



**AGENDA
ORDINARY COUNCIL MEETING**

28 FEBRUARY 2018

COMMENCING AT 7:00 PM

**COUNCIL CHAMBERS
SHIRE OF NARROGIN
89 EARL STREET
NARROGIN WA 6312**

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 AGENDA

28 FEBRUARY 2018

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

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

Elected Members

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

Staff

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

Apologies

On Leave of Absence

Absent

Visitors

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

- 3.1 Financial
- 3.2 Proximity
- 3.3 Impartiality

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER'S RECOMMENDATION

That Council:

Accept the minutes of the Ordinary Council Meeting held 20 December 2017 and they be confirmed as an accurate record of proceedings.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

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10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.001 PROPOSED DWELLING, ANCILLARY DWELLING AND SHED – LOT 200 (NO. 50) HAVELOCK STREET, NARROGIN

File Reference:	A236710, IPA1813238
Disclosure of Interest:	Nil
Applicant:	Barbara J Thomas
Previous Item Nos:	Nil
Date:	13 February 2018
Author:	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer:	Aaron Cook – Chief Executive Officer

Attachments

- Attachment 1 – Locality Plan
- Attachment 2 – Application for Planning Consent (Floor Plan)

Summary

Council is requested to consider an application for planning consent for the proposed development of a dwelling, ancillary dwelling (Granny Flat) and a shed at Lot 200 (No. 50) Havelock Street, Narrogin.

Background

Council has received an application for a proposed dwelling, ancillary dwelling at Lot 200 (No 50) Havelock Street, Narrogin.

There is currently an existing residence on the site and the proposal is to build two new dwellings on the site comprising of a main residence and an ancillary dwelling for a member of the family.

The main residence is a transportable modular home from Fleetwood with an approximate total area of 150m². The dwelling is comprised of 2 bedrooms, a study, kitchen, living/dining, laundry and bathroom. This dwelling is to be located 30m from Havelock Street and 12m from the side boundary.

The ancillary dwelling, which is to house a member of the family, is kit home construction (Cottage 169 Model) with a total area of 126m² (18m x 7m). This is to be constructed from a steel frame with colour bond walls, zincalume roof and concrete floor comprising of 3 bedrooms, kitchen, meals, lounge/living, laundry and bathroom. The proposal is to locate the house 15m from the property boundaries.

In addition the proposal is to include a shed to be constructed of a steel frame, colour bond walls, zincalume roof and concrete floor. The proposed shed is 9m wide x 10m long and 4.2m high and is to be located 15m from the Harbour Street frontage and 1m from the side boundary.

In the application to Council, the applicant is requesting that the existing house be retained to allow access to power until the main dwelling (Dwelling A) is completed. Upon the completion of the main dwelling the existing house will be demolished and the ancillary dwelling (Dwelling B) to be constructed.

Comment

Zoning

Lot 200 (No 50) Havelock is zoned "Rural Residential". The policy statement for this zone is intended to provide opportunities for rural residential lifestyles whilst maintaining the rural character of the area. The subject property currently fronts on to "Other Commercial" zoning to the north of the property opposite the unmade Harbour Street.

Access to the property is via Havelock Street and the site has a total area of 1.2714 hectares.

A dwelling house is listed as a permitted use under the "Rural Residential" zoning, whilst an ancillary dwelling (granny flat) is listed as an "IP" use, which means that the use is not permitted unless it is incidental to a predominant use as determined by Council.

Setbacks

The Former Town of Narrogin Town Planning Scheme No 2 (FT-TPS) prescribed the following setback requirements for residential buildings to be setback from the boundaries as outlined below:

Front – 10m
Rear – 7.5m
Side – 5m

In respect to the single dwelling and ancillary dwelling, the proposed setbacks comply with the required minimum setbacks.

The proposed shed in respect to the side setback is requested by the applicant to be located 1m from the side boundary. It is noted that the adjoining property is currently occupied by a Transport Depot. Given the length of the wall of the shed (16m), the minimum side setback can be reduced to 1.5m. On this basis the setback variation to the shed is supported, it is to be a minimum of 1.5m from the site boundary.

This side of the property is also relatively close to a waterway which is an easement to the benefit of the Department of Water. The easement is five metres wide and no building shall encroach this easement without the approval from the responsible agency.

It is noted on the plan that to the west of the property it abuts an Arterial Road (important Regional Roads). As there is no direct access on to this Arterial Road, it is considered that the proposed development will not have an adverse impact. Furthermore the Clause 2.7.3 (a) and (b) of the FS-TPS states that

Development on land adjoining an arterial road shall comply with the Development Table for the zone area in which it is situated except that:

(a) the requirement that the front boundary set back specified for the development proposed applies from the alignment of the arterial road whether that alignment corresponds with the boundary of the lot or not;

(b) vehicular access from the land to the arterial road is not permitted without the approval of the Council and the Council shall not grant approval if it is satisfied that reasonable alternative access to the land is available.

Residential Design Codes

Under the Residential Design Codes the maximum plot ratio for an ancillary dwelling is 70m². The below assessment demonstrates the compliance of the proposal against the residential design codes. The deemed to comply provisions listed for ancillary accommodation state as follows:

Residential Design Codes Deemed to Comply 5.5.1	Provided by Development	Officer Comment
The lot is not less than 450m ² in area	Complies - The property has a total area of 1.7214 hectares which is equivalent to 17,214m ²	Complies.
There is a maximum plot ratio area of 70m ²	Does not Comply – The proposed ancillary accommodation is 126m ² .	The proposed ancillary dwelling exceeds the maximum plot ratio area by 56m ² . The subject property is a large rural/residential lot and it would be unlikely that this variation would cause negative impact to the amenity of surrounding rural areas.
Parking provided in accordance with clause 5.3.3 C3.2;	Does not Comply – No car parking spaces have been detailed on the submitted application.	In accordance with Clause 5.3.3 one (1) car bay would be required. The property is large and parking would not be considered an issue and it is recommended that dedicated parking be included. Car parking requirements can be addressed through conditions of approval.

<p>Complies with all other R-Code provisions, only as they apply to single houses, with the exception of clauses:</p> <p>(a) 5.1.1 Site Area; (b) 5.2.3 Street Surveillance (except where located on a lot with secondary street or right of way access); and (c) 5.3.1 Outdoor living areas.</p>	<p>Clause 5.1.6 – Building Height – An Elevation plan with building height is not provided on any plans.</p> <p>Clause 5.3.7 – Site Works – No Site Works plans have been provided with the application.</p>	<p>Clause 5.1.6 can be addressed through conditions of approval limiting the height of the proposal.</p> <p>It is unlikely the height of the ancillary dwelling would cause adverse effects to neighbouring properties such as overshadowing or overlooking.</p> <p>Clause 5.3.7 can be addressed through conditions of approval, limiting the excavation and fill of the site works.</p>
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In reference to the outbuilding, there is no maximum area specified in the FT-TPS. However, it should be noted that the outbuilding is not to be used for habitation or commercial business because the lot is zoned for rural/residential purposes.

Based on the above assessment, it is considered the proposal will not adversely affect the amenity of the area and surrounding properties. The variation to the residential design codes would be regarded as marginal considering the size of the property and context of the site,.

It is recommended that Council support the proposal for the single dwelling, an ancillary dwelling and shed at Lot 200 (No. 50) Havelock Street, Narrogin subject to conditions of approval.

Consultation

- Nil

Statutory Environment

- Former Town of Narrogin Town Planning Scheme No. 2.

Policy Implications

Nil

Financial Implications

Application for Planning Consent Fee to the value of \$912 to be made payable to the Shire of Narrogin and borne by the applicant.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Approve the application for planning consent for the single dwelling, ancillary dwelling and a shed at Lot 200 (No. 50) Havelock Street, Narrogin subject to the following conditions:

1. The 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 approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
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 to ancillary accommodation is not to be used as justification for subdivision or strata titling of the land.
5. The ancillary accommodation is for members of the same family as the occupiers of the main dwelling and shall not be used for private rental purposes. Any use other than that permitted will require a separate application for planning consent.
6. Building materials are to be sympathetic to the existing dwelling and rural landscape.
7. If excavation of fill is required all finished levels shall respect the natural ground level of the lot boundary and shall not exceed 0.5 metres of filling.
8. Provision of one onsite parking bay for the ancillary accommodation.
9. The outbuilding is not to be used for habitation or commercial business and the setback shall be in accordance with the minimum boundary setbacks as specified in 'Rural Residential' zoned.
10. No development shall be constructed over any easements without the prior consent of the responsible agencies.
11. On completion of the main dwelling, and within six months of completion, the existing dwelling is to be removed from site.
12. The shed is to be located a minimum of 1.5m from the side boundary.

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 a 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. The applicant is to meet all health and building requirements to the satisfaction of the Chief Executive Officer, in relation to the waste disposal system.

3. The subject property falls within a designated bushfire prone area and may require a bushfire attack level assessment throughout the building permit process.



Attachment 1 – Locality Plan

PLANNING CONSENT



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

TOWN PLANNING SCHEME NO.2
DISTRICT SCHEME

lower case 'L'
E: barbthomasl@hotmail.com

Name of Applicant	BARBARA J THOMAS
Correspondence Address	PO BOX 342, NARROGIN
Applicant Phone Number	08 9888 4086 (no ans. M/C) (0408 366 524) reception only in town (Narrogin)

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of ERECTING A PRIMARY RESIDENCE, AN ANCILLARY DWELLING & SHED
- Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	RESIDENTIAL
Approximate cost of proposed development	\$ 350,000
Estimated time of completion	9 months
No of persons to be housed / employed after completion	3

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

House No	50	Lot No	2000	Location No	
Plan or Diag		Street Name	HAVELOCK		
Certificate of Title	Volume: 2577	Folio:	169		

LOT DIMENSIONS

Site area	Square metres
Frontage	67.37 Metres
Depth	60.96 metres

AUTHORITY

Applicant's Signature B. Thomas Date 13/02/2018

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

DP 41790



TYPE FREEHOLD
 PURPOSE ACQUISITION
 PLAN OF
LOT 2000 AND ROAD WIDENING (LOT 300)

SSA 456710

DISTRICT WILLIAMS FILE
 TOWNSITE NARROGGIN
 LOCAL AUTHORITY TOWN OF NARROGGIN
 LOCALITY NARROGGIN ON
 FORMER TENURE
 LOT 7 ON D75022 INDEX 92615
 C/T 1832 - 65 B/J31 (2) 11.3.5 B/J31 (2) 11.3.6

SCALE 1:1250
 AREA IN METRES 0 50 100

SURVEYORS CERTIFICATE - Reg 54
 I hereby certify that this is a correct representation of the survey and/or calculations from measurements recorded in the field book lodged for the purposes of this plan and that it complies with the relevant within law (1) in relation to which it is lodged.
 18/1/14
 Licensed Surveyor Date

APPROVED BY WESTERN AUSTRALIAN PLANNING COMMISSION
 FILE 402-4-2-1
 DATE 6.17.1300H
 DEPARTMENT OF VEGETATION AND LAND SERVICES
 Department of Land Information

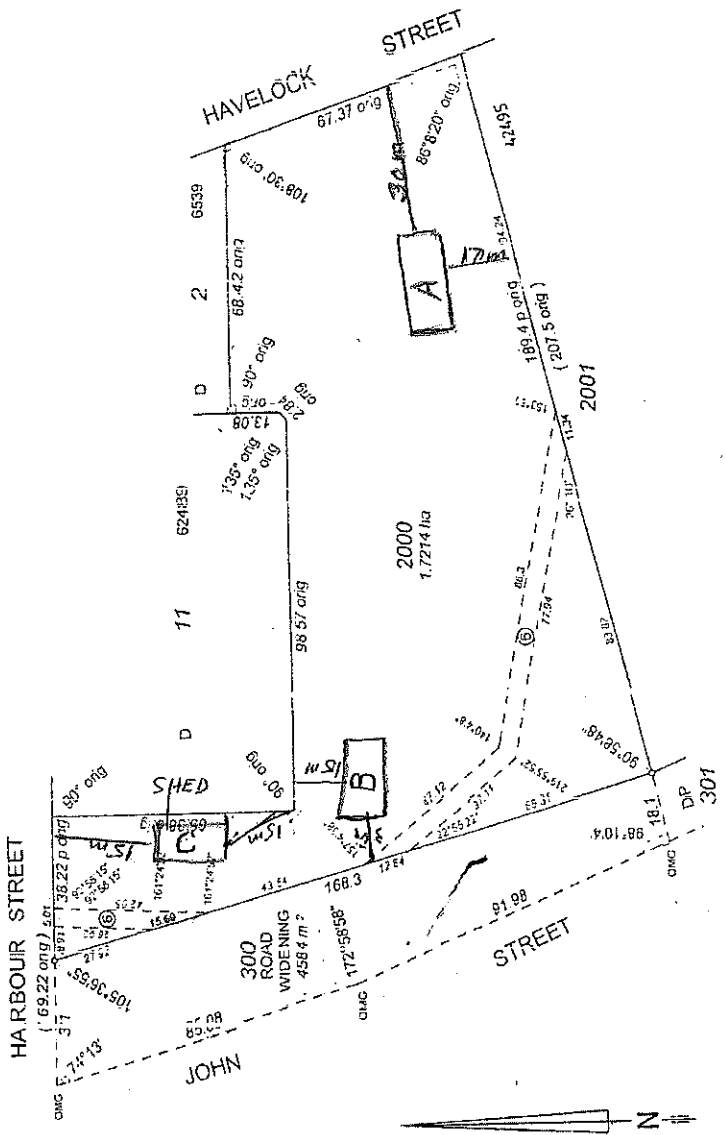
DEPOSITED PLAN
41790

SHEET 1 OF 1
 EDITION 1 VERSION 1
 LASER PRINTED O.M.I.

50 HAVELOCK ST, NARROGGIN

LIMITED IN DEPTH TO 60.96 METRES

LOT 300 TO BE ACQUIRED FOR A PUBLIC PURPOSE (WIDENING OF JOHN STREET)

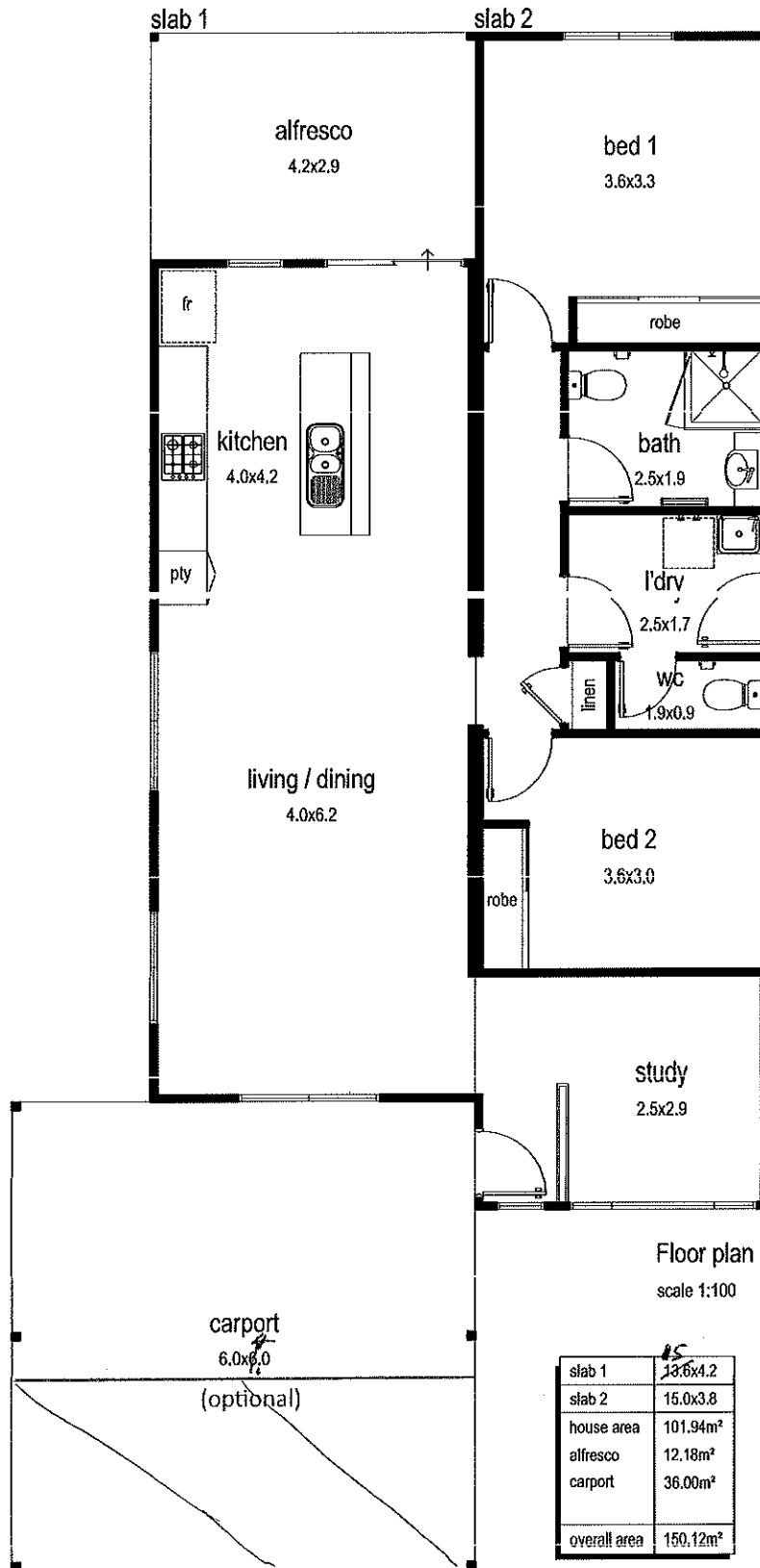


AMENDMENT	BY	SIGNATURE	DATE

INTERESTS & NOTIFICATIONS

SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS
(6)	EASEMENT	SECTION 27A OF THE T.P. & D. ACT	D75022	LOT 2000	WATER AUTHORITY OF W.A.	PH & KE GOW LICENSED SURVEYORS P. O. BOX 580 NARROGGIN, W.A. 6312. PH. 948815140 FAX. 98815575

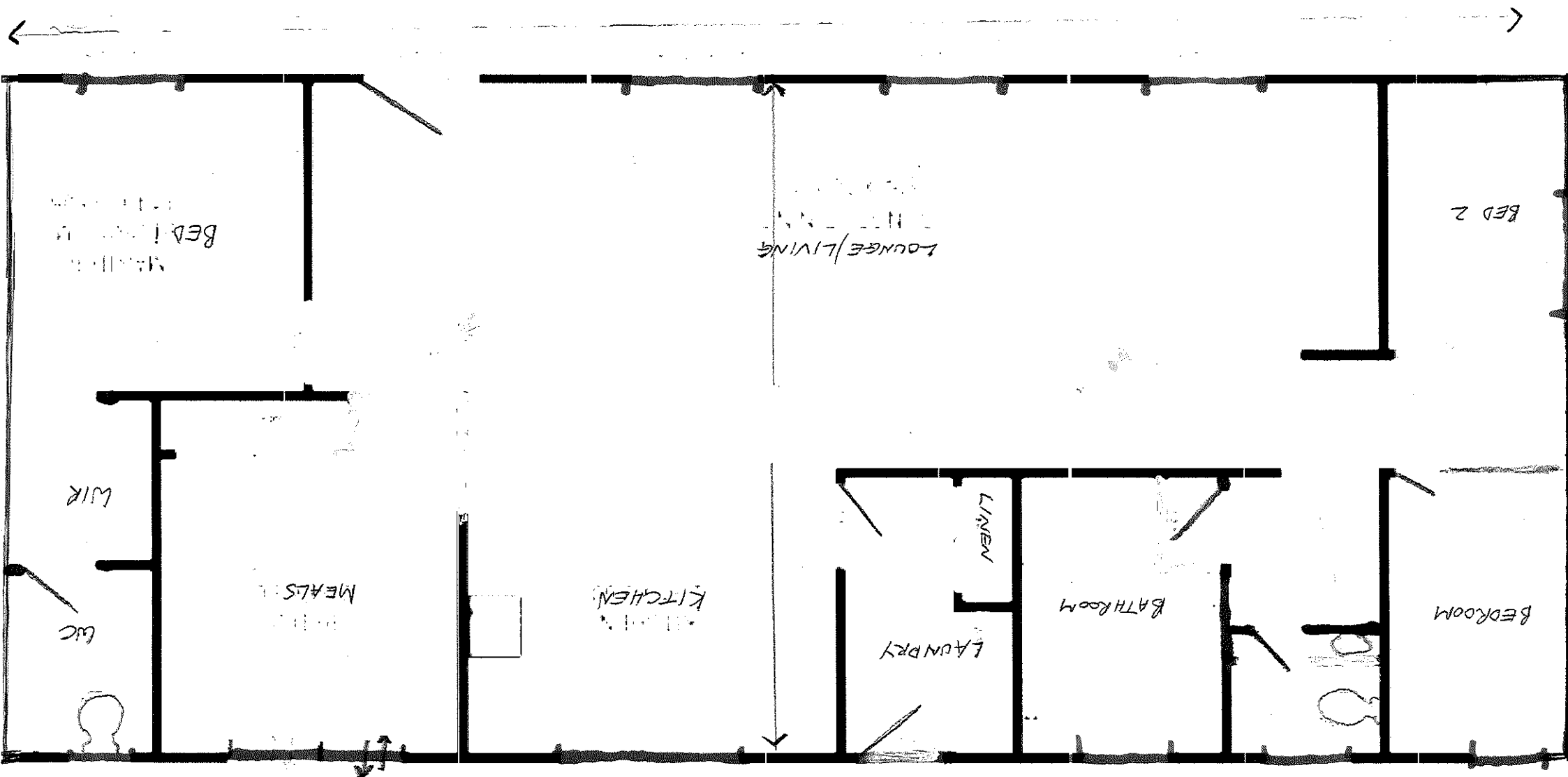
'Southside' transportable/modular home - Fleetwood Homes



A on site plan

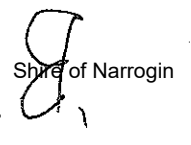
- Steel frame.
- Concrete slab & footings, Colorbond roof & walls. Hipped roof.
- Slab 1 15m, extra length onto alfresco.
- Alfresco & bed 1 oriented to face east to Havelock St.
- Positioned 30 metres from Havelock St & 19 metres from side (southern) boundary.

APLOGIES - UNABLE TO PRINT OUT A FLOOR PLAN PROPERLY. WE CAN SUPPLY SAME, ALSO WIDE SPAN
 SHEDS PICTURE IMAGE SOON, IF REQUIRED.



STEEL FRAME, COLORBOND WALLS, ZINCALUME ROOF, CONCRETE SLAB, GABLE ROOF.
 Ancillary dwelling

126 m² (18m x 7m)



Attachment to application for Planning Permit for Lot 2000 (50 Havelock St)

'C' Shed – 9m wide x 16m long x 4.2m high

Concrete slab, steel frame, Colorbond walls, zincalume roof.

Manufactured by Wide Span Sheds.

Request for consideration of variation of setback :

Because of the width of the shed and to enable turning into it, we would like to request minimal setback either from the western boundary as it will not be built on, or the north-south boundary with Glenbrae Transport at No. 6 Harbour Street as that is a commercial/industrial property and being close to this fence line should not have any impact on their business, but in fact keep the sun off their trailers.

We request the existing small house stay in place for access to power until dwelling A is in place. It will then be removed.

The Planning Department advised late last year they would give consideration to approving two small dwellings (ancillary one larger than 70m²) if occupied by family members. My son and I will occupy a dwelling each.

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

File Reference: A105237
Disclosure of Interest: Nil
Applicant: Willem Joubert
Previous Item Nos: Item 10.1.124 – 20 December 2017
Date: 11 February 2018
Author: Leigh Medlen – Planning Officer
Authorising Officer: Azhar Awang – Executive Manager Development and Regulatory Services

Attachments

- Attachment 1 – Minutes Ordinary Council Meeting 20 December 2017
- Attachment 2 – Amended Plan

Summary

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

Background

The matter was previously considered by Council at its meeting held 20 December 2017. Council at that meeting did not support the Officer's recommendation and requested that the applicant incorporate the following matters in the design:

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

As a result, the applicant has submitted a revised site plan to address the concerns of Council. The plan remains relatively similar in terms of the number of units and layout of the dwellings. The revised plan submitted incorporates a pedestrian access way from Forrest Street to the rear two dwellings, the applicant proposes this solution will eliminate the property street address concerns, emergency services access, visitor bay access and rubbish collection concerns. The applicant has also submitted a stormwater management plan and raised the finished floor levels of the rear two units, to allow for the retention of stormwater on site and to ensure that stormwater emitting from the laneway does not enter the property.

The matter is therefore resubmitted to Council to consider if the revised plan addresses the concerns previously raised.

Comment

The plans previously submitted to Council included the development of four grouped dwellings. Two of which faced Forrest Street and two of which were accessible via a rear laneway.

A 1.2 m wide pedestrian access way is proposed from Forrest Street to the rear two units. The proposal was forwarded to the Department of Planning, Lands and Heritage for comment on the design; and the advice provided on the development was the provision of a pedestrian leg is required in developments whereby the sole vehicular access is via a right of way. The revised plan meets these requirements by providing the pedestrian access leg as outlined in Planning Bulletin 33/2017.

By providing the access leg, the setbacks of Unit C are non compliant in accordance with the R-Codes. Multiple rooms along Unit C have major openings and are therefore required to be set back 1.5 metres from the property boundary. The proposed service alley will be required to be common property between the lots to allow the rear two units to access the pedestrian leg. Unit C is setback from the pedestrian alley by 1.175 metres, which does not comply with the requirement of 1.5 metres. If the access way was to be relocated evenly in-between both units D & C the side boundary setback distances would not comply for either units. The side setback variations have been applied for both garages. Council will therefore be required to consider if they wish to support a variation of this nature. In addressing the noncompliance the following assessment has been made on the design principles regarding the setback variation to Unit C.

Design Principles 5.1.3 – Lot Boundary Setback	Comments
5.3.1 Building setback from lot boundaries as to: Reduce impacts of building bulk on adjoining properties;	The proposal is a grouped dwelling comprising of four single storey development and therefore will not impact on the overall building bulk of the amenity. Furthermore the adjoining building to the west is built on a higher ground and the proposed development will not adversely impact the existing amenity.
Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties	As the adjoining building is built on a higher ground the provision of adequate sun and ventilation from this development will not impact the surrounding development.
Minimise the extent of overlooking and resultant loss of privacy on adjoining properties	The boundary fence would minimise the issue of overlooking and privacy on adjoining properties.

On this basis the setback variation on Unit C would not adversely impact adjoining properties.

In order to alleviate stormwater concerns raised previously by Council, the rear two units have increased the finished floor levels to divert water so as to not enter the rear two units from the laneway. The proposal is designed to discharge water from the front two dwellings to Forrest Street and the rear two dwellings to the laneway.

The remainder of the application remains unchanged from what was considered by Council in December 2017. It is therefore recommended that Council advertise the proposal for public comment in accordance with Clause 6.3 of the former Town of Narrogin Town Planning Scheme.

Consultation

- Azhar Awang – Executive Manager, Development and Regulatory Services
- Public Advertising in accordance with Clause 6.3
- John Warburton – Manager Operations

Statutory Environment

Former Town of Narrogin Town Planning Scheme No.2

Policy Implications

State Planning Policy – Residential Design Codes

Financial Implications

Application for Planning Consent Fee to the value of \$4,784 has been made payable to the Shire of Narrogin.

The applicant is required to pay all expenses as per the FT-TPS.

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

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

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

Cont/

- l. Support the variation to the site setback of Unit C from the pedestrian accessway leg to a minimum of 1 metre.
- m. Support the 1.2 metre wide pedestrian accessway leg between units C and D to allow access to units A and B.

2.

Commonly-used abbreviations:	
FT-TPS	Former Town of Narrogin Town Planning Scheme

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

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

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

Attachments

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

Summary

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

Background

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

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

Comment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

R-Codes Assessment

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

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

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

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

Consultation

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

Statutory Environment

Former Town of Narrogin Town Planning Scheme No. 2

Policy Implications

State Planning Policy – Residential Design Codes

Financial Implications

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

Strategic Implications

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

Voting Requirements

Absolute Majority.

COUNCIL RESOLUTION 1217.142 AND OFFICER'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Seale

That Council:

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

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

**LOST 0/9
BY ABSOLUTE MAJORITY**

Reason for the decision:

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

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

Attachment 1

PLANNING CONSENT



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

TOWN PLANNING SCHEME NO.2 DISTRICT SCHEME

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

I hereby apply for planning consent to:

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

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

Attachment 1

TITLES OFFICE DESCRIPTION OF LAND

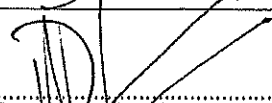
LOCALITY PLAN

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

LOT DIMENSIONS

Site area	1899.60 Square metres
Frontage	28.44 Metres
Depth	67.127 Metres

AUTHORITY

Applicant's Signature  Date: 17/11/2017

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

C:\Users\Willem.Joubert\Desktop\application for planning consent-2.docx

SEE AUTHORITY — ON BEHALF OF OWNER.

Owner's Signature	Date
-------------------------	------------

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

THIS IS NOT AN APPLICATION FOR A BUILDING PERMIT

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

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

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

OFFICE USE ONLY

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



PERTHGROW
Where Dreams Come Home

Perthgrow Investments

U11, 30 Dellamarta Road, Wangara WA 6065

admin@perthgrow.com.au

ABN 973 781 893

AUTHORITY:

89 FOREST STREET NARROGIN

23/10/2017

TO WHOM IT MAY CONCERN:

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

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

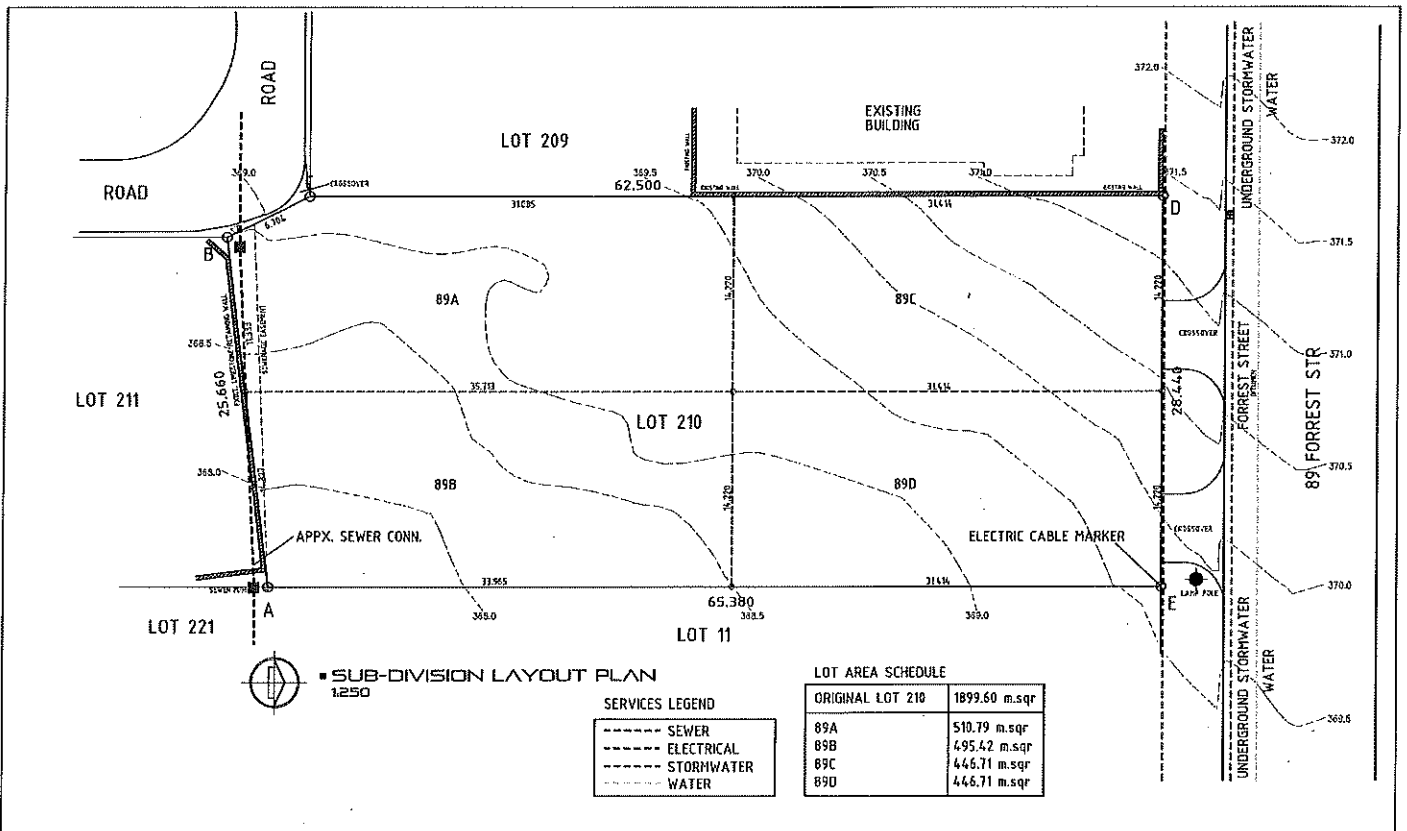
This authority will allow the Project manager to apply for Development applications, information sheets pertaining to the development of **The property**, service agreements regarding service supply to the property for the purpose of sub division, and sign such documents on my behalf.

