




**MINUTES  
ORDINARY COUNCIL MEETING**

**27 SEPTEMBER 2017**

**7:00 PM**

These minutes were confirmed at the Ordinary Council Meeting held on 25 October 2017

Signed: .....  ..... Date 25/10/17 .....  
(Chair person at the meeting at which minutes were confirmed)

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

## **DISCLAIMER**

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

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

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

Please note that meetings are recorded for minute taking purposes.

# ORDINARY COUNCIL MEETING MINUTES

## 27 SEPTEMBER 2017

### 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7.07 pm – Deputy Shire President T Wiese opened the meeting.

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

#### **Elected Members**

Cr T Wiese – Deputy Shire President

Cr C Ward

Cr N Walker

Cr C Bartron

Cr B Seale

Cr G Ballard

#### **Staff**

Mr A Cook – Chief Executive Officer

Mr A Awang – Executive Manager Development & Regulatory Services

Mr T Evans – Executive Manager Technical & Rural Services

Mr F Ludovico – Executive Manager Corporate & Community Services

Ms W Russell – Executive Assistant (Acting)

#### **Apologies**

Cr P Schutz

Cr M Fisher

#### **On Leave of Absence**

Mr L Ballard – Shire President

#### **Visitors**

Mr R House – Narrogin

Mr S Brindley – Narrogin

Mrs S Brindley - Narrogin

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

#### **3.1 Financial**

Cr Seale declared an interest in item 10.1.088. The nature of his interest was financial.

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

Nil

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

<b>COUNCIL RESOLUTION 0917.102 AND OFFICER'S RECOMMENDATION</b>
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**Moved: Cr Seale**

**Seconded: Cr Bartron**

That Council:

Accept the minutes of the Ordinary Council Meeting held 23 August 2017 and they be confirmed as an accurate record of proceedings.

**CARRIED 6/0**

**8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

The Deputy Shire President noted the passing of Mr Darryl Wiese who served the Shire as a Councillor for 26 years, 3 years as Deputy President and 11 years as President. He was made an Honorary Freeman of the Municipality of the Shire of Narrogin and was a highly regarded and committed member of the Narrogin community.

Two late items have been presented for consideration.

**9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

The Deputy Shire President allowed for Mr Stuart Brindley to raise an administrative issue about a complaint he received. After hearing from Mr Brindley the presiding person advised him the monthly Council meeting is not a forum for this discussion and the administration will contact Mr Brindley the following day.



## 10. MATTERS WHICH REQUIRE DECISIONS

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## 10.1 DEVELOPMENT AND TECHNICAL SERVICES

### 10.1.087 SCHEME AMENDMENT NO. 35 TO FORMER TOWN OF NARROGIN TOWN PLANNING SCHEME NO. 2 – LOT 61 (NO. 113) FEDERAL STREET, NARROGIN

<b>File Reference:</b>	A315400
<b>Disclosure of Interest:</b>	Nil.
<b>Applicant:</b>	Edge Planning and Property
<b>Previous Item Nos:</b>	10.1.044 – 24 May 2017
<b>Date:</b>	7 September 2017
<b>Author:</b>	Leigh Medlen – Planning Assistant
<b>Authorising Officer:</b>	Azhar Awang – Executive Manager, Development & Regulatory Services

#### Attachments

- Attachment 1 – Minutes from Ordinary Council Meeting held 24 May 2017
- Attachment 2 – Schedule of Submission
- Attachment 3 – Public Submission (provided under a separate cover)
- Attachment 4 – Environmental Protection Authority (EPA) Decision under the *Environmental Protection Act 1986 section 48A(1)(a)*

#### Summary

Council is requested to consider the final adoption and endorsement of the Standard Scheme Amendment No. 35 to the former Town of Narrogin Town Planning Scheme No. 2 at Lot 61 (No. 113) Federal Street, Narrogin.

#### Background

The matter was previously considered by Council at its meeting held on 24 May 2017. Council at that meeting resolved as follows:

*Resolution 0517.053*

*“That Council:*

- 1. Pursuant to Section 75 of the Planning and Development Act, 2005, adopt the Standard Scheme Amendment to the Town of Narrogin’s Town Planning Scheme No. 2 by:*
  - a) Re-zoning Lot 61 of Deposited Plan P222890 Federal Street, Narrogin from ‘Community’ zone to ‘Shops and Offices’ zone; and*
  - b) Amend the Scheme Maps Accordingly.*
- 2. Prepare a notice to the Western Australian Planning Commission of the proposed Standard Scheme Amendment No. 35 to the Town of Narrogin Town Planning Scheme No. 2.*

3. Pursuant to Section 81 of the Planning and Development Act 2005, give written notice to the Environmental Protection Authority for the determination of their assessment.
4. Adopt the proposed scheme amendment for the purpose of advertising in accordance to the Planning and Development (Local Planning Schemes) Regulations 2015, Section 47 (2) for a period of 42 days, subject to the determination of the Environmental Protection Authorities assessment outcome.”

In response to point 2 of the above resolution, a notice was prepared for the Western Australian Planning Commission on 29 May 2017.

In response to point 3 of the above resolution, the Environmental Protection Authority were forwarded the documentation for assessment of the potential environmental impact in accordance with Section 81 of the Planning and Development Act 2005. On 19 June 2017 Shire of Narrogin officers received response from the Environmental Protection Authority that no formal assessment of the scheme amendment was required under Part IV Division 3 of the Environmental Protection Act 1986, this advice is provided in Attachment 4.

In response to point 4 of the above resolution, the proposed scheme amendment was advertised in the Narrogin Observer, a notice sent to each public authority, a notice placed on the website, a notice sent to adjoining landowners and a notice placed on site from 13 July 2017 to 28 August 2017.

The Shire of Narrogin received written responses from Department of Mines, Industry Regulation and Safety, Western Power, Department of Fire and Emergency Services, Department of Water, Department of Aboriginal Affairs, Heritage Council of Western Australia, Main Roads, and Department of Health which are provided in Attachment 2 and tabled below. One public submission was received supporting the proposal. No issues or objections were raised within the submissions received.

The scheme amendment is therefore presented for Council’s final consideration and endorsement.

### Comment

It should be noted that the referrals to government agencies were undertaken prior to the restructuring of the State Government bodies.

Responsible Agency	Comment/Advice	Officers Comments
Department of Mines, Industry Regulation and Safety	No Objection.	Noted No Objections.
Western Power	Still undergoing review. Not an approval or non-objection to the proposal.	Noted.

Responsible Agency	Comment/Advice	Officers Comments
<b>Department of Fire &amp; Emergency Services</b>	<p>No Objections</p> <p>Department of Fire and Emergency Services (DFES) offered the following comments:</p> <ul style="list-style-type: none"> <li>- The proposed scheme amendment does not fall into an area designated as bushfire prone pursuant to the <i>Fire and Emergency Services Act 1998 (as amended)</i> as identified on the Map of Bush Fire Prone Areas.</li> <li>- Should you require a formal, technical fire-related advice from DFES in relation to this proposal then please request this.</li> </ul>	<p>Noted no objections.</p>
<b>Department of Water and Environmental Regulation</b>	<p><b>No Objection</b></p> <p>The Department of Water offer the following comments:</p> <ul style="list-style-type: none"> <li>- It is noted that the Scheme Amendment will expand the permissible uses of the existing building to offices, professional offices and consulting rooms; that are currently not permitted uses.</li> <li>- Due to the absence of waterways on the property, no or little change to impervious surfaces, connection to reticulated sewerage and the stormwater drainage system; the Department deems this Scheme Amendment to pose a negligible risk to water resources and consequently has no comments to offer.</li> </ul>	<p>Noted no objections.</p>
<b>Department of Aboriginal Affairs</b>	<p><b>No Objection</b></p> <p>The Department of Aboriginal Affairs offer the following comments:</p> <ul style="list-style-type: none"> <li>- A review of the Register of Places and Objects as well as the Aboriginal Heritage Database (AHD) concludes that there are no Aboriginal sites or heritage places within the proposed Amendment area. Therefore based on the information held by AHD no approvals under the Aboriginal Heritage Act 1972 are required.</li> </ul>	<p>Noted no objections.</p>

Responsible Agency	Comment/Advice	Officers Comments
Heritage Council of Western Australia	<p><b>No Objection</b></p> <p>The Heritage Council offer the following comments:</p> <ul style="list-style-type: none"> <li>- The proposed scheme amendment has been considered for its potential impact on heritage places within the Scheme Area. There is no objection to the proposal.</li> </ul>	<p>Noted no Objection.</p> <p>The subject property is enlisted on the former Town of Narrogin's municipal Heritage Inventory. It is unlikely the scheme amendment will have adverse impact to the property and having the building occupied may help in preserving the building structure and cultural heritage significance.</p>
Mains Road of Western Australia	<p><b>No Objection</b></p> <p>Main Roads WA offer the following comments:</p> <ul style="list-style-type: none"> <li>- Main Roads have determined from the information provided that the proposed scheme amendment will not have an adverse impact on the MRWA network and therefore advises no objection to the plan.</li> </ul>	<p>Noted no objections.</p>
Department of Health	<p><b>No Objection</b></p> <p>The Department of Health offer the following comments:</p> <ul style="list-style-type: none"> <li>- The Department of Health offer no objection to the proposed amendment providing any future development is required to connect to scheme water, reticulated sewerage and be in accordance with the draft Country Sewerage Policy.</li> </ul>	<p>Noted no objections.</p>
<b>Public Submissions</b>		
<b>Public Submission One:</b>	<p>Public Submission One offer the following comments:</p> <ul style="list-style-type: none"> <li>- The child care centre service ceased operating from the site a number of years ago. The current 'community' zoning is now an anomaly for this property.</li> <li>- The property is suitable for commercial use given it forms part of the Narrogin town centre, it is adjacent to commercial development and has generous parking.</li> <li>- It is suggested that the rezoning will complement and not conflict with nearby land uses. Amending the site's zoning will ensure there is a consistent approach to the zoning of the area.</li> </ul>	<p>Noted Support of the proposal.</p> <p>The comment raised is a valid planning consideration. The property is within the town centre area and the child health service has since relocated.</p> <p>The comment raised is a valid planning consideration. Parking requirements can be assessed on receipt of an application for planning consent. The property is surrounded by commercially zoned land and does form part of the town site area which would be suitable for a commercial land use.</p> <p>The comment raised is a valid planning consideration. Consistent land use zoning throughout the area could be accomplished through the scheme amendment. It would increase the permissible uses for the subject property in line with the surrounding properties and form part of the town centre.</p>

Responsible Agency	Comment/Advice	Officers Comments
	<ul style="list-style-type: none"> <li>- Importantly, the re zoning will support local employment in an appropriate location.</li> </ul>	

The proposed scheme amendment therefore did not raise any objections or comments to modify the proposed amendment. It is therefore recommended that Council adopt the scheme amendment for its final endorsement without modifications.

### Consultation

- Azhar Awang – Executive Manager, Development and Regulatory Services
- Environmental Protection Authority
- Western Australian Planning Commission
- The proposed scheme amendment was advertised for public submission in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015, Section 47 (2)*

### Statutory Environment

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- Former Town of Narrogin Town Planning Scheme No. 2

### Policy Implications

Nil.

### Financial Implications

Advice was given to the applicant in April 2017 prior to the adoption of the 2017/2018 fees and charges that the amendment would be invoiced by the number of hours required to assess and process the application at an hourly rate of \$88.00 plus the costs associated with advertising and endorsing the proposed amendment. Since this advice, the adopted fees and charges for 2017/2018 budget allow for a standard scheme amendment application fee of \$4,200.00 to be borne by the applicant. It is recommended that the applicant is invoiced at an hourly rate of \$88.00 plus the costs of the incidentals required to process the scheme amendment which will be lower than the application fee in the 2017/2018 adopted fees and charges.

It is estimated that the total cost for the Scheme amendment including advertising is approximately \$2,500.

## Strategic Implications

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

## Voting Requirements

Absolute Majority.

## COUNCIL RESOLUTION 0917.103 AND OFFICER'S RECOMMENDATION

**Moved: Cr Seale**

**Seconded: Cr Ward**

That Council:

1. Pursuant to *Section 50(3)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015* adopt Amendment No.35 without modifications to the former Town of Narrogin Town Planning Scheme No 2 for final approval by:
  - a) Rezoning Lot 61 on Deposited Plan P222890 Federal Street, Narrogin from 'Community' zone to 'Shops and Offices' zone.
  - b) Amending the scheme map accordingly.
2. Authorise the Chief Executive Officer and President to endorse the amendment documentation for final approval and affix the Shire of Narrogin common seal.
3. On receipt of the applicant's payment of the relevant fees, forward the amendment to the Western Australian Planning Commission to grant approval to the amendment without modification.
4. Advise those persons who lodged submissions accordingly of the outcome.
5. Acknowledge the use of the 2016/17 Fees and Charges for Scheme Amendment No 35 processing to recognise the application was received in April 2017.

**CARRIED 6/0**

<b>Commonly-used abbreviations:</b>	
FT-TPS	Former Town of Narrogin Town Planning Scheme
DFES	Department of Fire & Emergency Services
AHD	Aboriginal Heritage Database
EPA	Environmental Protection Authority

## 10.1 DEVELOPMENT AND TECHNICAL SERVICES

### 10.1.044 PROPOSED SCHEME AMENDMENT No. 35 TO TOWN OF NARROGIN TOWN PLANNING SCHEME NO. 2 – LOT 61 (NO. 113) FEDERAL STREET, NARROGIN

**File Reference:** A315400  
**Disclosure of Interest:** Nil  
**Applicant:** Edge Planning and Property  
**Previous Item Nos:** Nil  
**Date:** 9 May 2017  
**Author:** Leigh Medlen, Planning Assistant.  
**Authorising Officer:** Azhar Awang, Executive Manager Development & Regulatory Services

#### Attachments

- Attachment 1 – Letter to Council requesting scheme amendment.
- Attachment 2 – Scheme Amendment No. 35.

#### Summary

Council is requested to consider the initiation and adoption of the proposed Standard Scheme Amendment No.35 to the Town of Narrogin's Town Planning Scheme No. 2 at Lot 61 (NO. 113) Federal Street, Narrogin.

#### Background

Council has received a request from Edge Planning and Property on behalf of the landowner of Lot 61 (No. 113) Federal Street, Narrogin to undertake a standard scheme amendment for the purpose of re-zoning the subject property from 'Community' to 'Shops and Offices.'

The purpose of the scheme amendment is to facilitate a greater range of uses permissible to the subject property. The subject property is the former Infant health clinic and was previously used for a child health clinic and accommodation for nurses. Currently, the property is in private ownership. The proposed re-zoning would allow for a greater range of uses suitable to the current tenure.

Currently, the land-use zoning abutting the subject property along the northern boundary is zoned as 'Shops and Offices' which facilitates a Dental Surgery and an Office land use. Adjacent properties to the West similarly, are zoned 'Shops and Offices' facilitating an Accounting practice, an employment corporation and a beauty salon. Adjacent properties to the South of Lot 61 (No. 113) Federal Street, Narrogin are zoned as 'Other Commercial' facilitating land uses such as a funeral parlour and a computer shop.

Lot 61 (No. 113) Federal Street is 1033m<sup>2</sup>, has primary access from Federal Street and has a 20m street frontage. The subject property also has alternative access points from Falcon Street and Fairway Street.



## Comment

### Scheme Amendment Category

Under the *Planning and Development (Local Planning Schemes) Regulations 2015* Council needs to justify the type of amendment being proposed to the Town Planning Scheme. It is therefore recommended Council consider the proposed request for a Scheme Amendment as a 'Standard Amendment' as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015, Section 34*. The proposal is considered as a Standard Amendment in the following respects:

1. The amendment is consistent with the Local Planning Strategy (draft) which allocates the site as 'commercial' and part of the Narrogin town centre.
2. The amendment would have minimal impact on land in the scheme area that is not subject to the amendment.
3. The amendment does not result in any significant environment, social, economic or governance impacts on land in the scheme area.

It is therefore recommended Council consider the proposed scheme amendment procedures as a Standard Amendment in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015, Section 47*.

### Current Zoning

Currently, Lot 61 (No. 113) Federal Street, Narrogin under the Town of Narrogin Town Planning Scheme No.2 is zoned as 'Community.' The policy statement for a 'Community' zoning states: *"The uses in this zone embrace a wide variety of community activities from public facilities such as hospitals to private recreation facilities, squash courts, sporting clubs and the like."* Considering the surrounding land-uses, the context of the site, as well as the expansion and centralisation of services at the Narrogin Hospital, the rezoning of the property would allow for a contemporary land use to the benefit of the property.

### Proposed Re-Zoning

The policy statement for a 'Shops and Offices' zoning under the Town of Narrogin Town Planning Scheme No.2 states: *"Primarily for retail shops and offices. Other compatible uses may be permitted at the discretion of Council."* The proposed re-zoning would create an increased consistency of the zoning within the area. Additionally, the re-zoning would permit a larger range of land-uses that would be permissible within the property arguably, better suited to private ownership. Furthermore, the timeframe for the rezoning is expected to be 6-12 months.

### Different Development Standard between Current and Proposed Zoning

The Town of Narrogin's Town Planning Scheme No.2 has development standards relevant to each allocated zoning within the Town. While it is noted the subject lot is primarily surrounded by 'Shops and Offices' or 'Other Commercial' zoning. There are variances in the development standards between the current and proposed zoning which are tabled below:

Development Standard	Current Zoning: 'Community'	Proposed Zoning: 'Shops and Offices'	Officers Comments
Minimum Lot Area	1000sqm	As determined by Council	Minimum lot areas restricts the ability of properties to become fragmented through subdivision processes. A minimum lot area applies to the current zoning however, would be determined by Council should the proposed amendment be adopted.
Side Setbacks	2m per storey	As determined by Council	The current zoning applies a 2m side setback per storey of development, should the proposed zoning amendment be adopted, the side setbacks of any future development are as determined by Council.
Car-parking	As determined by Council	1 per 40sqm gross floor area	The car-park requirements for the current zoning are as determined by Council, in considering the car-parking requirements, Council would take into account the number of likely cars to congregate on site. The proposed re-zoning would give a minimum of 1 per 40 sqm of gross floor area. The proposed site, does have the ability to contain car parking on site.
Landscaping	25% of site	20% of site	There is a 5 per cent difference between landscaping requirements of the current and proposed zoning. The proposed re-zoning would see a 5% reduction of the minimum requirement of landscaping. Landscaping plays an integral role to the amenity of a streetscape and amenity of the area. The subject property has a large area of open space and the reduction is considered minor and could potentially be addressed through any future development application.

The variances in development standards between the current and proposed re-zoning of the subject property are considered minor and could be addressed through a future development application. The proposed re-zoning would create a more consistent approach to the zoning of the area and is therefore recommended Council support the re-zoning of Lot 61 (No.113) Federal Street, Narrogin.

### Draft Shire of Narrogin Town Planning Scheme No.3

The proposed zoning for the subject property in the combined (Shire and Town) draft Shire of Narrogin Town Planning Scheme No. 3 is proposed to be within the commercially zoned area. Due to the expected length time-frame of when the adoption for the future joint Town Planning Scheme No.3 would occur, it is recommended that Council support Scheme Amendment No. 35 for the purpose of re-zoning Lot 61 (No.113) Federal Street, Narrogin as it meets the objectives, and is consistent with future planning schemes.

### Heritage Considerations

Lot 61(No. 113) Federal Street is listed on the Municipal Inventory of Heritage Places as a Management Category B. Any proposed development must be referred to the Regional Wheatbelt Heritage Advisor for comment. It is therefore recommended Council refer the project to the Heritage Council in due course, to provide their comment.

To the west of Lot 61 (No. 113) Federal Street, Narrogin a commercial use also functions within a building listed on the Municipal Heritage Inventory. While the heritage management category of the adjacent building is a lesser management category (C), it is an example within the immediate region of Lot 61 (No.113) Federal Street of a heritage building facilitating a commercial land use.

The re-zoning of the subject property is consistent with orderly and proper Town Planning within the current and proposed Town of Narrogin Town Planning Scheme. It is therefore recommended that Council support the proposed Standard Scheme Amendment and initiate Amendment No. 35 to the Town of Narrogin Town Planning Scheme No.2.

### **Consultation**

- Azhar Awang – Executive Manager Development & Regulatory Services.
- Pam Baskind – Department of Planning.

### **Statutory Environment**

- *Planning and Development (Local Planning Schemes) Regulations 2015 – Division 3 – Process for standard amendments to local planning scheme.*
- *Planning and Development Act 2005 – Section 75 – Amending Scheme*
- *Planning and Development Act 2005 – Section 81– Proposed scheme or amendment to be referred to EPA*
- Town of Narrogin Town Planning Scheme No.2

### **Policy Implications**

Municipal Inventory of Heritage Places – Place 26 – Infant Health Clinic

### **Financial Implications**

The costs associated with the costs of advertisement and notices are to be borne by the applicant as per the *Planning and Development (Local Planning Schemes) Regulations 2015 – Section 48.*

### **Strategic Implications**

Nil.

### Voting Requirements

Simple Majority.

<b>COUNCIL RESOLUTION 0517.053 AND OFFICER'S RECOMMENDATION</b>
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**Moved: Cr Fisher**

**Seconded: Cr Seale**

That Council:

1. Pursuant to *Section 75 of the Planning and Development Act 2005*, adopt the Standard Scheme Amendment to the Town of Narrogin's Town Planning Scheme No. 2 by:
  - a) Re-zoning Lot 61 of Deposited Plan P222890 Federal Street, Narrogin from 'Community' zone to 'Shops and Offices' zone; and
  - b) Amend the Scheme Maps Accordingly.
2. Prepare a notice to the Western Australian Planning Commission of the proposed Standard Scheme Amendment No. 35 to the Town of Narrogin Town Planning Scheme No.2.
3. Pursuant to *Section 81 of the Planning and Development Act 2005*, give written notice to the Environmental Protection Authority for the determination of their assessment.
4. Adopt the proposed scheme amendment for the purpose of advertising in accordance to the *Planning and Development (Local Planning Schemes) Regulations 2015, Section 47 (2)* for a period of 42 days, subject to the determination of the Environmental Protection Authorities assessment outcome.

**CARRIED 8/0**

## Leigh Medlen

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**From:** Enquiries  
**Sent:** Thursday, 13 July 2017 3:28 PM  
**To:** Azhar Awang; Leigh Medlen  
**Subject:** FW: Proposed Scheme Amendment No 35 to the Town of Narrogin Town Planning Scheme 2  
**Attachments:** R04236025.Records.pdf

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**From:** PEIRIS, Elias [mailto:Elias.PEIRIS@dmirs.wa.gov.au]  
**Sent:** Thursday, 13 July 2017 9:25 AM  
**To:** Enquiries <enquiries@narrogin.wa.gov.au>  
**Subject:** Proposed Scheme Amendment No 35 to the Town of Narrogin Town Planning Scheme 2

Dear Sir/Madam,

Please find the attached letter on the above.

Regards

Elias

Attached Document: Shire of Narrogin - Town Planning Scheme 2 - Amendment 35 - Lot 61 Federal Street Narrogin - Due Date 28 August 2017 - R04236025.Records.pdf (Departmental Use Only)



Elias Peiris | Senior Geologist  
Resources, Geological Survey

**Department of Mines, Industry Regulation and Safety**  
100 Plain Street East Perth WA 6004  
**Tel: +61 8 9222 3533**  
elias.peiris@dmirs.wa.gov.au | www.dmir.wa.gov.au

**Department of Mines, Industry Regulation and Safety**

*Working for a safe, fair and responsible future for the  
Western Australian community, industry and resources sector.*

**The Departments of Commerce and  
Mines and Petroleum were amalgamated on 1 July.**

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## Leigh Medlen

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**From:** Enquiries  
**Sent:** Thursday, 13 July 2017 3:31 PM  
**To:** Leigh Medlen  
**Subject:** FW: Leigh- Ref#: A315400 - Proposed Scheme Amendment No 35  
**Attachments:** Federal ST Narrogin.pdf

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**From:** Customer Service Centre SSR [mailto:customer.service.centre.ssr@westernpower.com.au]  
**Sent:** Thursday, 13 July 2017 2:00 PM  
**To:** Enquiries <enquiries@narrogin.wa.gov.au>  
**Subject:** Att: Leigh- Ref#: A315400 - Proposed Scheme Amendment No 35

Dear Leigh

Thank you for submitting your due diligence request to Western Power in relation to your proposed work. Your proposal is being reviewed, and we will contact you directly for more information if required.

This email should not be considered to be an approval or non-objection to your works.

If you have any queries on the progress of this matter, please do not hesitate to contact us via email at [enquiry@westernpower.com.au](mailto:enquiry@westernpower.com.au) or 13 10 87.

Regards,

Sam  
Customer Service Officer  
Customer Service  
Western Power – 363 Wellington Street Perth WA 6000

**T:** 13 13 51 Faults & Emergencies and 13 10 87 General Enquiries | **F:** (08) 9225 2660  
**E:** [enquiry@westernpower.com.au](mailto:enquiry@westernpower.com.au)  
**W:** [westernpower.com.au](http://westernpower.com.au)



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Electricity Networks Corporation, trading as Western Power  
ABN: 18 540 492 861

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## Leigh Medlen

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**From:** Enquiries  
**Sent:** Friday, 14 July 2017 12:25 PM  
**To:** Leigh Medlen  
**Subject:** FW: Lot 61 (113) Federal Street Narrogin - Proposed Scheme Amendment No 35 to the Town of Narrogin Town Planning Scheme No 2 - DFES response not in a bushfire prone area

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**From:** WEBSTER Iris [mailto:Iris.Webster@dfes.wa.gov.au]  
**Sent:** Friday, 14 July 2017 11:25 AM  
**To:** Enquiries <enquiries@narrogin.wa.gov.au>  
**Subject:** Lot 61 (113) Federal Street Narrogin - Proposed Scheme Amendment No 35 to the Town of Narrogin Town Planning Scheme No 2 - DFES response not in a bushfire prone area

DFES Ref: D02583

Attention: Leigh Medlen

Dear Sir/Madam,

The Department of Fire & Emergency Services (DFES) provides the following comments pursuant to State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) and the Guidelines for Planning in Bushfire Prone Areas (Guidelines):-

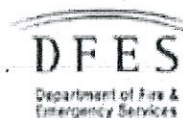
- i. The proposed Scheme Amendment No 35 to the Town of Narrogin TPS No 2 does not fall into an area designated as bushfire prone pursuant to the *Fire and Emergency Services Act 1998 (as amended)* as identified on the *Map of Bush Fire Prone Areas*.
- ii. Should you require formal, technical fire-related advice from DFES in relation to this proposal then please request this via reply email to [advice@dfes.wa.gov.au](mailto:advice@dfes.wa.gov.au).

Kind Regards

Iris Webster  
Administration Support Officer – Advisory Services  
Hazard Planning and Response.  
Department of Fire and Emergency Services | 20 Southport Street, Leederville WA 6007  
P: 9482 1785 E: [advice@dfes.wa.gov.au](mailto:advice@dfes.wa.gov.au)  
[www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)



Government of Western Australia  
Department of Fire & Emergency Services



## Leigh Medlen

---

**From:** Enquiries  
**Sent:** Monday, 17 July 2017 12:30 PM  
**To:** Azhar Awang; Leigh Medlen  
**Subject:** FW: Proposed Scheme Amendment No. 35 to the Town of Narrogin Town Planning Scheme No 2 – Lot 61 ( No 113 ) Federal Street, Narrogin

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Please send back an email via a reply to acknowledging you've received this OK.

Thanks  
CT

---

**From:** Daniel Wong [mailto:daniel.wong@dwer.wa.gov.au]  
**Sent:** Monday, 17 July 2017 10:10 AM  
**To:** Enquiries <enquiries@narrogin.wa.gov.au>  
**Subject:** Proposed Scheme Amendment No. 35 to the Town of Narrogin Town Planning Scheme No 2 – Lot 61 ( No 113 ) Federal Street, Narrogin

17<sup>th</sup> July 2017

Our Reference: DWERDT1565-02, PA015080

Your Reference: A315400

To: Shire of Narrogin

From: Department of Water and Environment

Attention: Leigh Medlen

**RE: Proposed Scheme Amendment No. 35 to the Town of Narrogin Town Planning Scheme No 2 – Lot 61 (No 113) Federal Street, Narrogin**

Dear Leigh,

Thank you for referring the above proposed Scheme Amendment to the Department for comment.

The Department has reviewed the Scheme Amendment and notes that it is to rezone the above subject land from 'Community' to 'Shops and Offices', and that the Scheme Map would be amended accordingly.

It is noted that the Scheme Amendment will expand the permissible uses of the existing building to offices, professional offices and consulting rooms; that are currently not permitted uses.

Due to the absence of waterways on the property, no or little change to impervious surfaces, connection to reticulated sewerage and the stormwater drainage system; the Department deems this Scheme Amendment to pose a negligible risk to water resources and consequently has no comments to offer.

The Department therefore has no objection to this Scheme Amendment.



Thank you.

Yours faithfully.

Daniel Wong  
Environmental Officer  
Department of Water and Environmental Regulation  
South West Region

Email: [daniel.wong@dwer.wa.gov.au](mailto:daniel.wong@dwer.wa.gov.au)

Phone: 08 9726 4113

Fax: 08 9726 4100

Postal: PO Box 261, Bunbury, WA 6231

Location: 35-39 McCombe Road, Bunbury, WA 6230

**Water Resource Advice Only**

The Department of Water has recently merged with the Department of Environment Regulation and Office of the Environmental Protection Authority to create the new agency Department of Water and Environmental Regulation.

The former agencies are in the process of amalgamating their functions. Until this fully occurs, please note that the advice in this correspondence pertains only to water resource matters previously dealt with by the Department of Water.

Disclaimer: This e-mail is confidential to the addressee and is the view of the writer, not necessarily that of the Department of Water and Environmental Regulation, which accepts no responsibility for the contents. If you are not the addressee, please notify the Department by return e-mail and delete the message from your system; you must not disclose or use the information contained in this email in any way. No warranty is made that this material is free from computer viruses.



Department of Planning,  
Lands and Heritage

ENQUIRIES : James Dobson- Ph 6551 7928  
OUR REF: PLH0016-2017A/01  
YOUR REF: A315400

Mr Azhar Awang  
Executive Manager  
Shire of Narrogin

via Email: [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

Dear Mr Awang

**PROPOSED SCHEME AMENDMENT NO. 35 TO THE TOWN OF NARROGIN  
TOWN PLANNING SCHEME NO. 2**

Thank you for your letter dated 5 July 2017 seeking comment from the Aboriginal Heritage Directorate (AHD) of the Department of Planning, Lands and Heritage (DPLH) regarding the proposed Amendment No. 35 to the Town of Narrogin Town Planning Scheme No. 2 (Amendment area).

A review of the Register of Places and Objects as well as the AHD's Aboriginal Heritage Database concludes that there are no Aboriginal sites or heritage places within the proposed Amendment area. Therefore based on the information held by AHD no approvals under the *Aboriginal Heritage Act 1972* (AHA) are required.

For any proposed future works DPLH suggests that proponents refer to the State's Aboriginal Heritage Due Diligence Guidelines (Guidelines). The Guidelines can be found on the DPLH website at the following link:

<http://www.daa.wa.gov.au/heritage/land-use/>

The Guidelines allow proponents to undertake their own risk assessment regarding any proposal's potential to impact Aboriginal heritage.

If you have any questions regarding the above, please contact me on 6551 7928  
or email james.dobson@daa.wa.gov.au.

Yours sincerely,



James Dobson  
**TEAM LEADER, HERITAGE**

17 July 2017



Department of Planning,  
Lands and Heritage

Your ref: A315400  
Our ref: C482/43200  
Enquiries: Melissa Davis  
(08) 6552 4080

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

Attention: Leigh Medlen

<b>Shire of Narrogin RECEIVED</b>	
Directed to	<u>Leigh M</u>
<b>01 AUG 2017</b>	
Ref No	<u>IPA1711352</u>
Property File	<u>A315400</u>
Subject File	_____
Ref	_____

24 July 2017

Dear Sir

**Scheme Amendment No. 35 to Local Planning Scheme No. 2**

Thank you for your correspondence received on 10 July 2017 regarding proposed Scheme Amendment No. 35. The amendment proposes to rezone Lot 61 (No. 113) Federal Street, Narrogin on Deposited Plan P222890 from 'Community' zone to 'Shops and Offices' zone and amend the scheme maps accordingly. The following advice is provided in response to the referral of a scheme amendment as set out under Section 79 of the *Planning and Development Act, 2005*.

The proposed Scheme Amendment has been considered for its potential impact on heritage places within the Scheme area. There is no objection to the proposal.

Should you have any queries regarding this advice please contact Melissa Davis at [Melissa.Davis@stateheritage.wa.gov.au](mailto:Melissa.Davis@stateheritage.wa.gov.au) or on 6552 4080.

Yours Sincerely

Callum Crofton  
Manager Heritage Support Services

Bairds Building 491 Wellington Street Perth PO Box 7479 Cloisters Square PO WA 6850  
Telephone: (08) 6551 8002 FREECALL (regional): 1800 524 000 Facsimile: (08) 6552 4001  
Email: [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au) [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)





**mainroads**  
WESTERN AUSTRALIA

Our Ref: 14/5933  
Your Ref: A315400

2 August 2017

Shire of Narrogin  
PO Box 1145,  
Narrogin WA 6312

ATTENTION: Leigh Medlen

Dear Sir/Madam

**PROPOSED LOCAL PLANNING SCHEME NO. 2 – AMENDMENT NO. 35  
SHIRE OF NARROGIN**

In reference to your correspondence of the 5 July 2017 with attachments, Main Roads WA (MRWA) has determined from the information provided that the proposed scheme amendment will not have an adverse impact on the MRWA network and therefore advises no objection to the plan.

Yours sincerely

Louise Adamson  
A/ NETWORK MANAGER



Your Ref: A315400  
Our Ref: EHB-02079 EHB17/896  
Enquiries: Vic Andrich 9388 4999

<b>Shire of Narrogin RECEIVED</b>	
Directed to	<u>Azhar</u>
<b>25 AUG 2017</b>	
Ref No	<u>KR1711690</u>
Property File	<u>A315400</u>
Subject File	
Ref	

Mr Aaron Cook  
Chief Executive Officer  
Shire of Narrogin  
PO Box 1145  
NARROGIN WA 6312

Attention: Azhar Awang, Executive Manager Development & Regulatory Services

Dear Mr Cook

**TOWN PLANNING SCHEME No. 2 AMENDMENT No. 35 – LOT 61 (113)  
FEDERAL STREET, NARROGIN**

Thank you for your letter of 5 July 2017 requesting comment from the Department of Health (DOH) on the above proposal.

The DOH has no objection to the proposed amendment providing any future development is required to connect to scheme water, reticulated sewerage and be in accordance with the draft *Country Sewerage Policy*.

Please note that the Environmental Health Directorate is in the process of developing an electronic submissions system and nominate the following email address for future submissions: [EH.eSubmissions@health.wa.gov.au](mailto:EH.eSubmissions@health.wa.gov.au)

The DOH will still continue to receive hard copy submission until further notice.

Should you have queries or require further information please contact Vic Andrich on 9388 4999 or [ehinfo@health.wa.gov.au](mailto:ehinfo@health.wa.gov.au)

Yours sincerely

Jim Dodds  
**EXECUTIVE DIRECTOR  
ENVIRONMENTAL HEALTH DIRECTORATE**

17 August 2017

**Environmental Health Directorate**  
All correspondence PO Box 8172 Perth Business Centre Western Australia 6849  
Grace Vaughan House 227 Stubbs Terrace Shenton Park WA 6008  
Telephone (08) 9388 4999 Fax (08) 9388 4955  
[www.health.wa.gov.au](http://www.health.wa.gov.au)  
28 684 750 332





## Environmental Protection Authority

Chief Executive Officer  
Shire of Narrogin  
PO Box 1145  
**NARROGIN WA 6312**

Your Ref:  
Our Ref: CMS17133  
Enquiries: Billie-J Hughes, 6145 0800  
Email: [Billie-J.Hughes@epa.wa.gov.au](mailto:Billie-J.Hughes@epa.wa.gov.au)

Dear Sir/Madam

### DECISION UNDER SECTION 48A(1)(a) *Environmental Protection Act 1986*

**SCHEME:** Town of Narrogin - Town Planning Scheme 2 -  
Amendment 35  
**LOCATION:** Lot 61 Federal Street, Narrogin  
**RESPONSIBLE AUTHORITY:** Shire of Narrogin  
**DECISION:** Referral Examined, Preliminary Investigations  
and Inquiries Conducted. Scheme Amendment  
Not to be Assessed Under Part IV of EP Act. No  
Advice Given. (Not Appealable)

Thank you for referring the above scheme to the Environmental Protection Authority (EPA).

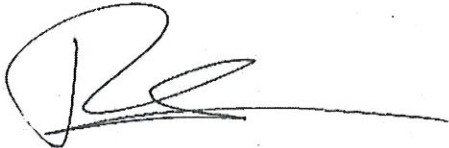
After consideration of the information provided by you, the EPA considers that the proposed scheme should not be assessed under Part IV Division 3 of the *Environmental Protection Act 1986* (EP Act) and that it is not necessary to provide any advice or recommendations.

Please note the following:

- For the purposes of Part IV of the EP Act, the scheme is defined as an assessed scheme. In relation to the implementation of the scheme, please note the requirements of Part IV Division 4 of the EP Act.

- There is no appeal right in respect of the EPA's decision to not assess the scheme.

Yours sincerely

A handwritten signature in black ink, appearing to be 'P. Seares', with a long horizontal line extending to the right.

Patrick Seares  
Director  
Strategic Policy and Planning Division

Delegate of the Chairman of the Environmental Protection Authority  
Under Notice of Delegation No. 33 published 17 December 2013

19 June 2017



7.25 pm – Cr Seale declared an interest in the following item and left the meeting.

**10.1.088 APPLICATION FOR PLANNING CONSENT – EXTENSIONS TO ALBERT FACEY MOTEL – LOT 1559 (NO. 78) WILLIAMS ROAD, NARROGIN**

**File Reference:** A305000  
**Disclosure of Interest:** Nil.  
**Applicant:** D & T Newman  
**Previous Item Nos:** Nil  
**Date:** 7 September 2017  
**Author:** Leigh Medlen – Planning Assistant  
**Authorising Officer:** Azhar Awang – Executive Manager, Development & Regulatory Services

**Attachments**

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

**Summary**

Council is requested to consider an application for planning consent for the extensions to the manager's unit at Albert Facey Motel at Lot 1559 (No. 78) Williams Road, Narrogin.

**Background**

The subject property is zoned as 'Other Residential' under the former Town of Narrogin Town Planning Scheme No. 2 (FT-TPS). The subject property also has an Additional Use Zone for the purpose of a Motel/Restaurant. The conditions of the additional use state:

*"No extension or change of land use without the special approval of council."*

The application for planning consent is for an extension to the manager's unit of the Motel. Currently, an existing veranda is constructed in the location of the proposed extensions. The existing veranda is proposed to be removed and the proposed unit extension of 3.4 metres by 6.97 metres is to be constructed extending from the existing kitchen and lounge/dining area. The proposed extensions are proposed for an ensuite and additional living space for a total area of 23.67m<sup>2</sup>.

**Comment**

Clause 6.5 of the FT-TPS allows Council to grant planning consent or special approval, with or without conditions or may refuse an application. The subject property has an additional use class which imposes a condition of gaining special approval for an extension or change in use. Clause 6.3 applies, which states:

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

Clause 6.2.1 allows Council to relax a standard or requirement prescribed by the FT-TPS. It is recommended that council consider relaxing the advertising requirements for gaining special approval on the basis that the extensions and proposed development are not for an expansion of the commercial use, but are expansions for a use that are incidental to the business. Council has the ability to relax these standards by applying Clause 6.2.1 and provided that Council is satisfied that:

- i) *Approval of the proposed development would be consistent with the orderly and proper planning of the locality, the preservation of the amenity of the area and be consistent with the objectives of the scheme;*
- ii) *The non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality; and*
- iii) *The spirit and purpose of the requirements or standards will not be unreasonably departed from thereby.*

An assessment in regards to these three points for the relaxation of standards has therefore been provided below:

It is recommended that Council vary the advertising conditions as specified in Clause 6.3 in accordance with Clause 6.2.1 as the extension proposed is consistent with orderly and proper planning as it is not an extension of the commercial business but rather the manager's unit, an incidental use to the predominant use. Secondly, the non-compliance is unlikely to have any adverse effect on the immediate development and surrounding areas. Finally, the purpose of the advertising requirement would not be unreasonably departed from hereby as it can be applied to expansions of businesses or the expansion of commercial development.

#### Plot Ratio

The subject property is approximately 6414m<sup>2</sup> in total area. An 'Other Residential' zoning applies a 0.5 plot ratio which would allow for 3207m<sup>2</sup> of the lot to be developed upon. At present, there is 1857.81m<sup>2</sup> of land developed upon. The proposed additions would therefore comply and satisfy the designated plot ratio area.

### Car Parking

The extensions to the manager's residence would not require any additional car parking to be provided on site. At present, the car parking can be wholly contained on site and the proposed development would not vary the current provisions.

It is therefore recommended that Council consider a relaxation of the advertising requirements required for the approval to the extensions to the manager's unit at Albert Facey Motel. It is also recommended that Council grant conditional approval to the proposed development on the basis that the proposed development is incidental to the commercial use of the property and is consistent with the development standards of the FT-TPS.

### **Consultation**

- Azhar Awang – Executive Manager, Development and Regulatory Services
- Josiah Farrell – Building Surveyor

### **Statutory Environment**

Former Town of Narrogin Town Planning Scheme No.2

### **Policy Implications**

Nil.

### **Financial Implications**

The application for planning fee of \$147.00 has been paid.

### **Strategic Implications**

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

### **Voting Requirements**

Absolute Majority.

**COUNCIL RESOLUTION 0917.104 AND OFFICER'S RECOMMENDATION**

**Moved: Cr Ward**

**Seconded: Cr Ballard**

That Council:

1. Pursuant to Clause 6.2.1 of the former Town of Narrogin Town Planning Scheme No. 2 relax the requirement of advertising the proposed development for the additions to the Albert Facey Motel (Lot 1559) No. 78 Williams Road, Narrogin on the basis that:
  - a) The proposed development is for extensions to the manager's residence rather than an intensification and expansion of the associated commercial business.
  - b) The proposed development is not the predominant use of the property and is incidental to the associated business.
2. Support the Application for Planning Consent for the extensions to the Albert Facey Motel at Lot 1559 (No. 78) Williams Road, Narrogin subject to the following conditions:
  - a) This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time, which upon written application (made before or within 21 days after the expiry of the approval) to the Shire, is granted by it in writing.
  - b) The development hereby approved shall occur generally in accordance with the submitted plans in support of the application and these shall not be altered or modified without the prior written approval of the Chief Executive Officer.
  - c) All drainage run-off associated with the development shall be contained on site or connected to the Council's stormwater drainage system to the satisfaction of the Chief Executive Officer.
  - d) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
  - e) External finishes shall be sympathetic to existing buildings on site to the satisfaction of the Chief Executive Officer.
  - f) The approval hereby granted is only to be used for the managers/caretakers of the motel and should not be used for commercial purposes.

