade cloth structure up to a boundary, an appropriate officer shall refer the application to the adjacent landowners/occupiers for comment over a minimum 14 day period.
3. Shade cloth structures will not be permitted within the front setback of any property.
4. Approval may be granted to such structures where no objections are received during the comment period. All other applications shall be referred to Council for determination.

– End of Policy

Notes

Section 11 - Public Facilities

11.1 RW (Bob) Farr Memorial Library – User Rules

Statutory context Local Government Act 1995

Public Places and Local Government Property Local Law

Corporate context Delegation 11.3 – Public Places & Local Government Property Local Law 2016

Executive Instruction 11.1 – RW (Bob) Farr Memorial Library

History Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) computer usage,
 - b) internet access,
 - c) consequences for breach of the Executive Instruction.

– End of Policy

Notes

11.2 Hire of Venues – General

Statutory context	Local Government Act 1995
	Public Places and Local Government Property Local Law
Corporate context	Delegation 11.3 – Public Places & Local Government Property Local Law 2016
History	Adopted 26 April 2017

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
 - 11.3(a) – Hire of Venues – Requirements to Hire
 - 11.3(b) – Hire of Venues – Conditions of Hire

2. Hirer Categories –
 - a) Individual / Community –

This definition also applies to private bookings such as weddings, birthday parties, christenings etc. A community use is defined as a non-profit organisation and shall include, but is not limited to sporting clubs, not-for-profit community groups, religious groups, education institutions, charitable institutions, service clubs and groups that have a focus on community needs with a social benefit.
 - b) Professional / commercial user –

A professional / commercial user or group is one whose intention it is to result in private gain (i.e. income generation).

Those user groups deemed to be of a commercial nature would be charged the standard fee for use of the facilities.

3. Compliance with the following is mandatory –
 - a) Liquor Licencing Act,
 - b) Public Health Act,
 - c) Police Act,
 - d) Criminal Code, and
 - e) relevant Shire Local Laws.

4. A permit for the sale and/or consumption of alcohol from the Clerk of Courts is required to be presented, prior to the Shire giving approval for sale and/or consumption of alcohol.

5. Each approval for consumption or sale is to be notified to the Narrogin Police.

6. Equipment from facilities is not available for outside usage except with the approval in writing of the CEO or Executive Manager Corporate and Community Services, and is subject to hire fees, bond charges etc.

– End of Policy

Notes

Policy Schedule 11.2(a) – Hire of Venues – Requirements to Hire

1. Bookings
 - a) Bookings will only be held for 7 working days without payment or purchase order.
 - b) To confirm a booking, full payment of fees and bond, within 7 working days of booking, unless specific approval is given.
 - c) If an agreed deposit payment has made, full payment is required at least 14 days prior to booking date.
 - d) Bookings made less than 14 days prior to booking date must be paid in full immediately.
 - e) Bookings made without allowing sufficient time for preparation of the venue during normal work hours, may attract an extra charge if work outside of usual hours is required.
 - f) Permanent or ongoing bookings will be billed annually or monthly in advance.
 - g) The Shire reserves the right to refuse to let a venue or any portion thereof.
 - h) Tentative bookings will be accepted not more than 12 months in advance.
 - i) Multiple year bookings will not be accepted.
2. Double Bookings
 - a) In the event that two applications for bookings are received on the same day for hire of the same facility, the relevant officer or CEO may determine to which applicant the hiring will be granted. Generally, precedence will be given to the earlier booking, although the applicants are encouraged to negotiate a mutually agreed arrangement.
3. Cancellations
 - a) Cancellations by the user without penalty can be made up to 14 days prior to the booking date, with full fee refund.
 - b) Cancellation by the user within 14 days of the booking date may result in forfeiture fees and of the bond unless there are extenuating circumstances.
 - c) The Shire reserves the right to at any time cancel an agreement for hiring of a venue. Notice of cancellation will be given at the earliest possible opportunity and all monies refunded.
4. Bonds
 - a) Bonds to cover damage and cleaning must be paid at the time of confirmation of the booking date, and are refundable provided there is no cause for complaint.
 - b) An additional bond will be charged for every function at which alcohol will be available.
 - c) Any damage, excluding fair wear and tear, may result in forfeiture of part or all of the bond.
5. Fees and Charges
 - a) Hire fees and charges for use of Council facilities, including any furniture or equipment, shall be determined from time to time by the Council. (see Fees and Charges in the Annual Budget)
 - b) The Shire reserves the right to grant a reduction / concession of all or any part of hire charges in special circumstances.
 - c) The CEO has authority to approve a fee reduction case in accordance with Delegation 3.11 Donations – Financial and In-kind Works / Services.
6. Facility Availability
 - a) Council facilities are available on a casual basis.
 - b) All hirers of Council facilities must be 18 years of age or over and be legally responsible for the function, event or activity nominated on the hire form.
 - c) Hirers may be required to provide proof of age and an address on the relevant hire application.
 - d) The hirer or nominated representative (over the age of 18 years) must be in attendance for the duration of the function, activity or event, be contactable by mobile phone and be available to present hire forms and other relevant details to authorised persons when required.
 - e) At the discretion of the Shire, hirers may be required to engage suitable licensed crowd control staff at the recommended ratio for the duration of the hire period in accordance with relevant guidelines (see Note below).
 - f) The hirer will be required to provide documented evidence that such measures have been put in place.
 - g) The Shire has the right to refuse a booking application if these measures are not put in place by the hirer.

– End of Schedule

Note - Clause 6(d) “relevant guidelines” include those published by Department of Health or the Office of Racing, Gaming and Liquor.

Policy Schedule 11.2(b) – Hire of Venues etc – Conditions of HireSpecific Conditions –

Specific conditions may be applied to particular activities, events or venues.

Standard Conditions –

Standard Conditions that apply to all activities, events or venues –

1. Use of Venue

Events/functions/activities are restricted to the times and areas approved and listed on the booking form.

2. Compliance with Laws and Regulations

- a) The hirer of any portion of a Council facility will be required to comply with the provisions of the Liquor Licensing Act, Health Act, Police Act, the Criminal Code and any other Act or Local Law in force for the time being, applying to such hiring of the facility.
- b) If, in the opinion of Council, all necessary actions have not been taken to comply with the requirements of the above and relevant Acts and Local Laws, the Council may, prior to or during the term of the engagement, forbid and prevent the use of the facility and all monies paid to Council shall be forfeited.
- c) Any authorised officer of the Council shall be permitted free access to the facility during an engagement and shall be given every facility for enforcing these conditions.

3. Smoking

- a) All Council buildings and enclosed venues are smoke free zones.
- b) Health Act and Local Laws apply and provide for penalties for breach
- c) In addition, breach will result in forfeit of 50% of bond.

4. Alcohol

- a) Consumption of alcohol requires Shire approval.
- b) Sale of alcohol requires both Shire approval and approval of the Licencing Court available from the Narrogin Police.
- c) All approvals will be notified to the Narrogin Police.

5. Temporary Fixtures and decorations

- a) Banners and displays advertising coming events to be held in a venue may be placed or temporary affixed by cable ties, rope etc to the external of the building or premises subject to –
 - no permanent fixtures of any kind whatsoever, is permitted, including drilling of holes,
 - being displayed for not more than 7 days prior to the event, without approval of the CEO,
 - being removed within 2 days of conclusion of the event.
- b) All decorations, banners fixtures etc must be removed immediately after the event.

6. Specialist Turfs

- a) The turf cricket pitch located at Clayton Road Oval and the Croquet Greens are classified as specialist turfs.
- b) In determining the fees and charges for the use of specialist turfs, Council shall consider the cost of the maintenance cost of these surfaces from each Permanent Seasonal User using these surfaces.

7. Line marking

- a) Line marking within a building may only be of adhesive tape, which is to be removed immediately after the event.
- b) Line marking on reserves, sportsgrounds and parks may be completed using white PVA paint or English whiting only.
- c) Line marking on any paved surface that will leave permanent traces is not permitted, and is subject to specific prior approval.
- d) The use of lime, creosote or diesel in any form for line marking is not permitted.

8. Breach of Conditions of Hire

- a) A breach of conditions of hire may result in the immediate termination of hire of the venue.
- b) If warranted, action may be taken under relevant legislation, the Public Places and Local Government Property Local Law or both.

9. Damage to premises or excessive cleaning requirement
 - a) Damage to premises or excessive cleaning requirement may result in all or part of the bond paid will be retained to cover expenses for repair or cleaning.
 - b) If the bond is insufficient to cover expenses, action to recover the outstanding costs is likely under the Shire of Narrogin Public Places and Local Government Property Local Law.

10. Additional Equipment
 - a) Council facilities are fitted with a certain amount of equipment. Any additional equipment is to be provided by the hirer at the hirer's expense.
 - b) Appropriate facilities are supplied with tables and chairs as per regulations accommodation numbers. A hirer requiring additional tables and/or chairs must meet the following guidelines –
 - i) Maximum room accommodation numbers must not be exceeded;
 - ii) Tables/chairs cannot be moved from another Shire facility; and
 - iii) It is the responsibility of the hirer to source and pay for the additional tables and/or chairs and their delivery and removal from the premises at the conclusion of the designated booking time.

11. Waste disposal
 - a) The Shire will supply and service a maximum number of bins for each Council facility.
 - b) Any additional bins required by hirers for events or functions will be supplied and serviced at the cost of the hirer.
 - c) The number of bins to be provided at each facility is determined based on individual facility normal usage.

– End of Schedule

11.3 Hire of Venues– Annual or Seasonal Use

Statutory context	Local Government Act 1995
	Public Places and Local Government Property Local Law
Corporate context	Delegation 11.3 – Public Places & Local Government Property Local Law 2016
History	Adopted 26 April 2017

Policy Statement

1. Permanent Seasonal Users
 - a) Each club or organisation using a venue on a permanent or seasonal basis shall be required to pay a fee for such usage.
 - b) That fee shall be based on a percentage of the maintenance costs of each venue, and is inclusive of all maintenance costs attributable to the upkeep of the venue (e.g. water and electricity).
 - c) The cost of any work requested by permanent seasonal users that is not included as part of the normal maintenance shall be met in full by the user group requesting that work.
 - d) Additional maintenance work shall only be carried out provided the Shire receives a written request for the work not less than 28 days prior to that work being required to be complete. Any such additional work must be requested, in writing by an authorised person of the user.
 - e) The Shire's responsibility in clearing rubbish from venues after events is limited to emptying bins. Any additional cleaning work carried out by Shire employees will be charged at private works rates to the user concerned. Toilets etc. will be maintained and cleaned at no charge during week days but where weekend cleaning is required appropriate charges will be made.

– End of Policy

Notes

Public Places & Local Government Property Local Law also applies.

Section 12 - Tourism

12.1 Caravan Park – Visitor Rules

Statutory context	Cat Act Dog Act Cats Local Law 2016 Dogs Local Law 2016 Public Places & Local Government Property Local Law 2016
Corporate context	Executive Instruction 12.1 – Caravan Park Visitor Rules
History	Adopted 26 April 2017

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) Hours – office, check in, check out
 - b) payment of fees,
 - c) amenity and well-being of patrons – noise, alcohol consumption
 - d) vehicles – permitted, prohibited, speed, parking
 - e) illegal drugs of any sort are prohibited and are to be reported to Police immediately,
 - f) behaviour of patrons and visitors,
 - g) control of pets,
 - h) use of caravan park facilities – sheds, laundry,
 - i) site use – cables, hoses, structures, tents
 - j) consequences for breach of the Executive Instruction.

– End of Policy

Notes

Section 13 - Works & Services

13.1 Standard Crossovers

Statutory context	Local Government Act 1995 –
	- Sch 9.1(7) – crossing from public thoroughfare to private land or thoroughfare
	Uniform Local Provisions Regulations 1996 –
	- r.12 – application and approval for crossing
	- r.13 – requirement to repair
	Public Places and Local Government Property Local Law

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. The Shire will meet 50% of the cost of construction of a standard crossover giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to –
 - a) prior approval of proposal and estimated cost of construction of a crossover,
 - b) written agreement of the landowner/occupier prior to commencement of works,
 - c) by payment of the actual contribution cost to the landowner / occupier on completion, or cost recovery by the local government from the landowner / occupier.
 - d) any variation to a standard crossover is to be at full cost to the land owner.

2. A standard urban crossover specification is –
 - a) one crossover per property,
 - b) where adjoining road is bitumised, from the bitumen edge of the road to the property boundary, with the following materials –
 - reinforced concrete – up to 2.5 metre wide, 125 mm thick,
 - pavers – up to 2.5 metres wide, minimum 60mm thick on 150mm compacted gravel base course
 - bitumen seal – up to 2.5 metres wide, 2 coat seal on 150mm compacted gravel base course
 - asphalt – up to 2.5 metres wide, minimum 60mm thick on 150mm compacted gravel base course
 - if gravel / natural surface – to 4.0 metres wide, 150mm compacted gravel
 - c) where the adjoining road is not bitumised, as per standard rural crossover specifications (clause 3) except to a width of 4.88m wide,
 - d) drainage under the crossover at Shire cost if required.

3. A standard rural crossover specification is –
 - a) one crossover per lot or location adjoining a road.
 - b) from the trafficable surface of the road to the property boundary,
 - c) compacted gravel, minimum 7.32 metres wide,
 - d) appropriate longitudinal drainage if required.

4. Local government costs –
 - a) any impact to kerbing,
 - b) impact on longitudinal drainage in place, up to 3 standard lengths of reinforced concrete pipe under the crossover cost if required,
 - c) if crossover affected when carrying out works on the adjoining road.

5. Applicant's costs –

- a) kerbing not at the edge of the thoroughfare,
- b) costs in excess of a standard crossover construction,
- c) costs for crossovers in addition to standard number.

– End of Policy

Notes

13.2 Roads – Developer Subdivisions

Statutory context	Local Government Act 1995
	Shire of Narrogin Local Planning Scheme
	Public Places and Local Government Property Local Law

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. Definitions –
 - subdivision** includes creation of lots or locations –
 - a) requiring new roads (“internal roads”) to be constructed whether on previously privately owned land or an unmade road reserve, and
 - b) adjoining existing made roads, whether the standard of construction of the adjoining road needs to be upgraded or not.
2. A developer shall at their own expense, bring the roads to the standard required to adequately service the subdivision, where –
 - a) a subdivision is approved and –
 - the existing roads serving the lots to be subdivided require upgrading, or
 - the lots to be subdivided do not have constructed road frontage
 - b) a subdivision road adjoins two different land zonings, the higher standard shall be applied to the whole length of the road, unless varied by specific resolution of Council, and the developer required to –
 - the developer or user will be required to fund the cost of all materials required for the upgrading above the standard considered adequate by Council or requested by the user, and
 - Council will fund all labour costs and materials required to meet the standard considered adequate.
 - c) an “internal” road is required in a subdivision estate, the road is to be vested in the Crown, without encumbrance.
3. Road construction is the responsibility of the developer, and shall be at the full cost of the developer, including any costs incurred by Council, previously notified to the developer, such as civil engineer assessment, inspection or certifications.
4. Details of the proposed road to be constructed are to be submitted to Council and approval obtained prior to any commencement of work.
5. Council may enter into a written agreement to construct or upgrade a road to the required standard where –
 - a) necessitated by a new or adjoining development,
 - b) if Shire work commitments permit, and
 - c) users request sections of a road to be upgraded to a standard higher than Council considers is warranted.

6. Council will have consideration to any relevant guidelines of Main Roads WA or Institute of Public Engineering Works Australia in determining the acceptability of the proposed –
 - road construction,
 - standards,
 - width,
 - cross-section,
 - drainage,
 - traffic conditions,
 - heavy haulage route etc.
7. During construction of the road, Shire staff or representatives will inspect the work from time to time, and will provide a written report to Council regarding the standard of work.
8. Once the road is constructed to the proper standard, Council by specific resolution will assume all responsibility for future maintenance by specific resolution.
9. Council will not accept responsibility for a road unless inspected and certified by a mutually agreed practicing civil engineer that the road is adequate and sufficient for purpose, in accordance with the matters assessed in clause 6.