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



Gert Botha Enslin

23/10/2017

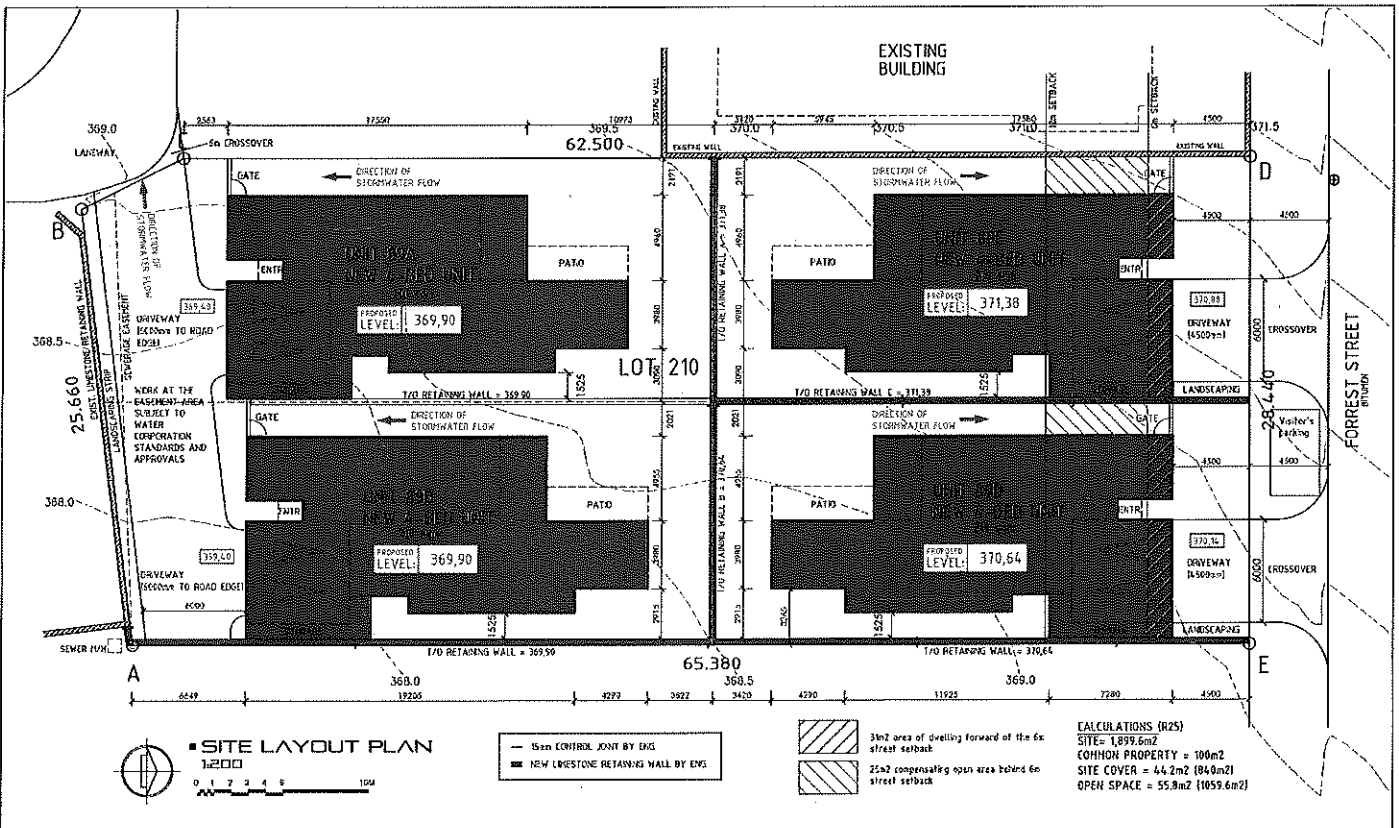


REVISIONS	CLIENT	PROJECT	PARTICULARS																																								
<table border="1"> <thead> <tr> <th>Date</th> <th>Rev.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>2017-05-24</td> <td>1</td> <td>ISSUE FOR CONSTRUCTION</td> </tr> <tr> <td>2017-06-14</td> <td>2</td> <td>REVISED TO REFLECT CONSENT</td> </tr> <tr> <td>2017-08-21</td> <td>3</td> <td>UPDATED TO REFLECT PARTICULAR LAYOUT</td> </tr> <tr> <td>2017-07-11</td> <td>4</td> <td>UPDATED SHEET WITH SURVEYOR TEST PINS INFO</td> </tr> <tr> <td>2017-09-11</td> <td>5</td> <td>UPDATED SHEET WITH CONSENT LAYOUTS (ALL 4 SHEETS)</td> </tr> <tr> <td>2017-09-28</td> <td>6</td> <td>LEGES & GATES UPDATED</td> </tr> <tr> <td>2017-10-24</td> <td>7</td> <td>SUBDIVISION REVISED AS PER LATEST INFO</td> </tr> <tr> <td>2017-11-15</td> <td>8</td> <td>SUBDIVISION REVISED SERVICES AND LEGES CHANGES</td> </tr> <tr> <td>2017-11-17</td> <td>11</td> <td>REVISED SHEET</td> </tr> </tbody> </table>	Date	Rev.	Description	2017-05-24	1	ISSUE FOR CONSTRUCTION	2017-06-14	2	REVISED TO REFLECT CONSENT	2017-08-21	3	UPDATED TO REFLECT PARTICULAR LAYOUT	2017-07-11	4	UPDATED SHEET WITH SURVEYOR TEST PINS INFO	2017-09-11	5	UPDATED SHEET WITH CONSENT LAYOUTS (ALL 4 SHEETS)	2017-09-28	6	LEGES & GATES UPDATED	2017-10-24	7	SUBDIVISION REVISED AS PER LATEST INFO	2017-11-15	8	SUBDIVISION REVISED SERVICES AND LEGES CHANGES	2017-11-17	11	REVISED SHEET		<p>Description: NEW PROPOSED 4 HOUSE DEVELOPMENT AT 89 FOREST STREET</p> <p>Title: SUB-DIVISION LAYOUT PLAN</p> <p>Site Address: LOT 210 - 89 Forest St, Narrogin, WA 6312</p>	<table border="1"> <tr> <td>Shire: REV. COUNCIL</td> <td>Scale: AS SHOWN</td> <td>Drawn: JB for N/A</td> </tr> <tr> <td>Street No: A3</td> <td colspan="2">Title block: N/A</td> </tr> <tr> <td>Project No: 14152</td> <td colspan="2">Drawing No: 010</td> </tr> </table>	Shire: REV. COUNCIL	Scale: AS SHOWN	Drawn: JB for N/A	Street No: A3	Title block: N/A		Project No: 14152	Drawing No: 010		<p>WD</p> <p>4</p> <p>REVISIONS</p>
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Shire of Narrogin

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

SITE LAYOUT PLAN
 1:200
 0 1 2 3 4 5 10M

— 15mm CONTROL JOINT BY ENG
 ■ NEW LimestONE RETAINING WALL BY ENG

3m² area of dwelling forward of the 6m street setback
 25m² compensating open area behind 6m street setback

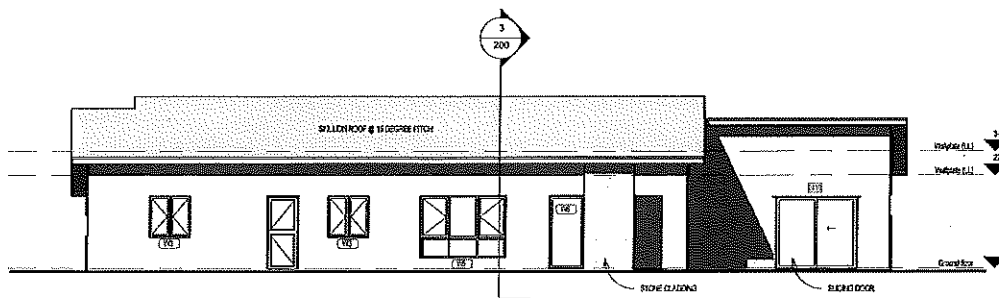
newline architecture
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REV	DATE	DESCRIPTION
2017-05-24	1	REVISED FOR PRELIMINARY
2017-06-14	2	REVISED FOR PRELIMINARY
2017-06-23	3	REVISED FOR PRELIMINARY
2017-06-23	4	REVISED FOR PRELIMINARY
2017-06-23	5	REVISED FOR PRELIMINARY
2017-06-23	6	REVISED FOR PRELIMINARY
2017-06-23	7	REVISED FOR PRELIMINARY
2017-06-23	8	REVISED FOR PRELIMINARY
2017-06-23	9	REVISED FOR PRELIMINARY
2017-06-23	10	REVISED FOR PRELIMINARY
2017-06-23	11	REVISED FOR PRELIMINARY
2017-06-23	12	REVISED FOR PRELIMINARY
2017-06-23	13	REVISED FOR PRELIMINARY

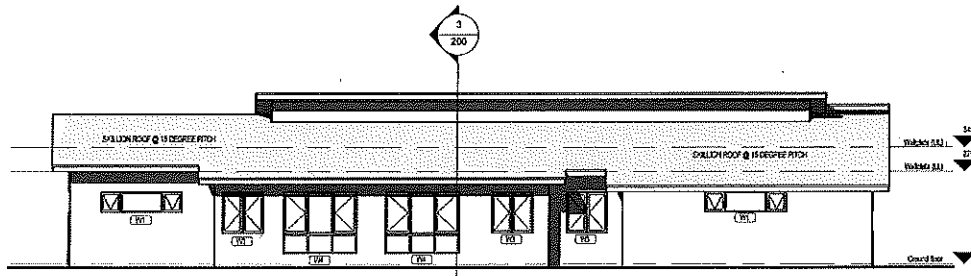
CLIENT
 Description:
NEW PROPOSED 4 HOUSE DEVELOPMENT AT 89 FORREST STREET
 Site Address:
LOT 210 - 89 Forrest St, Nanoroin, WA 6312

PROJECT
 Description:
NEW PROPOSED 4 HOUSE DEVELOPMENT AT 89 FORREST STREET
 Site Address:
LOT 210 - 89 Forrest St, Nanoroin, WA 6312

DATE	BY	CHKD	APPD
14152	001		



2 Elevation 1
1 : 100



1 Elevation 2
1 : 100

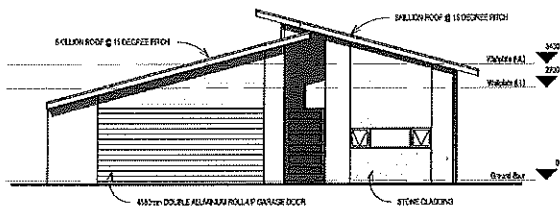
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 Shire of Narrogin

1	1st Issue for discussion	2017-05-24
2	Draft Issue for planning approval	2017-06-21
3	Revised issue for planning approval	2017-07-06
4	Revised issue for planning approval	2017-09-08
5	Revised unit layout - decreased size	2017-09-11
6	Wall sizes updated / stores added	2017-09-28
7	Store layout options updated	2017-10-06
8	Floor layout revised as per mashup	2017-10-14
10	Revised as per CATCH requirements	2017-10-23
11	WD Set for planning approval & building E	2017-11-16

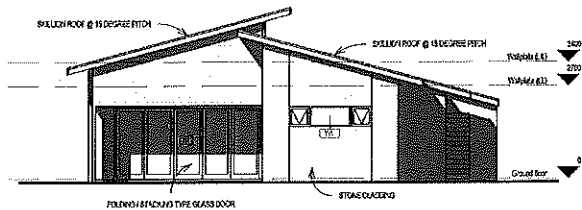
PROJECT	
4 HOUSE DEVELOPMENT AT 89 FORREST STREET	
ELEVATIONS - SHEET 2	
LOT 210 - 89 Forrest Str, Narrogin, WA 6312	

PARTICULARS			
Date	Scale	Drawn	DOC TYPE
REV. COLUMN	AS SHOWN	JB	WD
	Sheet Size	No of sheets	PHASE
	A3	N/A	4
Project no.	Drawing no.		REVISION
14152	201		11

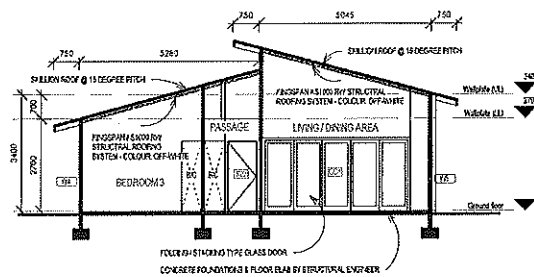
Minutes Ordinary Council Meeting 20 December 2017



2 Elevation 4
1 : 100



1 Elevation 3
1 : 100



3 Section 1
1 : 100

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 48/06/18 Narrogin

1	Not issue for discussion	2017-05-24
3	Draft issue for planning approval	2017-06-21
4	Revised issue for planning approval	2017-07-06
6	Revised issue for planning approval	2017-08-08
8	Revised unit layout - decreased size	2017-09-11
7	Wall sizes updated / stores added	2017-09-28
8	Slab layout options updated	2017-10-06
9	Floor layout revised as per meeting	2017-10-14
10	Revised as per GRCOH requirements	2017-10-23
11	WD Set for planning approval & desktop	2017-11-15

PROJECT	
4 HOUSE DEVELOPMENT AT 89 FORREST STREET	
ELEVATIONS & SECTION	
LOT 210 - 89 Forrest Str, Narrogin, WA 6312	

PARTICULARS			
Date	Scale	Drawn	DOC TYPE
REV. COLUMN	AS SHOWN	JB	WD
	Sheet Size	No of sheets	PHASE
	A3	N/A	4
Project no.	Drawing no.		REVISION
14152	200		11

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Room Schedule	
Name	Area
BATH	16 m ²
BEDROOM 2	12 m ²
BEDROOM 3	12 m ²
BEDROOM 4	15 m ²
COVERED PATIO	14 m ²
DOUBLE GARAGE	44 m ²
ENSUITE	5 m ²
ENT	2 m ²
FOYER	8 m ²
KITCHEN	11 m ²
LAUNDRY	7 m ²
LIVING / DINING AREA	27 m ²
LOUNGE	19 m ²
MASTER SUITE	23 m ²
PASSAGE	9 m ²
W.C.	1 m ²
Grand total	211 m²

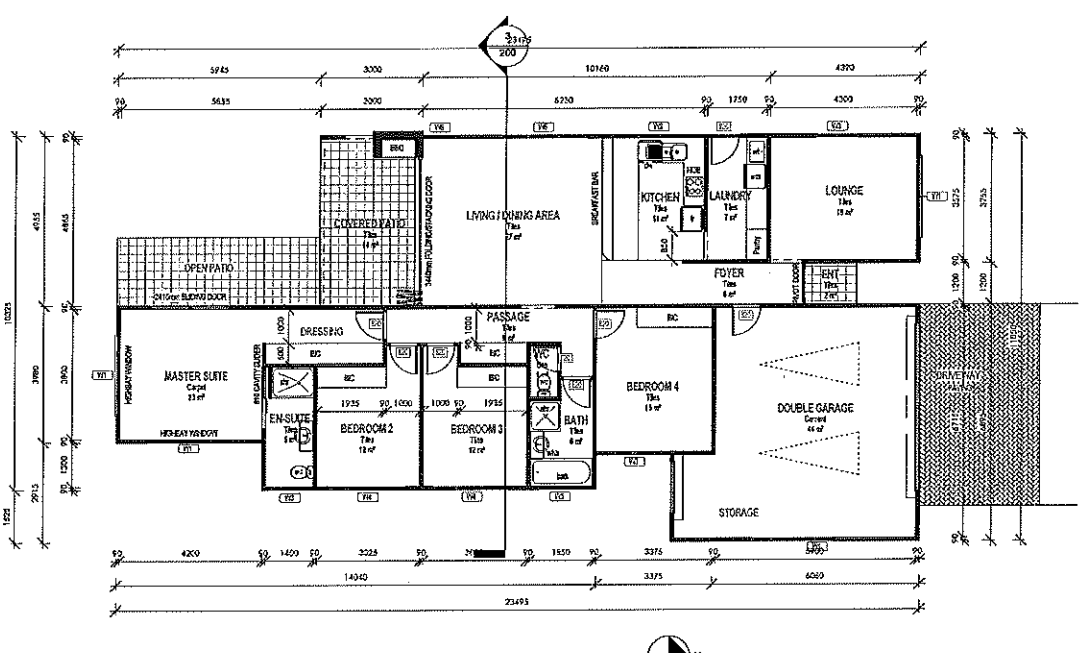
FOUNDATIONS
CONCRETE STRIP FOUNDATIONS BY A STRUCTURAL ENGINEER
SPR. STRENGTHENING CLASS 2 AFTER 2 DAYS
FOUNDATION WALLS (ON FRENCH) TYP. CLASS 1 TOP OF BASE OF
FOUNDATION NOT TO BE FINISHED BELOW FINISHED GROUND
LEVEL.
ALL FOUNDATIONS TO BE FINISHED TO MATCH EXISTING FINISH
STRUCTURAL AND FINISHES & SPECIFICATIONS.

FLOORS
CONC. SURFACE TO BE FINISHED BY STRUCTURAL ENGINEER (IN WR-ARTER)
20 DAYS FROM START OF CONSTRUCTION. FINISHES NOT
MORE THAN 10MM THICK AND NOT TO BE FINISHED
20 HOURS FROM THE END OF CONSTRUCTION. FINISHES TO
SHOW ONCE BY SQUARE FINISHED FLOOR LEVEL TO BE AT LEAST
15MM ABOVE FINISHED GROUND LEVEL.

WALLS
INTERIOR SP. FINISHED / PAINTED AND WALLS
EXTERIOR SP. FINISHED / PAINTED AND WALLS
STANDARDS WITH THEM TO FULLY MEET EXISTING REGULATION TO
CONFORM TO AUSTRALIAN NATIONAL STANDARDS.

ROOFS
CONCRETE PRECASTMENT ROOFING ON STEEL TRUSS
STRUCTURE TO BE CHECKED BY STRUCTURAL ENGINEER.

Ceilings
ALL CEILING TO BE GYPSUM PLASTERBOARD FINISHED BETWEEN
EXPOSED PARTS. ALL CEILING TO BE FINISHED WITH STONE GYPSUM
CEILING WITH STONE GYPSUM OVER JOINTS. ALL GYPSUM
CEILING TO BE FINISHED WITH STONE GYPSUM OVER JOINTS.
CONCRETE FINISHED / PAINTED
EXPOSED CONCRETE CEILING TO BE PLASTERED & PAINTED.



1 GROUND FLOOR PLAN
1:100

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DRAWING OF Narrogin

NO.	DESCRIPTION	DATE
1	1st issue for discussion	2017-05-24
2	Draft issue for planning approval	2017-06-21
3	Revised issue for planning approval	2017-07-05
4	Revised issue for planning approval	2017-09-08
5	Revised issue for planning approval	2017-09-11
6	Wall stone updated / stone added	2017-09-28
7	Stone layout options updated	2017-10-06
8	Floor layout revised as per markup	2017-10-14
9	Revised as per GHDH requirements	2017-10-23
10	Revised as per GHDH requirements	2017-11-16
11	V.D. Set for planning approval & building E.C.	

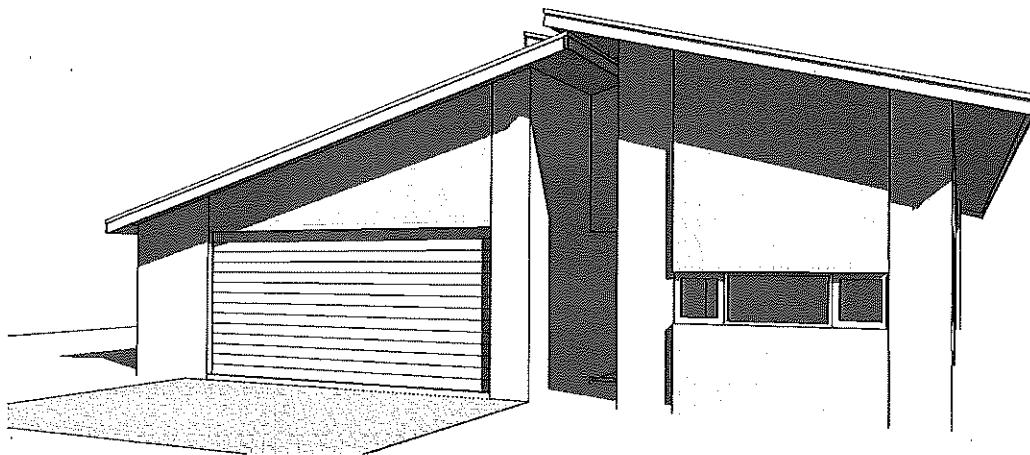
PROJECT
4 HOUSE DEVELOPMENT AT 89 FORREST STREET

GROUND FLOOR PLAN

LOT 210 - 89 Forrest Str, Narrogin, WA 6312

PARTICULARS		DATE	SCALE	DRAWN	DOC TYPE
REV. COLUMN	AS SHOWN			JB	WD
	Sheet size			19 of sheets	PHASE
	A3			N/A	4
Project no.	14152	Drawing no.	100		REVISION
					1/1

Minutes Ordinary Council Meeting 20 December 2017



① Typical Perspective View
(Road Side)

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9	Floor layout revised as per marks	2017-10-14
10	Revised as per GRCOH requirements	2017-10-23
11	WD Set for planning approval & building B.	2017-11-15

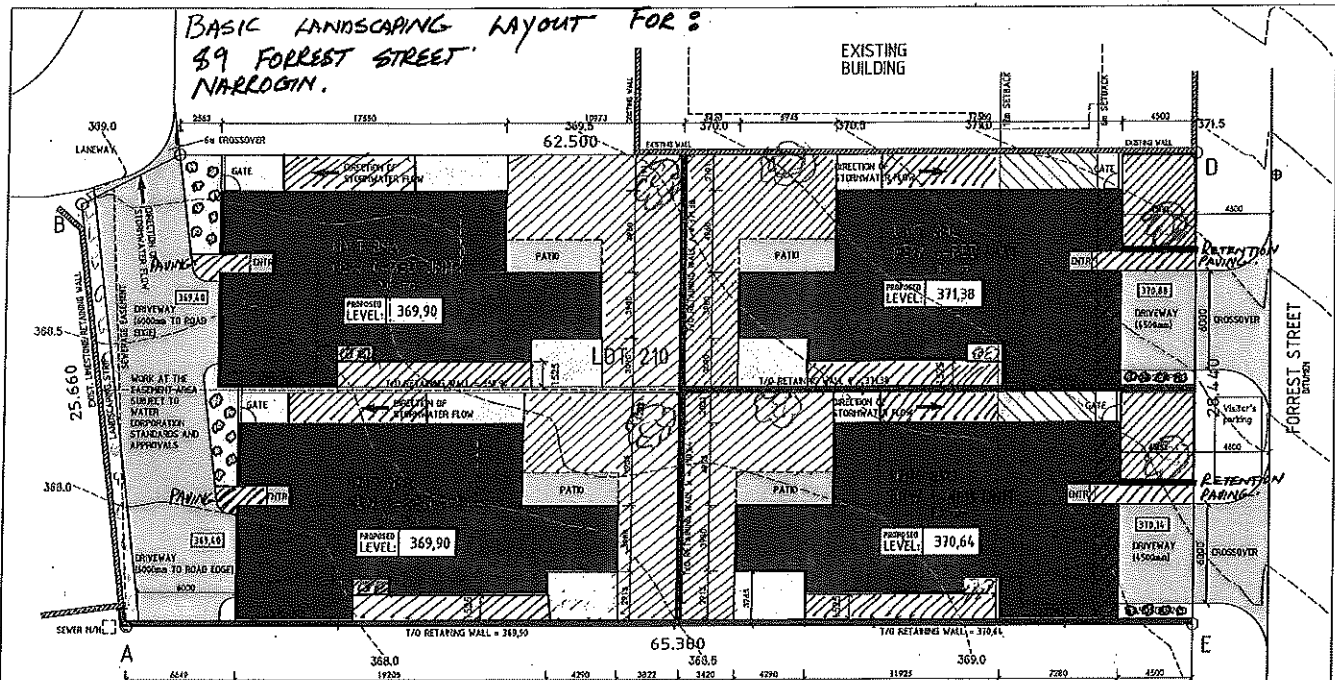
PROJECT	
4 HOUSE DEVELOPMENT AT 89 FORREST STREET	
PERSPECTIVE VIEW	
LOT 210 - 89 Forrest Str, Narrogin, WA 6312	



PARTICULARS			
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Sheet Size	Nr of sheets		PHASE
A3	N/A		4
Project nr.	Drawing nr.		REVISION
14152	600		11



Minutes Ordinary Council Meeting 20 December 2017

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**BASIC LANDSCAPING LAYOUT FOR:
39 FORREST STREET
NARROGIN.**



- 
 MULCHED GARDEN BED WITH SMALL NATIVE SHRUBS / TREE STOCK. 4 PLANTS / M². SEE PLANT LIST.
- 
 PAVING / HARD STONE

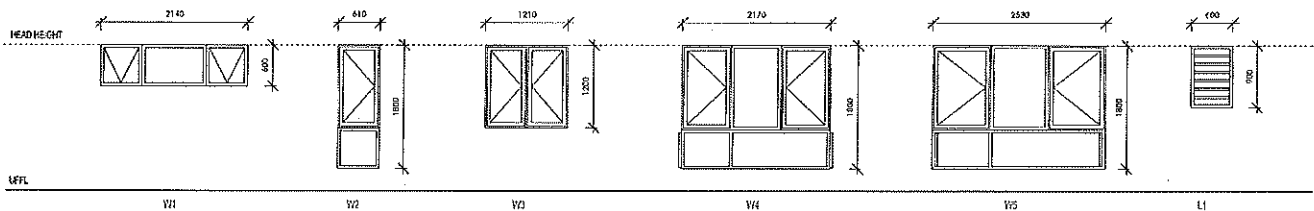
- 
 LAWN.
- 
 MULCH / VEGETABLE GARDEN.

 TREE

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

ALONG WALKWAY EDGES:
DIANELLA REVOLUTA (CAMBERRY NINY)

- MIXED VARIETIES FOR LOW LEVEL MULCHED GARDEN.
NATIVE SHRUBS MIX OF:
- ① NERICA ALBOCEREA (HONEY BUSH)
 - ② ADENANTHOS CYCNOBUM (COMMON NINY BUSH)
 - ③ GRAVILLIA PULCHERRA (BEAUTIFUL GEMMEL)
 - ④ LESHANANTHA BILBOBA (BLUE LESHANANTHA)
- SPERM - 12 TREE STOCK
- SHADE / TREES - USE ANY ONE OR SELECTION OF:
- ① SPERMATOPHYTES MIMOSIFOLIA (COMMON JAUHANA)
 - ② CEIBA SPECIOSA (GUM FLOW TREE)



Window Elevations

1 : 50

Window Schedule

Type Mark	Width	Height	Manufacturer	Manufacturer Code	Description	Count	Head Height	Sill Height
W1	2140	600	Slighor or Similar	CV0624	Slighor standard aluminium casement type window	1	2125	1525
W1	2140	600	Slighor or Similar	CV0624	Slighor standard aluminium casement type window	1	2125	1525
W1	2140	600	Slighor or Similar	CV0624	Slighor standard aluminium casement type window	1	1920	620
W1	2140	600	Slighor or Similar	CV0624	Slighor standard aluminium casement type window	1	2125	1525
W2	1210	1200	Slighor or Similar	CV0212	Slighor standard aluminium casement type window	1	2115	615
W2	1210	1200	Slighor or Similar	CV0212	Slighor standard aluminium casement type window	1	2115	615
W2	1210	1200	Slighor or Similar	CV0212	Slighor standard aluminium casement type window	1	2115	615
W2	1210	1200	Slighor or Similar	CV0212	Slighor standard aluminium casement type window	1	2115	615
W2	1210	1200	Slighor or Similar	CV0212	Slighor standard aluminium casement type window	1	2115	615
W2	1210	1200	Slighor or Similar	CV0212	Slighor standard aluminium casement type window	1	2115	615
W3	1210	1200	Slighor or Similar	CV0212	Slighor standard aluminium casement type window	1	2115	615
W3	1210	1200	Slighor or Similar	CV0212	Slighor standard aluminium casement type window	1	2115	615
W3	1210	1200	Slighor or Similar	CV0212	Slighor standard aluminium casement type window	1	2115	615
W4	2170	1000	Slighor or Similar	CV0127	Slighor standard aluminium casement type window	1	2125	325
W4	2170	1000	Slighor or Similar	CV0127	Slighor standard aluminium casement type window	1	2125	325
W5	2530	1800	Slighor or Similar	CV0127	Slighor standard aluminium casement type window	1	2125	325
W6	1000	2125	Slighor or Similar	CV0104	Slighor standard aluminium casement type window	1	2125	0

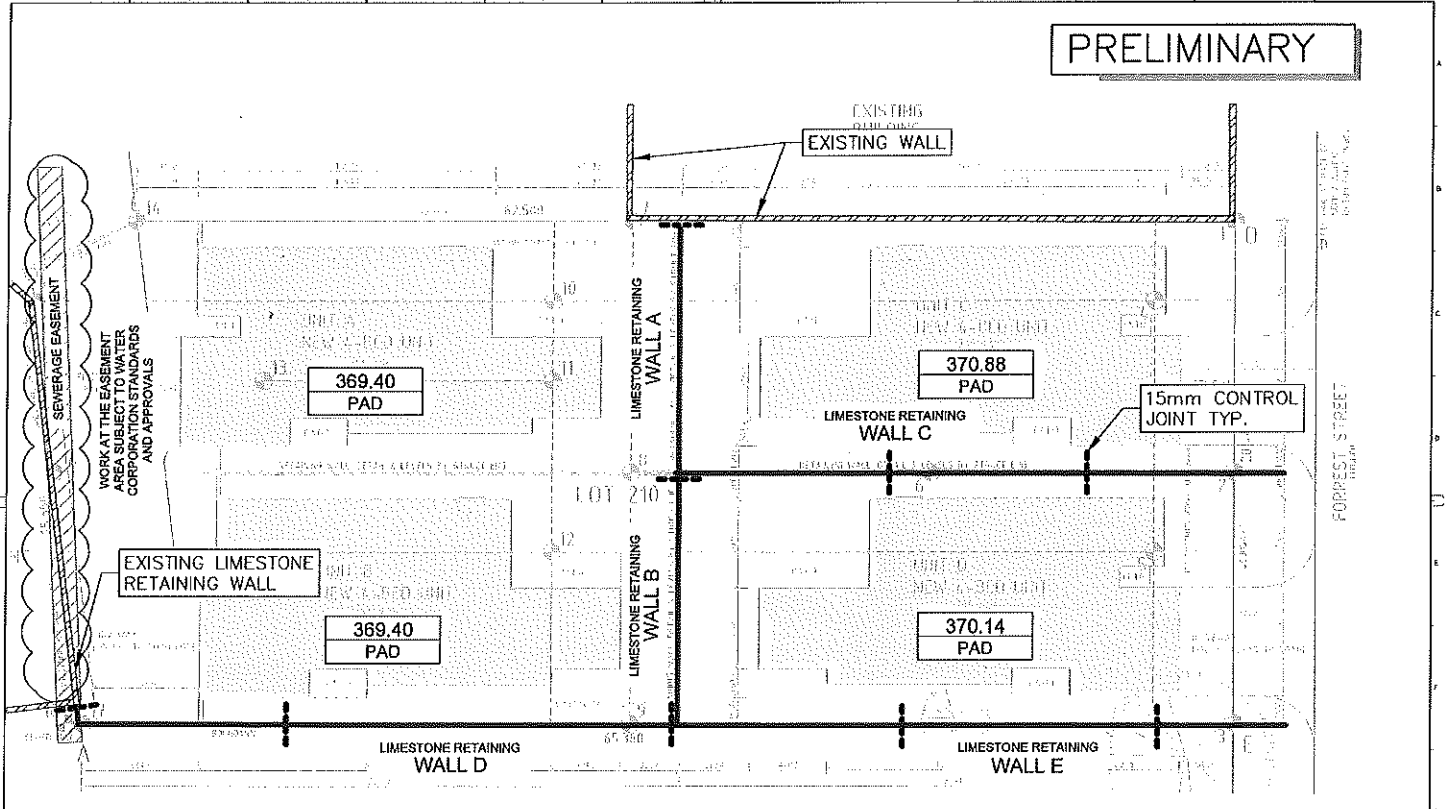
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9	Floor layout revised as per markup	2017-10-14
10	Revised as per GPOH requirements	2017-10-23
11	W/D Set for planning approval & building Eq	2017-11-15

PROJECT		PARTICULARS	
4 HOUSE DEVELOPMENT AT 89 FORREST STREET			
Date	Scale	Drawn	DOC TYPE
REV. COLUMN	A3 SHOWN	JB	WD
	Sheet Size	No of sheets	PHASE
	A3	N/A	4
Project no.	14152	Drawing no.	500
LOT 210 - 89 Forrest Str, Narrogin, WA 6312			