**CARRIED 5/0  
BY ABSOLUTE MAJORITY**

<b>Commonly-used abbreviations:</b>	
FT-TPS	Former Town of Narrogin Town Planning Scheme



# PLANNING CONSENT



Shire of  
**Narrogin**  
*Love the life*

89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

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

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

## TOWN PLANNING SCHEME NO.2 DISTRICT SCHEME

Name of Applicant	D & T. NEWMAN
Correspondence Address	78 Williams Rd NARROGIN 6312
Applicant Phone Number	(08) 9881 1899 (OR) 04395 20006. (DENIS)

I hereby apply for planning consent to:

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

Existing use of land	MOTEL.
Approximate cost of proposed development	\$ 40,000
Estimated time of completion	4 weeks.
No of persons to be housed / employed after completion	N/A.

## TITLES OFFICE DESCRIPTION OF LAND

### LOCALITY PLAN

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

### LOT DIMENSIONS

Site area	Square metres
Frontage	Metres
Depth	metres

### AUTHORITY

Applicant's Signature *Denise Newman* Date 22 - 08 - 2017

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



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

Owner's Signature P Newman [Signature] Date 22-08-2017

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

**THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE**

**PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT**

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

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

**OFFICE USE ONLY**

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





Transfer D985624  
Volume 1780 Folio 906

WESTERN



AUSTRALIA

1822 566

# CERTIFICATE OF TITLE

UNDER THE "TRANSFER OF LAND ACT, 1893" AS AMENDED

I certify that the person described in the First Schedule hereto is the registered proprietor of the undermentioned estate in the undermentioned land subject to the easements and encumbrances shown in the Second Schedule hereto.

Dated 9th January, 1989

*R. Mulcahy*  
REGISTRAR OF TITLES



### ESTATE AND LAND REFERRED TO

Estate in fee simple in Narrogin Lot 1559, delineated on the map in the Third Schedule hereto, limited however to the natural surface and therefrom to a depth of 12.19 metres.

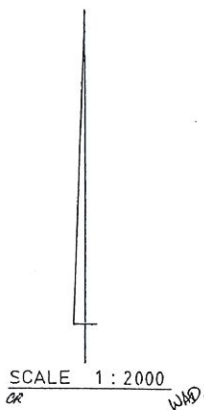
### FIRST SCHEDULE (continued overleaf)

Johannes Martinus Herman and Andrea Martina Herman, both of 5 Curran Court, Kalbarunda, as joint tenants.

### SECOND SCHEDULE (continued overleaf)

- MORTGAGE D985625 to Commonwealth Development Bank of Australia. Registered 9.1.89 at 9.30 hrs. Discharged E608551 16.5.91
- MORTGAGE D985626 to Commonwealth Bank of Australia. Registered 9.1.89 at 9.30 hrs. Discharged E608552 16.5.91

### THIRD SCHEDULE



PERSONS ARE CAUTIONED AGAINST ALTERING OR ADDING TO THIS CERTIFICATE OR ANY NOTIFICATION HEREON

Superseded - Copy for Sketch Only

Page 1 (of 2 pages)  
VOL. 1822  
FOL. 566

NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT LEGAL INSTRUMENTS.

**FIRST SCHEDULE (continued)**

NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS

INSTRUMENT NATURE	REGISTERED PROPRIETOR	INSTRUMENT NUMBER	REGISTERED NUMBER	REGISTERED TIME	SEAL	CERT. OFFICER
Divystar Pty Ltd of 7 Vivien Place, Lienster		E608553	16.5.91	9.33		
Mark Russell Roberts and Elizabeth Adele Woods, as joint tenants of three undivided fourth shares and Shirley Leonore Roberts of one undivided fourth share, all of Lot 64 Memorial Avenue, Millendon, as tenants in common.		F601183	4.7.94	8.25		
The interest of Elizabeth Adele Woods is transferred to Mark Russell Roberts. The registered proprietors are now Mark Russell Roberts of Lot 64 Memorial Avenue, Millendon of three undivided fourth shares and Shirley Leonore Roberts of Lot 64 Memorial Avenue, Millendon of one undivided fourth share, as tenants in common.		G499606	12.6.97	8.17		
Mark Russell Roberts of Lot 64 Memorial Avenue, Millendon.		G499607	12.6.97	8.17		
Southern Cross Yachts Pty. Ltd. of 78 Williams Road, Narrogin.		G795522	18.5.98	16.03		
The correct address of the registered proprietor is now Suite 15, 1st Floor Morley Commercial Centre, 22 Walter Road, Morley.		H337961	17.1.00	8.57		

Superseded - Copy for Sketch Only

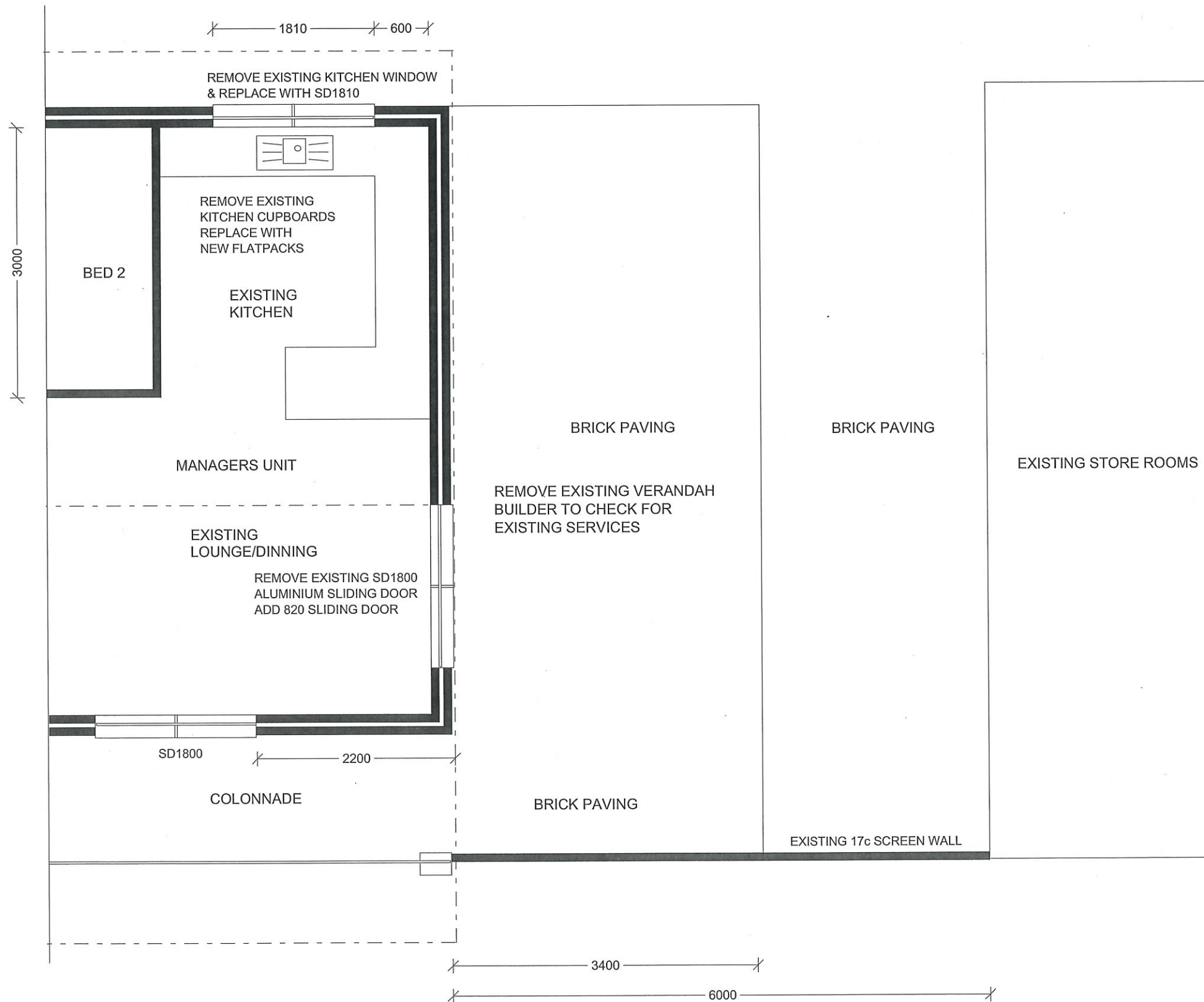
**SECOND SCHEDULE (continued)**

NOTE: ENTRIES MAY BE AFFECTED BY SUBSEQUENT ENDORSEMENTS

INSTRUMENT NATURE	NUMBER	PARTICULARS	REGISTERED TIME	SEAL	CERT. OFFICER	CANCELLATION	NUMBER	REGISTERED OR LODGED	SEAL	CERT. OFFICER
Mortgage	E608554	to Commonwealth Development Bank of Australia.	16.5.91	9.33						
Mortgage	F601184	to Bank of Western Australia Ltd.	4.7.94	8.25		Discharged	F601182	4.7.94		
Mortgage	G499608	to National Australia Bank Ltd.	12.6.97	8.17		Discharged	G499605	12.6.97		
Mortgage	H337961	to Commonwealth Bank of Australia.	17.1.00	8.57		Discharged	G795521	18.5.98		

CERTIFICATE OF TITLE VOL. 1822 FOL. 566





PLAN OF EXISTING BUILDING  
SCALE 1:50

THERE COULD BE A SLIGHT AMOUNT OF DISTORTION WHEN CONVERTING DRAWINGS TO PDF

IT IS NOT INTENDED THAT MEASUREMENTS TO BE SCALED FROM THESE DRAWINGS  
CONSTRUCTION IS TO COMPLY WITH BCA AUSTRALIAN STANDARDS AND LOCAL  
GOVERNMENT REQUIREMENTS  
BUILDER TO CHECK ALL MEASUREMENTS AND LEVELS BEFORE COMMENCEMENT OF  
CONSTRUCTION  
ALL RAIN RUNOFF TO BE DRAINED AWAY FROM BUILDINGS

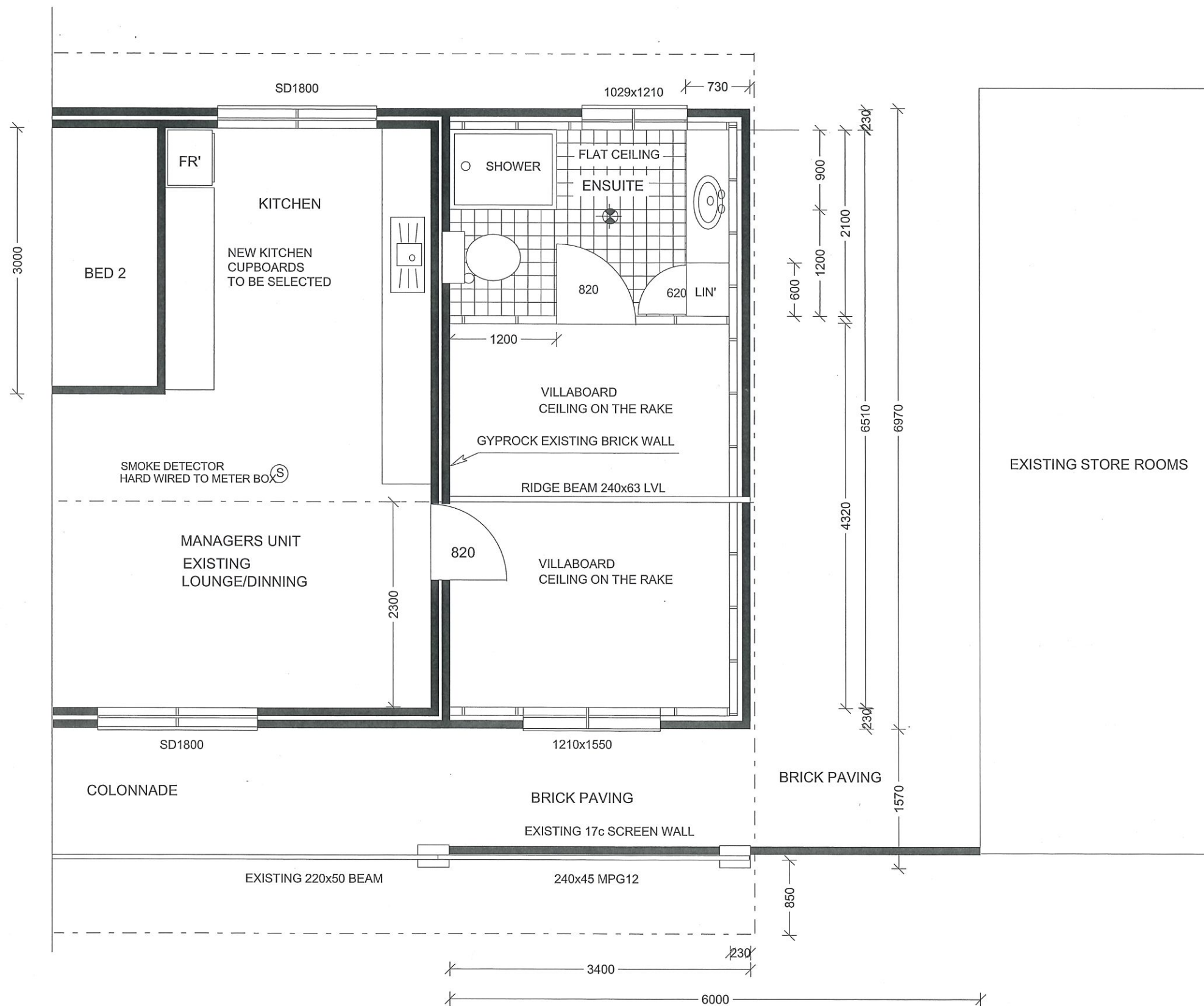
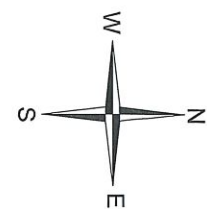
**PROPOSED ADDITIONS AT THE  
ALBERT FACEY MOTOR INN FOR DENIS NEWMAN  
LOT 1559 CNR WILLIAMNS & NARRAKINE ROADS NARROGIN**

DRAWINGS MODIFIED TO  
ENGINEERS INSTRUCTIONS

EXISTING BUILDING

SHEET 1 DRAWN 18th MAY 2017

PLANS PRINTED: May 18, 2017



**ADDITIONS PLAN**  
SCALE 1:50

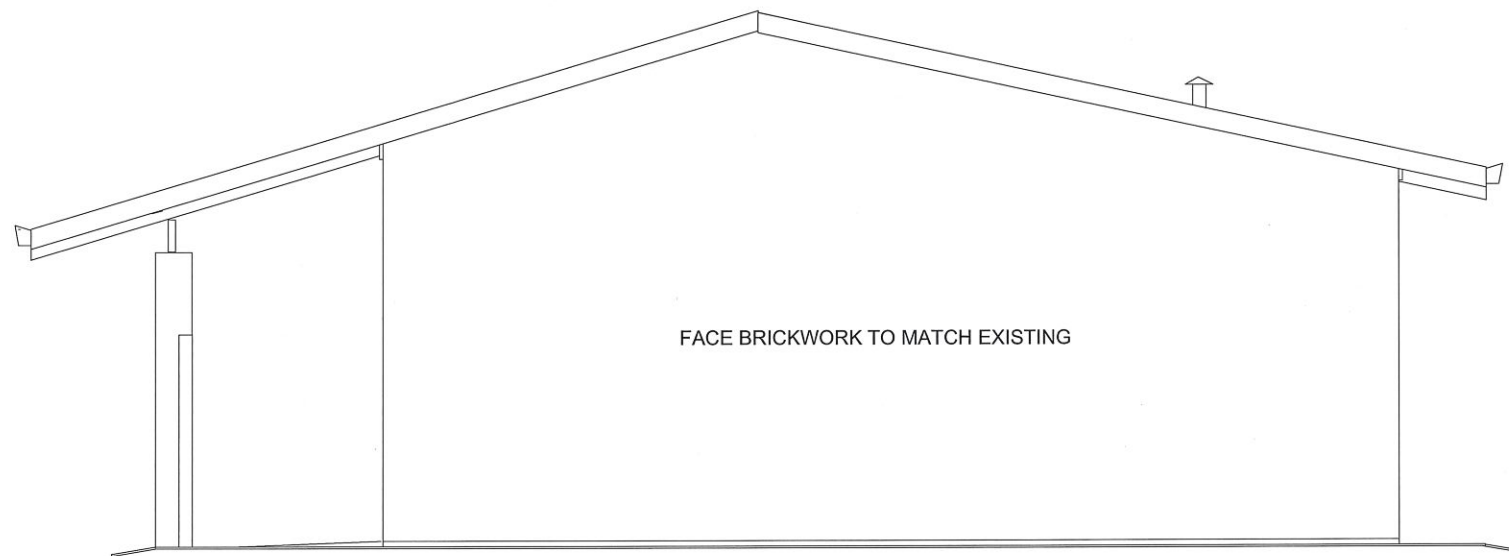
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CONSTRUCTION IS TO COMPLY WITH BCA AUSTRALIAN STANDARDS AND LOCAL  
GOVERNMENT REQUIREMENTS  
BUILDER TO CHECK ALL MEASUREMENTS AND LEVELS BEFORE COMMENCEMENT OF  
CONSTRUCTION  
ALL RAIN RUNOFF TO BE DRAINED AWAY FROM BUILDINGS

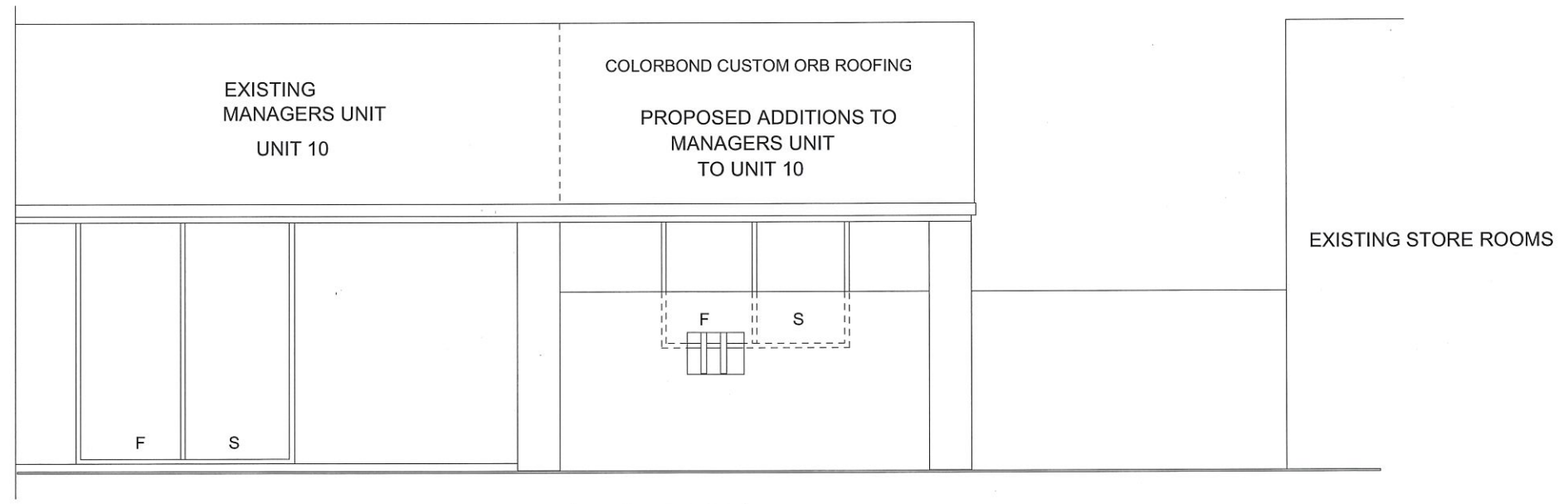
**PROPOSED ADDITIONS AT THE  
ALBERT FACEY MOTOR INN FOR DENIS NEWMAN  
LOT 1559 CNR WILLIAMNS & NARRAKINE ROADS NARROGIN**

DRAWINGS MODIFIED TO  
ENGINEERS INSTRUCTIONS

ADDITIONS PLAN	
SHEET 2	DRAWN 18th MAY 2017
PLANS PRINTED: May 18, 2017	



END ELEVATION (NORTHERN)  
SCALE 1:50



FRONT ELEVATION (EASTERN)  
SCALE 1:50

THERE COULD BE A SLIGHT AMOUNT OF DISTORTION WHEN CONVERTING DRAWINGS TO PDF

IT IS NOT INTENDED THAT MEASUREMENTS TO BE SCALED FROM THESE DRAWINGS  
CONSTRUCTION IS TO COMPLY WITH BCA AUSTRALIAN STANDARDS AND LOCAL  
GOVERNMENT REQUIREMENTS  
BUILDER TO CHECK ALL MEASUREMENTS AND LEVELS BEFORE COMMENCEMENT OF  
CONSTRUCTION  
ALL RAIN RUNOFF TO BE DRAINED AWAY FROM BUILDINGS

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ALBERT FACEY MOTOR INN FOR DENIS NEWMAN  
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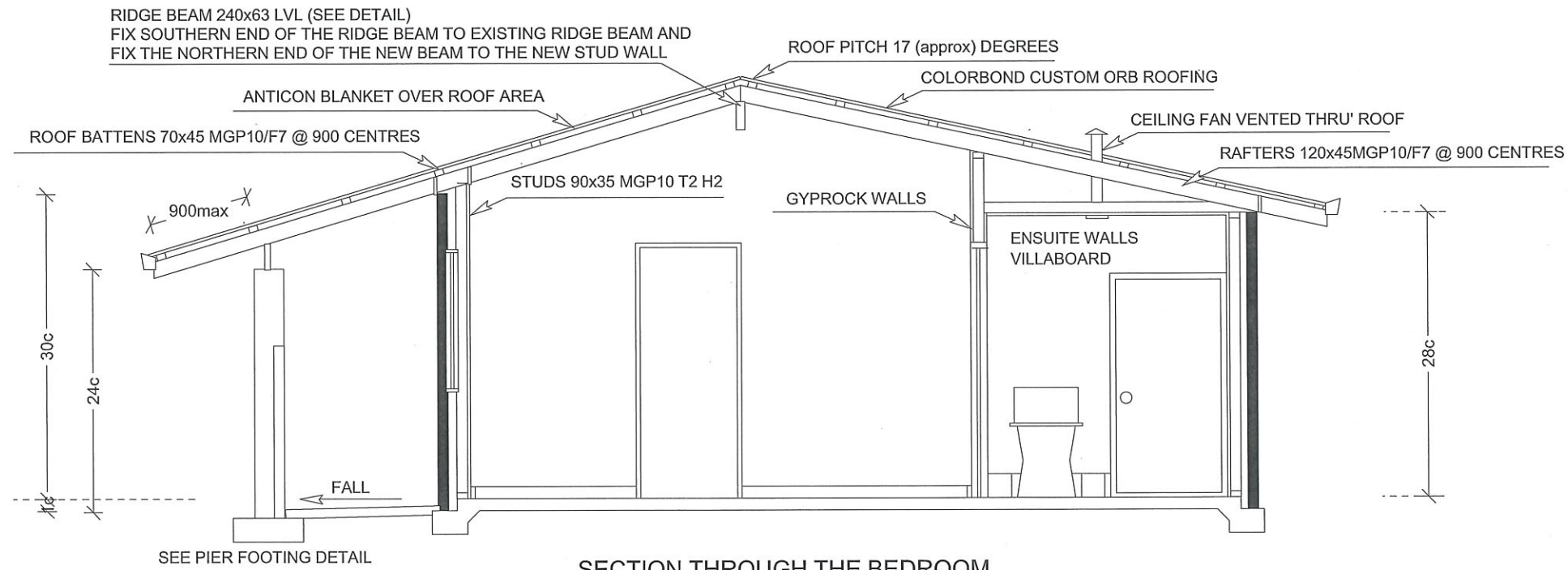
DRAWINGS MODIFIED TO  
ENGINEERS INSTRUCTIONS

ELEVATIONS

SHEET 3 DRAWN 18th MAY 2017

PLANS PRINTED: May 18, 2017





SECTION THROUGH THE BEDROOM

SCALE 1:50

**GENERAL SPECIFICATIONS**

- ROOF PITCH 17 (approx) DEGREES
- COLORBOND CUSTOM ORB ROOFING
- ANTICON BLANKET OVER ROOF AREA
- ROOF BATTENS 70x45 MGP10/F7 @ 900 CENTRES
- RIDGE BEAM 240x63 LVL
- RAFTERS 120x45 MGP10/F7 @ 900 CENTRES
- VILLABOARD TO THE CEILING ON THE RAKE
- STUDS 90x35 MGP10 T2 H2
- WALL INSULATION-BATS R1.5 WITH ENVIROSEAL AIR CELL
- WALL PLATES ANCHORED TO SLAB WITH M12 ANCHOR STUDS IN ANCHORFIX @ 1200 CENTRES
- CEILING FAN VENTED THRU' THE ROOF
- GENERALLY GYPROCK WALL SHEETING
- VILLABOARD WALL SHEETING TO ENSUITE

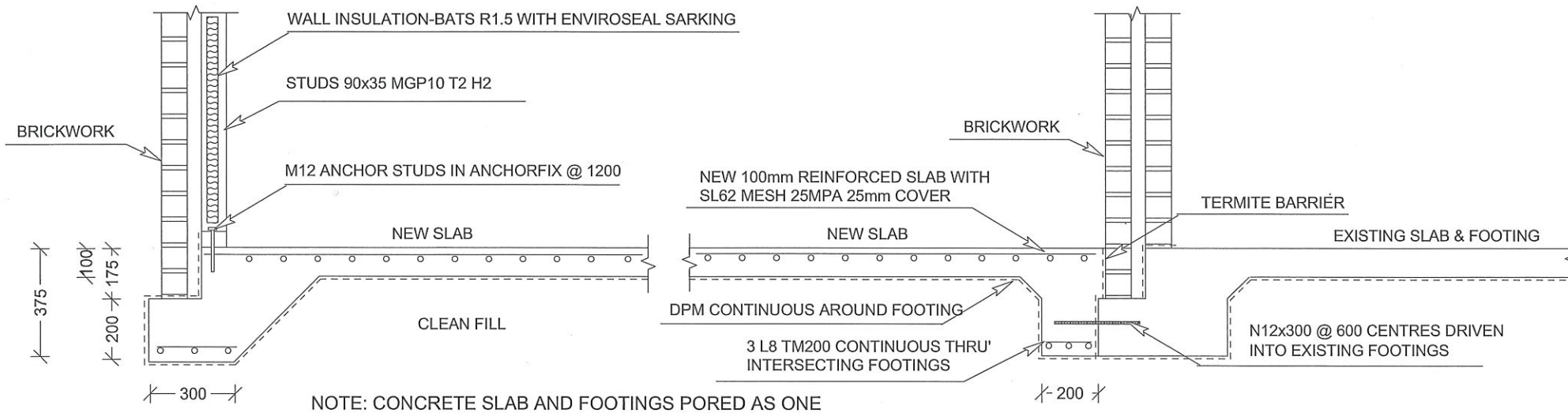
THERE COULD BE A SLIGHT AMOUNT OF DISTORTION WHEN CONVERTING DRAWINGS TO PDF

IT IS NOT INTENDED THAT MEASUREMENTS TO BE SCALED FROM THESE DRAWINGS  
 CONSTRUCTION IS TO COMPLY WITH BCA AUSTRALIAN STANDARDS AND LOCAL  
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 ALL RAIN RUNOFF TO BE DRAINED AWAY FROM BUILDINGS

**PROPOSED ADDITIONS AT THE  
 ALBERT FACEY MOTOR INN FOR DENIS NEWMAN  
 LOT 1559 CNR WILLIAMNS & NARRAKINE ROADS NARROGIN**

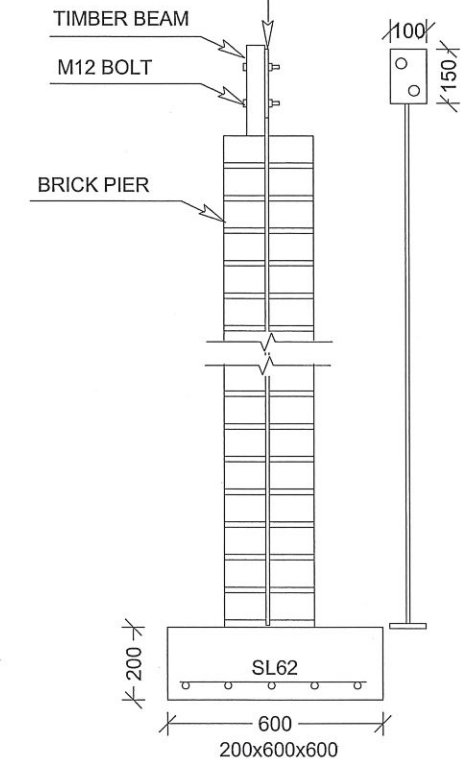
DRAWINGS MODIFIED TO  
 ENGINEERS INSTRUCTIONS

SECTION	
SHEET 4	DRAWN 18th MAY 2017
PLANS PRINTED: May 18, 2017	

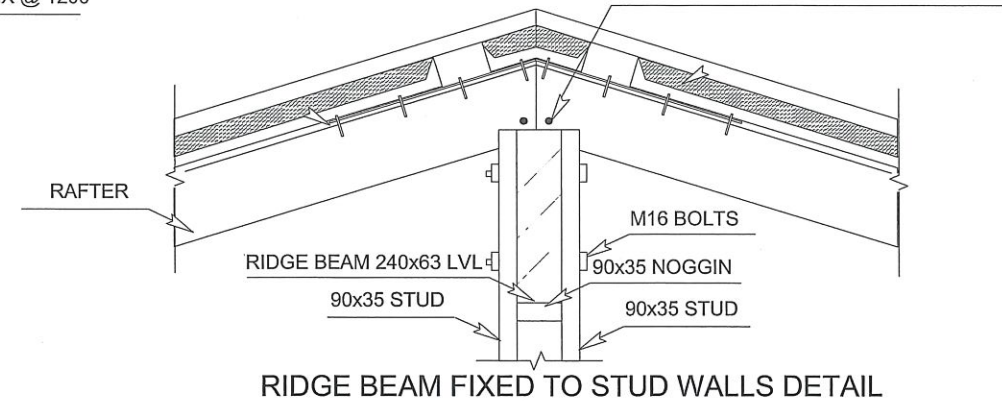
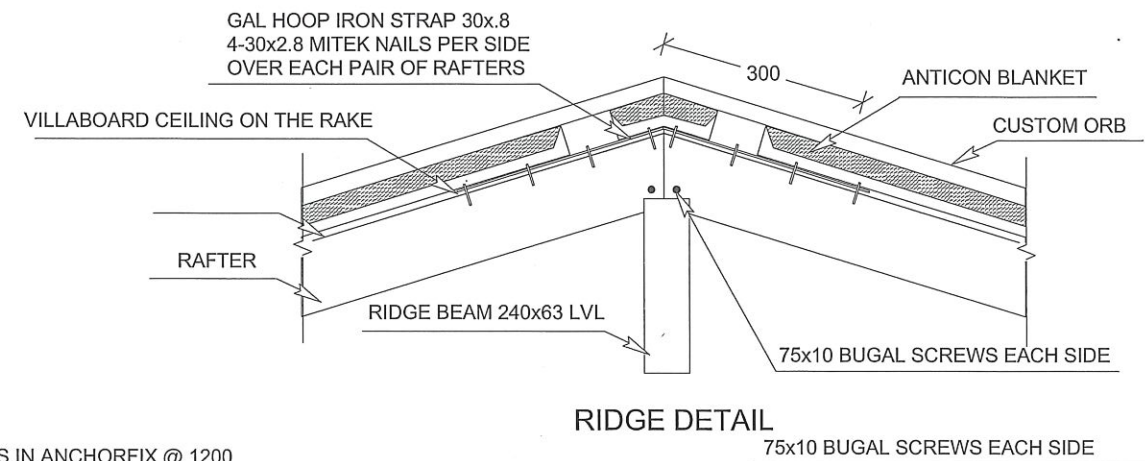
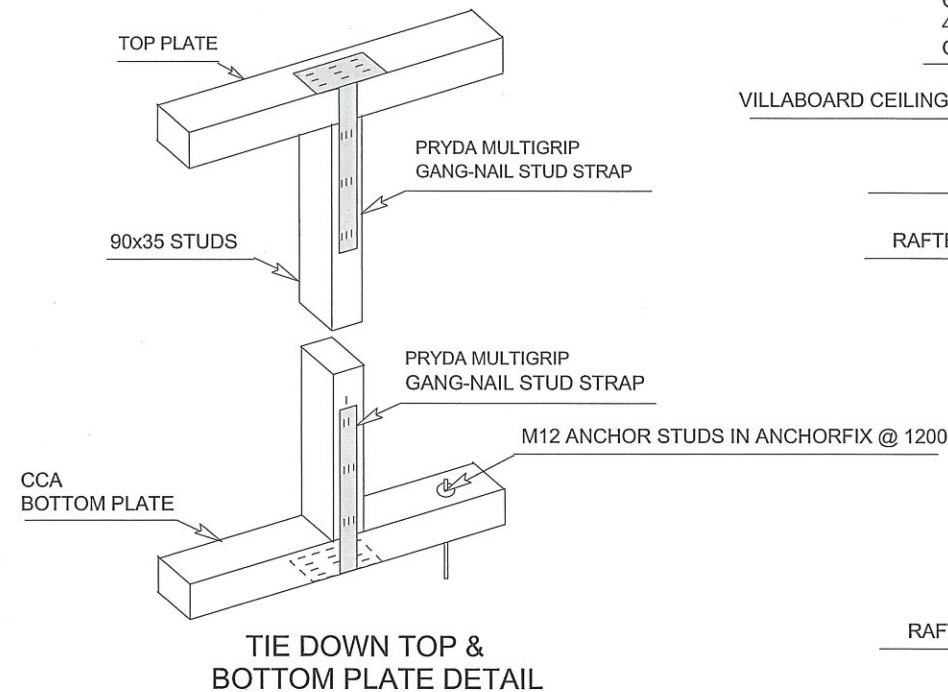
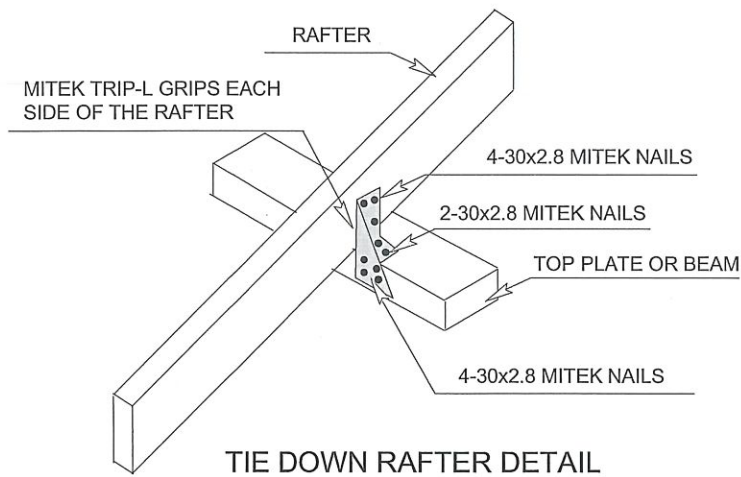


TYPICAL CONCRETE SLAB DETAIL

A 10mm GAL ROD WITH A 100x100x6 PLATE WELDED TO THE BOTTOM THROUGH THE CENTRE OF THE PIER FROM THE FOOTING TO ALONG SIDE OF THE TIMBER BEAM. A 150x100x6 PLATE WELDED TO THE TOP OF THE ROD TO AFIX THE ROD TO THE BEAM.



TYPICAL BRICK PIER CONCRETE FOOTING



THERE COULD BE A SLIGHT AMOUNT OF DISTORTION WHEN CONVERTING DRAWINGS TO PDF

IT IS NOT INTENDED THAT MEASUREMENTS TO BE SCALED FROM THESE DRAWINGS CONSTRUCTION IS TO COMPLY WITH BCA AUSTRALIAN STANDARDS AND LOCAL GOVERNMENT REQUIREMENTS BUILDER TO CHECK ALL MEASUREMENTS AND LEVELS BEFORE COMMENCEMENT OF CONSTRUCTION ALL RAIN RUNOFF TO BE DRAINED AWAY FROM BUILDINGS

PROPOSED ADDITIONS AT THE ALBERT FACEY MOTOR INN FOR DENIS NEWMAN LOT 1559 CNR WILLIAMNS & NARRAKINE ROADS NARROGIN

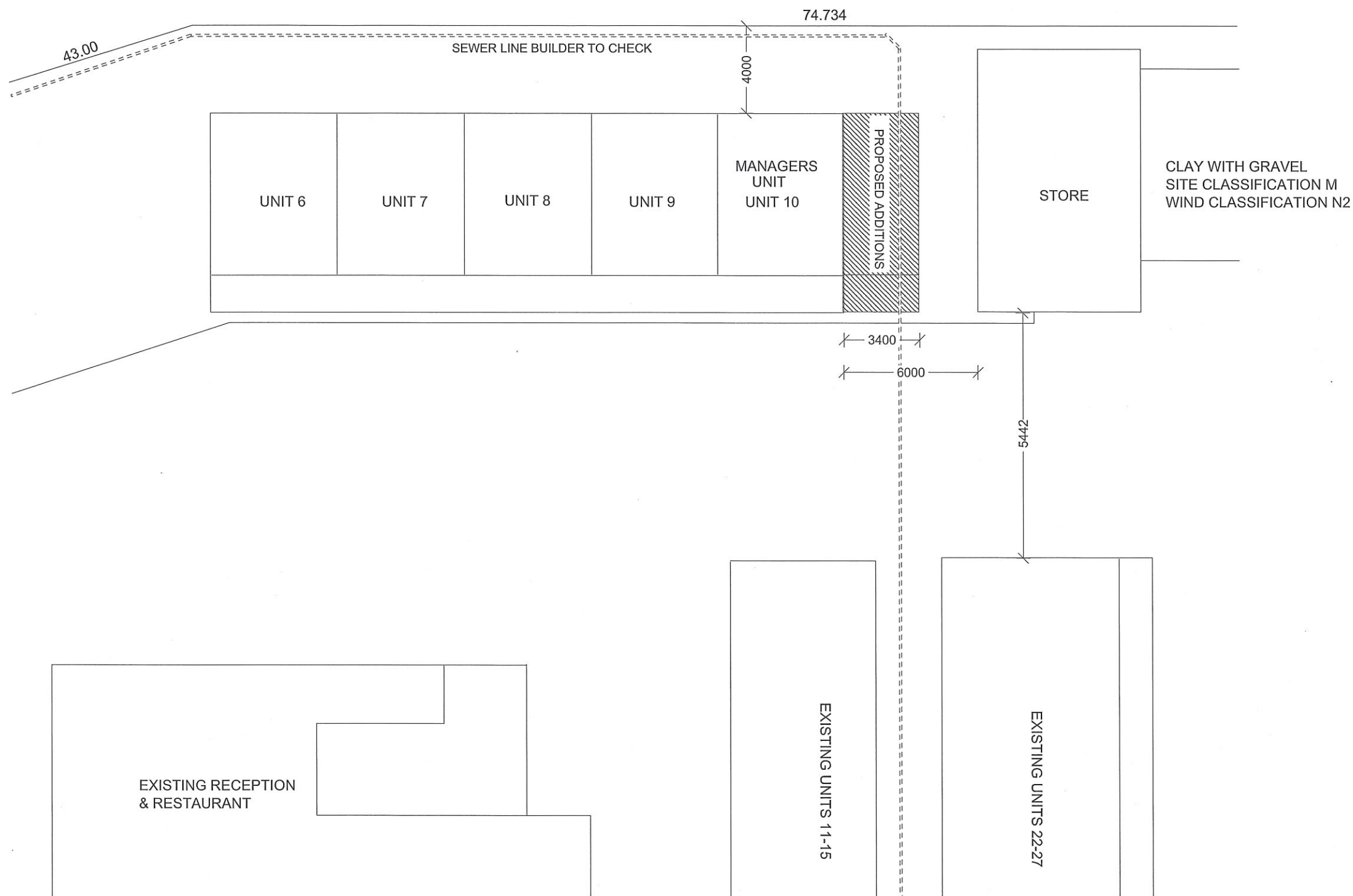
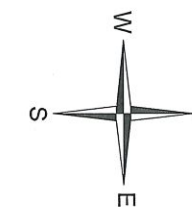
DRAWINGS MODIFIED TO ENGINEERS INSTRUCTIONS

DETAILS

SHEET 5 DRAWN 18th MAY 2017

PLANS PRINTED: May 18, 2017





SITE PLAN TO BE READ WITH THE SURVEYORS PLANS

THERE COULD BE A SLIGHT AMOUNT OF DISTORTION WHEN CONVERTING DRAWINGS TO PDF

IT IS NOT INTENDED THAT MEASUREMENTS TO BE SCALED FROM THESE DRAWINGS  
 CONSTRUCTION IS TO COMPLY WITH BCA AUSTRALIAN STANDARDS AND LOCAL  
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 BUILDER TO CHECK ALL MEASUREMENTS AND LEVELS BEFORE COMMENCEMENT OF  
 CONSTRUCTION  
 ALL RAIN RUNOFF TO BE DRAINED AWAY FROM BUILDINGS

**PROPOSED ADDITIONS AT THE**  
**ALBERT FACEY MOTOR INN FOR DENIS NEWMAN**  
**LOT 1559 CNR WILLIAMNS & NARRAKINE ROADS NARROGIN**

DRAWINGS MODIFIED TO  
 ENGINEERS INSTRUCTIONS

SITE PLAN

SHEET 6

DRAWN 18th MAY 2017

PLANS PRINTED: May 18, 2017



Attachment Two – Locality Plan

7.27 pm – Cr Seale returned to the meeting.

### **10.1.089 APPLICATION FOR PLANNING CONSENT – SECOND DWELLING – LOT 2018 (NO. 3383) WANDERING-NARROGIN ROAD, MINGIN**

**File Reference:** A136  
**Disclosure of Interest:** Nil  
**Applicant:** Redink Homes Southwest  
**Previous Item Nos:** Nil  
**Date:** 8 September 2017  
**Author:** Leigh Medlen – Planning Assistant  
**Authorising Officer:** Azhar Awang – Executive Manager, Development & Regulatory Services

#### **Attachments**

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

#### **Summary**

Council is requested to consider an application for planning consent for the development of an additional dwelling on Lot 2018 (No. 3383) Wandering-Narrogin Road, Mingin.

#### **Background**

The subject property is zoned as 'Farming' under the Former Shire of Narrogin Town Planning Scheme No.2 (FS-TPS).

Clause 4.3 of the FS-TPS states as follows:

*"In all zones unless otherwise permitted in the Zoning Table only one dwelling shall be permitted on each lot excepting that in the Farming zone, where the lot exceeds eight hectares in area, the Council may, at its discretion, approve the erection of an additional dwelling provided it is satisfied that the additional dwelling(s) are required to provide accommodation for agricultural or horticultural worker(s)."*

The subject property exceeds eight hectares in total area and has an approximate area of 40.4 hectares in total area. Council may therefore consider the erection of an additional dwelling provided they are satisfied it is for purposes ancillary to agriculture or horticulture farming.

The subject property has a residence constructed to the south of the proposed additional dwelling. Currently, the existing residence is in need of renovations and the land owners are intending to engage in an intensive aquaculture/horticulture enterprise in the near future. At present, the landowners are undertaking the rearing of fingerlings in tanks linked to raised vegetable and herb beds. It is the intention to take the enterprise to a commercial standard which is anticipated to take approximately 18 months.