– End of Policy

Notes

13.3 Roads – Access to Lots / Locations without Road Frontage

Statutory context Local Government Act 1995
Shire of Narrogin Local Planning Scheme
Public Places and Local Government Property Local Law

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. Any lot or location without road access, or created as a result of a title adjustment, or separation of lots or locations originally on one title, shall be treated as a subdivision development.
2. Any road required to service the lots or locations is to be constructed or upgraded in accordance with Council Policy 13.2 Roads – Developer Subdivisions.
3. The sale of lots or locations without road frontage will not be approved by Council unless appropriate access has been arranged and is permanently legally enforceable by the Shire. Acceptable provision for access may include a caveat, memorial or easement over an adjoining property provided that the condition on the document cannot be removed without Shire consent.

– End of Policy

Notes

13.4 Road Reserves – Stormwater Discharge

Statutory context Local Government Act 1995
Public Places and Local Government Property Local Law 2016

Corporate context Delegation 13.1 – Reserves Under the Control of the Shire

History Adopted 26 April 2017

Policy Statement

1. An owner/occupier is permitted to discharge storm and seepage water to the street gutter via pipe drains or a sealed crossover.
2. All connections are to be submitted in writing and approved by the CEO or EMTRS, who shall have regard to any guidelines or standards of Main Roads WA.
3. Open drains are not permitted across constructed footpaths or natural surfaces regularly used by pedestrians.
4. Small connections may be approved by the CEO or EMTRS, and are to be of galvanised steel or UV stabilised high density PVC as approved by the CEO or EMTRS having regard any relevant guidelines, and –
 - a) materials to be approved by pipe with an internal diameter of 100mm, or
 - b) RHS (box section) with internal measurements 75mm and 100mm wide and between 75mm and 100mm high.
5. Connection greater than cumulative 200mm –
 - a) will require Council approval,
 - b) are to be of a suitable material or construction as approved by the CEO or EMTRS, and
 - c) where an adjacent underground stormwater drainage system in the road reserve has been constructed, are to be connected to the system having regards to any relevant standards.
6. Works can be constructed by –
 - a) subject to operational requirements, the Shire at private works rates,
 - b) by the owner and are subject to inspection by an authorised person; or
 - c) by an appropriate contractor, holding public liability insurance of not less than \$10 million.
7. Local government costs –
 - a) If drainage affected when carrying out works on the adjoining road.
8. Applicant's costs –
 - a) any piping from property boundary to discharge point,
 - b) costs of any reinstatement of footpath, road verge, kerbing required,
 - c) any connection to the underground stormwater drainage system,
 - d) inspection fees.
9. Any works which have been carried out without approval of the CEO or EMTRS or have not been constructed as approved, may be removed or altered, and costs recovered from the owners.

– End of Policy

Notes

Clause 4 and 5(c) – “relevant standards” – refer to Institute of Public Works Engineering Australia or Main Roads WA for guidance.

13.5 Road Reserves – Closure

Statutory context Local Government Act 1995
Shire of Narrogin Local Planning Scheme

Corporate context None

History Adopted 26 April 2017

Policy Statement

Upon application, Council will consider the permanent closure of a road reserve, if –

- a) the portion of the road reserve to be closed is isolated from other road reserves, or
- b) if the road were to be constructed, it would lead to a deterioration in amenity of adjoining land (i.e.: safety, noise, dividing the property, reduced value etc).

– End of Policy

Notes

Road closures are processed by Department of Lands, as the land in a road reserve always remains the property of the Crown. While the Shire owns the infrastructure that is constructed on the roads reserve, and has responsibility for its management, care and control, the Shire does not own the land. When a road is to be closed, the Shire will be asked to comment in support or opposition, but does not have the final say.

13.6 Private Works

Statutory context	Local Government Act 1995
Corporate context	Delegation 3.8 – Municipal Fund – Incurring Expenditure Delegation 13.2 – Things to be done on land not local government property
History	Adopted 26 April 2017

Policy Statement

1. Subject to work commitments, and the capacity to carry out the requested works, the CEO or Executive Manager Technical & Rural Services may authorise the carrying out of private works, upon such terms and conditions as is considered appropriate.
2. All private works require a written agreement, unless a Local Purchase Order is supplied e.g. Western Power, Telstra etc.
3. Private works having the potential to affect normal Shire work programs –
 - a) are to be referred to Council prior to acceptance,
 - b) may have progress payments or other arrangements as determined by Council.
4. Other private works may be carried out at the discretion of the CEO.

– End of Policy

Notes

13.7 Road Making Materials – Non-Shire Controlled Land

Statutory context	Local Government Act 1995
Corporate context	Delegation 13.2 – Things to be done on land not local government property
History	Adopted 26 April 2017

Policy Statement

1. Where the required quantity, quality or type of material is not available from Council controlled areas and the material may be available from private property, the following is to be normal procedure –
 - a) Request permission to search for materials from the owner. Entry powers are to be used only as a last resort.
 - b) Calculate the approximate requirement for the project or yearly requirement of material from the proposed pit, and the expected life of the pit.
 - c) If suitable material is located, a written agreement is to be reached with the owner regarding compensation for materials to be removed.
 - d) Priority must be given at all times to reasonable negotiation to reach an amicable written agreement mutually acceptable to Council and the owner.
 - e) Should agreement for the removal of materials not be reached with the owner, procedures to resume an area sufficient for immediate and future needs may be instituted by specific decision of Council.

2. Compensation shall be agreed in writing prior to excavation, and may take the form of–
 - a) Works on the owner’s property such as grading, gravel sheeting, drainage works, additional crossovers etc.
 - b) Resumption of the portion of land on which the materials are located will be at a mutually acceptable rate.
 - c) Compensation must be calculated in proportion to the volume of material extracted, and the impact of the activity on the property.

3. Works to rehabilitate the pit once materials have been removed shall take place and will be such works as agreed on in writing before excavation commences. These works may include –
 - a) tree planting,
 - b) deep ripping,
 - c) levelling,
 - d) stockpiling of original topsoil and spreading after extraction is completed,
 - e) creation of a dam site and roaded catchment etc.

4. All matters are to be agreed in writing, prior to removal of any materials.

– End of Policy

Notes

13.8 Directional Street Signs – Non-commercial

Statutory context Local Government Act 1995
Public Places and Local Government Property Local Law

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. The CEO or Executive Manager Technical & Rural Services may approve the erection of permanent signs for sporting groups, churches, service clubs and the like at up to three locations subject to –
 - a) The application is in writing and includes the preferred wording and location for the signs.
 - b) The cost of the sign/s is to be borne by the applicant.
 - c) The standard colours of the sign/s shall be white lettering on a blue reflective background.
 - d) The size of lettering shall be a minimum of 75mm and a maximum of 100mm.
 - e) The sign plate shall be 150mm high or 200mm high with the length of the plates to be a maximum of 1 metre.
 - f) Where a sign is to be located within the road verge on a road controlled by Main Roads WA the application is to be referred to that authority for endorsement.
2. Business or non-government services signage, excluding Emergency Service signs if supplied by the provider, is not permitted to be installed in the CBD and adjacent areas.

– End of Policy

Notes

Section 14 - Plant / Equipment

14.1 After Hours Use of Depot, Plant, Vehicles, Equipment and Tools

Statutory context	Local Government Act 1995
Corporate context	Delegation 3.11 – Donations – Financial and In Kind Works / Services
History	Adopted 26 April 2017

Policy Statement

1. Depot

Private use of the depot facilities is not permitted.

Use of plant, vehicles etc

2. Shire employees may be permitted to use plant vehicles outside normal working hours providing –
 - a) Prior approval of the CEO or EMTRS is required.
 - b) Personal use will be as a dry hire (i.e. Private works rates less labour costs;
 - c) If for a community or non-profit organisation, may be approved without cost;
 - d) The plant or vehicles, are used solely on the employee's personal or Shire's property.
 - e) The privilege does not extend to friends or relations of the employee.
 - f) The employee is over the age of eighteen years.
 - g) The user of the plant or vehicle is a licensed or competent operator.
 - h) A competent operator employed by the Shire may assist a non-qualified employee in using plant.
 - i) The plant or vehicle is used appropriately and not in a negligent manner.
 - j) The use of plant or vehicles is not on a regular basis where a person should normally be expected to own such an item for the maintenance of his property.
3. The Shire's plant or vehicles are not to be used for commercial use, or for personal profit or reward.
4. Where use has caused damage, the CEO or EMTRS, may charge the costs incurred to the employee
5. All items must be returned in a clean, refuelled and fully operational condition in a ready to use state prior to the commencement of work.

6. Use of equipment and tools

Private use of equipment and tools is not permitted.

Eg: chainsaws, lawn mowers, brush cutters, generators, cement mixers, ladders etc

7. Assistance for Sporting or Community Groups

- a) The use of Shire plant by staff outside of normal hours may be permitted to assist sporting or community groups serving the residents of Narrogin providing the normal plant / equipment hire rate is paid by that body, unless otherwise allowed by the CEO.
- b) Delegation 3.11 Donations – Financial and In-Kind Works/Services may be applied at the discretion of the CEO.
- c) If approved, the plant is to be operated only by a competent employee approved by the CEO or EMTRS – non-employees or a non-qualified employee are not permitted.

– End of Policy

Notes

Draft Delegation 3.11 – Donations – Financial and In Kind Works / Services – to be adopted

14.2 Plant, Equipment and Vehicle Replacement

Statutory context Local Government Act 1995

Corporate context None

History Adopted 26 April 2017

Policy Statement

The purpose of the replacement policy is to ensure that the plant and vehicles –

- a) meet safe operational needs;
- b) minimise the cost of maintenance and repairs and
- c) are replaced at appropriate intervals so as to minimise cost to the Shire.

Category	Description	Preferred replacement period
Light Vehicles – Admin	Utilities, cars and 4x4	60,000-80,000 or 2 years
Light vehicles – Depot	Utilities, cars and 4x4	120,000 km or 3 years
Buses	Buses	200,000 km or 7 years (subject to any grant conditions or usage)
Trucks – light	2.5 up to 8 tonnes	150,000 km 7 years
Trucks – medium, heavy	Over 8 tonnes	300,000 or 7 years
Road sweepers	Self propelled	As required
Ride on mowers	All sizes	4 years
Light plant	Tractors up to 60 kW, skid steer loaders and similar	5 years
Medium plant	Backhoes	7 years
Heavy plant	Graders, bulldozers, excavators and similar Front end loaders, tractors (over 60 kW) and similar Forklifts	10 years
Trailers	Less than 6 tonne capacity More than 6 tonne capacity	As required
Miscellaneous equipment A	Chain saws & whipper snippers Walk behind mowers Cement mixers Plate compactors & tampers Portable fire pumps and similar	As required
Miscellaneous equipment B	Welders, air compressors	As required
	Trailer mounted generators	5 years
Tractor and skid steer loader attachments	Slashers, turf mower and similar	As required

– End of Policy

Notes

Section 15 - Natural Resource Management

15.1 Road Reserves – Clearing

Statutory context	<p>Local Government Act 1995</p> <p>Environmental Protection Act 1986</p> <ul style="list-style-type: none"> - s.3(1) – definition of “native vegetation” includes dead vegetation - s.51A – definitions of “clearing” and “clearing principles” - Sch.5 – Principles for clearing native vegetation – Native vegetation not to be cleared if – <ul style="list-style-type: none"> o cl.1(b) – whole or part of a significant habitat o cl.1(e) – a significant remnant in an extensively cleared area o cl.1(f) – associated with a watercourse <p>Environmental Protection (Clearing of Native Vegetation) Regulations 2004</p> <ul style="list-style-type: none"> - r.5 – Prescribed clearing s.51C – <ul style="list-style-type: none"> o item 3 – clearing (by burning) for fire hazard reduction o item 11 – clearing along a fence line – Crown land (1.5m) o item 15 – clearing to maintain cleared areas around infrastructure etc o item 21 – clearing for temporary bypass road o item 21A – clearing for crossover o item 22 – clearing for maintenance in existing transport corridors o item 23 – clearing resulting from infrastructure maintenance activities - Sch2 – Clearing for maintenance in existing transport corridors <ul style="list-style-type: none"> o cl.2 – extent of clearing for an area or purpose in relation to a road o cl.3 – how the clearing is to be carried out <p>Public Places & Local Government Property Local Law 2016</p>
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Corporate context None

History Adopted 26 April 2017

Policy Statement

1. Clearing of a road reserve by any means, including fence lines, for construction or maintenance purposes, must be carried out in accordance with the Environmental Protection Act 1986, and the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.
2. It is the responsibility of the landowner to ascertain if a Department of Environmental Regulation permit is required for any work proposed on a road reserve; in particular, for protection of any identified rare or endangered species of flora or fauna.
3. Any debris or spoil created by clearing of a fence line or the erection of a fence is to be removed from the road reserve and disposed of by the landowner on their property within 90 days.
4. The landowner is not permitted to alter any existing infrastructure or drainage when undertaking the clearing.
5. If needing advice, landowners are encouraged to consult with the Shire prior to any clearing of a road reserve.

– End of Policy –

Notes

Environmental Protection Act –

- s.3 – definition – **native vegetation** includes dead vegetation unless ... excluded by regulation ...
- Sch.5 – Principles for clearing native vegetation –
Native vegetation not to be cleared if –
 - o cl.1(b) – whole or part of a significant habitat

Note – includes not just live standing vegetation but also dead vegetation and debris, as this is considered to be habitat and harbourage for ground dwelling fauna. So if pushed tress, cut branches etc are removed within 90 days, no problem, but if left there for a carefully unspecified time, would be considered to have become habitat for ground dwelling fauna

Refer –

- s.3A(2) –
environmental harm means direct or indirect –
 - (a) harm to the environment involving removal or destruction of, or damage to —
 - (i) native vegetation; or
 - (ii) the habitat of native vegetation or indigenous aquatic or terrestrial animals; or
 - (b) alteration of the environment to its detriment or degradation or potential detriment or degradation; or
 - (c) alteration of the environment to the detriment or potential detriment of an environmental value; or
 - (d) alteration of the environment of a prescribed kind;

15.2 Road Reserves – Cutting Firewood

Statutory context Local Government Act 1995

Public Places & Local Government Property Local Law 2016

Corporate context Delegation 11.3 – Public Places & Local Government Property Local Law 2016

History Adopted 26 April 2017

Policy Statement

1. Application to cut or collect firewood from a road reserve is to be made to the CEO.
2. Conditions applying to any approval granted –
 - a) At no stage is the activity to create a traffic hazard
 - b) Only dead timber is allowed to be cut
 - c) All residue to be stacked neatly so as not to cause a nuisance on road verge
 - d) Care to be taken to protect existing flora and fauna
 - e) Wood may be taken only in non-commercial quantities and for domestic use
3. It is the responsibility of the applicant to ascertain if a Department of Environmental Regulation permit is also required.
4. A collector not complying with this policy may be issued a notice to cease activity or to comply under relevant legislation or local law, up to and including cancellation of licence, issue of an infringement notice or prosecution for non-compliance of conditions of licence.