Minutes Ordinary Council Meeting 20 December 2017

PRELIMINARY

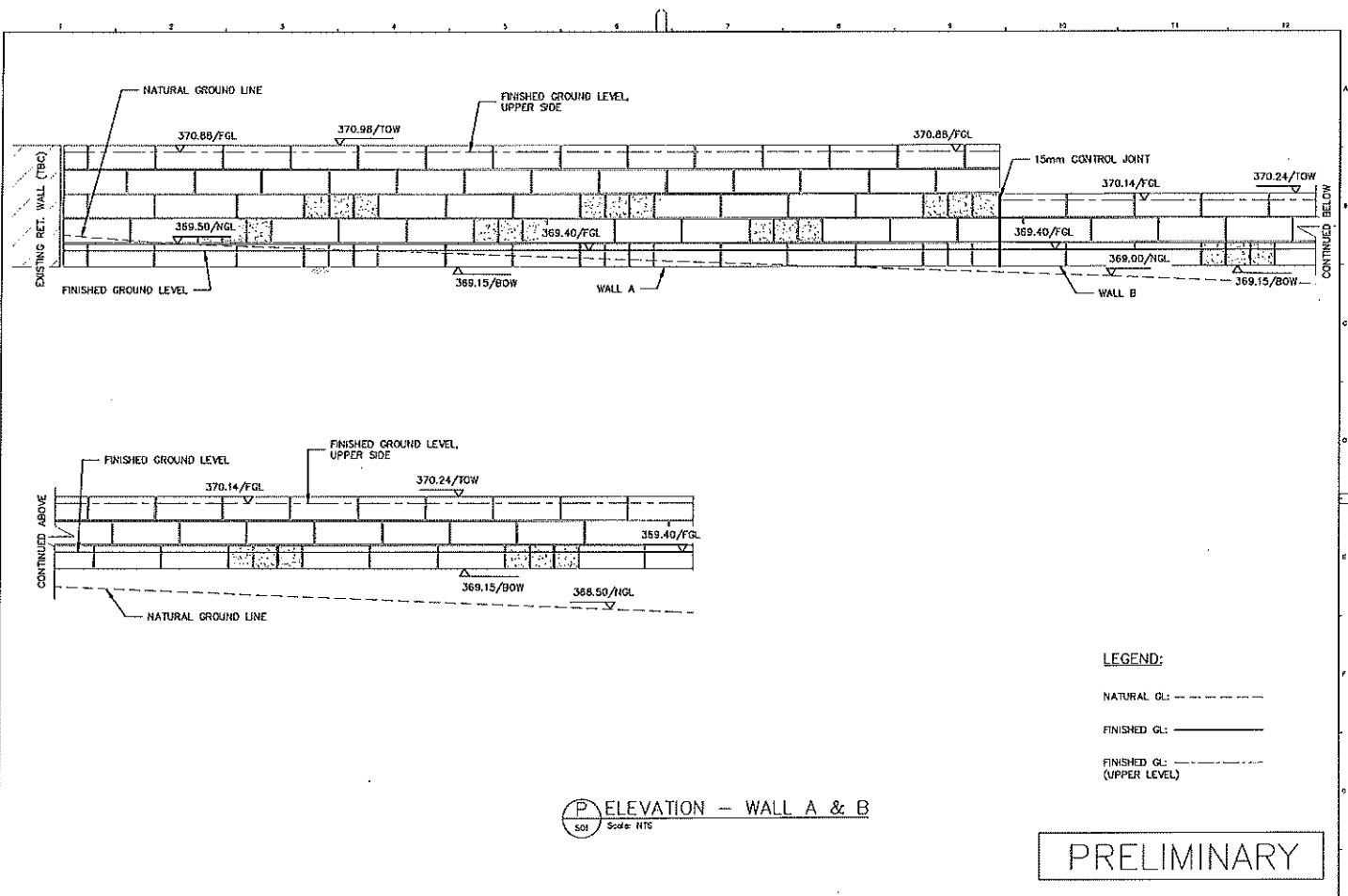


PLAN
Scale: NTS

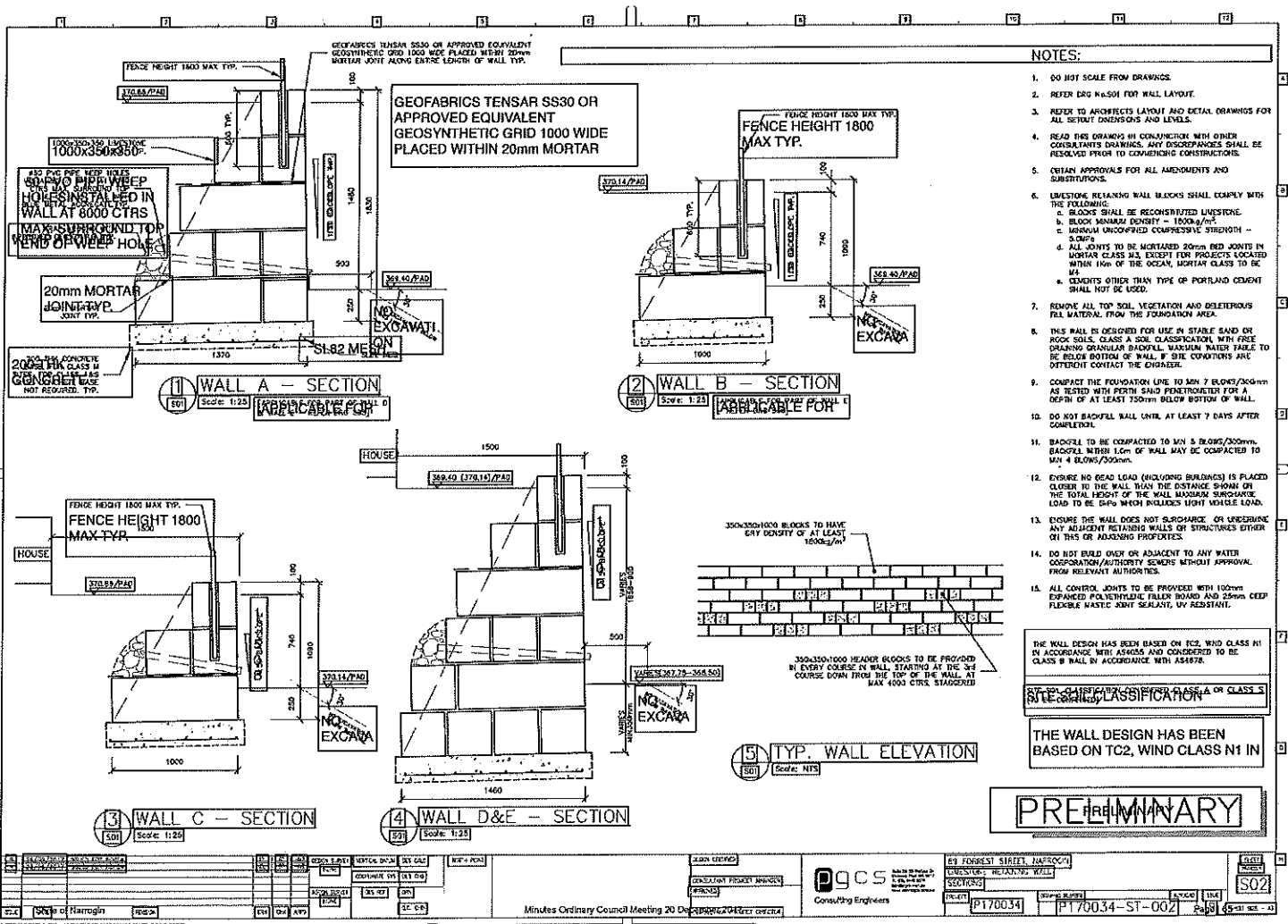
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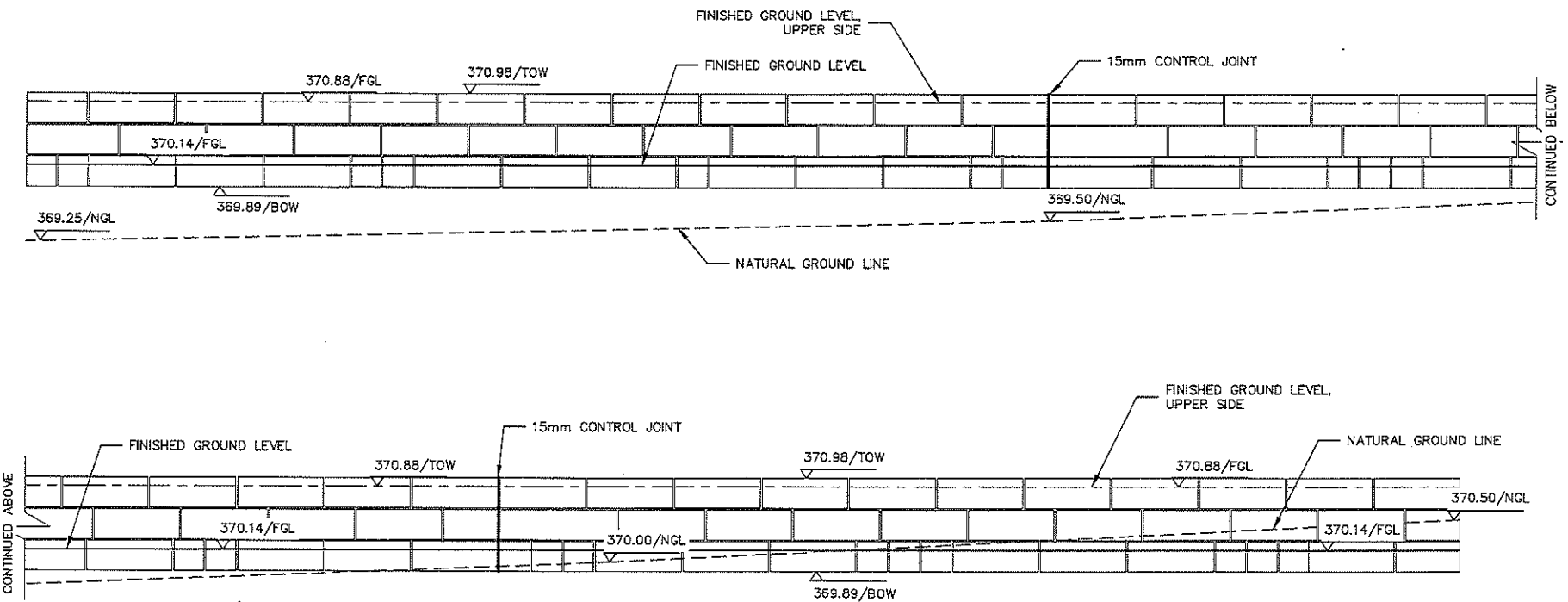
1. REFER DRAWING SHEET: S02 FOR WALL SECTION DETAILS AND DETAILED NOTES.
2. THE PAD LEVELS SHOWN ARE BASED ON LEVELS SHOWN ON MET SURVEYORS FEATURE SURVEY DATED 28/06/2017 DRAWING NO.: MET-NAR-001

DATE: 22/02/2017 DRAWN BY: [Name] CHECKED BY: [Name]		DATE: 28/02/2018 DRAWN BY: [Name] CHECKED BY: [Name]		DATE: 28/02/2018 DRAWN BY: [Name] CHECKED BY: [Name]		DATE: 28/02/2018 DRAWN BY: [Name] CHECKED BY: [Name]		DATE: 28/02/2018 DRAWN BY: [Name] CHECKED BY: [Name]		DATE: 28/02/2018 DRAWN BY: [Name] CHECKED BY: [Name]		DATE: 28/02/2018 DRAWN BY: [Name] CHECKED BY: [Name]		DATE: 28/02/2018 DRAWN BY: [Name] CHECKED BY: [Name]		DATE: 28/02/2018 DRAWN BY: [Name] CHECKED BY: [Name]		DATE: 28/02/2018 DRAWN BY: [Name] CHECKED BY: [Name]		DATE: 28/02/2018 DRAWN BY: [Name] CHECKED BY: [Name]			
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1. STATEMENT OF WORK FOR THIS DRAWING A. 10/29/2017 ISSUE FOR REVIEW		A. 10/29/2017 B. 11/14/2017 C. 11/14/2017 D. 11/14/2017	DRAWN BY NAME	APPROVAL SIGNATURE DATE	DESIGNED BY NAME	CHECKED BY NAME	PROJECT NAME ADDRESS	CLIENT NAME ADDRESS	PROJECT NUMBER DRAWING NUMBER	SHEET NUMBER TOTAL SHEETS
Shire of Narrogin		NAME DATE	NAME DATE	NAME DATE	NAME DATE	NAME DATE	89 FOREST STREET, NARROGIN SOUTHERN RETAINING WALL ELEVATIONS WALL A & B	CONSULTING ENGINEERS	PROJECT P170034 DRAWING NUMBER P170034-ST-003	SHEET NUMBER S03 TOTAL SHEETS 03 OF 03





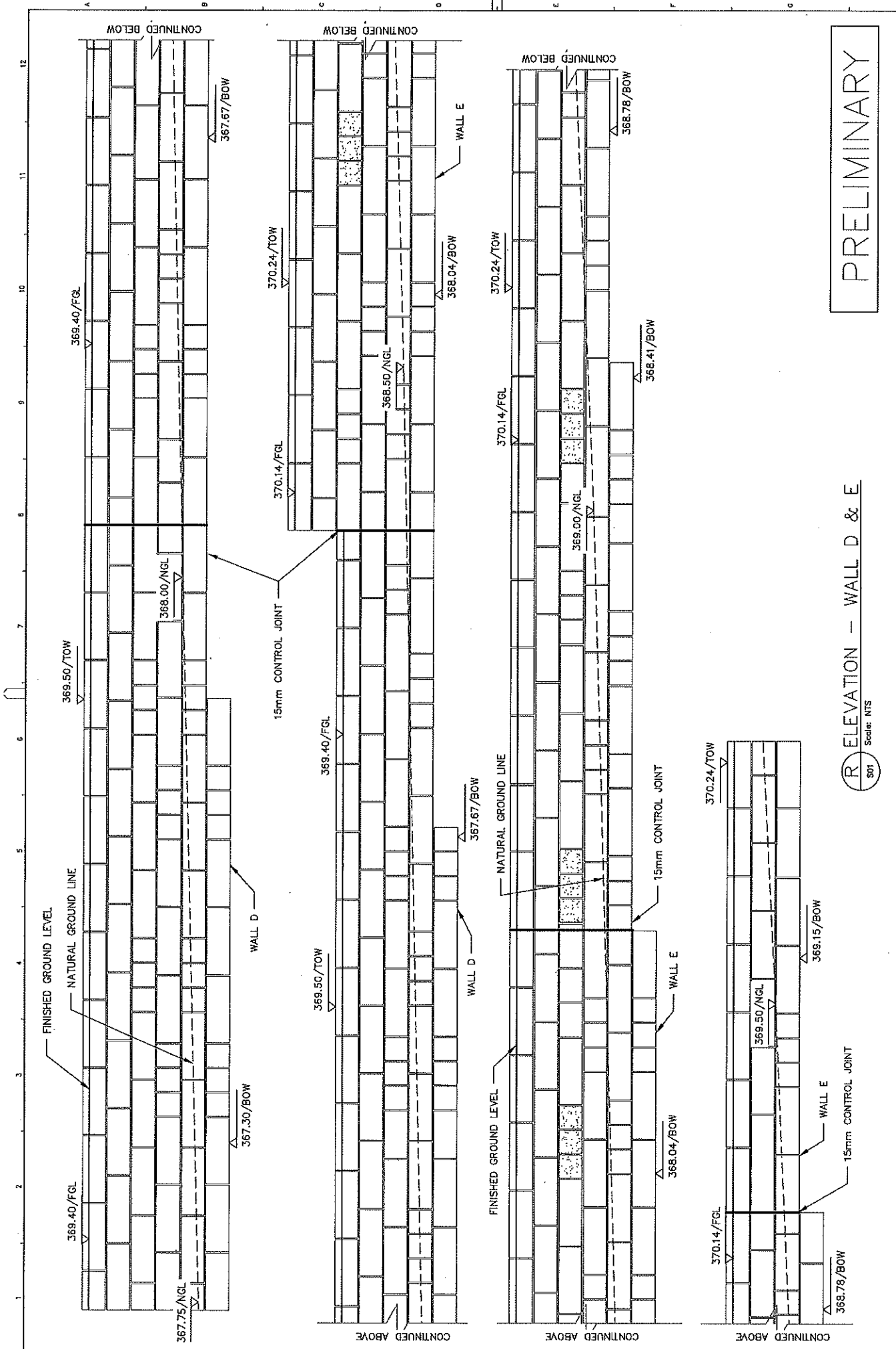
Q ELEVATION - WALL C
 S01 Scale: NTS

- LEGEND:**
- NATURAL GL: - - - - -
 - FINISHED GL: _____
 - FINISHED GL: - - - - -
(UPPER LEVEL)

PRELIMINARY

ISH A 20/09/2017 ISSUED FOR REVIEW	DESIGNED NONE	VERTICAL DATUM NONE	DES CALC NONE	NORTH POINT NONE	DESIGN CERTIFIED NONE	CONSULTANT PROJECT MANAGER NONE	PROJECT 89 FORREST STREET, NARROGIN LIMESTONE RETAINING WALL ELEVATIONS WALL C	SHEET NUMBER S04
ISSUE DATE SHIRE OF NARROGIN	DESIGNER NONE	COORDINATE SYS NONE	DES REF NONE	DRN NONE	APPROVED NONE	CONSULTANT PROJECT MANAGER NONE	PROJECT P170034	SHEET NUMBER S04
AGCS Consulting Engineers Suite 25, 28 Vulture Dr, Cambridge WA 6277 T: (81) 9444 8879 F: (81) 9444 8878 www.agcs.com.au							DRAWING NUMBER P170034-ST-004	SHEET SIZE - A3

Page 1 of 66
 Minutes Ordinary Council Meeting 20 December 2017
 Shire of Narrogin



PRELIMINARY

R ELEVATION - WALL D & E
901 Scale: NTS

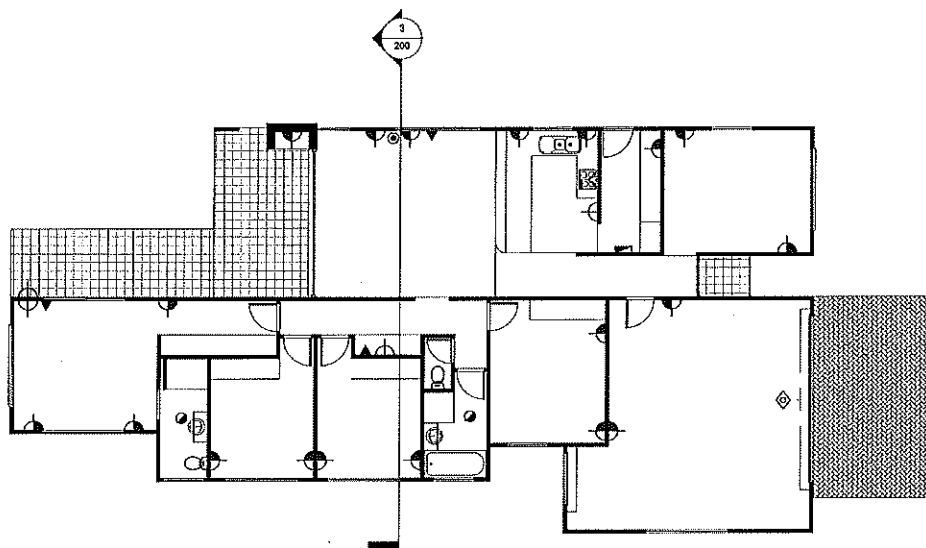
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CONSULTANT PROJECT MANAGER APPROVED										
CONSULTANT PROJECT DIRECTOR										
CHECKED APPROVED										
NORTH POINT										
DATE 20/02/2017	BY BT	CHECKED BT	DESIGNED BT	VERTICAL DATUM SEA DAD	CORRIGENDUM YES	DIS NO NO	DIS NO NO	DIS NO NO	DIS NO NO	
REVISIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>					NO.	DATE	DESCRIPTION			
NO.	DATE	DESCRIPTION								

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POWER INSTALLATION LEGEND
 IF NO NUMERICAL REFERANCES IS GIVEN, THEN PLUGS ARE FROM ABOVE FINISHED FLOOR LEVEL.

	SINGLE PLUG
	DOUBLE PLUG
	TELEVISION OUTLET
	TELEPHONE/FAX OUTLET WITH TELEPHONE SYMBOL
	ELECTRICAL DISTRIBUTION BOX
	POWER METER
	HOT WATER TAP CONNECTION
	IN-CEILING POWER POINT
	GARAGE DOOR WATER CON.
	WATERPROOF SINGLE PLUG
	RIVER PLUG GLET
	INTERCOM UNIT
	CEILING ISOLATED FAN
	SLAVE CONNECTOR
	RELAY POWER POINT
	SPEAKER POINT WITH OUTLET & TV

- 1. 1200mm ABOVE FINISHED FLOOR LEVEL
- 2. 800mm ABOVE FINISHED FLOOR LEVEL
- 3. PLUS ABOVE PROJECT
- 4. PLUS BELOW PROJECT
- 5. 200mm ABOVE FINISHED FLOOR LEVEL



1 ELECTRICAL LAYOUT
 1:100

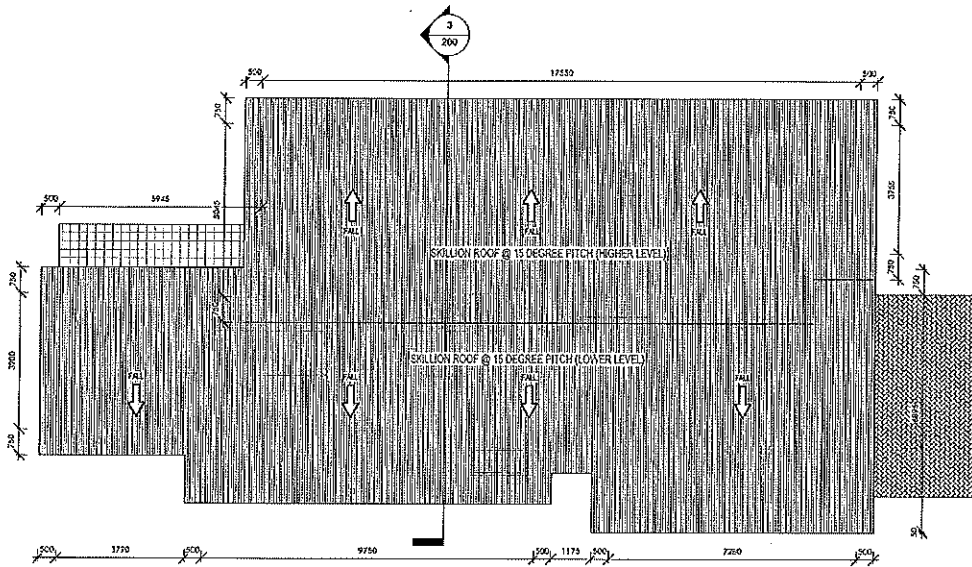
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 21016 St Narrogin

1	1st Issue for discussion	2017-05-24
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3	Revised Issue for planning approval	2017-07-06
4	Revised Issue for planning approval	2017-05-25
5	Revised Issue for planning approval	2017-05-25
6	Revised until layout - decreased size	2017-09-11
7	Wall sizes updated / stores added	2017-09-26
8	Slave layout options updated	2017-10-06
9	Floor layout revised as per markup	2017-10-14
10	revised as per COUNCIL requirements	2017-10-23
11	W.D. Set for planning approval & building Eq.	2017-11-15

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

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

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1 ROOF PLAN
1:100

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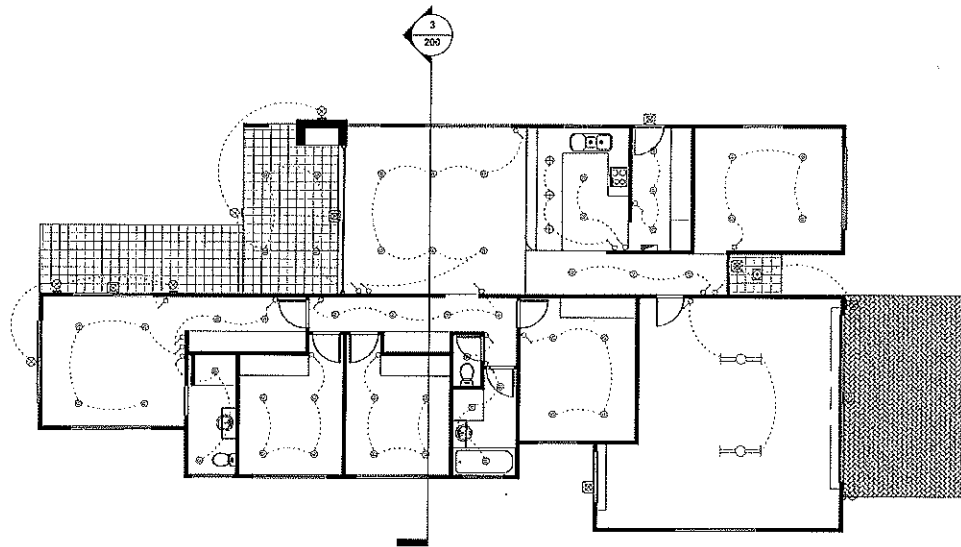
PROJECT
 4 HOUSE DEVELOPMENT AT 89 FORREST STREET
 ROOF PLAN
 LOT 210 - 89 Forrest Str, Narrogin, WA 6312

PARTICULARS		DATE	SCALE	DRAWN	DOC TYPE
REV. COLUMN	AS SHOWN	JB	AS SHOWN	WD	WD
SHEET SIZE	A3	Nr of sheets	N/A	4	PHASE
PROJECT NO.	14152	DRAWING NO.	100-R	REVISION	11

LIGHTING INSTALLATION LEGEND

	DOWN DOUBLE DOWNLIGHT
	LOW VOLTAGE SUSPENDED FIXTURES
	CEILING RECESS DOWNLIGHTERS
	RECESS DOWNLIGHTERS
	WALL MOUNTED EXTERNAL SECURITY LIGHTS
	SUSPENDED RECESS CEILING LIGHTS
	CEILING MOUNTED LIGHT FIXING
	PENDANT DOWNLIGHTER
	OVERCOUNTER PENDANT
	LIGHT SWITCH
	2-WAY LIGHT SWITCH
	LIGHT SWITCH WITH CAMERA
	ELECTRICAL DISTRIBUTION BOX
	PHOTO CELL
	WATERPROOF LIGHT POND/RETAINING WALL
	SIGNAGE LIGHTS AT EXTERNAL DOORS
	WALL MOUNTED RECESS DOWNLIGHTS (DOWNLIGHT START POINTS)

1:100= ABOVE FINISHED FLOOR LEVEL



1 LIGHTING LAYOUT
1:100

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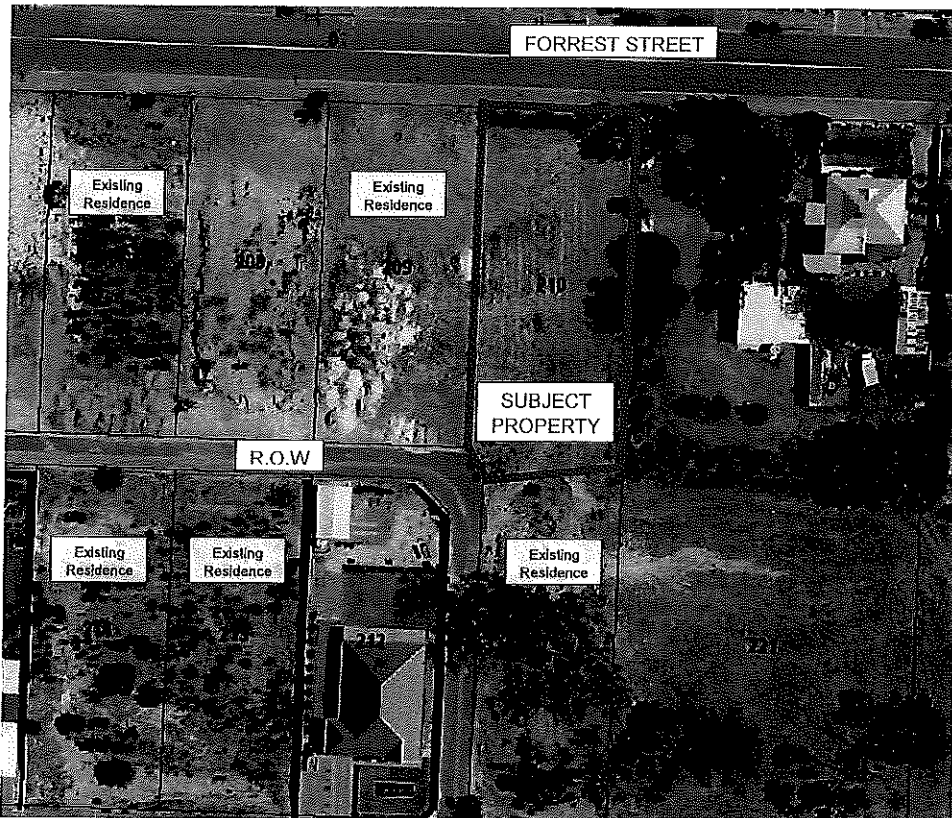
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PROJECT	
4 HOUSE DEVELOPMENT AT 89 FORREST STREET	
LIGHTING LAYOUT	
LOT 210 - 89 Forrest Str, Narrogin, WA 6312	

PARTICULARS			
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	Show Size	Nr of sheets	PHASE
	A3	N/A	4
Project nr.	Drawing nr.		REVISION
14162	100-L		11

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Attachment Two – Locality Plan

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

5.1.3 Lot Boundary Setback

	Required	Provided	Comments
5.1.3 Buildings Setback from the Boundary Unit 1	As per Table 2A & 2B of the Codes Garage/Store: 1.5 Bedroom 4: 1.5 Bathroom: 1.5 Bedroom 3: 1.5 Bedroom 2: 1.5 Ensuite: 1.5 Master suite (side): 1.5m Master suite (rear): 1.5m Living/Dining: 1.5 Kitchen: 1.5 Laundry: 1.5 Lounge: 1.5	Nil. 2.4m 1.525m 1.525m 1.525m 1.525m 3.090m	Walls may be built up to a lot boundary behind the street setback area in the following circumstances: <ul style="list-style-type: none"> Where walls are not higher than 3.5 metres (Complies: Wall height of the garage is 2.5m). Up to a maximum length of 9 metres or one third of the length of the lot boundary (Complies length of the wall with nil setback is 7.280 metres). To one side lot boundary, behind the front setback (Complies to one side boundary; however 1.5m of the portion of the garage is located within the front setback area for Units 3 and 4).
Unit 2:	Garage/Store: 1.5 Bedroom 4: 1.5 Bathroom: 1.5 Bedroom 3: 1.5 Bedroom 2: 1.5 Ensuite: 1.5 Master suite (side): 1.5 Master suite (rear): 1.5 Living/Dining: 1.5 Kitchen: 1.5 Laundry: 1.5 Lounge: 1.5	Nil. 2.4m 1.525m 1.525m 1.525m 1.525m 2.915m 1.5 1.5 2.021m 2.021m 2.021m 2.021m	
Unit 3:	Garage/Store: 1.5 Bedroom 4: 1.5 Bathroom: 1.5 Bedroom 3: 1.5 Bedroom 2: 1.5 Ensuite: 1.5 Master suite (side): 1.5 Master suite (rear): 1.5 Living/Dining: 1.5 Kitchen: 1.5 Laundry: 1.5 Lounge: 1.5	Nil. 2.4m 1.525m 1.525m 1.525m 1.525m 3.090m 3.420m 1.5 2.191m 2.191m 2.191m 2.191m	

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

5.1.4 Open Space

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

5.1.6 – Building Height Requirements

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

5.2.1 Garages & Carports

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

5.2.3 Street Surveillance/Front Fence & Sightlines

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

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

5.3.1 Outdoor Living Areas.

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

5.3.2 Landscaping

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

5.3.3 Parking

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

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

5.3.7 – Site Works

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

	the street and building.		
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5.3.8 Retaining Walls

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

5.3.9 Stormwater Management

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

5.4.1 Visual Privacy

Note:

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

5.4.2 Solar Access

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

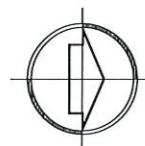
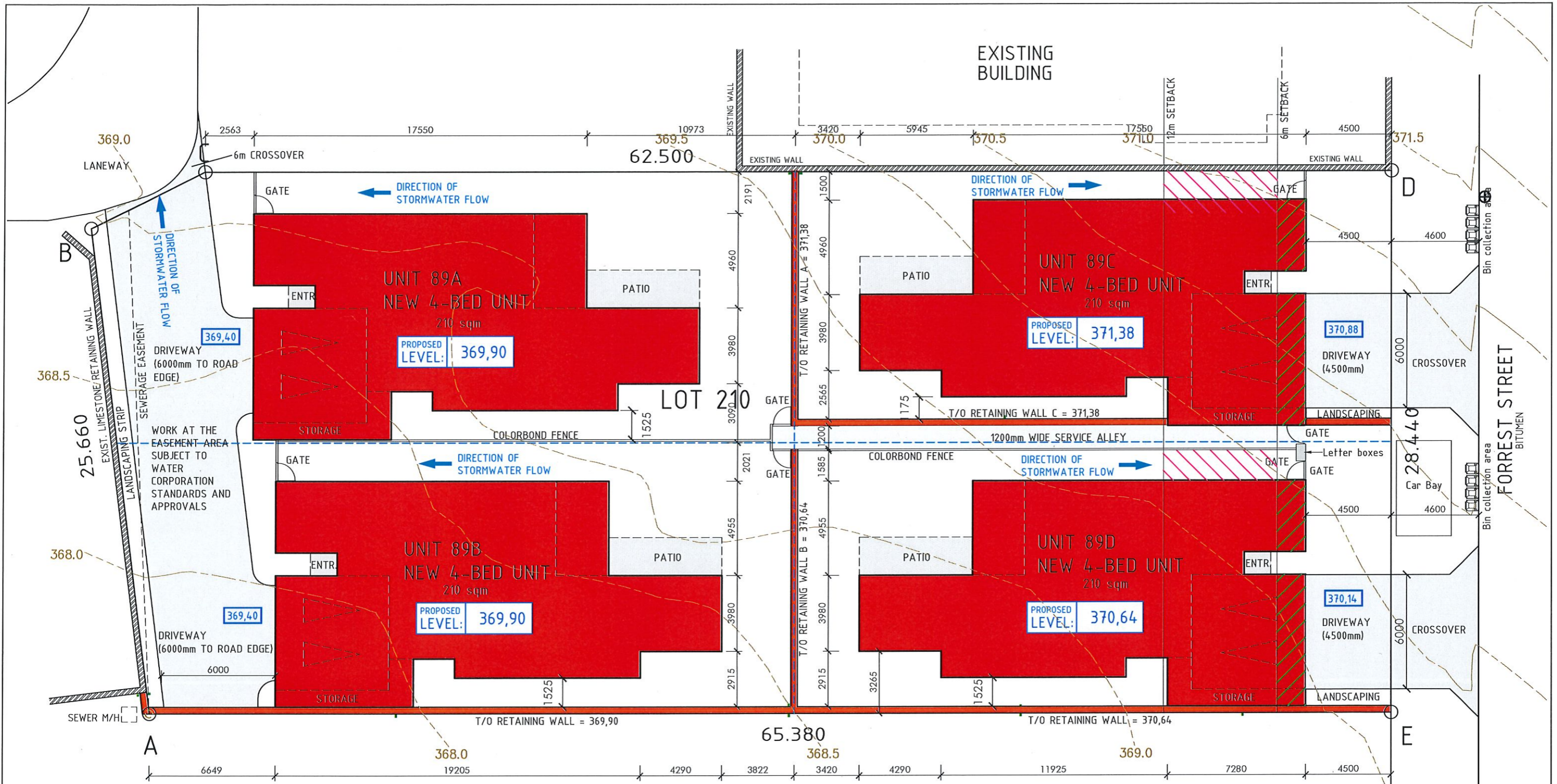
5.4.3 – Ancillary Development