At this point in time, no planning application has been received for the intensive aquaculture/horticulture enterprise and a separate planning application will be required to be submitted to Council for consideration. Once this enterprise has commenced, additional accommodation will be required for any staff associated with the business.

It is therefore recommended that Council consider the application for an additional dwelling on farming land as it meets the minimum lot area and is for the purpose of housing staff associated with an agricultural enterprise.

The plans submitted indicate the additional dwelling is 4 bedrooms by 2 bathrooms and is 300.565m<sup>2</sup> in total floor area. A copy of the submitted application is attached in Attachment 1. A greywater system will be utilised from the laundry, bathroom, ensuite and Kitchen. Details of the greywater system will be required to be assessed by the Shire of Narrogin's Environment Health Officers.

An additional septic system is proposed to be setback 5 metres from the proposed dwelling. An application to construct or install an apparatus for the treatment of sewerage will be required to be submitted to the Shire of Narrogin Environmental Health Officers prior to the use of the proposed sewerage system. The details for the grey water system can be submitted alongside the treatment of effluent system.

Stormwater is proposed to be contained on site through the use of soak wells. Four soak wells are proposed to contain the stormwater on site. Two will be situated east of the proposed porch and two will be situated east of the proposed alfresco.

## **Comment**

### Access

The subject property has access via the Wandering-Narrogin Road. The proposed dwelling will use the existing cross over and access point serving the existing residence.

### Setbacks

The FS-TPS prescribes the following requirements for residential buildings to be set back from lot boundaries and road reserves:

*"Except where lot sizes or dimensions, site conditions, or special conditions apply all development including dwelling, farm buildings and outbuildings shall not be setback not less than 20 metres for any lot boundary or projected road alignment or realignment. Minimum setbacks from roads under the control of Main Roads WA shall be 40 metres from existing 20 metre reserves and 30 metres from existing 40 metre reserves.*

The Wandering-Narrogin Road Reserve is a 20 metre road reserve and the additional dwelling is required to be setback 40 metres from the road. The setback dimensions are not indicated on the plans, however from the online mapping systems it has been determined the required setbacks have been satisfied as the existing residence, is approximately 226 metres from the existing road reserve.

The proposed dwelling will be setback 149.76m from the lot boundary and therefore all setback requirements have been complied with.

The subject dwelling meets the requirements prescribed by the FS-TPS and it therefore recommended that Council conditionally approve the application for planning consent.

### Consultation

- Azhar Awang – Executive Manager, Development & Regulatory Services
- Shiralee Magor – Environmental Health Officer

### Statutory Environment

Nil.

### Policy Implications

Nil.

### Financial Implications

The planning application fee of \$1,063.80 has been made payable to the Shire of Narrogin.

### Strategic Implications

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

### Voting Requirements

Simple Majority.

## COUNCIL RESOLUTION 0917.105 AND OFFICER'S RECOMMENDATION

**Moved: Cr Bartron**

**Seconded: Cr Walker**

That Council:

Support the Application for Planning Consent for an additional dwelling on Lot 2018 (No. 3383) Wandering-Narrogin Road, Mingin subject to the following conditions:

1. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire, is granted in writing.
2. The development shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.

3. All storm-water drainage and run off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
4. Approval of the additional residence is not to be used for justification for subdivision or strata titling of the land.
5. The applicant is to submit a planning application for the proposed intensive aquaculture/horticultural enterprise prior to using the second dwelling for the propose of staff accommodation.

Advice Notes:

1. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of *Part 14 of the Planning and Development Act 2005*. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.
2. An application to construct or install an apparatus for the treatment of sewerage will be required to be submitted to the Shire of Narrogin Environmental Health Officers, alongside the proposed details of the greywater system.
3. The applicant is encouraged to consider connecting the roof to rainwater storage tank to limit the impact of the stormwater.

**CARRIED 6/0**

<b>Commonly-used abbreviations:</b>	
FS-TPS	Former Shire of Narrogin Town Planning Scheme No.2

01 SEP 2017 A136 IPA1711769

# PLANNING CONSENT



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

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

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

## TOWN PLANNING SCHEME NO.2 DISTRICT SCHEME

Name of Applicant	Redink Homes Southwest
Correspondence Address	23-25 Casuarina Drive, BUNBURY WA 6230
Applicant Phone Number	9721 1500

I hereby apply for planning consent to:

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

Existing use of land	Second dwelling to rural property
Approximate cost of proposed development	\$332,436.00
Estimated time of completion	August 2018
No of persons to be housed / employed after completion	

## TITLES OFFICE DESCRIPTION OF LAND

### LOCALITY PLAN

House No	3383	Lot No	2018	Location No	
Plan or Diag	107723	Street Name	Wandering-Narrogin Road		
Certificate of Title	Volume: 1607		Folio: 232		

### LOT DIMENSIONS

Site area	404,845.14 Square metres
Frontage	Metres
Depth	metres

### AUTHORITY

Applicant's Signature ..... *Al Hayward* ..... Date ..... *28.8.17* .....



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

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

Owner's Signature .....		Date .....	28/8/2017
Owner's Signature .....		Date .....	28/8/2017

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

**THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE**

**PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT**

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

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

**OFFICE USE ONLY**

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



**LOT 2018**  
404,845.14m<sup>2</sup>

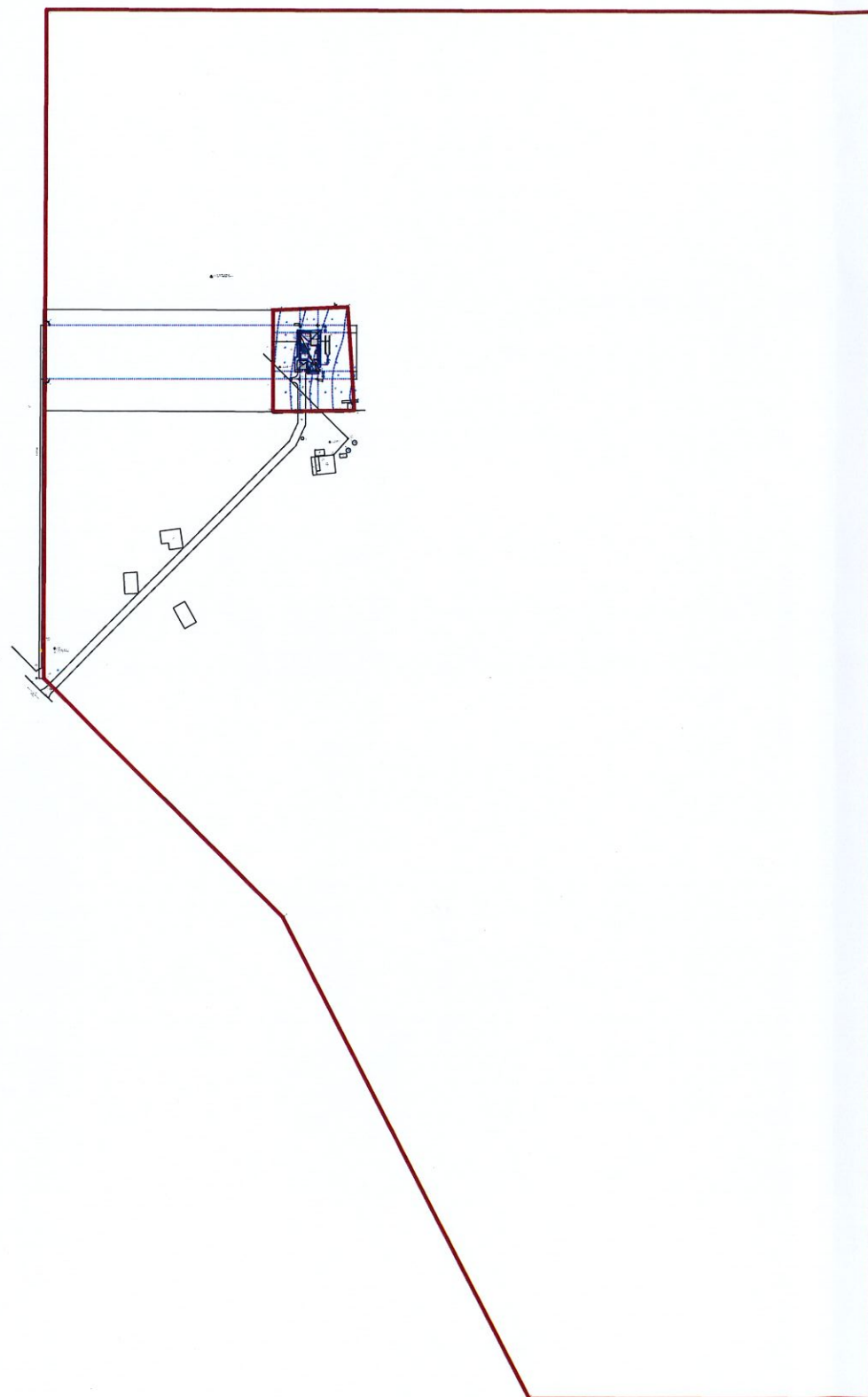
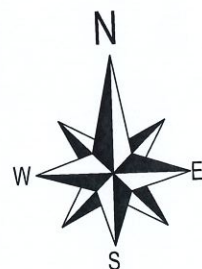
Latitude: 32°52'15"3S Longitude 117°08'43"1E

**DISCLAIMER:**  
Lot boundaries drawn on survey are based on landgate plan only. Survey does not include title search and as such may not show easements or other interests not shown on plan. Title should be checked to verify all lot details and for any easements or other interests which may affect building on the property.

**DISCLAIMER:**  
Survey does not include verification of cadastral boundaries. All features and levels shown are based on orientation to existing pegs and fences only which may not be on correct cadastral alignment. Any designs based or dependent on the location of existing features should have those features' location verified in relation to the true boundary.

**DISCLAIMER:**  
Survey shows visible features only and will not show locations of underground pipes or conduits for internal or mains services. Verification of the location of all internal and mains services should be confirmed prior to finalisation of any design work.

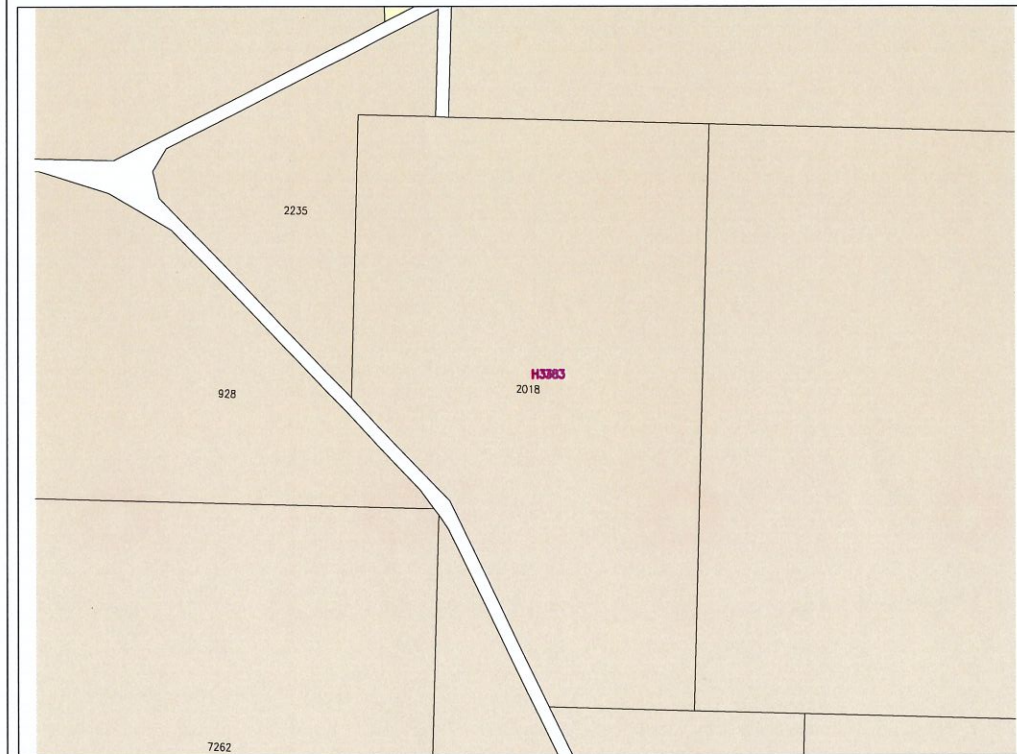
**DISCLAIMER:**  
Cottage & Engineering surveys accept no responsibility for any physical on site changes to the parcel or portion of the parcel of land shown on this survey including any adjoining neighbours levels and features that have occurred after the date on this survey. All Sewer details plotted from information supplied by Water Corporation.



SEC Dome
Power Pole
Phone Pits
Water Conn.
TP 10.00 Top Pillar/Post
TW 10.00 Top Wall
TR 10.00 Top Retaining
TF 10.00 Top Fence

**Redink South West**

CLIENT: SHEPHERD & WALMSLEY  
CONTRACT / JOB NO. 1706006S  
MAP REF.  
SITE SURVEY  
LOT AREA **LOT 2018** COASTAL NO  
=404,845.14m<sup>2</sup> (Scaled from StreetSmart Directory Only - Confirm With Shire) #3383 Wandering-Narrogin Road OLD AREA  
Suburb Narrogin  
Loc.Auth. SHIRE OF CAPEL  
D.Plan 107723 Volume 1607 Folio 232  
Location Check Title



BEWARE: POSSIBLE SERVICE RUN IN & COST	BEWARE: POSSIBLE SERVICE RUN IN & COST	BEWARE: POSSIBLE SERVICE RUN IN & COST	BEWARE: POSSIBLE SERVICE RUN IN & COST
Elec.  O/Head	Water Check Owner	Sewer Nil	
Gas Call 13 13 58	Phone Comms Not loc.	Footpath Nil	
Road Bitumen	Kerb Nil	Drainage Poor	

**THE ANSWER - 'THE BIG DEAL'**

**redink**  
H O M E S  
BUILDERS REGISTRATION N° 12049  
FIRST FLOOR MARLSTON BOARD WALK  
UNIT 40/23-25 CASUARINA  
DRIVE BUNBURY WA 6230  
Phone (08) 9721 1500 Fax (08) 9791 1411  
© Copyright 2006 Ref:

THIS IS ONE OF THE DRAWINGS REFERED TO IN THE CONTRACT :  
OWNER .....DATE.....  
OWNER .....DATE.....  
BUILDER .....DATE.....

REV:	DESCRIPTION:	INT:	DATE:
'1'	CONTRACT DRAWINGS + SVO	MV	06.07.17
'2'			
'3'			
'4'			
'5'			
'6'			
'7'			
'8'			
'9'			

THE ANSWER - 'THE BIG DEAL'	
SITE INFO	
DATE: 06.07.17	SHEET N°: 01 of 12
SCALE: 1:200	
REVISION N°: 1	JOB N°: 1706006S

Locality Plan

Not to Scale Date: 03 Jul 17

**NOTE:**  
TELSTRA/COMMS. PIT NOT LOCATED ADJACENT TO LOT AT TIME OF SURVEY. VERIFY AVAILABILITY WITH TELSTRA.

**COTTAGE & ENGINEERING SURVEYS**  
Licensed Surveyors

87-89 Guthrie Street, Osborne Park, Western Australia  
Telephone: (08) 9446 7361 Facsimile: (08) 9445 2998  
Email: perth@cottage.com.au Website: www.cottage.com.au  
J/No: 419628 Drawn: T. Polmear

**NOTE:** EARTHWORKS / SET-OUT DIMENSIONS MAY VARY ON SITE AT BUILDERS DISCRETION. SEWER / DRAINAGE MAY VARY FROM SCHEMATIC PRESENTATION / CHECK MINIMUM CLEARANCES. RETAINING. THIS SURVEY DOES NOT GUARANTEE THE LOCATION OF BOUNDARY PEGS OR FENCES. CHECK TITLE FOR EASEMENTS / COVENANTS ETC.

STANDARD UPDATE v-18 170581.DD



THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT :  
 OWNER :  
 DATE :  
 BUILDER :  
 DATE :

VARIATIONS:  
 REV: DESCRIPTION:  
 CONTRACT DRAWINGS + SVO  
 INT: MW  
 DATE: 06.07.17

CLIENT: SHEPHERD & WALMSLEY  
 SITE ADDRESS: LOT 2018 (#3383) WANDERING-NARROGIN RD  
 SALES: ST DRAWN: MV CHECKED: BW  
 WA 6312

THE ANSWER - 'THE BIG DEAL'  
 FLOOR PLAN  
 DATE: 06.07.17  
 SCALE: 1:1, 1:100  
 SHEET N°: 05 of 12  
 REVISION N°: 1  
 JOB N°: 1706006S

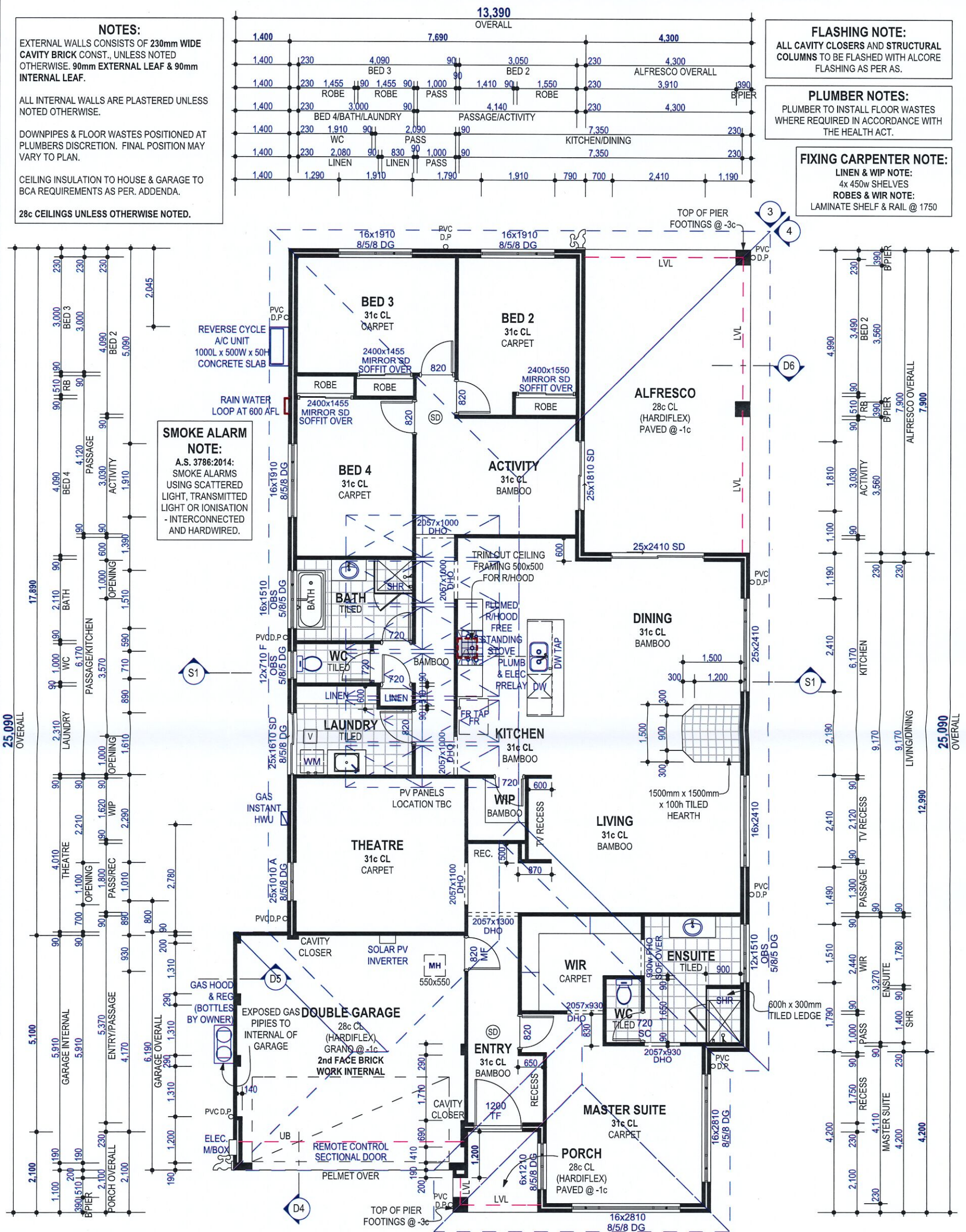
**BCA ENERGY COMPLIANCE:**  
 \* R 4.0 CEILING INSULATION \* EXTENT OF CAVITY INSULATION, IF REQUIRED, AS SHOWN ON PLAN. MATERIAL TO FINISH 500mm BEYOND CORNERS. REFER TO ADDENDA.  
 \* SELF SEALING EXHAUST FANS \* THERMAL BREAK TO BE LOCATED VERTICALLY BETWEEN THE GARAGE SLAB AND THE INTERNAL BRICKWORK.

**NOTES:**  
 EXTERNAL WALLS CONSISTS OF 230mm WIDE CAVITY BRICK CONST., UNLESS NOTED OTHERWISE. 90mm EXTERNAL LEAF & 90mm INTERNAL LEAF.  
 ALL INTERNAL WALLS ARE PLASTERED UNLESS NOTED OTHERWISE.  
 DOWNPIPES & FLOOR WASTES POSITIONED AT PLUMBERS DISCRETION. FINAL POSITION MAY VARY TO PLAN.  
 CEILING INSULATION TO HOUSE & GARAGE TO BCA REQUIREMENTS AS PER. ADDENDA.  
 28c CEILINGS UNLESS OTHERWISE NOTED.

**FLASHING NOTE:**  
 ALL CAVITY CLOSERS AND STRUCTURAL COLUMNS TO BE FLASHED WITH ALCORE FLASHING AS PER AS.

**PLUMBER NOTES:**  
 PLUMBER TO INSTALL FLOOR WASTES WHERE REQUIRED IN ACCORDANCE WITH THE HEALTH ACT.

**FIXING CARPENTER NOTE:**  
 LINEN & WIP NOTE:  
 4x 450w SHELVES  
 ROBES & WIR NOTE:  
 LAMINATE SHELF & RAIL @ 1750



**SMOKE ALARM NOTE:**  
 A.S. 3786:2014:  
 SMOKE ALARMS USING SCATTERED LIGHT, TRANSMITTED LIGHT OR IONISATION - INTERCONNECTED AND HARDWIRED.

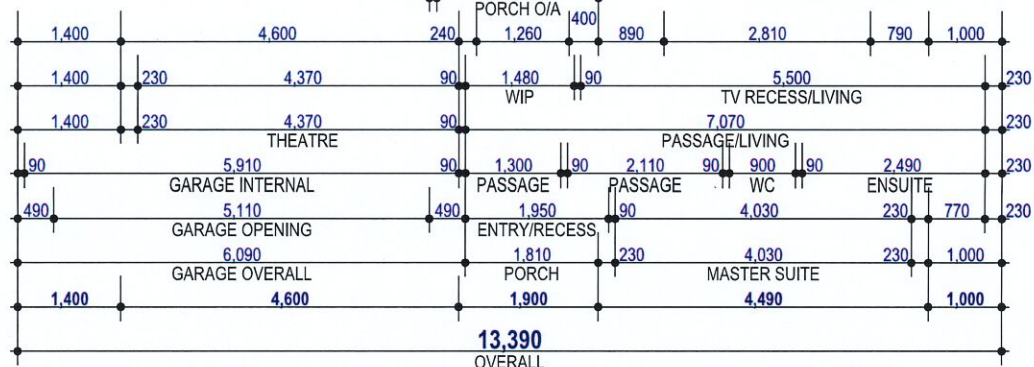
**GREY WATER SYSTEM :**  
 PROVIDE PROVISIONS ONLY FOR GREY WATER SYSTEM TO BE RUN FROM LAUNDRY, BATHROOM, ENSUITE & KITCHEN. OWNER SUPPLIED GRS-H FILTER.

SITE CLASSIFICATION : S  
 FOOTING DETAIL : C5  
 WIND CATEGORY : N2  
 COASTAL CONDITIONS : N/A

**ENGINEERS NOTE:**  
 ALL ENGINEERS NOTATIONS, BEAM LAYOUTS & STRUCTURAL COLUMNS AS PER ENGINEERS DRAWINGS.

**BRICKLAYER NOTE:**  
 EXTERNAL BRICKS TO BE 290 X 162 X 90 (1st external course to be 2 course bricks laid in THIRD BOND)

AREAS		
Name	Area	Perimeter
ALFRESCO	33.970	24.400
DOUBLE GARAGE	36.816	24.560
HOUSE	225.549	74.160
PORCH	4.230	8.600
	300.565 m <sup>2</sup>	











Attachment Two – Locality Plan

## **10.1.090 APPLICATION FOR PLANNING CONSENT – PARKING OF COMMERCIAL VEHICLES AT LOT 10 (NO 1) GORDON STREET NARROGIN**

**File Reference:** A213100  
**Disclosure of Interest:** Nil  
**Applicant:** RJ & DJ House  
**Previous Item Nos:** Nil  
**Date:** 12 September 2017  
**Author:** Leigh Medlen – Planning Assistant  
**Authorising Officer:** Azhar Awang – Executive Manager, Development & Regulatory Services

### **Attachments**

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

### **Summary**

Council is requested to consider an application for planning consent for the parking of commercial vehicles at Lot 10 (No. 1) Gordon Street, Narrogin.

### **Background**

The Shire of Narrogin received a complaint regarding the parking of commercial vehicles at the applicants address at Lot 10 (No. 1) Gordon Street, Narrogin. Shire of Narrogin officers undertook a site inspection on 12 August 2017 to establish whether the parking of commercial vehicles was being undertaken at the abovementioned property. Upon inspection it was determined that a commercial vehicle was being parked on the property without prior planning consent. Correspondence was sent to the applicant requesting the removal of the commercial vehicle or an application be made to the Shire for the parking of commercial vehicles at the subject property. On 4 September 2017 an application was received for the parking of commercial vehicles at the abovementioned property.

The subject property is zoned under the Former Town of Narrogin Town Planning Scheme (FT-TPS) as 'Single Residential' the subject property is 10,825m<sup>2</sup> and is a substantial residential property with established vegetation. The property has access via Gordon Street.

The application proposes to park the fuel truck at two different locations on the property. The fuel truck will be parked at the premise from 5pm to 5am on weekdays adjacent to the blue metal driveway as indicated on the plan provided in Attachment 1. The fuel truck also proposes to park at the property on the weekend, in the northeast of the property as indicated on the plan provided in Attachment 1. At no stage will the fuel truck be loaded or any maintenance or works be undertaken on the vehicle, other than the washing of front windscreen.

## Comment

Council is requested to consider the application for planning consent for the parking of commercial vehicles as a use that is not listed within the zoning table of a 'Single Residential' land zoning.

## Zoning

Under the FT-TPS the subject property is zoned as 'Single Residential.' It should be noted, that the property is a very substantial single residential property and borders farming land. Under the proposed joint Shire of Narrogin Town Planning Scheme the property is zoned as 'Single Residential' however borders land zoned as 'General Agricultural.'

Parking of commercial vehicles within 'Single Residential' zoned land are addressed under Clause 3.1.6 – Parking and Repair which states:

*"No person shall within a Residential Zone:*

- a) Park or allow to remain stationary for more than four hours consecutively:
  - i) more than one commercial vehicle;*
  - ii) a commercial vehicle unless such vehicle so parked is housed in a domestic garage or domestic outbuilding;*
  - iii) any vehicle which due to size or load is not capable of being completely housed within a domestic garage or domestic outbuilding having a maximum floor area of forty five square metres and in which no horizontal dimension is more than fifteen metres;*
  - iv) a vehicle which together with the load thereon exceeds three metres in height;**

*Unless the vehicle is being used in connection with building or construction works.*

- b) Repair, service or clean a commercial vehicle unless such work is carried out whilst the vehicles is housed in a domestic garage or domestic outbuilding.*
- c) Keep or allow to remain or build, repair, paint, service, clean or renovate any boat, launch yacht, dinghy, or other vessel or a caravan in front of the setback line for more than eight house consecutively without the consent of council."*

Council has the ability to relax these standards through Clause 6.2 of the Town Planning Scheme No. 2 which states:

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

- i) Approval of the proposed development would be consistent with the orderly and proper planning of the locality, the preservation of the amenity of the area and be consistent with the objective of the scheme.*

*ii) The non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality and;*

*iii) The spirit and purpose of the requirements of standards will not be unreasonably departed from thereby.*

Therefore, the proposal can be considered as Clause 6.2 allows for requirements or standards of the FT-TPS to be relaxed, provided the three objectives detailed above are met. A Commercial Vehicle is not considered as a use within the development table of a 'Single Residential' zone.

The State Administrative Tribunal however, have made a number of decisions regarding the parking of commercial vehicles as a land use. In a case by case basis the Tribunal have assessed applications in regards to the scale of activities being undertaken. In some cases it has been found that while the parking of a vehicle does not fall within the definition of a Transport Depot as a land use, the parking of a commercial vehicle in a residential area does constitute a land use. The commercial vehicle planning policy was therefore established to guide the process and assessment of such applications within the Town of Narrogin. The commercial vehicle parking planning policy defines the parking of commercial vehicle as follows:

*“Commercial Vehicle – means a vehicle whether licensed or not, and shall include motor propelled caravans, trailers, semi-trailers, earth moving machines, whether self-propelled or not, motor wagons, bus and tractors and their attachments, but shall not include any motor car, or any vehicle what so ever the weight of which is less than 3.5 tonnes.”*

Clause 2.2.5 and 2.2.7 apply which allow Council to consider the application as a use not listed. Clauses 2.2.5 and 2.2.7 state:

*“2.2.5 Clause 2.2.4 does not prohibit the Council from giving consent to a use that is not*

*a) Mentioned in the list of use classes in the Development Table; or*

*b) Defined in Clause 1.8; or*

*c) Defined in Appendix D to the Town Planning Regulations, 1967*

*and determining the zone in which the use may be carried on pursuant to Clause 2.2.6 nor does Clause 2.2.4 prohibit the use of the land in accordance with consent so given.*

*2.2.7 An application to the Council for it's consent under Clause 2.2.5 –*

*a) shall be advertised in accordance with provisions of Clause 6.3.2; and*

*b) shall not be granted unless a resolution to do so is passed by an absolute majority of the Council.*

A commercial vehicle land use therefore can be considered on these grounds in accordance with the advertising requirements prescribed in Clause 6.3.2. Clause 6.3.2 states as follows:

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

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

Previously, Council have considered the parking of commercial vehicles within a ‘Single Residential’ zoned land and given consent to advertise. It is therefore recommended that council advertise the proposal in accordance with Clause 6.3.2.

#### Amenity and Screening

Parking of commercial vehicles have the potential to disturb the amenity of residential areas through noise disturbance and impact to visual amenity. The amenity of a residential area needs to be considered in an application for the parking of commercial vehicles.

The FT-TPS does not permit the parking of commercial vehicles for a period longer than 4 hours to avoid any disturbance to the amenity of residential areas. Adequate screening has the ability to reduce any negative visual impacts to residential areas as well as playing a role in minimising any potential noise impacts. It should be noted that the subject property is surrounded by ‘Single Residential’ properties to the south and west and ‘Farming’ properties to the north. The impact to the farming property to the north would be considered minimal as it is a vacant paddock for the purpose of agriculture rather than sensitive land uses, such as residential properties.

#### Visual Amenity

The subject property is a large property approximately 10,825m<sup>2</sup> and has established vegetation throughout the property. The applicant proposes to park the subject vehicle in the far northeast of the property on weekends and it has been determined it would be difficult to be visible from Gordon Street in this position. The applicant has a new fence across the front of his property as some of the applicant's land was acquired by Main Roads through the construction of the new link road.

The position of the truck to be parked during the week would be more visible from Gordon Street than the position it would be parked on the weekends. As the property is substantial in size and has established vegetation it would have minimal adverse impact to visual amenity of a residential area. It was difficult to assess if the fuel truck can be visible over the back fence from the adjoining neighbours as it is private property. The street façade of Gordon Street would be minimally impacted by the parking of the commercial vehicle.



### Noise Amenity

Arrival and departure times of the vehicles have the potential to impact surrounding residential areas. Early morning and late evening travel times on a routine basis have the potential to disturb nearby residents. The applicant proposes to depart at 5.00am each morning and arrive home at 5.00pm each afternoon. The truck arriving at 5.00pm each afternoon is unlikely to cause any noise disturbance at an unreasonable time. The early morning departure time is more likely to cause noise disturbance to adjoining properties.

The vehicle will not be moved on weekends and parked in the northeast of the property and therefore would not cause noise disturbance to adjoining properties unreasonably on weekends. Conditions of approval have the ability to overcome certain aspects of the disturbance. For example, conditions stating the vehicle must be reversed parked at night as to not engage reversing beepers in the early hours of the morning could be included.

The established vegetation and fencing could also play a role in absorbing some of the associated sounds. Furthermore, the new link road would also generate noise for the nearby residence and it would be unlikely that the parking of the commercial vehicles would generate noise as to adversely affect the farming property to the north.

### License Code Class

The commercial vehicle planning policy states the type of license codes that may be permitted in certain land zonings within the Town of Narrogin.

Within the Commercial Vehicle Planning Policy the license code that may be permitted within 'Single Residential' or 'Other Residential' zoned land is a Light Rigid (LR) vehicle. It states Council will generally not support the parking of commercial vehicles in excess of a single vehicle, but may include a trailer subject to adequate screening.

The subject property is zoned as 'Single Residential' and the license code of the vehicle intended to be parked at the property is considered as a Heavy Combination (HC) vehicle. The vehicle does exceed the policies recommendations however, it is considered that the subject property is a large residential lot. A HC licensed truck is considered under the parking of commercial vehicles planning policy within rural zoned land over five hectares. The subject property is one hectare in size and does fall short of the minimum size required for a HC license to be parked at the property.

Considering, the application is for a single vehicle and the property is a substantially large lot and surrounded by 'Farming' land as well as 'Single Residential', it is recommended that Council advertise the proposal in accordance with Clause 6.3.1 to allow nearby residents and landowners an opportunity to make public comment. Upon receiving comments from adjoining landowners the nature of comments can be considered and any valid planning considerations can be assessed to determine if they can be overcome by conditions of approval.

### **Consultation**

- Azhar Awang – Executive Manager, Development and Regulatory Services
- Robert House – The Applicant
- Public Advertising will be required in accordance with Clause 6.3.1 of the former Town of Narrogin Town Planning Scheme.

## Statutory Environment

- Former Town of Narrogin Town Planning Scheme No. 2 – Clause 2.2.5 and 2.2.7 – Use not listed
- Former Town of Narrogin Town Planning Scheme No. 2 – Clause 3.1.6 – Parking and Repair of Commercial Vehicles
- Former Town of Narrogin Town Planning Scheme No. 2 – Clause 6.2 – Relaxation of Standards
- Former Town of Narrogin Town Planning Scheme No. 2 – Clause 6.3 – Application for Special Approval

## Policy Implications

Town of Narrogin Planning Policies – Parking of Commercial Vehicles

## Financial Implications

- Application for Planning Consent Fee to the value of \$147.00 to be made payable to the Shire of Narrogin and borne by the applicant.
- Advertising Costs – Town Planning Scheme No .2 – Clause 6.3.6  
*“The application shall pay to the council the cost of all expenses incurred by Council in giving notice in accordance with the foregoing provisions and if not so paid the Council may recover that amount in a court of competent jurisdiction.”*

## Strategic Implications

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

## Voting Requirements

Absolute Majority.

**COUNCIL RESOLUTION 0917.106 AND OFFICER'S RECOMMENDATION**

**Moved: Cr Ward**

**Seconded: Cr Bartron**

That Council:

1. Advertise the application for the parking of commercial vehicles at Lot 10 (No 1) Gordon Street, Narrogin for public comment in accordance with Section 6.3 of the former Town of Narrogin Town Planning Scheme No.2.
2. If no negative submission are received authorise the Chief Executive Officer to issue planning approval.

**CARRIED 6/0  
BY ABSOLUTE MAJORITY**

<b>Commonly-used abbreviations:</b>	
FT-TPS	Former Town of Narrogin Town Planning Scheme
HC	Heavy Combination
LR	Light Rigid

# PLANNING CONSENT



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

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

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

## TOWN PLANNING SCHEME NO.2 DISTRICT SCHEME

Name of Applicant	ROBERT JOHN HOUSE DIANNE JOY HOUSE
Correspondence Address	PO BOX 1027 NARROGIN 6312
Applicant Phone Number	9811726 0427271027

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of **TRUCK PARKING**
- Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)  
**MILL ALTERATION**

Existing use of land	
Approximate cost of proposed development	\$ <b>MILL</b>
Estimated time of completion	<b>N.A.</b>
No of persons to be housed / employed after completion	<b>N.A.</b>

## TITLES OFFICE DESCRIPTION OF LAND

### LOCALITY PLAN

House No	<b>ONE</b>	Lot No	<b>TEN</b>	Location No	
Plan or Diag		Street Name	<b>1 GORDON ST NARROGIN</b>		
Certificate of Title	Volume: _____		Folio: _____		

### LOT DIMENSIONS

Site area	<b>12000</b>	Square metres
Frontage	<b>80 METRES</b>	Metres
Depth	<b>158 METRES</b>	metres

### AUTHORITY

Applicant's Signature ..... **R. House** ..... Date ..... **27.8.17** .....

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

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

Owner's Signature R. Howie D. J. Howie Date 27.8.17

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

**THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE**

**PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT**

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

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

**OFFICE USE ONLY**

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



PARKING 15 5 PM - 5 AM WEEKDAYS ALL WEEKEND.



Mr Aaron Cook  
Chief Executive Officer  
Shire of Narrogin  
89 Earl Street  
Narrogin WA 6312

Dear Aaron and all councillors,

I am writing to council to seek permission to park one commercial vehicle at my residential address within the Shire of Narrogin. The vehicle in question is owned by Fuel Distributors of WA and is a single trailer semi commercial fuel truck. At no time will the vehicle be loaded when parked at this address and at no time will the vehicle be repaired/maintained or cleaned other than the cleaning of the front windscreen for safety reasons at this address. The address of the residence in question is Lot 10 (No. 1) Gordon Street Narrogin.

Thank you for taking the time to discuss this matter and look forward to a positive outcome.

Yours Sincerely

Robert House



Date 27.8.17





Attachment Two – Locality plan

## 10.1.091 PAVEMENT STABILISING TENDER 1718-02

<b>File Reference:</b>	28.2.1
<b>Disclosure of Interest:</b>	Nil
<b>Applicant:</b>	John Warburton – Manager Operations
<b>Previous Item Nos:</b>	Nil
<b>Date:</b>	18 September 2017
<b>Author:</b>	John Warburton – Manager Operations
<b>Authorising Officer:</b>	Torre Evans – Executive Manager Technical & Rural Services

### Attachments

Nil

### Summary

Council is requested to consider awarding Pavement Stabilising Tender 1718-02 for stabilising works on the Narrogin Harrismith Road, and Whinbin Rock Road, to Stabilised Pavements of Australia, for the cost \$184,619.67 including GST.

### Background

Included in the 2017/18 budget, two roads are scheduled for pavement stabilising works as part of the ongoing maintenance and refurbishments of roads within the Shire. These roads were identified by the TALIS report and Council's adopted Five Year Road Program.

These works would need to be completed by contractors, using specialised machinery. The cost of such works was estimated to exceed the \$150,000 tender threshold and therefore necessary for the works to be facilitated through a tender process.

The Pavement Stabilising Tender was facilitated through the WALGA Preferred Supplier eQuotes portal, which satisfies the local government statutory advertising requirement.

### Comment

The Pavement Stabilising Tender was advertised through the WALGA eQuotes Portal from 29 August 2017 to 15 September 2017. The Request for Tender document (RFT) was sent to five WALGA preferred suppliers through the WALGA eQuotes portal with three companies responding. See below companies:

- Stabilised Pavements of Australia
- Downer
- Stabilisation Technology

The tender was evaluated on 85% price and 15% relevant experience.

To evaluate the price, contractors were asked to submit pricing based on a cost per square meter rate, to cement stabilise existing pavements to a depth of 250mm.

All three companies that tendered were WALGA preferred suppliers and had relevant experience for these works, and provided contactable referees.

An evaluation panel was formed that consisted of:

- Torre Evans – Executive Manager Technical & Rural Services
- John Warburton – Manager Operations
- Keenan Wenning – Technical Officer

The panel recommended the tender be awarded to Stabilised Pavements of Australia.

### Consultation

- Aaron Cook – Chief Executive Officer
- Torre Evans – Executive Manager Technical & Rural Services
- Keenan Wenning – Technical Officer

### Statutory Environment

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

### Policy Implications

Nil

### Financial Implications

The budget for pavement stabilising works is \$205,370 excluding GST which is contained within the 2017/18 budget

### Strategic Implications

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

<b>Objective</b>	<b>1. Economic Objective (Support growth and progress, locally and regionally)</b>
Outcome:	1.3 An effective well maintained transport network
Strategy:	1.3.1 Maintain and improve road network in line with resource capacity

### Voting Requirements

Simple Majority



<b>COUNCIL RESOLUTION 0917.107 AND OFFICER'S RECOMMENDATION</b>
---

**Moved: Cr Walker**

**Seconded: Cr Seale**

That Council:

1. Award the 2017/18 Pavement Stabilising Tender 1718-02, to Stabilised Pavements of Australia for the sum of \$184,619.67 including GST, for stabilising works on the Narrogin Harrismith Road, and Whinbin Rock Road Narrogin.
2. Authorise the Chief Executive Officer to execute and manage the contract, including any variations, providing these variations do not exceed the allocated budget provision or reduce the overall scope.

**CARRIED 6/0**

<b>Commonly-used abbreviations:</b>	
RFT	Request for Tender

## 10.1.092 AIRPORT COMMITTEE MINUTES 4 SEPTEMBER 2017

<b>File Reference:</b>	30.5.1
<b>Disclosure of Interest:</b>	Nil
<b>Applicant:</b>	Torre Evans – Executive Manager Technical & Rural Services
<b>Previous Item Nos:</b>	Nil
<b>Date:</b>	7 September 2017
<b>Author:</b>	Torre Evans – Executive Manager Technical & Rural Services
<b>Authorising Officer:</b>	Aaron Cook – Chief Executive Officer

### Attachments

Attachment 1 – Airport Committee Meeting Minutes 4 September 2017

### Summary

Council is presented with the Airport Committee Minutes from 4 September 2017 for endorsement. Council is requested to consider endorsing the recommendations of the Committee and authorise administration to action these recommendations and consider adopting the revised Airport Committee Terms of Reference contained in attachment 1.

### Background

On 4 September 2017 an Airport Committee meeting was held to discuss a number of topics (see attachment 1).

The role and scope of Committee is to:

1. To investigate, plan and report on options and proposals for airport development and expansion.
2. To review existing services (user access, navigation, emergency response etc.) and ensure highest practicable standard is maintained.
3. To monitor the physical infrastructure (runway, buildings, fencing, equipment etc.).
4. To provide a further avenue of communication and consultation between Council, users and lessees of land, or buildings, and advise Council on the management of facilities.

### Comment

It is worth noting that within the minutes (attachment 1) at item 4.1 Council is being asked to endorse a revision of the Airport Committee Terms of Reference. The only change is to include an additional three committee members representing the Narrogin Gliding Club, Narrogin Flying Club and St John Ambulance.