– End of Policy

Notes

Partially covered by Public Places & Local Government Property Local Law

Section 16 - Unclassified

16.1 Restricted Access Vehicles on Shire Roads

Statutory context	Local Government Act 1995
	Road Traffic (Vehicle Standards) Regulations 2002
	Local Planning Scheme and relevant policies
	Public Places and Local Government Property Local Law 2016
Corporate context	Delegation 16.1 – Restricted Access Vehicles on Shire Roads
	Roads Asset Management Planning
History	Adopted 26 April 2017

Policy Statement

1. The following Policy Schedules are adopted, and form part of this Statement –
 - 16.1(a) – Information for application to Use Shire Roads
 - 16.1(b) – CA07 Conditions that may be applied
 - 16.1(c) – Components for Agreements to Use Shire Roads
 - 16.1(d) – Calculation of User Contributions
2. Vehicle combinations 2 (truck and trailer) over 19 metres, 3 (B-double) and 4 (pocket road train) but not exceeding 27.5 metres in length (Restricted Access Vehicles) may be permitted on local roads subject to approval by the Shire.
3. CA07 conditions as per Policy Schedule 16.1(b) CA07 Conditions that may be applied will be applied where considered necessary or appropriate to manage RAV access in order to –
 - a) preserve the condition of the road infrastructure,
 - b) improve the road to a standard appropriate for the proposed vehicle movement,
 - c) reduce the economic cost to the community caused through heavy vehicle damage, and
 - d) mitigate impact on community amenity of noise, dust, hours of operation, public safety etc.
4. Where a CA07 condition exists, RAV operators must –
 - a) complete and lodge a written application, providing all necessary information in accordance with Policy Schedule 16.1(a) Information for Application to Use Shire Roads,
 - b) details of proposed contributions, if any, towards road improvement / replacement / maintenance, community benefit etc, in accordance with Policy Schedule 16.1(d) – Calculation of Contributions,
 - c) provide any other relevant information requested,
 - d) pay the CA07 application/assessment fee as determined by the Annual Budget.
5. Where road users apply for a CA07 authority to operate Restricted Access Vehicles on roads in the Shire that are classified under the Main Roads WA permit network, the user may be required to enter into a Road Use (Restricted Access Vehicle Haulage) Agreement with the Shire.
6. Where a user requests sections of road to be upgraded to a standard higher than Council considers necessary for the surrounding or usual usage, Council will apply the principles of Policy Schedule 16.1(c) Components for Agreement to Use Shire Roads to the proposal.

7. The Agreement will be a legally binding contract addressing the matters in Policy Schedule 16.1(c) Components for Agreement to use Shire Roads in a standard format that will be developed and updated from time to time under professional advice from the Shire's engineers and lawyers.
8. Council will require the other party to the Agreement to bear all costs associated with the Agreement including but not limited to legal fees involved in entering into the agreement, and the cost of all professional and engineering advice.
9. The Agreement is to address matters in accordance with Policy Schedule 16.1(c) Components for Agreement to Use Shire Roads:
10. Where considered appropriate, the Shire may convene, or request the user to convene, user groups for the purpose of establishing forward works programs on the affected roads and to identify and address safety issues.
11. Prior to the approval being issued –
 - a) Agreement in writing by both the user and the Shire is required (formal contract/agreement or exchange of letters)
 - b) Agreed contributions for road use and community benefit to be paid
 - c) Main Roads WA advised
12. Approval to operate is subject to an annual licence expiring 30 September.
13. Non-compliance with Council requirements will result in withdrawal of approval for use of the road.

– End of Policy

Notes

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

Main Roads WA issues road network use permits for RAV (restricted access vehicles). Where the road network includes Shire roads, a local government can impose a CA07 conditions for RAVs that requiring the operator to carry written approval from the Shire permitting use of the road.

RAV traffic (ie: multi-trailer heavy vehicles) results in significantly increased cost to maintain the road asset, particularly if the road construction is not designed or intended to sustain such traffic. Wear and tear increases proportionally with the vehicle length, number of trailers, axle combinations and weight of the load carried.

The Shire constructs, maintains and renews road assets generally in line with expectations or requirements of local users, with funding from rates, financial assistance grants, regional roads group funding and federal funding, and does not have funding to construct or maintain road assets for heavy haulage by Restricted Access Vehicles (RAV)..

It is important that the Shire receives adequate compensation from users to ensure the construction, maintenance and renewal of its affected road assets.

Council is committed to maintaining its road assets in accordance with the integrated long term financial and asset management plans.

Policy Schedule 16.1(a) – Information for Application to Use Shire Roads

The information is to cover the following minimum provisions where relevant to the application –

- a) Applicant details –
 - Applicant details – name, mail & street address, phone etc
 - Contact person – name, position, phone, email etc
- b) Haulage contractors (required for each contractor having a significant freight task) –
 - Contractor details – name, mail & street address, phone etc
 - Contact person – name, position, phone, email etc
- c) Term of application –
 - Commencing date
 - Termination date (estimated)
- d) Route (required for each different route) –
 - Origin and Terminus
 - Journey / route
 - Distances
- e) Vehicles and combinations (required for each route) –
 - class of vehicle and configurations,
 - number of vehicles,
 - frequency and hours of operation,
 - estimated tonnages and concessional loadings
- f) Dangerous goods (in order to advise local emergency services) –
 - Type
 - Frequency
 - Quantities
 - Emergency contact details
- g) Other relevant information, such as –
 - Maps
 - Engineering assessment if held
- h) Authorisation of application –
 - Name, signature of authorised person and date

Applicants to note –

- Approvals will be assessed in accordance with any Shire of Narrogin Planning Policy Developer Contributions – Local Roads, and may take up to 8 weeks to process depending on the timing of receipt.
- Operation of a Restricted Access Vehicle on any road in the Shire constitutes an offence under the Road Traffic (Vehicle Standards) Regulations 2002 unless the operator holds a valid permit issued by Main Roads WA **and** a valid letter of authority from the Shire to comply with a CA07 condition.
- The operator must adhere to all conditions imposed by Main Roads WA and additional conditions if imposed by the Shire:
- Approval of application constitutes a letter of authority in compliance with the CA07 requirement of a valid RAV permit.
- Letter of authority does NOT constitute a permit. The holder must only operate a restricted access vehicle on any road in accordance with a valid permit issued by Main Roads WA

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

– End of Schedule –

Policy Schedule 16.1(b) – CA07 Conditions that may be applied

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/ravnetworkaccess/Pages/default.aspx> on 5 March 2017

Main Roads Heavy Vehicle Services (HVS) is responsible for administering road access for Restricted Access Vehicles (RAVs).

RAVs are vehicles that exceed any of the following –

- a width of 2.5 metres;
- a height of 4.3 metres;
- a length of 19 metres for a vehicle combination;
- a length of 12.5 metres for a rigid vehicle;
- a gross mass of 42.5 tonnes;
- any other mass or dimension limit prescribed in the Road Traffic (Vehicles) Regulations 2014.

RAVs must only operate on roads approved by Main Roads, under either an order (notice) or a permit.

There are many types of RAVs and each of them has different performance characteristics, require a different amount of road space when operating and have a different impact on the road infrastructure. For this reason, it is necessary to assess the roads these RAVs operate on to ensure the road is suitable for the particular type of vehicle and the safety of other road users is not compromised.

Main Roads Heavy Vehicle Services (HVS) works collaboratively with the relevant road asset owner to ensure roads are suitable for RAV access. RAV Networks are maintained for the various types of RAVs and are published in the form of Road Tables and a RAV Mapping Tool.

Extract from – Main Roads WA Heavy Vehicle Operations
Standard Restricted Access Vehicle (RAV) – Route Assessment Guidelines
Version 3 – October 2016

APPENDIX H – OPERATING CONDITIONS

Main Roads will apply the operating conditions below, as a condition of permit, to very low traffic volume roads when the road's width does not meet the minimum requirements in Appendix B.

These and other similar operating conditions may be applied to the assessment of other roads.

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. *
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. Road not to be entered until driver has established by radio communication that there is no other RAV on the road travelling in the opposing direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school dropoffs/ pick-ups have been completed on the road.
8. Current written approval from the Road Owner, endorsing use of the road, must be obtain, carried in the vehicle and produced upon request.

These conditions are applied in the Prime Mover, Trailer Combinations and Truck, Trailer Combinations Operating Conditions. The applicable roads must be clearly identified as either a "Type A" Low Volume Road or a "Type B" Low Volume Road as a road condition.

*40 km/h or 60 km/h as determined from Appendix C.

– End of Schedule

Policy Schedule 16.1(c) – Components for Agreement to Use Shire Roads

The Agreement may include but is not limited to the following provisions, as appropriate and as determined by the Shire –

- a) Principles –
 - The safety of road users is paramount, and takes priority over developer activity
 - residents should appropriately contribute to assessed public maintenance of the road
 - residents should not fund construction or maintenance required for private benefit
- b) Safety Management –
 - The developer will be required to prepare and lodge a road safety risk assessment and management plan with the Shire for whole route that is in the Shire, including roads under control of MRWA.
 - Shire to action matters advised as a priority, subject to seriousness of issue
- c) Construction, or upgrade/renewal as required –
 - As per Policy Schedule 16.1(d) clause 1 Construction, upgrade and renewal.
- d) Road Design –
 - When giving consideration to the construction of a road, the Austroads standards should be applied
 - MRWA Heavy Vehicle Operations (HVO) requires inspection of a road to ascertain its ability to support RAV traffic.
 - Dependant on the category of vehicle (category 1 to 10, RAV class 2) will determine the depth of base, maximum allowable grades, width of seal, seal design and intersection treatments.
 - Vehicles should not be on a road unless it is constructed appropriately or agreement reached on upgrade over time.
- e) Guidelines –

Reference should be made to appropriate guidelines for the design of the works required, such as –

 - Roads –
 - o Australian Standards as are applicable,
 - o Relevant documentation supported by applicable professional associations
 - o Austroads – Vehicle Classification System, Designs and Guides
 - o MRWA – Specifications for Pavements
 - o MRWA – Restricted Access Vehicles, Permit Networks, Heavy Vehicle Access Road Maps
 - o MRWA, Heavy Vehicle Operations, Guidelines for Assessing the Suitability of Routes for RAV
 - Drainage catchment, and structural design –
 - o Australian Standards as are applicable – e.g. Loads on Buried Concrete Pipes, Precast Concrete Pipes
 - o Institute of Engineers – Australian Rainfall and Runoff – A quick guide to flood estimation Aug 1987
 - o Austroads – Design Codes and Guides for Bridges, Culverts and Floodways etc
 - o Concrete Pipe Association of Australia – guides and charts etc
 - o Australian Road Research Board – Guides for Stormwater drainage design in small urban catchments.
- f) Maintenance –
 - As per Policy Schedule 16.1(d) clause 2 Road Maintenance
- g) Adverse Conditions –
 - Developer to manage/restrict/cease operations voluntarily as appropriate
 - Adverse weather conditions, or other circumstances requiring temporary closure of the route
 - Claim to be made on MRWA by Shire for storm damage etc
 - Any gap not funded by MRWA remedial grants will be funded in equal shares by developer and Shire
- h) Security for road restoration and reinstatement –
 - i) For the purpose of ensuring that a road is maintained in an appropriate condition and standard, Council may require that a bond, bank guarantee or other security, in or for a sum determined by Council to be paid
 - ii) A bond required under subclause (1) is to be paid into a fund established by the Shire for the purposes of road maintenance.

- iii) If a bank guarantee or other security required ceases to be current, operations may be required to be cease until a further security has been provided.

- i) Payment –
 - The user will calculate and pay the amount to the Shire in advance at intervals of no less than quarterly.
 - The first payment will be non-refundable in its entirety.

- j) Community Amenity –
 - As per Policy Schedule 16.1(d) clause 3 Community Amenity

- k) Cessation of development / operations –
 - Any funds remaining to be directed to bringing the road up to a standard where renewal / upgrade for local use will not be required for at least 5 years
 - determination of standard required for 5 years by negotiation
 - assessment of required works to be certified by a mutually agreed qualified engineer as being adequate to the task
 - if after bringing up to the standard required for 5 years there is insufficient funds, invoice to be issued.

- l) Administration –
 - Engagement of external professional services to advise the Shire on matters relating to the agreement will be charged against the agreed developer maintenance contribution.
 - Engagement of external professional services is at the discretion of the Shire, and may include –
 - o Consulting engineer and other similar services directly related to the agreed route
 - o Legal advice deemed necessary for interpretation of the Agreement
 - o Other matters specifically relating to the Agreement or the agreed route

- m) Accountability –
 - Shire to provide annual report –
 - o funds received and expended
 - o Reserve Account activity
 - Developer to notify of –
 - o significant changes in traffic type or volume ,
 - o any safety issues on the road in a timely manner

- n) Dispute –
 - Priority is for resolution through direct negotiation
 - Should direct negotiation fail, a mutually agreed independent person to be appointed to make determination
 - Determination to be binding except in the case of manifest error

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

– End of Schedule –

Policy Schedule 16.1(d) – Calculation of User Contributions**1. Road construction, upgrade, improvement –**

To be addressed –

- a) Joint assessment and agreement in writing of the construction/renewal gap,
- b) Assessment of required works to be certified by a mutually agreed qualified engineer as being adequate to the task,
- c) Applicant/user/developer to fully fund the gap,
- d) Agreement as to who will carry out the construction works – Council responsibility or developer responsibility,
- e) On completion of works, prior to issue of approval, the works are to be –
 - i) inspected by an appropriate person appointed by the Shire,
 - ii) certified by mutually agreed qualified engineer, and
 - iii) formally resolved by Council,
- f) Should MRWA / RRG / RTR fund a portion, developer funds the reduced gap.

2. Road maintenance –

To be addressed –

- a) Maintenance requirements to be negotiated, and agreed in writing –
 - i) standards including frequency of completion of maintenance tasks,
 - ii) obligations to notify of change, matters for public safety etc.,
 - iii) regular inspection to ensure adequacy of conditions,
- b) Agreement as to who will carry out the maintenance works – Council responsibility or developer responsibility,
- c) Unspent developer maintenance contributions to be retained in a Reserve Account specifically for the road,
- d) If annual maintenance contribution is insufficient –
 - i) Shire to draw on Reserve, or
 - ii) issue an invoice.

Option 1 – Reference amount –

- Year 1 –
 - o Previous 5 years average maintenance for this or similar road (traffic, construction etc), each year CPI adjusted
 - o Add estimated increased annual maintenance cost
- Year 2 and following –
 - o Previous year's figure to increase annually by rural rate increase
 - o Maintenance in addition to annual reference amount resulting from road traffic damage (not wear & tear or storm damage etc) to be recovered from user.

Option 2 – Charge per tonne

- Year 1 –
 - o An agreed cents per tonne per kilometre
- Year 2 and following –
 - o Previous year's rate to increase annually by rural rate increase
 - o Maintenance in excess of the calculated figure for the year figure resulting from road traffic damage (not wear & tear or storm damage etc) to be recovered

3. Community amenity

An agreed contribution to mitigate impacts on community amenity as a contribution to the Shire's community programs and/or community infrastructure for the long term benefit of residents of the Shire –

- community safety – such as crosswalk / lights, advisory / warning signage, fencing of public areas
- noise, particularly at night – such as noise barriers, vegetation buffers
- dust or windblown materials in townsites – such as road sweeping or watering down, wash down bays
- inconvenience or congestion to other road users.

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

– End of Schedule

16.2 Number Plates – Local Authority Fundraiser Series

Statutory context Department of Transport licensing requirements

Corporate context None

History Adopted 26 April 2017

Policy Statement

1. This Policy applies to both the NO series and NGN series local authority number plates –
 - numbers followed by NO, and
 - numbers followed by NGN.
2. The charge for each set of plates will be set by Council at the annual Budget meeting.
3. The person applying for the number plates is to nominate a local non-profit group (sporting, charitable etc) on the application form.
4. The application form including approval of the non-profit group, is to be signed by CEO, Executive Manager Corporate and Community Services or Manager Finance prior to sending to Department of Transport for manufacture of the plates.
5. Unless replacing previously issued plates, leading zeros will not be accepted, e.g. 019 NO or 008 NGN, etc.