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

Comments/ Non-Compliances:

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

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



SITE LAYOUT PLAN
1:200



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

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

CALCULATIONS (R25)
 SITE = 1,899.6m²
 COMMON PROPERTY = 100m²
 SITE COVER = 44.2m² (840m²)
 OPEN SPACE = 55.8m² (1059.6m²)

new line architecture

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REVISIONS		
Date	No.	Variations
2017-05-24	1	1ST ISSUE FOR DISCUSSION
2017-06-14	2	REVISED ISSUE FOR DISCUSSION
2017-06-21	3	UPDATED SITEPLAN FOR PLATFORM SET-OUT
2017-07-11	4	UPDATED SITEPLAN WITH SURVEYOR TEST PITS INFO
2017-09-11	5	UPDATED SITEPLAN - NEW UNIT LAYOUTS (ALL 4-BED)
2017-09-28	6	LEVELS & GATES UPDATED
2017-10-24	7	SITEPLAN REVISED AS PER LATEST INFO
2017-11-15	8	SITEPLAN REVISED SETBACKS AND LAYOUT CHANGES
2017-11-16	11	REVISED SITEPLAN
2018-01-15	12	REVISED LAYOUT AS PER COUNCIL REQUIREMENTS

CLIENT

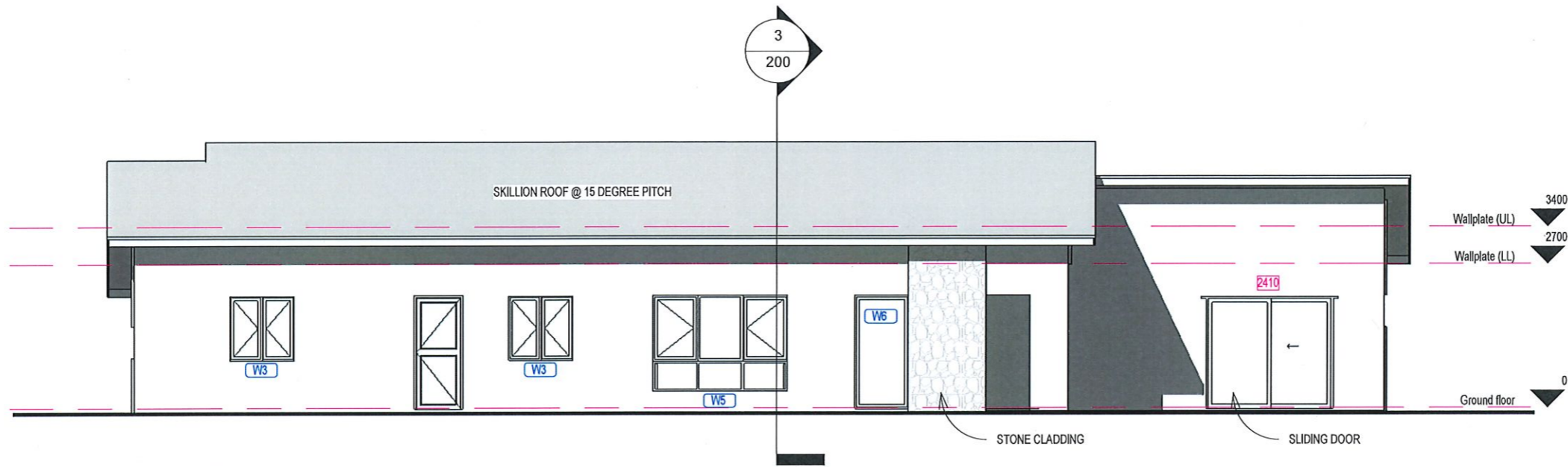
PROJECT

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

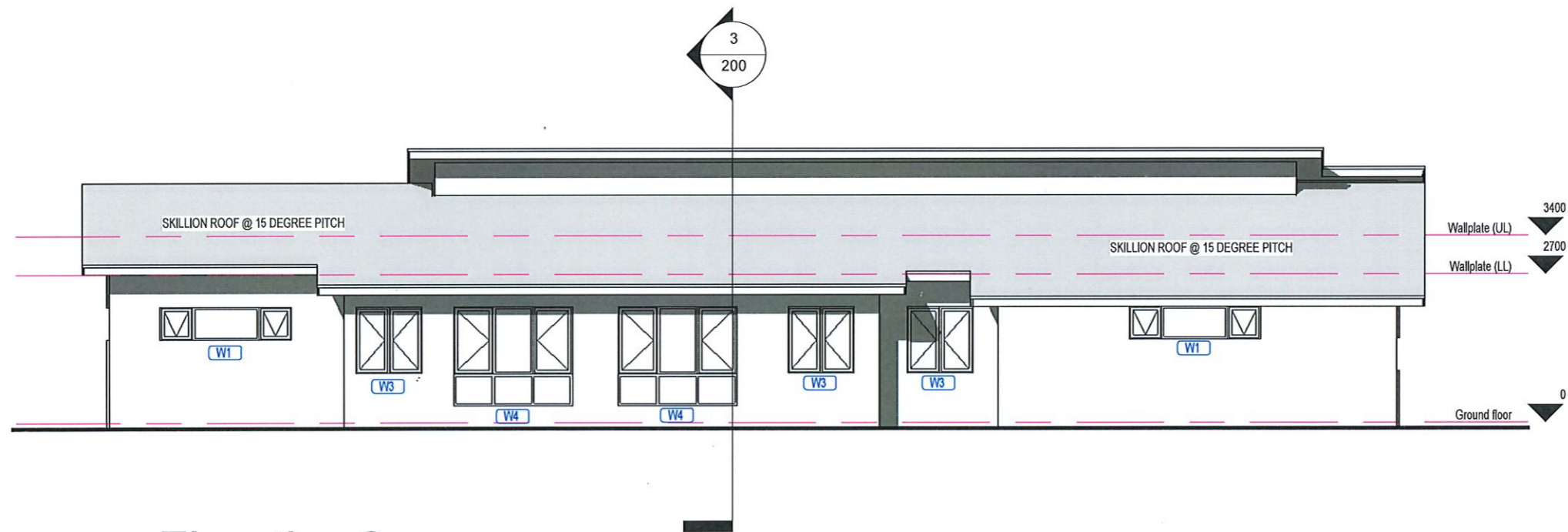
Title: **SITE LAYOUT PLAN**

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

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



2 Elevation 1
1 : 100



1 Elevation 2
1 : 100

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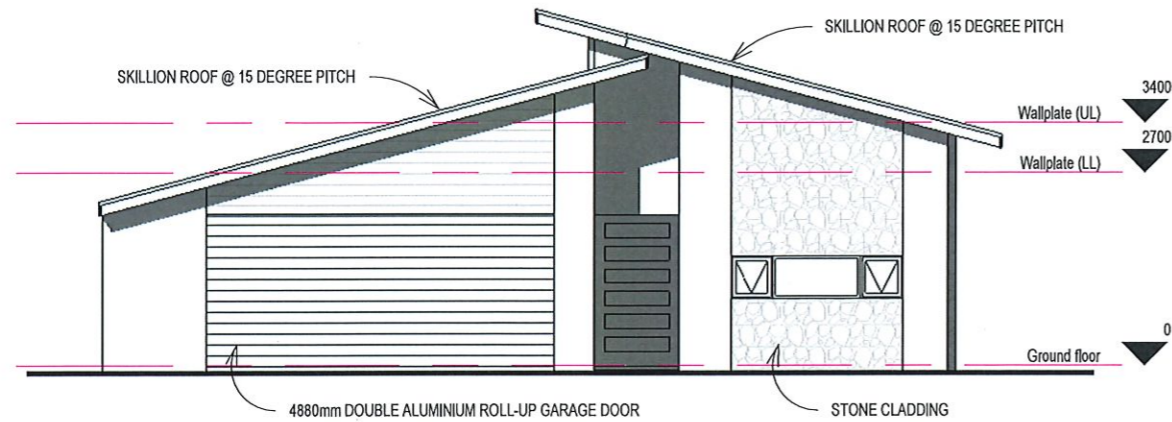
Do not scale drawings - all dimensions to be verified by the Lessee on site prior to commencement of any works. Refer any discrepancies on this architectural plan to the NLA. NLA IS NOT LIABLE FOR ANY INCORRECT INFORMATION PROVIDED WITH THE ORIGINAL DRAWINGS.

Shire of Narrogin

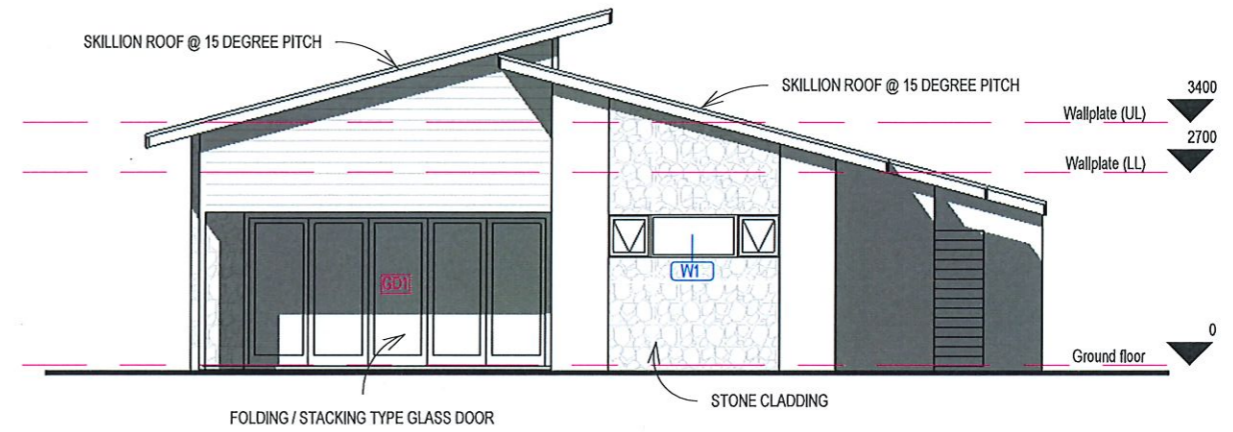
1	1st Issue for discussion	2017-05-24
3	Draft issue for planning approval	2017-06-21
4	Revised issue for planning approval	2017-07-06
5	Revised issue for planning approval	2017-09-08
6	Revised unit layout - decreased size	2017-09-11
7	Wall sizes updated / stores added	2017-09-28
8	Store layout options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

PROJECT	
4 HOUSE DEVELOPMENT AT 89 FORREST STREET	
ELEVATIONS - SHEET 2	
LOT 210 - 89 Forrest Str, Narrogin, WA 6312	

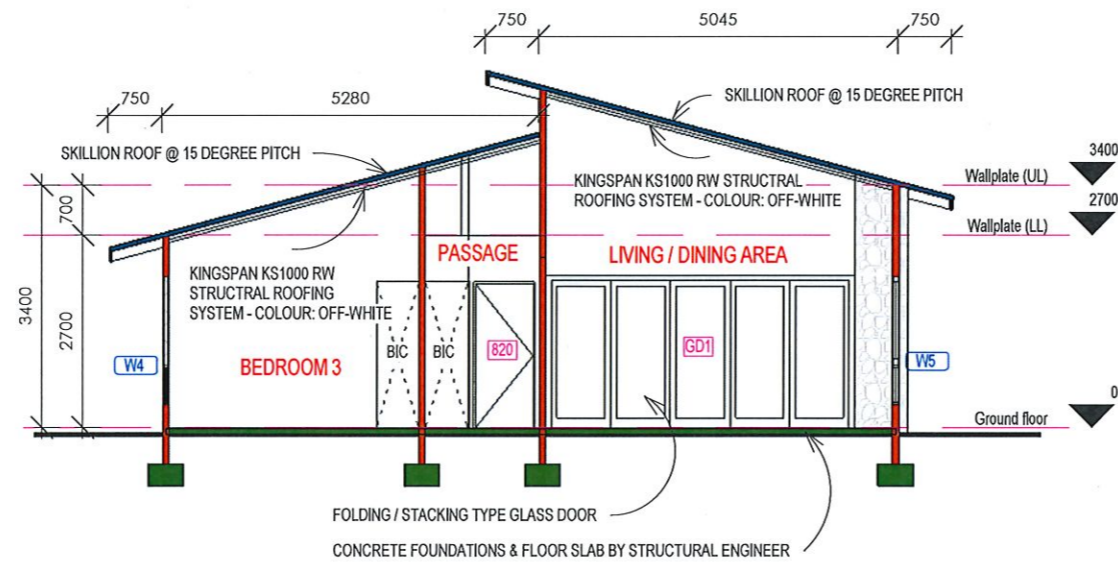
PARTICULARS			
Date	Scale	Drawn	DOC TYPE:
REV. COLUMN	AS SHOWN	JB	WD
	Sheet Size	Nr of sheets	PHASE:
	A3	N/A	4
Project nr.	Drawing nr.		REVISION:
14152	201		11



2 Elevation 4
1 : 100



1 Elevation 3
1 : 100



3 Section 1
1 : 100

new line architecture

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Shire of Narrogin

1	1st Issue for discussion	2017-05-24
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PROJECT		PARTICULARS			
4 HOUSE DEVELOPMENT AT 89 FORREST STREET		Date	Scale	Drawn	DOC TYPE: WD
		REV. COLUMN	AS SHOWN	JB	
ELEVATIONS & SECTION			Sheet Size	Nr of sheets	REVISION: 11
			A3	N/A	
LOT 210 - 89 Forrest Str, Narrogin, WA 6312		Project nr.	Drawing nr.		
		14152	200		

10.1.003 PROPOSED PARTIAL LANEWAY CLOSURE – LOT 66 BETWEEN (No. 78) & (No. 80) CLAYTON ROAD, NARROGIN

File Reference:	A115500
Disclosure of Interest:	Nil
Applicant:	PM & EA Kulker
Previous Item Nos:	Council Resolution 1117.132 – 22 November 2017
Date:	7 February 2018
Author:	Leigh Medlen – Planning Officer
Authorising Officer:	Azhar Awang – Executive Manager, Development & Regulatory Services

Attachments

- Attachment 1 – Advice from Department of Planning, Lands and Heritage
- Attachment 2 – Minutes Ordinary Council Meeting 22 November 2017
- Attachment 3 – Locality Plan

Summary

Council is requested to consider the public submissions received and determine the application for the partial laneway closure of Lot 66 between No. 78 and 80 Clayton Road, Narrogin.

Background

The matter was previously considered by Council in 2017 at its meeting held on 22 November 2017. Council at that meeting resolved as follows:

“Council Resolution 1117.132

That Council:

- 1. Pursuant to Land Administration Act, Section 52, advertise the proposed partial closure of southern end of Lot 66 between 78 and 80 Clayton Road, Narrogin for a period of 30 days.*
- 2. Upon the closing date of submission, the matter is to be reported to Council for its final consideration.*
- 3. A formal agreement be entered with the applicant that all costs associated with the partial laneway closure are to be borne by the applicant whether the application is successful or not.”*

Following this Council resolution, affected adjoining landowners and relevant service agencies were notified as well as a notice placed in the Narrogin Observer. The closing date for submissions was 29 December 2017. The submissions received during the advertising period are tabled for Council’s consideration so that the application can be determined.

Comment

The subject laneway runs from James Street to Clayton Road. The laneway serves eight 'Single Residential' properties and is partially zoned as 'Parks and Recreation'. After the closing date of the submission period, the Shire of Narrogin received a written response from the Department of Planning, Lands and Heritage. One public submission was also received.

Relevant Authority	Comment	Officers Comment
<p>Department Planning, Lands and Heritage</p>	<p>Does Not Support</p> <p>The laneway is zoned as 'Parks and Recreation' and is surrounded by land zoned for residential purposes. This laneway provides rear access to Lots 21, 22 and 80 Clayton Road, however, these lots also have direct frontage to Clayton Road. A majority of the laneway is encroached by existing structures on several adjoining lots, however, the remaining portion of Lot 66 is sufficient in width to accommodate vehicle access and service alignments.</p> <p>State Planning Policy 1: requires that planning for development should allow for the logical and efficient provision and maintenance of infrastructure, including setting aside land for transport routes and services. Lot 66 provides connection between James and Clayton Road and the portion of the Lot to be closed incorporates some servicing infrastructure. Closure of this portion of Lot 66 would create a dead-end, reducing the connectivity of the road network, inconsistent with the provisions in SPP1.</p> <p>The draft Shire of Narrogin Local Planning Strategy identifies land west of Lot 66 as a development area where residential development is to be directed, due to the proximity to the town centre and the availability of services. Closure of a portion of Lot 66 may constrain future planning for this area the future subdivision and development potential of the lots abutting the laneway, which would be contrary to the principles of orderly and proper planning.</p>	<p>Noted.</p> <p>All properties with rear access to the laneway also have alternative access via May Street or Clayton Road. The closure of the laneway first arose as a result of the encroaching structures into the legal boundaries of the laneway lot. Closure of the laneway has been a potential solution since 2005 however, has never been resolved to be formally closed.</p> <p>Noted.</p> <p>The connectivity of James Street and Clayton Road would be reduced by closing the portion of the laneway proposed.</p> <p>Noted.</p> <p>The draft strategy identifies future areas for residential development. By reducing the connectivity of dedicated road networks could potentially impact the future development of the area.</p>

	In view of the above, and the rationale for the proposed closure, the proposal is not supported by the Land Use Planning Division. An alternative solution to the matter of buildings on Lot 80 encroaching into Lot 6 could be to incorporate the encroached portions of the lot only (approx. 1m in width) into the adjoining lots. This would enable the majority of Lot 66 to be retained primarily for access purposes.	Noted objection to the proposal.
Public Submission 1	Support the Proposal We thank you for the opportunity to comment on the proposal, though we have no objection and support this endeavour.	Noted support to the proposal.

In general, rear laneways are utilised to provide alternative access into properties generally in medium to high density developments within metropolitan areas. While the surrounding areas are low density residential development, rear access laneways play an integral role in road connectivity and alternative access into properties, of which 'low' density developments can still benefit from.

Upon assessing a potential laneway closure, issues on safety, surveillance, amenity, usability and functionality aspects should be assessed. The applicant has raised safety and surveillance concerns previously. Laneway's can become places of anti-social behaviour due to lack of surveillance and permeability of nearby street networks.

Functionality and maintenance concerns have also been raised previously by the ability of the Shire of Narrogin to maintain a dead-end road network. In the view of the Department of Planning, Lands and Heritage the functionality of the laneway would be compromised by creating a dead-end network which would also restrict the ability of future development and subdivision of the area. The impact to future development of the area and the safety concerns raised by the applicant need to be considered and weighed up by Council in assessing the closure of the laneway.

There are alternative solutions to rectifying the issue of structures being built within the boundaries of the laneway. This would include moving the legal boundary of the lot by approximately 1 metre. This solution would allow the laneway to still be functional to allow access and service equipment.

The functionality, usability and adverse impact to future development of the surrounding residential areas are considered to outweigh potential surveillance concerns. It is therefore recommended that the application is not supported to close the subject laneway at Lot 66 between (No.78) and (No.80) Clayton Road, Narrogin as doing so would impede the functionality of the road connectivity as well as future residential development within the area.

Based on the comments received from WAPC in not supporting the closure of the laneway, and as one of the primary agencies to determine the closure of the laneway, it is recommended that Council does not support the laneway closure.

Consultation

- Adjoining Landowners
- Department of Planning, Lands and Heritage
- Azhar Awang – Executive Manager, Development and Regulatory Services

Statutory Environment

Land Administration Act – Section 52 – Local government may ask Minister to acquire as Crown land certain land in district.

Policy Implications

Nil

Financial Implications

As per the Council Resolution 1117.132 on 22 November 2017, the applicant is required to make payable to the Shire of Narrogin all costs associated with the proposed laneway closure.

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Do not support the subject laneway closure for Lot 66 between (No. 78) and (No. 80) Clayton Road, Narrogin as shown in the attached plan for the following reasons:
 - a. The reduced road connectivity that would result from the proposed laneway closure.
 - b. The Western Australian Planning Commission did not support the proposal due to the reduction of road connectivity as well as the surrounding residential area being identified as a development area and closing the laneway for this reason would be contrary to strategic planning objectives.
 - c. Closure of this portion of Lot 66 would create a dead-end, reducing the connectivity of the road network, inconsistent with the provisions in SPP1.
 - d. Closure of a portion of Lot 66 may constrain future planning for this area the future subdivision and development potential of the lots abutting the laneway, which would be contrary to the principles of orderly and proper planning.
2. Notify affected landowners, public submission and relevant government and service agencies of Council's outcome.
3. Advise the applicant to formalise the building encroachment on Lot 80 over this laneway by incorporating the encroached portions of the building.



Your ref: 28.7.2
Our ref: 402/04/22/001P
Enquiries: Stephanie Clegg (6551 9364)

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

TRANSMITTED BY EMAIL ONLY TO: enquiries@narrogin.wa.gov.au

ATTN: Azhar Awang, Executive Manager - Development & Regulatory Services

Dear Mr Cook,

**REQUEST FOR COMMENT - PROPOSED CLOSURE OF A PORTION OF LOT 66
CLAYTON ROAD, NARROGIN**

Thank you for your letter dated 28 November 2017, inviting comments from the Department of Planning, Lands and Heritage (Department) on the above-mentioned proposal. The Department has reviewed the proposal and provides the following comments.

The portion of Lot 66 that is proposed to be closed is zoned Parks and Recreation under the Town of Narrogin Town Planning Scheme No.2 and is surrounded by land zoned for residential purposes. This portion of Lot 66 provides rear access to Lots 21, 22 and 80 Clayton Road, however, it is noted that these lots also have direct frontage access to Clayton Road. An analysis of aerial imagery shows that the majority of the laneway is encroached by existing structures on several adjoining lots, however, the remaining portion of Lot 66 is sufficient in width to accommodate vehicle access and service alignments.

State Planning Policy 1: State Planning Framework Policy (SPP 1) requires that planning for development should allow for the logical and efficient provision and maintenance of infrastructure, including setting aside land for transport routes and services. Lot 66 provides a connection between James Street and Clayton Road and the portion of the lot to be closed incorporates some servicing infrastructure. Closure of this portion of Lot 66 would create a dead-end, reducing the connectivity of the road network, inconsistent with the provisions in SPP 1.

The draft Shire of Narrogin Local Planning Strategy identifies land west of Lot 66 as a development area where residential development is to be directed, due to the proximity to the town centre and the availability of services. Closure of a portion of Lot 66 may constrain future planning for this area and the future subdivision and development potential of the lots abutting the laneway, which would be contrary to the principles of orderly and proper planning.

In view of the above, and the rationale for the proposed closure, the proposal is not supported by the Land Use Planning division. An alternative solution to the matter of buildings on Lot 80 encroaching into Lot 66 could be to incorporate the encroached

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000
Tel: (08) 655 18002 Fax: (08) 655 19001 info@dplh.wa.gov.au www.dplh.wa.gov.au
ABN 68 565 723 484
wa.gov.au

portions of the lot only (approximately 1m in width) into the adjoining lots. This would enable the majority of Lot 66 to be retained primarily for access purposes.

Should you have any further queries regarding this matter, please contact Stephanie Clegg on 6551 9364 or by email at stephanie.clegg@dplh.wa.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Rachel Riley', with several overlapping loops and a horizontal line underneath.

Rachel Riley
A/Planning Manager, Wheatbelt Region
Land Use Planning

17 January 2018

7:35 pm – Cr Schutz returned to the meeting.

10.1.115 PROPOSED PARTIAL LANEWAY CLOSURE – (LOT 66) BETWEEN 78 AND 80 CLAYTON ROAD, NARROGIN

File Reference: A340092
Disclosure of Interest: Nil
Applicant: PM & EA Kulker
Previous Item Nos: Item 10.1.296 – February 2005, Resolution No. 10.1.296
Item 10.1.817 – 24 September 2013, Resolution No. 0913.195
Item 10.1.791 – 14 May 2013, Resolution No. 0513.087
Date: 8 November 2017
Author: Leigh Medlen – Planning Officer
Authorising Officer: Azhar Awang – Executive Manager, Development & Regulatory Services

Attachments

- Attachment 1 – Minutes February 2005
- Attachment 2 – Planning Advice 2005
- Attachment 3 – Locality Plan
- Attachment 4 – Minutes 14 May 2013
- Attachment 5 – Minutes 24 September 2013
- Attachment 6 – Certificate of Title

Summary

Council is requested to consider a partial laneway closure of Lot 66 between (No.78) and (No.80) Clayton Road, Narrogin.

Background

The Shire of Narrogin has received a request from the applicant to partially close the laneway running north from Clayton Road to James Street between (No.78) and (No.80) Clayton Road. The current application for the partial laneway closure relates to the southern portion of the laneway.

Shire of Narrogin records indicate the matter was previously considered in 2005 and 2013.

In 2005, advice was sought from a Planning Consultant as per Attachment 2, detailing the process and cost estimates for a laneway closure. The matter was considered by Council at its meeting held in February 2005 as per Attachment 1, whereby it resolved as follows:

“Council Resolution 10.1.296

1. That council support the proposed closure of the south section of the lane between James Street and Clayton Road provided the developer meets all costs associated with the closure.

2. That Council support the amalgamation of the lane with Lot 1 Clayton Road and the subdivision of this land into two new lots subject to the successful purchase of the southern section of the lane.”

In March 2005, the application received two objections from neighbouring landowners, consequently no further action has appeared to be undertaken on the application.

The matter was then considered by Council in 2013 at its meeting held on 14 May 2013. Council at that meeting resolved as follows:

"Council Resolution 0513.087

That Council:

1. *Refuse the applicants request to proceed with the closure on the southern half of the laneway as requested on the basis that this would:
 - a) *Not resolve the fencing being located within the land to the north of No 78; and*
 - b) *Result in a dead-end laneway, to the north, which is likely to impact on Council's ability to maintain the laneway.**
2. *Authorise the Chief Executive Officer to liaise with all effected landowners regarding the inappropriate location of fencing within the laneway and the intent of Council to proceed with a partial closure of the laneway, relating to that portion of the laneway currently contained within private property,*
3. *Await a further report on the proposed closure, following consultation with affected landowners."*

Following this Council resolution, the former Town of Narrogin officers sent correspondence to affected landowners asking how they wish to proceed with the application following the refusal of an entire closure of the laneway.

Council did consider the possibility of a partial closure, relating to only those properties which had fenced over the laneway, allowing each effected landowner to acquire the portion of the laneway they had fenced over or another option was to relocate the fences that had fenced the laneway within their properties. The applicant's preference was for a partial closure and there is no record of responses from adjoining landowners.

Following this correspondence the matter was presented to Council on 24 September 2013, whereby it was resolved as follows:

"Council Resolution 0913.195:

That Council:

1. *Support for the purposes of advertising, the closure of that portion of laneway fenced in common with No 78 Clayton Road, Narrogin.*
2. *On receipt of formal agreement from Owners of No 78 Clayton Road, undertaking that they will meet all costs associated with the proposed closure process, proceed with formal closure process for that portion of laneway fenced within their property in accordance with the requirements of the Land Administration Act.*
3. *Await presentation of a further report on the closure following advertising of the application as required by the provisions of the Land Administration Act."*

On 20 October 2017 the Shire of Narrogin received a written application from the applicant requesting the partial closure of the laneway.

Comment

The current application is for a partial closure of the southern portion of the laneway as per Attachment 3. The subject laneway is approximately 5 metres in width and the proposal is to close approximately 74.5 metres in length. The total area in question is therefore 372.5m².

The northern portion of the laneway would remain functional and open and would still allow rear access for the properties abutting the laneway. It would however, result in a dead-end road network and reduce the connectivity of the network.

Right of Way closure guidelines suggest that an assessment of safety, surveillance, amenity, usability and convenience of use should be taken into consideration upon the assessment of any potential laneway closures. Due to lack of passive surveillance and permeability of nearby street networks, laneways can become a host for anti-social behaviour. On advice from the applicant, it has been suggested the laneway has resulted in some antisocial activities affecting their properties.

From a functionality aspect, it could be suggested that a partial closure would reduce the usability and connectivity of the northern portion of the laneway. The users of the northern aspect will not be able to turn around within the laneway or connect back to Clayton Road, impacting several landowners' ability to use their rear access.

Often, laneways have the ability to play a role in connecting stormwater run-off into Shire drainage networks. Due to the relatively flat topography of the land it has been advised by the Shire's Technical and Rural Services, that the closure of the southern portion of the laneway would be unlikely to cause any negative impacts to the stormwater movements of the surrounding area.

Pursuant to the *Land Administration Act 1997* the proposed partial laneway closure would require public advertising and comment from relevant service and public authorities. It is therefore recommended that the application be advertised in accordance with Section 52 of the *Land Administration Act 1997* and adjoining landowners are able to provide comment on the proposal.

Under the *Land Administration Act 1997* there is a requirement for the items to be formally endorsed by Council to accept or refuse the laneway closure. It is also a requirement for all submissions to be considered by Council which is to be forwarded to the Department of Planning and the Department of Land for their consideration.

Consultation

- Azhar Awang – Executive Manager, Development & Regulatory Services
- John Warburton – Manager Operations
- Public Advertising – Period of 30 Days
- Government Departments and Service Authorities

Statutory Environment

Land Administration Act – Section 52 – Local government may ask Minister to acquire as Crown land certain land in district.

Policy Implications

Nil

Financial Implications

It is recommended an agreement as per previous Council resolution on 24 September 2013 is entered whereby the applicant will meet all costs associated with the proposed partial laneway closure process. This is inclusive of advertising costs, surveying costs, service relocation costs, if required, as well as land transfer and acquisition costs.

Strategic Implications

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

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1117.132 AND OFFICER'S RECOMMENDATION

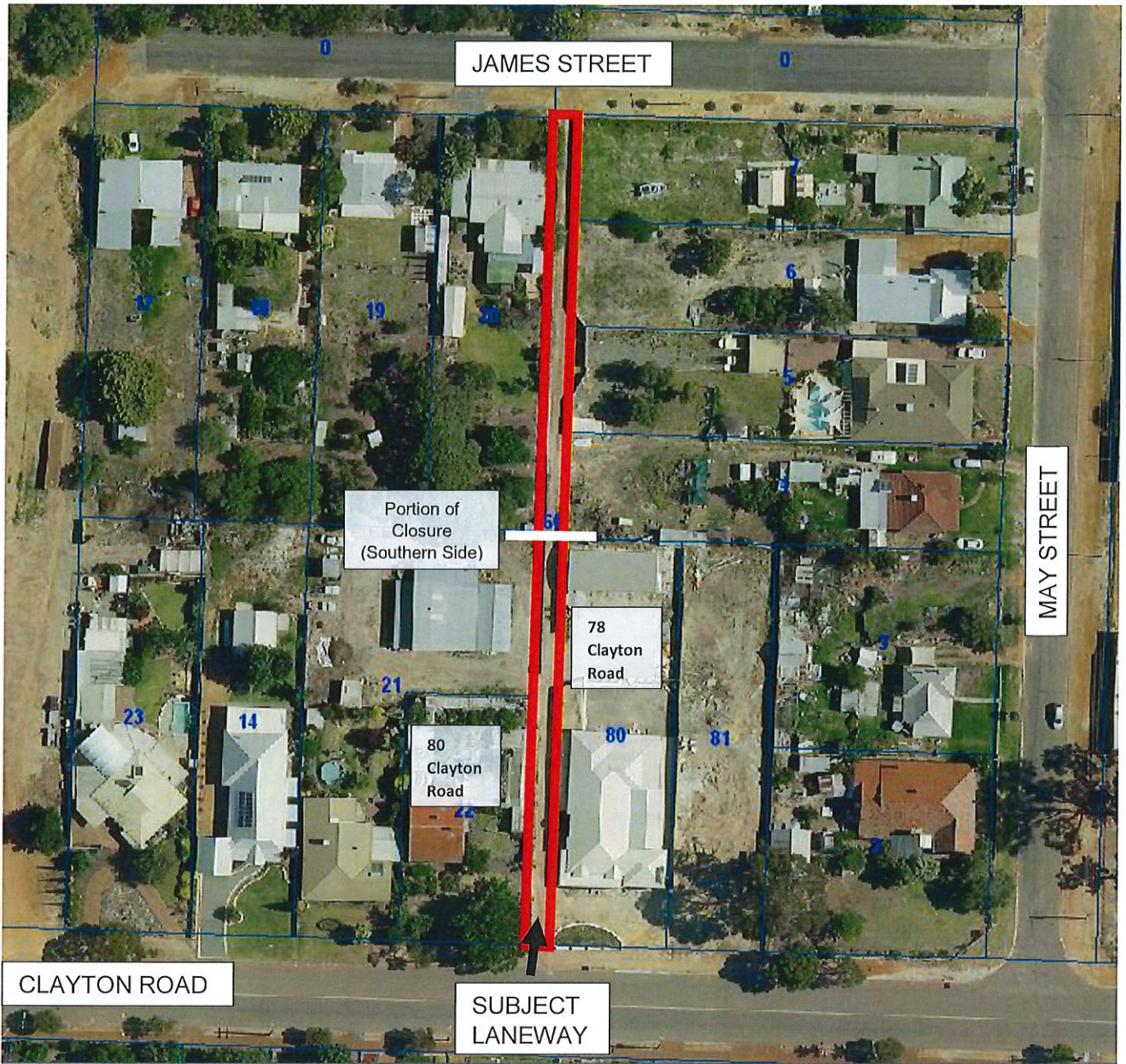
Moved: Cr Ward

Seconded: Cr Seale

That Council:

1. Pursuant to *Land Administration Act, Section 52*, advertise the proposed partial closure of the southern end of Lot 66 between 78 and 80 Clayton Road, Narrogin for a period of 30 days.
2. Upon the closing date of submission, the matter is to be reported to Council for its final consideration.
3. A formal agreement be entered with the applicant that all costs associated with the partial laneway closure are to be borne by the applicant whether the application is successful or not.