### Consultation

- Airport Committee (inclusive of Shire President L Ballard and Councillor G Ballard)
- Aaron Cook – Chief Executive Officer

## Statutory Environment

The majority of Committees are established under the *Local Government Act 1995* –

- s.5.8 to s.5.18 – *Committees and their meetings.*
- s.5.19 to s.5.25 – *Matters affecting Council and Committee meetings.*
- s.5.59 to s.5.90 – *Financial interests, declarations, gifts etc.*

Also refer to *Local Government (Administration) Regulations 1996* –  
- r.4 to r.14B – *Committees and committee meetings.*

Shire of Narrogin Meeting Procedures Local Law 2016, unless otherwise provided for by the Act or Regulations.

(Extracted from Shire of Narrogin Committees – Establishment and Terms of Reference – Appendix 1)

## Policy Implications

Nil

## Financial Implications

Within the Airport Committee Minutes (attachment 1) at item 4.2, there are some minor costs as per below

- \$1,000.00 in kind labour to construct the sand pad for the new tank

This can be contained within the current adopted budget.

## Strategic Implications

• <b>Shire of Narrogin Strategic Community Plan 2017-2027</b>	
• Objective:	• Economic
• Outcome:	• 1.3.2 Review and implement the Airport Master plan
• Objective:	• Environment
• Outcome:	• 3.4.1 Improve and maintain built environment

## Voting Requirements

Absolute Majority

<b>COUNCIL RESOLUTION 0917.108 AND OFFICER'S RECOMMENDATION</b>
---

**Moved: Cr Ward**

**Seconded: Cr Walker**

That Council:

1. Endorse the minutes from the Airport Committee held 4 September 2017 as presented (Attachment 1)
2. Authorise the Shire administration in actioning any recommendations contained within the Airport Committee minutes 4 September 2017 and
3. Adopt the revised Airport Committee Terms of Reference as presented in the Airport Committee minutes 4 September 2017 (Attachment 1)

**CARRIED 6/0  
BY ABSOLUTE MAJORITY**

# MINUTES



## NARROGIN AIRPORT COMMITTEE

Date: Monday 4 September 2017  
Time: 5.00 pm  
Venue: Meeting Room, 89 Earl Street, Narrogin

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# MINUTES

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## NARROGIN AIRPORT COMMITTEE

4 September 2017

### 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

5.05 pm – President Ballard declared the meeting open and welcomed visitors.

### 2. RECORD OF ATTENDANCE AND APOLOGIES

#### Committee Members

President L Ballard

#### Deputy

Cr G Ballard

#### Staff

Mr T Evans – Executive Manager Technical and Rural Services (EMTRS)

Ms W Russell – Executive Support Officer (ESO), minutes

Mr A Cook – Chief Executive Officer (CEO)

#### Apologies

Deputy President T Wiese

Cr M Fisher

Cr C Ward

Mr G Hansen – DFE & St John

#### Guests

Mr H Leach – Narrogin Flying Club

Mr D Harrington – Narrogin Gliding Club

### 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

<b>COMMITTEE RESOLUTION AND OFFICER'S RECOMMENDATION</b>
--

**Moved: Cr G Ballard**

**Seconded: President L Ballard**

That the Committee:

Accept the minutes of the Narrogin Airport Committee Meeting held on 18 July 2017 and be confirmed as an accurate record of proceedings.

**CARRIED 2/0**

### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

## 5. MATTERS WHICH REQUIRE DISCUSSION

### 5.1 TERMS OF REFERENCE - REVISION

**Applicant:** Shire President Ballard – Airport Committee Chairman  
**Date:** 10 August 2017  
**Author:** Torre Evans – Executive Manager Technical & Rural Services

#### Attachments

- Attachment 1 – Revised Terms Of Reference Airport Committee

#### Summary

The Airport Committee is requested to endorse the revised Airport Committee Terms of Reference so that it can be presented to Council as an agenda item for adoption.

#### Background

At the Airport Committee meeting held on 18 July 2017, the Chairman – Shire President Ballard, suggested that the Airport Committee Terms of Reference may need to be revised to include other interested parties i.e. a representative from the Narrogin Gliding Club, the Narrogin Flying Club and St Johns Ambulance. It was also asked that the EMTRS represent the revised Airport Committee Terms of Reference to the next Airport Committee meeting.

#### Comment

Nil

#### Consultation

- Shire President Ballard – Airport Committee Chairman
- Aaron Cook – Chief Executive Officer

#### Statutory Environment

*The majority of Committees are established under the Local Government Act 1995 –*

*- s.5.8 to s.5.18 – Committees and their meetings.*

*- s.5.19 to s.5.25 – Matters affecting Council and Committee meetings.*

*- s.5.59 to s.5.90 – Financial interests, declarations, gifts etc.*

*Also refer to Local Government (Administration) Regulations 1996 –*

*- r.4 to r.14B – Committees and committee meetings.*

Extracted from Shire of Narrogin Committees – Establishment and Terms of Reference – Appendix 1

#### Policy Implications

Nil

#### Financial Implications

Nil

#### Strategic Implications

Nil

**COMMITTEE RESOLUTION AND OFFICER'S RECOMMENDATION**

**Moved: Cr G Ballard**

**Seconded: President L Ballard**

That the Committee:

Endorse the revised Airport Committee Terms of Reference as presented and for the Executive Manager Technical & Rural Services to present the revised Airport Committee Terms of Reference to the next available Council meeting as an agenda item for adoption.

**CARRIED 2/0**

Minutes

## 1.2 Narrogin Airport Committee

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

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

**History** Established 25 October 2016

### Establishment

- Objectives** To advise Council on –
- airport development
  - airport services
  - airport infrastructure
  - user and lessee management

### Membership

<b>Composition resolved by Council</b>	
Nomination of	N
Elected members, including ex-officio	4
Employees, including ex-officio	-
Other persons – Community at large	0
Specified organisations:	
Narrogin Gliding Club	1
Narrogin Flying Club	1
St Johns Ambulance	1
<b>Total Membership</b>	<b>7</b>
Quorum	4

**Meetings** Appendix 1 – Standard conditions for establishment of Council

### Committees **Administrative Support**

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

### Role and Scope of Committee

1. To investigate, plan and report on options and proposals for airport development and expansion.
2. To review existing services (user access, navigation, emergency response etc.) and ensure highest practicable standard is maintained.
3. To monitor the physical infrastructure (runway, buildings, fencing, equipment etc.).
4. To provide a further avenue of communication and consultation between Council, users and lessees of land, or buildings, and advise Council on the management of facilities.

– End of TOR

### Notes

## 5.2 LOCATION OF NEW 160,000 LITRE WATER TANK – WATER BOMBERS RE-FILL

**Applicant:** Shire President Ballard – Airport Committee Chairman  
**Date:** 10 August 2017  
**Author:** Torre Evans – Executive Manager Technical & Rural Services

### Attachments

- Attachment 1 – Aerial Map of Narrogin Airport with the proposed location of the 160,000ltr Water Tank.

### Summary

The Airport Committee is requested to consider endorsing the location of the 160,000ltr water tank at Narrogin Airport as presented in attachment 1, for the purpose of refilling water bomber planes for firefighting.

### Background

At the Airport Committee meeting held on 18 July 2017, discussion was held regarding the best location for a 160,000ltr water tank at the Narrogin Airport for the purpose of filling firefighting water bomber planes.

Concerns were raised from the Narrogin Gliding Club - Mr Harrington, that the current location (near the apron of the Narrogin Flying Club / St Johns Ambulance Transfer Point) was not the best location due to:

- Further encroaching onto the Narrogin Gliding Clubs leased area and
- Also the possibility of a clash with the Royal Flying Doctor Service with an emergency pick up and a fire fighting event.

Mr Harrington advised that a more suitable location for the new water tank would be in a Council owned reserve some 300mtrs west of the current location (attachment 1).

The Committee asked that the EMTRS and EMDRS meet with the Narrogin Gliding and Flying Clubs, Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service (DPAW) and any other concerned parties to discuss the new proposed location (attachment 1).

### Comment

The EMTRS and EMDRS met with Gliding Club representative Mr Harrington and Flying Club representative Mr Leach at the new proposed location for placement of the 160,000ltr water tank. Mr Harrington and Mr Leach were both in favour of this location (attachment 1). Mr Harrington and Mr Leach both advised that the new proposed location would satisfy landing and take-off requirements for water bomber planes.



A further meeting was held between EMTRS, DPAW representative Mr Mitch Davies and aviation Technical Advisor Mr Mark Dixon who was recommended to assist with the location process by Mr Greg Durell – DPAW.

Mr Dixon was in favour of the new proposed location (attachment 1) and advised that this position would be compliant with Civil Aviation Safety Authority - CASA regulations and would satisfy landing and take-off requirements for water bomber planes. Further information was advised by Mr Dixon regarding the tidy up of an apron area (currently gravel) and the recommendation that in the future a sealed apron area be constructed to assist water bomber planes to refill off the runway and near to the new proposed tank location.

### **Consultation**

- Azhar Awang – Executive Manager Development and Regulatory Services
- Josiah Farrell – Shire Building Surveyor
- Mr Harrington – Narrogin Gliding Club
- Mr Leach – Narrogin Flying Club
- Mr Mitch Davies – DPAW
- Mr Mark Dixon – Aviation Technical Advisor

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

- \$450.00 for the purchase of a new garden shed to house the water pump and foaming mechanism
- \$1000.00 in kind labour to construct the garden shed and sand pad for the new tank

This can be contained within the current adopted budget.

### **Strategic Implications**

Nil

<b>COMMITTEE RESOLUTION AND OFFICER'S RECOMMENDATION</b>
--

**Moved: Cr G Ballard**

**Seconded: President L Ballard**

That the Committee:

Endorse the new proposed location of the 160,000ltr water tank at the Narrogin Airport as presented in attachment 1 for the purpose of refilling water bomber planes for firefighting.

**CARRIED 2/0**





1971

Proposed Tank Site

2194

400 mtrs

1150 mtrs

2202

Landgate

Landgate



## 5.3 RETRIEVING OF GLIDERS FROM PADDOCKS IN RESTRICTED BURNING OR FIRE BAN PERIODS - POLICY

**Applicant:** Shire President Ballard – Airport Committee Chairman  
**Date:** 10 August 2017  
**Author:** Torre Evans – Executive Manager Technical & Rural Services

### Attachments

- Attachment 1 – email from Trevor Sweening
- Attachment 2 – Letter from the Shire of Beverly

### Summary

The Airport Committee is asked to consider endorsing a list of requests being made to the Narrogin Gliding Club when retrieving gliders by tow planes from paddocks during restricted burning periods or declared total fire bans.

### Background

At the 18 July 2017 Narrogin Airport Committee meeting, the issue of retrieving gliders from farming paddocks was discussed. This was initially raised by Councillor Walker at the July 2017 Monthly Briefing Session whereby he raised concerns about the retrieval planes not contacting the land owner when in view of the farm residence and the likelihood of an accidental fire starting during the process in a prohibited burning or fire ban period.

Mr Harrington of the Narrogin Gliding Club advised the Committee at the 18 July meeting that he had been working with the gliding club to try where possible to contact farmers in the event that the retrieval of a glider from a paddock was required. Mr Harrington advised that this was the practice of the Club however he would raise it again with the Club.

Chairman – Shire President Ballard received correspondence via Mr Trevor Sweeny from Mr Troy Granville – Community Emergency Services Manager of the Shire of Beverly regarding the retrieval of Gliders from paddocks during prohibited burning or fire ban periods as this was raised as an issue with the Shire of Beverly. See attachments 1 and 2.

### Comment

It is the intention of the Chairman - Shire President Ballard for the committee to endorse a request to the Narrogin Gliding Club, to consider the recommendations below, in relation to the retrieval of gliders by tow planes from paddocks during restricted burning periods or declared total fire bans, be followed:

- Carry a fire extinguisher(s) suitable for the suppression of electrical, fuel and grass fires that have been maintained and inspected as per AS 2444-2001,
- Maintain tow planes in mechanically sound condition,
- Use approved spark arrest muffler systems and elevated exhausts on aircraft,
- Land only in stubble not higher than the tyres on the tow plane,
- Take all reasonable precautions to prevent the spread of bushfire, and
- Make all attempts to contact the land owner prior to the retrieval of a glider where practicable.

## Consultation

Shire President Ballard – Chairman, Narrogin Airport Committee

## Statutory Environment

Nil

## Policy Implications

Nil

## Financial Implications

Nil

## Strategic Implications

Nil

## OFFICER'S RECOMMENDATION

That the Committee:

Endorse a request being made to the Narrogin Gliding Club to consider adopting the following recommendations:

- Carry a fire extinguisher(s) suitable for the suppression of electrical, fuel and grass fires that have been maintained and inspected under AS 2444-2001,
- Maintain tow planes in mechanically sound condition,
- Use approved spark arrest muffler systems and elevated exhausts on aircraft,
- Land only in stubble not higher than the wings on the tow plane,
- Take all reasonable precautions to prevent the spread of bushfire, and
- Make all attempts to contact the land owner prior to the retrieval of a glider where practicable.

when retrieving gliders or tow planes from paddocks during restricted burning periods or declared total fire bans.

<b>COMMITTEE RESOLUTION</b>
-----------------------------

**Moved: Cr G Ballard**

**Seconded: President L Ballard**

That the Committee:

Endorse a request being made to the Narrogin Gliding Club to consider adopting the following recommendations:

- Carry a fire extinguisher(s) suitable for the suppression of electrical, fuel and grass fires that have been maintained and inspected as per AS 2444-2001,
- Maintain tow planes in mechanically sound condition,
- Use approved spark arrest muffler systems and elevated exhausts on aircraft,
- Land only in the barest paddock available,
- Take all reasonable precautions to prevent the spread of bushfire, and
- Make all attempts to contact the land owner prior to the retrieval of a glider where practicable.

**CARRIED 2/0**

Minutes



**Email from Trevor Sweeting**

**From:** Trevor Sweeting [<mailto:tmsweet@bigpond.net.au>]

**Sent:** Thursday, 20 July 2017 8:09 AM

**To:** Leigh Ballard <[leigh@ballardseeds.com.au](mailto:leigh@ballardseeds.com.au)>

**Cc:** [harro@treko.net.au](mailto:harro@treko.net.au); [mittsy10@bigpond.net.au](mailto:mittsy10@bigpond.net.au); Cecil Cain <[cecilcain77@gmail.com](mailto:cecilcain77@gmail.com)>

**Subject:** FW: Retrieves and Beverley Shire

Leigh

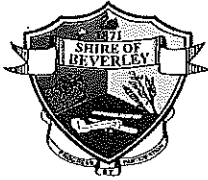
I believe the subject of the retrieving of a glider from a farmer's paddock without his/her consent came up during the airport committee meeting. I attach a letter from the Beverley Shire concerning the same topic. If you wished me to attend the next meeting to put our case forward for retrieving in the future I would be there. I have been retrieving gliders with power aircraft tugs since 1975 so have a hands on knowledge of procedures as Doug Harrington also does now. It is difficult and almost impossible to know which farmer owns the paddock the glider has landed in. Contacting the farmer if you did know is another thing all together.

Regards

Trevor Sweeting

NGC

Minutes



File Ref: ADM 0208  
Enquiries: CEO

Mr R McInnes  
2/10 Hope Road  
ARDROSS WA 6153

Dear Roy,

I write to confirm an outcome from the Beverley Bush Fire Advisory Committee (BFAC) meeting held on 21<sup>st</sup> September 2016.

During this meeting the issue of the Beverley Soaring Society's (BSS) practise of retrieving gliders from paddocks during Restricted and Prohibited Burning Periods and declared Total Fire Bans was discussed.

The consensus of the BFAC was that the practises employed by the BSS have not caused any problems over their long history and thus the BFAC could see no reasons why these practises could not continue.

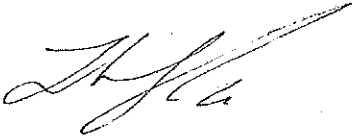
I understand that the BSS identified a concern with the existence of r. 39B. of the Bush Fires Regulations 1954 which states:

- (1) During the prohibited burning times or the restricted burning times a person shall not operate on any land an aeroplane that is being used for the purpose of or in connection with crop dusting, spraying, spreading of fertiliser or other agricultural purposes unless there is available at the site of landing a fire extinguisher together with not less than 150L of water in a suitable container.
- (3) A bush fire control officer may, subject to the directions, if any, of the local government by which he was appointed, issue to a person operating an aeroplane referred to in subregulation (1), or to the owner or occupier of the land used for the landing or taking off of the aeroplane, such directions as he considers necessary for the prevention of fire on that land and the person, owner or occupier, as the case may be, shall comply with these directions.

Whilst it appears apparent that retrieving a glider with a tow plane does not meet the definition of an aeroplane being used for agricultural purposes, notwithstanding, the following directions are issued for the retrieval of gliders by tow plane from paddocks during restricted and prohibited burning times and declared total fire bans:

1. Carry a fire extinguisher(s) suitable for the suppression of electrical, fuel and grass fires that have been maintained and inspected as per AS 2444-2001.
2. Maintain tow planes in mechanically sound condition.
3. Use approved muffler systems and elevated exhausts on aircraft.
4. Land only in stubble not higher than the tyres of the tow plane.
5. Take all reasonable precautions to prevent the spread of bushfire.

Yours sincerely,



Troy Granville

**Community Emergency Services Manager**  
Shire of Beverley Fire Control Officer

12 June 2017

Minutes

## 5.4 ROYAL FLYING DOCTOR SERVICE (RFDS) LINE MARKING NARROGIN AIRPORT

**Applicant:** Shire President Ballard – Airport Committee Chairman  
**Date:** 10 August 2017  
**Author:** Torre Evans – Executive Manager Technical & Rural Services

### Attachments

Nil

### Summary

At the 18 July Airport Committee meeting it was requested that the EMTRS contact the RFDS in regard to the current line marking for the RFDS at the Narrogin Airport to ascertain if it was satisfactory or were there requirements to make adjustments.

Contact was made with RFDS Head of Flying Operations Mr Albin Unger who explained that there has not been any complaints from any RFDS pilots at all in many years and in his opinion there was no need to make any alteration to current line marking at Narrogin Airport at this time.

### Background

Nil

### Comment

Nil

### Consultation

- Head of Flying Operations Royal Flying Doctor Service – Mr Albin Unger

### Statutory Environment

Nil

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Implications

Nil

### OFFICER'S RECOMMENDATION

**Moved: Cr G Ballard**

**Seconded: President L Ballard**

That the Committee:

Take no further action in this matter at this time.

**CARRIED 2/0**

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

**Discussion**

Mr D Harrington from the Narrogin Gliding Club asked if the committee members would like copies of the Newsletter. He will send it to the Shire and it will be sent out to members of the Committee.

Mr D Harrington from the Narrogin Gliding Club and Mr H Leach from the Narrogin Flying Club bought up the issue of the renewal of their leases which are due in the next 12 months. President Ballard advised that this falls outside of the Terms of Reference for this committee, but that he would like to have the two leases negotiated at the same time. This would mean extending one lease so that both leases expire at the same time.

There is a large mud hole near the gate, it was asked if this could be filled

Action Required	By whom
Request Works crew to look at repairing the hole	Shire Evans

**7. NEXT MEETING / CLOSE OF MEETING**

Next meeting TBA.

5.24 pm President Ballard thanked everyone for their participation and declared the meeting closed.

Minutes



## 10.2 CORPORATE AND COMMUNITY SERVICES

### 10.2.093 LIST OF ACCOUNTS FOR ENDORSEMENT – AUGUST 2017

**File Reference:** 12.1.1  
**Disclosure of Interest:** Nil  
**Applicant:** Nil  
**Previous Item Nos:** Nil  
**Date:** 31 August 2017  
**Author:** Brooke Conway – Finance Officer Accounts  
**Authorising Officer:** Frank Ludovico – Executive Manager Corporate & Community Services

#### Attachments

- List of Accounts for Endorsement – August 2017 (under separate cover).

#### Summary

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

Total Creditor Payments August 2017	\$469,728.51
Total Payroll Payments August 2017	\$333,827.68
Total Payments August 2017	\$803,556.19
Percentage paid by Cheque August 2017	0.05%
Percentage paid by EFT August 2017	42.52%
Percentage paid by Direct Debit August 2017	15.21%
Percentage paid by Credit Card August 2017	0.67%
Percentage paid by Payroll August 2017	41.54%
Percentage of Local Suppliers & Wages paid August 2017	65.53%
Dollar Value spent with Local Suppliers August 2017	\$192,734.63
Percentage of Non-Local Suppliers August 2017	34.47%

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

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

### Consultation

Nicole Bryant – Manager Finance

### Statutory Environment

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

### Policy Implications

Nil

### Financial Implications

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

### Strategic Implications

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

### Voting Requirements

Simple Majority

## COUNCIL RESOLUTION 0917.109 AND OFFICER'S RECOMMENDATION

**Moved: Cr Ward**

**Seconded: Cr Walker**

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement, for the month of August 2017 for the Municipal Fund totalling \$803,556.19.

**CARRIED 6/0**

## 10.2.094 MONTHLY FINANCIAL REPORTS – AUGUST 2017

**File Reference:** 12.8.1  
**Disclosure of Interest:** Nil  
**Applicant:** Nil  
**Previous Item Nos:** Nil  
**Date:** 12 September 2017  
**Author:** Nicole Bryant – Manager Finance  
**Authoriser:** Frank Ludovico – Executive Manager Corporate & Community Services

### Attachments

Monthly Financial Report for the period ended 31 August 2017.

### Background

Council is requested to review the August 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 August 2017 Monthly Financial Reports are presented for review.

### Consultation

Frank Ludovico – Executive Manager Corporate and 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 2017/18 Annual Budget, or resulting from a Council Motion for a budget amendment.

### Strategic Implications

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

## **Voting Requirements**

Simple Majority

<b>COUNCIL RESOLUTION 0917.110 AND OFFICER'S RECOMMENDATION</b>
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**Moved: Cr Seale**

**Seconded: Cr Walker**

That Council:

Receive the August 2017 Monthly Financial Reports as presented.

**CARRIED 6/0**





## **MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2017**

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

**SHIRE OF NARROGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**FOR THE PERIOD ENDED 31 AUGUST 2017**

**STATEMENT OF FINANCIAL ACTIVITY**

	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var
<b>Operating Revenues</b>	\$	\$	\$	\$	%	
Governance	5,100	5,016	11,191	6,175	55%	
General Purpose Funding	1,267,125	292,440	289,971	(2,469)	(1%)	
Law, Order and Public Safety	135,838	3,966	3,308	(658)	(20%)	
Health	5,500	3,416	3,978	562	14%	
Education and Welfare	1,299,024	288,229	369,620	81,391	22%	▲
Housing	12,200	2,032	1,400	(632)	(45%)	
Community Amenities	1,006,256	874,468	894,903	20,435	2%	
Recreation and Culture	555,080	16,312	2,633	(13,679)	(520%)	▼
Transport	1,652,956	92,346	99,498	7,152	7%	
Economic Services	242,378	40,392	40,841	449	1%	
Other Property and Services	146,253	24,372	54,386	30,014	55%	▲
<b>Total (Excluding Rates)</b>	<b>6,327,710</b>	<b>1,642,989</b>	<b>1,771,729</b>	<b>128,740</b>		
<b>Operating Expense</b>						
Governance	(613,506)	(153,612)	(109,886)	43,726	40%	▲
General Purpose Funding	(204,758)	(38,971)	(24,661)	14,310	58%	▲
Law, Order and Public Safety	(475,559)	(89,375)	(69,825)	19,550	28%	▲
Health	(202,407)	(35,893)	(29,340)	6,553	22%	
Education and Welfare	(1,722,909)	(299,181)	(225,325)	73,856	33%	▲
Housing	(32,172)	(6,489)	(3,402)	3,087	91%	
Community Amenities	(1,424,149)	(241,153)	(190,886)	50,267	26%	▲
Recreation and Culture	(3,071,419)	(586,719)	(390,958)	195,761	50%	▲
Transport	(4,278,344)	(712,372)	(609,648)	102,724	17%	▲
Economic Services	(708,835)	(126,573)	(88,010)	38,563	44%	▲
Other Property and Services	(30,000)	(28,847)	(114,459)	(85,612)	(75%)	▼
<b>Total</b>	<b>(12,764,058)</b>	<b>(2,319,185)</b>	<b>(1,856,399)</b>	<b>462,786</b>		
<b>Funding Balance Adjustment</b>						
Add back Depreciation	2,480,898	413,466	450,947	37,481	8%	
Adjust (Profit)/Loss on Asset Disposal	54,965	9,162	0	(9,162)	(100%)	
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	458	458	100%	
Adjust Rounding	0	0	0	0		
<b>Net Operating (Ex. Rates)</b>	<b>(3,900,486)</b>	<b>(253,568)</b>	<b>366,735</b>	<b>620,303</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	117,000	0	0	0		
Proceeds from New Debentures	350,000	0	0	0		
Proceeds from Sale of Investments	0	0	0	0		
Proceeds from Advances	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0		
Transfer from Reserves	867,618	0	0	0		
<b>Total</b>	<b>1,334,618</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,013,558)	(40,119)	(41,807)	(1,688)	(4%)	
Plant and Equipment	(716,613)	0	0	0		
Furniture and Equipment	(30,000)	0	0	0		
Infrastructure Assets - Roads	(1,160,355)	0	0	0		
Infrastructure Assets - Footpaths	(66,000)	0	0	0		
Infrastructure Assets - Road Drainage	(30,000)	0	0	0		
Infrastructure Assets - Parks & Ovals	0	0	0	0		
Infrastructure Assets - Townscape	0	0	0	0		
Infrastructure Assets - Other	(849,967)	(81,170)	(85,993)	(4,823)	(6%)	
Purchase of Investments	0	0	0	0		
Repayment of Debentures	(220,292)	0	(3,738)	(3,738)	(100%)	
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	(838,823)	0	(4,907)	(4,907)	(100%)	
<b>Total</b>	<b>(4,925,608)</b>	<b>(121,289)</b>	<b>(136,447)</b>	<b>(15,157)</b>		
<b>Net Capital</b>	<b>(3,590,989)</b>	<b>(121,289)</b>	<b>(136,447)</b>	<b>(15,157)</b>		
<b>Total Net Operating + Capital</b>	<b>(7,491,475)</b>	<b>(374,857)</b>	<b>230,288</b>	<b>605,145</b>		
Rate Revenue	4,670,116	4,670,116	4,579,218	(90,898)	(2%)	
Opening Funding Surplus(Deficit)	2,821,359	2,931,480	2,931,480	0	0%	
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>7,226,739</b>	<b>7,740,987</b>	<b>514,248</b>		

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2017**

**NET CURRENT ASSETS**

	Positive=Surplus (Negative=Deficit)		
	2017-18		
	31/08/2017	31/07/2017	31/08/2016
	This Period	Last Period	Same Period Last Year
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	4,630,352	2,911,904	7,376,065
Cash Restricted	3,890,626	3,779,169	4,187,053
Receivables - Rates and Rubbish, ESL, Excess Rates	3,794,734	5,956,659	3,752,278
Receivables -Other	221,422	28,765	427,333
Inventories	5,072	17,505	1,199
	<b>12,542,207</b>	12,694,002	15,743,928
<b>Less: Current Liabilities</b>			
Payables	(547,972)	(456,287)	(557,901)
Loan Liability	(216,555)	(216,555)	(226,866)
Provisions	(845,116)	(845,116)	(730,966)
	<b>(1,609,643)</b>	(1,517,958)	(1,515,732)
<b>Net Current Asset Position</b>	<b>10,932,564</b>	11,176,044	14,228,196
Less: Cash Restricted	(3,779,169)	(3,779,169)	(4,187,053)
Add Back: Component of Leave Liability not Required to be funded	372,822	372,822	368,990
Add Back: Current Loan Liability	216,555		226,866
Adjustment for Trust Transactions Within Muni	(1,785)	(1,612)	(1,361)
<b>Net Current Funding Position</b>	<b>7,740,987</b>	<b>7,768,085</b>	<b>10,635,638</b>

**SHIRE OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2017**

**MAJOR VARIANCES**

**REPORTABLE OPERATING REVENUE VARIATIONS**

**EDUCATION AND WELFARE**

PERMANENT - Homecare 1st Qtr instalments all higher than budget expectation

**RECREATION AND CULTURE**

TIMING - Reimbursements for other recreation yet to be raised

**TRANSPORT**

TIMING - Private Works less than anticipated

PERMANENT - Refund of bulk Vehicle licensing concession

**REPORTABLE OPERATING EXPENSES VARIATIONS**

**GOVERNANCE**

TIMING - All expenditure estimated evenly over 12 month period

**GENERAL PURPOSE FUNDING**

TIMING - All expenditure estimated evenly over 12 month period

**LAW, ORDER AND PUBLIC SAFETY**

TIMING - All expenditure estimated evenly over 12 month period

**EDUCATION AND WELFARE**

TIMING - All expenditure estimated evenly over 12 month period

**COMMUNITY AMENITIES**

TIMING - All expenditure estimated evenly over 12 month period

**RECREATION AND CULTURE**

TIMING - All expenditure estimated evenly over 12 month period

**TRANSPORT**

TIMING - All expenditure estimated evenly over 12 month period

**ECONOMIC SERVICES**

TIMING - All expenditure estimated evenly over 12 month period

**OTHER PROPERTY AND SERVICES**

TIMING - Plant operation costs underallocated

**REPORTABLE CAPITAL REVENUE VARIATIONS**

NIL

**REPORTABLE CAPITAL EXPENSES VARIATIONS**

NIL



**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2017**

**ACQUISITION OF ASSETS**

<b>Summary Acquisitions</b>	<b>Current Budget</b>		
	<b>This Year</b>		
	<b>Original Budget</b>	<b>YTD Budget</b>	<b>Actual</b>
	\$	\$	\$
<b>Inventories</b>			
Land for Resale	0	0	0
<b>Property, Plant &amp; Equipment</b>			
Land and Buildings	1,013,558	40,119	41,807
Plant & Equipment	716,613	0	0
Furniture & Equipment	30,000	0	0
Tools	0	0	0
<b>Infrastructure</b>			
Roads	1,160,355	0	0
Footpaths	66,000	0	0
Road Drainage	30,000	0	0
Parks & Ovals	0	0	0
Townscape	0	0	0
Other Infrastructure	849,967	81,170	85,993
<b>Totals</b>	<b>3,866,492</b>	<b>121,289</b>	<b>127,801</b>



**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2017**

**ACQUISITION OF ASSETS**

<b>Land &amp; Buildings</b>	<b>Current Budget</b>		
	<b>This Year</b>		
	<b>Original Budget</b>	<b>YTD Budget</b>	<b>Actual</b>
	\$	\$	\$
<b>OTHGOV - Capital Administration Building</b> Building Renovation Administration	40,119	10,119	7,717
<b>WELFARE - Building (Capital)</b> Disability Toilet - Changing Places	59,000	30,000	30,000
<b>STF HOUSE - Building (Capital)</b> Staff Housing Building (Capital)	20,000	0	0
<b>COM AMEN - Building (Capital) - Other Community Amenities</b> Memorial Park Public Toilets Capital	20,000	0	0
<b>HALLS - Building (Capital)</b> Town Hall (Federal St) Building Capital Highbury Hall Building Capital	94,000 7,500	0 0	0 0
<b>NRRC - Building (Capital)</b> NRRC Building (Capital)	50,000	0	0
<b>REC - Other Rec Facilities Building (Capital)</b> Thomas Hogg Oval Buildings Capital	25,000	0	0
<b>LIB - Building (Capital)</b> Library Landscape - Stage 1A Accessable Ramp	80,000	0	0
<b>HERITAGE - Building (Capital)</b> Museum Building (Capital)	5,000	0	0
<b>ROADC - Building (Capital)</b> Lydeker Depot Building (Capital)	30,000	0	0
<b>TOUR - Building (Capital)</b> Accommodation Units (NCP) Caravan Park Renovations	350,000 152,939	0 0	0 0
<b>ADMIN - Building (Capital)</b> Old Shire Office Building Capital	80,000	0	4,091
<b>Totals</b>	<b>1,013,558</b>	<b>40,119</b>	<b>41,807</b>

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2017**

**ACQUISITION OF ASSETS**

<b>Plant &amp; Equipment</b>	<b>Current Budget</b>		
	<b>This Year</b>		
	<b>Original Budget</b>	<b>YTD Budget</b>	<b>Actual</b>
	\$	\$	\$
<b>ANIMAL - Plant &amp; Equipment (Capital)</b> Light Bar Fixing Ranger Vehicle	2,500	0	0
<b>OLOPS - Plant &amp; Equipment (Capital) - OLOPS</b> CCTV Upgrade	109,113	0	0
<b>NRRC - Plant &amp; Equipment (Capital)</b> NRRC Airconditioner	70,000	0	0
<b>PLANT - Plant &amp; Equipment (Capital)</b> Tipper Truck 3 Tonne	25,000	0	0
10,000L Emulsion Storage Tank	75,000	0	0
John Deere Ride on Mower 2017	10,000	0	0
24 Tonne Excavator	260,000	0	0
Irrigation Pump	35,000	0	0
8T Side Tipping Truck	110,000	0	0
Trailer & Signs(Event Traffic Management)	10,000	0	0
<b>TOUR - Plant &amp; Equipment (Capital)</b> CCTV Installation NCP	10,000	0	0
<b>Totals</b>	<b>716,613</b>	<b>0</b>	<b>0</b>

<b>Furniture &amp; Equipment</b>	<b>Current Budget</b>		
	<b>This Year</b>		
	<b>Original Budget</b>	<b>YTD Budget</b>	<b>Actual</b>
	\$	\$	\$
<b>CHCP - Furniture &amp; Equipment (Capital)</b> Mobile Works Solution (HACC)	10,000	0	0
<b>LIB - Furniture &amp; Equipment (Capital)</b> Library Software Upgrade	20,000	0	0
<b>Totals</b>	<b>30,000</b>	<b>0</b>	<b>0</b>

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2017**

**ACQUISITION OF ASSETS**

<b>Roads</b>	<b>Current Budget</b>		
	<b>This Year</b>		
	<b>Original Budget</b>	<b>YTD Budget</b>	<b>Actual</b>
	\$	\$	\$
<b>ROADC - Roads (Capital) - Council Funded</b>			
Heath Street - Renewal (Local)	11,009	0	0
<b>ROADC - Roads (Capital) - Roads to Recovery</b>			
Doney Street - Renewal (Local) (R2R)	33,064	0	0
Felspar Street - Renewal (Local) (R2R)	49,983	0	0
Glyde Street - Renewal (Local) (R2R)	14,061	0	0
Garfield Street - Renewal (Local) (R2R)	8,244	0	0
Homer Street - Renewal (Local) (R2R)	6,548	0	0
Fairway Street - Renewal (Local) (R2R)	4,050	0	0
Hale Street - Renewal (Local) (R2R)	11,322	0	0
Hillman Street - Renewal (Local) (R2R)	6,048	0	0
Marsh Street - Renewal (Local) (R2R)	6,480	0	0
May Street - Renewal (Local) (R2R)	12,240	0	0
Gibson Street - Renewal (Local) (R2R)	13,020	0	0
Cresswell Street - Renewal (Local) (R2R)	1,485	0	0
Narrakine Road - Renewal (Local) (R2R)	5,040	0	0
Whimbin Rock Road - Renewal (Rural) (R2R)	285,522	0	0
Wagin-Wickepin Road - Renewal (Rural) (R2R)	18,036	0	0
Narrogin Valley Road - Renewal (Rural) (R2R)	37,152	0	0
Highbury West Road - Renewal (Rural) (R2R)	21,600	0	0
Rowe Street - Renewal (Local) (R2R)	7,965	0	0
<b>ROADC - Roads (Capital) - Regional Road Group</b>			
Narrogin-Harrismith Road - Renewal (Local) (RRG)	607,486	0	0
<b>Totals</b>	<b>1,160,355</b>	<b>0</b>	<b>0</b>

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

<b>Road Drainage</b>	<b>Current Budget</b>		
	<b>This Year</b>		
	<b>Original Budget</b>	<b>YTD Budget</b>	<b>Actual</b>
	\$	\$	\$
<b>ROADC - Drainage (Capital)</b>			
Drainage Works	30,000	0	0
<b>Totals</b>	<b>30,000</b>	<b>0</b>	<b>0</b>



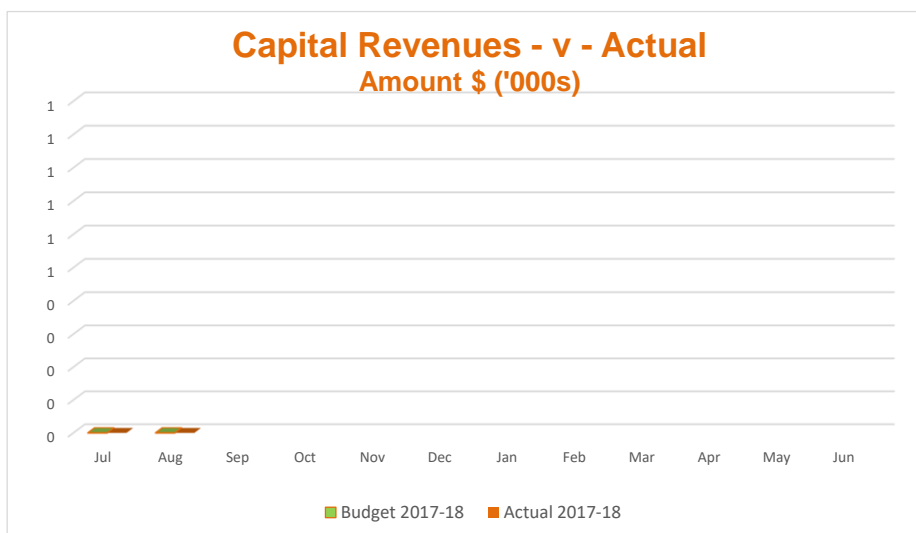
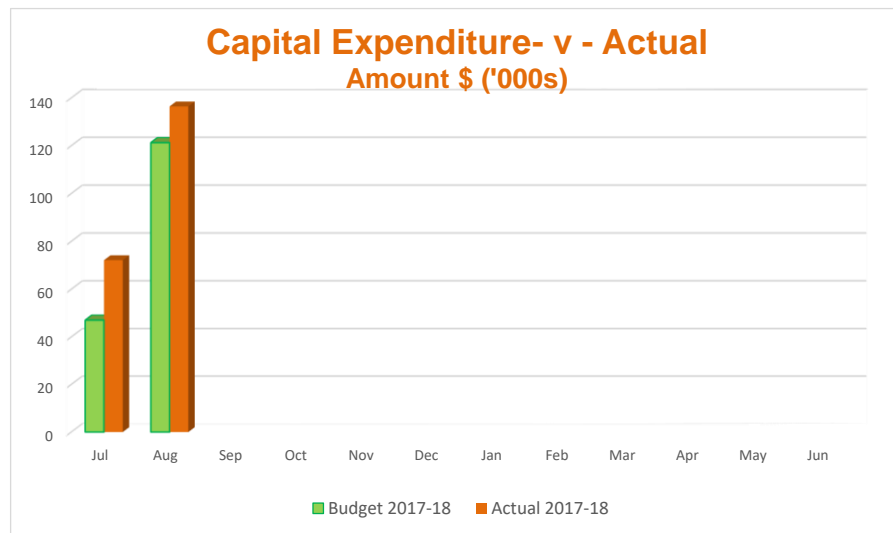
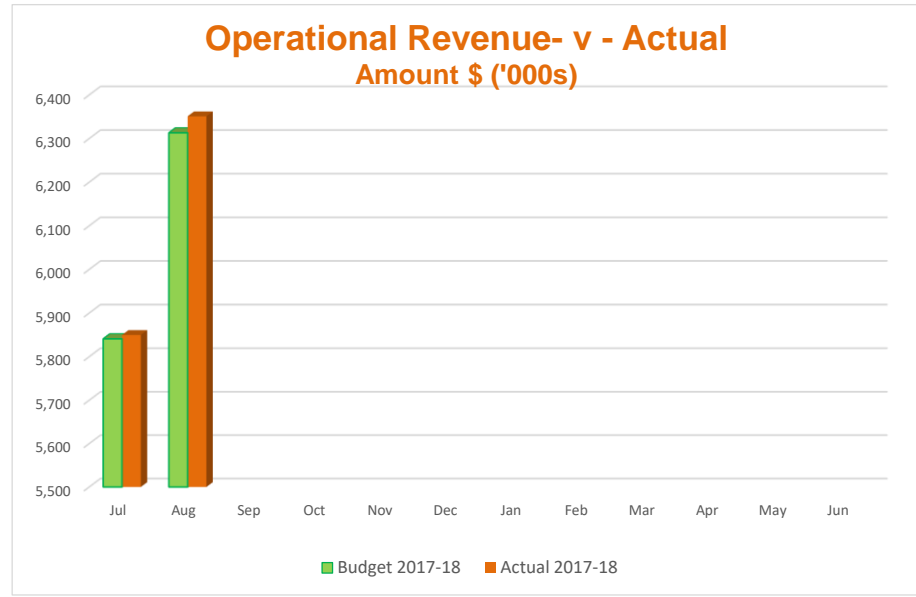
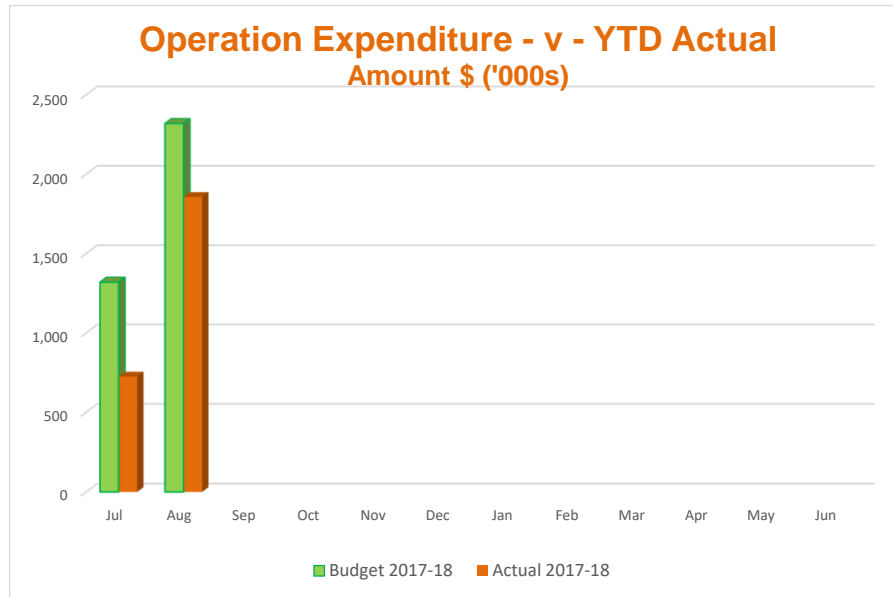
**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2017**