– End of Policy

Notes

History Summary

Item	Meeting	Purpose	Applies	Affected
1	26 April 2017	Revocation	From 27 Apr 2017	All previous policies, except – 1.3 Elected Members – Recognition of Service

Appendix

Statutory and Corporate context

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to various officers, and to stipulate conditions, standards or methods of control and management.

This Council Policy Manual has been prepared to complement a range of obligations imposed by legislation including local laws, and various document adopted by Council.

The order of priority for compliance is –

1. Federal and State legislation and regulations,
2. the Local Planning Scheme,
3. a specific resolution of Council,
4. Delegations Register – being specific authorisations resolved by Council, and having a statutory context under the Local Government Act,
5. Local Planning Policy – as it is made under the authority of the Local Planning Scheme, by resolution of Council,
6. Council Policy – being instructions resolved by Council on how particular matters are to be dealt with,
7. Executive Instruction – standing instructions or procedures issued by the CEO,
8. administrative directions or instructions.

Although not decisions of Council, and therefore not a requirement of staff, consideration should be given to the following as being best practice –

- DLGRD Guidelines
- WALGA Councillors Manual, Practice Notes etc.

Unless specifically resolved that the instruction is to be included in the Policy Manual, it is considered that it is for a specific matter, and is not a general or on-going instruction.

There are some policies that have specific legislative provision, and these are noted in the individual policy.

IMPORTANT – Consequences of Breaching Council Policy

Where there is a breach of Council Policy –

- a) it may result in disciplinary action up to and including termination of employment,
- b) the Shire may also be obligated to refer a breach to an external agency where an employee may be held personally liable for their actions;
- c) the employee in breach may also be personally liable for their actions, such costs charged to the Shire or to repair as a result of the private/personal or unauthorised use.

Application – is to staff, not to community

Policy cannot be used to control or manage the general community – it is essentially an instruction to staff that in particular circumstances, a specific action or process is to be followed, for instance –

- Hire of facilities – if there is damage, then staff are to invoice the hirer or cancel their booking etc
- Caravan Park Rules – if a patron does not comply with these, staff are to take action
- HR / Personnel policies – outlines the circumstances in which actions are to be taken
- Crossovers – staff may approve if an application complies with requirements, or take action if a crossover does not comply.

A Policy cannot be applied directly to the community as they may not be aware of its adoption. The community has to have had the opportunity to be aware of the requirements imposed on them.

However, policy may require staff to apply specific conditions to a licence, permit etc, and to provide a written copy of the conditions being applied. These conditions applied are then enforceable.

Advertising of a local law constitutes community wide notification, whether the person is aware of it or not. Accordingly, many policies expand on how a Local Law is to be interpreted or acted upon by staff.

Definitions

The LG Act has not defined the term “delegation” or “delegated power”. However:

- s.5.16 refers to “... the exercise of any of its powers and duties ...”
- s.5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties ...”

The term “policy” is not defined anywhere in the LG Act, however, Departmental guidelines refer to Council “acting through” the administration to fulfil requirements and obligations.

The following terms used in this document apply insofar as they are consistent with enabling legislation –

authority means the permission or requirement for Council, a Committee or a person to act in accordance with –

- the Local Government Act, Regulation or other legislation,
- a delegation made by Council,
- a Council Policy,
- a specific decision of Council, or
- an Executive Instruction.

delegation means the authority for a Committee, the CEO or other person to exercise a power, or discharge a duty, as conferred by absolute majority decision of Council under the provisions of the relevant legislation.

Council Policy is a standing instruction resolved by Council as to how a particular matter is to be implemented:

Executive Instruction is a standing instruction issued by the CEO as to how a particular matter is to be implemented.

instruction means the requirement for a staff member to act in accordance with a direction given by the Council, the CEO, senior officer or supervisor.

Guidelines No.17 – Delegations (Department of Local Government)

The Department of Local Government and Communities has published Guidelines for the formation of Delegations.

The Guidelines outline the concept of “delegation” and “acting through” in parts 3 and 4, particularly in paragraph 13 where it is stated –

... the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

In effect, “acting through” is an action that could reasonably be expected to be carried out as the result of a decision by Council (e.g. advertising of a tender), or as a function reasonably expected of the position that a person holds.

Not all matters which will be recorded in Policy are “acting through” matters. Similarly, not all “acting through” matters will be listed. Council Policy supported by Executive Instructions describe how that action or some other action is to be carried out.

Making, amending and revoking Council Policy

Administrative Policy requires approval by a simple majority of Council, and may be made, amended or revoked at any time by Council.

Council may impose limitations on Policy or the functions delegated as they see fit.

Review of Council Policy

There is no required timetable for the review of policy, however, it is suggested that it should be done regularly to ensure that policies are relevant, current and understood.

To maintain the Policy Manual up to date, an administrative review should be reviewed at least once a year, and a report made to Council on matters needing amendment or inclusion.

It is suggested that detailed consideration of all policies be undertaken by Council at least once every two years.

Statement of Understanding

Electronic copy of Council Policy issued by –

1. thumb drive , or
2. email to _____
(paper copy will be made available if desired)

Issued by _____

Signature _____

Date _____

EMPLOYEE

I acknowledge having received a copy of Council Policy.

Further I confirm that the following Council Policies have been specifically drawn to my attention and that I have read and understood the relevant Council Policy.

No.	Title	Applicable to position
8.9	Workplace Surveillance	

I understand that it is a condition of my employment or engagement with the Shire of Narrogin that I consent to and must comply with the terms and conditions contained within these Council Policies.

Please do not sign this document unless you fully understand the contents and requirements.

Employee name _____

Signature _____

Date _____

Please forward signed copy to the Executive Manager Corporate and Community Services.

10.2.041 MONTHLY FINANCIAL REPORTS – MARCH 2017

File Reference:	12.8.1
Disclosure of Interest:	Nil
Applicant:	Nil
Previous Item Nos:	Nil
Date:	18 April 2017
Author:	Nicole Bryant – Manager Finance (Acting)
Authorising Officer:	Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

- Monthly Financial Report for the period ended 31 March 2017.

Background

Council is requested to review the March 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 March 2017 Monthly Financial Reports are presented for review.

Consultation

Frank Ludovico – Executive Manager Corporate & Community Services

Statutory Environment

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

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2016/17 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0417.049 AND OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr Fisher

That Council:

Receive the March 2017 Monthly Financial Reports as presented.

CARRIED 7/0



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 MARCH 2017

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

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
FOR THE PERIOD ENDED 31 MARCH 2017

Note	Adopted Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var
Operating Revenues							
	\$	\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	3,834,372	3,834,372	2,939,420	3,214,716	275,296	9%	
Profit on Asset Disposal	1,500	1,500	1,125	0	(1,125)	(100%)	
Fees and Charges	1,505,220	1,505,220	1,307,463	1,506,850	199,387	13%	▲
Service Charges	0	0	0	0	0		
Interest Earnings	182,100	182,100	132,066	145,038	12,972	9%	
Other Revenue	154,500	154,500	115,866	96,166	(19,700)	(20%)	▼
Total (Excluding Rates)	5,677,692	5,677,692	4,495,940	4,962,770	466,830		
Operating Expense							
Employee Costs	(4,747,282)	(4,775,020)	(3,609,095)	(3,471,496)	137,599	4%	
Materials and Contracts	(3,841,876)	(3,819,138)	(2,854,176)	(2,123,886)	730,290	34%	▼
Utilities Charges	(705,537)	(705,537)	(561,820)	(444,036)	117,784	27%	▼
Depreciation (Non-Current Assets)	(2,299,553)	(2,299,553)	(1,724,571)	(1,877,569)	(152,998)	(8%)	
Interest Expenses	(75,851)	(75,851)	(56,853)	(38,441)	18,412	48%	▼
Insurance Expenses	(283,943)	(283,943)	(280,409)	(287,751)	(7,342)	(3%)	
Loss on Asset Disposal	(306,206)	(306,206)	(229,635)	(393,769)	(164,134)	(42%)	▲
Other Expenditure	(4,249,534)	(4,249,534)	(3,226,413)	(2,188,771)	1,037,642	47%	▼
Total	(16,509,783)	(16,514,783)	(12,542,972)	(10,825,719)	1,717,253		
Funding Balance Adjustment							
Add Back Depreciation	2,299,553	2,299,553	1,724,571	1,877,569	152,998	8%	
Adjust (Profit)/Loss on Asset Disposal	304,706	304,706	228,510	393,769	165,259	42%	▲
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	0	3,962	3,962	100%	
Adjustment for SoN Figures in NCA's	0	0	0	51,922	51,922	(100%)	
Adjust Rounding	0	0	0	0	0		
Net Operating (Ex. Rates)	(8,227,832)	(8,232,832)	(6,093,951)	(3,535,728)	2,558,223		
Capital Revenues							
Grants, Subsidies and Contributions	1,721,744	1,398,515	1,048,878	911,535	(137,343)	(15%)	▼
Proceeds from Disposal of Assets	598,145	608,145	218,145	553,173	335,028	61%	▲
Proceeds from New Debentures	350,000	350,000	350,000	0	(350,000)	(100%)	▼
Proceeds from Sale of Investments	0	0	0	0	0		
Proceeds from Advances	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0		
Transfer from Reserves	1,471,398	1,521,398	74,517	0	(74,517)	(100%)	▼
Total	4,141,287	3,878,058	1,691,540	1,464,708	(226,832)		
Capital Expenses							
Land Held for Resale	0	0	0	0	0		
Land and Buildings	(1,940,939)	(1,940,939)	(612,603)	(633,925)	(21,322)	(3%)	
Plant and Equipment	(487,000)	(547,000)	(477,000)	(379,197)	97,803	26%	▼
Furniture and Equipment	(74,000)	(69,000)	(58,585)	(52,346)	6,239	12%	
Infrastructure Assets - Roads	(2,637,621)	(2,314,392)	(1,661,313)	(1,448,239)	213,074	15%	▼
Infrastructure Assets - Footpaths	(50,000)	(50,000)	(50,000)	(48,272)	1,728	4%	
Infrastructure Assets - Road Drainage	(65,000)	(65,000)	0	0	0		
Infrastructure Assets - Parks & Ovals	(20,000)	(20,000)	(14,006)	(14,028)	(22)	(0%)	
Infrastructure Assets - Townscape	0	0	0	0	0		
Infrastructure Assets - Other	(955,735)	(955,735)	(581,426)	(590,752)	(9,326)	(2%)	
Purchase of Investments	0	0	0	0	0		
Repayment of Debentures	(221,310)	(221,310)	(132,181)	(131,631)	550	0%	
Advances to Community Groups	0	0	0	0	0		
Transfer to Reserves	(295,737)	(295,737)	(221,796)	(44,934)	176,862	394%	▼
Total	(6,747,342)	(6,479,113)	(3,808,910)	(3,343,324)	465,585		
Net Capital	(2,606,055)	(2,601,055)	(2,117,370)	(1,878,616)	238,753		
Total Net Operating + Capital	(10,833,887)	(10,833,887)	(8,211,321)	(5,414,344)	2,796,977		
Rate Revenue	4,517,811	4,517,811	4,517,811	4,461,217	(56,594)	(1%)	
Opening Funding Surplus(Deficit)	6,316,076	5,860,483	5,860,483	5,860,483	0	0%	
Closing Funding Surplus(Deficit)	0	(455,592)	2,166,974	4,907,356	2,740,383		

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
FOR THE PERIOD ENDED 31 MARCH 2017

Note	Adopted Annual Budget	Revised Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var
Operating Revenues							
	\$	\$	\$	\$	\$	%	
Governance	96,100	96,100	94,825	117,804	22,979	20%	▲
General Purpose Funding	2,476,134	2,476,134	1,852,578	1,894,463	41,885	2%	
Law, Order and Public Safety	35,797	35,797	29,811	34,372	4,561	13%	
Health	7,500	7,500	6,366	7,614	1,248	16%	
Education and Welfare	1,287,386	1,287,386	966,288	1,081,817	115,529	11%	▲
Housing	13,000	13,000	9,738	10,500	762	7%	
Community Amenities	978,119	978,119	907,692	1,053,267	145,575	14%	▲
Recreation and Culture	424,355	424,355	325,722	185,926	(139,796)	(75%)	▼
Transport	1,714,688	1,391,459	1,077,055	1,115,890	38,835	3%	
Economic Services	249,694	249,694	187,254	212,463	25,209	12%	▲
Other Property and Services	116,663	116,663	87,489	160,188	72,699	45%	▲
Total (Excluding Rates)	7,399,436	7,076,207	5,544,818	5,874,305	329,487		
Operating Expense							
Governance	(1,707,907)	(1,692,907)	(1,312,324)	(1,064,413)	247,911	23%	▼
General Purpose Funding	(177,867)	(177,867)	(126,522)	(137,131)	(10,609)	(8%)	
Law, Order and Public Safety	(427,553)	(427,553)	(327,028)	(231,170)	95,858	41%	▼
Health	(194,492)	(194,492)	(147,517)	(95,995)	51,522	54%	▼
Education and Welfare	(5,492,981)	(5,492,981)	(4,129,881)	(3,003,167)	1,126,714	38%	▼
Housing	(31,874)	(31,874)	(25,012)	(16,570)	8,442	51%	▼
Community Amenities	(1,435,677)	(1,435,677)	(1,082,199)	(877,252)	204,947	23%	▼
Recreation and Culture	(2,688,661)	(2,688,661)	(2,059,060)	(1,867,041)	192,019	10%	▼
Transport	(3,289,313)	(3,289,313)	(2,476,953)	(2,623,738)	(146,785)	(6%)	
Economic Services	(1,025,957)	(1,025,957)	(776,456)	(674,568)	101,888	15%	▼
Other Property and Services	(37,501)	(57,501)	(80,020)	(234,674)	(154,654)	(66%)	▲
Total	(16,509,783)	(16,514,783)	(12,542,972)	(10,825,719)	1,717,253		
Funding Balance Adjustment							
Add back Depreciation	2,299,553	2,299,553	1,724,571	1,877,569	152,998	8%	
Adjust (Profit)/Loss on Asset Disposal	304,706	304,706	228,510	393,769	165,259	42%	▲
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	0	3,962	3,962	100%	
Adjustment for SoN Figures in NCA's	0	0	0	51,922	51,922	100%	▲
Adjust Rounding	0	0	0	0	0		
Net Operating (Ex. Rates)	(6,506,088)	(6,834,317)	(5,045,073)	(2,624,193)	2,420,880		
Capital Revenues							
Proceeds from Disposal of Assets	598,145	608,145	218,145	553,173	335,028	61%	▲
Proceeds from New Debentures	350,000	350,000	350,000	0	(350,000)	(100%)	▼
Proceeds from Sale of Investments	0	0	0	0	0		
Proceeds from Advances	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0		
Transfer from Reserves	1,471,398	1,521,398	74,517	0	(74,517)	(100%)	▼
Total	2,419,543	2,479,543	642,662	553,173	(89,489)		
Capital Expenses							
Land Held for Resale	0	0	0	0	0		
Land and Buildings	(1,940,939)	(1,940,939)	(612,603)	(633,925)	(21,322)	(3%)	
Plant and Equipment	(487,000)	(547,000)	(477,000)	(379,197)	97,803	26%	▼
Furniture and Equipment	(74,000)	(69,000)	(58,585)	(52,346)	6,239	12%	
Infrastructure Assets - Roads	(2,637,621)	(2,314,392)	(1,661,313)	(1,448,239)	213,074	15%	▼
Infrastructure Assets - Footpaths	(50,000)	(50,000)	(50,000)	(48,272)	1,728	4%	
Infrastructure Assets - Road Drainage	(65,000)	(65,000)	0	0	0		
Infrastructure Assets - Parks & Ovals	(20,000)	(20,000)	(14,006)	(14,028)	(22)	(0%)	
Infrastructure Assets - Townscape	0	0	0	0	0		
Infrastructure Assets - Other	(955,735)	(955,735)	(581,426)	(590,752)	(9,326)	(2%)	
Purchase of Investments	0	0	0	0	0		
Repayment of Debentures	(221,310)	(221,310)	(132,181)	(131,631)	550	0%	
Advances to Community Groups	0	0	0	0	0		
Transfer to Reserves	(295,737)	(295,737)	(221,796)	(44,934)	176,862	394%	▼
Total	(6,747,342)	(6,479,113)	(3,808,910)	(3,343,324)	465,585		
Net Capital							
	(4,327,799)	(3,999,570)	(3,166,248)	(2,790,151)	376,096		
Total Net Operating + Capital							
	(10,833,887)	(10,833,887)	(8,211,321)	(5,414,344)	2,796,977		
Rate Revenue	4,517,811	4,517,811	4,517,811	4,461,217	(56,594)	(1%)	
Opening Funding Surplus(Deficit)	6,316,076	5,860,483	5,860,483	5,860,483	0	0%	
Closing Funding Surplus(Deficit)	0	(455,592)	2,166,974	4,907,356	2,740,383		

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

1. SIGNIFICANT ACCOUNTING POLICIES

Financial activity are:

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

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

(h) Inventories

General

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

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

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

(j) Depreciation of Non-Current Assets

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

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

Buildings	50 to 100 years
Furniture and Equipment	10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
clearing and earthworks	not depreciated
construction/road base	50 years
original surfacing and	
major re-surfacing	
- bituminous seals	20 years
Gravel roads	
clearing and earthworks	not depreciated
construction/road base	50 years
gravel sheet	12 years
Formed roads (unsealed)	
clearing and earthworks	not depreciated
construction/road base	50 years
Footpaths - slab	40 years

Capitalisation Threshold

Plant, Property and Equipment (excluding Buildings) items to \$5,000 or greater, and Building and Infrastructure items to \$10,000 or greater.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Trade and Other Payables

provided to the local government prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave,

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

(n) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable capitalised as part of the cost of the particular asset.