CARRIED 8/0



10.1.004 APPLICATION FOR PLANNING CONSENT – STORAGE OF SKIP BINS – LOT 81 (NO. 76) CLAYTON ROAD, NARROGIN

File Reference: A337018
Disclosure of Interest: Nil
Applicant: Narrogin Skip Bin Service
Previous Item Nos: Council Resolution 1117.133 – 22 November 2017
Date: 7 February 2018
Author: Leigh Medlen – Planning Officer
Authorising Officer: Azhar Awang – Executive Manager, Development and Regulatory Services

Attachments

Attachment 1 – Minutes Ordinary Council Meeting 22 November 2017

Summary

Council is requested to consider the public submissions received and determine the application for planning consent for the storage of skip bins at Lot 81 (No.76) Clayton Road, Narrogin.

Background

The matter was previously considered by Council at its meeting held 22 November 2017. Council, at that meeting, resolved as follows:

“Council Resolution 1117.133

That Council:

- 1. Advertise the proposed storage of skip bins at Lot 81 (No. 76) Clayton Road, Narrogin for public comments in accordance with Section 6.3 of the Former Town of Narrogin Town Planning Scheme No.2.*
- 2. After the expiry date of submissions period, consider all submissions received at the next available Council Meeting.”*

Following this council resolution, affected adjoining landowners were notified as well as a signpost placed on site and a notice in the Narrogin Observer. The closing date for any submissions was Wednesday 20 December 2017. The submissions received during the advertising period are tabled for Council's consideration so that the application can be determined.

Comment

The subject property is zoned ‘Single Residential’ and is surrounded by ‘Single Residential’ properties. The policy statement of a ‘Single Residential’ zone under the former Town of Narrogin Town Planning Scheme No 2 (FT-TPS) states:

“Primarily for single dwelling houses on separate lots.”

The application is therefore presented to Council, to consider the submissions received and determine if the application is consistent with the character and objectives of a 'Single Residential' zone. After the closing date of the submission period, the Shire of Narrogin received eight written responses, all of which objected to the proposal.

Relevant Authority	Comment	Officers Comment
<p>Public Submission One</p> <p>2 Signatures provided in the submission.</p>	<p>Does Not Support</p> <p>A waste management service utilising skip bins is a dynamic business – that is to say, there could be the movement of only one bin or perhaps 5-6 (or more) in a day. This explains why previous inspections by Council have shown none or limited numbers of bins on site. Past observations by local residents have noted up to 8 (mostly full) bins stored on the land for more than one day. This has been on some occasions, occurred when the Narrogin Refuse site has been closed for only one day.</p>	<p>Noted. The application is for the storage of skip bins to have the proposal considered as a 'use', the number of bins was not specified as the 'use' is being considered.</p>
	<p>Whilst the relocation of the business is not a concern of local residents it is suggested that the waste disposal business be located in the Narrogin Industrial Estate. Alternatively, perhaps the applicant can come to a suitable arrangement with management of the refuse site to operate from that location. Locating in the Industrial Estate would require an extra 3.5 kms of travel allowing to service customers in a quick and efficient manner by leaving home a few minutes earlier. Distance from truck storage location in the Industrial Estate has not been considered, as we all have to travel to work.</p>	<p>Noted. It is recommended that should the application not be deemed to be consistent with the objectives of a residential zone that Council liaise with the applicant to identify possible alternative sites for the storage of the skip bins.</p>
	<p>Regarding Councils conditions for granting of the application the following comments are provided:</p> <p>b) All skip bins stored on site shall be empty at all times. If the skip bins are found to contain waste refuse Council may revoke this planning approval.</p> <p>Comment: In order for this condition to be enforced bins will require inspection on a daily basis. Further, with the refuse site being closed one day a week then no full bins can be collected from customers</p>	<p>It should be noted that Council did not resolve the recommendation presented to Council including these conditions, as the matter was resolved to be reconsidered by Council after the closing date of the advertising period.</p> <p>To enforce the condition, regular inspections would not be required. It is the responsibility of the applicant</p>

Relevant Authority	Comment	Officers Comment
	<p>thereby seriously affecting the owner's ability to 'service clients in a quick and efficient manner, which is crucial to the operation of this business.' Effectively this condition will reduce the ability to operate the business by one day a week.</p>	<p>to adhere to the conditions of any granted planning approval. Should the approval be breached, it allows Council the ability to reconsider or revoke the approval granted, as it would be in contravention to the grounds upon which it was granted.</p>
	<p>d) A maximum of six skip bins shall be placed on site at any given site.</p> <p>Comment: Given that in excess of six bins have been stored there in the past, this condition will further reduce the capacity of the business.</p>	<p>Noted. The intent of the proposed condition was to reduce and manage any potential impact of the proposed development to the surrounding residential areas while still permitting some storage of the bins at the subject property.</p>
	<p>g) The use approved shall not cause injury to, or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, odour, vapour, dust, waste, water products or otherwise.</p> <p>Comment: Noise nuisance will continue. The unsightly condition may continue. Dust created by the truck entering, manoeuvring and leaving the site is a problem when a north westerly breeze is blowing. A risk of an environmental hazard may be present. A risk of a health hazard may be present. Whilst Council minutes indicate all bins shall be empty it cannot be guaranteed that some residue, toxic or otherwise may remain present.</p>	<p>Noted. There is the potential for adverse impacts to the surrounding residential properties as a result of development at the subject property. Some potential impacts have the opportunity to be mitigated and reduced. For example, visual impacts can be overcome by the use of visual screening. Noise impacts of the trucks could be overcome by time restrictions however, dust is a difficult impact that little control can be established over any development application. The subject property is vacant and some dust would be experienced from the subject property.</p>
	<p>Could seriously affect the value of properties in the area as well as the ability to sell.</p>	<p>Potential impact to property value is not a valid town planning consideration.</p>
<p>Public Submission Two</p>	<p>Does Not Support</p> <p>As a resident of Clayton Road the current storage of skip bins on this block brings down the visual amenity of the street and</p>	<p>Noted. The presence of the skip bins is not visually in character with a residential area. Commercial vehicles and trucks are generally not</p>

Relevant Authority	Comment	Officers Comment
	also the noise created by removing and returning bin causes this residential street to feel like an industrial area.	permitted within residential areas without prior planning approval for periods longer than 4 hours, while the trucks are not proposed to park at the subject property the impacts through noise, dust and entering and exiting the property on a regular basis should be considered.
	As it is we have a trucking company that is registered as operating from Narrogin Valley using our residential area as a driveway for road trains 24hrs a day, 7 days a week. The noise, huge amount of dust created at all hours is not conducive to a residential area and adding the skip bin business to our street will increase all these negative impacts.	Not a relevant planning consideration to this separate application. If the public submission wishes to make a formal complaint regarding the trucking business they are able to however, should not be considered as part of this application. Noted. Noise and dust are valid planning considerations and have been addressed earlier in the officer's comments.
	We have a dedicated Industrial Area and it is my wish that these businesses should be located there, as I am not about to 'love the life' with this increase in industrial use of our street.	Noted. It is recommended that should the application not be considered to be consistent with a Residential Area than Council liaise with the applicant to identify alternative suitable sites for the development.
Public Submission Three (Two signatures)	Does Not Support We are writing this letter to voice our concern about the proposed skip bins being stored at Lot 81 Clayton Road, Narrogin. We wish to advise we are against the storage and running of a commercial business in a residential area. We feel the noise and dust coming from this site would go against us if in the future we decide to sell our home as we are in a good location close to town, schools and the sporting facilities.	Noted. Noise and dust are valid planning considerations and have been addressed earlier in the officer's comments. Possible potential impact to property value is not a valid town planning consideration.

Relevant Authority	Comment	Officers Comment
Public Submission Four (5 signatures, one of which had already submitted a written response)	<p>Does Not Support</p> <p>We residents of Clayton Road wish to oppose the application for a permit for Narrogin Skip Bins to operate at Lot 81 (No. 76) Clayton Road.</p> <p>We feel this is an Industrial Business and should therefore not operate in a residential area. We value our area as the place where we live and wish to remain residential only. In the event we wish to sell our properties we feel this business will seriously affect the value of our properties and our ability to sell.</p> <p>The other negative is that on driving along Clayton Road it is unsightly as most properties in the area have nice front gardens.</p>	<p>Noted. Valid consideration. It should be considered whether or not the use that is proposed to be undertaken from the subject property is in character with the objectives of a residential area or would be inconsistent with surrounding areas.</p> <p>Possible potential impact to property value is not a valid town planning consideration.</p> <p>Noted. Visual impacts to the property have the ability to be overcome and addressed through conditions of approval.</p>

The application is therefore presented for Council to consider the submissions received from the public advertising period and to determine the application. Potential adverse impacts such as noise, visual impacts and the presence of residual rubbish can be mitigated and potentially reduced through the provision of screening devices and limiting the envelope of which the skip bins can be placed on the property as well as only allowing empty bins to be placed on site. The potential impact of dust can be managed through dust management plan such as dust suppression.

It is considered that if measures could be put in place to reduce the potential adverse impacts, it would enable the development to be consistent with a residential area. While the majority of the potential impacts could be addressed, the use of the property would be out of character with the surrounding areas.

Based on the submissions received and the potential impact to the surrounding residential amenity of the area, it is recommended to Council that the application be refused on the grounds that the use proposed would be more consistent with commercial or industrial zoned land.

Consultation

- Azhar Awang – Executive Manager, Development and Regulatory Services
- Public Consultation in accordance with Clause 6.3 of FT-TPS

Statutory Environment

Former Town of Narrogin Town Planning Scheme

Policy Implications

Nil

Financial Implications

The applicant is required to pay all expenses as per the FT-TPS.

Strategic Implications

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

Voting Requirements

Absolute Majority.

OFFICER'S RECOMMENDATION

That Council:

1. Do not support the application for planning consent for the storage of skip bins at Lot 81 (No. 76) Clayton Road, Narrogin for the following reasons:
 - a. The adverse impacts (noise, dust and impact to visual amenity) to the surrounding residential amenity and character of the area which.
 - b. The proposed use would be inconsistent with the objectives of a 'Residential' zone, which would be contrary to the principles of orderly and proper planning.
 - c. The area is identified as a development area to direct residential development in the draft Town Planning Strategy. The use would be inconsistent with the policy statement of a residential zone, which would be contrary to the future strategic objectives of the area.
2. Encourage the applicant to liaise with Council officers to identify alternate suitable sites for the proposal.
3. Notify the applicant and those who made written submissions the outcome of the application for planning consent for the storage of skip bins at the subject property.

Commonly-used abbreviations:	
FT-TPS	Former Town of Narrogin Town Planning Scheme
CEO	Chief Executive Officer

10.1.116 APPLICATION FOR PLANNING CONSENT – STORAGE OF SKIP BINS – LOT 81 (NO. 76) CLAYTON ROAD, NARROGIN

File Reference: A337018
Disclosure of Interest: Nil
Applicant: Narrogin Skip Bin Service
Previous Item Nos: Nil
Date: 7 November 2017
Author: Leigh Medlen – Planning Officer
Authorising Officer: Azhar Awang – Executive Manager Development & Regulatory Services

Attachments

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

Summary

Council is requested to consider an application for planning consent for the storage of skip bins at Lot 81 (No. 76) Clayton Road, Narrogin.

Background

On 18 July 2017 the Shire of Narrogin received a complaint regarding the operation of a skip bins business and accumulation of rubbish as a result of the storage of skip bins at Lot 81 (No. 76) Clayton Road, Narrogin.

On 25 July 2017 Shire of Narrogin Officers sent correspondence to the landowner of the property requesting the removal of the skip bins or an application for planning consent for their use be lodged with the Shire of Narrogin.

On 3 August 2017 a site inspection was undertaken to determine if the skip bins were still operating at the subject property, as no application for their use had been lodged. It was determined that the skip bins were still being stored on site.

On 4 August 2017 correspondence was sent to the landowner requesting the removal of the skip bins within seven days of the correspondence being sent or an application be made to the Shire of Narrogin for their use.

A site inspection was then undertaken on 1 September 2017 and 12 September 2017 to determine if the skip bins had been removed, as no application for planning consent had been lodged for their use. It had been determined on these site inspections that the skip bins had been removed from the subject property. The applicant had since advised that an application would be lodged for their use at the subject property as it was leased by the landowner on a three year term on the basis it could be used for the storage of skip bins. At this point in time no application had been submitted, however the skip bins had been removed from the property.

On 26 September 2017 the Shire of Narrogin received a complaint suggesting the skip bins had returned to the subject property. A site inspection was undertaken on the 27 September and it was determined that the skip bins had returned to the subject property. The Shire of Narrogin officers therefore sent correspondence requesting an application for planning consent be made or the removal of the unauthorised activity.

On 13 October 2017 the Shire of Narrogin received an application for planning consent for the storage of empty skip bins at the subject property. Council is therefore requested to consider the application that has been received as it is not a use listed within the Former Town of Narrogin Town Planning Scheme No. 2 (FT-TPS).

Comment

The subject property is zoned under the FT-TPS as 'Single Residential' the subject property is 1,286m². The property has access via Clayton Road and is surrounded by single residential dwellings to the north, south, east and west.

The application proposes to store empty skip bins on the premises as part of the Narrogin Skip Bin Service.

Council is requested to consider the application for planning consent for the storage of skip bins as a use that is not listed within the zoning table of a 'Single Residential' land use zone.

Clause 2.2.5 and 2.2.7 of the FT-TPS apply which allow Council to consider an application as a use not listed. Clauses 2.2.5 and 2.2.7 of the FT-TPS 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 its 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.

The use of a property for the storage of skip bins as a land use therefore can be considered on these grounds within a Single Residential Zone 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.*"

Amenity

The storage of skip bins within a residential area does have the potential to disturb the amenity of residential areas through noise disturbance, impact to visual amenity, offensive odour, as well as the accumulation of residual rubbish. The application does propose to store empty skip bins which could reduce the potential of left over waste being present on site.

Visual Amenity & Screening

The subject property is a relative average size residential property within the Shire of Narrogin. The skip bins are visible from the street and could be considered to be out of character with surrounding residential properties and ideal of residential amenity.

The subject property is a vacant property, therefore has minimal natural methods of screening the use from surrounding residential areas. Screening the proposed use has the ability to reduce any adverse visual impacts as well as potentially limiting rubbish from blowing onto surrounding properties. Screening the use also has the ability to confine the use to a portion of the lot, rather than scatter the bins across the entire lot reducing the impact of their presence within a residential area.

It is therefore 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, prior to Council's further consideration.

Consultation

- Azhar Awang – Executive Manager, Development and Regulatory Services
- Public Advertising in accordance with Clause 6.3.

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 6.3 – Application for Special Approval

Policy Implications

Nil

Financial Implications

- Application for Planning Consent Fee to the value of \$147 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 applicant shall pay to the Council the cost of all expenses incurred by Council in giving notice in accordance with the foregoing provisions and if not so paid the Council may recover that amount in a court of competent jurisdiction."

Strategic Implications

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

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. In the event that no negative submissions are received, the Chief Executive Officer is authorised to issue planning approval for the storage of skip bins at Lot 81 (No. 76) Clayton Road, subject to the following conditions:
 - a) This approval is valid for a period of three years as per the length of the current lease agreement and shall expire on 1 February 2020. Any extension upon this approval will require a separate application for planning consent and to be reconsidered by Council.
 - b) All skip bins stored on site shall be empty at all times. If skip bins are found to contain waste refuse Council may revoke this planning approval.
 - c) Skip bins shall be placed in the rear portion of the lot and be screened from public view.
 - d) A maximum of six skip bins shall be placed on site at any given time.
 - e) No commercial vehicle associated with the storage of the skip bins shall be repaired, serviced or cleaned at the subject property.
 - f) No commercial vehicle associated with the storage of the skip bins shall be parked on the subject property for a period longer than 4 hours.
 - g) The use approved shall not cause injury to, or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, odour, vapour, dust, waste water products of otherwise.
 - h) The activity must not display signage related to the use hereby approved.
 - i) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
 - j) The development approved shall occur generally in accordance with the submitted plans in support of the application and these shall not be altered or modified without the prior written approval of the Chief Executive Officer.

COUNCIL RESOLUTION 1117.133 AND OFFICER'S RECOMMENDATION

Moved: Cr Fisher

Seconded: Cr Walker

That Council:

1. Advertise the proposed storage of skip bins at Lot 81 (no 76) Clayton Road Narrogin for public comment in accordance with Section 6.3 of the Former Town of Narrogin Town Planning Scheme No 2.
2. After the expiry date of submissions period, consider all submissions received at the next available Council Meeting.

CARRIED 8/0

Reason for change: Council amended this resolution so that all submissions could be presented to Council for their consideration at a future meeting.

The mover and seconder agreed with the amended resolution.

Attachment 1

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	NARROGIN SHIRE BIN SERVICE
Correspondence Address	PO BOX 1205 EARL ST AND K KOKICH @
Applicant Phone Number	0429511666 Beyond.com

I hereby apply for planning consent to:

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

Existing use of land	
Approximate cost of proposed development	\$
Estimated time of completion	
No of persons to be housed / employed after completion	

Attachment 1

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

House No	76	Lot No	81	Location No	CLAYTON RD
Plan or Diag		Street Name	CLAYTON ROAD		
Certificate of Title	Volume: _____			Folio: _____	

LOT DIMENSIONS

Site area		Square metres
Frontage		Metres
Depth		metres

AUTHORITY

Applicant's Signature [Signature] Date 13-10-2017

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 <i>Pat Halk</i>	Date <i>12/10/2017</i>
-----------------------------------	------------------------

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.

Attachment 1

OFFICE USE ONLY

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

**NARROGIN SKIP
BIN SERVICE**

SHIRE OF NARROGIN
89 EARL STREET
NARROGIN WA 6312

13/10/2017



ABN: 90 276 126 772

PO BOX 1205

NARROGIN WA 6312

TANDKKOKICH@BIGPOND.COM



TERRY 0429811664

TINA 0403169169

To Whom It May Concern

TA & KM Kokich purchased Narrogin Skip Bin Service from P&F Kulker on the 1st February 2017. As part of the purchase agreement we lease lot 81 Clayton Road Narrogin from Peter Kulker to enable us to store empty skip bins, at no point will any bins stored contain refuse,

Because of its close proximity to the Narrogin Refuse site, it enables us to service to our clients in an quick and efficient manor, which is crucial to the operation of this business.

Your consideration on this matter is appreciated.

Sincerely,

Terry Kokich

Partner



1

Attachment Two – Locality Map

10.1.005 THIRD PARTY APPEAL RIGHTS IN PLANNING

File Reference:	14.4.1
Disclosure of Interest:	Nil
Applicant:	WALGA
Previous Item Nos:	Nil
Date:	24 January 2018
Author:	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer:	Aaron Cook – Chief Executive Officer

Attachments

Attachment 1 – Correspondence from WALGA

Attachment 2 – Outcomes of Consultation – Third Party Appeal Right's in Planning

Summary

Council has received correspondence from WALGA requesting that its members consider the proposal to “*Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels*”. This was a result of the outcome on the discussion paper undertaken in December 2016 by WALGA on its current policy position.

Background

In December 2016, WALGA State Council resolved to undertake research on Third Party Appeal Rights around Australia in the Planning section.

In April 2017, WALGA prepared a discussion paper regarding Third Party Appeal Rights Planning which was distributed to its local government members. The discussion paper outlined WALGA's position and provided the arguments for and against Third Party Appeal Rights.

The feedback received was presented to the State Council at its meeting held on 8 September 2017. The feedback was were collated under the following options as follows:

1. Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.
2. Support the Introduction of Third Party Appeal Rights for decisions where discretion has been exercised under the R-Codes, Local Planning Policies and Local Planning Schemes.
3. Support the introduction of Third Party Appeal Rights against development approvals.
4. Support the introduction of Third party Appeal rights against development approvals and/or the conditions or absence of conditions of an approval.
5. Other.

Two workshops on the submissions received to the discussion paper were held in November 2017. The attached report provides the outcomes of the consultation.

Option 1 received the most votes from the participant and based on the outcome of the report the Association is requesting that the members consider the following preferred model for Third party Appeal Rights in Planning in Western Australia.

Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.

Council is requested to provide their feedback either to support or reject the above proposal no later than 15 March 2018.

Comment

Under the current *Planning and Development Act 2005*, there is no provision to allow for Third Party Appeal Rights in Western Australian Planning Legislation. Western Australia is the only state that does not allow Third Party Appeal Rights.

There are arguments 'for' and 'against' the changes to the current legislation to allow for Third Party Appeal Rights as outlined in Attachment 2 on the 'Outcomes to Consultation'.

The introduction of the Third Party Appeal Rights could improve the quality of the decision due to the awareness by the decision maker that their decisions could be reviewed as a result of Third Party Appeal. This is particularly true with an application to the Development Assessment Panel (DAP) whereby there is currently no ability for a Third Party Appeal including the Local Government to have the DAP decisions reviewed.

This process can also help to assist in improving transparency of the decision making and confidence of the community in the planning system.

The makeup of the DAP Panels are currently made up of non-elected members, who cannot be expected to have the depth of local community knowledge nor aware of the local community issues that elected members have.

As outlined in Attachment 2, there are also issues regarding the Third Party Appeal Rights, which may increase the number of appeals being made and how multiple appeals are to be determined. This can result in further delay in determining the outcome to a complex system.

From the Shire of Narrogin's perspective, there has only been one Planning Application that has gone through the DAP process considered in June 2015 (Service Station in Ensign Street). The DAP Application is determine on the total cost of the development. For Optional DAP Application, outside the City of Perth the estimated value of development of \$2 million or more and less than \$10 million. For Mandatory DAP Application the development cost is an estimated value of over \$10 million.

On this basis, the proposed model would not have a significant impact on the overall planning process within the Shire, however, from a State wide perspective, the preferred model for the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels should be supported.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

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

Strategic Implications

Nil

Voting Requirements

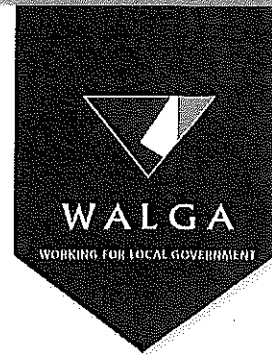
Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.
2. Write to the Western Australia Local Government Association in support of the above.

Shire of Narrogin RECEIVED	
Directed to	<u>Aaron</u>
05 DEC 2017	
Ref No	<u>CR1712755</u>
Property File	
Subject File	<u>4.4.1</u>
Ref	



1 December 2017

Our Ref: 06-06-01-0001 GC

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

Dear Mr Cook,

CONSULTATION WITH MEMBERS – THIRD PARTY APPEAL RIGHTS IN PLANNING

Please find attached the Western Australian Local Government Association's (WALGA) report on the outcomes of consultation with members on Third Party Appeal Rights in Planning.

In December 2016, WALGA State Council resolved to undertake research on third party appeals around Australia and further consult with members regarding its current policy position. The Association prepared a discussion paper which provided background on the development of WALGA's position and a review of the arguments both for and against third party appeals which was then circulated to the Local Government sector for comment and feedback.

Feedback was presented to State Council at its 8 September 2017 meeting, where it was resolved that (92.9/2017) -

1. State Council notes that there is increased support for the introduction of some form of Third Party Appeal rights.
2. WALGA undertakes further consultation with members on Third Party Appeal Rights, including Elected Member workshops, discuss the various concerns and suggestions raised in response to the discussion paper, the form and scope of any such appeal right should include the appropriate jurisdiction including JDAPS, SAT and WAPC to determine a preferred model.
3. The findings to be distributed for comment and the Item then be reconsidered by State Council.
4. WALGA continue to advocate that an independent review of decision making within the WA planning system is required, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process.

The submissions received on the discussion paper were collated into four options which broadly capture the range of responses in support of Third Party Appeals (see accompanying report for the complete list of options). Two workshops were held on 1 November 2017, and a webinar held on 9 November 2017 to review these options with members and determine a preferred model for any proposed rights. The workshops had 40 attendees (35 officers and 5 Elected members), representing 25 local governments. The attached report discusses the outcomes of this consultation process.

The purpose of the consultation was to determine members' preferred model for any proposed appeal rights. Based on the outcomes of the workshops, the Association is requesting that members consider the following as the preferred model for Third Party Appeal Rights in Planning in Western Australia:

Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels

Members are requested to advise their support or otherwise of this model of Third Party Appeal Rights by Council Resolution, to be returned to the Association no later than **15 March 2018**.

Upon receipt of the resolutions, a report will be presented to State Council for further consideration.

Council resolutions can be sent to the Planning and Development Team via email at planning@walga.asn.au or by mail to WALGA directly at PO Box 1544, West Perth WA 6872, Attention Planning and Development Team.

Any questions or comments can be sent to the above email or call on 9213 2000 to discussion with a member of the Team.

Yours sincerely



Ricky Burges
Chief Executive Officer



Outcomes of Consultation

Third Party Appeal Rights in Planning

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1.0 In Brief

At its September 2017 meeting, State Council noted that there is increased support for the introduction of some form of Third Party Appeal Rights in Planning in Western Australia. State Council requested that:

1. Further consultation with members be undertaken on the various concerns and suggestions which were raised in response to WALGA's *Third Party Appeal Rights in Planning Discussion Paper* ([link](#)); and
2. A review of the various forms of third party appeal rights which were proposed by members to develop a preferred model.

Two workshops were held on 1 November 2017, and a webinar held on 9 November 2017. This paper will discuss the outcomes of the consultation.

2.0 Background

In December 2016, WALGA State Council resolved to undertake research on third party appeals around Australia and further consult with members regarding the current policy position. The Association prepared a discussion paper which provided background on the development of WALGA's current policy position and a review of the arguments both for and against third party appeals which was circulated to the Local Government sector for comment and feedback.

The feedback received from members was presented to State Council at its 8 September 2017 meeting, where it was resolved that (92.9/2017) -

1. *State Council notes that there is increased support for the introduction of some form of Third Party Appeal rights.*
2. *WALGA undertakes further consultation with members on Third Party Appeal Rights, including Elected Member workshops, discuss the various concerns and suggestions raised in response to the discussion paper, the form and scope of any such appeal right should include the appropriate jurisdiction including JDAPS, SAT and WAPC to determine a preferred model.*
3. *The findings to be distributed for comment and the Item then be reconsidered by State Council.*
4. *WALGA continue to advocate that an independent review of decision making within the WA planning system is required, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process.*

3.0 Consultation

The submissions received on the discussion paper were closely divided between support for some form of Third Party Appeals and opposition to their introduction. Further, amongst the submissions in favour of Third Party Appeals, the level of support varied from limiting its application to specific circumstances, such as DAP decisions, to broad appeal rights similar to the Victorian system. The range of options and ideas presented were incredibly varied, and there was no clear consensus on the form and/or scope any such rights should take.



This feedback was collated into four options which broadly capture the range of responses in support of Third Party Appeals. These four options were then used to guide workshop discussions. The options discussed, from narrowest to most broad, are as follows:

- 1. Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels:** Under this system, third party appeals would be broadly similar to the New South Wales system ([link](#)) whereby appeal rights are limited to uses such as major developments where the development is high impact and possibly of state significance. This would include the ability to appeal amendments to an existing approval.
- 2. Support the introduction of Third Party Appeal Rights for decisions where discretion has been exercised under the R-Codes, Local Planning Policies and Local Planning Schemes:** Under this system, third party appeals would be broadly similar to the Tasmanian system ([link](#)) whereby third party appeals are limited to development applications where discretion has been exercised. This would include the ability to appeal an amendment to an existing approval.
- 3. Support the introduction of Third Party Appeal Right against development approvals:** Including all development application approvals made by Local Governments, JDAPs and the Perth DAP, MRA or WAPC. This would include appeal rights for affected neighbours and community groups for applications and the ability to appeal amendments to an existing approval.
- 4. Support the introduction of Third Party Appeal Rights against development approvals and/or the conditions or absence of conditions of an approval:** Under this system, third party appeals would be broadly similar to the Victorian system ([link](#)) whereby the provision of third party appeal rights cover most development applications and the use of, or lack of, any conditions being imposed. This would include the ability to appeal an amendment to an existing approval.
- 5. Other** – as a range of options were provided by members, any alternate versions to the above, or combination of the above could be proposed, including maintaining WALGA's current policy position of not supporting Third Party Appeal Rights.

It should be noted that any form of Third Party Appeals which could be introduced into the Western Australian planning system would need to include criteria that:

- Ensures that appeals are only made on valid planning grounds and are not made for commercial or vexatious reasons.
- Limits Third Party Appeals Rights to those parties which previously made a submission on that development application during the advertising period.
- Require a short window in which to appeal (for example 14 days).

The exact details of such criteria would need to be established before any system of Third Party Appeals in Planning is implemented, however the focus of the workshops was to discuss the possible scope and form any such appeal rights should take in order to determine a preferred model.



The workshops followed a 'market place' format, whereby each of the options had its own table and facilitator to guide discussion. Workshop participants circulated between tables so that they could discuss the strengths and weaknesses of each option. There was also an opportunity for participants to provide a 'fifth option' if they had a preferred model which was not captured by the four options provided. Webinar participants were presented and provided an opportunity to discuss each option, and were given the opportunity to present their own preferred models.

During the workshops, there was a general consensus on the benefits that the introduction of Third Party Appeal Rights would provide. These included:

- Greater accountability of decision-makers, including Local Government, Development Assessment Panels and the State;
- Greater transparency in the planning decision-making process;
- Improved consultation by applicants;
- Increased community confidence in the planning system and planning decisions; and
- More equity between applicants and appellants.

There was also general agreement on areas of concern should some form of Third Party Appeals be introduced. These included:

- Increased costs, in terms of both staff resources and financial requirements;
- More time required for a development to receive a planning approval in order to allow for third party appeals;
- Introduction of Third Party Appeal Rights would be counter to current efforts to streamline the planning process;
- Introduction of Third Party Appeal Rights would create uncertainty for the development industry;
- Removal of decision making power from Local Government;
- Raises community expectations which may not be met in practice;
- Creates an adversarial/litigious environment around planning decisions; and
- Introduction of Third Party Appeals does not address most of the underlying concerns regarding the current planning system.

It was also clear from the discussions that any system of Third Party Appeals would need to be carefully constructed and provide clear guidance on several issues, including:

- When and how a third party can lodge an appeal, and the types of appeals that would be supported;
- Ensuring appeals are only lodged for proper planning grounds, and not for vexatious or competitive purposes;
- Whether 'deemed-to-comply' decisions would be appealable; and
- Would third party appellants be provided some form of 'legal aid' to assist in lodging appeals, to keep the process from being cost prohibitive?

A complete list of comments for each option, as well as possible modifications and suggested 'Fifth Options' is included in **Attachment 1**.

After reviewing all of the options and discussing the advantages and disadvantages of each, participants were asked to vote for their preferred model. Voting was via secret ballot for workshop attendees and via confidential messaging for webinar participants. Participants were also asked to indicate whether they were Elected Members or Officers, so that the results could be captured separately.

3.1 Voting and Preferred Model

In total, 30 votes were cast by participants, 27 by officers and three by Elected Members.

A breakdown of the votes are as follows:

- **Option 1** = 9 votes
- **Option 2** = 6 votes
- **Option 3** = 3 votes (includes 2 Elected Member votes)
- **Option 4** = 1 vote (includes 1 Elected Member vote)
- **Option 5** = 11 votes

It must be noted that although Option 5 received the most votes, this option allowed members to provide their own Third Party Appeal Rights model. Subsequently, of the 11 votes for Option 5, six of these votes were in support of no Third Party Appeal Rights of any kind, while the remaining five votes were each for differing versions of Third Party Appeal rights which those participants supported.

As such, the option which received the greatest level of clear support was Option 1 in support of the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels. A summary of the most common remarks, both for and against, is provided below (for a complete list see Attachment 1).

Option 1: Third Party Appeal Rights for decisions made by Development Assessment Panels

For	Against
Local Government would be able to appeal a DAP decision and defend the merits of their policies and enforceability of their conditions.	Will still require increased staff and resources.
Addresses community concerns that decisions are being made 'removed' from the local community, leading to improved community confidence in the system.	Possibility that the minister could remove Elected Members from DAPs if Local Government can appeal anyway. Possible conflict of interest for Elected Member panellists.
More transparent process with more accountable DAP members, in both decision making and condition setting.	Elected Members may be pressured to initiate an appeal, rather than the community initiating an appeal.
Could allow for appeal on conditions that may have been removed from a RAR.	Reduces certainty in the decision making process.
A good first stage approach for the introduction of Third Party Appeal Rights - could be expanded later.	Possibility for more than one person to want to appeal - how to manage multiple appeals/appellants, and determine degree of impact?
Limits appeal rights to larger, more complex applications and would filter out 'smaller' impact applications which could potentially overburden system.	Only applies to DAP determinations, does not include applications for \$2-\$10 million that are determined by Council. If applicant does not opt in to DAPs then they avoid Third Party Appeal Rights.