**ACQUISITION OF ASSETS**

<b>Other Infrastructure</b>	<b>Current Budget</b>		
	<b>This Year</b>		
	<b>Original Budget</b>	<b>YTD Budget</b>	<b>Actual</b>
	\$	\$	\$
<b>ANIMAL - Infrastructure Other (Capital)</b>			
Animal Pound Exercise Area	2,944	0	3,258
<b>SAN - Infrastructure Other (Capital)</b>			
White Road Refuse Site Upgrade	15,000	0	0
Refuse Site Transfer Station	148,000	60,000	61,013
Bin Surrounds	40,000	0	0
<b>SEW - Infrastructure Other (Capital)</b>			
TWIS Dams	20,000	0	0
<b>COM AMEN - Infrastructure Other (Capital) - Other Community Amenities</b>			
Cemetery Upgrade	85,000	0	0
Gnarojin Park Master Plan	30,000	0	0
CBD Enhancement	55,023	9,170	11,864
<b>NRRC - Infrastructure Other (Capital)</b>			
NRRC Infrastructure Other (Capital)	30,000	0	0
<b>REC - Infrastructure Other (Capital)</b>			
Heritage Trail	12,000	0	0
Memorial Park Paving Upgrade	25,000	0	0
Lions Park - Playground Equipment	50,000	0	0
Jersey Park - Playground Equipment	16,000	0	0
Northwood Park - Playground Equipment	45,000	0	0
Ashworth Park - Playground Equipment	8,000	0	59
Hockey Club - Playground Equipment	16,000	0	0
Highbury Hall - Playground Equipment	22,000	0	0
Town Clock	10,000	0	0
Skate Park Construction	30,000	0	0
Skate Park Improvements	30,000	0	0
<b>ROADC - Infrastructure Other (Capital)</b>			
Street Furniture	12,000	12,000	9,800
Ensign Carpark	60,000	0	0
CWA Carpark	60,000	0	0
<b>TOUR - Infrastructure Other (Capital)</b>			
NCP Infrastructure Upgrade	8,000	0	0
Caravan Park Resealing, Line Marking	20,000	0	0
<b>Totals</b>	<b>849,967</b>	<b>81,170</b>	<b>85,993</b>

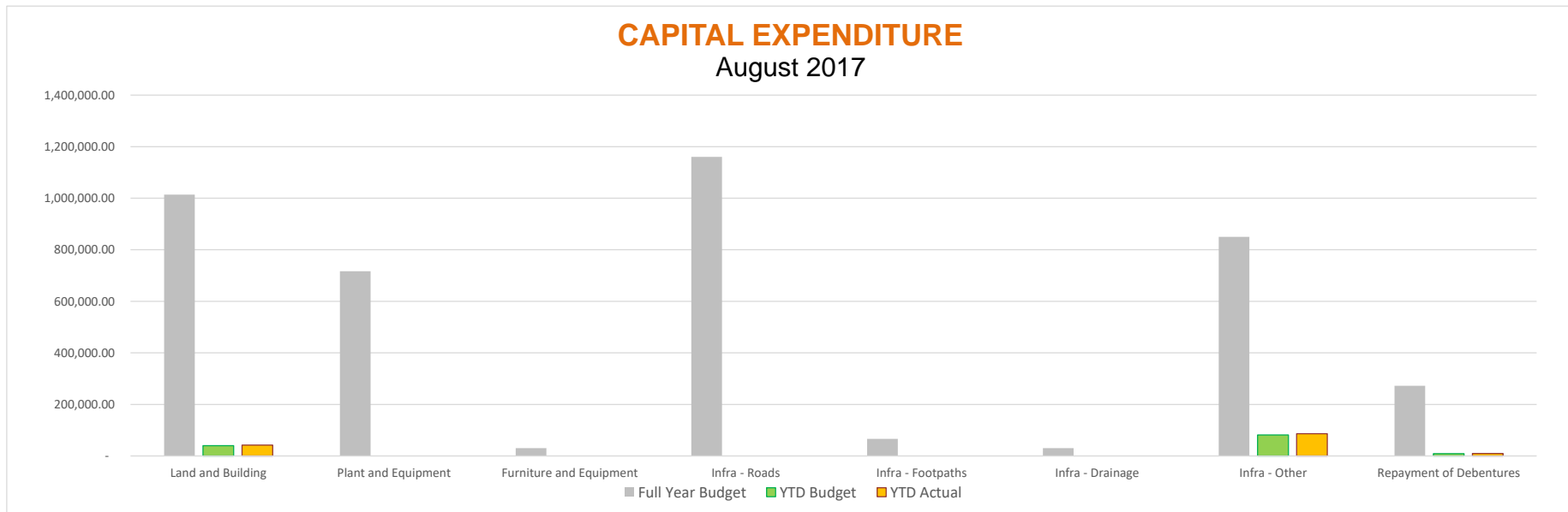
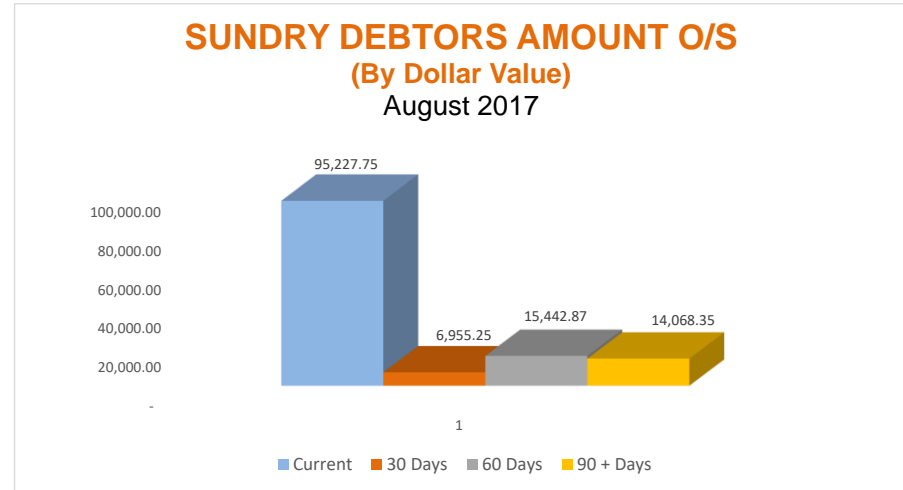
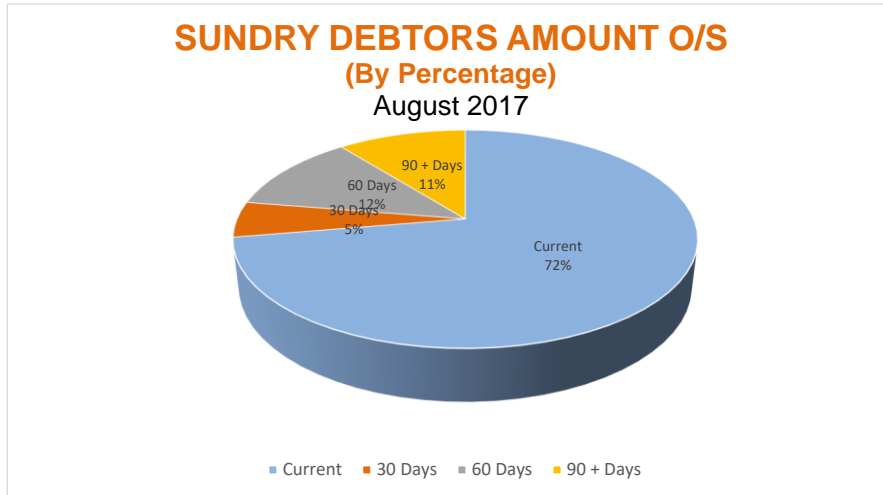
**SHIRE OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2017**

**GRAPHS**



**SHIRE OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2017**

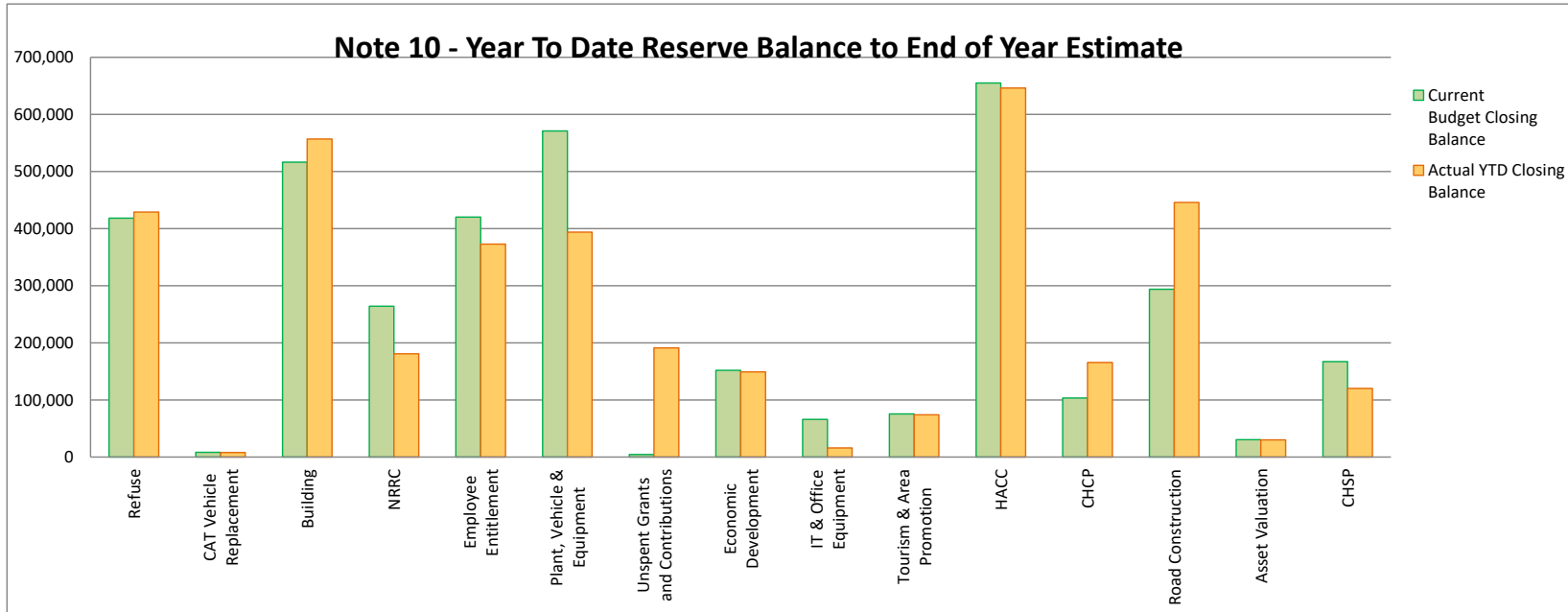
**GRAPHS**



**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2017**

**RESERVE MOVEMENTS**

Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Refuse	428,323	8,062	528	80,000	0	98,000	0		418,385	428,851
CAT Vehicle Replacement	8,021	101	6	0	0	0	0		8,122	8,027
Building	556,072	10,466	685	50,000	0	100,000	0		516,538	556,757
NRRC	180,691	3,401	222	80,000	0	0	0		264,092	180,913
Employee Entitlement	372,364	7,008	458	40,737	0	0	0		420,109	372,822
Plant, Vehicle & Equipment	393,454	7,405	484	410,000	0	240,000	0		570,859	393,938
Unspent Grants and Contributions	190,485	7,639	501	0	0	193,715	0		4,409	190,986
Economic Development	148,995	2,804	184	0	0	0	0		151,799	149,179
IT & Office Equipment	15,734	296	19	50,000	0	0	0		66,030	15,753
Tourism & Area Promotion	73,969	1,392	91	0	0	0	0		75,361	74,060
HACC	645,352	11,232	735	8,483	0	10,000	0		655,067	646,087
CHCP	165,412	3,819	250	0	0	65,903	0		103,328	165,662
Road Construction	445,302	8,381	548	0	0	160,000	0		293,683	445,850
Asset Valuation	30,000	565	37	0	0	0	0		30,565	30,037
CHSP	120,089	2,429	159	44,604	0	0	0		167,122	120,248
	<b>3,774,262</b>	<b>75,000</b>	<b>4,907</b>	<b>763,824</b>	<b>0</b>	<b>867,618</b>	<b>0</b>		<b>3,745,468</b>	<b>3,779,169</b>



Annual Budget 2017-18

Special Projects

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

COA	Description	Job	Project No	Description	Description	2017/18 Annual Budget	2017/18 YTD Actual	Responsible Officer		2017						Comments	
										July	August	September	October	November	December		
<b>CAPITAL PROJECTS</b>																	
4040260	OTHGOV - Capital Administration Building	LB011	17/18 - 001	Building Renovations Administration Centre	Side Porticos and Men's & Ladies Toilet	40,119	7,716.53	Aaron Cook/Azhar Awang	●								
4050455	OLOPS - Plant & Equipment (Capital) - OLOPS	PE053	17/18 - 002	CCTV Upgrade	CCTV Upgrade	109,113	0.00	Azhar Awang	●								
4080450	CHCP - Furniture & Equipment (Capital)	FE023	17/18 - 003	Mobile Works Solution (HACC)	Mobile works solution	10,000	0.00	Frank Ludovico	●								
4080850	WELFARE - Building (Capital)	BC090	17/18 - 004	Disability Toilet - Changing Places	carried forward	59,000	30,000.00	Azhar Awang	●								
4090150	STF HOUSE - Building (Capital)	BC100	17/18 - 005	Staff Housing Building (Capital)	C/Fwd: Kitchen Renovations 13 Hough Street	20,000	0.00	Azhar Awang	●								
4100165	SAN - Infrastructure Other (Capital)	IO024	17/18 - 006	White Road Refuse Site Upgrade	Development plan of existing & future landfill	15,000	0.00	Azhar Awang	●								
4100165	SAN - Infrastructure Other (Capital)	IO034	17/18 - 007	Refuse Site Transfer Station	Consultant for Refuse Site (\$15,000) C/Fwd: Works to Construct Transfer Station (\$133,000)	148,000	61,012.50	Azhar Awang	●								
4100165	SAN - Infrastructure Other (Capital)	IO085	17/18 - 009	Bin Surrounds	CBD Bin surrounds (C/Fwd: \$20,000 plus \$20,000) Approx. 40.	40,000	0.00	Azhar Awang/Torre Evans	●								
4100350	SEW - Infrastructure Other (Capital)	IO078	17/18 - 010	TWIS Dams	Desludge dams at race track & effluent plant \$20,000	20,000	0.00	Torre Evans	●								
4100850	COM AMEN - Building (Capital) - Other Community Amenities	BC263	17/18 - 011	Memorial Park Public Toilets Capital	Planning to Construct Memorial Park Public Toilets	20,000	0.00	Azhar Awang	●								
4100860	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities	IO026	17/18 - 012	Cemetery Upgrade	Finish Cemetery Carpark \$10,000, C/Fwd: Earthworks/Road/Carpark etc \$50,000, Niche Wall \$30,000	85,000	0.00	Torre Evans	●								
4100860	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities	IO086	17/18 - 013	Gnarojin Park Master Plan	Gnarojin Park Master Plan (planning for passive and active recreation facilities, pathways etc)	30,000	0.00	Azhar Awang	●								
4110160	HALLS - Building (Capital)	BC150	17/18 - 014	Town Hall (Federal St) Building Capital	Concrete veranda \$20,000, Dressing Room Upgrade (Gyprock) \$20,000, Awning Extension (Rear) \$10,000, Touring Show required upgrade \$10,000, Disabled Access improvement \$5,000, Re-pitching of roof lines \$25,000, Install larger flashing to change rooms \$4,000, extra seating for Town hall complex	94,000	0.00	Azhar Awang	●								
4110160	HALLS - Building (Capital)	BC153	17/18 - 015	Highbury Hall Building Capital	Upgrade Storm water drainage system \$7,500, Remove unsuitable pollarded trees and grind stumps	7,500	0.00	Azhar Awang	●								
4110255	NRRC - Plant & Equipment (Capital)	PE160	17/18 - 016	NRRC Air conditioner	C/Fwd: Relocate Town Hall Air-Conditioner to NRLC. Narrogin Squash Club to contribute \$10,000.	70,000	0.00	Aaron Cook	●								
4110260	NRRC - Building (Capital)	BC160	17/18 - 017	NRRC Building (Capital)	General building capital upgrade	50,000	0.00	Aaron Cook	●								
4110265	NRRC - Infrastructure Other (Capital)	IO160	17/18 - 018	NRRC Infrastructure Other (Capital)	Stadium seating \$20,000, Multiple Club trophy cabinet \$10,000	30,000	0.00	Aaron Cook	●								
4110355	REC - Other Rec Facilities Building (Capital)	BC170	17/18 - 019	Thomas Hogg Oval Buildings Capital	Install a disabled access ramp from the car park to the oval	25,000	0.00	Torre Evans/Azhar Awang	●								
4110365	REC - Infrastructure Other (Capital)	IO013	17/18 - 020	Town Clock	Removal of Town Clock \$10,000	10,000	0.00	Torre Evans	●								
4110365	REC - Infrastructure Other (Capital)	IO020	17/18 - 021	Skate Park Construction	(C/Fwd: Install Irrigation, Topsoil, Turf)	30,000	0.00	Torre Evans	●								
4110365	REC - Infrastructure Other (Capital)	IO021	17/18 - 022	Skate Park Improvements	Skate Park graffiti art \$20,000, signage \$10,000	30,000	0.00	Azhar Awang	●								
4110365	REC - Infrastructure Other (Capital)	IO028	17/18 - 023	Heritage Trail	CBD heritage trail	12,000	0.00	Azhar Awang	●								
4110365	REC - Infrastructure Other (Capital)	IO060	17/18 - 024	Memorial Park Paving Upgrade	Remove old slabs and replace with limestone paving	25,000	0.00	Torre Evans	●								
4110365	REC - Infrastructure Other (Capital)	IO061	17/18 - 025	Lions Park - Playground Equipment	Replace sand with soft fall rubber	50,000	0.00	Torre Evans	●								
4110365	REC - Infrastructure Other (Capital)	IO068	17/18 - 026	Jersey Park - Playground Equipment	Shade Sails	16,000	0.00	Torre Evans	●								
4110365	REC - Infrastructure Other (Capital)	IO069	17/18 - 027	Northwood Park - Playground Equipment	New playground equipment	45,000	0.00	Torre Evans	●								
4110365	REC - Infrastructure Other (Capital)	IO076	17/18 - 028	Ashworth Park - Playground Equipment	Replace cracked asphalt basketball surface line mark and new hoop \$8,000	8,000	59.08	Torre Evans	●								
4110365	REC - Infrastructure Other (Capital)	IO082	17/18 - 029	Hockey Club - Playground Equipment	Shade Sails	16,000	0.00	Torre Evans	●								
4110365	REC - Infrastructure Other (Capital)	IO088	17/18 - 030	Highbury Hall - Playground Equipment	Playground Equipment	22,000	0.00	Torre Evans	●								
4110550	LIB - Furniture & Equipment (Capital)	FE025	17/18 - 031	Library Software Upgrade	Purchase of new Library Management software	20,000	0.00	Frank Ludovico	●								
4110560	LIB - Building (Capital)	IO080	17/18 - 032	Library Landscape - Stage 1A Accessible Ramp	Library Landscape - Stage 1	80,000	0.00	Frank Ludovico/Azhar Awang	●								
4110660	HERITAGE - Building (Capital)	BC201	17/18 - 033	Museum Building (Capital)	kitchen cupboards/sink, repairs to window frame	5,000	0.00	Azhar Awang	●								
4120145	ROADC - Infrastructure Other (Capital)	IO014	17/18 - 034	Street Furniture	Bench seating CBD and Highbury	12,000	9,800.00	Torre Evans	●								
4120145	ROADC - Infrastructure Other (Capital)	IO084	17/18 - 035	Ensign Carpark	Reseal	60,000	0.00	Torre Evans	●								
4120145	ROADC - Infrastructure Other (Capital)	IO087	17/18 - 036	CWA Carpark	Reseal	60,000	0.00	Torre Evans	●								
4120160	ROADC - Building (Capital)	BC211	17/18 - 037	Lydeker Depot Building (Capital)	Electric gate and re-align works depot security fence	30,000	0.00	Torre Evans	●								
4120165	ROADC - Roads (Capital) - Council Funded	IR040	17/18 - 038	Heath Street - Renewal (Local)	Reseal	11,009	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R004	17/18 - 039	Doney Street - Renewal (Local) (R2R)	Reseal	33,064	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R012	17/18 - 040	Felspar Street - Renewal (Local) (R2R)	Reseal	49,983	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R013	17/18 - 041	Glyde Street - Renewal (Local) (R2R)	Reseal	14,061	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R022	17/18 - 042	Garfield Street - Renewal (Local) (R2R)	Reseal	8,244	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R024	17/18 - 043	Homer Street - Renewal (Local) (R2R)	Reseal	6,548	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R030	17/18 - 044	Fairway Street - Renewal (Local) (R2R)	Reseal	4,050	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R037	17/18 - 045	Hale Street - Renewal (Local) (R2R)	Reseal	11,322	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R042	17/18 - 046	Hillman Street - Renewal (Local) (R2R)	Reseal	6,048	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R055	17/18 - 047	Marsh Street - Renewal (Local) (R2R)	Reseal	6,480	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R056	17/18 - 048	May Street - Renewal (Local) (R2R)	Reseal	12,240	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R076	17/18 - 049	Gibson Street - Renewal (Local) (R2R)	Reseal	13,020	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R095	17/18 - 050	Cresswell Street - Renewal (Local) (R2R)	Reseal	1,485	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R112	17/18 - 051	Narrakine Road - Renewal (Local) (R2R)	Reseal	5,040	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R205	17/18 - 052	Whimbin Rock Road - Renewal (Rural) (R2R)	Reconstruct & Seal	285,522	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R207	17/18 - 053	Wagin-Wickepin Road - Renewal (Rural) (R2R)	Reseal	18,036	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R212	17/18 - 054	Narrogin Valley Road - Renewal (Rural) (R2R)	Reseal	37,152	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R216	17/18 - 055	Highbury West Road - Renewal (Rural) (R2R)	Reseal	21,600	0.00	Torre Evans	●								
4120166	ROADC - Roads (Capital) - Roads to Recov	R2R297	17/18 - 056	Rowe Street - Renewal (Local) (R2R)	Reseal	7,965	0.00	Torre Evans	●								
4120167	ROADC - Roads (Capital) - Regional Road	RRG331	17/18 - 057	Narrogin-Harrismith Road - Renewal (Local) (RRG)	Reconstruct & Seal	607,486	0.00	Torre Evans	●								
4120175	ROADC - Footpaths (Capital)	IF007	17/18 - 058	Daglish Street Footpath Construction	Williams to lock Street	27,000	0.00	Torre Evans	●								
4120175	ROADC - Footpaths (Capital)	IF012	17/18 - 059	Felspar Street Footpath Construction	Complete to Narrakine and from Earl St to Federal St	27,000	0.00	Torre Evans	●								
4120175	ROADC - Footpaths (Capital)	IFH53	17/18 - 060	Williams Road - Footpath Construction	Footpath upgrade in front of Hospital	12,000	0.00	Torre Evans	●								
4120180	ROADC - Drainage (Capital)	ID000	17/18 - 061	Drainage Works	Culvert upgrades with 2 coat seal for flood way-various	30,000	0.00	Torre Evans	●								
4120350	PLANT - Plant & Equipment (Capital)	PA019A	17/18 - 062	Tipper Truck 3 Tonne	Second ranger vehicle, fitted out	25,000	0.00	Torre Evans	●								
4120350	PLANT - Plant & Equipment (Capital)	PE050	17/18 - 063	10,000L Emulsion Storage Tank	Emulsion storage tank with heater and generator, plus slab and power	75,000	0.00	Torre Evans	●								
4120350	PLANT - Plant & Equipment (Capital)	PE051	17/18 - 064	John Deere Ride on Mower 2017	Replacement	10,000	0.00	Torre Evans	●								
4120350	PLANT - Plant & Equipment (Capital)	PA976A	17/18 - 065	24 Tonne Excavator	New 24 tonne excavator, trade in Daewoo excavator P976	260,000	0.00	Torre Evans	●								
4120350	PLANT - Plant & Equipment (Capital)	PE052	17/18 - 066	Irrigation Pump	Replace 2 old electrical motors and pumps with 1 new combined pump/motor	35,000	0.00	Torre Evans	●								
4120350	PLANT - Plant & Equipment (Capital)	PA025B	17/18 - 067	8T Side Tipping Truck	Replacement	110,000	0.00	Torre Evans	●								
4120350	PLANT - Plant & Equipment (Capital)	PA063	17/18 - 068	Trailer & Signs(Event Traffic Management)	Trailer and Signs for implementing event traffic management plans (OTHER CULTURE)	10,000	0.00	Torre Evans	●								
4130255	TOUR - Plant & Equipment (Capital)	PE049	17/18 - 069	CCTV Installation NCP	Installation of CCTV	10,000	0.00	Frank Ludovico	●								
4130260	TOUR - Building (Capital)	BC236	17/18 - 070	Accommodation Units (NCP)	Accommodation Units (NCP)	350,000	0.00	Aaron Cook/Frank Ludovico	●								
4130260	TOUR - Building (Capital)	LB235	17/18 - 071	Caravan Park Renovations	Retiling of ablution block \$40,000, Renovate old laundry \$40,000, 2012/13 CLGF (Local) Funds \$72,939	152,939	0.00	Frank Ludovico	●								
4130265	TOUR - Infrastructure Other (Capital)	IO033	17/18 - 072	NCP Infrastructure Upgrade	Install electric and gas BBQ's	8,000	0.00	Frank Ludovico	●								
4130265	TOUR - Infrastructure Other (Capital)	IO081	17/18 - 073	Caravan Park Resealing, Line Marking	Resealing of Caravan Park, Line marking	20,000	0.00	Frank Ludovico	●								
4140560	ADMIN - Building (Capital)	BC262	17/18 - 074	Old Shire Office Building Capital	Paining & Internal upgrades (carpet etc)	80,000	4,090.91	Aaron Cook/Azhar Awang	●								
<b>OPERATIONAL PROJECTS</b>																	
						0	0.00										



COA	Description	Job	Project No	Description	Description	2017/18 Annual Budget	2017/18 YTD Actual	Responsible Officer		2017						Comments
										July	August	September	October	November	December	
2080601	AGEDSNRS - Building Maintenance	BM080	17/18 - 075	AGEDSNRS - Building Maintenance	Senior Citizen Centre Building Maintenance - Cladding of bus bay Portico to match existing \$6,000, General Maintenance \$3,000	9,000	325.00	Azhar Awang	●							
2080801	WELFARE - Youth Services		17/18 - 076	WELFARE - Youth Services	Proposed Youth Services. Business case to be presented later.	50,000	0	Aaron Cook	●							
2100106	SAN - General Tip Maintenance	W010A	17/18 - 077	SAN - General Tip Maintenance	Highbury Tip Maintenance - Highbury Tip Maintenance	5,000	0.00	Azhar Awang/Torre Evans	●							
2100803	COM AMEN - Public Conveniences Maintenance	BM130	17/18 - 078	COM AMEN - Public Conveniences Maintenance	Mackie Park Public Toilets and Office Maintenance - Mackie Park Public Toilets and Office Maintenance	13,096	0.00	Azhar Awang	●							
2100803	COM AMEN - Public Conveniences Maintenance	BM131	17/18 - 079	COM AMEN - Public Conveniences Maintenance	Gnarojin Park Public Toilets Maintenance - Gnarojin Park Public Toilets Maintenance	6,309	100.00	Azhar Awang	●							
2100803	COM AMEN - Public Conveniences Maintenance	BM132	17/18 - 080	COM AMEN - Public Conveniences Maintenance	Smith St Public Toilets (Coles Carpark) Maintenance - Smith St Public Toilets (Coles Carpark) Maintenance	14,905	0.00	Azhar Awang	●							
2100803	COM AMEN - Public Conveniences Maintenance	BM133	17/18 - 081	COM AMEN - Public Conveniences Maintenance	Harris St Public Toilets (Museum) Maintenance - Harris St Public Toilets (Museum) Maintenance	4,790	0.00	Azhar Awang	●							
2100803	COM AMEN - Public Conveniences Maintenance	BM138	17/18 - 082	COM AMEN - Public Conveniences Maintenance	Highbury Public Toilets Maintenance - Highbury Public Toilets Maintenance	6,000	0.00	Azhar Awang	●							
2100805	COM AMEN - Townscape		17/18 - 083	COM AMEN - Townscape	Highbury Townscape \$8,000	8,000	0	Torre Evans	●							
4100860		IO089	17/18 - 084	COM AMEN - Infrastructure Other (Capital)	CBD Enhancement \$55,022	55,023	11,863.91	Torre Evans/Azhar Awang	●							
2110300	REC - Parks & Gardens Maintenance/Operations	W063	17/18 - 085	REC - Parks & Gardens Maintenance/Operations	Gnarojin Park Maintenance/Operations - Dead wooding of trees	52,165	3,163.75	Torre Evans	●							
2110302	REC - Sundry Dry Parks/Reserves Maintenance/Operations	W081	17/18 - 086	REC - Sundry Dry Parks/Reserves Maintenance/Operations	Management plan Foxes Lair & Railway Dam \$20,000, PG Main \$10,000	35,653	232.64	Azhar Awang	●							
2110330	REC - Consultants		17/18 - 087	REC - Consultants	Development of Sport and recreation Master plan (included in Strategic plan) \$60,000, General consultation \$10,000	70,000	0	Aaron Cook	●							
2110601	HERITAGE - Building Maintenance	BM201	17/18 - 088	Museum Building Maintenance	Museum Building Maintenance \$6,450.00, Modify existing doorway \$1,000	8,993	3,585.93	Azhar Awang	●							
2110806	OTHCUL - Community Arts GEN		17/18 - 089	OTHCUL - Community Arts GEN	Public Art Strategy	40,000	0.00	Azhar Awang	●							
2110824	OTHCUL - Arts Narrogin		17/18 - 090	OTHCUL - Arts Narrogin	Admin Support Nexis Gallery \$25,000, Attract and install a range of professional art exhibitions \$10,000	35,000	0.00	Azhar Awang	●							
		WAN000	17/18 - 091	Road Maintenance Flood Damage	Roadworks - WANDRRA Claim works	784,723	0.00	Torre Evans	●							
2120200	ROADM - Road Maintenance	RM058	17/18 - 092	ROADM - Road Maintenance	White Road Pit rehab	4,000	0.00	Torre Evans	●							
2120200	ROADM - Road Maintenance	RM205	17/18 - 093	ROADM - Road Maintenance	Whimbin Rock Road Pit rehab	4,000	17,798.22	Torre Evans	●							
2120200	ROADM - Road Maintenance	RM239	17/18 - 094	ROADM - Road Maintenance	Cardwell Road Pit rehab	4,000	0.00	Torre Evans	●							
2120200	ROADM - Road Maintenance	RM253	17/18 - 095	ROADM - Road Maintenance	Hilders Road Pit rehab	4,000	0.00	Torre Evans	●							
2120200	ROADM - Road Maintenance	RM207	17/18 - 096	ROADM - Road Maintenance	Wagin - Wickepin Road Pit rehab	4,000	3,794.76	Torre Evans	●							
2120210	ROADM - Street Tree Maintenance	TREES	17/18 - 097	Street Tree Maintenance	Materials \$10,000, Powerline pruning & Large tree pruning \$25,000	540,516	16,021.55	Torre Evans	●							
2120214	ROADM - Depot Building Maintenance	BM211	17/18 - 098	ROADM - Depot Building Maintenance	Lydeker Depot Building Maintenance - Materials \$10,000, Contractors \$5,000, Sea containers \$4,500 (install LED lights, relocate A/C, install shelving)	63,291	5,199.23	Torre Evans/Azhar Awang	●							
2120404	AERO - Expensed Minor Asset Purchases		17/18 - 099	AERO - Expensed Minor Asset Purchases	Airport Cones	8,000	0	Torre Evans	●							
2130206	TOUR - Visitor Centre Contribution		17/18 - 100	TOUR - Visitor Centre Contribution	Dryandra Visitor Centre Donation \$35,000, plus increased \$25,000.	60,000	660	Frank Ludovico	●							
2140524	ADMIN - Expensed Minor Asset Purchases		17/18 - 101	ADMIN - Expensed Minor Asset Purchases	Fire rated Legal Documents storage \$2,000 plus \$2,500 general	4,500	728	Frank Ludovico	●							
						<b>5,700,989</b>	<b>176,152</b>									

 Anticipated completion date

## 10.2.095 BUDGET AMENDMENT / VARIATION

**File Reference:** 12.4.1  
**Disclosure of Interest:** Nil  
**Applicant:** Nil  
**Previous Item Nos:** Nil  
**Date:** 12 September 2017  
**Author:** Nicole Bryant – Manager Finance  
**Authoriser:** Frank Ludovico – Executive Manager Corporate & Community Services

### Attachments

Nil

### Summary

The 2017/18 budget was officially adopted by Council on 26 July 2017. Throughout the year variations occur. It is the purpose of this report to bring these to the attention of the Council.

### Background

It is proposed to amend the 2017/18 budget to reflect various adjustments to the General Ledger with an overall effect to the budget as detailed below. Due to the nature of these variations, they fall outside the Annual Budget Review.

### Comment

It is recommended that the required budget variations to the Current Budget for 2017/18 as outlined below be approved.

1. Transport				
GL/Job Number	General Ledger Description	Current Budget	Variation Amount	Revised Budget
2130206	TOUR - Visitor Centre Contribution GEN	60,000	(50,486)	9,514
PWDCVC	Private Works Manager Dryandra Country Visitors Centre	0	50,486	50,486
	TOTAL	60,000	0	60,000

Reason: Following the agreement of the Dryandra Visitor Centre to the funding arrangements for 2017/18 a Budget adjustment is required. Total budget allocation for 2017/18 to the Dryandra Visitors Centre is \$60,000. This includes the amount of \$46,106 for salaries and wages per annum plus \$4,380 for superannuation (Total of \$50,486). The remaining \$9,514 is for general purchasing by the Shire on behalf of the DCVC for items such as printing. The salaries and wages expense is currently taken from account PWDCVC and this budget adjustment gives effect to these arrangements.

Note: No adverse impact on the anticipated end of year financial position for the Municipal Account.

## Consultation

Frank Ludovico – Executive Manager Corporate and Community Services.

## Statutory Environment

*Local Government Act 1995 Part 6 Division 4 s 6.8 (1)* requires the local government not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure –

(b) is authorised in advance by resolution \*

“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

Requires an absolute majority of Council.

## Policy Implications

Nil

## Financial Implications

The impact of the proposed budget amendments is described within the variation commentary.

## Strategic Implications

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

## Voting Requirements

Absolute Majority

**COUNCIL RESOLUTION 0917.111 AND OFFICER'S RECOMMENDATION**

**Moved: Cr Seale**

**Seconded: Cr Ward**

That Council:

Approve the required budget variations to the current budget for 2017/18 as outlined below.

<b>1. Transport</b>				
<b>GL/Job Number</b>	<b>General Ledger Description</b>	<b>Current Budget</b>	<b>Variation Amount</b>	<b>Revised Budget</b>
2130206	TOUR - Visitor Centre Contribution GEN	60,000	(50,486)	9,514
PWDCVC	Private Works Manager Dryandra Country Visitors Centre	0	50,486	50,486
	<b>TOTAL</b>	<b>60,000</b>	<b>0</b>	<b>60,000</b>

**CARRIED 6/0  
BY ABSOLUTE MAJORITY**

## **10.2.096 REVIEW OF AGED CARE SERVICES IN NARROGIN – CARE PACKAGES**

**File Reference:** 24.6.9  
**Disclosure of Interest:** Nil  
**Applicant:** Not Applicable  
**Previous Item Nos:** Item 10.2.067 28 June 2017 (Council Resolution 0617.079)  
**Date:** 31 August 2017  
**Author:** Frank Ludovico – Executive Manager Corporate and Community Services  
**Authorising Officer:** Aaron Cook – Chief Executive Officer

### **Attachments**

Attachment 1 – Shire of Narrogin – Review of Aged Care Services in Narrogin (Review)  
Attachment 2 – Prioritise Recommendations of the Review of Aged Care (Confidential – Commercial in Confidence).

### **Summary**

In September 2016, the Shire advertised for a consultancy to undertake an Aged Care Review. Gevers Goodard Jones Pty Ltd were contracted to prepare this review.

The completed Review was received in late March 2017 containing 24 recommendations. This report concentrates on the current financial aspects of the Review.

The remaining aspects of the Review will be dealt with in other agenda items.

### **Background**

In September 2016, the Shire advertised for a consultancy to undertake an Aged Care Review. Gevers Goddard Jones Pty Ltd were contracted to prepare this review.

The completed Review was received in late March 2017. The Consultant presented the Review to a Council Briefing Session on 9 August 2017 (the delay was due to the preparation of the 2017/18 Annual Budget and the Consultant being overseas).

Twenty four recommendations have been made in this Review. These recommendations have been prioritised and different agenda items dealing with specific issues will be submitted to Council in the future.

This report discusses the current financial aspect of the Review.

- Recommendation 10, *“Narrogin Regional Homecare plans for the immediate implementation of Level 3 and 4 Home Care Packages. (p 21)”*

The Review highlights the increased competition in the Aged Care market means that clients progressing to higher levels of care are likely to stay with the same provider and are more likely to initially choose a provider that provides for all levels of care.



Falling client numbers and the inability to provide higher levels of care will ultimately have a detrimental effect on Narrogin Regional Homecare.

Providing for Level 3 and 4 clients means we will need to “develop the expertise and clinical procedures to look after level 3 and 4 package clients” such as access to a Registered Nurse (RN).

The Review notes “In relation to the higher-level packages, funding will be provided with the packages and Narrogin Regional Homecare needs to ensure they cover all costs through the package subsidies plus client fees. There is no reason why Narrogin Regional Homecare should not be able to deliver services within package budgets as the vast majority of services around Australia are doing so.”

Assessment of processes to ensure staff time is being utilised productively and effectively, however, this needs to be balanced against meeting client’s needs and preferences.

### **Comment**

Narrogin Homecare currently obtains funding from Home and Community Care (HACC) program, the Home Care Packages (HCP) and Commonwealth Home Support Program (CHSP).

The Review indicates “Recent and planned changes in the community care sector” include:

- On 1 July 2015, the HACC Program in all States and Territories, with the exception of Victoria and Western Australia, was consolidated into the Commonwealth Home Support Program (CHSP). Victoria has since transferred.
- On 27 February 2017, the Increasing Client Choice reforms were introduced to the Home Care Packages program whereby funding was attached to clients to facilitate their choosing and changing service providers. In addition, the Home Care Packages sector was opened up to much greater competition to provide more choices to clients.
- On 27 February 2017, all unfilled Home Care Packages were unassigned from service providers and placed in a national pool.
- On 1 July 2017, the National Disability Insurance Scheme (NDIS) will commence full implementation in WA. People in community aged care under 65 years, or Aboriginal and Torres Strait Islander people aged under 50 years, will be assessed for eligibility under the NDIS and will transfer if eligible.
- On 1 July 2018, the WA HACC program will transfer to the Commonwealth Home Support Program. Funding levels for WA service providers are guaranteed for 12 months and competitive tendering will be put on hold for 12 months.

On 1 July 2018, the Commonwealth Home Support Program and the Home Care Packages program will be integrated into a single at-home support program presumably based on packages of care and consumer directed care (CDC). This approach will involve agreed client care plans based on goals and packages of services that sit within a client budget based on a government subsidy and client fees. Service funding will be dependent

on an administration fee and case management fee charged against the package of services.”

Note: it is understood that this integration will not be proceeding.

Moving into higher level packages for HCP may potentially provide for greater financial stability financial stability.

Partner arrangements are possible with other providers that will enable the provision of higher care packages. Initial discussions are positive.

### Consultation

- Aaron Cook – Chief Executive Officer
- Lynne Yorke – Manager Community Care Services.

### Statutory Environment

*Local Government Act 1995, Section 6.16 (Imposition of Fees and charges) and 6.17 (Setting level of fees and charges)*

### Policy Implications

Nil

Internal processes and procedures will need to be amended if the recommendation is adopted.

### Financial Implications

In 2016/17 the HCP program required \$86,481 of support from the HCP Reserve. The remaining amount in the HCP Reserve is \$160,299.

The table below identifies the funding available for the various packages.

Level	Level 2 (per day)	Level 3 (per day)	Level 4 (per day)
Funding	\$40	\$88	\$140
LESS Admin Cost (28%)	\$11	\$25	\$40
ADD Co-Payment (by client)	\$10	\$10	\$10
<b>Available to support clients</b>	<b>\$39</b>	<b>\$73</b>	<b>\$110</b>

The cost of providing higher level packages will be greater, however if partnership arrangements can be negotiated for the use of specialised staff (eg RNs) these costs can be minimised.

In 2016/17 the HACC program was able to provide surplus funding of \$66,801 to the HACC Reserve. The remaining amount in the HACC Reserve is \$628,643. Note these funds may be available for capital projects such as relocating or upgrading Jesse House.

In 2016/17 the CHSP program was able to provide funding of \$63,719 to the CHSP Reserve. The remaining amount in the CHSP Reserve is \$118,917. It is very likely that the surplus funds for 2016/17 will need to be returned to the Commonwealth Department of Health.

## Strategic Implications

<b>Shire of Narrogin Strategic Community Plan 2017-2027</b>	
<b>Objective</b>	<b>1. Economic Objective (Support growth and progress, locally and regionally)</b>
Outcome:	1.1 Growth in revenue opportunities
Strategy:	1.1.3 Promote Narrogin's health and aged services including aged housing
<b>Objective</b>	<b>2. Social Objective (To provide community facilities and promote social interaction)</b>
Outcome:	2.2 Build a healthier and safer community
Strategy:	2.2.2 Advocate for mental health and social support services
Strategy:	2.2.3 Continue and improve provision of in-home care services

## Voting Requirements

Simple Majority

## COUNCIL RESOLUTION 0917.112 AND OFFICER'S RECOMMENDATION

**Moved: Cr Bartron**

**Seconded: Cr Ward**

That Council:

Authorise the Chief Executive Officer through Narrogin Regional Homecare to provide Level 3 and 4 Home Care Packages (HCP) and Commonwealth Home Support Program (CHSP) and undertake the necessary actions for this to occur.

**CARRIED 5/1  
Cr Seale voted against**

<b>Commonly-used abbreviations:</b>	
Review	Shire of Narrogin – Review of Aged Care Shires in Narrogin
HACC	Home and Community Care
HCP	Home Care Packages
CHSP	Commonwealth Home Support Program

2017

# Shire of Narrogin Review of Aged Care Services in the Town and Shire of Narrogin

## Review Report

March 2017



**GGJ CONSULTANTS**  
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***GGJ Consultants would like to thank the clients and staff of Narrogin Regional Homecare and the Shire of Narrogin and other stakeholders who participated in this review.***

# 1: EXECUTIVE SUMMARY

## 1.1 SUMMARY

The Shire of Narrogin engaged GGJ Consultants<sup>1</sup> to review its aged care services to ensure they are sustainable, effective and efficient and that the Narrogin catchment area is being provided with an appropriate infrastructure and ongoing services.

The review identified that Narrogin Regional Homecare operates effectively and has well developed processes in place to meet the quality requirements of the Home Care Standards. Clients, staff and other stakeholders expressed a high level of satisfaction with the services provided and with the strong focus on developing and maintaining a supportive environment for clients that ensures their needs and preferences are met.

Whilst Narrogin Regional Homecare operates well and provides services applauded by clients, staff and stakeholders, there is considerable scope for improvement, particularly in the Home and Community Care (HACC) program and the Home Care Packages (HCP) program. In addition, there is also scope for improvement in the areas of client choice, client control, independence and re-ablement, which will move the service towards being more dynamic and client focused.