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

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

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

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

Materials and Contracts

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

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(q) Statement of Objectives

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

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Members of Council, Civic Functions, Executive Support, Human Resources & Payroll, Security Services, Administration Support, Records Management, Information Technology and Financial Control.

GENERAL PURPOSE FUNDING

All Rate Revenue and Penalties, General Purpose Grant, Pensioners Deferred Rates Grant and Interest Revenue.

LAW, ORDER, PUBLIC SAFETY

Fire Prevention, Animal Control, General Ranger Services, Emergency Services.

HEALTH

Maternal and Infant Health, Preventative Services (Immunisation), Inspections, Pest Control.

HOUSING

The Town does not have any staff or other residential housing.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

(q) Statement of Objectives (Continued)

COMMUNITY AMENITIES

Sanitation Household Refuse, Refuse Site, Sewerage, Protection of the Environment, Town Planning, Cemeteries, Bus Shelters.

RECREATION AND CULTURE

Public Halls and Civic Centres, Aquatic Centre, Beaches, Recreation Grounds (Active and Passive), Arts, Leisure Development, Libraries, Museum, Arts Centre.

TRANSPORT

Road Maintenance, Footpaths, Bridges, Street Trees, Street Lighting, Cycle ways, Vehicle Crossovers, Depots, Parking.

ECONOMIC SERVICES

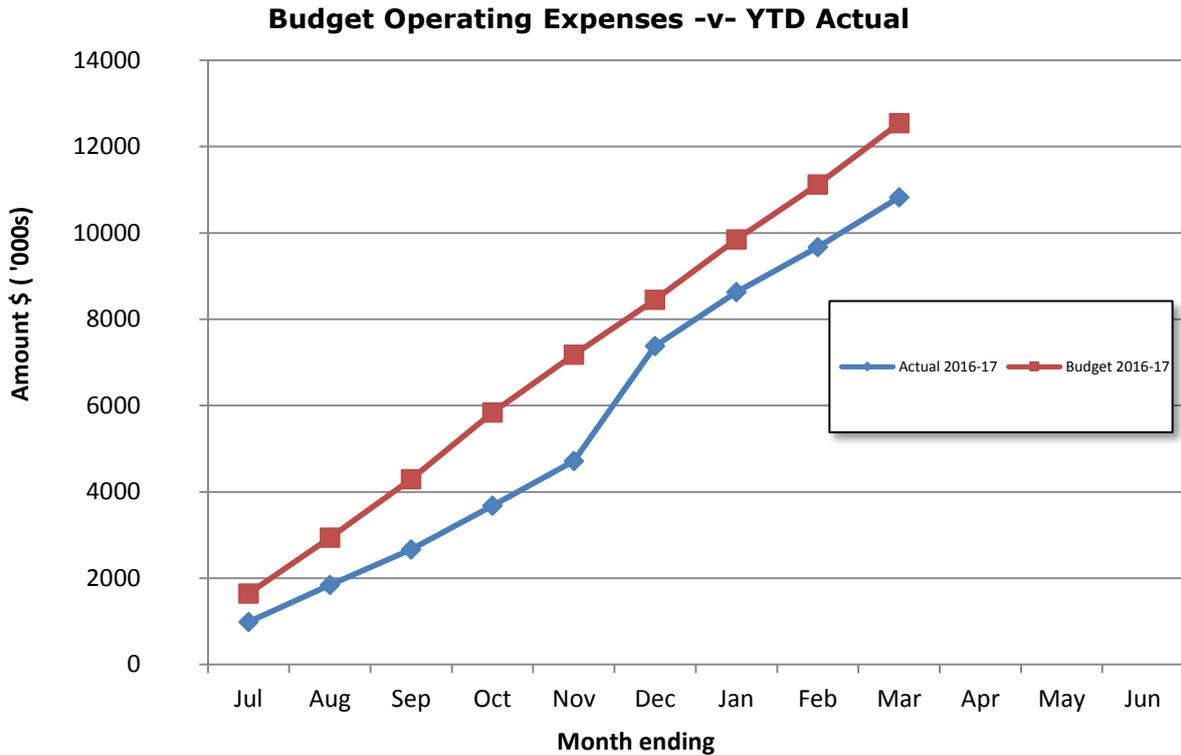
Rural Services, Tourism, Building Control, Economic Development.

OTHER PROPERTY & SERVICES

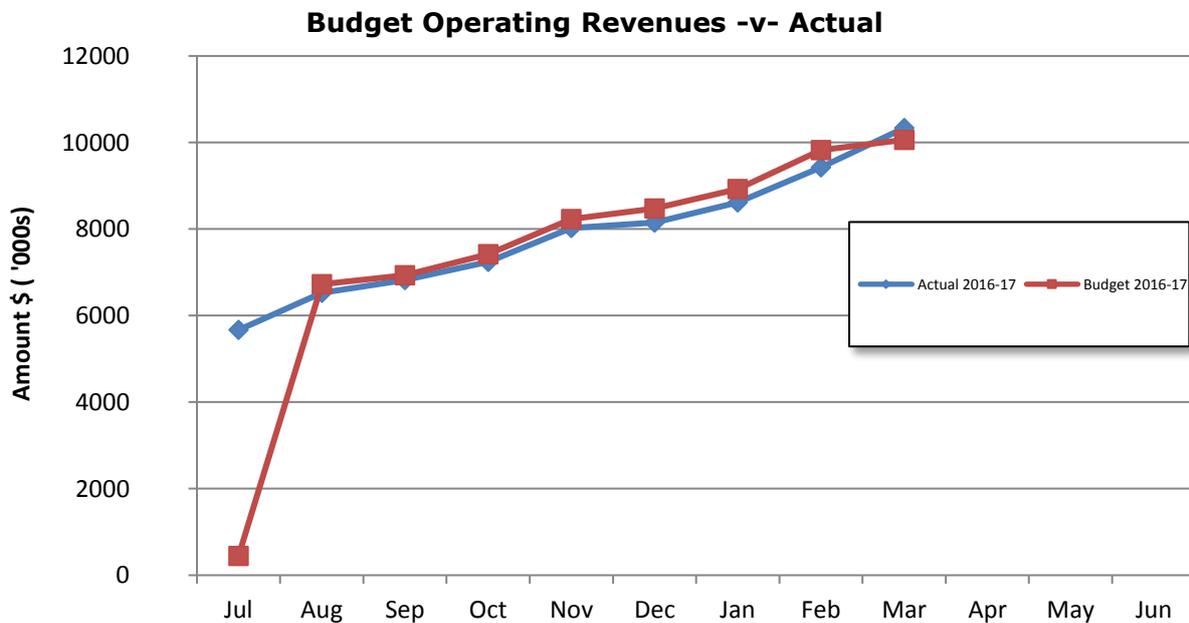
Private Works, Stocks and Miscellaneous Items.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 2 - Graphical Representation - Source Statement of Financial Activity



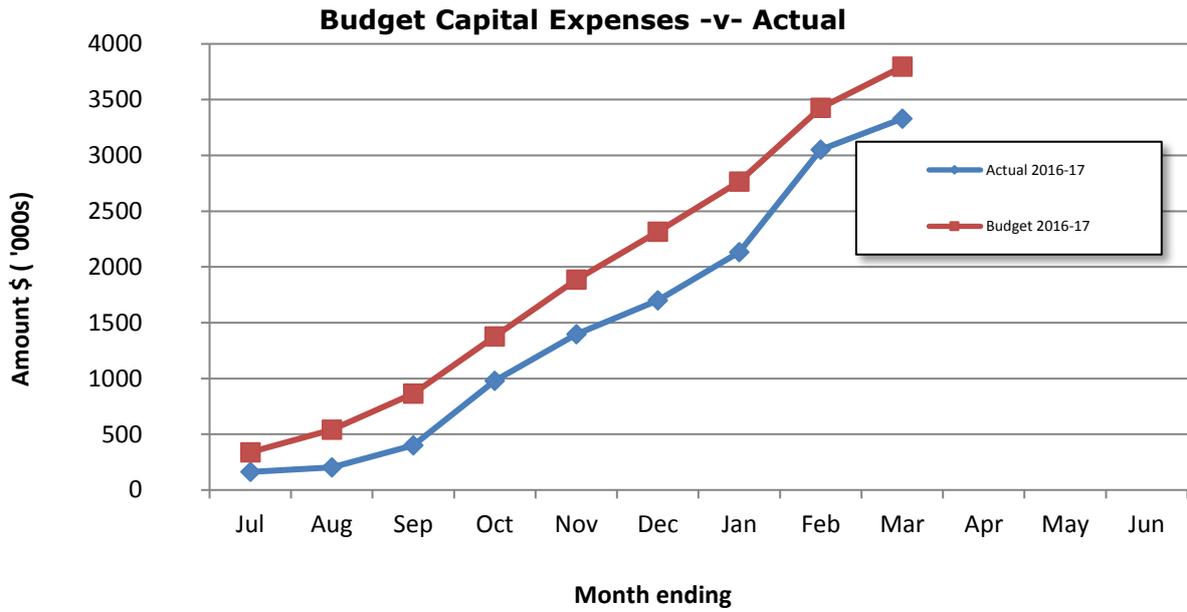
Comments/Notes - Operating Expenses



Comments/Notes - Operating Revenues

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 2 - Graphical Representation - Source Statement of Financial Activity

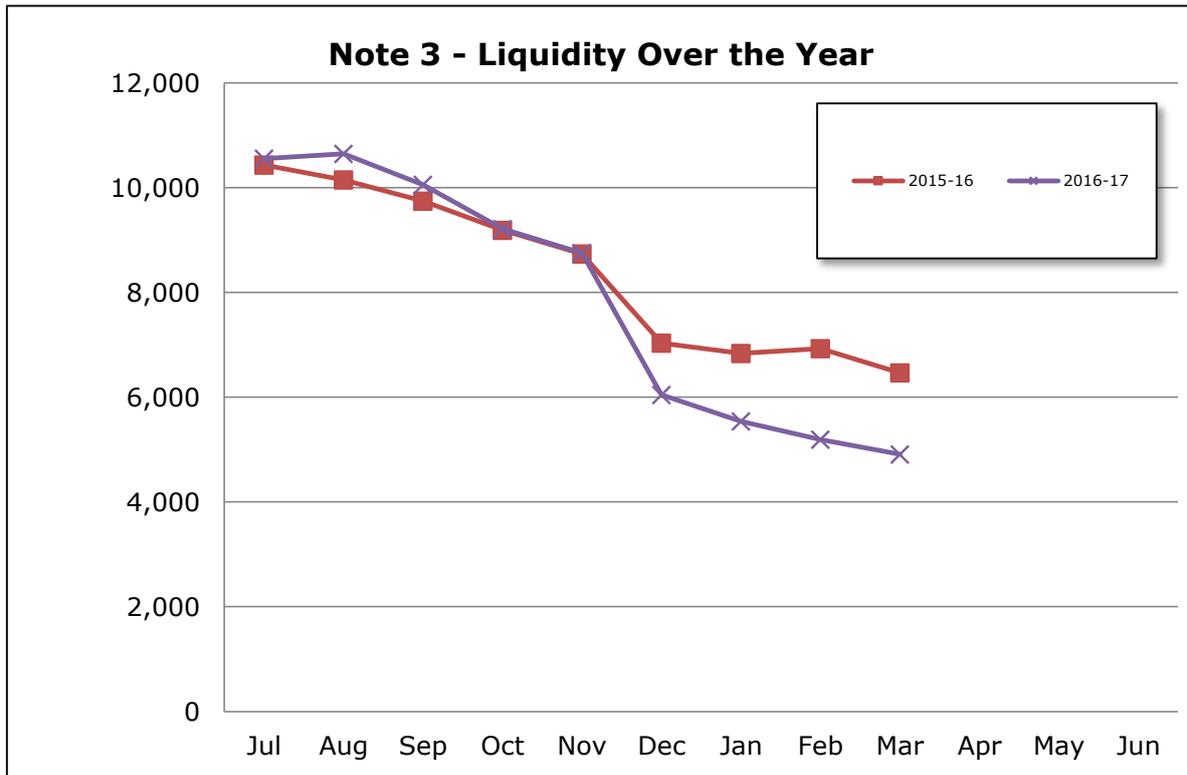


Comments/Notes - Capital Expenses

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 3: SURPLUS/(DEFICIT) POSITION

		Positive=Surplus (Negative=Deficit)		
		31/03/2017	28/02/2017	31/03/2016
Note		This Period	Last Period	Same Period Last Year
		\$	\$	\$
Current Assets				
4	Cash Unrestricted	3,099,519	5,887,940	6,135,329
4	Cash Restricted	6,155,884	4,231,987	4,167,800
7	Receivables - Rates and Rubbish, ESL, Excess Rates	469,986	779,543	358,944
7	Receivables -Other	331,008	70,055	356,416
		10,057,595	10,970,724	11,018,489
Less: Current Liabilities				
	Payables	(557,803)	(1,186,319)	(262,718)
	Loan Liability	(102,322)	(105,991)	(62,871)
	Provisions	(730,966)	(730,966)	(448,020)
		(1,391,090)	(2,023,275)	(773,609)
Net Current Asset Position		8,666,505	8,947,449	10,244,880
	Less: Cash Restricted	(4,231,987)	(4,231,987)	(4,167,800)
	Add Back: Component of Leave Liability not Required to be funded	372,951	372,951	326,113
	Add Back: Current Loan Liability	102,322		62,871
	Adjustment for Trust Transactions Within Muni	(2,435)	(2,151)	0
Net Current Funding Position		4,907,357	5,086,263	6,466,065



Comments - Net Current Funding Position

The Net Current Funding Position above includes Karinya Grant funds of \$1,921,385.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 4: CASH AND INVESTMENTS

	Interest	Unrestricted	Restricted	Trust	Total	Institution	Maturity
	Rate	\$	\$	\$	Amount \$		Date
(a) Cash Deposits							
Municipal Account	1.95%	2,936,625			2,936,625	NAB	On-Call
Old Shire Municipal Funds		108,313			108,313	ANZ	On-Call
Old Shire Term Deposit		118,093			118,093	ANZ	On-Call
Department of Transport		(66,252)			(66,252)		
Cash Floats - Admin		1,200			1,200		
Library		150			150		
Homecare		100			100		
NRLC - Till 1		0			0		
Refuse Site		100			100		
Caravan Park		100			100		
Petty Cash - Admin		300			300		
Library		200			200		
Homecare		350			350		
CATS		240			240		
Reserve Account					0	NAB	
Trust Account	1.50%			94,179	94,179	NAB	On-Call
(b) Term Deposits							
Karinya Grant - Restricted	1.45%	0	1,923,897		1,923,897		
Reserve Term Deposit	2.25%		4,231,987		4,231,987	NAB	
					0		
					0		
(c) Investments							
Total		3,099,519	6,155,884	94,179	9,349,582		

Comments/Notes - Investments

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.1 OPERATING REVENUE (EXCLUDING RATES) - PROGRAM

5.1.1 GOVERNANCE

Nil

5.1.2 GENERAL PURPOSE FUNDING

Nil

5.1.3 LAW, ORDER AND PUBLIC SAFETY

Nil

5.1.4 HEALTH

Nil

5.1.5 EDUCATION AND WELFARE

TIMING - HACC: Grant funding - approx \$64,000 has been received earlier, user charges are also higher than expected - approx \$16,000. CHCP grant funding has also been received earlier than anticipated - approx \$37,000

5.1.6 HOUSING

Nil

5.1.7 COMMUNITY AMENITIES

PERMANENT - Sanitation Other: Additional charges for Asbestos waste \$112,000

PERMANENT - Community Amenities: Wheatbelt Regional Centres Revitalisation Grant \$30,000

5.1.8 RECREATION AND CULTURE

TIMING - Other Recreation: Grant funds for the Skate Park not received as per budget predictions.