May rarely be used in rural areas, is almost the status quo.	Could undermine the reason for DAPs being set up originally.
Likely that more applications will be decided by Council.	Adds another layer to an already complex system.

As can be seen, Option 1 generated strong arguments both for and against the introduction of Third Party Appeal Rights, even in limited scope.

4.0 Feedback Sought and Next Steps

As noted, the purpose of the consultation was not to develop the full details and criteria by which any system of Third Party Appeal Rights in Planning would operate, but to determine a preferred model for any proposed rights.

As such, the Association is requesting that members consider the following as the preferred model for Third Party Appeal Rights in Planning in Western Australia:

Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels

Members are requested to advise their support or otherwise of this model of Third Party Appeal Rights by Council Resolution, to be returned to the Association no later than **15 March 2018**.

Upon receipt of the resolutions, the outcome will be reported back to State Council.

Council resolutions can be sent to the Planning and Development Team via email at planning@walga.asn.au or by mail to WALGA directly at PO Box 1544, West Perth WA 6872, Attention Planning and Development Team.

Any questions or comments can be sent to the above email or call on 9213 2000 to discussion with a member of the Team.

5.0 Attachment 1: Third Party Appeals Workshops and Webinar collected comments

Workshops attendance: 40 Attendees, 35 Local Government Officers, and 5 Elected Members, from 25 Local Government areas including:

- City of Stirling
- City of Wanneroo
- City of Vincent
- City of Subiaco
- City of Fremantle
- City of Kalamunda
- City of Cockburn
- City of Belmont
- City of Bayswater
- City of South Perth
- City of Rockingham
- City of Mandurah
- City of Joondalup
- Town of Mosman Park
- Town of Cambridge
- Town of East Fremantle
- Town of Cottesloe
- Shire Wyndham East Kimberley
- Shire of Wongan
- Shire of Beverley
- Shire of Toodyay
- Shire of Serpentine Jarrahdale
- Shire of Peppermint Grove
- Shire of Albany
- Shire of Kalgoorlie-Boulder

Option 1 Comments

Pros

- Local Government would be able to appeal a JDAP decision + can defend the merits of their policies created (developed under construction) - and enforceability of the conditions.
- Could address community concerns that decisions are made 'removed' from the local community – more influence in the process.
- Confidence in the decision making process - reinstate community confidence in the decision making process - different at each Local Government depending on the make-up/location.
- More transparent process + more accountable JDAP members, in decision making + condition setting.
- Community members can appeal decisions.
- Form 2's included in the process - ability to appeal the amendment + the conditions setting.
- More applications will come back to council.
- Legal nexus between Local Government /State policies + decision making -> TPAR would give this.
- Spread the costs between the applicants/developers/appellants/third parties.
- Could appeal on conditions that may have been removed from a RAR - (i.e. cash-in-lieu conditions removed from RAR).
- Submissions of more compliant applications /outcomes of better developments -> possible costs and time savings for developers.
- 1st stage approach for TPAR - could be expanded later.
- Community satisfaction that JDAPs' can be appealable - feeling of loss of inclusion in the process.
- Community can appeal to JDAP to enable better transparency of decisions.



- Local Government can appeal a decision (particularly when RAR is overturned + conditions).
- JDAPs - can appeal any decisions that don't align with strategic vision.
- Being limited to those complex applications/complicated issues.
- Justify the argument against the development before an appeal can be lodged - direct impact needs to be shown.
- Direct impact needs to be shown.
- Good balance.
- Appellants would have to pay for their own costs.
- Takes out the decisions that are political.
- Applications could then just go to council in the \$2-\$10 range.
- Would filter out 'smaller' impact applications which could potentially overburden system.
- May be rarely used in rural areas - almost status quo -- (is it even worth having?).
- Not supportive of Third Party Appeal Rights - BUT would reluctantly support this option.

Cons

- Only DAPs - not includes \$2-10 for council determinations.
- Political only fix.
- Form 2 process back into Local Government now - so decision could then be appealed? Even if Local Government originally didn't like it. Quantitative measure for whether it is then appealable.
- Resource hungry for all involved - particularly for Local Governments.
- Not all JDAP members would be brought to SAT - only Chair.
- If Local Government supports - but the item is appealed - Local Government would be dragged in.
- Lack of certainty in the decision making process.
- Possibility for more people to be attending an appeal - how to manage? Does it become a numbers game?
- Elected Members may be pressured to put in an appeal rather than the community initiating an Appeal.
- Possibility that the minister could remove Elected Members from JDAP if Local Government can appeal anyway.
- Conflict of interest for Elected Member who sits on the panel if the Local Government appeals it.
- Conditions - in or out?
- More applications will come back to council.
- Odd paradigm to be appeal a decision - Local Government appealing JDAP when they are making a decision on their behalf.
- Could undermine the whole reason for DAPs being set up in the beginning.
- Who would prepare the appeal? Independent? Or Local Government?
- What level of strategic oversight would be included - is it local or regional benefits.
- Multiple appeals? Degrees of appeal issues.
- State or regional policy provisions/what takes precedence?
- Connection to structure planning provisions within the system - 'due regard' less weight.
- Costs unknown.
- Uncertainty for development industry.



- Advertised applications only - would JDAP then have all applications as 'advertised'? Greenfield sites/deemed to comply.
- Resources of JDAP's - who submit the appeal and manages the process?
- Could undermine the purpose of DAPs.
- Could reduce the pool of quality DAP panel members.
- Another layer to add to the system.
- Don't get many DAP applications in smaller areas.
- If applicant does not opt in to DAPs then they avoid Third Party Appeal Rights.

Modifications

- Would have to review the \$ amount? - If they opt in then all should be considered for review.
- Change new Form 2 'amendment of conditions' changes to the Regulations would be needed.
- Clarify that it's back through SAT.
- All JDAP panellists would have to be part of the appeal.
- Removal of compulsory nature of all JDAP's.
- Clarify around 'petitions' versus 'individual' vs 'interest groups'.
- Modification to what JDAP actually looks at -> review of the criteria and \$ levels-> State/regional Significance.
- RAR's to council/RAR's to have a council input.
- RAR's to include departures from policy.
- Review of DAPS/Abolish DAPs.
- Structure planning regulations.
- Clarity around the levels/type of developments.
- Renew of JDAP \$\$ types -> what should be appealable.
- Criteria for the type of appellants & JDAP consideration of whether they can appeal – possible independent panel to review before it goes to an appeal.
- Joining of appeals (relates to above). Does it impact type of applicants?
- Only ones with discretion can be appealed, - this would need to be clarified/clearly defined. Is there a threshold of discretion significance?
- Danger of including optional thresholds would be a disincentive for applicants to go to DAPs.
- Possibly modify triggers for regional areas - either dollar value lowers or have size triggers such as XXX square metres.

Option 2

Pros

- Gives ability to challenge objectivity.
- Maximise compliant applications.
- May encourage early applicant engagement with neighbours.
- Limits number of appeals, compared to other models.
- Gives better understanding within council about their decisions.
- Holds councils accountable for their use of discretion.
- Reasonable balance between applicant cost and community involvement.
- Better discussion between neighbours.
- Improve the quality of decision making – accountability of decision makers.
- One step better than the Victorian system.
- Staged approach – 'dipping toe' in to Third Party Appeals.



- Improved criticisms/content of Policy.
- Provides the community with some assurance.
- If delegation is used less – people present to council – maybe reduce number of appeals.

Cons

- Lack of clarity on what is discretion.
- Does the nature of the planning system, with its broad discretion, make this model redundant?
- Poorly framed model - But could be improved if only utilised against discretion against state & local policy.
- It's undemocratic - lesser rights than an applicant.
- It's not the Victorian model.
- Doesn't foster orderly and proper planning.
- Resource intensive - cost, delays, certainty.
- Lack of clarity around what is a discretion.
- There is a large number of discretionary decisions.
- Resource issue for council/staff resources.
- Lack of clarity around who is an affected party.
- Undermines existing discretionary mechanisms.
- Doesn't allow for appeal against incorrect assessments – would still need to go to Supreme Court.
- Too open for abuse.
- Limit creativity – is deemed provisions always the best outcome?
- Flow-on effect to tighten up discretion, leading to more prescriptive outcomes.
- Not all discretionary decisions are advertised.
- Vexatious.
- Using a planning issue to hide the real reason for appeal – appeal for non-reason.
- Could lead to officers using their delegation less, give the responsibility back to council – 'unstreamlines' Planning/leads to more political bias.
- Doesn't apply to non-LG decision makers.
- Unless the application is advertised prior to the decision being made, it is unlikely that neighbours would even know to appeal.
- Local Governments use a lot of discretion - opens a lot of applications to Third Party Appeals.
- Discretion used to manage areas with difficult landscape (e.g. slope & overlooking) and areas such as beach from development - these are always contentious and TPAR will make them very difficult to deal with.
- Opens 'run of the mill' applications to Third Party Appeals, slows the process up.
- Cost of defending decisions to the Local Government will be large.

Modifications

- A clearer framework on where it applies (advertised, in policy, LDP).
- Excludes ability to appeal on amendment.
- Application of costs - to reduce vexatious appeals.
- Limited to applications that are advertised – appeals then limited to those who were advertised to.
- Appeal limited to people who are directly affected.



- Party lodging the appeal must demonstrate that they are adversely affected – decided by SAT.
- Applicant has to defend the proposal – council can opt out?
- Independent assessment body to determine if an appeal is valid.
- Defining what a significant variation is – this is a whole other topic of discussion.
- Categories? Thresholds?
- Scope needs to be constrained – SAT should only assess the matter of discretion.

Option 3

Pros

- MRA + WAPC inclusion -> (Local Government would have some involvement) in State planning decisions with some access to decision making process.
- Community opportunity to be involved with/on WAPC/State Gov decisions.
- Limits the number of vexatious issues (compared with Option 4).
- Encourage JDAPs to give greater consideration to community value/local planning policies.
- Foster orderly and proper planning.
- Faster compliant applications (reduce time for staff) and costs.
- Local Governments made more accountable.
- MRA + WAPC and JDAP - decision makers more accountable.
- Consistent approach to "accountability". -> Both State and Local.
- Clear to the community as to what can be appealed -> every decision made rather than limited value/size?
- Should improve quality of applications
- Should improve planning processes - consultation etc., - clear strategic direction, - education of community.

Cons

- Broad in scale and range. No understanding of what the impact may be.
- Resourcing the system.
- The inclusion of amendments makes the model more complicated.
- Would require robust assessment process for determining who has Third Party Appeal Rights. Who has rights (directly affected/adjacent to?) to make submission? [formal system to determine who has third party appeal rights]
- Wonder about costs? Could have a profound impact on Local Government -> additional costs on planning + development. All costs -> substantial!
- Overlap with Building Act?
- What is the point of appealing deemed to comply?
- Not Victorian model.
- Not 'equal rights' between applicants and 3rd parties, same access to the system.
- On 'planning grounds'.
- Development uncertainty.
- Everything could go to SAT.
- Costs of going to appeal for third party
- Equity of access.



Modifications

- Deemed to comply out.
- Clear criteria - applicable/clearly understood -> 'grounds and rights'.
- Clearer system for determining appeal rights (right to appeal decisions...).
- SAT -> would need someone to assess 'rights'/leave to appeal, - 3 member panel review?
- What about the costs? Who pays? Should you award cost against? Need to consider nature of Third party appellant.
- Education on what is 'valid planning grounds'.
- Advocacy 'legal aid'.
- Modest fee, 'to be determined'.
- Accessible/understandable/affordable - [shouldn't be free].
- Seek advice 'practitioner' [independent bureau to provide advice to appellant].
- Multiple third parties -> who takes precedence? -> how do you determine priority of appellants?
- Should be some criteria on what 'value' of development could be (rather than everything).

OPTION 4

Pros

- Gives community absolute + complete community engagement.
- *Will/Might' get better outcome if issues surface that weren't previously considered.
- *Will' (above) improve the whole process (more considered) - circumvent approvals that shouldn't be given.
- That may go beyond those who have already made a decision.
- Considers community values & 'buy-in' to ultimate decision.
- Enables community to engage with the planning system at a level they can relate to.
- Makes developer more accountable about what is presented.
- It will hold the decision makers accountable.
- Could address the disillusionment of the community - those that don't feel they have a 'say' – not aware of process until decision has been made.
- Allows community the option to engage where comfortable.
- Assessment process will improve.
- Didactic role with the community - (they) gain understanding of process and are involved.
- Brings the 'local' into the current JDAP system. Makes JDAP accountable to the community.
- Would be positive to have a system that allows appellant to be 'heard'.
- Councillors (EM) would become better informed - be a part of the planning process (proper justification).
- Acknowledge community involvement in planning and policy development.
- Only legal nexus available to the individual (third party).
- Disengaged in the development process.
- Makes the system accountable/transparent.
- Costs = initial spike for 2 years, then it flattens out so only 'early' costs - will get more and consistent compliant DA applications.
- Leave provisions would 'weed' out the vexatious claims. Third Party Appeal Rights allows there to be equally between applicants and appellants.
- Appeal is the tail end of the process - community should be at the start.



- Provides 'balance' as some approvals are made as can't resource going to SAT.
- No confusion about what can be appealed.
- Applicant will pay more attention to application.
- Makes developer more accountable at the start with community.
- Make a decision making body more careful of their process - i.e. not risk their reputation.
- Lawyers/expert witnesses will do well.
- Merit in someone appealing when new information comes forth.
- Benefits to the community - can appeal anything - currently seen as silent.
- Allowing the community to have their say on issues for the greater good even if not overly affected.
- Encourage planners, JDAPs etc., to be more transparent - i.e. an appellant would be more aware of what to appeal.
- Bringing it in as Victorian model gets through the pain of strain - however equitable.
- Should be able to appeal against amendments (e.g. form 2) - minor amendments.

Cons

- Resources required to appeal a decision particularly conditions - would require extra staff/people.
- Has potential to frustrate 'all' development.
- Has potential to delay decisions.
- Adds cost to development.
- Planning system is already guided by community.
- Potentially flawed as only those who have already had an opportunity to contribute can appeal.
- Becomes a neighbourhood dispute or forum for stakeholder to 'vent' and address 'other' issues rather than 'planning'.
- Conditions - becomes very subjective about what is a valid or invalid appeal (justification) e.g. amenity, e.g. not to do with the structure more about the use of the structure.
- So many conditions are 'standard'.
- No option for a 'deemed to comply' examples shouldn't be able to be appealed.
- No certainty for a developer.
- Could allow appellants more 'creative' in their appeals.
- Takes power away from Local Government.
- Decisions that are made in good faith are challenged.
- Could act as a 'policing' option - a pressure to act differently - don't always have the threat of appeal hanging over head.
- Admission that the current system is flawed - more people saying that they are voiceless. Does that mean policies currently developed don't reflect?
- Higher level planning is currently strong and represents communities views - have due regard to Community.
- Application against the DA.
- All decisions would be advertised.
- Why another level of appeal for decisions - timing/costs/etc.?
- Logistics of how community would engage in the DA process.
- Additional costs to SAT as well as LG + community - What are the resources going to be needed?
- Large developers lodging appeals to edge out smaller developers - availability to \$.



- Developers likely to pass on any potential costs to the end user/quality of products/unexpected Consequences.
- Generally goes against the whole streamlining of the planning process.
- Concerns around raising expectations of community that they can change something they can't.
- If you place this much pressure at the end, does it detract from the strategic planning at the start?
- Takes away the applicants rights in some instances.
- Creates a litigious environment.
- Community is represented by council - therefore decisions by councils should not be included.
- What about non-discretionary decisions? Goes against broader strategic aims.
- Considering non-planning issues to satisfy community.
- Implications of costs/efficiencies - massive cost to the system.
- Implications of third parties appealing after the fact who haven't objected already - do they actually have a valid reason for appeal?
- How long is the review period going to be? Longer?
- Loss of certainty for applicants - approval doesn't always mean approval with appeals.
- Inequitable - e.g. affluent areas may have more \$\$ ability to initiate appeals.
- May attract the attention of large community groups. (Community involvement vs. activism).
- Reactive to the 'short term' rather than taking a positive approach early in the strategic process.
- Unrealistically raising community expectations to fully change a decision.
- What about multiple third parties?
- Who is directly affect? Direct impact?
- The case by case nature of 'carte blanche' approach.
- Concern around third parties coming up with conditions - e.g. non-planning basis.
- Contradictory to moves towards streamlining planning processes.
- From nothing to fully appealable is a stretch - massive shift.
- Elongated process currently don't support satisfaction with outcomes, i.e. tokenistic.
- Not a problem with the system, it's the perception of the system.
- Developers 'may' put up 'best of' hoping something will slip through.
- Local Government becoming too conservative.
- End up with a lot of 'deemed to comply' - doesn't always result in good planning outcomes.
- To open to abuse.
- Could stifle innovation in design.
- Creates an atmosphere of distrust in decision makers.
- Puts into question the whole consultation process.

Modifications

- Winding back - e.g. not including conditions in the appealable rights - i.e. standard planning conditions that protect amenity e.g. 'stormwater condition'.
- Require a balance between cost & community's right to appeal - this option goes too far.
- Requires the ability to award cost.
- The paper base (document trail) would remain the key.

- Local Government gets to appeal against WAPC decisions on sub-divisions that affect the locality/finances/budget.
- Any third party appellant may do so in their own right (i.e. without lawyers).
- Perhaps a combination of experts & community/individual.
- More decisions to be published to keep community more informed & transparent.
- Third part appeal parameters as long as better planning outcomes.
- Where there is a decision made? Connect the appellant & applicant with the decision maker stepping back.
- Mediation rather than appeal.
- [Triangle diagram with decision maker/applicant/appellant as points] :-
 - When decision is made in the affirmative, do not defend the decision, the applicant has to defend.
 - If successful costs are borne by the decision maker.
 - Leads to correct decisions being made in the first instance (sound).
- Decision maker needs to be able to set the parameters.
- Should be able to appeal against amendments.
- Creates even greater uncertainty, especially at the strategic level.
- Don't know how people will use TPAR - the cost/time associated are unknown - So fear of unknown and broadening scope increases uncertainty.

OPTION 5

- No Third Party Appeals but improve the existing decision making process. E.g. (below):
 - Compulsory training for decision makers in planning;
 - Better policy basis - should be included;
 - scheme provisions consistency;
 - community education in planning;
 - transport planning at State level to establish planning framework;
 - upfront consultation or draft of scheme + LP Strategies -(scheme as a community document);
 - Scheme amendments - what will it look like - honest representation.
- New Options (below)
 - Option 2 + Conditions + all agencies (decision makers).
 - Option 2 + all other planning decisions including subdivision, rezoning, structure plans, LDPs WITH the following features (below):
 - 21 days to submit to SAT appeal;
 - SAT refers to decision making to applicant, decision maker and consultation agencies;
 - 21 days to respond;
 - appeal on the papers only;
 - total time is set as per original approval;
 - SAT fresh decision.
- Option- for decisions made under delegation by council. - SAT consider reconsider by council. - Also could apply to private certifiers' discussion in the future (not 1-4).
- Option 1 + SAT decisions - Minister (bodies not elevated by community).
- Option 2 - Discretion however third party needs to demonstrate that they directly impacted and how the use of discretion impacted on the appellant.
- Improved consultation will address a lot of community concerns.



- Status Quo OR Option 1 with modified triggers for country areas.
- Would Option 1 really matter for country areas?
- SAT members would require better training on planning matters.

Parked Items

- Give LSP the force and effect of the Scheme in Development zones.
- Planning Ombudsman -> for small scale objections.
- Review of the planning system (independent).
- More education of decision makers on their role in the planning decision making process.
- Define what 'due regard' is.
- Give reasons how an alternative achieves the policy outcomes.
- Link between strategic directions (objectives) and decisions.

10.1.006 APPLICATION FOR PLANNING CONSENT – GROUPED DWELLING DEVELOPMENT LOT 42 AND 43 (No. 48 & 50) GRANT STREET, NARROGIN

File Reference: A340038, A340039
Disclosure of Interest: Nil
Applicant: Plunkett Homes
Previous Item Nos: Item 10.1.057 – 28 June 2017, Resolution No. 0617.069
Item 10.1.114 – 22 November 2017, Resolution No 1117.131
Date: 15 February 2018
Author: Azhar Awang – Executive Manager Development & Regulatory Services
Authorising Officer: Aaron Cook – Chief Executive Officer

Attachments

- Attachment 1 – Application for Planning Consent
- Attachment 2 – Locality Plan
- Attachment 3 – Planning Assessment
- Attachment 4 – Stormwater Drainage Plan

Summary

Council is requested to consider the application for planning consent for a grouped dwelling development at Lots 42 and 43 (No. 48) and (No. 50) Grant Street, Narrogin comprising of three dwellings.

Background

The application was previously considered by Council at its meeting held on 22 November 2017. The application is for the construction of two units fronting Grant Street and a rear battle-axe lot for Unit 3. Council at that meeting resolved to:

Defer this item at the request of the applicant to a future meeting subject to the applicant supplying additional information regarding stormwater.

The applicant through its Consulting Engineer (R Munns Engineering Consulting Services) has provided a stormwater drainage plan for the proposed development. A meeting was held on site on 15 January 2018 between the R Munns Engineering Consulting Services and Council officers. The outcome was for an agreed stormwater drainage plan which is attached to this report.

The proposal extends over two lots, with a combined total area of approximately 2,191m². The two lots are zoned under the Former Town of Narrogin Town Planning Scheme No. 2 (FT– TPS) as ‘Single Residential’ and applies a residential density code of R12.5.

Previously, a subdivision application was received by the Western Australian Planning Commission for the subdivision of Lots 42 and 43 into five units. The matter was considered by Council on 28 June 2017 whereby it resolved as follows:

“Council Resolution 0617.069

That Council:

- 1. Provide notice to the Western Australian Planning Commission that the Shire of Narrogin request that the consideration of the application for the survey-strata subdivision Ref: 403-17 at Lot 42 and 43 Grant Street, Narrogin be deferred until an application for planning consent has been submitted for the development of grouped housing.*
- 2. Notify the applicant of Councils determination.”*

Since Council’s resolution an application for planning consent has been received for the grouped dwelling development. The application is therefore presented for Council’s consideration. The proposal has changed since 28 June 2017 subdivision application, from five units to three units.

Comment

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

An ‘AP’ land use under the FT–TPS has the following meaning:

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

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

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

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

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

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

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

The following table is the assessment of the proposed grouped dwelling against the Development Standards of FT-TPS No.2.

Development Standard	Provision	Compliance	Officers Comment
Minimum Lot Area	1,000sqm	Complies 2,191m ²	Noted Compliance.
Minimum Frontage	20m	Does not comply for an R12.5 density. 14.75m and 14.74m frontages as well as rear battle-axe.	The application proposes approximately 14metre frontages, which is in compliance with an R25 provision. R25 code requires an 8 metre frontage.
Maximum Plot Ratio	As per R25 = 0.5	Complies All Units Comply	Noted Compliance.
Front Setback	7.5 metres	Front setback does not comply with the FT-TPS. 5.01m and 5.01m	The application complies with the setbacks of an R25 code.
Rear Setback	7.5 metres Ave. 1.5m min.	12.805m and 4.029m	With the exception of the Garage/Store and Retaining Walls. The reduced front setback is permissible within subsequent provisions of the R-Codes which will be discussed further in the report.
Side Setback	As per R12.5	Various	

Development Standard	Provision	Compliance	Officers Comment
Minimum Car Parking Spaces	<p>2 per dwelling unit</p> <p>1 visitor space per 2 units & 2 per unit, 1 to be contiguous to unit and roofed</p>	<p>Complies</p> <p>2 Provided per Dwelling. Complies</p> <p>Tandem parking behind the double garage of each unit is considered to be adequate to contain visitor parking.</p> <p>1 allocated car parking space for Unit 3.</p>	<p>Noted Compliance.</p> <p>The application complies with the number of visitor bays as per the Residential Design Codes which does not require a grouped dwelling development of 3 units to provide any visitor bays. Tandem parking can also be considered to contain the visitor parking on site.</p>
Minimum Landscaping	As per R25 = 50%	<p>Complies</p> <p>65.69% 62.39% and 63.29%.</p>	Noted Compliance
Other Remarks	<p>80sqm per unit in appurtenant courtyard with min. dimensions of 4m x 10m.</p> <p>Access to courtyard required not through habitable room.</p> <p>No setback between attached units or 3m setback between buildings on the same lot.</p>	<p>Does not comply for R12.5 under the FT-TPS however complies with R25.</p> <p>14.10m² and 35.52m² of roofed outdoor living area. No provision of an 80m² courtyard.</p>	<p>The application complies with the outdoor living requirements of an R25 density code and associated provisions for grouped dwelling.</p>

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

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

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

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

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

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

iii) The spirit and purpose of the requirements or standards will not be unreasonably departed from thereby. The proposed relaxation has been assessed against the criteria above which has found the following:

In relation to provision i) above, the approval of the development would be consistent with orderly and proper planning as it would be in compliance to the State Planning Policy – Residential Design Codes, which was designed with the aim of creating consistent residential development across Western Australia. The development would have been assessed consistently and therefore preserving and creating high quality development outcomes within residential areas.

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

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

R-Codes Assessment

A detailed assessment of the proposal against the provisions of R-Codes can be found as per Attachment 3. The front setback line for Units 1 and 2 has the ability to be varied through the provision of the R-Codes. The area intruding the front setback line can be compensated by additional open space equal to the area intruding beyond the front setback line, as per the

Codes. As such, the reduced front setback can be applied in this circumstance and therefore complies with the reduced setback requirement.

Non-Compliances of R-Codes Assessment

The reduced setback of the garage wall and store room wall of Unit 3 require a variation to the R-Codes. The R-Codes allow for development to be built up to the boundary provided the following circumstances apply:

Provision as per R-Codes	Development
Wall height does not exceed 3.5 metres	Complies Wall height is 2.692 metres
Up to a maximum length of 9 metres or one third of the length of the lot boundary (behind the front setback area), whichever is greater.	Does Not Comply Length of the wall with the reduced side setback is 9.7 metres. 9 meters is the maximum length.
To one side boundary.	Complies. One wall of unit 3 proposed to have reduced setback of 0.45metres.

As the proposal does not meet all components of the above assessment a variation to the R-Codes will be required for the reduced setback of the Garage and Store room Wall for Unit 3.

It should be considered that the reduced setbacks to garages and store rooms can provide increased utilisation of land and provide for increased open space and outdoor living area. It is therefore recommended the application is supported for the purposes of advertising which will allow the adjoining landowners to comment on the proposal.

Retaining walls over 0.5 metres in height require to be setback 1 metre from the boundary, for walls 9 metres or less in length, or 1.5 metres from the boundary for walls greater than 9 metres in length. The western boundary retaining wall would require to be setback 1.5 metres. The retaining wall at the rear of Unit 3 would be required to be setback 1.5 metres. The retaining wall in-between units 1 & 2 would be required to be setback 1.5 metres. Currently, all retaining walls are proposing a nil setback from the boundaries.

It should be considered that retaining walls on the boundary provide for areas assigned to landscaping and better utilization of space. A landscaping plan will also be required by the applicant to demonstrate the landscaping provisions within the front setback area. There is a provision within the R-Codes that requires a maximum of 50% within the front setback area to be hard surface. Alternatively, it can be made as a condition of approval a maximum of 50% of the front setback area to be hard surface.

In conclusion, the development is mostly compliant with the R-Codes and seeks two variations to the provisions. It is therefore recommended that Council support the proposal for the purposes of advertising. Throughout the advertising period adjoining landowners will be given the opportunity to comment on the proposal, in relation to both the reduced setbacks of the

retaining walls as well as the garage and store room walls. It is also recommended that Council support the relaxation of development standards within the FT-TPS for a grouped dwelling, under the provisions of the R25 Code.

Consultation

- The Applicant
- Public Advertising in accordance with Clause 6.3

Statutory Environment

Former Town of Narrogin Town Planning Scheme No. 2.

Policy Implications

State Planning Policy – Residential Design Codes.

Financial Implications

Application for Planning Consent Fee to the value of \$2784.34 has been made payable to the Shire of Narrogin.

The applicant is required to pay all expenses as per the FT-TPS.

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

Absolute Majority.

OFFICER'S RECOMMENDATION

That Council:

1. Relax the frontage, front and rear setback, visitor parking and outdoor courtyard development standards prescribed within the Former Town of Narrogin Town Planning Scheme No. 2 for a grouped dwelling development and assess the development against the provisions of an R25 density code.
2. Advertise the application for a grouped dwelling development at Lot 42 & 43 (No. 48 & 50) Grant Street, Narrogin for public comment in accordance with Section 6.3 of the Former Town of Narrogin Town Planning Scheme No.2.
3. In the event that no negative submissions are received, the Chief Executive Officer is authorised to issue planning approval for the proposed three group dwellings development at Lots 42 & 43 (No. 48 & 50) Grant Street, 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, 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 and run-off associated with the development shall be contained on site or connected to the Shire's stormwater drainage system in accordance with the attached stormwater drainage plan.
 - 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. All earthworks associated with the development shall be wholly contained within the site to the satisfaction of the Chief Executive Officer.
 - f. Landscaping within the front setback area shall be established within 60 days of the practical completion of the buildings and should be fully reticulated and maintained to the satisfaction of the Chief Executive Officer.
 - g. The proposed cross overs are to be constructed, drained and maintained to the satisfaction of the Chief Executive Officer.
 - h. All advertising costs of the application are required to be borne by the applicant and made payable to the Shire of Narrogin prior to the issuing of a building permit.
 - i. The external storage areas for units 1 and 2, shall be established to the satisfaction of the Chief Executive Officer prior to the occupation of the dwelling.

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	Plunkett Homes (1903) Pty Ltd
Correspondence Address	PO Box 6066, BUNBURY WA 6231
Applicant Phone Number	(08) 9780 9300

I hereby apply for planning consent to:

1. Use the land described hereunder for the purpose of: **GROUPED DWELLING APPLICATION – STRATA Lots 1, 2 & 3 (Unit 1, 2 & 3) – Refer enclosed plans**
2. Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	Vacant Land
Approximate cost of proposed development	\$921,924.00 (Total for 3 dwellings)
Estimated time of completion	October 2018
No of persons to be housed / employed after completion	2 per dwelling (6 in total)

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

House No	50	Lot No	42 & 43	Location No	Units 1, 2 & 3
Plan or Diag	405625	Street Name	Grant Street, Narrogin		
Certificate of Title	Volume: 2905	Folio: 713			

LOT DIMENSIONS

Site area	Proposed S/L 1 (611.55 ²) Proposed S/L 2 (611.55m ²) Proposed S/L 3 (968.22 ²) Square metres
Frontage	Proposed S/L 1 (14.75m) Proposed S/L 2 (14.742m) Proposed S/L 3 (33.492m) metres
Depth	Proposed S/L 1 (41.804m) Proposed S/L 2 (41.804m) Proposed S/L 3 (23.614m) metres

AUTHORITY

Applicant's Signature *A. Ancani* Date *18-10-17*

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: 18 OCT '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	

WESTERN



AUSTRALIA

REGISTER NUMBER 43/DP405625	
* DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 2905 FOLIO 713

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.