This review looked at future population projections and concludes that the population of aged people (70 years and over) in both the Town and Shire of Narrogin will continue to increase over the next five to ten years and, most likely, further into the future. The middle of the road projection (not conservative and not optimistic) is that the aged population will increase by 5.14% from 2016 to 2026.<sup>2</sup>

Recent and planned changes in the community care sector were identified and include:

- On 1 July 2015, the HACC Program in all States and Territories, with the exception of Victoria and Western Australia, was consolidated into the Commonwealth Home Support Program (CHSP). Victoria has since transferred.
- On 27 February 2017, the Increasing Client Choice reforms were introduced to the Home Care Packages program whereby funding was attached to clients to facilitate their choosing and changing service providers. In addition, the Home Care Packages sector was opened up to much greater competition to provide more choices to clients.
- On 27 February 2017, all unfilled Home Care Packages were unassigned from service providers and placed in a national pool.
- On 1 July 2017, the National Disability Insurance Scheme (NDIS) will commence full implementation in WA. People in community aged care under 65 years, or Aboriginal and Torres Strait Islander people aged under 50 years, will be assessed for eligibility under the NDIS and will transfer if eligible.
- On 1 July 2018, the WA HACC program will transfer to the Commonwealth Home Support Program. Funding levels for WA service providers are guaranteed for 12 months and competitive tendering will be put on hold for 12 months.
- On 1 July 2018, the Commonwealth Home Support Program and the Home Care Packages program will be integrated into a single at-home support program presumably based on packages of care and consumer directed care (CDC). This approach will involve agreed client care plans based on goals and packages of services that sit within a client budget based on a government subsidy and client fees. Service funding will be dependent on an administration fee and case management fee charged against the package of services.

The impacts of these changes on aged care and disability services in the Shire of Narrogin are discussed throughout the report.

<sup>1</sup> Gevers Goddard Jones Pty Ltd t/a GGJ Consultants

<sup>2</sup> WA Planning Commission Western Australia Tomorrow Population Report No. 10 Medium Term Population Version 1.2 Forecasts for Western Australia 2014 to 2026 and Sub-regions 2016 to 2026 (Local Government Areas only) August 2015

The review found there is a need for additional services and infrastructure in the Shire of Narrogin. These are summarised below in Table 1.1 Aged Care Needs in the Shire of Narrogin for the Next 18 months, Five Years and Ten Years.

**Table 1.1 Aged Care Needs in the Shire of Narrogin for the Next 18 months, Five Years and Ten Years**

Projected Needs	Provider
<b>Within the Next 18 Months</b>	
Overnight cottage respite - initially 1 bed	Narrogin Regional Homecare
Overnight dementia respite	Narrogin Cottage Homes – 8 months from completion of 14 beds
Additional in-home respite	Narrogin Regional Homecare
Level 2 and 3 Home Care Packages	Subject to market forces – opportunity for Narrogin Regional Homecare
Access to transport for all aged care clients	Narrogin Regional Homecare for their own clients CATS for non-aged care clients Narrogin Regional Homecare or CATS subcontracting services for other agencies
Increased access to available community care services for Aboriginal and Torres Strait Islanders	Narrogin Regional Homecare in consultation with the Aboriginal Health Service
<b>Within the Next 5 Years</b>	
Relocation of Narrogin Regional Homecare to facilitate new services and provide a more appropriate environment	Shire of Narrogin and Narrogin Regional Homecare
Overnight cottage respite – additional 3 beds	Narrogin Regional Homecare
Level 2 and 3 Home Care Packages	Subject to market forces
<b>Within the Next 10 Years</b>	
Additional overnight dementia respite	Residency by Dillons or Narrogin Cottage Homes
Additional residential beds including dementia safe beds	Residency by Dillons or Narrogin Cottage Homes – number will depend on effectiveness of Packaged Home Care
Refurbishment of Residency by Dillons <sup>3</sup>	Residency by Dillons
Level 2 and 3 Home Care Packages	Subject to market forces

## 1.2 RECOMMENDATIONS

The following recommendations are made:

- The Shire of Narrogin take the lead in a coordination and planning process (Aged Care Planning Meeting) based on the information in this and the Verso report, and which includes:
  - Key stakeholder input, local and external
  - Identification of proposed changes in service provision by stakeholders including new initiatives, reductions in services, changes in services
  - The clarification of gaps in services for the aged
  - The development of strategies, actions and responsibilities to address the gaps

<sup>3</sup> Identified in the Verso Report P 52

- The ongoing monitoring of changes in the demographics of the Shire and the identification of strategies to address changing needs
  - The identification and planning of ongoing improvements in relation to aged care services. (p 13)
2. Consideration is given to implementing a broader Wheatbelt Aged Care Planning Group which would consider aged care needs and structures at a Wheatbelt level. (p 13)
  3. Narrogin Regional Homecare set up at least one dementia safe overnight cottage respite room, with a room for an overnight staff person to sleep, to cater for current needs. (p 14)
  4. The provision of a transport service in the Town and Shire is given priority consideration by the Shire in consultation with appropriate stakeholders including aged care service providers. (p 15)
  5. The development of programs for people with a disability is assessed post July 2017 when the impacts of the National Disability Insurance Scheme (NDIS) are known and potential subcontract arrangements can be assessed. (p 15)
  6. Narrogin Regional Homecare liaise with the Aboriginal Health Service to identify new strategies to attract and to provide appropriate services to Aboriginal or Torres Strait Islander people and to identify any people who may be in need of HACC services but are not receiving them. (p 15)
  7. The Narrogin Shire initiate consideration of the need for more residential beds through the Aged Care Planning Meetings. (p 16)
  8. Narrogin Regional Homecare endeavour to subcontract services to clients who are transferred to the NDIS. (p 18)
  9. Narrogin Regional Homecare take the opportunity to identify with clients and other stakeholders more innovative packaged care services that may achieve better outcomes for clients. (p 20)
  10. Narrogin Regional Homecare plans for the immediate implementation of Level 3 and 4 Home Care Packages. (p 21)
  11. Narrogin Regional Homecare review the information available on My Aged Care to ensure it is clear, understandable and appealing to prospective clients. (p 22)
  12. Narrogin Regional Homecare negotiate with the hospital, private residential care providers and the Aboriginal Health Service to obtain clinical input into the management of higher level clients in need of clinical assessments and clinical care. An appropriate forum for this would be the recommended Aged Care Planning Meeting. (p 21)
  13. The Shire of Narrogin and Narrogin Regional Homecare review operations to reduce the costs for centre based day care, meals and home maintenance. (p 23)
  14. Narrogin Regional Homecare advise the Regional Assessment Service that it has respite hours available and requires referrals. (p 24)
  15. The May Street site is earmarked and developed for an aged care hub and that Narrogin Regional Homecare move to the site as soon as is feasible. (p 26)
  16. The cost of moving and expanding the existing building is assessed against the cost of building a new centre customised to the needs of the service and the location. (p 26)
  17. The impact of the changing population and the resulting threats and opportunities for the younger population, and especially the impacts on employment, are included for discussion with the Aged Care Planning Meeting and strategies are developed to retain existing and develop new opportunities for employment in aged care. (p 27)
  18. Require all clients, unless they have demonstrated hardship, to start paying fees on an increasing scale for services provided by Narrogin Regional Homecare. (28)
  19. All client services are assessed to identify ways to further support independence and re-ablement and the goal oriented support plan is implemented. (p 28)
  20. Improvement processes are implemented more rigorously. (p 28)
  21. Sponsorship of Narrogin Regional Home Care remains under the Shire of Narrogin for the immediate future. (p 29)

22. If, after the implementation of a package approach for all services and a trial year of operating in the package environment (ending in June 2019), Narrogin Regional Homecare is unable to operate without subsidisation from the Shire, clients are transferred to another provider. (p 29)
23. The recommendations of this report are implemented by the Shire of Narrogin and Narrogin Regional Homecare as follows:
- The recommendations that are supported, with or without some change, are identified
  - An implementation plan is developed to identify recommendations that can be implemented by the Shire of Narrogin or Narrogin Regional Homecare without assistance and items that may require assistance
  - A scope of works is developed for items requiring assistance and tenders invited from suitable consultants
  - A detailed review is conducted of relevant operations in Narrogin Regional Homecare with a view to identifying savings, including administration costs
  - A detailed operational plan with tasks and timelines is developed with tasks allocated to the Shire of Narrogin, Narrogin Regional Homecare, the consultant and other identified specialists
  - A monitoring process is implemented to ensure the timely implementation of improvements/changes. (p 29)
24. If Narrogin Regional Homecare and the Shire of Narrogin decide that is in the best interests of all parties to transfer services prior to June 2019 consideration is given to local providers as a first preference in order to maintain local workforce opportunities. (30)



## 2: THE PROJECT

The Shire of Narrogin engaged GGJ Consultants to review its aged care services to ensure they are sustainable, effective and efficient and that the Narrogin catchment area is being provided with an appropriate infrastructure and ongoing services.

### 2.1 PROJECT REQUIREMENTS

The review included the following items:

1. Assess the financial viability of the aged care service (Giving consideration to its self-sufficiency).
2. Recommend an efficient and effective governance model (Service managed by the Shire, another organisation or partnership with another organisation).
3. Identify gaps in current and future aged care services that are or should be provided in the Narrogin catchment area including infrastructure improvements such as aged care housing and dementia care services.
4. Identify the most appropriate provider of specific aged care services and infrastructure.

### 2.2 PROJECT SCOPE

The project is to include a review of the following:

- Current studies (e.g. the Wheatbelt Integrated Aged Care Solution and accompanying needs studies).
- The policies of funders, including both State and Federal, the implications of the current aged care reform strategy and the timing of the changes with direct reference to the Shire of Narrogin and Narrogin aged care catchment area.
- Consultation with all current aged care and mental health service providers in the Narrogin catchment area.
- Evaluate the Shire's current service provision in the Narrogin catchment area
- The status of service planning for future service delivery across all providers within the Narrogin catchment area
- Evaluate current and possible future governance/partnership arrangements.

The review seeks to understand what the Shire's aged care services, staffing and infrastructure needs will be in 18 months, 5 years and 10 years. A critical element to be addressed by the study is the infrastructure needs for community aged care.

### 2.3 METHODOLOGY

The methodology included:

#### 2.3.1 Consultations

- Ongoing consultations with Shire representatives and the Narrogin Regional Homecare Manager and staff to explore:
  - Financial viability
  - Governance model
  - Future plans and anticipated staffing and infrastructure needs in 18 months, 5 years and 10 years.
  - The development of an age friendly community?
- A meeting with six centre based day care clients to explore gaps in services and improvements they would like to see.
- Telephone consultations with other key stakeholders (the stakeholders) including representatives from:

- Narrogin Cottage Homes
- The Residency
- The Commonwealth Home Support Program
- The Home Care Packages Program
- Meals on Wheels Committee
- Narrogin Regional Hospital
- The Older Person's Initiative
- The Aged Care Assessment Team
- The Aboriginal Health Service
- Disability Services Commission and
- Narrogin Senior Citizens.

Consultations covered:

- Gaps in current and future aged care services that are or should be provided in the Narrogin catchment area including infrastructure improvements such as aged care housing and dementia care services
- Required infrastructure for identified services
- Appropriate provider of identified services
- Improving community care in the Shire including feedback and suggested improvements for Narrogin Regional Homecare and an exploration of the governance model
- Implications of aged care reforms and the timing of the changes including the impact of the disability service reforms in the Shire
- Status of service planning.

### 2.3.2 Review of Information

- A review of key information on funded community care programs including
  - Current service plans
  - Financial information for the last financial year – audited report
  - Staffing structure
  - Previous reports, plans or costings for any buildings relevant to this project
  - Client data including MDS data for the last 5 years if available
  - Improvements to the service and client programs over the last two years
  - Copies of any other relevant data and reports including demographic data – e.g. ABS data
- A review of recent reports related to aged care in the region and in the Narrogin Shire and Town including:
  - Creating Age Friendly Communities in Small Towns
  - Ageing in the Bush
  - Wheatbelt Aged Support and Care Solutions (Verso Consulting 2014).

## 3. THE SHIRE OF NARROGIN

### 3.1 LOCATION

The Shire of Narrogin is a local government area in the Wheatbelt region of Western Australia, about 190 kilometres south-east of the state capital, Perth.

The Shire of Narrogin was formed on 1 July 2016 with the merger of the Town of Narrogin and the then Shire of Narrogin. The Town of Narrogin is the centre of government in the region.

Narrogin, by virtue of its remote location, is eligible for the Home Care Viability Supplement which is paid in recognition of the higher costs of delivering aged care services in rural and remote areas. Until recently, the degree of remoteness was determined using the Accessibility/Remoteness Index of Australia (ARIA) and Rural, Remote and Metropolitan Areas (RRMA) schemes. From 1 January 2017, the Modified Monash Model (MMM) is used to determine the degree of remoteness for community care services. Clients who receive home care in locations rated as MMM4 or higher are eligible for the Viability supplement. The Shire of Narrogin is rated as MMM5, hence making clients eligible for a daily supplement of \$2.26.

#### 3.1.1 The Narrogin Catchment Area

For the purposes of this report, statistics cited relate to the Narrogin Shire including the Town unless otherwise specified. The discussion on service provision relates to the Narrogin Shire, the Town of Narrogin and the Shire of Cuballing – this known as the Narrogin Catchment Area.

### 3.2 DEMOGRAPHICS

The combined population for the Town and the Shire is shown in Table 3.1: Selected Demographics for the Shire of Narrogin – ABS Census 2011.

**Table 3.1: Selected Demographics for the Shire of Narrogin – ABS Census 2011<sup>4</sup>**

	Shire	Town	Total
<b>People (total)</b>	<b>897</b>	<b>4,357</b>	<b>5254</b>
<b>Males</b>	<b>480</b>	<b>2,085</b>	<b>2565</b>
<b>Females</b>	<b>417</b>	<b>2,272</b>	<b>2689</b>
<b>Median Age (years)</b>	<b>37</b>	<b>37</b>	<b>37</b>

The 2015 Landcorp report for the Greater Narrogin Region projects 1,300 people in the Shire of Narrogin and 5,200 in the Town of Narrogin in 2026 (a total population of 6,500 people).<sup>5</sup> The most recent Department of Planning WA Tomorrow projections for the next 10 years are shown in Table 3.2: Narrogin Town and Shire Population by Age Showing Summary Data for Band A, C and E.<sup>6</sup> These projections show little change in the overall population from 2011 to 2026. This is shown graphically in Figure 3.1: Narrogin Town and Shire Total Population by Band.

<sup>4</sup> Taken from Landcorp Growing our Community – An Economic Development and Implementation Strategy Greater Narrogin Region 2015 p 20 (Based on 2011 Census data)

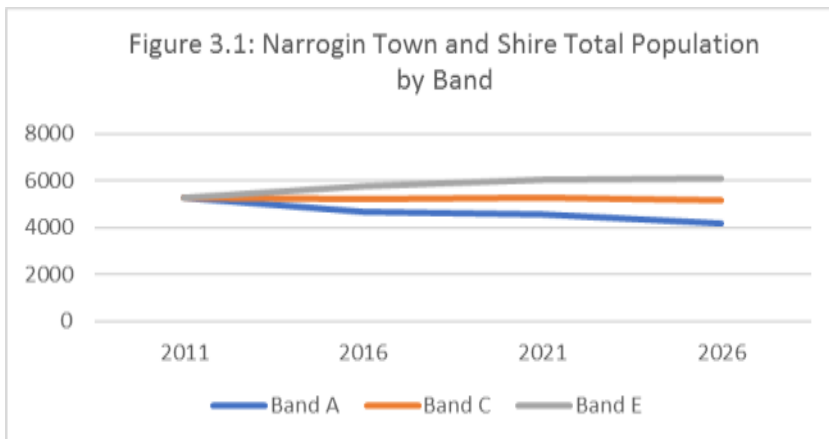
<sup>5</sup> Op cit

<sup>6</sup> WA Tomorrow consists of five bands of forecasts (bands A to E). It is therefore important to understand the differences between the bands and to choose the band, or bands, most suitable for your needs.

For example, if a decision is to be made that affects all the regions in WA and you do not want to favour one area over another, then 'Band C' should be used. 'Band C' represents the median forecast of the 10,000 permutations, which means that the probability that the realisation is higher than 'Band C' is equal to the probability of it being lower. Any permutation other than 'Band C' will have a greater probability that the realisation (the actual population) will be either higher or lower. The sum of 'Band C' for sub-regions will equate (subject to rounding) to the 'Band C' total for Western Australia as a whole. (WA Tomorrow 2015 Notes)

**Table 3.2: Narrogin Town and Shire Population by Age Showing Summary Data for Band A, C and E<sup>7</sup>**

	2011	2016	2021	2026
<b>Band A</b>				
00 to 69	4750	4180	3960	3550
70 and Over	500	470	580	630
<b>Total</b>	<b>5250</b>	<b>4650</b>	<b>4540</b>	<b>4180</b>
<b>% 70 and Over</b>	<b>9.52%</b>	<b>10.11%</b>	<b>12.78%</b>	<b>15.07%</b>
<b>Band C</b>				
00 to 69	4750	4620	4560	4320
70 and Over	500	600	730	830
<b>Total</b>	<b>5250</b>	<b>5220</b>	<b>5290</b>	<b>5150</b>
<b>% 70 and Over</b>	<b>9.52%</b>	<b>11.49%</b>	<b>13.80%</b>	<b>16.12%</b>
<b>Band E</b>				
00 to 69	4750	5070	5180	5030
70 and Over	500	700	850	1070
<b>Total</b>	<b>5250</b>	<b>5770</b>	<b>6030</b>	<b>6100</b>
<b>% 70 and Over</b>	<b>9.52%</b>	<b>12.13%</b>	<b>14.10%</b>	<b>17.54%</b>



In contrast to the overall population there is agreement that the aged population of 70 years and over<sup>8</sup> will increase significantly. Verso Consultants, in their Wheatbelt Aged Support and Care Solutions report note projected growth in demand for aged care services in the Dryandra Region, which includes Narrogin. They state:

*Narrogin Shire is projected to have quite explosive growth over the same period [2011 to 2027], with a 331% increase in its 70+ population.<sup>9</sup>*

Whilst the WA Tomorrow projections for the next 10 years are not as optimistic as the Verso report they do reinforce the projections of a rising aged population in the Narrogin Shire. Table 3.2: Narrogin Town and Shire Population by Age Showing Summary Data for Band A, C and E, shows in Band C, a middle of the road estimation, that the population of people aged 70 years or over will increase from 500 in 2011 to 830 in 2026; an increase of 66%. Band E, the most optimistic projection, shows an increase of 214%.

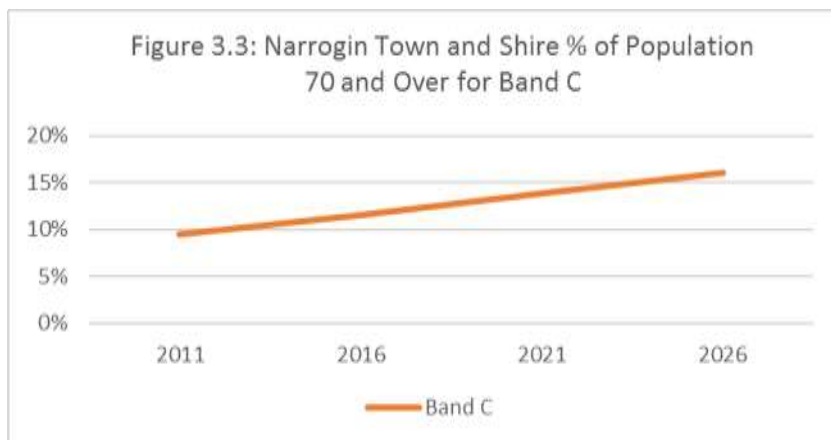
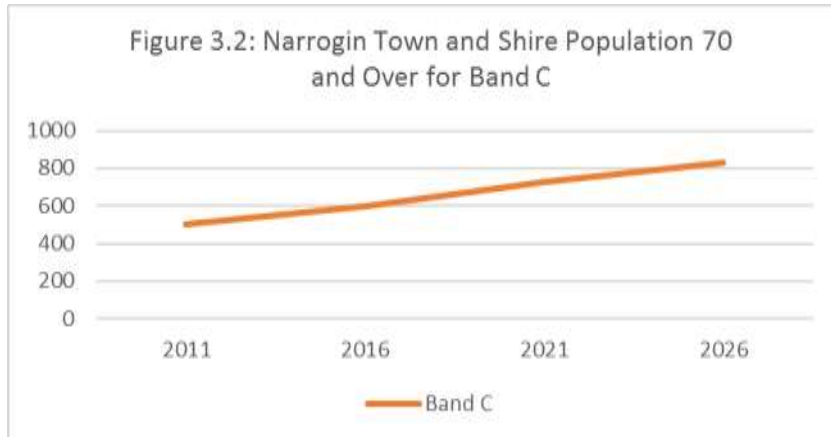
The change from 2016 to 2026 in Band C is projected to be 38% with people aged 70 years and over comprising 16% of the population compared to 11% in 2016. These changes are shown

<sup>7</sup> WA Planning Commission Western Australia Tomorrow Population Report No. 10 Medium Term Population Version 1.2 Forecasts for Western Australia 2014 to 2026 and Sub-regions 2016 to 2026 (Local Government Areas only) August 2015

<sup>8</sup> This age range was utilised as the Commonwealth Government uses it in planning for aged care services

<sup>9</sup> Verso Consultants Wheatbelt Aged Support and Care Solutions Undated p 60 (see also p 52)

graphically in Figure 3.2: Narrogin Town and Shire Population 70 Years and Over for Band 3 and in Figure 3.3: Narrogin Town and Shire Percentage of Population 70 Years and Over for Band C.



In relation to the under 70-year old's, there is significant variation between each of the 5 year age groups as shown in Table 3.3: Narrogin Town and Shire Population Under 70 Years by Age for Band C. This is discussed further in 6.5 Staffing and Infrastructure.

**Table 3.3: Narrogin Town and Shire Population Under 70 Years by Age for Band C<sup>10</sup>**

Age Group	2011	2016	2021	2026
<b>Band C</b>				
00 to 04	400	370	410	370
05 to 09	390	410	370	430
10 to 14	420	370	380	310
15 to 19	460	450	420	470
20 to 24	300	460	430	350
25 to 29	280	270	440	390
30 to 34	260	260	240	400
35 to 39	340	230	230	210
40 to 44	370	290	200	160
45 to 49	310	320	260	150
50 to 54	390	290	300	230
55 to 59	300	360	260	260
60 to 64	300	260	330	230
65 to 69	230	280	290	360

<sup>10</sup> WA Planning Commission Western Australia Tomorrow Population Report No. 10 Medium Term Population Version 1.2 Forecasts for Western Australia 2014 to 2026 and Sub-regions 2016 to 2026 (Local Government Areas only) August 2015



In summary, it is clear that the aged population (70 years and over) in both the Town and Shire of Narrogin will continue to increase over the next five to ten years and, most likely, further into the future. The middle of the road projection (not conservative and not optimistic) is that the aged population will increase by 5.14% from 2016 to 2026<sup>11</sup>.

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<sup>11</sup> WA Planning Commission Western Australia Tomorrow Population Report No. 10 Medium Term Population Version 1.2 Forecasts for Western Australia 2014 to 2026 and Sub-regions 2016 to 2026 '(Local Government Areas only) August 2015

## 4. AGED CARE AND DISABILITY SERVICES

### 4.1 OVERVIEW

Whilst the focus of this report is on community care services it is opportune to also include information on the current status of residential care services and disability services and on broader issues such as housing, in this section. Available aged care and disability services in the Shire of Narrogin are shown in Table 4.1: Aged Care and Disability Services in the Shire of Narrogin – 2017. These services also cater for people in the Shire of Cuballing.

**Table 4.1: Aged Care and Disability Services in the Shire of Narrogin – March 2017**

Funding Program	Description	Capacity as at 1 March 2017
<b>Narrogin Regional Homecare</b>		
Home and Community Care (HACC)	Provides basic support services to frail or aged people and young people with a disability. Services include: <ul style="list-style-type: none"> <li>• Domestic Assistance</li> <li>• Social support</li> <li>• Centre-based day care (CBDC)</li> <li>• Transport to and from CBDC and for shopping and appointments</li> <li>• Respite care</li> <li>• Home maintenance and gardening</li> <li>• Counselling, support, information and advocacy</li> <li>• Meals on wheels</li> <li>• Other food services</li> <li>• Personal care</li> </ul>	Covers Town of Narrogin, Shire of Narrogin and Cuballing.  262 clients over a year with an average client load of 180 with 20 outside the town
Commonwealth Home Support Program (CHSP)	Provides entry-level home support for older people who need assistance to keep living independently in their community. Narrogin Regional Homecare is funded to provide flexible respite to provide a break to carers	Funded to provide 5,145 hours per year. Currently 8 clients
Home Care Packages Program	Provides a higher level of care than HACC or CHSP in the form of individualised packages to older people to assist them to keep living independently in their community. All Packages currently provided are low level (Level 2).	6 packages
Veterans' Home Care	Provides services the same as HACC but to veterans and their partners	6 clients
<b>Community Assisted Transport Service (CATS)</b>		
Shire of Narrogin and the Shire of Wagin and donations from Narrogin Revheads Foundation and Narrogin Lions Club	The Community Assisted Transport Service is for the members of the Narrogin and district community requiring transport to specialist medical appointments and services not available in Narrogin. The service is coordinated through Narrogin Regional Homecare using volunteer drivers	Sedan with capacity for 3 passengers and operates between 3 and 5 days a week
<b>Narrogin Cottage Homes</b>		
Karinya Residential Aged Care	Includes 1 respite bed for non-dementia clients	35 beds

Dementia Specific Wing	Currently under construction with expected completion towards the end of 2017. Joint venture with Royalties for Regions	14 beds
Independent Cottages	Developed as a retirement village. Some support services provided by Narrogin Regional Homecare or other package providers to eligible residents	64 units
<b>The Residency by Dillons</b>		
Residential Aged Care	All beds are dementia secure	50 beds at capacity at the moment
Respite Care	Endeavour to keep 2 beds for respite so usually do have a vacancy	
<b>Silver Chain</b>		
Home Care Packages	Silver chain is delivering HCPs throughout the Narrogin Shire. Most packages are higher level (3 and 4)	Not known
<b>Juniper</b>		
Home Care Packages	Juniper delivers Level 4 packages and brokers to Narrogin Regional Homecare	None presently
<b>Disability Services</b>		
Narrogin Regional Homecare	Delivers the range of HACC services to Younger people with a disability as well as to older people	30 clients
Disability Services Commission	Local Coordinator coordinates disability package clients.	52 clients registered in Narrogin and 2 in Culballing

#### 4.1.1 Aged Friendly Communities

Also, contributing to the care and well-being of older people in the Narrogin area, are the improvements implemented by the Shire of Narrogin under the Aged Friendly Communities initiative encouraged by the WA Department of Local Government. This work includes:

- Consultation with the Narrogin community in regards to Aged Friendly Communities strategies
- Connection of footpath networks for better aged movement within Narrogin and Highbury
- The installation of seats and tactile pavers for people who have sight impairment
- Improved access to Shire buildings
- The installation of an outdoor Gym, and
- Improvements to exercise footpath trails.<sup>12</sup>

<sup>12</sup> Shire of Narrogin representative

### 4.1.2 Summary

Overall, stakeholders noted that the Narrogin catchment area, and in particular, the Town of Narrogin, are well served with aged care services, and were very positive about the quality of services available. In particular, all stakeholders, including clients, agreed that the community care services delivered by Narrogin Regional Homecare are of a high quality and are meeting most community care needs. Attention was drawn to the success of the Narrogin Regional Home Care model of identifying through clients, appropriate people in their vicinity who could deliver services, and then arranging employment and providing them with training.

Stakeholders also identified a number of gaps in aged and disability care services in the Narrogin catchment area. Many of these align with the gaps identified in the Verso report. These are discussed below.

## 4.2 PLANNING

Aside from the residential care services in Narrogin and some planning for Narrogin Regional Homecare and the Shire there is, based on stakeholder feedback, very little structured planning occurring in the area of aged care.

The effective provision of aged care and disability services depends on a coordinated and planned approach to service delivery to avoid duplication of services, inappropriate services and gaps in services.

**It is recommended** that the Shire of Narrogin take the lead in a catchment coordination and planning process (Aged Care Planning Meeting) based on the information in this and the Verso report, and which includes:

- Key stakeholder input, local and external
- Identification of proposed changes in service provision by stakeholders including new initiatives, reductions in services, changes in services
- The clarification of gaps in services for the aged
- The development of strategies, actions and responsibilities to address the gaps
- The ongoing monitoring of changes in the demographics of the Shire and the identification of strategies to address changing needs
- The identification and planning of ongoing improvements in relation to aged care services.

In practice this could involve quarterly meetings to discuss issues and strategies including responsibilities, stakeholder plans, progress in implementing plans and assessment of outcomes achieved. The focus would be on achieving outcomes at a community level through a cooperative approach that still recognises the individual aims of each organisation.

As an example, it is recommended in this report that Narrogin Regional Homecare provide Level 2 and 3 Home Care Packages. A discussion of this at an Aged Care Planning Meeting could include:

- Identifying requirements to support these packages which would include clinical input into assessment and care planning.
- Strategies could include purchasing clinical input from other stakeholders in the planning meeting such as a residential care service or the hospital at a price that would cover the cost to the provider and to the package.
- Other strategies discussed may include training strategies for Home Care Package staff and monitoring clinical governance.

In effect, the expertise of the members of the planning meeting is being utilised to help meet a community need in a timely and cost effective manner.

**It is also recommended** that consideration is given to implementing a broader Wheatbelt Aged Care Planning Group which would consider aged care needs and structures at a Wheatbelt level.

This could be a quarterly or six monthly meeting with a rotating chair into which aged care sub-regions would have input.

## 4.3 GAPS IN SERVICES

### 4.3.1 Respite Care

The Narrogin catchment area is well catered for with respite. Narrogin Regional Homecare is funded by HACC to provide centre based day care and by CHSP to provide flexible respite, which includes in-home respite. Noted by most stakeholders and the Verso report<sup>13</sup>, is a need for additional in-home respite and overnight cottage respite (respite in a home-like environment). There is currently no cottage respite available in the Narrogin catchment area.

Whilst Narrogin Regional Homecare does provide some in-home respite through the CHSP, some stake holders are saying it is not adequate and that longer term in-home respite would be valuable for some clients. Interestingly, Narrogin regional Homecare did not expend some \$40,000,00 (29%) of its CHSP respite budget in 2015-16.

Overnight respite is usually accessible in The Residency by Dillons, but respite away from home in a nursing home environment is not always what people want and can be upsetting for them. Cottage respite provides a necessary alternative. In relation to this, the Shire and Narrogin Regional Homecare are looking at the transfer of Narrogin Regional Homecare to a new location that will support the provision of overnight cottage respite. This is discussed in Section 5: Narrogin Regional Homecare.

Another gap is overnight respite for people with dementia. While it was noted above that people can usually be accommodated in The Residency by Dillons, it is not always possible. Narrogin Cottage Homes; however, is currently constructing 14 dementia accommodation units which should be completed in 8 months and should meet the need for dementia accommodation and dementia respite for the next five years. It is anticipated that more beds are required for the next 6 to ten years with planning commencing in the next 2 to 5 years.

Narrogin Cottage Homes is also exploring the development of a dementia day centre with skilled staff and structured programs to meet the needs of people with dementia over the next 5-10 years.

Stakeholders clearly felt that Narrogin Regional Homecare was the most appropriate agency to deliver community respite options. **It is recommended** that Narrogin Regional Homecare set up at least one dementia safe overnight cottage respite room, with a room for an overnight staff person to sleep, to cater for current needs. Additional rooms can be incorporated when the service moves to a new site (this is discussed in Section 5: Narrogin Regional Homecare).

### 4.3.2 Transport

Transport was identified by stakeholders and the Verso report as a significant gap in services for aged people, younger disabled people and the community as a whole. There is a need for transport within the Town and to and from the Town within the Shire. There is also a need at the moment for transport to and from Perth for appointments; however, this is likely to reduce with the expansion of services in the Narrogin Regional Hospital.

The Town did until recently, have a private taxi service that was utilised by Narrogin Regional Homecare to deliver transport within the Town of Narrogin, but the taxi service has now ceased operations.

The Shire runs the Community Assisted Transport Service (CATS) using volunteers and a sedan and it is mostly used for transporting people to appointments in Perth and Bunbury.

There has also been for many years, until 2016, a Dependent Persons Bus Committee running a bus in Town for hire to residential care services. The bus does not have seatbelts and is not used by some services.

<sup>13</sup> Verso report p 72



Narrogin Regional Homecare has several vehicles for the transport of clients; however, there is some confusion among stakeholders between these and the CATS vehicle. Narrogin Regional Homecare vehicles include:

- Rosa Bus 22 seater with hoist
- Mercedes Sprinter 15 seater with hoist
- VW Caddy with modifications for wheel chair use and winch
- Mondeo station wagon
- 2 Camry Altises.

The service has hired the Rosa bus with a driver to other service providers in town and some tentative arrangements were made to provide ongoing access to the bus on a hire basis but this has not progressed.

Stakeholders have suggested the Town would be best served with two smaller buses driven by volunteers through the CATS scheme. **It is recommended** that the provision of a transport service in the Town and Shire is considered as a priority by the Shire in consultation with appropriate stakeholders including aged care service providers. Consideration should be given to the feasibility of supporting the CATS through contracts with aged care providers for the provision of services. Alternatively, Narrogin Regional Homecare may be able to offer a similar service based on regular contracts utilising existing resources.

#### 4.3.3 Disability Services

##### ***Disability Focussed Centre Based Day Care***

Whilst the provision of centre based day care for younger people with a disability provided by Narrogin Regional Homecare is greatly appreciated by the community, it was felt there is a need for activities that allow more choice and control for the client whilst supporting clients to achieve their identified goals and outcomes. Structured programs based on client goals and abilities could be developed by Narrogin Regional Homecare in consultation with clients and with disability specialist agencies. This would put Narrogin Regional Homecare in good stead to subcontract the provision of services to people with a disability.

**It is recommended** that the development of programs for people with a disability is assessed post July 2017 when the impacts of the National Disability Insurance Scheme (NDIS) are known and potential subcontract arrangements can be assessed.

#### 4.3.4 Services for Aboriginal and Torres Strait Islander People

The Verso report notes that Dryandra has the highest percentage of Aboriginal or Torres Strait Islander (ATSI) residents in the Wheatbelt (4.4% or 81 persons). Fifty-five persons of ATSI background reside in Narrogin Town and in Narrogin Shire). Whilst Narrogin Regional Homecare does currently provide services to Aboriginal or Torres Strait Islander people, the Minimum Data Set data for 2015-16 shows only 9 or 3.4% of clients identified as ATSI suggesting an under-representation in the HACC client group, however; four new clients have recently commenced receiving services which brings the proportion up to 5%.

Although Aboriginal or Torres Strait Islander people are well-represented in the client group feedback from stakeholders suggest further liaison with Aboriginal agencies would be of value. **It is recommended** that Narrogin Regional Homecare liaise with the Aboriginal Health Service to identify new strategies to attract and to provide appropriate services to Aboriginal or Torres Strait Islander people and to identify any people who may be in need of HACC services but are not receiving them.

#### 4.3.5 Residential Care

The Verso report stated:

*The Dryandra sub-region currently has a small number of Residential Care beds above the Commonwealth planning ratios. To maintain those ratios will, however, require another 40 beds within the next 15 years and the probable major refurbishment of the largest residential facility.<sup>14</sup>*

Since the report, Narrogin Cottage Homes has proceeded to provide another 14 dementia specific beds and The Residency by Dillons has made available all 50 beds. The consensus of stakeholders is that the number of residential beds should be adequate for the next five years; however, some lead time needs to be considered in the development of additional beds to meet community need towards 2027. Major refurbishment of some facilities may also be required over the next decade. **It is recommended** that the Narrogin Shire initiate consideration of the need for more residential beds through the Aged Care Planning Meetings.

The Verso report suggested that it is more practical to reduce the demand for nursing home beds by providing the range of supports people need to stay in their own home longer<sup>15</sup>. This is facilitated by the changes to respite care, client directed care and Home Care Packages. Nonetheless, some additional residential beds need to be considered in the next five to ten years. The importance of offering higher level packages to people is discussed in Section 5: Narrogin Regional Homecare.

One stakeholder identified the need for a residential dementia unit for younger people in their early 60's as a separate group.

#### 4.3.6 Housing

Three stakeholders mentioned housing as an area of need and made the following comments:

*There is a lack of suitable and affordable accommodation options for people with a disability to live independently.*

*The independent living units provided in town are very much geared towards well-aged rather than disabled or other not well-aged people.*

*Accommodation has to be appropriate for "ageing in place" and the disabled. There will be an increased need for independent living that caters to not only well-aged, but younger people with disabilities and not-well-aged.*

Narrogin Cottage Homes advised that they hope to partner with the Shire to build rental units for the aged and people with a disability. It is proposed below that the Shire takes the lead in planning and coordinating the development of housing options for the aged, people with a disability and for the community in general.

The Verso report states that the Wheatbelt would benefit from a new approach to the provision of housing that includes:

- *Common designs that meet community expectations incorporating universal design*
- *Capacity to develop an approach that allows small block development where sewerage requirements restrict the development*
- *A ten year plan for the development of a housing stock with mixed ownership options across each sub-region and managed through a sub region master plan*
- *Incorporation of existing stock into the master plan*
- *The development of a shared policy and practice approach with WA Housing to achieve the range and mix of options required where joint arrangements are currently in place or required to support persons with reduced financial capacity*
- *Capacity to manage a building program that yields best value through master planning and a scheduled but dispersed building program*

<sup>14</sup> Verso Report p 52

<sup>15</sup> Verso Report p 67

- *A well-conceived and executed marketing plan to support incoming settlement*
- *New governance arrangements at a sub-regional level that facilitate the planning, project management, ownership arrangements, marketing and operations required to realise a Wheatbelt-wide housing program (this may require the expansion of existing housing trust, MOUs with the trusts, the development of new entities or a local government taking a lead agency requirement)*
- *An approach that balances, self-sustainability, market demand and social requirements to achieve the outcomes detailed in the master plan*
- *A construction program that responds to deposits from future residents, means testing and wait lists on an township by township basis*
- *Local surveys of need such as those recently conducted by Carnarvon, Quairading and Beverly Shires.*

It is suggested that consideration of these points underpins the development of the planned independent living units noted above.

## 5. NEW DIRECTIONS FOR COMMUNITY CARE

### 5.1 NATIONAL DISABILITY INSURANCE SCHEME (NDIS)

The National Disability Insurance Scheme will commence full implementation in WA on 1 July 2017. People under 65, or 50 years of age for Aboriginal and Torres Strait Islanders, will not be eligible for HACC services. If they require services as a result of disability they will be assessed for services under the National Disability Insurance Scheme (NDIS). Younger people not eligible under the NDIS will be the responsibility of the State Government and will continue to access HACC services at least during transition of HACC to the Commonwealth Home Support Program on 1 July 2018.

MDS data for 2015-16 shows 38 HACC clients of Narrogin Regional Homecare were aged under 65. Of these 8 were Aboriginal and Torres Strait Islander people aged over 50 years who are eligible for HACC. Hence up to 30 Narrogin Regional Homecare clients may no longer receive HACC services from Narrogin Regional Homecare. This may; however, be offset by the NDIS coordinating agency subcontracting Narrogin Regional Homecare to deliver services to NDIS clients, as they are already on the ground and know the clients. This will likely require Narrogin Regional Homecare to develop more structured programs with skilled staff to support the achievement of the goals of disability clients.

Another option available to Narrogin Regional Homecare in relation to NDIS clients is to obtain registration as a NDIS provider. This will require client management and financial management system updates to enable individualised planning and accounting and staff training and development to use the new systems and to provide services that meet the Disability Service Standards.

Given the relatively small number of potential NDIS clients and the benefits to clients that an experienced disability provider can bring, this option is not considered feasible.

**It is recommended** that Narrogin Regional Homecare endeavour to subcontract services to clients who are transferred to the NDIS.

### 5.2 COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)

On 1 July 2012, the Commonwealth HACC Program assumed full funding, policy and operational responsibility for HACC Services for older people in all States and Territories with the exception of Victoria and Western Australia. On 1 July 2015, the Commonwealth HACC Program was consolidated into the Commonwealth Home Support Program (CHSP) with the exception of Victoria and WA. Victoria has since transferred and WA will transfer on 1 July 2018. Under the transfer agreement, the Commonwealth has guaranteed 12 months of funding to WA HACC providers from 1 July 2018 and there will be no requirement for a competitive tender process during this period. The Commonwealth Home Support Program remains fundamentally similar to the HACC program.

The impacts of HACC transferring to the Commonwealth Home Support Program include:

#### 5.2.1 Targeted Service Delivery

The Commonwealth Home Support Program is, similar to the HACC program, designed to provide relatively small amounts of a single service or a few services for frail, older people when this is sufficient in maintaining independent community living and wellbeing; or a higher intensity of episodic or short-term services where improvements in function or capacity can be made, or further deterioration avoided<sup>16</sup>.

This will require a review of Narrogin Regional Homecare HACC clients to ensure they are not receiving a level of service that is not appropriate to the Commonwealth Home Support Program and that undermines wellness and re-ablement. It may also mean that clients with care needs higher than what CHSP will accommodate may need to be transitioned to Home Care Packages or

<sup>16</sup> Australian Government Department of Social Services Commonwealth Home Support Programme – Programme Manual 2015 Guidelines

other services. This may be difficult for Narrogin Regional Homecare if it has not addressed the level of packages it provides, as discussed below in 5.3 Home Care Packages Program.

### 5.2.2 My Aged Care System

The biggest impact of the transfer of WA HACC Services to the Commonwealth Home Support Program will be transitioning to the My Aged Care system for managing client assessments and referrals. In the case of Narrogin Regional Homecare this will be a minimal impact as the service is already using the My Aged Care system for Commonwealth Home Support Program clients and Home Care Package clients. In addition, transition support will be provided over the first year after the transfer.

### 5.2.3 Integration of the Commonwealth Home Support Program and the Home Care Package Program

In a further change to the Commonwealth Home Support Program, the Australian Government has flagged that:

*From July 2018, the Government intends to integrate the Home Care Packages Programme and the Commonwealth Home Support Programme (CHSP) into a single care at home programme.<sup>17</sup>*

This change will occur at the same time that WA HACC transfers to the program. It is not yet known if WA HACC will transfer directly into packages or if there will be a transition from the current model to a package model. Either way, the impact of this on the day to day work of Narrogin Regional Homecare will be minimised due to their experience with the Commonwealth Home Support Program and Home Care Packages.

Neither is it known what the daily subsidy will be for HACC/CHSP clients when they convert to packages. It can be speculated that the package for HACC/Commonwealth Home Support Program clients will be a level 1 package which is currently funded at \$22.04 per day and clients will also receive a Home Care Viability Supplement of 2.26 per day totalling \$8,870 per client in subsidies per year. Other supplements may also be paid but this is unlikely at the basic level of care. This level of subsidy is; however, well in excess of HACC funding per client per year, which is about \$5,000 per client for Narrogin Regional Homecare, hence it is unlikely to eventuate. It may be more likely to closely reflect HACC funding.