5.1.9 TRANSPORT

NIL

5.1.10 ECONOMIC SERVICES

PERMANENT - TOUR: Rent received from Narrogin Caravan Park Caretakers not in budget \$9,750

PERMANENT - TOUR: Caravan Park Fees higher than anticipated \$8,000

PERMANENT - ECONOM: Rent received from Asset 3325 (33-37 Fairway St) not in budget \$18,000

5.1.11 OTHER PROPERTY AND SERVICES

PERMANENT - Private Works Income greater than expected for this time of the year \$17,000. NB: This is mostly offset by corresponding expenditure.

PERMANENT - POC: Fuel tax credit higher than anticipated \$17,000

PERMANENT - Administration Overheads: Refund on insurance premiums \$10,000.

PERMANENT - Administration Overheads: Increase in revenue relates to reimbursements Paid Parental Leave \$10,000, this is offset by corresponding expenditure.

PERMANENT - Salaries and Wages: Workers compensation offset with expense account \$17,000

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.2 OPERATING EXPENSES - PROGRAM

5.2.1 GOVERNANCE

TIMING - Other Governance: Merger Structural Reform expenditure less than expected for this time of year - approx \$152,000

TIMING - Other Governance: Consultancy expenditure for relocation of Jesse House not conducted \$22,500

PERMANENT - Other Governance: Staff housing maintenance \$15,000

PERMANENT - Members of Council: Subscriptions for WALGA paid in previous year - approx \$22,700

TIMING - Members of Council: Council Chambers furniture has not been purchased to date - approx \$15,000

5.2.2 GENERAL PURPOSE FUNDING

Nil

5.2.3 LAW, ORDER AND PUBLIC SAFETY

TIMING - Law, Order and Public Safety: All expenditure was budgeted as an average over twelve months. Actual expenses have not occurred exactly as per the budget.

5.2.4 HEALTH

PERMANENT - Health Inspections: Salaries and wages were budgeted for a full-time employee and this has not occurred, the current incumbent works three days per week.

5.2.5 EDUCATION AND WELFARE

TIMING - HACC: General operating expenditure for program less than expected for this time of the year - approx \$25,000.

TIMING - CHSP: General operating expenditure for program less than expected for this time of the year - approx \$67,000.

TIMING - Aged & Disability Other: General operating expenditure for program less than expected for this time of the year - approx \$42,000.

TIMING - Aged & Disability Other: Payment for the Karinya Dementia Wing has not taken place - approx \$1,004,000 (Grant Funded).

5.2.6 HOUSING

Nil

5.2.7 COMMUNITY AMENITIES

TIMING - Sanitation - Household: Expenditure not as expected \$153,000

PERMANENT - Sewerage: Waste Water Treatment expenditure \$25,000 higher

TIMING -Town Planning: Salaries and wages not as budgeted - approx \$23,000

TIMING -Town Planning: Contract Town Planning expenditure lower \$10,000

TIMING - Other Community Amenities: Cemetery and Public Conveniences expenditure is not as anticipated - approx \$26,000

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.2.8 RECREATION AND CULTURE

TIMING - Public Halls, Civic Centres: General operating expenditure for program less than expected for this time of the year - approx \$27,000.

TIMING - NRRC: Expenditure lower than expected for this time of year. Gas utility and ground maintenance is higher during winter months, expected to decrease during summer - approx \$67,000
TIMING - Libraries: Expenditure lower than expected for this time of year - approx \$54,000

TIMING - Heritage: Building maintenance expenditure less than expected for this time of year \$14,000

TIMING - Other Culture: Expenditure lower than expected for this time of year - approx \$67,000

5.2.9 TRANSPORT

Nil

5.2.10 ECONOMIC SERVICES

TIMING - Rural Services: Expenditure lower than anticipated - \$33,000

TIMING - Tourism & Area Promotion: Caravan Park Maintenance and Operations Expenditure not as expected for this time of year - approx \$67,000

5.2.11 OTHER PROPERTY AND SERVICES

PERMANENT - Private Works Expenditure greater than expected for this time of the year - approx \$20,000. NB: This is offset by corresponding income.

TIMING - Public Works Overhead: Recovered amount being under allocated- \$150,000

TIMING - Plant Operations Costs: Recovered amount being under allocated - \$239,000

5.3 CAPITAL REVENUE

5.3.1 PROCEEDS FROM DISPOSAL OF ASSETS

TIMING - Proceeds from disposal of assets: Higher than anticipated proceeds received from asset disposal at this time of the year - \$335,028

5.3.2 PROCEEDS FROM NEW DEBENTURES

Nil

5.3.3 PROCEEDS FROM SALE OF INVESTMENT

Nil

5.3.4 PROCEEDS FROM ADVANCES

Nil

5.3.5 SELF-SUPPORTING LOAN PRINCIPAL

Nil

5.3.6 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

TIMING - Transfer from Reserves not completed as per budget timing - \$74,517

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.4 CAPITAL EXPENSES

5.4.1 LAND HELD FOR RESALE

NIL

5.4.2 LAND AND BUILDINGS

NIL

5.4.3 PLANT AND EQUIPMENT

TIMING - Capital Expenditure on Furniture and Equipment is not as per budget timing - less \$97,803

5.4.4 TOOLS

NIL

5.4.5 FURNITURE AND EQUIPMENT

NIL

5.4.6 INFRASTRUCTURE ASSETS - ROADS

TIMING - Capital Expenditure on Roads is not as per budget timing - less \$213,074

5.4.7 INFRASTRUCTURE ASSETS - FOOTPATHS

NIL

5.4.9 INFRASTRUCTURE ASSETS - ROAD DRAINAGE

NIL

5.4.10 INFRASTRUCTURE ASSETS - PARKS AND OVALS

NIL

5.4.11 INFRASTRUCTURE ASSETS - OTHER

NIL

5.4.12 PURCHASES OF INVESTMENT

NIL

5.4.13 REPAYMENT OF DEBENTURES

NIL

5.4.14 ADVANCES TO COMMUNITY GROUPS

NIL

5.4.15 TRANSFER TO RESERVES (RESTRICTED ASSETS)

TIMING - Transfer to Reserves not completed as per budget timing - \$176,862

5.5 OTHER ITEMS

5.5.1 RATE REVENUE

NIL

5.5.2 OPENING FUNDING SURPLUS(DEFICIT)

NIL

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 6: BUDGET AMENDMENTS/VARIATION TO SURPLUS/(DEFICIT)

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

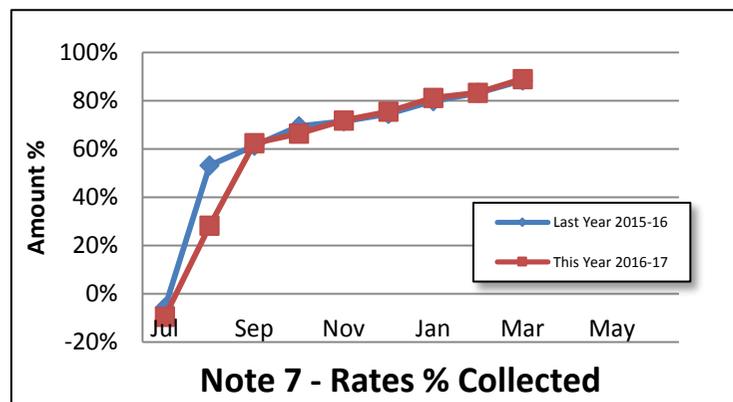
GL Number	Job Number	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		Budget Adoption		Opening Surplus(Deficit)	\$	\$	\$	\$ 0
		Variation between adopted budget opening position and actual		Opening Surplus(Deficit)			(455,593)	(455,593)
				Opening Surplus(Deficit)				(455,593)
Closing Funding Surplus (Deficit)					(10,000)	266,757	(722,350)	(455,593)

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 7: RECEIVABLES

Receivables - Rates and Rubbish

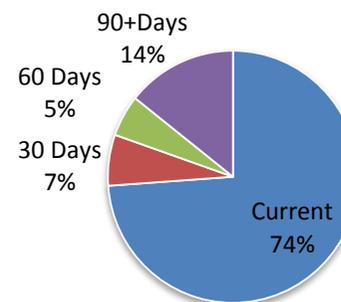
	Current 31/03/17	
	\$	
Previous Year	409,938	
Rates Levied this year (YTD)	4,520,989	(Note 8)
Movement in Excess Rates	(59,772)	
Domestic Refuse Collection Charges	444,978	
Domestic Services (Additional)	3,775	
Commercial Collection Charge	41,716	
Commercial Collection Charge (Additional)	45,997	
Total Rates and Rubbish (YTD)	4,997,683	
Less Collections to date	(4,810,871)	
Equals Outstanding	596,750	
Net Rates Collectable		
% Collected	88.96%	
Pensioner Deferred Rates	(121,445)	
Pensioner Deferred ESL	(5,319)	
	<u>(126,764)</u>	
Total Rates and Rubbish, ESL, Excess Rates	<u>469,986</u>	(Note 3)



Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	180,500	15,989	12,985	34,919
Total Outstanding				<u>244,393</u>
Amounts shown above include GST (where applicable)				
Rates Pensioner Rebate Claims				84,999
GST Input				52,935
Provision For Doubtful Debts				<u>(60,388)</u>
Total Receivables - Other (Note 3)				<u><u>321,939</u></u>

**Note 7 - Accounts Receivable
(non-rates)**



Comments/Notes - Receivables Rates and Rubbish

Comments/Notes - Receivables General

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2017

Note 8: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE											
Differential General Rate GRV											
Urban	0.104090	1,689	28,365,972	2,952,614	10,291	0	2,962,905	2,952,614		0	2,952,614
Rural	0.056866	63	1,108,380	63,029	0	0	63,029	63,029		0	63,029
General Rate UV											
UV	0.005693	367	165,526,000	942,340	0	0	942,340	942,340		0	942,340
Sub-Totals		2,119	195,000,352	3,957,983	10,291	0	3,968,274	3,957,983	0	0	3,957,983
Minimum Payment \$											
GRV											
Urban	1041.00	442	4,554,640	460,122	0	0	460,122	460,122	0	0	460,122
Rural	643.00	35	276,139	22,505	0	0	22,505	22,505	0	0	22,505
UV	643.00	109	8,376,100	70,087	0	0	70,087	70,087	0	0	70,087
Sub-Totals		586	13,206,879	552,714	0	0	552,714	552,714	0	0	552,714
Total Rates Levied (Note 7)							4,520,988				4,510,697
Discounts							0				0
Rates Adjustments							0				0
Movement in Excess Rates							(59,772)				0
Amount from General Rates							4,461,216				4,510,697
Ex Gratia Rates							0				7,114
Specified Area Rates							0				0
Totals							4,461,216				4,517,811

Comments - Rating Information

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING							
RATES - Reimbursement of Debt Collection Costs (Inc GST)			0		0	(62)	62
RATES - Reimbursement of Debt Collection Costs (Exc GST)		Yes	(18,000)		(18,000)	(37,021)	19,021
GENGRANT - Financial Assistance Grant - General	Grants Commission (Untied)	Yes	(1,689,730)		(1,689,730)	(1,264,232)	(425,499)
GENGRANT - Financial Assistance Grant - Roads	Grants Commission (Roads)	Yes	(561,404)		(561,404)	(421,349)	(140,056)
MEMBERS							
MEMBERS - Reimbursements	Reimbursements		0		0	(164)	164
OTHGOV - Contributions & Donations	Reimbursements		0		0	(596)	596
OTHER GOVERNANCE							
OTHGOV - Reimbursements	Reimbursements	Yes	(5,000)		(5,000)	(25,769)	20,769
OTHGOV - Grant Funding - Council		Yes	(91,000)		(91,000)	(91,000)	0
OTHGOV - Grant Funding - Council			0		0	0	0
LAW, ORDER, PUBLIC SAFETY							
FIRE - Reimbursements	FESA (SES)	Yes	(50)		(50)	(195)	145
ESL - SES Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(1,730)		(1,730)	0	(1,730)
ESL - Bush Fires Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(13,617)		(13,617)	(9,907)	(3,710)
EDUCATION & WELFARE							
HACC - Recurrent Grant Funding	Dept. of Heath & Ageing		(828,371)		(828,371)	(685,250)	(143,121)
HACC - Contributions & Donations	Dept. of Heath & Ageing	Yes	(1,000)		(1,000)	0	(1,000)
HACC - Other Grants			0		0	0	0
CHCP - Recurrent Grant Funding	Dept. of Heath & Ageing	Yes	(86,505)		(86,505)	(66,334)	(20,171)
CHCP - Reimbursements			0		0	0	0
CHSP - Recurrent Grant Funding		Yes	(207,645)		(207,645)	(158,070)	(49,575)
AGEDSNRS - Reimbursements	Reimbursements	Yes	(500)		(500)	(935)	435
AGEDOTHER - PATS Voucher Income		Yes	(2,000)		(2,000)	(183)	(1,817)
AGEDOTHER - CATS Contributions & Donations (inc GST)	Dept. of Veterans Affairs/CATS Travel Rebate	Yes	(2,000)		(2,000)	0	(2,000)
AGEDOTHER - CATS Contributions & Donations (inc GST)	Donations		0		0	(2,620)	2,620
AGEOTHER - Commonwealth Carers Respite Fees & Charges	Fees		0		0	0	0
AGEOTHER - Juniper Community Income	Juniper Community Income	Yes	(24,000)		(24,000)	(6,226)	(17,774)