REGISTRAR OF TITLES 

LAND DESCRIPTION:

LOT 43 ON DEPOSITED PLAN 405625

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

TAJAY NOMINEES PTY LTD OF 47 HOMER STREET NARROGIN
(AF N381167) REGISTERED 12 JULY 2016

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

- *N072685 MORTGAGE TO NATIONAL AUSTRALIA BANK LTD REGISTERED 24.7.2015.
- *EASEMENT BURDEN CREATED UNDER SECTION 167 P. & D. ACT FOR SEWERAGE PURPOSES TO WATER CORPORATION - SEE DEPOSITED PLAN 405625

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

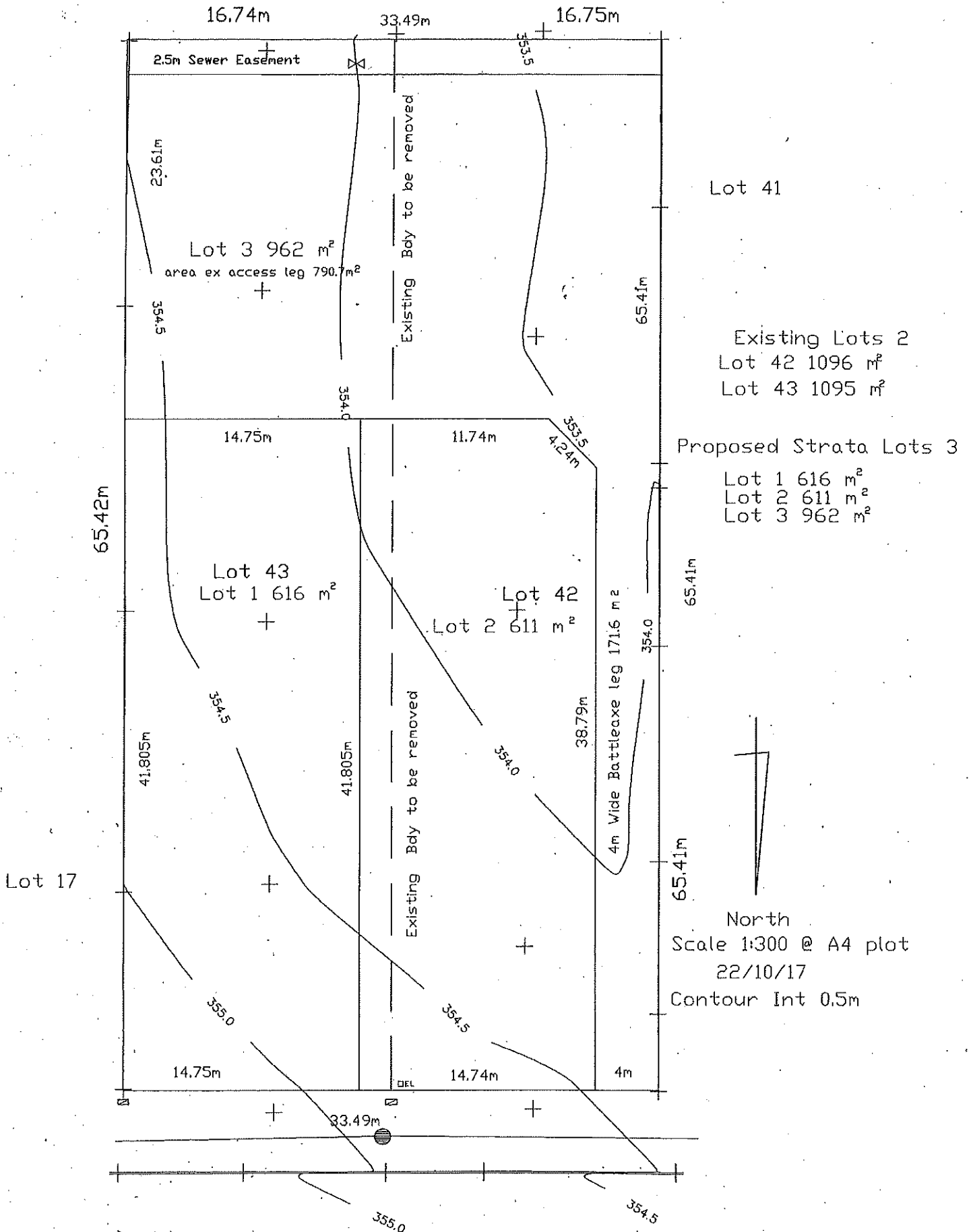
STATEMENTS:

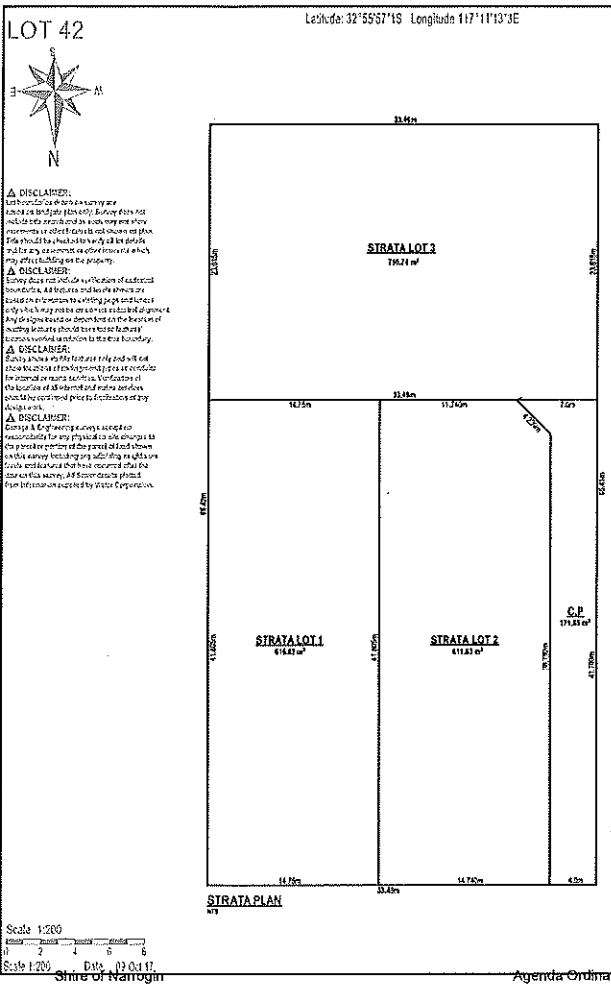
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP405625.
PREVIOUS TITLE: 1253-924.
PROPERTY STREET ADDRESS: 50 GRANT ST, NARROGIN.
LOCAL GOVERNMENT AREA: SHIRE OF NARROGIN.

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING M510642

Proposed Survey Strata Subdivision
 Lots 42 and 43 Grant St Narrogin





Plunkett Homes

Unit 10, Block B, Homemaker Centre,
42 Brickland Street, Bunbury, W.A. 8230,
PO Box 6960, South Bunbury, W.A. 8231.
Ph 08 9780 8300,
Fax 08 9760 9339,
www.plunkethomes.com.au
Res. Broker No. 7261, L.R. No. 28720/3

Special E & OE
TYPE OF PLAN: PRELIMINARY STRATA PLAN
SCALE: 1:200
COPYRIGHT: SP-01

REV	NO	DATE	CHK
01	10/4	24/10/17	RW
01	SITING	24/10/17	RAW

Subscribers to verify all dimensions on site.

WORKING DRAWINGS
THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.
DATED: 24/10/17

OWNER: _____ WITNESS: _____
OWNER: _____ WITNESS: _____
BUILDER: _____ WITNESS: _____

SHEET NO: 1 OF 2
JOB NO: 170105-107
REVISIONS: 01, 24/10/17

Plunkett Homes

Unit 10, Block B, Homemaker Centre,
42 Brickland Street, Bunbury, W.A. 8230,
PO Box 6960, South Bunbury, W.A. 8231.
Ph 08 9780 8300,
Fax 08 9760 9339,
www.plunkethomes.com.au
Res. Broker No. 7261, L.R. No. 28720/3

BRANDNER
LOT 42 & LOT 43
#48 & #50 Grant Street
Suburb: Narrogin
Loc Auth: TOWN OF NARROGIN
D. Plan: 405625, Volume: 2905, Folio: 712/713
Location: Check Title

WARNING:
PLAN/DIAGRAM NOT YET APPROVED BY TITLES OFFICE. VERIFY LOT DIMENSIONS & ANGLES WITH TITLE.

GRANT STREET

REV	NO	DATE	CHK
01	10/4	24/10/17	RW
01	SITING	24/10/17	RAW

Elect: Under/Overhead Water Yes Sewer Yes
Gas: Check Your Lot With Atlas Call 13 13 58 Yes Footpath Nil
Road: Bitumen Kerb Non-Mount Drainage Poor

COTTAGE & ENGINEERING SURVEYS
87-89 Guthrie Street, Osborne Park, Western Australia
Telephone: (08) 9448 7351 Facsimile: (08) 9445 2998
Email: perth@cottage.com.au Website: www.cottage.com.au
Licenced Surveyors No: 42329

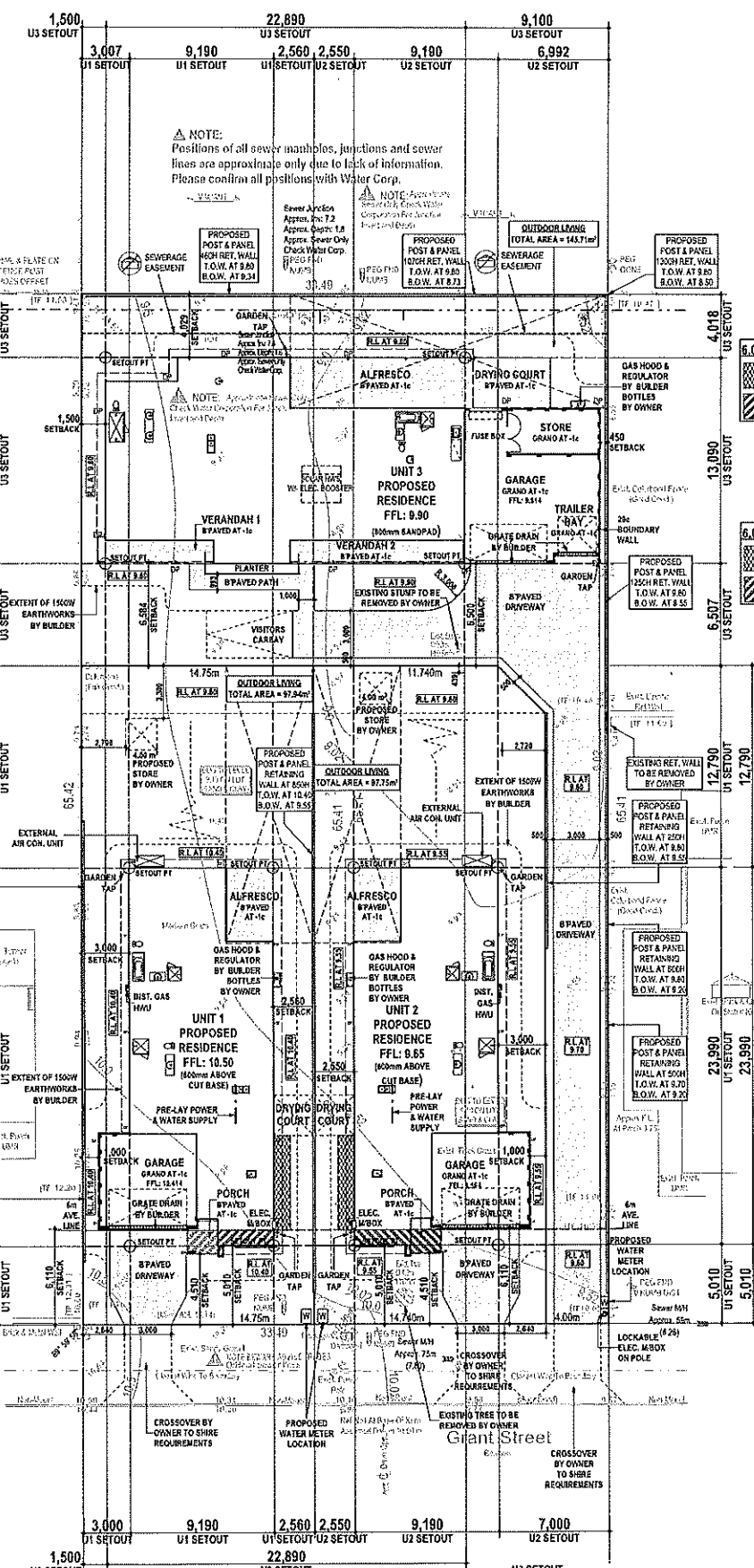
Page 1 of 68

DATE	SCALE	DRAWN
26 Oct 17	1:200	T. Currey

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DECLARATION:
 I, the Surveyor, declare that I am a duly qualified and licensed Surveyor under the Survey Act 1985 of Western Australia and that I am not acting in breach of any duty or obligation to any person other than the person to whom this document is addressed.

REMARKS:
 This plan is a preliminary plan and is subject to change without notice. It is not to be used for any other purpose without the prior written consent of the Surveyor.



NOTE:
 STORMWATER DISPOSAL TO SOAKWELLS BY BUILDER CONTAINED ON SITE BY SOAKWELLS BY DIVERGENT DISCHARGE TO COUNCIL CONNECTION LOCATIONS ETC.
 LOCATION OF DOWNPIPS IS INDICATIVE ONLY & MAY BE CHANGED AT BUILDERS DISCRETION.
 DO NOT SCALE FROM DRAWINGS.
 PLANS TO BE READ IN CONJUNCTION WITH AGENDA AND WORK ORDER. NOTIFY BUILDER OF ANY DISCREPANCIES PRIOR TO COMMENCING WORK.

SITE PAYING AREAS - UNIT 3		Floor Areas - UNIT 3	
LOCATION	AREA	Floor Location	Area
DRIVEWAY	318.50	Ground Floor	
ALFRESCO	36.00	HOUSE	150.11
VERANDAH 1	15.00	VERANDAH	11.81
VERANDAH 2	33.81	ALFRESCO	36.51
FRONT PATH	10.87	VERANDAH 1	15.82
REAR PATH	17.47	VERANDAH 2	15.82
	383.72 m ²		318.81 m ²

UNIT 3 SITE COVERAGE:
 ZONED R55 (5% ALLOWABLE COVERAGE)
 SITE AREA 622.5m²
 HOUSE AREA 152.5m² (EXCLUDES AREA OPEN ON TWO OR MORE SIDES)
 % OF SITE COVERAGE 34.2%

SITE PAYING AREAS - UNIT 2		Floor Areas - UNIT 2	
LOCATION	AREA	Floor Location	Area
DRIVEWAY	37.84	Ground Floor	
ALFRESCO	14.03	HOUSE	174.12
PORCH	3.70	VERANDAH	37.70
	48.57 m ²		229.83 m ²

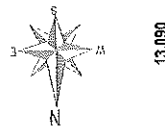
6.0m AVERAGING UNIT 2
 6.50m² AREA OF COMPENSATION
 6.50m² AREA OF INCURSION
UNIT 2 SITE COVERAGE:
 ZONED R55 (5% ALLOWABLE COVERAGE)
 SITE AREA 611.5m²
 HOUSE AREA 172.5m² (EXCLUDES AREA OPEN ON TWO OR MORE SIDES)
 % OF SITE COVERAGE 34.7%

SITE PAYING AREAS - UNIT 1		Floor Areas - UNIT 1	
LOCATION	AREA	Floor Location	Area
DRIVEWAY	27.84	Ground Floor	
ALFRESCO	14.03	HOUSE	114.12
PORCH	3.70	VERANDAH	17.70
	48.57 m ²		229.83 m ²

6.0m AVERAGING UNIT 1
 6.50m² AREA OF COMPENSATION
 6.50m² AREA OF INCURSION
UNIT 1 SITE COVERAGE:
 ZONED R55 (5% ALLOWABLE COVERAGE)
 SITE AREA 616.2m²
 HOUSE AREA 116.6m² (EXCLUDES AREA OPEN ON TWO OR MORE SIDES)
 % OF SITE COVERAGE 34.4%

LOT MISCLOSE:
 0.005 m

SOIL DESCRIPTION:
 Class 1.200
 Scale 1:200



SITE PLAN OVERALL
 1:200

Special E & OE
 TYPE: SP-01
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 42 Siroka Road Street, Bunbury, W.A. 6231.
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 Fx 08 9780 9559.
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Special E & OE
 TYPE: SP-01
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 DRN DATE CHK
 01 24.10.17 NV
 01 24.10.17 NV

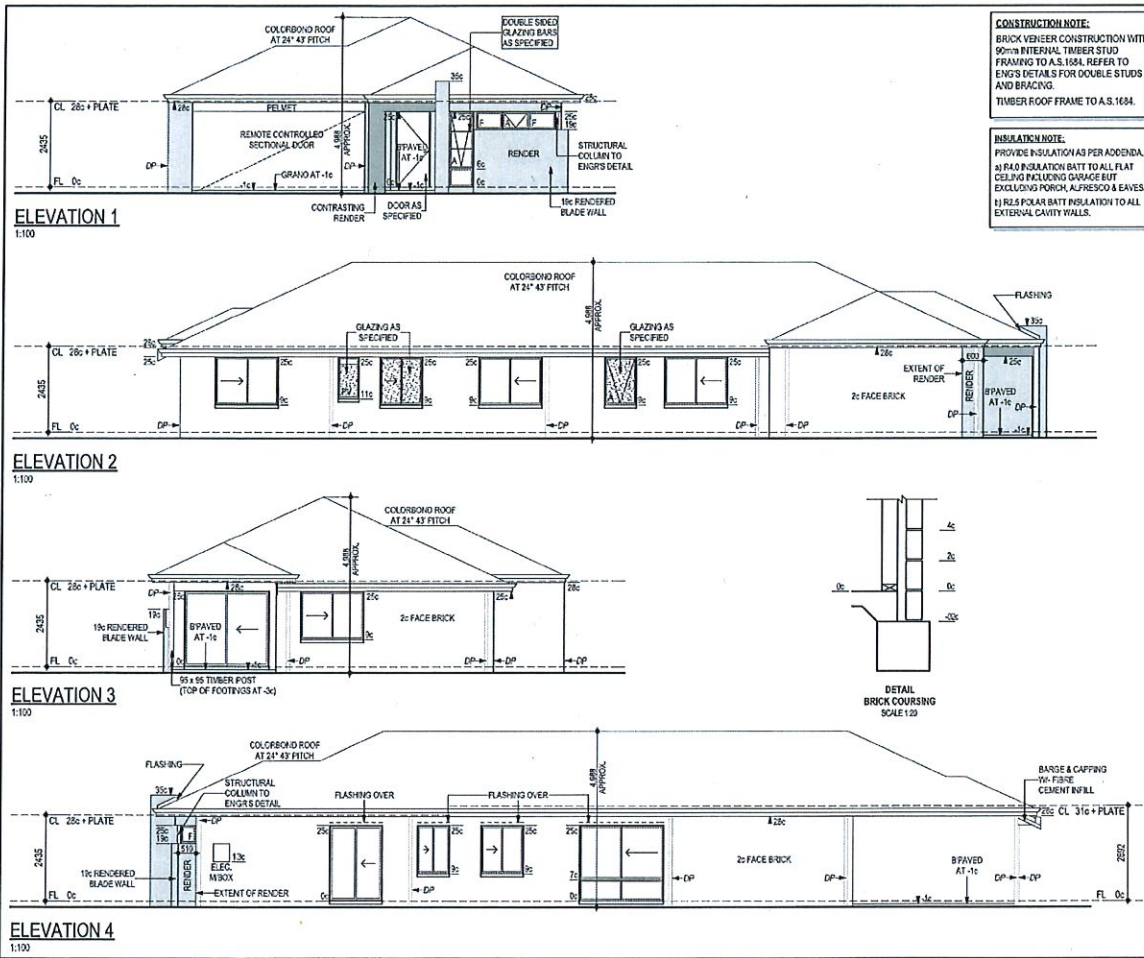
Subcontractors to verify all dimensions on site.

WORKING DRAWINGS
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DATED: 24.10.17

OWNER: _____ WITNESS: _____
 OWNER: _____ WITNESS: _____
 BUILDER: _____ WITNESS: _____

SHEET 2 OF 2
 170105-107
 REVISION 01 DATE 24.10.17



E & O/E

OPULENCE - 4X2

TYPE: OPULENCE SPECIFICATION: LITTLE SOUTH WEST

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**Domain
By Plunkett**

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 Reg. 4-42-10-1001 A.S. 1684/2012 P11

REV	VO #	DRN	DATE	CHK
		VN-32	19.10.17	NW

S.B. contractors to verify all dimensions on site.

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DATED: / /

OWNER: WITNESS:

OWNER: WITNESS:

BUILDER: WITNESS:

CLIENT: BRANDNER

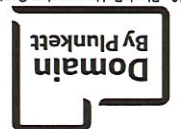
ADDRESS: STRATA LOT 1 OF LOT 42/43 GRANT STREET NARROGIN

SHEET N°	2 OF 6	
JOB N°	170105	
REVISION	DATE	
-	19.10.17	

Shire of Narrogin

Agenda Ordinary Council Meeting 22 November 2017

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PO Box 6060, South Bunbury, W.A. 6231.
www.plunkett.com.au
FX 08 9780 9399.
Reg. Builder No. 7863. A.S.N. No. 009 250 373.

REV	VO #	DATE	CHK

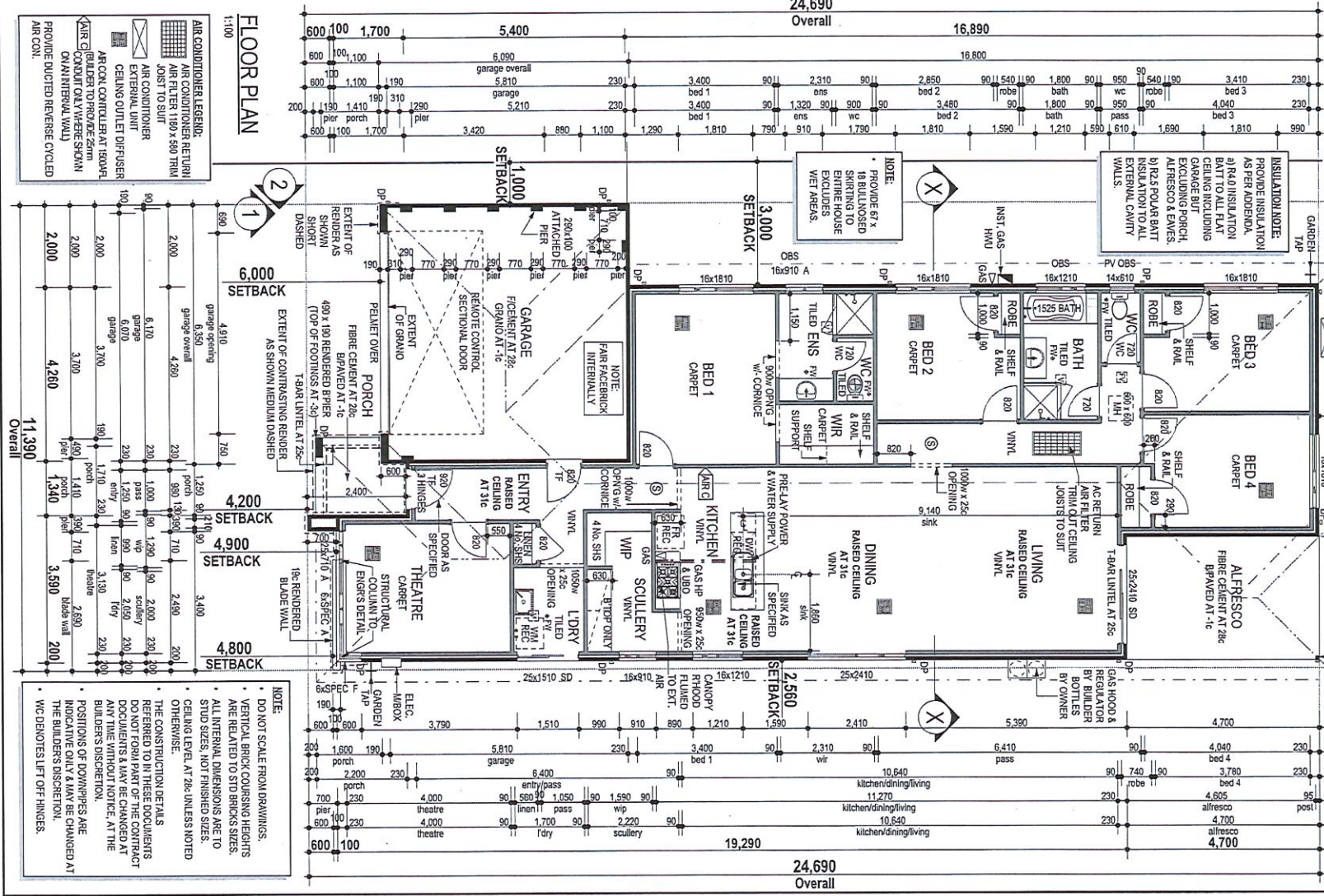
WORKING DRAWINGS
THIS IS ONE OF THE DRAWINGS
REFERRED TO IN THE CONTRACT.
DATED: _____
OWNER: _____
OWNER: _____
WITNESS: _____
BUILDER: _____
WITNESS: _____

CLIENT: BRANDNER
ADDRESS: STRATA LOT 1 OF LOT 42/43 GRANT STREET NARROGIN
MODEL N° OP01
DATE: 19.10.17
TYPE: BRICK VENER
SPECIFICATION: LIFESTRA SOUTH-WEST
REVISION: F & OE
OPLENCE - 4X2
SHEET N° 1 OF 6
JOB N° 170105
© COPYRIGHT
QR CODE

PLAN LEGEND

- ⊕ EXHAUST FAN - BEING MOUNTED (PLUMB TO EXTERNAL AIR)
- ⊗ DIRECT VIBRO INTERCONNECTED SMOKE DETECTOR TO A.S. 3766:2014
- ⊞ CEILING VENT - FLUDED
- ⊞ CEILING VENT - UN-FLUDED

CONSTRUCTION NOTE:
BRICK VENER CONSTRUCTION WITH 90mm INTERNAL TIMBER STUD FRAMING TO A.S. 1684. REFER TO ENGS DETAILS FOR DOUBLE STUDS AND BRACING.
TIMBER ROOF FRAME TO A.S. 1684.



Floor Areas - UNIT 1

Floor	Location	Area	Perimeter
Ground floor	HOUSE	174.12	67.78
	GARAGE	37.79	24.88
	ALFRESCO	14.10	15.40
	PORCH	3.79	8.20
Roof Area Calculation - UNIT 1		228.80 m²	116.24 m
Ground floor		257.28	283.24
		257.28	283.24

CONSTRUCTION NOTE:
 BRICK VENEER CONSTRUCTION WITH
 BRICKWORK TO A.S. 184. REFER TO
 ELEVATIONS FOR DOUBLE STUDS
 AND BRICKING
 THIN ROOF FRAME TO A.S. 184.

INSULATION NOTE:
 PROVIDE INSULATION PER APPROVAL
 AT THE TOP OF ALL EXTERIOR WALL
 CONSTRUCTION AND ALL EXTERIOR
 EXHAUSTION ROOF, AIR FEEDS & DRAWS
 BY 25% JAM BUT INSULATION TO ALL
 EXTERIOR CONTACT POINTS.

UNIT 18 - Brick & Hopscotch Centre
 44 Sturtell Street, Narrogin, V.A. 0230,
 W.A.
 Ph: 08 9789 3999.
 www.pulpstudio.com.au

DATE: 13.10.17

REV	VO #	DSN	DATE	CHK

WORKING DRAWINGS
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 REFERRED TO IN THE CONTRACT,
 DATED: 19.10.17

OWNER: _____ WITNESS: _____
 OWNER: _____ WITNESS: _____
 OWNER: _____ WITNESS: _____
 BUILDER: _____ WITNESS: _____

CLIENT: BRANDNER

ADDRESS: STRATA LOT 7
 OF LOT 42/43
 GRANT STREET
 NARROGIN

SHEET 2 OF 6
 JOB NO 170106
 PREPARED 19.10.17

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PLAN LEGEND

- ⊕ EXHAUST FAN - CEILING MOUNTED (FLUMED TO EXTERNAL AIR)
- ⊙ DIRECT WIRED INTERCONNECTED SMOKE DETECTOR TO A.S. 3786.2014
- ⊖ CEILING VENT - FLUMED
- ⊖ CEILING VENT - UNFLUMED

CONSTRUCTION NOTE:
BRICK VENEER CONSTRUCTION WITH 90mm INTERNAL TIMBER STUD FRAMING TO A.S.1684. REFER TO ENG'S DETAILS FOR DOUBLE STUDS AND BRACING.
TIMBER ROOF FRAME TO A.S.1684.

Floor Areas - UNIT 2			
Floor	Location	Area	Perimeter
Ground floor	HOUSE	174.12	67.76
	GARAGE	37.79	24.88
	ALFRESCO	14.10	15.40
	PORCH	3.79	8.20
		229.80 m²	116.24 m

Roof Area Calculation - UNIT 2			
Floor	Pitch	Area (flat)	Area (pitched)
Ground floor	24° 43'	257.28	283.24
		257.28 m²	283.24 m²

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Rev: 01/2017

DRN: 19/10/17

CHK: N/A

VO#

W/C: 19/10/17

REV

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CLIENT: BRANDNER

ADDRESS: STRATA LOT 2 OF LOT 42/43 GRANT STREET NARROGIN

OWNER: BRANDNER

OWNER: BRANDNER

WITNESS: BRANDNER

WITNESS: BRANDNER

OWNER: BRANDNER

WITNESS: BRANDNER

OWNER: BRANDNER

WITNESS: BRANDNER

OPULENCE - 4X2

MODEL N° OP01

DATE 19.10.17

REVISION

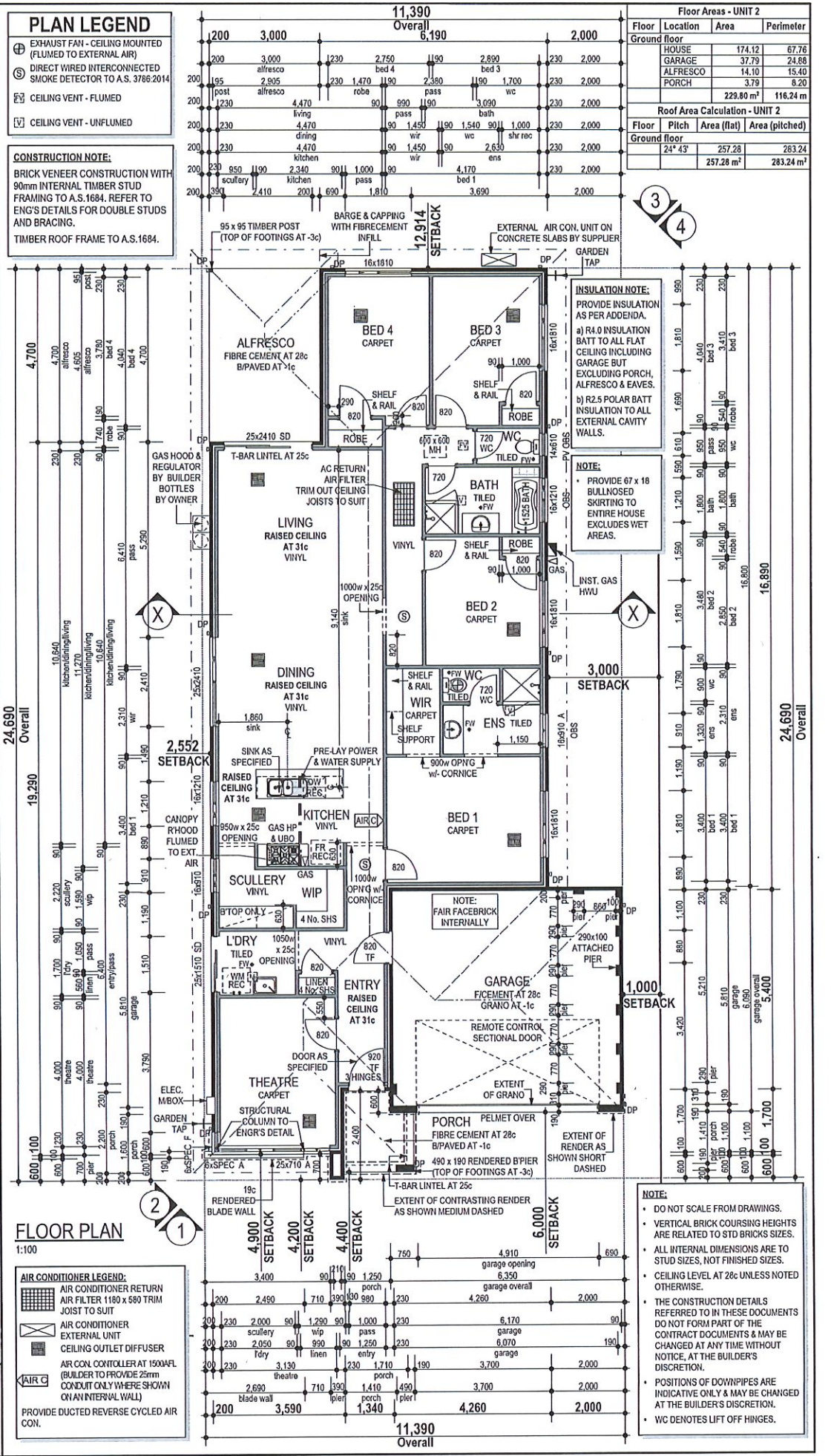
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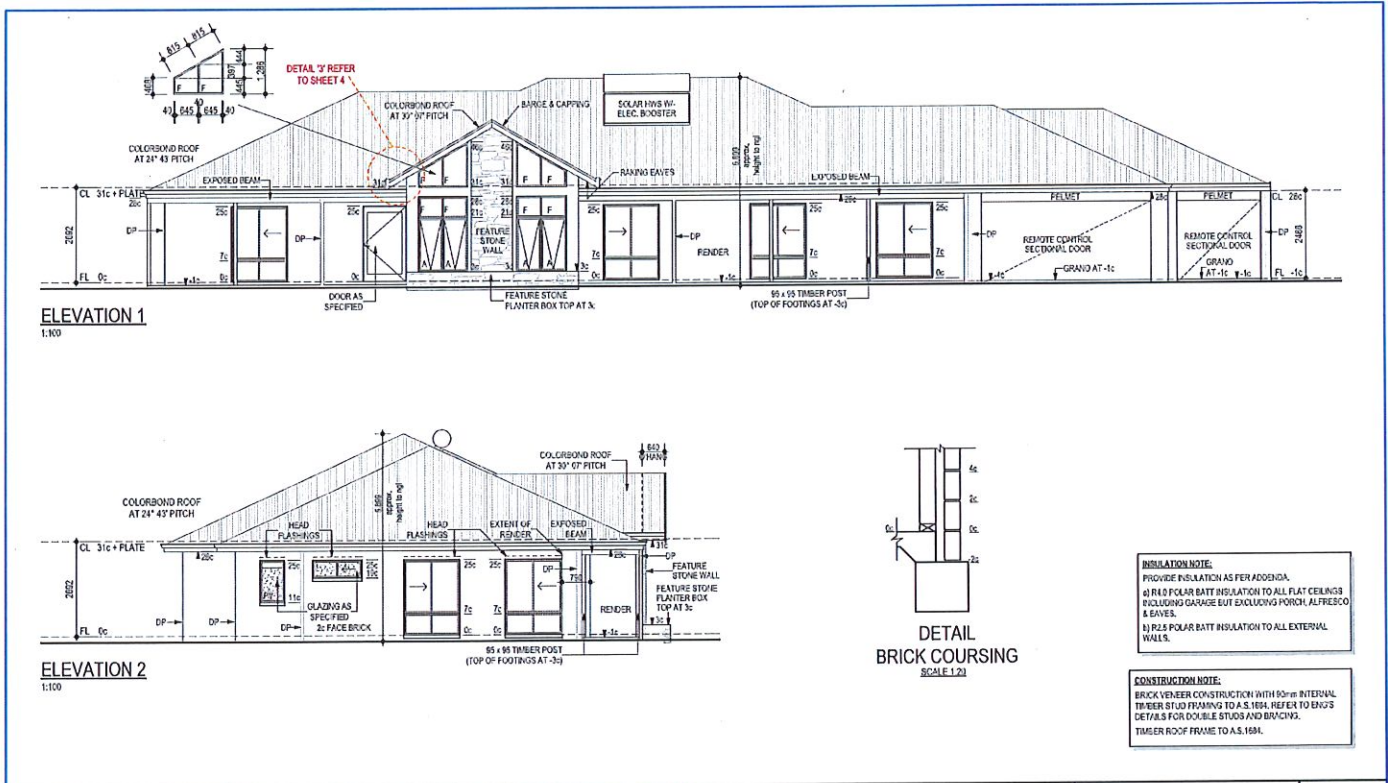
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170106