The impact of this change will be most felt by those clients in Narrogin Regional Homecare who are currently refusing to move to a package because it costs more than HACC, and in some cases, provides less service than HACC. These clients will have no choice but to move to a package under the new arrangement and will only receive services to the value of the package less administration and case management costs, which may be as high as 30% of all funds available to the client. Clients will be expected to pay a basic care fee of 17.5% of the pension.

## 5.3 HOME CARE PACKAGES PROGRAM

### 5.3.1 About Home Care Packages

Home Care Packages are delivered at four levels:

- Level 1 - basic care needs
- Level 2 - low-level care needs
- Level 3 - intermediate care needs
- Level 4 - high-level care need.

The Home Care Packages Program focuses on a package of care determined in consultation with clients to provide choice and flexibility (consumer directed care). In the 2015 Budget announcement, the Australian Government stated:

<sup>17</sup> Australian Government Home Care Packages Reform <https://www.dss.gov.au/our-responsibilities/ageing-and-aged-care/aged-care-reform/home-care/home-care-packages-reform> 2015



*Changes [to the Home Care Packages Program] will give older Australians even greater choice and control over their home care package. From February 2017, Australians receiving home care packages will not only be able to choose their service provider, but will also be given the flexibility to change their provider.*

*These changes will increase competition, leading to enhanced quality and innovation in service delivery, and reduce regulation and red tape for providers. They are a key step in moving to a less regulated, more consumer-driven and market-based aged care system.*

### 5.3.2 Increasing Client Choice and Control

Previously, Home Care Package funds were allocated to service providers. Funds are now allocated to clients, although still paid to the service providers, and clients can choose their service provider or choose to move to another provider and their funds follow them. Where previously, providers could retain remaining funds, these funds now have to be provided to the new provider or, if the client leaves home care, returned to the provider and the Commonwealth. Service providers are also able to charge an exit fee if a client leaves the service and the exit fee has been advised to the Commonwealth and is agreed to by the client in their Home Care Agreement.

This change requires providers to:

- Ensure they are providing quality services at reasonable cost that meet clients' needs and preferences, in order to retain clients, and
- Ensure they have systems in place to efficiently track client unspent amounts, including the client proportion and the Commonwealth proportion.

In relation to retaining clients, Narrogin Regional Homecare has a good reputation and clients and other stakeholders spoken to as part of this review were very positive about the service. The Home Care Package program is also operating efficiently, almost breaking even in 2015-16<sup>18</sup>. This is in a situation where no clients are paying their full fees. This is discussed in 6.6.1 Client Fees.

The Narrogin Regional Homecare program is also delivering a range of HACC type services to package clients whereas, the aim of consumer directed care, which underpins the program, is to identify with clients a range of services to meet their needs beyond the scope of HACC type services. To ensure a competitor does not attract clients, **it is recommended** that Narrogin Regional Homecare take the opportunity to identify with clients and other stakeholders more innovative packaged care services that may achieve better outcomes for clients. As one stakeholder pointed out:

*These changes mean Homecare has an opportunity to grow and beat Silver Chain.*

Ideas suggested in stakeholder feedback included:

- More flexible hours for workers to provide out of hours care
- Aboriginal staff
- More transport options
- Identify with clients the actual tasks that will best ensure their independence and find more flexible ways to achieve these within the client budget
- Don't be limited by rules around what staff are allowed and not allowed to do – find solutions.

### 5.3.3 Increased Competition

Commensurate with the above change, the process for service providers to become Approved Providers has been streamlined and improved to make it easier to obtain and maintain approved provider status. This will result in many new providers trying to attract clients to their service utilising strategies such as minimising required client fees, offering inducements such as first

month free and endeavouring to provide very high quality services. It may be tempting to consider the Shire of Narrogin unlikely to attract new providers, but at the very least current providers may endeavour to attract clients away from Narrogin Regional Homecare. As of 27 February 2017, all unfilled Home Care Packages have been unassigned from service providers and placed in a national pool. This occurred with the unfilled packages held by Narrogin Regional Homecare.

As people are assessed as requiring packages they will be put on a priority list and offered a package when they reach the top of the list for their area. At this point they will choose their provider from information on the My Aged Care website, on their knowledge and experience of providers and on other inducements. Narrogin Regional Homecare is at a disadvantage in this process as an attractive inducement to clients is ageing in place; which in respect to packages is being able to stay with the same provider as your needs increase. Narrogin Regional Homecare is only offering level 1 and 2 packages at the moment which may deter people who are looking for a long-term provider.

As one stakeholder advised, Narrogin Regional Homecare is in danger of getting left behind if they do not develop the expertise and clinical procedures to look after level 3 and 4 package clients. This situation will worsen when the Commonwealth Home Support Program is integrated into a packaged care program in 2018. Fortunately, as noted above, the Commonwealth has said there will be no requirement for a competitive tender process for WA providers during the first 12 months of transition. Nonetheless, **it is recommended** as a priority that Narrogin Regional Homecare plans for the immediate implementation of Level 3 and 4 Home Care Packages to ensure its future in this changing sector.

**It is further recommended** that Narrogin Regional Homecare review the information available on My Aged Care to ensure it is clear, understandable and appealing to prospective clients. It is suggested that the service emphasise the benefits of being local, knowing the community and having a stake in the ongoing development of aged care services for the benefit of clients and the community.

In establishing higher level packages, **it is recommended** that Narrogin Regional Homecare negotiate with the hospital, private residential care providers and the Aboriginal Health service to obtain clinical input into the management of higher level clients in need of clinical assessments and clinical care. These discussions could occur in the forum of Aged Care Planning Meetings discussed in 4.2 Planning. Additionally, Narrogin Regional Homecare will need to update its policies and procedures to reflect clinical requirements around higher level packages.

## 6. NARROGIN REGIONAL HOMECARE: THE FUTURE

A component of this project was to evaluate the operations of Narrogin Regional Homecare without duplicating the Home Care Standards reviews conducted as part of the quality assurance requirements of the Department of Health, Ageing and Aged Care funding. In addition, this evaluation was to consider the impacts on Narrogin Regional Homecare of recent and planned changes in policy of the State and Commonwealth Governments.

The findings of this evaluation are presented in this section and take account of policy changes noted in Section 5: New Directions for Community Care.

### 6.1 HOME AND COMMUNITY CARE (HACC)

#### 6.1.1 Number of Clients and Service Types

The HACC Service advised they have around 180 active clients on an ongoing basis. An analysis of Minimum Data Set (MDS) data is presented in Table 6.1: HACC Client Numbers and Service Types Delivered 2015-16 and shows:

- 262 clients received services in 2015-16
- 80 clients or 31% received only one service type
- 73 clients or 28% received only two service types
- 41% received more than two service types.

The proportion of people receiving one or two service types is a little lower than what is reflective of HACC as a program that delivers basic minimal care to people and should be monitored to ensure it does not increase. Otherwise the distribution of services is appropriate to HACC.

**Table 6.1: HACC Client Numbers and Service Types Delivered 2015-16**

Service	No. of Clients Receiving Service	% of Total Clients	No. of Clients Receiving Only This Service	% of Clients Receiving Only This Service
Domestic assistance	149	57%	30	11%
Social support	89	34%	5	2%
Personal care	26	10%	1	0%
Centre-based day care	111	42%	7	3%
Meals received at home	36	14%	9	3%
Other food services	8	3%	0	0%
Home maintenance	105	40%	22	8%
Transport CBDC & other	113	43%	6	2%
Counselling/support, information and advocacy (carer)	8	3%	2	1%
Respite care	4	2%	0	0%
<b>Total Clients for the Period</b>	<b>262</b>		<b>80</b>	

#### 6.1.2 Cost of Services

Narrogin Regional Homecare received HACC funding of \$840,797 in 2015-16 and client fees of \$108,996 totalling \$949,793. Total expenditure was \$839,734, resulting in an operating surplus of some \$110,000. The danger of running a surplus in this and the Commonwealth Home Support Program is that WA HACC and the Commonwealth Government may ask for surplus funds to be returned and reduce funding for the next year.

Table 6.2: HACC Contract Outputs and Outputs Delivered 2015-16 shows the service significantly under-delivered the contracted service quantities by an average of 40%. In effect, the service finished the year in surplus because it only delivered 60% of its contract. However, it is not possible to deliver the full contract on the available funding as the unit prices specified by HACC have been historically low for a rural service.

**Table 6.2: HACC Contract Outputs and Outputs Delivered 2015-16**

Service Type	Units Contracted to Deliver	Units Delivered	% of Contract Delivered	Number of Clients Receiving Service
Domestic Assistance (Hours)	5458	3355	61%	149
Social Support (Hours)	2861	2712	95%	89
Personal Care (Hours)	1,949	543	28%	26
Centre Based Day Care (Hours)	14,025	9201	66%	111
Meals at Home (Meals)	4,006	4177	104%	36
Other Food Services (Hours)	310	198	64%	8
Home Maintenance (Hours)	1045	777	74%	105
Transport CBDC and Other (One way trips)	5,909	2284	39%	113
Counselling, Support, Information and Advocacy for Carers (Hours)	109	72	66%	8
Respite Care (Hours)	600	60	10%	4

Table 6.3 Shire of Narrogin Unit Costs Summary 2015-2016 shows the cost per unit to deliver services. The cost per hour for in-house services is \$55.26 which is reasonable and better than many metropolitan services. The costs for centre based day care and home maintenance are around 25% to 30% higher than expected.

**Table 6.3 Shire of Narrogin Unit Costs Summary 2015-2016**

Cost Category	Hourly In-home Services	Centre Based Day Care	Meals at Home	Transport	CSIA Carer	Home Maintenance
Units Contracted in Year	11178	14025	4006	5909	109	1045
Units Delivered in Year	6868	9201	4177	2284	72	777
Variance	4310	4824	-171	3625	37	268
% Delivered	63%	52%	-4%	158%	51%	34%
HACC Unit Price	35.92	21.36	2.16	12.75	38.89	37.4
UNIT COST Based on Expenditure	\$55.26	\$31.61	\$10.21	\$27.40	\$28.55	\$79.87
UNIT COST Based on Expenditure LESS Client Fees and Unassigned Other Income	\$49.03	\$29.15	\$2.33	\$23.53	\$28.23	\$76.50

**It is recommended** that the Shire of Narrogin and Narrogin Regional Homecare review operations to reduce the costs for centre based day care and home maintenance. It is important to ensure all costs are reasonable prior to the transfer of HACC to the Commonwealth Home Support Program on 1 July 2018 and before the integration of the Commonwealth Home Support Program

and the Home Care Packages program. In the case of the latter, funds will be attached to each client and it will no longer be possible to under-deliver services as clients will only pay for what they receive. If services are too expensive there is the danger that clients will move to other providers. These changes are discussed in detail in Section 5: New Directions for Community Care.

Another issue arises in relation to respite. It is noted that Narrogin Regional Homecare is funded by HACC to deliver 600 hours of respite but only delivered 60 hours in 2015-16. This is of concern as the gap in services most identified by stakeholders was in-home respite. Narrogin Regional Home care advises that the Regional Assessment Service is not referring clients to it for respite. **It is recommended** that Narrogin Regional Homecare advise the Regional Assessment Service that it has respite hours available and requires referrals.

It was also noted that the number of HACC clients had declined over the last few years. Reasons given for this included:

- The implementation of the WA Assessment Framework (WAAF) whereby clients had to be assessed by a Regional Assessment Service (RAS). The result was a tightening of entry to ineligible clients, especially for centre based day care, and a reluctance for people to be assessed by the RAS, particularly if they were edging towards ineligibility
- Clients with mental health issues did not engage with the RAS assessments.
- Discontinuation of services to people who only attended services once per year, and
- Ageing of the HACC population without replacement people. This is also indicated in the demographics in 3.2 Demographics. Table 3.2: Narrogin Town and Shire Population by Age Showing Summary Data for Band A, C and E shows a decline in the number of people aged 70 and over between 2011 and 2016. Numbers are projected to increase between 2016 and 2026.

## 6.2 COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)

Narrogin Regional Homecare received funding under the Commonwealth Home Support Program of \$138,430 for the period 1 November 2015 to 30 June 2016. The contract is to provide flexible respite (in-home day or overnight) across the Wheatbelt, although Killara in Northam is servicing Northam and Hyden. Of the funding provided \$98,232 was expended.

In-home day respite is currently being delivered to Pingelly, Boddington, Quindanning, Williams, Cuballing and Narrogin. Staff are located in Narrogin, Wandering and Dumbleyung and currently eight clients are receiving services.

Narrogin Regional Homecare has also noted the need for overnight cottage respite but is unable to provide this service at the moment due to a lack of facilities. This is discussed in more detail in 4.4 Centre Location.

## 6.3 HOME CARE PACKAGES (HCPS)

Narrogin Regional Homecare currently manages 6 level 2 Home Care Packages. They were previously allocated 23 but on 27 February 2017 all unallocated packages went into the My Aged Care pool for allocation based on priority needs. (See Section 5: New Directions for Community Care). The areas covered include: Brookton, Pingelly, Wagin, West Arthur and Cuballing.

Strategically, Narrogin Regional Homecare needs to deliver higher levels of packages (Level 3 and 4) in order to offer long term care and effectively compete with other current and potential providers as a result of the sector being opened to competition through the recent Increasing Client Choice reforms.

As two stakeholders pointed out:

*The danger is that Narrogin Regional Homecare will be mired in low level care and will find it difficult to attract clients who are looking for long term relationships.*



*If Narrogin Regional Homecare doesn't move into the high care space other service providers will cut in.*

This issue is further discussed in 5.3.2 Increased Competition and a recommendation made. Narrogin Regional Homecare has also indicated that it does want to take on Level 3 and 4 Home Care Package clients commencing around February 2017.

Narrogin Regional Homecare also noted that there was little demand for Level 2 packages. The Verso report put this down to a lack of information around Home Care Packages<sup>19</sup>. Stakeholders in this project identified the higher cost to the client of low level packages as a deterrent to accessing Home Care Packages. People eligible for Level 1 and 2 packages are often faced with a higher fee than for the same or more service through HACC. This is most likely the case as it is an issue with low level packages throughout the aged care sector.

## 6.4 CENTRE LOCATION

Narrogin Regional Homecare is currently located in Jessie House, a single storey building on Clayton Road Narrogin. Clients, Narrogin Regional Homecare staff and other stakeholders unanimously agree that the current building is unsuitable for a variety of reasons including:

- It is located on a busy road
- There is traffic noise
- It is difficult for some elderly clients to drive to and enter and exit with confidence resulting in them using the centre bus (which undermines independence)
- There is very little parking space
- There is very little useable outdoor space
- There is no opportunity for growth impacting on plans to build and operate a two-bedroom cottage respite centre, the ability to operate more than one day centre group at a time and the implementation of Level 3 and 4 Home Care Packages.

The issue of most impact is the difficulty of expanding the Narrogin Regional Homecare centre to accommodate new programs such as cottage respite, concurrent day centre groups and additional staff for working with higher level Home Care Package clients. It was estimated by a Shire representative that Narrogin Regional Homecare requires at least 4,000 square metres of land to operate effectively.

Narrogin Regional Homecare does have reserve funds that would cover the relocation of the building and the addition of three rooms for the cottage respite and an overnight staff person, but it may be that a new building would be more economical and functional whilst leaving a valuable resource on Clayton Road that could be utilised for activities more appropriate to the site.

The Shire has supported the move and has made three Shire owned sites available for consideration. These are listed below in Table 6.4 Optional Locations for Narrogin Regional Homecare. Of these, the site in May Street is preferred by the service as it addresses all shortcomings of the current site and offers a magnificent wooded area that has long term potential for expansion and provides an environment that cannot fail to be appreciated and enjoyed by clients who will be tempted to engage in more physical activity. However; as noted in the Table, there are a number of disadvantages that will delay its availability, possibly by up to ten years, and it may require expensive flood remediation.

The other feasible site is Park Street but it is a steep block and would require earthworks. The Shire advises the cost of these would not be prohibitive. The drawback of the site is that its size, at 5,000 square metres, does support the current operations of Narrogin Regional Homecare plus immediate additional requirements, but it does not support the longer-term development of aged care in Narrogin. It is envisaged that the ideal site would be able to accommodate, in response to increasing need, additional cottage respite units, independent living units and possibly residential care accommodation, thus providing an aged care hub in the Town.

<sup>19</sup> Verso Report p 106

Given the importance of aged care in Narrogin with the changing population, the preferences of people to remain within their community and the workforce benefits of maintaining the industry (see 6.5 Staffing and Infrastructure), **it is recommended** that the May Street site is earmarked and developed for an aged care hub and that Narrogin Regional Homecare move to the site as soon as is feasible. It is acknowledged that there could be a significant delay in the availability of the site due to infrastructure requirements; however; the value to aged care and the Town of Narrogin would appear to outweigh the wait. Alternatively, the purchase of another suitable site could be considered, although this would make the move significantly more expensive.

**It is also recommended** that the cost of moving and expanding the existing building is assessed against the cost of building a new centre customised to the needs of the service and the location.

**Table 6.4 Optional Locations for Narrogin Regional Homecare**

Location	Pros	Cons
May St – undeveloped land	<ul style="list-style-type: none"> <li>• Available space will meet all the requirements of Narrogin Regional Homecare</li> <li>• Long term potential for expansion</li> <li>• Could be developed as an aged care hub</li> <li>• Ease of access</li> <li>• Ease of parking</li> <li>• Opportunities for other community facilities</li> <li>• Provides an environment that will be appreciated and enjoyed by clients</li> <li>• Can be utilised to promote more physical activity for clients</li> <li>• Would support relocation of current building</li> <li>• May stimulate growth of the town through availability of new land</li> </ul>	<ul style="list-style-type: none"> <li>• Requires the installation of deep sewerage which is costly and timely to install</li> <li>• Is subject to flooding – requires a flood report to assess extent of this issue and scope of remedial works and additional building requirements</li> <li>• Could feel a little isolated</li> </ul>
Park St – next to Shire office	<ul style="list-style-type: none"> <li>• Close to facilities including medical services, shops, banks etc.</li> <li>• Provides more space than current site and would meet all the needs of Narrogin Regional Homecare</li> <li>• Would support easier access to clients through walking or driving</li> <li>• Ample parking could be accommodated</li> </ul>	<ul style="list-style-type: none"> <li>• Is a heavily sloped block which could require expensive earthworks</li> <li>• Does not provide as pleasant an ambience as May St but potentially could with garden works</li> <li>• May not support the relocation of the current building</li> <li>• Parking may have limitations</li> <li>• Will not support the development of an aged care hub</li> </ul>
Hale St – Adjacent to the Community Garden in the Park on the river	<ul style="list-style-type: none"> <li>• Provides more space than current site and would meet all the needs of Narrogin Regional Homecare</li> <li>• Provides an environment that will be appreciated and enjoyed by clients</li> <li>• Can be utilised to promote more physical activity for clients without the use of motor vehicles</li> <li>• Would support easier access to clients through walking or driving</li> <li>• Would support relocation of current building.</li> </ul>	<ul style="list-style-type: none"> <li>• Strongly opposed by residents</li> <li>• Does reduce park access</li> <li>• Limited potential for future expansion, particularly given objections of residents</li> <li>• Does reduce available park space</li> <li>• Flood risk</li> <li>• Parking is available on the street but additional parking would be required for centre vehicles and staff parking. This may be difficult</li> </ul>

## 6.5 STAFFING AND INFRASTRUCTURE NEEDS

A critical element to be addressed by this project is the infrastructure needs for community aged care. As noted above, a new facility to support the expansion of Narrogin Regional Homecare is needed as soon as possible if the community care needs of the catchment area are to be met. These needs include cottage respite and additional centre based day care space for concurrent groups.

Additional staff hours will be required to provide a sleep-over staff person for cottage respite whenever the facility is in use. Additional staff hours will also be required for providing support to Level 3 and 4 Home Care Package clients. It is likely with both services that current staff can be provided with additional hours. It is difficult to say if additional funding is required as \$40,000 of respite funding was returned in 2015-16.

In relation to the higher-level packages, funding will be provided with the packages and Narrogin Regional Homecare needs to ensure they cover all costs through the package subsidies plus client fees. There is no reason why Narrogin Regional Homecare should not be able to deliver services within package budgets as the vast majority of services around Australia are doing so. It may need a review of processes to ensure staff time is being utilised productively and is effectively balanced against meeting client's needs and preferences.

Another issue raised in relation to staff was that young people are leaving the area and it could be difficult to recruit and retain staff to work in aged care. That young people are leaving the area is backed up by the demographic data in Table 3.3: Narrogin Town and Shire Population Under 70 Years by Age for Band C, which shows an overall and ongoing decline in the numbers of people under 70. The table also shows younger age groups varying between increasing and decreasing in an almost random pattern. For the period 2016-2026:

- 15 to 19-year old's: decrease from 2016 to 2021 and increase from 2021 to 2026
- 20 to 24-year old's decrease from 2016 to 2026
- 25 to 29-year old's increase from 2016 to 2021 and decrease from 2021 to 2026.
- Age groups from 30 years to 59 years show a more consistent decline
- Data on 60 to 69-year old's suggests an increasing population.

Reasons for younger people leaving the area are not postulated in the population projections but are likely to include a lack of work opportunities. As the aged population is clearly increasing, so too will aged care services that can provide significant work and career opportunities. In particular, community care requires support workers on the ground across the catchment area and residential services require support workers in Narrogin Town. Whilst services are managed locally community care and residential care also provide advancement opportunities into administration and management roles thus providing career paths, which highlight the importance of locally managed services rather than remotely managed services. This is also discussed in 6.7 Governance Arrangements.

**It is recommended** that the impact of the changing population and the resulting threats and opportunities for the younger population, and especially the impacts on employment, are included for discussion with the Aged Care Planning Meeting and strategies are developed to retain existing and develop new opportunities for employment in aged care.

## 6.6 OTHER ISSUES

### 6.6.1 Client Fees

The Commonwealth is aiming for service providers to raise around 15% of the costs to deliver a program from client fees. At the moment Narrogin Regional Homecare is achieving for HACC services:

- 10.7% for hourly in-home services
- 7.2% for centre based day care

- 77.1% for meals
- 13.5% for Transport and
- 3.9% for home maintenance.

Commonwealth Home Support Program clients are contributing 7% of costs and Home Care Packages clients are contributing 10% of costs, which is due to all six clients only paying \$150 per month instead of \$279.44.

With the future change to a package model all clients who can should pay their care fees unless they are approved for hardship. **It is recommended** that to ease the stress of clients who will need to pay additional fees under the new model, all clients, unless they have demonstrated hardship, are required to start paying fees on an increasing scale for services provided by Narrogin Regional Homecare. In this way, clients will be used to paying fees and will have an adequate package budget to ensure the range of services needed to best meet their needs and preferences.

Additionally, the aged care reforms of the Commonwealth Government are not only focussed on client choice and increased competition but also promote a user pay system when the user can afford to pay.

### 6.6.2 Client Independence and Choice

Whilst clients in Narrogin Regional Homecare's HACC Service are very well cared for and the service meets the Home Care Standards, improvements could be made in promoting client independence.

For example, day centre clients interviewed expect to be "served". To further independence, clients could be encouraged to be more actively involved in preparing, serving and cleaning up after morning tea and lunch and after activities, which would encourage more social interaction and promote wellness and independence.

**It is recommended** that all client services are assessed to identify ways to further support independence and re-ablement. It is noted that consideration was being given to implementing a new support plan that highlighted client goals, strengths, weaknesses and preferences in order to better meet the individual needs of clients. **It is recommended** that the goal oriented support plan is implemented.

### 6.6.3 Continuous Improvement and Risk Management

Whilst the HACC Service is doing enough in continuous improvement to meet the requirements of the Commonwealth Quality Review, improvements could be achieved with a more inclusive and ongoing continuous improvement process. This would include input from more stakeholders and regular meetings with key staff to identify, implement and evaluate improvements.

As an example, client surveys occur but it is not clear if the information is analysed to identify improvements and if improvements are implemented.

Similarly, staff meetings do identify improvements but do not indicate if action was taken to implement them.

The Improvement Plan also appeared to not be updated between quality reviews.

**It is recommended** that improvement processes are implemented more rigorously as there is a wealth of information available to the service from clients, staff and other stakeholders that could identify significant improvements.

## 6.7 GOVERNANCE ARRANGEMENTS FOR NARROGIN REGIONAL HOMECARE

Governance arrangements for Narrogin Regional Homecare were explored with all stakeholders.

Clients expressed a very high degree of satisfaction with current arrangements and did not see a need for any changes at all. They felt it was appropriate that the Shire of Narrogin should manage the service and keep it locally run.

Similarly, 50% of other stakeholders were clear the Shire does a good job in managing Narrogin Regional Homecare and 50% said they did not know. Of this latter group, nearly all went on to identify things the Shire did well. The general feeling was that Narrogin Regional Homecare does an excellent job so the Shire must be managing the service well.

Stakeholders were asked if there would be any advantages in transferring sponsorship from the Shire to another organisation. Seventy percent said no and 30% did not know. The general feeling was that services should remain locally managed as long as the Shire was doing a good job. There was a strong feeling against a big organisation from Perth taking over and distrust that the community's interest would remain at the forefront as is it currently is. There was a fear that the service would become \$ driven with only support staff employed on the ground in the Shire of Narrogin and all other jobs held in the central office of the provider.

Two stakeholders did suggest that a broader base of input into the service would be valuable but not at the cost of losing local control. Comments from stakeholders include:

- The shire has a vested interest in the people of the community.
- Difficult to answer, but if it is costing the ratepayers to deliver the services do the ratepayers want to pay?
- The shire needs to be in the mix. They are accountable to the people in the community.
- The Shire is good at managing, but perhaps there would be room for other organisations to be put in the mix to enrich the current process so that clients have more choice. I think it is healthy for organisations to have some competition.
- The Shire has a good relationship with and listens to the people of Narrogin.
- A separate entity would probably have more red tape.
- The Shire has a better view of delivering country services and is involved in the local community.

Taking into consideration information reviewed in relation to the operations of Narrogin Regional Home Care and the input from stakeholders **it is recommended** that sponsorship of Narrogin Regional Home Care remains under the Shire of Narrogin for the immediate future. Other factors supporting this recommendation include:

- The Shire of Narrogin provides premises for the service at a reduced rent and supports the move of the service to an improved location.
- There are some issues with Narrogin Regional Homecare related to costs; but it is considered costs can be contained through reviewing processes and moving to full client fees. In addition Shire administration costs should also be reviewed.
- Broader input from aged care stakeholders can be achieved through the recommended Aged Care Planning Meetings.
- Coordination between services will be enhanced through the quarterly planning meetings and will provide support and expertise to Narrogin Regional Homecare. This will be an appropriate forum for discussing and reviewing cost and fee issues.

**It is further recommended** that, if, after the implementation of a package approach for all services and a trial year of operating in the package environment (ending in June 2019), Narrogin Regional Homecare is unable to operate without subsidisation from the Shire, clients are transferred to another provider. Local providers should be included in any transfer considerations in order to maintain workforce opportunities.

## 6.8 NEXT STEPS

Following the review of this report by the Shire of Narrogin and Narrogin Regional Homecare, **it is recommended** that:



- The recommendations that are supported, with or without some change, are identified
- An implementation plan is developed to identify recommendations that can be implemented by the Shire of Narrogin or Narrogin Regional Homecare without assistance and items that may require assistance
- A scope of works is developed for items requiring assistance and tenders invited from suitable consultants
- A detailed review is conducted of relevant operations in Narrogin Regional Homecare with a view to identifying savings, including administration costs
- A detailed operational plan with tasks and timelines is developed with tasks allocated to the Shire of Narrogin, Narrogin Regional Homecare, the consultant and other identified specialists
- A monitoring process is implemented to ensure the timely implementation of improvements/changes.

**It is also recommended** that if Narrogin Regional Homecare and the Shire of Narrogin decide that is in the best interests of all parties to transfer services prior to June 2019 consideration is given to local providers as a first preference in order to maintain local workforce opportunities.

Recommendations	Comment Questions	Grouping	Report Priority	Priority
<p>1. The Shire of Narrogin take the lead in a coordination and planning process (Aged Care Planning Meeting) based on the information in this and the Verso report, and which includes:</p> <ul style="list-style-type: none"> <li>○ Key stakeholder input, local and external</li> <li>○ Identification of proposed changes in service provision by stakeholders including new initiatives, reductions in services, changes in services</li> <li>○ The clarification of gaps in services for the aged</li> <li>○ The development of strategies, actions and responsibilities to address the gaps</li> <li>○ The ongoing monitoring of changes in the demographics of the Shire and the identification of strategies to address changing needs</li> <li>○ The identification and planning of ongoing improvements in relation to aged care services. (p 13)</li> </ul>	<p>Resources? Staff, Dollars. Narrogin only or Wheatbelt Aged Care Planning Group?</p>	<p>Regional Planning</p>		<p>Next 18 months</p>
<p>2. Consideration is given to implementing a broader Wheatbelt Aged Care Planning Group which would consider aged care needs and structures at a Wheatbelt level. (p 13)</p>	<p>How do we take the lead in this? Given the disaggregation being caused by changing funding models?</p>	<p>Regional Planning</p>		<p>Next 18 months</p>

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	Resources? Staff, Dollars.			
3. Narrogin Regional Homecare set up at least one dementia safe overnight cottage respite room, with a room for an overnight staff person to sleep, to cater for current needs. (p 14)	This is dependent on Recommendation 14,15 & 16	Respite	Next 18 months	Next 6 months
4. The provision of a transport service in the Town and Shire is given priority consideration by the Shire in consultation with appropriate stakeholders including aged care service providers. (p 15)	Is the Dependent Persons Bus Committee still operating? Do they have any funds or equipment? Funding?	Transport	Next 18 months	Next 18 months
5. The development of programs for people with a disability is assessed post July 2017 when the impacts of the National Disability Insurance Scheme (NDIS) are known and potential subcontract arrangements can be assessed. (p 15)	Resources? Staff, Dollars.	NDIS		Next 6 months
6. Narrogin Regional Homecare liaise with the Aboriginal Health Service to identify new strategies to attract and to provide appropriate services to Aboriginal or Torres Strait Islander people and to identify any people who may be in need of HACC services but are not receiving them. (p 15)	Resources? Staff, Dollars.	HACC	Next 18 Months	Next 6 months

7. The Narrogin Shire initiate consideration of the need for more residential beds through the Aged Care Planning Meetings. (p 16)	New Hospital beds?	Regional Planning		Next 18 months
8. Narrogin Regional Homecare endeavour to subcontract services to clients who are transferred to the NDIS. (p 18)	Resources? Staff, Dollars.	NDIS		Next 6 Months
9. Narrogin Regional Homecare take the opportunity to identify with clients and other stakeholders more innovative packaged care services that may achieve better outcomes for clients. (p 20)		Packages		Next 12 months
10. Narrogin Regional Homecare plans for the immediate implementation of Level 3 and 4 Home Care Packages. (p 21)	Resources? Staff, Dollars.	Financial	Next 18 months	Next 6 months
11. Narrogin Regional Homecare review the information available on My Aged Care to ensure it is clear, understandable and appealing to prospective clients. (p 22)	Resources? Staff, Dollars.	Packages		Next 6 months
12. Narrogin Regional Homecare negotiate with the hospital, private residential care providers and the Aboriginal Health Service to obtain clinical input into the management of higher level clients in need of clinical assessments and clinical care. An appropriate forum for this would be the recommended Aged Care Planning Meeting. (p 21)	Resources? Staff, Dollars.	Regional Planning	Next 18 months	Next 18 months

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13. The Shire of Narrogin and Narrogin Regional Homecare review operations to reduce the costs for centre based day care, meals and home maintenance. (p 23)	Consultant Xref 23	Financial		Next 6 months
14. Narrogin Regional Homecare advise the Regional Assessment Service that it has respite hours available and requires referrals. (p 24)		Respite		Next 6 months
15. The May Street site is earmarked and developed for an aged care hub and that Narrogin Regional Homecare move to the site as soon as is feasible. (p 26)		Building	Next 5 years	Next 5 years
16. The cost of moving and expanding the existing building is assessed against the cost of building a new centre customised to the needs of the service and the location. (p 26)		Building	Next 5 years	Next 5 years
17. The impact of the changing population and the resulting threats and opportunities for the younger population, and especially the impacts on employment, are included for discussion with the Aged Care Planning Meeting and strategies are developed to retain existing and develop new opportunities for employment in aged care. (p 27)		Regional Planning		Next 18 months
18. Require all clients, unless they have demonstrated hardship, to start paying fees		Financial		Next 6 months

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on an increasing scale for services provided by Narrogin Regional Homecare. (28)				
19. All client services are assessed to identify ways to further support independence and reablement and the goal oriented support plan is implemented. (p 28)		Improvement		Next 12 Months
20. Improvement processes are implemented more rigorously. (p 28)		Improvement		Next 12 months
21. Sponsorship of Narrogin Regional Home Care remains under the Shire of Narrogin for the immediate future. (p 29)		Planning		Next 18 months
22. If, after the implementation of a package approach for all services and a trial year of operating in the package environment (ending in June 2019), Narrogin Regional Homecare is unable to operate without subsidisation from the Shire, clients are transferred to another provider. (p 29)		Financial		Next 12 months
23. The recommendations of this report are implemented by the Shire of Narrogin and Narrogin Regional Homecare as follows: <ul style="list-style-type: none"> <li>○ The recommendations that are supported, with or without some change, are identified</li> <li>○ An implementation plan is developed to identify recommendations that can</li> </ul>		Planning		Next 12 months

<p>be implemented by the Shire of Narrogin or Narrogin Regional Homecare without assistance and items that may require assistance</p> <ul style="list-style-type: none"> <li>○ A scope of works is developed for items requiring assistance and tenders invited from suitable consultants</li> <li>○ A detailed review is conducted of relevant operations in Narrogin Regional Homecare with a view to identifying savings, including administration costs</li> <li>○ A detailed operational plan with tasks and timelines is developed with tasks allocated to the Shire of Narrogin, Narrogin Regional Homecare, the consultant and other identified specialists</li> <li>○ A monitoring process is implemented to ensure the timely implementation of improvements/changes. (p 29)</li> </ul>				
<p>24. If Narrogin Regional Homecare and the Shire of Narrogin decide that is in the best interests of all parties to transfer services prior to June 2019 consideration is given to local providers as a first preference in order to maintain local workforce opportunities. (p 30)</p>		<p>Planning</p>		<p>Next 18 months</p>

**10.2.097 COMMUNITY CHEST REFERENCE GROUP MINUTES  
5 SEPTEMBER 2017**

**File Reference:** 15.1.1  
**Disclosure of Interest:** Nil  
**Applicant:** Not Applicable  
**Previous Item Nos:** No  
**Date:** 15.9.2017  
**Author:** Loriann Bell – Administrative Support Officer  
**Authorising Officer:** Frank Ludovico – Executive Manager Corporate and Community Services

**Attachments**

- Attachment 1 – Community Chest Reference Group Minutes 5 September 2017

**Summary**

Council is requested to endorse the Minutes of the Community Chest Reference Group meeting held on 5 September 2017 and endorse the recommendations therein.

**Background**

The Community Chest Reference Group met on 5 September 2017 to review the 2017/2018 Community Chest Fund applications. The Shire's Community Chest Fund provides financial assistance of up to \$2,500 cash or in-kind support annually, to eligible, incorporated not for profit, community organisations. Eligible organisations can apply for funding for projects which benefit the Narrogin community from a total fund of \$25,000.

**Comment**

Four applications were received from incorporated not for profit groups with a total request for cash of \$9,100. The application from Silverbacks Boxing Inc was not supported on the basis the request did not meet the funding criteria. However, the Reference Group recommended a grant of \$1,600 to meet the cost of fixed equipment. All other applications were recommended for approval.

<b>Applicant</b>	<b>Project</b>	<b>Total project cost</b>	<b>Community Chest Fund requested amount</b>	<b>Applicant cash contribution/donations and in-kind</b>	<b>Recommendation</b>
Narrogin Musicians Association Inc	Requested financial support to cover equipment hire costs for its annual music festival "The Big Bash".	\$5,500	\$2,500	\$3,000 cash + 48 hours volunteer labour	The Community Chest Reference Group recommended the application.

Narrogin Gymnastics Club Inc	Requested financial support to purchase essential equipment.	\$6,120	\$2,500	\$3,620 cash	The Community Chest Reference Group recommended the application.
Silverbacks Boxing Inc	Requested financial support to purchase equipment for the recently established boxing club	\$2,800	\$2,500	\$300 cash	The Reference Group did not support the application for \$2,500 however recommended granting the amount of \$1,600.
Quarter Midget Youth Speedway Project Inc	Requested financial support to construct a shade shelter at the sea container	\$3,000	\$2,500	\$500 + 25-30 hours volunteer labour	The Community Chest Reference Group recommended the application.

### Consultation

- Shire of Narrogin Community Chest Reference Group – President Ballard, Deputy President Wiese, Cr Seale.
- Frank Ludovico – Executive Manager Corporate and Community Services

### Statutory Environment

Nil

### Policy Implications

Nil

### Financial Implications

The 2017/2018 Budget allocated \$25,000 for eligible groups. From this the Community Chest Reference Group have recommended \$9,100 for eligible community projects.

There remains outstanding \$7,191 in unacquitted grants from the 2016/2017 Community Chest fund. The amount for unacquitted grants was not brought across to the 2017/2018 Community Chest budget. These grants will be acquitted from the 2017/2018 Community Chest allocation leaving an available balance of \$8,709 for a second round of funding.

The Community Chest Reference Group have recommended a second round of funding in February 2018.

<b>Community Chest 2016/2017</b>					
Allocated \$25,000	Endorsed grants		Acquitted grants		Unacquitted
	\$18,275.20		\$11,084.00		\$7,191.00
<b>Community Chest 2017/2018</b>					
Allocated \$25,000	Endorsed grants	Unacquitted grants (2016/17)	Total	Balance Round 2	
	\$9,100.00	\$7,191.00	\$16,291.00	\$8,709.00	

### Strategic Implications

<b>Shire of Narrogin Strategic Community Plan 2017-2027</b>	
Objective	Social Objective
Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.3 Facilitate and support community events

### Voting Requirements

Simple Majority

### **COUNCIL RESOLUTION 0917.113 AND OFFICER'S RECOMMENDATION**

**Moved: Cr Walker**

**Seconded: Cr Ward**

That Council:

Endorse the Minutes of the Community Chest Reference Group meeting held on 5 September 2017 and approve the recommended allocations therein.

Narrogin Musicians Association Inc	\$2,500
Narrogin Gymnastics Club Inc	\$2,500
Silverbacks Boxing Inc	\$1,600
Quarter Midget Youth Speedway Project Inc	\$2,500

**CARRIED 6/0**



# MINUTES

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## COMMUNITY CHEST REFERENCE GROUP

Date: Tuesday 5 September 2017  
 Time: 1:00pm  
 Venue: Meeting Room, 89 Earl Street, Narrogin

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# MINUTES

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## COMMUNITY CHEST REFERENCE GROUP

### 1. OFFICIAL OPENING

President Ballard declared the meeting open at 1.08 pm

### 2. RECORD OF ATTENDANCE AND APOLOGIES

#### Reference Group Members

Mr L Ballard - Shire President

Cr T Weise - Deputy Shire President

Cr B Seale

#### Staff

Mr F Ludovico - Executive Manager Corporate and Community Services

Ms S Guy - Manager Leisure and Culture

Ms L Bell - Administrative Support Officer

#### Apologies

Cr C Ward

### 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

<b>REFERENCE GROUP RESOLUTION AND OFFICERS RECOMMENDATION</b>
---

**Moved: Cr Weise**

**Seconded: F Ludovico**

That the Community Chest Reference Group:

Accept the minutes of the Community Chest Reference Group meeting held on 10 February 2017 and be confirmed as an accurate record of proceedings.

**Carried: 4/0**

### 4. ANNOUNCEMENT BY THE PERSON PRESIDING WITHOUT DISCUSSION

President Ballard noted his son may be a participant in the Quarter Midget Youth Speedway Project later in the year.

There were no other declarations of interest.

## 5. MATTERS WHICH REQUIRE DISCUSSION

### 5.1 2017/2018 COMMUNITY CHEST APPLICATIONS

The Community Chest Reference Group are asked to review the attached 2017/2018 Community Chest Applications for cash and in-kind support and make their recommendations:

<b>Community Chest Applications</b>	
<b>In Kind:</b>	
<b>Total In-kind</b>	
<b>Cash:</b>	
Narrogin Musicians Association Inc.	<b>2,500.00</b>
Narrogin Gymnastics Club Inc.	<b>2,500.00</b>
Silverbacks Boxing Club Inc.	<b>2,500.00</b>
Quarter Midget Youth Speedway Project Inc.	<b>2,500.00</b>
<b>Total cash requested</b>	<b>10,000.00</b>
<b>Total Budget Allocation</b>	<b>25,000.00</b>

### 5.2 NARROGIN MUSICIANS ASSOCIATION INC.

- Attachment 1 – Narrogin Musicians Association Inc.

#### *BACKGROUND*

Narrogin Musicians Association Inc. is seeking \$2,500 to cover the cost of hiring a marquee and stage for its annual Big Bash Music Festival being held on Saturday 21 October. The Big Bash is a free, all of community music event, held each year at the Narrogin Showgrounds. It showcases local musicians, singers and songwriters and affords young performers an opportunity to perform to a large audience. It's the grand finale event for the annual Narrogin Agricultural Show.

#### **COMMENT**

The total project cost is \$5,500. The Association is contributing \$2,500 cash and 48 volunteer labour hours. The Shire of Narrogin is providing temporary fence panels for enclosing the area and local musicians donate their time for performances.

2014/2015 Narrogin Musicians Association applied for \$2,050 Community Chest funds with a cash contribution of \$1,550 to the total project cost of \$3,600. The application was not supported by the Community Chest Reference Group. A copy of the Minutes of that meeting could not be located.

Narrogin Musicians Association is a not for profit organisation committed to supporting local young artists and professional musicians through event coordination.

**OFFICER'S RECOMMENDATION**

That the Reference Group:

Support the application for \$2,000 cover the hire costs of a marquee and stage for the event being held on Saturday 21 October 2017.

**REFERENCE GROUP RECOMMENDATION**

**Moved: Cr Wiese**

**Seconded: Cr Seale**

That the Community Chest Reference Group:

Recommend Council support the application from Narrogin Musicians Association Inc. for \$2,500 cover the hire costs of a marquee and stage for the event being held on Saturday 21 October 2017.

**Carried: 4/0**

DRAFT

<b>Shire of Narrogin RECEIVED</b>	
Directed to	<u>Lozian</u>
<b>29 AUG 2017</b>	
Ref No	<u>ICR1711713</u>
Property File	_____
Subject File	<u>15.1v1</u>
Ref	_____



**COMMUNITY CHEST FUNDING  
APPLICATION FORM**

**1 AUGUST 2017 TO 30 JUNE 2018**

**CLOSING DATE**

**4:30 pm MONDAY 28 AUGUST 2017**

Post your completed application to:

**PO Box 1145 Narrogin WA 6312**

or deliver to:

**Shire of Narrogin, 89 Earl Street NARROGIN**

Alternatively email your application to:

**[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)**

Please direct any queries to  
Administrative Support Officer  
Development and Regulatory Services  
**Telephone: 9890 0923**

### Application Details

#### 1. NAME OF ORGANISATION

NARROGIN MUSICIANS ASSOCIATION INC.