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
AGEDOTHER - Grant Funding			0		0	(35,662)	35,662
AGEDOTHER - Aged Friendly Communities Regional Grant			0		0	(3,030)	3,030
WELFARE - Contributions & Donations	Donations		0		0	0	0
WELFARE - Grants	Donations		0		0	0	0
WELFARE - Grants	Donations	Yes	(24,000)		(24,000)	0	(24,000)
COMMUNITY AMENITIES							
SAN - Reimbursements		Yes	(3,000)		(3,000)	0	(3,000)
PLAN - Reimbursements		Yes	0		0	(253)	253
COM AMEN - Grants		Yes	0		0	(30,000)	30,000
RECREATION AND CULTURE							
HALLS - Reimbursements	Reimbursements	Yes	(440)		(440)	135	(575)
NRRC - Pool Subsidy	Dept Sport and Recreation	Yes	(30,000)		(30,000)	(35,200)	5,200
NRRC - Reimbursements	Reimbursements	Yes	(1,000)		(1,000)	(1,853)	853
REC - Grants - Kids Sports	Dept Sport and Recreation		0		0	(32,990)	32,990
REC - Grants - Regional Talent Program	Dept Sport and Recreation		0		0	0	0
REC - Reimbursements - Other Recreation	Reimbursements	Yes	(61,980)		(61,980)	(67,291)	5,311
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(20,000)		(20,000)	(20,000)	0
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(274,460)		(274,460)	0	(274,460)
LIB - Reimbursements Lost Books	Reimbursements	Yes	(500)		(500)	0	(500)
LIB - Contributions & Donations	Reimbursements	Yes	(5,000)		(5,000)	0	(5,000)
LIB - Contributions & Donations	Reimbursements		0		0	(0)	0
LIB - Grant - Regional Library Services	State Government		0		0	0	0
LIB - Other Grants			0		0	0	0
HERITAGE - Contributions & Donations			0		0	(1,026)	1,026
OTHCUL - Grants - Other Culture			0		0	(8,932)	8,932
OTHCUL - Grants - Other Culture			0		0	0	0
OTHCUL - Fees & Charges			0		0	0	0
TRANSPORT							
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA (RRG)	Yes	(474,014)		(474,014)	(245,842)	(228,172)
ROADC - Roads to Recovery Grant	Roads to Recovery	Yes	(626,041)		(626,041)	(627,412)	1,371

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
ROADC - Flood Damage Income	Roads to Recovery	Yes	(323,229)		(323,229)	0	(323,229)
ROADM - Direct Road Grant (MRWA)	Main Roads WA (Direct/Lights)	Yes	(133,900)		(133,900)	(133,900)	0
ROADM - Street Lighting Subsidy	Main Roads WA (Direct/Lights)	Yes	(5,000)		(5,000)	0	(5,000)
ROADM - Reimbursements	Main Roads WA (Direct/Lights)	Yes	0		0	(16,699)	16,699
ECONOMIC SERVICES							
TOUR - Reimbursements (Exc GST)	Reimbursements		0		0	(9,750)	9,750
ECONOM - Reimbursements	Reimbursements	Yes	(1,000)		(1,000)	(791)	(209)
OTHER PROPERTY AND SERVICES							
PWO - Other Reimbursements	Reimbursements	Yes	0		0	(588)	588
POC - Fuel Tax Credits Grant Scheme	Reimbursements	Yes	(40,000)		(40,000)	(47,076)	7,076
ADMIN - Reimbursements	Reimbursements	Yes	0		0	(9,934)	9,934
ADMIN - Reimbursements (No GST)	Reimbursements	Yes	0		0	(72)	72
ADMIN - Paid Parental Leave	Reimbursements	Yes	0		0	(10,762)	10,762
COMMUNITY - Reimbursements	Reimbursements	Yes	0		0	(126)	126
SAL - Reimbursement - Workers Compensation	Reimbursements	Yes	0		0	(17,287)	17,287
TOTALS			(5,556,116)	0	(5,556,116)	(4,126,251)	(1,429,865)

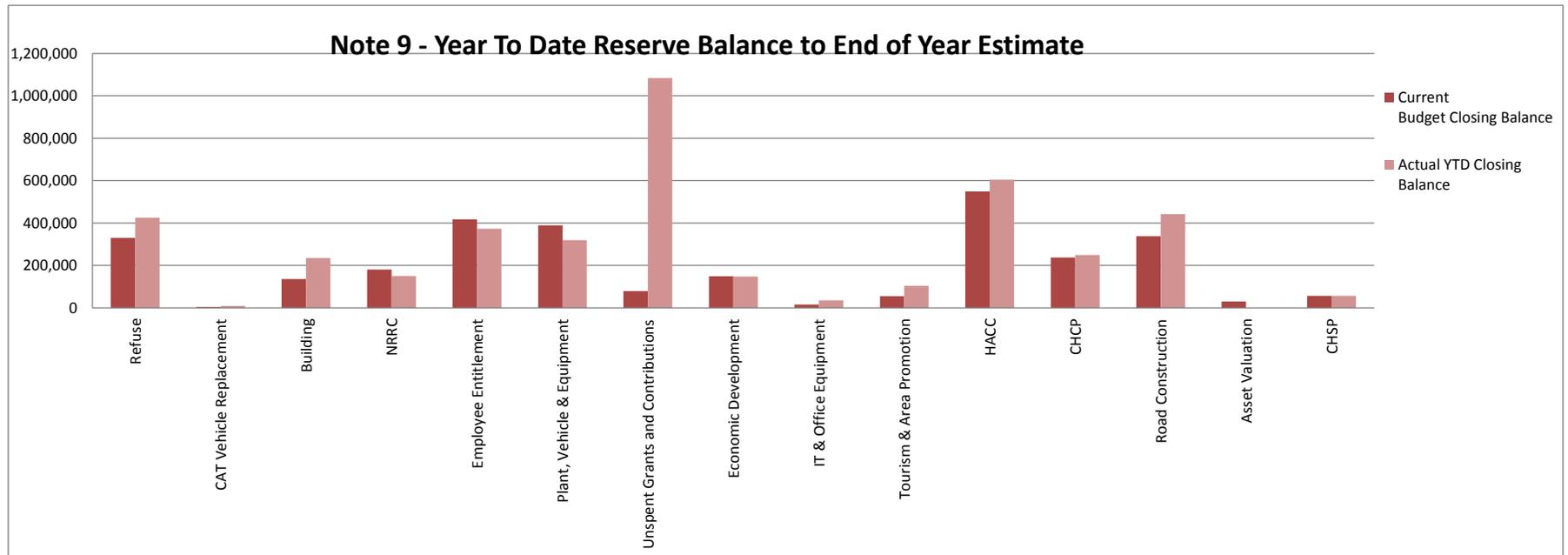
Comments - Grants and Contributions

The above table of grants and contributions is not exhaustive but does contain that activity deemed important enough for inclusion in this table.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 10: Cash Backed Reserve

Name	Old ToN Opening Balance	Old SoN 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	\$ 338,389	\$ 81,938	\$ 7,336	\$ 4,477	\$ 0	\$ 0	\$ 98,000	\$ 0		\$ 329,664	\$ 424,805
CAT Vehicle Replacement	9,001	0	157	102	0	0	5,500	0		3,658	9,103
Building	224,265	7,590	4,047	3,208	50,000	0	150,000	0		135,902	235,063
NRRC	112,267	35,623	2,581	1,563	30,000	0	0	0		180,472	149,454
Employee Entitlement	334,685	34,305	6,440	3,962	40,737	0	0	0		416,167	372,951
Plant, Vehicle & Equipment	103,984	208,895	5,461	5,891	70,000	0	0	0		388,340	318,770
Unspent Grants and Contributions	1,075,830	0	18,777	8,104	0	0	1,016,155	0		78,452	1,083,934
Economic Development	146,190	0	2,551	1,584	0	0	0	0		148,741	147,774
IT & Office Equipment	20,550	14,521	612	368	0	0	20,000	0		15,683	35,439
Tourism & Area Promotion	102,638	0	1,791	1,116	0	0	50,000	0		54,429	103,754
HACC	597,360	0	11,314	6,615	0	0	60,000	0		548,674	603,975
CHCP	246,487	0	4,690	2,924	0	0	14,000	0		237,177	249,411
Road Construction	0	437,336	7,633	4,311	0	0	107,743	0		337,226	441,647
Asset Valuation	0	0	0	0	30,000	0	0	0		30,000	0
CHSP	55,198	0	1,610	709	0	0	0	0		56,808	55,907
	3,366,844	820,208	75,000	44,934	220,737	0	1,521,398	0		2,961,392	4,231,987



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 11: CAPITAL ACQUISITIONS

Summary Acquisitions	Current Budget					
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
	\$	\$	\$	\$	\$	
Property, Plant & Equipment						
Land and Buildings	1,940,939	1,940,939	612,603	633,925	21,322	▲
Plant & Equipment	487,000	547,000	477,000	379,197	(97,803)	▼
Furniture & Equipment	74,000	69,000	58,585	52,346	(6,239)	▼
Tools	0	0	0	0	0	↑↑↑
Infrastructure						
Roads	2,637,621	2,314,392	1,661,313	1,448,239	(213,074)	▼
Footpaths	50,000	50,000	50,000	48,272	(1,728)	▼
Road Drainage	65,000	65,000	0	0	0	↑↑↑
Parks & Ovals	20,000	20,000	14,006	14,028	22	▲
Townscape	0	0	0	0	0	↑↑↑
Other Infrastructure	955,735	955,735	581,426	590,752	9,326	▲
Totals	6,230,295	5,962,066	3,454,933	3,166,759	(288,173)	

Land & Buildings	Current Budget					
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
	\$	\$	\$	\$	\$	
OTHGOV - Capital Administration Building						
Administration Building (Capital)	311,000	311,000	311,000	332,322	21,322	▲
Building Renovation Administration	405,500	405,500	252,343	252,343	0	↑↑↑
ANIMAL - Building (Capital)						
Animal Pound Building (Capital)	15,000	15,000	5,283	5,283	0	↑↑↑
WELFARE - Building (Capital)						
Disability Toilet - Changing Places	96,000	96,000	0	0	0	↑↑↑
STF HOUSE - Building (Capital)						
Staff Housing Building (Capital)	20,000	20,000	0	0	0	↑↑↑
HALLS - Building (Capital)						
Town Hall (Federal St) Building Capital	72,500	72,500	5,058	5,058	0	↑↑↑
NRRC - Building (Capital)						
NRRC Building (Capital)	50,000	50,000	0	0	0	↑↑↑
LIB - Building (Capital)						
Library Building (Capital)	60,000	60,000	17,130	17,130	0	↑↑↑
HERITAGE - Building (Capital)						
Museum Building (Capital)	20,000	20,000	0	0	0	↑↑↑
TOUR - Building (Capital)						
Caravan Park Campers Kitchen Building Capital	18,000	18,000	0	0	0	↑↑↑
Accommodation Units (NCP)	350,000	350,000	1,790	1,790	0	↑↑↑
Caravan Park Renovations	92,939	92,939	20,000	20,000	0	↑↑↑
ECONOM - Building (Capital)						
Purchase of Land	350,000	350,000	0	0	0	↑↑↑
ADMIN - Building (Capital)						
Old Shire Office Building Capital	80,000	80,000	0	0	0	↑↑↑
Totals	1,940,939	1,940,939	612,603	633,925	21,322	

Plant & Equipment	Current Budget					Variance (Under)Over	
	This Year						
	Original Budget	Revised Budget	YTD Budget	Actual			
OTHGOV - Capital Plant & Equipment	\$	\$	\$	\$	\$		
1NGN CEO Vehicle	50,000	50,000	50,000	53,054	3,054	▲	
ONGN DCCS Vehicle	38,000	38,000	38,000	33,927	(4,073)	▼	
HACC - Plant & Equipment (Capital)							
NGN839 CHCP Vehicle	24,000	24,000	24,000	0	(24,000)	▼	
NGN11555 Volkswagen Caddy Trendline 2016	0	60,000	60,000	52,001	(7,999)	▼	
AGEDOTHER - Plant & Equipment (Capital)							
NGN219 CATS Vehicle	24,000	24,000	24,000	21,818	(2,182)	▼	
PLAN - Plant & Equipment							
NGN00 EMDRS Vehicle 2016	38,000	38,000	38,000	36,527	(1,473)	▼	
NRRC - Plant & Equipment (Capital)							
NRRC Airconditioner	70,000	70,000	0	0	0	↑↑↑	
ROADC - Plant & Equipment (Capital)							
Depot Security Upgrade	15,000	15,000	15,000	13,838	(1,162)	▼	
PLANT - Plant & Equipment (Capital)							
Bobcat Stump Grinder	13,000	13,000	13,000	11,300	(1,700)	▼	
MAZDA BT50 UTE 2017 (WORKS) (P62)	45,000	45,000	45,000	34,000	(11,000)	▼	
ON0 EMTRS Vehicle 2016	38,000	38,000	38,000	33,927	(4,073)	▼	
NO01 MO Vehicle 2016	52,000	52,000	52,000	52,195	195	▲	
Tipper Truck 3 Tonne	0	0	0	0	0	↑↑↑	
BUILD - Plant & Equipment							
Utility Building Surveyor 2016	30,000	30,000	30,000	18,918	(11,082)	▼	
ADMIN - Plant and Equipment (Capital)							
002 NGN MF Vehicle 2016	25,000	25,000	25,000	17,691	(7,309)	▼	
COMMUNITY - Plant & Equipment (Capital)							
NGN 0 MLC Vehicle 2016	25,000	25,000	25,000	0	(25,000)	▼	
Totals	487,000	547,000	477,000	379,197	(97,803)		

Furniture & Equipment	Current Budget					Variance (Under)Over	
	This Year						
	Original Budget	Revised Budget	YTD Budget	Actual			
OTHGOV - Capital Furniture & Equipment	\$	\$	\$	\$	\$		
Corporate Software Upgrade & Server	50,000	45,000	34,585	34,585	0	↑↑↑	
CHCP - Furniture & Equipment (Capital)							
Mobile Works Solution (HACC)	10,000	10,000	10,000	3,828	(6,172)	▼	
LIB - Furniture & Equipment (Capital)							
Library Front Counter	8,000	8,000	8,000	7,650	(350)	▼	
TOUR - Furniture & Equipment (Capital)							
Clothes Drier (NCP)	6,000	6,000	6,000	6,284	284	▲	
Totals	74,000	69,000	58,585	52,346	(6,239)		