#### Contact Person

A-H NARDINI

#### Address

PO BOX 25 NARROGIN WA 6312

#### Position

PRESIDENT

#### Phone

@

#### Mobile

0427 505 394

#### Email

splashmann@westnet.com.au

#### Organisation's ABN

29 199 310 985

#### Registered for GST? (please circle)

Yes

No

#### Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

Yes

No



**2. NAME OF PROJECT OR EVENT:**

Big Bash Music Festival

**Estimated Start Date**

21-10-17

**Estimated Completion Date**

21-10-17

**Requested Community Chest Funds**

\$ 2000

**Do you require the Community Chest funds prior to your proposed event /activity**

<input checked="" type="radio"/> Yes	<input type="radio"/> No
--------------------------------------	--------------------------

**3. BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)**

The Big Bash Music Festival is a show case of local talent of all ages, all genres. It is a family friendly event which is free entry for the whole community.

**4. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?**

Marquee And stage Hire.

**5. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?**

Re ter

It Provides Entertainment For the Community which is Free. It Gives local Musicians the opportunity to Perform in Front of A Large Audience, Gives them Exposure, Confidence And A sense of self worth. Music is Hugely Popular in Regional Areas And the Big Bash is An Extremely Popular Event.

**6. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?**

Narrogin observer,  
Triple M Great Southern Radio  
Facebook via Multiple sites including various Perth Music sites  
Posters  
Narrogin Shire Calendar of Events on website  
Arts Narrogin.

**7. ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP**

*It is a requirement of funding that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at your project/event.*

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administrative Support Officer)
- Verbal announcements at event.
- ~~Other~~

All of The Above .

## BUDGET ESTIMATES

Name of Organisation

Narrogin Musicians Association

Name of Project

Big Bash Music Festival

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	2500	Materials	
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment: <i>Marquee / stage / P.A System</i>	14000
Applicant's cash contribution	2500	Venue hire	
Sponsorship		Advertising	100
Donations in cash		Catering costs	200
Other grants		Entertainment	1200
Catering sales		Office/administration	
Fees and charges e.g. stalls	500	Labour	
Gate / door entry fees			
Other income (please list)		Other expenditure (please list)	
<b>TOTAL INCOME</b>	<b>5500</b>	<b>TOTAL EXPENDITURE</b>	<b>5500</b>

\*The total cash and in-kind request cannot be greater than \$2,500.

### YOUR INCOME MUST EQUAL YOUR EXPENDITURE

8. DID YOUR ORGANISATION RECEIVE COMMUNITY CHEST FUNDING IN 2016/2017?  
(please circle)

Yes	No
-----	----

If yes, what was the amount of the funding?

**9. IN-KIND CONTRIBUTIONS:**

Please list below any in-kind contributions if applicable (e.g. volunteer or donated labour, materials etc.) however do not include in your budget above;

Labour - \$1200 48 Hrs @ \$25 Per Hour (Volunteers)  
Temporary Fencing From Shire of Narrogin. Approx 50 Panels  
Local Musicians Perform For Free - No Charge.

**10. FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within 12 months of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

**Please ensure you have read the above grant conditions before signing below**

Our organisation (insert name below)

NARROGIN MUSICIANS ASSOCIATION

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.


**Print Name**

ASH NARDINI

**Position**

PRESIDENT

**Signature**



**Date**

28-8-17



ASIC

Australian Securities & Investments Commission

Association

NARROGIN MUSICIANS ASSOCIATION & BIG BASH (INC)

Extracted from ASIC's database at AEST 15:14:36 on 05/09/2017

### Association Summary

Name: NARROGIN MUSICIANS ASSOCIATION & BIG BASH (I  
NC)

ABN:

Registration Number: A1012802W

Registered State: Western Australia

Registration Date: 26/03/2009

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

### 5.3 NARROGIN GYMNASTICS CLUB INC.

- Attachment 1 – Narrogin Gymnastics Club Inc.

#### *BACKGROUND*

Narrogin Gymnastics Club Inc. is seeking \$2,500 to cover the purchase cost of essential apparatus that is old, damaged and has been condemned by Gymnastics WA. Other items require upgrading.

Without these particular pieces of equipment it will difficult for the Club to continue its gymnastics program.

#### **COMMENT**

Narrogin Gymnastics is contributing \$3,620 to the total project cost of \$6,120.

2014/2015 Narrogin Gymnastics Club Inc. received \$2,000 Community Chest funds to purchase new specialised equipment. The Club contributed \$1,959 to the total project cost of \$3,959

#### **OFFICER'S RECOMMENDATION**

That the Reference Group:

Support the application for \$2,500 to cover the purchase cost of essential apparatus.

#### **REFERENCE GROUP RECOMMENDATION**

**Moved: Cr Seale**

**Seconded: Cr Wiese**

That Community Chest Reference Group;

Recommend Council support the application from Narrogin Gymnastics Club Inc. for \$2,500 to cover the purchase cost of essential apparatus.

**Carried: 4/0**



<b>Shire of Narrogin</b> <b>RECEIVED</b>	
Directed to	<u>LOVIGAN</u>
29 AUG 2017	
Ref No	<u>ICR1711715</u>
Property File	_____
Subject File	<u>15.1.1</u>
Ref	_____



Shire of  
**Narrogin**  
*Love the life*

**COMMUNITY CHEST FUNDING  
APPLICATION FORM**

**1 AUGUST 2017 TO 30 JUNE 2018**

**CLOSING DATE**

**4:30 pm MONDAY 28 AUGUST 2017**

Post your completed application to:

**PO Box 1145 Narrogin WA 6312**

or deliver to:

**Shire of Narrogin, 89 Earl Street NARROGIN**

Alternatively email your application to:

**[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)**

Please direct any queries to  
Administrative Support Officer  
Development and Regulatory Services  
**Telephone: 9890 0923**

Application Details

1. NAME OF ORGANISATION

Narrogin Gymnastics Club Inc.

Contact Person

Mary-Alice Dunn

Address

Po Box 508 , Narrogin, WA 6312

Position

President

Phone

-

Mobile

0458 159 081

Email

ngngymclub.news@gmail.com

Organisation's ABN

395 413 947 55

Registered for GST? (please circle)

Yes	No
-----	----

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

Yes	No
-----	----

**2. NAME OF PROJECT OR EVENT:**

Replacement of condemned equipment.

**Estimated Start Date**

17.07.2017

**Estimated Completion Date**

14.12.2017

**Requested Community Chest Funds**

\$2,500

**Do you require the Community Chest funds prior to your proposed event /activity**

Yes

No

**3. BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)**

At a recent visit from Gymnastics WA we had 2 pieces of essential apparatus condemned by GWA due to old age. Without these pieces of equipment it is difficult for us to continue our gymnastics programme for both boys and girls as they are essential to the artistic gymnastics repertoire. Other equipment is also required to be upgraded as it is torn and dangerous.

**4. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?**

- \$1,170 • Mens Horizontal Bar-free standing, Utilised by all classes in the club, both boys and girls -104 kids at present. (Condemned item)
- \$ 635 • Tilt up access platform. (Damaged item)
- \$ 1,080 • Single Hoistaway Rings set (Condemned item.)
- \$ 2,115 • Foam vault. (Damaged item).



## 5. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

Currently we have 104 members in our club who all use this equipment on a weekly basis. These kids are all children of Narrogin families and surrounding towns who currently enjoy the diverse range of sports on offer in Narrogin. Gymnastics especially benefits those kids who are not necessarily good at outdoor/team ball sports but who prefer to challenge themselves on an individual basis. We currently have two indigenous children plus two more on the waitlist and one special needs child who would not be able to participate in other sports. We also participate and do very well in our annual Regional Championship competition and some members go on to compete at the Club level Championships in Perth, as well as other WA run competitions.

## 6. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

If we were successful in gaining this grant we would put an article in the Narrogin observer celebrating that our club has benefited from the Town's Community Chest Grant. We would apply a plaque onto each piece of equipment showing Town of Narrogin Community Chest input. We will also post an article with photos on our Narrogin Gymnastics Club Facebook page.

## 7. ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP

It is a requirement of funding that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at your project/event.

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administrative Support Officer)
  - Verbal announcements at event.
- Other

- Narrogin Gymnastics Club is able to permanently display the shire's logo on the club's new sponsorship acknowledgement sign. This is a very large sign that will be permanently mounted on the outside of Railway Hall, in the main street of Narrogin.
- NGC is will be able to place the shire's logo and the words "Sponsored by the Shire of Narrogin" in the club newsletter, which is printed 4 times per year (1 issue each school term), and distributed to all members and their families.

## BUDGET ESTIMATES

Name of Organisation

Narrogin Gymnastics Club Inc.

Name of Project

Replacement of condemned equipment.

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	2,500	Materials	-
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	-	Hire of equipment:	-
Applicant's cash contribution	3120	Venue hire	-
Sponsorship	-	Advertising	-
Donations in cash	-	Catering costs	-
Other grants	500	Entertainment	-
Catering sales	-	Office/administration	-
Fees and charges e.g. stalls		Labour	-
Gate / door entry fees			
Other income (please list)		Transport + Delivery	1,120
		Other expenditure (please list)	
		Mens Horizontal Bar	1,170
		Tilt Up Access Platform	635
		Single Hoistaway Rings Set	1,080
		Foam Vault	2,115
<b>TOTAL INCOME</b>	<b>6,120</b>	<b>TOTAL EXPENDITURE</b>	<b>6,120</b>

(from eastern states to Perth only)

\*The total cash and in-kind request cannot be greater than \$2,500.

### YOUR INCOME MUST EQUAL YOUR EXPENDITURE

8. DID YOUR ORGANISATION RECEIVE COMMUNITY CHEST FUNDING IN 2016/2017?  
(please circle)

Yes	<b>No</b>
-----	-----------

If yes, what was the amount of the funding?

N/A.



**9. IN-KIND CONTRIBUTIONS:**

Please list below any in-kind contributions if applicable (e.g. volunteer or donated labour, materials etc.) however do not include in your budget above;

Narrogin Gymnastics Club committee members, as well as members parents, have and are able to donate their time and labour to cover travel and transport costs in order to pick up and deliver the equipment to the club facility. They also are able to assist in the assembly and installation of the equipment.

**10. FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within 12 months of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

**Please ensure you have read the above grant conditions before signing below**

Our organisation (insert name below)

Narrogin Gymnastics Club Inc.

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

**Print Name**

Mary-Alice Dunn

**Position**

President

**Signature**



**Date**

28.08.2017.



## 5.4 SILVERBACKS BOXING INC.

- Attachment 1 – Silverbacks Boxing Club Inc.

### BACKGROUND

Silverbacks Boxing Inc. are seeking \$2,500 to upgrade some of their second hand acquired equipment that has become unsafe and unsuitable for use. In addition they wish to purchase boxing gloves and head gear.

### COMMENT

Silverbacks Boxing Inc. is a new club having commenced operation in mid-July 2017 and has 36 members.

Silverbacks is a not for profit sports club offering an alternative to fitness training, and coaching for future competition fighting.

The Club is contributing \$300 to the total project cost of \$2,800.

In accordance with the Guidelines;

#### **“WHAT WILL NOT BE FUNDED**

*Deficit funding or retrospective funding.*

*Recurrent expenditure (i.e. salaries and operational costs).*

*Proposals where alternative sources of funding are available.”*

Therefore replacement costs for boxing gloves and head gear could be considered to be a recurrent expenditure and the full application is not supported.

### OFFICER'S RECOMMENDATION

That the Reference Group

Support a grant of \$1,600 to purchase boxing bags

### REFERENCE GROUP RECOMMENDATION

**Moved: Cr Seale**

**Seconded: Cr Wiese**

That Community Chest Reference Group:

Recommend Council support a grant of \$1,600 to Silverbacks Boxing Inc. for the purchase boxing bags

**Carried: 4/0**

<b>Shire of Narrogin RECEIVED</b>	
Directed to	<u>Lorian</u>
	<b>29 AUG 2017</b>
Ref No	<u>ICR1711714</u>
Property File	_____
Subject File	<u>15-1-1</u>
Ref	_____



Shire of  
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**COMMUNITY CHEST FUNDING  
APPLICATION FORM**

**1 AUGUST 2017 TO 30 JUNE 2018**

**CLOSING DATE**

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Post your completed application to:

**PO Box 1145 Narrogin WA 6312**

or deliver to:

**Shire of Narrogin, 89 Earl Street NARROGIN**

Alternatively email your application to:

**[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)**

Please direct any queries to  
Administrative Support Officer  
Development and Regulatory Services  
**Telephone: 9890 0923**

Application Details

1. NAME OF ORGANISATION

SILVERBACKS BOXING INC.

Contact Person

MARY-ALICE DUNN

Address

PO Box 508, NARROGIN, WA 6312

Position

Vice President + Secretary.

Phone

-

Mobile

0458 159 081

Email

silverbacks.boxing@gmail.com

Organisation's ABN

564 132 196 43

Registered for GST? (please circle)

Yes	No
-----	----

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

Yes	No
-----	----

2. NAME OF PROJECT OR EVENT:

Equipment Upgrade

Estimated Start Date

01~~st~~. 06. 2017

Estimated Completion Date

14.12. 2017

Requested Community Chest Funds

\$2,500

Do you require the Community Chest funds prior to your proposed event /activity

Yes

No

3. BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

Silverbacks Boxing is a brand new club that has been created and started as of Term 3 2017, on Earl Street in Narrogin. We have pulled together second or third hand equipment in order to establish the club and get it up and running, and now with members beginning to join and regularly participate we are able to look at upgrading some of the equipment that is already beginning to perish under the high usage. and some of the equipment is becoming or has already become unsafe and unuseable for safety and liability reasons so it must be replaced. Some equipment we have already had to remove from use. Certain pieces of equipment need to be purchased (head gear) for us to increase the learning opportunities (for kids to get into the ring) on offer.

4. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

\$288 • Everlast 5ft Heavy bag	10x pairs of gloves • \$600
\$224.10 • Wall Bag	4 x head gear • \$170.96 each
\$295 • 6ft heavy bag	→ \$683.84
\$309.06 • Teardrop bag	
\$400 • Ring ropes	



**5. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?**

After We currently have 11 junior members, 5 teens and 15 adult members registered with our club, with new registrations every week. Our members are a diverse group of people, from all levels of socio-economic families in Narrogin. Increased and improved equipment will enable us to offer classes at the high school and extra classes/members per class. The majority of our members have are of aboriginal descent and our sport has been welcomed into the high school as a form of fitness and behaviour education. Our classes benefit the disengaged youth in Narrogin very effectively.

**6. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?**

Our club is advertised on Facebook and local noticeboards. If we are successful in receiving the grant we will put an article in the Narrogin Observer, as well as online, celebrating that our club has benefited from the Town's Community Chest Grant. We would also apply plaques or permanent signage on or near the purchased equipment acknowledging the shine of Narrogin's sponsorship.

**7. ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP**

It is a requirement of funding that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at your project/event.

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administrative Support Officer)
- Verbal announcements at event.
- Other

We are planning on having an open day and we will display the banner at that.

We have "free class passes" that we can give to Shire staff.



## BUDGET ESTIMATES

**Name of Organisation**

SILVERBACKS BOXING INC.

**Name of Project**

Equipment Upgrade.

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	2,500.00	Materials	-
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	-	Hire of equipment:	-
Applicant's cash contribution	300.00	Venue hire	-
Sponsorship	-	Advertising	-
Donations in cash	-	Catering costs	-
Other grants	-	Entertainment	-
Catering sales	-	Office/administration	-
Fees and charges e.g. stalls	-	<del>Labour</del> 4x head gear	683.84
Gate / door entry fees	-	Evedast 5ft Heavy bag	\$288.00
		wall bag	224.10
Other income (please list)	-	Other expenditure (please list)	295.00
		6ft heavy bag	309.06
		teardrop bag	400.00
		ring ropes	600.00
		10x pairs of gloves	600.00
<b>TOTAL INCOME</b>	<b>2,800.00</b>	<b>TOTAL EXPENDITURE</b>	<b>2,800.00</b>

\*The total cash and in-kind request cannot be greater than \$2,500.

### YOUR INCOME MUST EQUAL YOUR EXPENDITURE

**8. DID YOUR ORGANISATION RECEIVE COMMUNITY CHEST FUNDING IN 2016/2017?**  
(please circle)

Yes	No
-----	----

If yes, what was the amount of the funding?

N/A

**9. IN-KIND CONTRIBUTIONS:**

Please list below any in-kind contributions if applicable (e.g. volunteer or donated labour, materials etc.) however do not include in your budget above;

Our committee will install the new equipment, as well as travel to perth to purchase and collect it, at no cost to the club.

**10. FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within 12 months of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

**Please ensure you have read the above grant conditions before signing below**

Our organisation (*insert name below*)

SILVERBACKS BOXING INC

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

**Print Name**

AAAP CHRIS DUNN

**Position**

PRESIDENT

**Signature**



**Date**

28.08.2017





Government of **Western Australia**  
Department of **Commerce**

**WESTERN AUSTRALIA**  
*Associations Incorporation Act 2015*  
(Section 10)

Registered No: A1021649T

## Certificate of Incorporation

This is to certify that

**SILVERBACKS BOXING INC.**

is an association incorporated under the  
*Associations Incorporation Act 2015*

The date of incorporation is the sixteenth day of December 2016

David Hillyard  
Acting Commissioner for Consumer Protection

CERTIFICATE

## 5.5 QUARTER MIDGET YOUTH SPEEDWAY PROJECT INC.

- Attachment 1 – Quarter Midget Youth Speedway Project Inc.

### *BACKGROUND*

Quarter Midget Youth Speedway Project Inc. are seeking \$2,500 to upgrade the sea container that serves as storage and a congregation point for the members to work on race cars. Currently there is no shelter from the weather, with the majority of the clubs activities taking place during September – April.

### **COMMENT**

The Club are contributing \$1,000 cash, 25-30 volunteer labour hours to undertake the project and are receiving in-kind support from local business WA Fire appliances with security and pre-construction.

2015/2016 Quarter Midget Youth Speedway Project received \$2,500 Community Chest funds to refurbish the trailer used by the club to transport spare parts and equipment to race meets and events around the state.

The Club contributed \$1,000 cash, 12 hours volunteer labour time and in-kind support from local businesses to the total project cost of \$3,500.

### **OFFICER'S RECOMMENDATION**

That the Reference Group:

Support the application for \$2,500 to upgrade the sea container.

### **REFERENCE GROUP RECOMMENDATION**

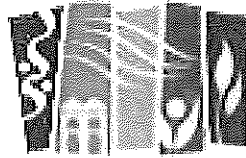
**Moved: Cr Seale**

**Seconded: Cr Wiese**

That Community Chest Reference Group:

Recommend Council support the application from Quarter Midget Youth Speedway Project Inc. for \$2,500 to upgrade the sea container.

**Carried: 4/0**



Shire of  
**Narrogin**  
*Love the life*

**COMMUNITY CHEST FUNDING  
APPLICATION FORM**

**1 AUGUST 2017 TO 30 JUNE 2018**

**CLOSING DATE**

**4:30 pm MONDAY 28 AUGUST 2017**

Post your completed application to:

**PO Box 1145 Narrogin WA 6312**

or deliver to:

**Shire of Narrogin, 89 Earl Street NARROGIN**

Alternatively email your application to:

**[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)**

Please direct any queries to  
Administrative Support Officer  
Development and Regulatory Services  
Telephone: 8680 0923



## Application Details

### 1. NAME OF ORGANISATION

Quarter Midget Youth Speedway Project

#### Contact Person

Mark Haythornthwaite

#### Address

PO Box 538, Narrogin, 0312

#### Position

Funding Committee

#### Phone

0429845141

#### Mobile

0429845141

#### Email

quartermidgetproject@gmail.com

#### Organisation's ABN

05373758479

#### Registered for GST? (please circle)

Yes

No

#### Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

Yes

No

**2. NAME OF PROJECT OR EVENT:**

Sea container renovation

**Estimated Start Date**

October 2017

**Estimated Completion Date**

May 2018

**Requested Community Chest Funds**

\$2500

**Do you require the Community Chest funds prior to your proposed event /activity**



No

**3. BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)**

The Quarter Midget Youth Speedway Project (QMYSF) has a sea container, which is located in the Narrogin Speedway pit area, that we currently use for storage and as a point of congregation. We would like to improve this facility by adding a lean-to shelter/work area, power and lighting and extra security to protect our equipment. The container is our base and it is where the Project operates from. It is where we come together to work on our racecars, where we hold training sessions and where we keep all of our parts and equipment. Currently there is no shelter under which we can do these things and as we mainly race and train during the summer months, (September-April), this is not ideal. Also, the majority of our race meets run into the evening, hence the requirement for power and lighting which is currently provided by a generator and is a significant cost for the club. We would also like to paint the container and add some additional signage to promote and recognise our sponsors and supporters.

**4. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?**

The Community chest funds will go towards the cost of having the power connected and towards the purchase of materials for the shelter.

**2. NAME OF PROJECT OR EVENT:**

Sea container renovation

**Estimated Start Date**

October 2017

**Estimated Completion Date**

May 2018

**Requested Community Chest Funds**

\$2500

**Do you require the Community Chest funds prior to your proposed event /activity**



No

**3. BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)**

The Quarter Midget Youth Speedway Project (DMYSP) has a sea container, which is located in the Narrogin Speedway pit area, that we currently use for storage and as a point of congregation. We would like to improve this facility by adding a lean-to shelter/work area, power and lighting and extra security to protect our equipment. The container is our base and it is where the Project operates from. It is where we come together to work on our racecars, where we hold training sessions and where we keep all of our parts and equipment. Currently there is no shelter under which we can do these things and as we mainly race and train during the summer months, (September-April), this is not ideal. Also, the majority of our race meets run into the evening, hence the requirement for power and lighting which is currently provided by a generator and is a significant cost for the club. We would also like to paint the container and add some additional signage to promote and recognise our sponsors and supporters.

**4. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?**

The Community chest funds will go towards the cost of having the power connected and towards the purchase of materials for the shelter.

## 5. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

The prime objectives of the QMYSP is to help the youth of Narrogin and the surrounding communities learn self-reliance, responsible attitudes, teamwork, community spirit and important driver education. This is achieved by participation in St Johns Ambulance First Aid, FESA Fire and Safety, Drug and Alcohol awareness courses, community based fundraising, public speaking and driver education through speedway.

The outcomes that we are achieving are, young adults that are better equipped and educated to face the many hazards in front of them, confidently and sensibly. They will have learned skills to help them be safe and responsible road users and ultimately to become valuable members of our community with a spirit of volunteering and community involvement.

## 6. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

At the time that the improvements are completed we would like to unveil the results during the interval of the Bunny Burrows Memorial race meet of Narrogin Speedway. The occasion will be announced in the Narrogin Observer, on Triple M Great Southern, in the souvenir race meet program, on the QMYSP and Narrogin Speedway Facebook pages as well as on any other relative pages.

On the night we are aiming to have a live radio and video broadcast of the unveiling on Triple M and on the QMYSP and Narrogin Speedway Facebook pages.

## 7. ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP

*It is a requirement of funding that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at your project/event.*

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administrative Support Officer)
- Verbal announcements at event.
- Other

Signage on the sea container and at the Speedway entrance gate.

Signage on our racecars

## BUDGET ESTIMATES

**Name of Organisation**

Quarter Midget Youth Speedway Project

**Name of Project**

Sea container renovation.

	\$	EXPENDITURE	\$
<b>INCOME</b>			
*Total of Community Chest Funds requested in cash:	2500	Materials	2000
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution	500	Venue hire	
Sponsorship		Advertising	
Donations in cash		Catering costs	
Other grants		Entertainment	
Catering sales		Office/administration	
Fees and charges e.g. stalls		Labour	
Gate / door entry fees			
Other income (please list)		Other expenditure (please list)	
		Electrical work	1000
<b>TOTAL INCOME</b>	<b>3000</b>	<b>TOTAL EXPENDITURE</b>	<b>3000</b>

\*The total cash and in-kind request cannot be greater than \$2,500.

**YOUR INCOME MUST EQUAL YOUR EXPENDITURE**

**8. DID YOUR ORGANISATION RECEIVE COMMUNITY CHEST FUNDING IN 2016/2017?**  
(please circle)

Yes

**(No)**

If yes, what was the amount of the funding?



**9. IN-KIND CONTRIBUTIONS:**

Please list below any in-kind contributions if applicable (e.g. volunteer or donated labour, materials etc.) however do not include in your budget above;

- 8 to 10 hours of volunteer labour from members of the project to clean and paint the container
- 15 to 20 hours of volunteer labour from members of the project to erect the shelter.
- 1 to 6 hour of workshop time donated by WA Fire Appliances to make security enhancements, door framing and pre-construction work.

**10. FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within 12 months of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

*Please ensure you have read the above grant conditions before signing below*

Our organisation (insert name below)

Quarter Midgel Youth Speedway Project

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Mark Haythornthwaite

Position

Funding committee

Signature



Date

28th August 2017



ASIC

Australian Securities & Investments Commission

Association

1/4 MIDGET YOUTH SPEEDWAY PROJECT INCORPORATED

Extracted from ASIC's database at AEST 14:16:17 on 12/09/2017

### Association Summary

Name: 1/4 MIDGET YOUTH SPEEDWAY PROJECT INCORPORATED

ABN:

Registration Number: A1013241G

Registered State: Western Australia

Registration Date: 27/03/2009

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

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

**REFERENCE GROUP RECOMMENDATION**

**Moved: Cr Seale**

**Seconded: Cr Wiese**

That the Community Chest Reference Group:

Recommend that:

1. Due to the availability of funds a second round of funding in the 2017/2018 Community Chest Fund be released in February 2018.
2. A policy is developed formalising the Community Chest Application Guidelines to ensure consistency throughout the application and assessment process.

**Carried: 4/0**

**7. NEXT MEETING / CLOSE OF MEETING**

The date of the next meeting of the Community Chest Reference Group will be advised when the date for Round 2 of the 2017/2018 Community Chest Fund is confirmed.

The Chair declared the meeting closed at 1:53pm

## **10.2.098 PUBLIC PLACES AND LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 2017 – ADVERTISE OF INTENT TO ADOPT**

<b>File Reference:</b>	19.6.4
<b>Disclosure of Interest:</b>	None
<b>Applicant:</b>	Not Applicable
<b>Previous Item Nos:</b>	10.2.075 of 26 July 2017
<b>Date:</b>	5 August 2017
<b>Author:</b>	Niel Mitchell, Merger Project Manager
<b>Authorising Officer:</b>	Aaron Cook, CEO

### **Attachments**

- Draft Public Places and Local Government Property Amendment Local Law 2017

### **Summary**

The purpose of this report is –

- 1) To allow the Presiding Person to give notice to the meeting of the intention to make the proposed Local Law as follows –
  - Draft Shire of Narrogin Amenity Local Law 2017
- 2) For Council to give notice of the purpose and effect of the proposed local laws;
- 3) For Council to resolve intent to advertise the proposed local laws,
- 4) To allow for advertising of the proposed local law for public comment.

### **Background**

The draft local law is to comply with an undertaking given to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL).

### **Comment**

As advised to Council on 26 July 2017, the Committee noted two matters they considered requiring amendment, as well as a number of minor errors that should be attended to at the same time.

Accordingly the Amendment Local Law has the –

- Purpose – to remove matters identified in the Public Places Local Law 2017 and Local Government Property Local Law 2017 by the JSCDL and to correct errors
- Effect – to align the local law with these requirements.

The changes do not affect the operation of the local law other than to remove –

- the prohibition on glass being taken into a playground
- the delegation of authority to CEO to permit some activities otherwise prohibited.

Use of glass may still be prohibited by the installation of a sign, for instance on the concourse surrounding the pool. The difference in effect is that as part of the local law, users may not have the opportunity to be aware of the prohibition, whereas the placement of a sign means that the requirement is able to be read by all users.

In relation to the authority of the CEO to permit activities otherwise prohibited, the local law still permits the issue of a licence for most of these matters, and in some instances.

In addition, several minor changes are recommended for consistency of terminology and consistency of provisions, both within this local law and with other local laws. The changes are to ensure reference throughout the local law to –

- submission of applications etc to be “in the form determined by the local government”, and
- applications and set fees to be “forwarded to the local government”

The changes are reflected in clauses 9.1(2), 9.2(2), 9.9(2) and 9.10(1).

No other matters have been notified for amendment.

### Conclusion

The procedure for making a local law requires Council to advertise state-wide, advising of its intention to make a local law, and invite submissions to be made on the proposed local law for a six-week period. The draft is also to be submitted to the relevant Ministers at this time, for review and comment. At the closure of the submission period, Council is to consider all submissions before making a local law.

Notices are to invite the public to comment on the proposed local law, with submissions being open for a period of not less than 6 weeks. Internal submissions may also be made during this time.

The advertisement will be placed once Council has resolved its intent to make the local law.

After the submission period is closed, Council is required to consider any submissions received. Minor amendments not affecting the intent of the provisions can be made, but if significant changes are needed, the proposal must be readvertised.

If finally adopted, the proposed local law is then published in the Government Gazette, and comes into effect on the date specified. The Gazettal copy and other documentation is then sent to the Parliamentary Joint Standing Committee on Delegated Legislation to review, which may then disallow or require changes, even though having been Gazetted.

### **Consultation**

- Aaron Cook – Chief Executive Officer

### **Statutory Environment**

*Local Government Act 1995 –*

- *3.12 – Procedure for making local laws*
  - (2) Notice of purpose and effect of local law to be given by the person presiding*
  - (3) Statewide public notice required, and copies to Minister/s immediately after notice given, minimum 6 weeks notice*
  - (3a) Local Public notice also required to be given*
  - (4) After notice period, all submissions to be considered, and local law may then be made by absolute majority*



(5) Publication in Government Gazette required

(7) Parliament to be advised within 10 working days of Gazettal

- s.3.13 – Significant changes require recommencement of proposal
- s.3.14 – Unless otherwise provided for, local laws come into effect 14 days after Gazettal
- s.3.15 – local public notice of the final adoption/making of a local law to be given

### Policy Implications

Nil

### Financial Implications

Cost of giving State-wide and local public notice

### Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services

### Voting Requirements

Simple Majority

## COUNCIL RESOLUTION 0917.114 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Walker

That Council:

1. pursuant to section 3.12(3) and (3a) of *the Local Government Act 1995*, and all other legislation enabling it, give Statewide and local public notice that it intends to make the following local law –
  - Shire of Narrogin Public Places and Local Government Property Amendment Local Law 2017 –  
Purpose – to remove matters identified in the Public Places Local Law 2017 and Local Government Property Local Law 2017 by the JSCDL and to correct errors;  
Effect – to align the local law with the matters identified
2. in accordance with section 3.12(3) of the Local Government advise the Minister for Local Government of the proposed Amenity Local Law.

**CARRIED 6/0**

## LOCAL GOVERNMENT ACT 1995

### SHIRE OF NARROGIN

#### PUBLIC PLACES AND LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 2017

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Narrogin resolved on \_\_\_\_\_ to adopt the following local law.

**1. Citation**

This local law may be cited as the *Shire of Narrogin Public Places and Local Government Property Amendment Local Law 2017*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal local law**

In this local law, the *Shire of Narrogin Public Places and Local Government Property Local Law 2016* published in the *Government Gazette* on 6 December 2016 is referred to as the principal local law.

**4. Table of Contents amended**

Delete reference to clause 4.16.

**5. Clause 1.6 amended**

Delete definition of **street tree** and insert –

**street tree** means any tree planted or self sown in a thoroughfare, of an appropriate species and in an appropriate location, for the purposes of contributing to the appearance of the thoroughfare;

**6. Clause 3.1 amended**

Delete subclause 3.1(1)(p) and insert –

(p) depasture any horse, sheep, cattle, goat, camel, ass or mule on local government property;

**7. Clauses 4.8 amended**

Delete clauses 4.8 and insert –

**4.8 Glass**

Unless authorised by a licence or by the local government, a person must not take glass within any area of local government property as indicated by a sign.

**8. Clause 4.16 deleted**

Delete clause 4.16.

**9. Clause 8.9 amended**

Delete clause 8.9 and insert –

**8.9 Additional conditions for election signs**

An election sign shall –

- (a) not be erected until the election to which it relates has been officially announced; and
- (b) be removed within 24 hours of the close of polls.

**10. Clause 8.10 amended**

Delete subclause 8.10(b) and insert –

- (b) be in place only during the hours of the business activity;

**11. Clause 9.1 amended**

Delete subclause 9.1(2) and insert –

- (2) An application for a licence under this local law must –
  - (a) be in the form determined by the local government;
  - (b) be signed by the applicant;
  - (c) provide the information required by the form; and
  - (d) be forwarded to the local government together with any set fee.

**12. Clause 9.2 amended**

Delete subclause 9.2(2) and insert –

- (2) If an authorised person approves an application for a licence, the licence is to be issued to the applicant in the form determined by the local government.

**13. Clause 9.9 amended**

Delete subclause 9.9(2) and insert –

- (2) An application for renewal must –
  - (a) be in the form determined by the local government;
  - (b) be signed by the licensee;
  - (c) provide the information required by the form;
  - (d) be forwarded to the local government no later than 28 days before the expiry of the licence, or within a shorter period that the local government in a particular case permits; and
  - (e) be accompanied by any set fee.

**14. Clause 9.10 amended**

Delete subclause 9.10(1) and insert –

- (1) An application for the transfer of a valid licence is –
  - (a) to be made in writing;
  - (b) to be signed by the licensee and the proposed transferee of the licence;
  - (c) to include such information as an authorised person may require to enable the application to be determined; and
  - (d) to be forwarded to the local government together with any set fee.

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Dated \_\_\_\_\_ 2017

The Common Seal of the Shire of Narrogin was affixed by authority of a resolution of Council in the presence of –

L.N. BALLARD, President

A.J. COOK, Chief Executive Officer

## 10.2.099 PLANT REPLACEMENT POLICY AMENDMENT

<b>File Reference:</b>	Policy Manual
<b>Disclosure of Interest:</b>	Nil
<b>Applicant:</b>	Mr Aaron Cook – Chief Executive Officer
<b>Previous Item Nos:</b>	Nil
<b>Date:</b>	15 September 2017
<b>Author:</b>	Aaron Cook – Chief Executive Officer
<b>Authorising Officer:</b>	Nil

### Attachments

Nil

### Summary

It is presented to Council to consider altering the Plant Replacement Policy to allow officers to reduce the ongoing cost of Administration vehicle replacements if appropriate agreements can be set in place.

### Background

Currently officers are working within the current Plant Replacement Program as listed below. As the vehicles are to be replaced every two years or 60-80,000 kms the changeover cost is quite high.

Council officers have been advised of other Councils receiving low cost changeover prices at 15,000 kms. As such, informal discussions have been held with several dealers locally who are willing to entertain this arrangement for certain vehicles.

To accommodate this type of arrangement the policy would need to be altered.

### Comment

Local Government, when purchasing vehicles, is provided a discount on the purchase price and this discount varies from vehicle to vehicle as it is stipulated by the manufacturer. In addition, Council, currently do not pay stamp duty on the purchase, however, this was recently attempted to be removed by the State Government but was blocked in Parliament.

The current replacement policy restricts officers to replace the administration vehicles every two years or when they reach 60-80,000 kms. This changeover rate results in an expensive changeover price and results in Council being required to pay for multiple services, set of tyres and other potential maintenance.

For example, the Executive Manager of Technical and Rural Services has travelled 40,000kms in approximately 14 months and this has resulted in one set of tyres and four services costing Council \$2,800 in maintenance and if retained until the 24-month conclusion it is expected that there would be potentially an additional three services of \$1,200 totalling \$4,000. This cost is in addition to any changeover cost incurred at the time which from previous experience would be estimated at \$12,000. As such the cost to Council for the two years is estimated at being \$16,000 or \$8,000 per annum.

## Current Council Plant Replacement Policy.

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

The potential offer that has been provided to Council is that at every 15,000 kms the vehicle is replaced at a cost of \$1,500 to \$3,000, depending on make and model. This includes any additional accessories placed on the original vehicle at time of purchase, for example a tow bar.

As such, the expected change over per annum, in the worst case scenario being two changeovers per annum, is from \$3,000 to \$6,000 depending on vehicle make and model.

This model is effective when staying with one dealer and generally on make of vehicle. However, there can be some change up costs when vehicle models change or the Local Government price discount is altered by the manufacturer.

It is also noted that should the State Government change the legislation governing the Stamp Duty Discount this would price out regular changeovers and the agreements would cease leaving Council with a vehicle that it would then run out to the policy guidelines of two years.

The change to the Policy as listed above is only proposed for the Administration Fleet and Light Vehicle's for the Depot, however officers will seek agreements for the Executive Fleet first prior to extending the arrangements to smaller and depot light fleet vehicles. The wording change is proposed to read as follows:

Light Vehicles – Admin	Utilities, cars and 4x4	60,000-80,000 or 2 years  (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000kms can be obtained)
Light vehicles – Depot	Utilities, cars and 4x4	120,000 km or 3 years  (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000kms can be obtained)

To enter into an arrangement it must be stated that Council has not budgeted for the replacement of these vehicles. However; the continued retention of the vehicles will escalate the cost to Council until the 2018/19 budget is adopted. As such, it is proposed that Officers seek prices for the replacement of the four Executive Vehicles, to enter into a low-cost change over agreement, and that if these changeover prices are reasonable that the CEO be approved to facilitate this purchase by utilising the Plant Replacement Reserve.

As this is a budget amendment and costings need to be clearly stated to ensure that officers have guidance as to the purchasing relating to the maximum initial changeover value to facilitate the entering into a low-cost change over vehicle it is recommended that \$40,000 is to be funded from the Plant Replacement Reserve. It is noted that Council has already made savings to the Plant Replacement Reserve this financial year.

### **Consultation**

- Executive Staff
- Several Local Dealers
- Other Local Governments

### **Statutory Environment**

*Local Government Act 1995 Section 6.8 Expenditure from the municipal account not included in annual budget.*

### **Policy Implications**

An amendment to the Plant Replacement Policy is proposed.

### **Financial Implications**

It is proposed that this policy amendment has the potential to reduce the ongoing cost of vehicle replacements within the administration and light vehicle fleet.



## Strategic Implications

The proposed resolution has the potential to save Council funding into the future that could be utilised for other strategic projects.

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services

## Voting Requirements

Absolute Majority

### COUNCIL RESOLUTION 0917.115 AND OFFICER'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Seale

That Council:

1. Alter the Plant Replacement Program Policy to read as follows, to allow for low cost light vehicle changeovers:

Category	Description	Preferred replacement period
Light Vehicles – Admin	Utilities, cars and 4x4	60,000-80,000 or 2 years (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000kms can be obtained)
Light vehicles – Depot	Utilities, cars and 4x4	120,000 km or 3 years (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000kms can be obtained)
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

<b>Category</b>	<b>Description</b>	<b>Preferred replacement period</b>
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

2. That the Chief Executive Officer be authorised under the *Local Government Act 1995 Section 6.8t* to expend up to \$40,000 plus GST in total for the initial changeover of the four Executive Vehicles to enter into a low-cost changeover arrangement.

**CARRIED 6/0**

## **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**

Two late items, approved by the person presiding, were presented to Council for consideration.

### **12.1.100 PURCHASE OF EXCAVATOR TENDER 1718-03**

<b>File Reference:</b>	23.1.1
<b>Disclosure of Interest:</b>	Nil
<b>Applicant:</b>	John Warburton – Manager Operations (MO)
<b>Previous Item Nos:</b>	Nil
<b>Date:</b>	26 September 2017
<b>Author:</b>	John Warburton – Manager Operations
<b>Authorising Officer:</b>	Torre Evans- Executive Manager Technical and Rural Services

#### **Attachments**

Nil

#### **Summary**

Council is requested to consider awarding Purchase of Excavator Tender 17/18 – 03, to CJD Equipment for the purchase of a Volvo EC220DL excavator, with Embrey Rotating Tree Sheers, along with trading the Shire of Narrogin's existing excavator for a changeover value of \$197,000.00 Ex GST.

#### **Background**

The purchase of a new excavator and sheers, along with the disposal of the existing excavator and attachments, were identified as part of the 2017/2018 budget to perform in house vegetation works, as part of the Shire of Narrogin's road maintenance program that was presented to council. Vegetation works have previously been performed by external contractors.

The replacement of the current excavator with new was also identified in the 2017 – 2027, 10 Year Plant Replacement Program that was presented to Council at its Ordinary Meeting 28 June 2017, item 10.1.063.

As the purchase of the new excavator was estimated to exceed the \$150,000.00 tender threshold, a tender document was prepared and advertised from 6 September 2017 to 25 September 2017 through the WALGA Preferred Supplier eQuotes portal, which satisfies the Local Government statutory requirement.

## Comment

The Tender document was sent to five WALGA preferred suppliers through the WALGA eQuotes portal, with five companies responding. See below companies:

- Westrac
- JCB
- Hitachi
- CJD Equipment (Volvo)
- Komatsu

The tender was evaluated on 60% price, 30% warranty and 10% servicing. This was broken down to the best price scoring 60%, a five year warranty scoring 30%, with five free services scoring 10%.

CJD Equipment scored 94% for their tender submission, offering the best price, along with a five year warranty and two complimentary services.

All five companies that tendered were WALGA preferred suppliers, and had relevant experience for the supply of excavators internationally.

An evaluation panel was formed that consisted of:

- Torre Evans – Executive Manager Technical & Rural Services
- John Warburton – Manager Operations

## Consultation

- Aaron Cook – Chief Executive Officer
- Torre Evans – Executive Manager Technical & Rural Services

## Statutory Environment

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

## Policy Implications

Nil

## Financial Implications

The 2017/2018 adopted budget has an allowance of \$240,000.00 ex GST for the changeover of the Shire's excavator.

## Strategic Implications

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

Strategy:	3.4.1 Improve and maintain built environment
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<b>Objective</b>	<b>1. Economic Objective (Support growth and progress, locally and regionally)</b>
Outcome:	1.3 An effective well maintained transport network
Strategy:	1.3.1 Maintain and improve road network in line with resource capacity

### Voting Requirements

Simple Majority

<b>COUNCIL RESOLUTION 0917.116 AND OFFICER'S RECOMMENDATION</b>
---

**Moved: Cr Walker**

**Seconded: Cr Seale**

That Council:

Award the Purchase of Excavator Tender 1718 – 03, to CJD Equipment for the purchase of a Volvo EC220DL excavator, with Embrey Rotating Tree Sheers, including trading the Shire of Narrogin's existing excavator for a changeover value of \$197,000.00 Ex GST.

**CARRIED 6/0**

### 12.1.101 VARIATION TO RESTRICTED BURNING PERIOD

<b>COUNCIL RESOLUTION 0917.117 AND OFFICER'S RECOMMENDATION</b>
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**Moved: Cr Seale**

**Seconded: Cr Walker**

That Council:

Support the variation to the Shire of Narrogin Restricted Burning Period by extending the burning period from 1 October to 15 October due to the wet weather the Shire is experiencing subject to the following conditions:

- The proposed extended permit for the Restricted Burning Period be advertised in the local paper;
- All FCO's be advised of the extended Restricted Burning Period; and
- The adjoining Shires be advised of the Shire of Narrogin extended Restricted Burning Period.

**CARRIED 6/0**

### **13. CLOSURE OF MEETING**

8.37 pm – Deputy Shire President Wiese declared the meeting closed.