Roads	Current Budget					
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
	\$	\$	\$	\$	\$	
ROADC - Roads (Capital) - Council Funded						
Furnival Street - Upgrade (Local)	87,356	65,652	44,910	52,832	7,922	▲
Fox Street - Upgrade (Local)	25,745	17,189	12,888	10,660	(2,228)	▼
Havelock Street - Renewal (Local)	39,576	37,102	27,828	19,130	(8,698)	▼
Hansard Street - Upgrade (Local)	31,764	29,183	21,888	17,346	(4,542)	▼
Lock Street - Upgrade (Local)	29,444	21,578	16,182	18,773	2,591	▲
May Street - Upgrade (Rural)	12,133	8,159	6,120	8,617	2,497	▲
Butler Street - Upgrade (Local)	14,675	9,845	7,380	16,495	9,115	▲
Eston Street - Upgrade (Local)	9,345	6,309	4,734	2,767	(1,967)	▼
Narrakine Road - Upgrade (Rural)	25,227	25,227	18,927	22,808	3,881	▲
Whimbin Rock Road - Renewal (Rural)	0	38,514	28,890	27,775	(1,115)	▼
Rushy Pool Road - Upgrade (Rural)	64,526	64,526	48,402	0	(48,402)	▼
Birdwhistle Road - Renewal (Rural)	32,263	32,263	24,201	11,636	(12,565)	▼
Chomley Road - Renewal (Rural)	73,127	73,127	54,846	12,727	(42,119)	▼
Highbury East Road - Renewal (Rural)	105,950	105,950	79,470	709	(78,761)	▼
Highbury West Road - Renewal (Rural)	112,552	112,552	84,411	87,554	3,143	▲
Borgas Road - Renewal (Rural)	13,695	13,695	10,278	5,520	(4,758)	▼
Wanerie Road - Upgrade (Rural)	0	0	0	7,292	7,292	▲
Wangeling Gully Road - Renewal (Rural)	35,768	35,768	0	500	500	▲
Graham Road - Renewal (Local)	45,405	45,405	0	0	0	↑↑↑
McDougall Road - Renewal (Local)	51,042	51,042	38,286	7,636	(30,650)	▼
Quarry Road - Renewal (Rural)	40,420	40,420	30,312	8,727	(21,585)	▼
Cannell Road - Renewal (Rural)	18,255	18,255	13,689	3,273	(10,416)	▼
	0	0	0	0	0	↑↑↑
ROADC - Roads (Capital) - Roads to Recovery						
Fairway Street - Renewal (Local) (R2R)	74,349	68,829	51,633	47,514	(4,119)	▼
Clayton Road - Renewal (Local) (R2R)	72,483	72,483	54,369	63,077	8,708	▲
Wagin-Wickepin Road - Renewal (Rural) (R2R)	0	26,587	26,587	25,981	(606)	▼
Dongolocking Road - Renewal (Rural) (R2R)	156,009	144,417	108,315	93,923	(14,392)	▼
Narrogin Valley Road - Renewal (Rural) (R2R)	190,529	151,556	113,670	179,540	65,870	▲
Highbury West Road - Renewal (Rural) (R2R)	0	(1,584)	(1,584)	1,068	2,652	▲
Narrakine Road South - Renewal (Rural) (R2R)	133,990	131,569	98,676	51,940	(46,736)	▼
	0	0	0	0	0	↑↑↑
ROADC - Roads (Capital) - Regional Road Group						
Forrest Street - Renewal (Local) (RRG)	0	0	0	500	500	▲
Federal Street - Renewal (Local) (RRG)	210,885	210,885	210,885	201,994	(8,891)	▼
Tarwonga Road - Renewal (Rural) (RRG)	178,950	227,868	170,901	226,878	55,977	▲
Narrogin-Harrismith Road - Renewal (Local) (RRG)	79,740	58,140	43,614	45,101	1,487	▲
Wandering-Narrogin Road - Upgrade (Local) (RRG)	241,446	214,138	160,605	94,944	(65,661)	▼
ROADC - Roads (Capital) - Flood Damage						
Roads (Capital) - Flood Damage (SPARE)	0	50,000	50,000	600	(49,400)	▼
Chomley Road - Flood Damage	32,585	8,146	0	5,553	5,553	▲
Highbury West Road - Flood Damage	44,233	11,058	0	5,818	5,818	▲
Narrakine Road South - Flood Damage	95,741	23,935	0	9,091	9,091	▲
Warren Road - Flood Damage	50,322	12,581	0	7,039	7,039	▲
Manning Road - Flood Damage	40,753	10,188	0	5,455	5,455	▲
Hyde Road - Flood Damage	11,162	2,791	0	909	909	▲
Groves Road - Flood Damage	26,093	6,523	0	3,636	3,636	▲
Graham Road - Flood Damage	96,510	24,128	0	7,699	7,699	▲
Jones Road - Flood Damage	33,573	8,393	0	27,204	27,204	▲
ROADC - Roads (Capital) - Flood Damage						
	0	0	0	0	0	↑↑↑
Totals	2,637,621	2,314,392	1,661,313	1,448,239	(213,074)	

Footpaths	Current Budget					
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
ROADC - Footpaths (Capital)	\$	\$	\$	\$	\$	
Mokine St - Footpath Construction	10,000	10,000	10,000	8,272	(1,728)	▼
Footpaths (Capital) - (SPARE)	40,000	40,000	40,000	40,000	0	↑↑↑
Totals	50,000	50,000	50,000	48,272	(1,728)	

Road Drainage	Current Budget					
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
ROADC - Drainage (Capital)	\$	\$	\$	\$	\$	
Drainage Works	50,000	50,000	0	0	0	↑↑↑
Drainage - Federal Street	15,000	15,000	0	0	0	↑↑↑
Totals	65,000	65,000	0	0	0	

Parks & Ovals	Current Budget					
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
REC - Infrastructure Parks & Gardens (Capital)	\$	\$	\$	\$	\$	
Cricket Practice Nets (Clayton Road Oval)	10,000	10,000	4,006	4,006	0	↑↑↑
Clayton Road Oval - Replace Fencing	10,000	10,000	10,000	10,022	22	▲
Totals	20,000	20,000	14,006	14,028	22	

Other Infrastructure	Current Budget				
	This Year				
	Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
	\$	\$	\$	\$	\$
ANIMAL - Infrastructure Other (Capital)					
Animal Pound Exercise Area	5,000	5,000	0	0	0 †††
AGEDOTHER - Infrastructure Other (Capital)					
Aged Disability Access Upgrade	0	0	0	0	0 †††
SAN - Infrastructure Other (Capital)					
Refuse Site Transfer Station	148,000	148,000	0	0	0 †††
SEW - Infrastructure Other (Capital)					
Waste Water Treatment Facility	50,000	0	0	0	0 †††
COM AMEN - Infrastructure Other (Capital) - Other Community Amenities					
Cemetery Upgrade	110,000	110,000	23,228	23,228	0 †††
NRRC - Infrastructure Other (Capital)					
NRRC Infrastructure Other (Capital)	28,000	28,000	0	0	0 †††
REC - Infrastructure Other (Capital)					
Sydney Hall Way - Playground Equipment	15,000	15,000	15,000	18,498	3,498 ▲
Jersey Park - Playground Equipment	45,000	45,000	45,000	45,000	0 †††
Yale Park - Playground Equipment	15,000	15,000	15,000	18,498	3,498 ▲
Town Clock	10,000	10,000	0	0	0 †††
Railway Dam	10,000	10,000	3,804	3,804	0 †††
Skate Park Design and Plan	5,125	5,125	5,125	7,438	2,313 ▲
Skate Park Construction	408,460	458,460	417,223	417,223	0 †††
Drainage - Highbury Tennis Courts	10,000	10,000	6,553	6,553	0 †††
ROADC - Infrastructure Other (Capital)					
Street Furniture	12,000	12,000	0	18	18 ▲
TOUR - Infrastructure Other (Capital)					
NCP Infrastructure Upgrade	24,000	24,000	19,330	19,330	0 †††
Banner Poles	60,150	60,150	31,162	31,162	0 ▲
Totals	955,735	955,735	581,426	590,752	9,326

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 12: CAPITAL DISPOSALS

Actual				Disposals	Current Budget					
Cost	Accum Depr	Proceeds	Profit (Loss)		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
				OTHGOV - Proceeds on Disposal of Assets						
42,000	1,059	39,091	(1,850)	Proceeds on Disposal - CEO Vehicle	38,000	38,000	38,000	39,090.91	1,091	▲
31,000	781	21,995	(8,224)	Proceeds on Disposal - DCCS Vehicle	27,500	27,500	27,500	21,994.75	(5,505)	▼
				FIRE - Proceeds on Disposal of Assets						
7,000	657	5,000	(1,343)	Proceeds on Disposal - NO0 1984 Isuzu JCS Water Cart	0	0	0	5,000.00	5,000	▲
				HACC - Proceeds on Disposal of Assets						
10,000	0	8,000	(2,000)	Proceeds on Disposal - Renault Kangoo X76 MY07	0	10,000	10,000	8,000.00	(2,000)	▼
				CHCP - Proceeds on Disposal of Assets						
0	0	0	0	Proceeds on Disposal - Toyota Altise 839	10,000	10,000	10,000	0.00	(10,000)	▼
				AGEDOTHER - Proceeds on Disposal of Assets						
21,632	1,465	13,636	(6,530)	Proceeds on Disposal - NGN219 CATS Vehicle	14,000	14,000	0	13,636.36	13,636	▲
				NRRC - Proceeds on Disposal of Assets						
5,000	419	0	(4,581)	Proceeds on Disposal - Asset written off	0	0	0	0.00	0	↑↑↑
				PLAN - Proceeds on Disposal of Assets						
28,000	706	20,909	(6,385)	Proceeds on Disposal - EMDRS Vehicle	25,000	25,000	0	20,909.09	20,909	▲
				PLANT - Proceeds on Disposal of Assets						
45,922	2,084	43,636	(201)	Proceeds on Disposal - ON0 EMTRS Vehicle	43,600	43,600	43,600	43,636.36	36	▲
38,200	1,901	34,545	(1,754)	Proceeds on Disposal - NO01 MO Vehicle	34,545	34,545	34,545	34,545.45	0	▲
0	0	0	0	Proceeds on Disposal - Tipper Ute NGN97	10,000	10,000	10,000	0.00	(10,000)	▼
86,716	838	0	(85,878)	Proceeds on Disposal - P & E Under Capitalisation Threshold	0	0	0	0.00	0	↑↑↑
				BUILD - Proceeds on Disposal of Assets						
15,000	315	5,627	(9,058)	Proceeds on Disposal - Library Vehicle	15,000	15,000	0	5,626.73	5,627	▲

400,000	0	348,606	(51,394)	ECONOM - Proceeds on Disposal of Assets	350,000	350,000	0	348,605.51	348,606	▲
25,000	2,344	0	(22,656)	ECONOM - Proceeds on Disposal	0	0	0	0.00	0	↑↑↑
10,000	938	0	(9,062)		0	0	0	0.00	0	↑↑↑
1,500	141	0	(1,360)		0	0	0	0.00	0	↑↑↑
180,000	9,933	0	(170,067)		0	0	0	0.00	0	↑↑↑
				ADMIN - Proceeds on Disposal of Assets						
16,200	408	12,128	(3,664)	Proceeds of Disposal - 002 NGN MF Vehicle	16,500	16,500	16,500	12,127.82	(4,372)	▼
0		0	0	Proceeds on Disposal - NGN0 MLC Vehicle	14,000	14,000	14,000	0.00	(14,000)	▼
7,760	0	0	(7,760)	Proceeds on Disposal - F & E Under Capitalisation Threshold	0	0	0	0.00	0	↑↑↑
				COMMUNITY - Proceeds on Disposal of Assets						
0	0	0	0		0	0	0	0.00	0	↑↑↑
970,930	23,988	553,173	(393,769)	Totals	598,145	608,145	204,145	553,172.98	349,028	

Comments - Capital Disposal

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 13: TRUST FUND

Not included in this statement are as follows:

Trust Items	Opening Balance 1-Jul-16	Amount Received	Amount Paid	Closing Balance 31-Mar-17
	\$	\$	\$	\$
DoT Licensing	0	0	0	0
TransWA	0	0	0	0
Councillor Nomination Fees	0	1,120	(1,120)	0
Cultural Development	0	0	0	0
Public Open Space Bonds	72,599	0	0	72,599
Trust Other	500	2,090	(2,090)	500
BSL Levy	0	12,966	(11,357)	1,609
BCITF Levy	0	15,382	(14,556)	826
Crossover/Footpath	15,250	7,100	(6,050)	16,300
Town Hall Facility Bonds	3,450	4,855	(3,525)	4,780
Musical Society	0	0	0	0
Narrogin Abbatoir Committee	0	0	0	0
Meat Inspection	0	0	0	0
	91,799	43,513	(38,698)	96,614

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2017

Note 14: INFORMATION ON BORROWINGS

Debtenture Repayments	Principal 1-Jul-16	New		Principal		Principal		Interest	
		Loans		Repayments		Outstanding		Repayments	
		2016-17 Budget \$	2016-17 Actual \$	2016-17 Budget \$	2016-17 Actual \$	2016-17 Budget \$	2016-17 Actual \$	2016-17 Budget \$	2016-17 Actual \$
Governance									
Loan 125 - Corporate Software & Server Upgrade	92,381	0	0	45,428	22,526	46,953	69,855	3,289	2,001
Loan 128 - Administration Building Upgrade	450,000	0	0	39,784	19,759	410,216	430,241	14,896	6,871
Recreation & Culture									
Loan 49 - Narrogin Regional Leisure Centre (*)	9,972	0	0	9,972	9,972	0	0	322	322
Loan 121B - Narrogin Regional Leisure Centre	357,441	0	0	43,526	32,415	313,915	325,026	20,961	15,979
Loan 126 - Town Hall Renovations	207,950	0	0	26,411	13,079	181,539	194,871	9,126	4,767
Transport									
Loan 51 - Shire Depot (*)	67,621	0	0	32,617	16,021	35,004	51,600	4,767	2,697
Economic Services									
Loan 124 - Commercial Property	40,341	0	0	13,854	13,054	26,487	27,287	14,863	1,504
Loan 127 - Industrial Land Purchase	150,543	0	0	9,718	4,805	140,825	145,738	7,627	4,301
Loan 129 - Accommodation Units	0	350,000	0	0	0	350,000	0	0	0
	1,376,249	350,000	0	221,310	131,631	1,504,939	1,244,618	75,851	38,441

(*) Loan was transferred to the Shire on 1 July 2016 as a result of the merger.

(SS) Self supporting loan financed by payments from third parties.

(SAR) Self Supporting Loan where financed by combination of Specified Area Rate and payment from third parties.

All other loan repayments are to be financed by general purpose revenue.

10.2.042 LIST OF ACCOUNTS FOR ENDORSEMENT – MARCH 2017

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 31 March 2017
Author: Brooke Conway – Finance Officer Accounts
Authorising Officer: Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

- List of Accounts for Endorsement – March 2017

Summary

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

Total Creditor Payments March 2017	\$1,493,297.98
Total Payroll Payments March 2017	\$382,257.43
Total Payments March 2017	\$1,875,555.41

Percentage paid by Cheque March 2017	0.04%
Percentage paid by EFT March 2017	73.72%
Percentage paid by Direct Debit March 2017	5.64%
Percentage paid by Credit Card March 2017	0.22%
Percentage paid by Payroll March 2017	20.38%

Percentage of Local Suppliers & Wages paid March 2017	35.89%
Dollar Value spent with Local Suppliers March 2017	\$673,197.27

Percentage of Non-Local Suppliers March 2017	64.11%
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Please note ‘F’ is fully funded, ‘PF’ is partially funded, ‘R’ is reimbursements and ‘I’ is insurance claims

Due to recent frauds, 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 (Acting)

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 2016/2017 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0417.050 AND OFFICER'S RECOMMENDATION

Moved: Cr Weise

Seconded: Cr Fisher

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement for the month of March 2017 for the Municipal Fund totalling \$1,875,555.41

CARRIED 7/0

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

12.1.042 REALLOCATION OF SURPLUS ROADS TO RECOVERY 2016/ 2017 FUNDS

Summary: Council is requested to consider allocating surplus funds from the Shire's Roads to Recovery grant funding program, to an additional road for the 2016/17 works schedule being the junction of Sale and Federal Streets, Narrogin.

Background: All budgeted Roads to Recovery road works for the 2016/17 budget are complete. These works were completed under budget leaving an estimated surplus of \$88,000. The Manager of Operations has suggested the removal of 50mm of defective road surface and replacing it with asphalt at the junction of Sale and Federal Streets, Narrogin (adjoining fuel depot) as a priority project within this financial limit.

Comment: This urgent request is made, to determine a project so the surplus funds can be utilised before 30 June 2017.

COUNCIL RESOLUTION 0417.051

Moved: Cr Seale

Seconded: Cr Fisher

That Council:

Approve the redirection of up to \$88,000, surplus Roads to Recovery funds within the 2016/17 budget, to the profiling and asphaltting of the junction of Sale and Federal Streets, Narrogin.

CARRIED 7/0

13. CLOSURE OF MEETING

9:35 pm – President Ballard declared the meeting closed.