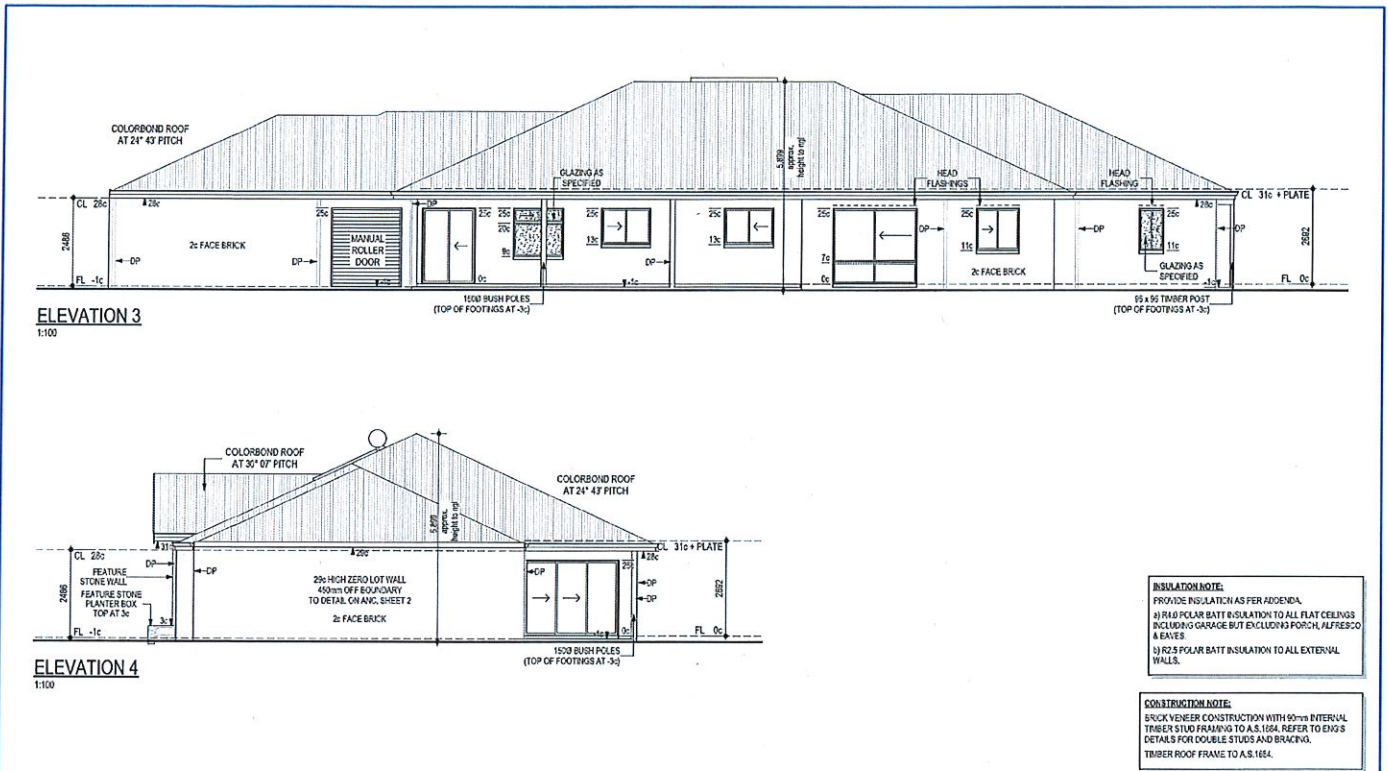
1 OF 6

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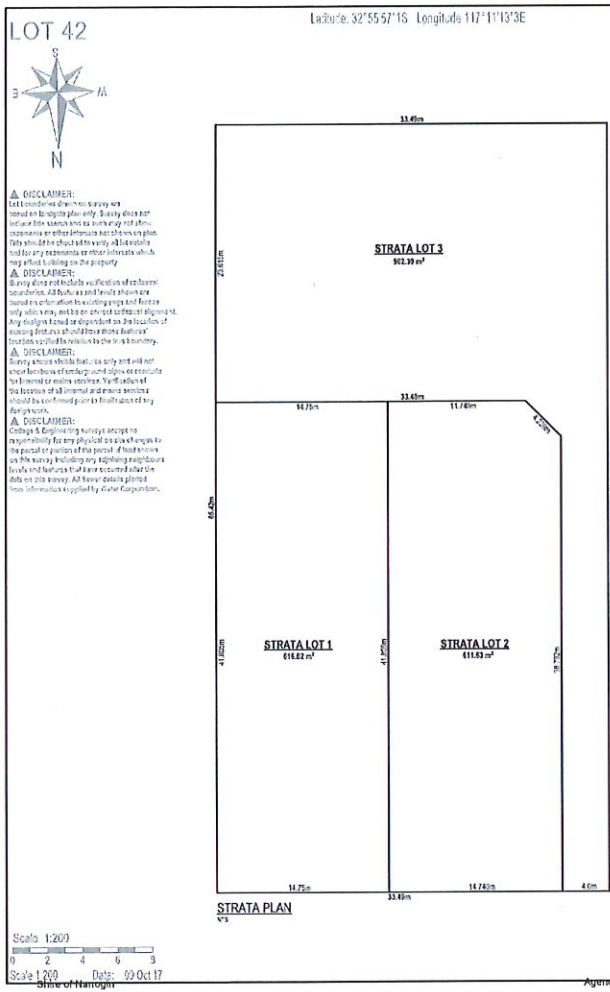




<p>34 Burton Street, Cannington, W.A. 6107. PO Box 378, Victoria Park, W.A. 6979. Ph 08 9359 0000. Fx 08 9258 4000. www.plunkettshomes.com.au Fax 08 9359 0000, 4383, 14 118 252 379</p>	<table border="1"> <thead> <tr> <th>REV</th> <th>VO #</th> <th>DRN</th> <th>DATE</th> <th>CHK</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>VW-UJ</td> <td>19.10.17</td> <td>NW</td> </tr> </tbody> </table>	REV	VO #	DRN	DATE	CHK			VW-UJ	19.10.17	NW	<p>WORKING DRAWINGS THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT. DATED: / /</p> <p>OWNER: _____ WITNESS: _____ OWNER: _____ WITNESS: _____ BUILDER: _____ WITNESS: _____</p>	<p>CLIENT: BRANDNER ADDRESS: STRATA LOT 3 OF LOT 42/43 GRANT STREET NARROGIN</p>	<p>TYPE: BRICK VENEER CLASS: SPECIFICATION MODEL N° CA03 © COPYRIGHT DWTN° OF 8 + 3.212 JOB# 170107</p>	<p>REVISION: - DATE: 19.10.17</p>
	REV	VO #	DRN	DATE	CHK										
		VW-UJ	19.10.17	NW											
<p>Sub contractors to verify all dimensions on site.</p>															



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	REV	VO #	DRN	DATE	CHK										
			VN-JJ	19.10.17	NW										
	Sub-contractors to verify all dimensions on site.														
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Special
E & OE
TYPE: STRATA PLAN
REGISTRATION REFERENCE: SP-01
MODEL N°

REV	VO #	DRN	DATE	CHK
01	SITING	VH-JC	19.10.17	NW
		VH-JC	24.10.17	NW

Sub-contractors to verify dimensions on site.

WORKING DRAWINGS
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DATED: 24.10.17

OWNER: _____ WITNESS: _____
OWNER: _____ WITNESS: _____
BUILDER: _____ WITNESS: _____

SHEET N° 1 OF 2
JOB N° 170105-107
REVISION DATE 01 24.10.17

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WARNING:
PLAN/DIAGRAM NOT YET APPROVED
BY TITLES OFFICE. VERIFY LOT
DIMENSIONS & ANGLES WITH TITLE.

CLIENT: BRANDNER
CONTRACT NO: 170105-107
NO. 170105-107
SITE SURVEY: LOT 42 & LOT 43
COASTAL
Suburb: Narrogin
Loc. Auth: TOWN OF NARROGIN
D. Plan: 405625 Volume: 2905 Folio: 712/713
Location: Check Title

GRANT STREET

GRANT STREET

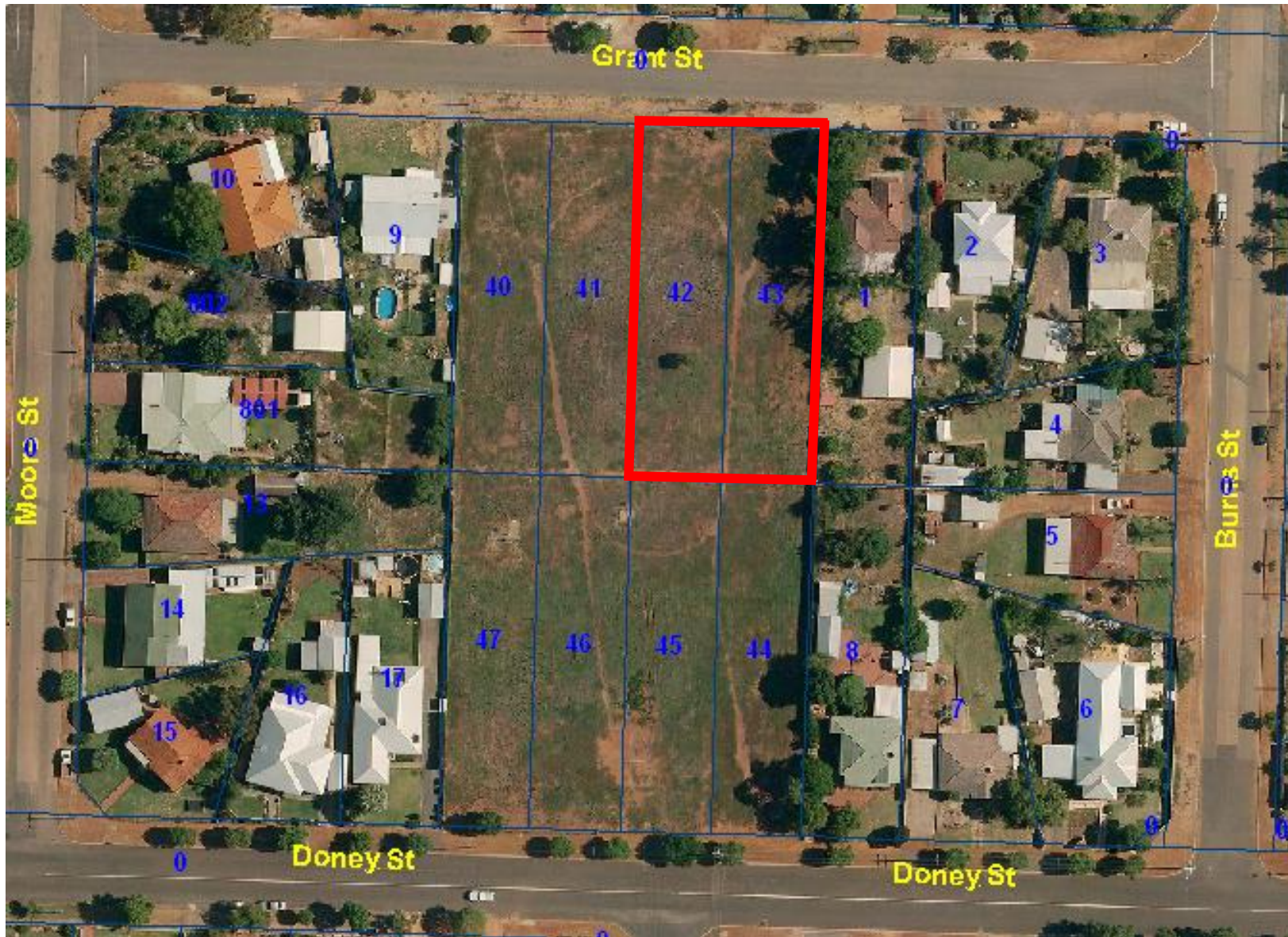
801 DP 63457
13 D 22162

SEE ENGL 'A' FOR SEWER EASEMENT
SEE ENGL 'B' FOR SEWER EASEMENT

Electric: W/Ground/O/Head = Water Yes Sewer Yes
Gas: No Footpath Nil
Road: Bitumen Kerb Non-Mount Drainage Poor

COTTAGE & ENGINEERING SURVEYS
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.N.: 425393
Drawn: J. Lee

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RESIDENTIAL DESIGN CODES ASSESSMENT

Date of Assessment:	10 November 2017	Address:	Lot 42 and 43 Grant Street, Narrogin
Proposal:	3 Grouped Dwellings	Assessed By:	Leigh Medlen
TPS Zoning & R-Code:	'Single Residential' zone with an applicable density coding of R12.5. An R25 Coding applied to grouped dwelling development.	Total Applicable Land/Lot Area:	2191m ²

5.1 – Site Area

	Required	Provided	Comments
Min Lot Size – Grouped Dwelling	(R25 provisions) 300m ²	Unit 1 – 616m ² Unit 2 – 611m ² Unit 3 – 790.7m ² Plus access leg = 962.3m ²	Complies.
Min Lot Size Battle-Axe Lot	425m ²	962.3m ²	Complies
Ave Lot Size (min) – Grouped Dwellings	350m ²	729.76m ²	Complies.
Plot Ratio (max)	0.5	Unit 1: 34.48% Complies Unit 2: 34.76% Complies Unit 3: 24.28% Complies	Complies.
Minimum Frontage	8 metres	Unit 1 – 14.75 metres Unit 2 – 14.74 metres Unit 3 – Battle axe lot	Complies.

5.2 – Street Setback

	Required	Provided	Comments
5.1.2 i. Primary Street Setback as per Table 1.	6 metres (Can be reduced by up to 50%) Min: 3 metres	<u>Unit 1</u> 5.01 metres <u>Unit 2</u> 5.01 metres <u>Unit 3</u> N/A Battle axe Lot	Complies. Unit 1 & 2 do not meet a 6 metre primary setback. However this can be reduced by up to 50% (therefore 3m) provided the area intruding the setback area is compensated by an equal area of the intrusion in open space. Additional open space provided beyond the setback line. 6.92m ² of area intruding into the setback area therefore that area has to be compensated by open space. Compensating area = 6.99m ² and therefore complies. A variations is therefore not required as the R-Codes make a provision for the front setback to be reduced.
5.1.2 Secondary Street Setback	1.5m	<u>N/A</u>	No secondary street applies.
5.1.2 A porch, balcony, veranda, chimney or the equivalent may project not more than 1m into the street setback area, and this projection is not subject to a compensating open area. Provided that the total area of the projections does not exceed 20% of the frontage.	1 metre	Unit 1: Porch projects into front setback and compensated by open space. Unit 2: Porch projects into front setback area and compensated by open space.	Complies. Unit 1: Porch is 12.88% of the frontage. Unit 2 – 12.89% of the frontage. Projection does not exceed 20% of the frontage.

5.1.3 Lot Boundary Setback

	Required	Provided	Comments
<p>5.1.3 Buildings Setback from the Boundary</p>	<p>Unit 1: Garage: 1m Bed 1: 1.5m Ensuite: 1.5m Bed 2: 1.5m Bath: 1.5m Toilet: 1.5m Bed 3 (Side): 1.5m Bed 3 (Rear): 1m Bed 4 (rear): 1.5m Living: 1m Dining: 1.5m Kitchen: 1.5m Scullery: 1.5m Laundry: 1.5m Theatre: 1m</p> <p>Unit 2: Theatre: 1m Laundry: 1m Scullery: 1.5m Kitchen: 1.5m Dining: 1.5m Living: 1m Bed 4 (rear): 1.5m Bed 3 (side): 1.5m Toilet: 1.5m Bath: 1.5m Bed 2: 1.5m Ensuite: 1.5m Bed 1: 1.5m Garage: 1.0m</p> <p>Unit 3: Master Suite: 1.5 Ensuite(side): 1.5 Ensuite (rear): 1.5 WIR: 1.0m Kitchen: 1.5m Dining: 1.5m Home Theatre: 1.5m Bath: 1.5m Laundry: 1.5m Store (rear): 1.5m Store (side): 1.0 Garage: 1.0</p>	<p>1.0m 3.0m 3.0m 3.0m 3.0m 3.0m 3.0m 12.805m 12.805m 2.560m 2.560m 2.560m 2.560m 2.560m</p> <p>2.552m 2.552m 2.552m 2.552m 2.552m 12.805m 3.0m 3.0m 3.0m 3.0m 3.0m 3.0m 1.0m</p> <p>1.502m 1.502m 5.523m 5.523m 4.022m 4.022m 7.214m 7.214m 7.214m 7.214m .450. .450</p>	<p>Unit 1 Complies with all boundary Setbacks.</p> <p>Unit 2 Complies with all Boundary Setbacks.</p> <p>Unit 3: Walls may be built up to a lot boundary behind the street setback area in R25 areas provided that:</p> <ul style="list-style-type: none"> Walls not higher than 3.5m (Complies) Maximum length 9m or 1/3 of lot boundary behind front setback (whichever is greater): length of nil setback = 9.710m. 9metres is the greater, therefore a variation is required. To one side only (complies) <p>The application is required to be advertised and therefore consent/ public comment from the adjoining landowner will be sought in regards to the reduced setback.</p>
Outdoor Living Area Setbacks	Unenclosed areas for outdoor living areas elevate 0.5 or more above setback as though they were major opening to habitable rooms with a wall height of 2.4 above floor level.	Unit 1: Complies Unit 2: Complies Unit 3: Complies	Outdoor areas are elevated more than 0.5 above natural ground level. Would require a setback of 1.5 metres. Minimum setback provided of the 3 units is 2.5 metres and therefore complies with setbacks of outdoor living areas.
Grouped Dwelling Between Buildings	Setback as if there was a boundary between them	Unit 1 & 2: Complies Unit 3 to unit 1 & 2: Complies.	Application was assessed as if the boundary was between all lots.

5.1.4 Open Space

	Required	Provided	Comments
5.1.4 Open Space	50%	<u>Unit 1</u> 65.69% <u>Unit 2</u> 62.39% <u>Unit 3</u> 63.29%	Complies
5.1.5 Communal Open Space Common Property & Communal Open Space Landscaping Requirements	N/A	N/A	Communal Open Space not provided.

5.1.6 – Building Height Requirements

	Required	Provided	Comments
Building Height <i>Comply with Table 3 (for Category B buildings)</i>	<i>Top of external Wall 6m</i>	Unit 1: 2.435m Unit 2: 2.435m Unit 3: 2.692m	Complies
Top of external wall (concealed roof)	7m	N/A	N/A
Top of Pitched Roof	9m	Unit 1: 4.988m Unit 2: 4.988m Unit 3: 5.899m	Complies

5.2.1 Garages & Carports

	Required	Provided	Comments
5.2.1 Setback of Garages & Carports	4.5 from primary street	Unit 1: 6.110 m Unit 2: 6.110 Unit 3: 6.507m (turning circle)	Complies.
5.2.1 Garages /Carports built to boundary of ROW/Private St	6m reversing bay	<u>Unit 3</u> 6.5 metres	Complies
5.2.2 Garage Width	50% of the frontage	<u>Unit 1:</u> 43.72% <u>Unit 2:</u> 44.02% <u>Unit 3:</u> 26.36%	Complies

5.2.3 Street Surveillance/Front Fence & Sightlines

	Required	Provided	Comments
5.2.3 Surveillance of the Street	1 major room from a habitable room of the dwelling faces the street.	Complies. 1 major opening in the theatre room of the house.	Complies.
5.2.4 Street Wall & Fences	Front fences within the primary street setback area to be visually permeable above 1.2 of natural ground level.	N/A	Not front fences indicated on plans.
5.2.5 Sight Lines	No higher than 0.75 within 1.5 metre so adjoining to vehicle access	N/A	No letter boxes indicated on the plans. The height of the letterbox shall not exceed 0.75 metres.

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

5.3.1 Outdoor Living Areas.

	Required	Provided	Comments
5.3.1 Outdoor Living Area	30m ² -minimum length & width of 4m 2/3rds without permanent roof cover	Unit 1 – 14.10m ² (with roof cover) 4.7m x 3.0 – areas adjacent without permanent roof cover = complies Unit 2 – 14.10 m ² (with roof cover) 4.7m x 3.0m– areas adjacent without permanent roof cover = complies Unit 3 – 61.53 (with roof cover) – areas adjacent without permanent roof cover = complies	Complies It should be noted that TPS No.2 requires a minimum outdoor living area of 80m ² . The R-Codes are a more recent planning document and have been consistently applied. It therefore be recommended not to support the 80m ² requirement of outdoor living space.

5.3.2 Landscaping

	Required	Provided	Comments
5.3.2 Landscaping	Max 50% hard surface		A landscaping plan will be required to be submitted. Or can be addressed through conditions of approval.

5.3.3 Parking

	Required	Provided	Comments
5.3.3 Parking	2 bays per dwelling	Double Garage	Complies
Visitor Bays	1 space for each 4 dwellings	Only 3 units proposed therefore none are to be provided. 1 is provided within Unit 3.	Complies. It should be noted that TPS No.2 requires, in addition to 2 car parking bays per dwelling, that 1 visitor bay per 2 dwellings also be provided. The R-Codes are a more recent planning document. Furthermore, the paved driveway in both units 1 & 2 can be used as visitor bays for each unit and therefore visitor parking can be contained on site. Additionally there is adequate space in unit 3 for visitor parking.
5.3.4 Design of car parking spaces	Width 2.4 by 5.4 in length with 6 m reversing area.	Complies	Complies. 6 metre reversing bay, and double garage.
5.3.5 Vehicular Access	Serving four dwelling or less not narrower than 3m at street boundary	3 metre driveway.	Complies
Not wider than 6m (individual) and 9m in aggregate for any one property.	6 metres	Each cross over is 3 metres wide. 9 metres for all crossovers in aggregate	Complies.
Not closer than 0.5m from side boundary or street pole	0.5 metres	<u>Unit 1</u> 1.5 metres <u>Unit 2</u> 1.5 metres	Complies

		Unit 3 0.5 metres	
Not closer than 6m to an intersection	6 metres	Complies	Complies, closest intersection is approximately 80 metres.
Aligned at right angles	Right Angles	Complies	Complies
Avoid Street Trees	Avoid Street Trees	Complies	An existing tree to be removed by owner. The tree is located within the property boundary and therefore not a Shire Street Tree.
Paved and drained	Paved	Complies	Brick Paved Driveway.
Forward Gear When two way access enter the street in forward gear where: <ul style="list-style-type: none"> - Driveway serves more than 5 dwellings - The distance from a car space to the street is more than 15m - Street connects as primary distributor. 	N/A	N/A	Not Applicable.
5.3.6 Pedestrian Access (10 or more dwellings)	Not Applicable	Not applicable	Not Applicable. The number of dwellings proposed does not warrant the provision of a separate or protected pedestrian access way.

5.3.7 – Site Works

	Required	Provided	Comments
Excavation or Filling	Not exceed 0.5 metres between the street and building.	Highest amount of fill 0.5 in line with fill between street and setback line.	Complies.

5.3.8 Retaining Walls

	Required	Provided	Comments
Setback of Retaining	In accordance with Table 1, 2a, 2b and Fig.3	Retaining Walls between Unit 1 & 2 is 0.85m and therefore required be considered as wall and setback 1.5 from the lot boundary. Height of Retaining wall on Eastern side of the Lot is 1.2m which would be required to be set back from lot boundary. By 1.5 metres.	Non-Compliance The application is required to be advertised and therefore consent/ public comment from the adjoining landowner will be sought in regards to the reduced setback of the retaining wall. Retaining wall at northern aspect of the site is also 1.07 high and therefore would require a setback from the boundary as well.

5.3.9 Stormwater Management

	Required	Provided	Comments
Stormwater Disposal	On-site, unless soil not suitable	Soak wells proposed on site and overflow discharged into councils stormwater drains.	Complies.

5.4.3 – Ancillary Development

	Required	Provided	Comments
5.4.3 Outbuildings	Not Applicable	Not Applicable	Not Applicable

5.4.4 External Fixtures	Not Applicable	Not Applicable	Not Applicable
5.4.5 Utilities and Facilities Store Facility	1.5 metres min. width, 4m ² min. total area	4.0m ² shed provided	Complies.
Rubbish Bins (if not collected from street)	Not Applicable	Not Applicable	Not Applicable. Rubbish bins will be collected from the street.
Adequate clothes-drying area appurtenant to all single & grouped dwellings, screened from view from Primary Street or Secondary Street.	Behind front setback line	Sufficient individual areas are provided out of view from the adjoining streets.	Complies.

Comments/Non-compliances:

Variation to setback of Garage Wall.

Variation to Setback of Retaining Walls above 0.5m high.

STORMWATER NOTES

- 1.0 DATUM IS LOCAL.
- 1.1 ALL WORK TO BE IN ACCORDANCE WITH "AS3500-2003 PLUMBING & DRAINAGE", "THE BUILDING CODE OF AUSTRALIA", AND THE LOCAL AUTHORITY'S STANDARD SPECIFICATIONS.
- 1.2 WHERE MANHOLES ARE LOCATED IN THE AREAS SUBJECT TO VEHICULAR LOADINGS, STANDARD TRAFFICABLE LIDS ARE TO BE INSTALLED.
- 1.3 ALL MANHOLES ARE TO BE SET BACK FROM ALL BUILDINGS ON THE SITE BY A MINIMUM DISTANCE EQUAL TO THE HEIGHT OF THE MANHOLE.
- 1.4 ALIGNMENT OF PIPES SHALL BE AS SHOWN ON THE PLAN AND SHALL BE TO THE PIPE OR MANHOLE CENTRELINE.
- 1.5 BEFORE CONSTRUCTION COMMENCES, THE CONTRACTOR SHALL:
 - i) CHECK ON SITE THE LOCATION OF THE EXISTING SERVICES WITH THE APPROPRIATE AUTHORITY. ENSURE PROPOSED STORMWATER PIPE DOES NOT CLASH WITH ANY EXISTING OR NEW SERVICES.
 - ii) ARRANGE FOR THE LOCATION AND LEVEL OF THE LOCAL AUTHORITY CONNECTION POINT TO BE VERIFIED BY A SURVEYOR.
 - iii) CONFIRM THAT BOUNDARY PEGS OR OTHER SURVEY REFERENCE POINTS TO BE USED IN SETTING OUT OF THE PROJECT ARE LOCATED IN THE CORRECT POSITIONS.
 - iv) ENSURE A PERMIT AND REINSTATEMENT SPECIFICATION IS OBTAINED FROM THE LOCAL AUTHORITY IF EXCAVATION WILL BE IN A ROAD RESERVE OR RIGHT OF WAY.
 - v) ENSURE ALL DETAILS HAVE BEEN CHECKED AND THAT NO DISCREPANCIES EXIST. ALL QUERIES AND DISCREPANCIES ARE TO BE RESOLVED PRIOR TO COMMENCING WORKS.
- 1.6 RESIDENTS SHALL BE KEPT INFORMED THROUGHOUT AND SITE SECURITY SHALL BE MAINTAINED.
- 1.7 ALL EXCAVATIONS SHALL BE SECURED & MADE SAFE IN ACCORDANCE WITH REQUIREMENTS OF THE OCCUPATIONAL SAFETY & HEALTH ACT OF 1984, THE OCCUPATIONAL SAFETY AND HEALTH REGULATION 1996 & OF ANY RELATIVE REGULATORY BODY.
- 1.8 PROPERTIES WHICH HAVE BEEN EXCAVATED SHALL BE RETURNED TO AT LEAST SIMILAR CONDITION TO THAT WHICH EXISTED PRIOR TO CONSTRUCTION.
- 1.9 TRENCH BACKFILL SHALL BE CLEAN GRANULAR MATERIAL, COMPACTED TO A LEVEL NOT LESS THAN THAT OF THE SURROUNDING UNDISTURBED GROUND, FOR THE FULL DEPTH OF EXCAVATION. BACKFILL UNDER ROADS SHALL BE COMPACTED TO THE REQUIREMENTS OF THE LOCAL AUTHORITY.
- 1.10 THE DESIGN TAKES INTO CONSIDERATION MANUFACTURERS SPECIFICATIONS FOR PIPE COVER, BEDDING AND JOINTING.
- 1.11 THIS DRAINAGE SPECIFICATION IS TO BE READ IN CONJUNCTION WITH THE BUILDER ARCHITECTURAL DRAWING (PARTIALLY REPRODUCED HERE).
- 1.12 CLIENT IS TO ENSURE LOCAL AUTHORITY HAVE APPROVED THESE DRAWINGS BEFORE BEING ISSUED FOR PRICING, TENDER AND CONSTRUCTION.

LEGEND

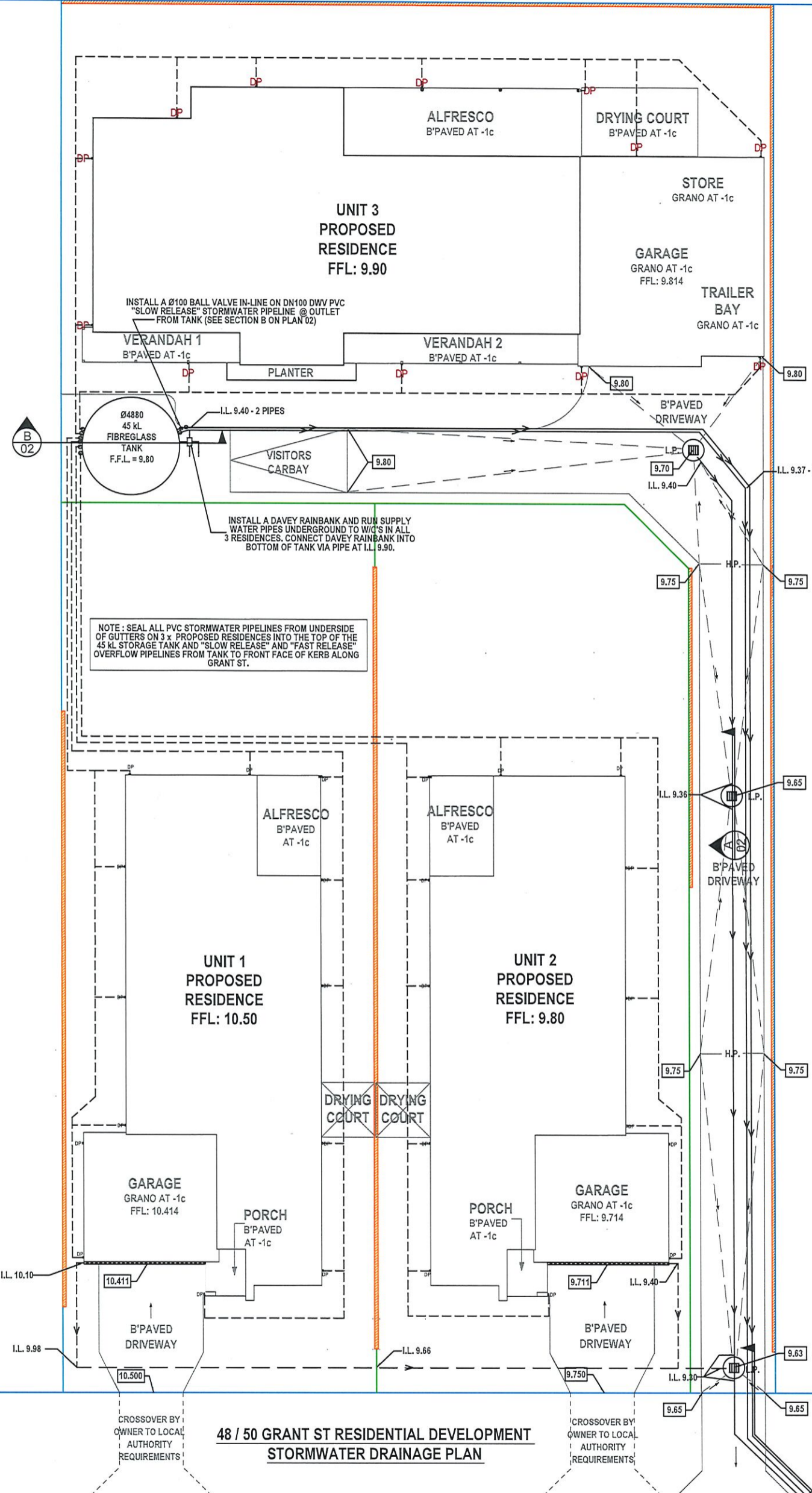
- Ø900 X 600 HIGH SOAKWELL PIT WITH TRAFFICABLE GRATE COVER
- Ø100 DWV PVC STORMWATER PIPE
- Ø90 PVS STORMWATER PIPE (SEALED FROM U/S GUTTER TO 32 KL TANK)
- I.L. 9.60 PIPE INVERT LEVEL
- 9.80 PAVING REDUCED LEVEL
- H.P. DENOTES PAVING HIGH POINT
- L.P. DENOTES PAVING LOW POINT
- PAVING FALL DIRECTION
- 100 WIDE X 100 DEEP CHANNEL DRAIN
- LOT BOUNDARY
- INTERNAL STRATA BOUNDARY
- RETAINING WALL

DRAINAGE CALCULATION

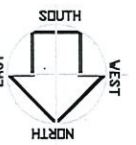
- IFD CHART: PERTH
 ARI: 20 YEARS
 CATCHMENT VOLUME: A) OFF 3 DWELLINGS - 20.6 KL
 B) OFF BRICK PAVED HARDSTAND AREAS - 4.7KL
- ONSITE STORMWATER STORAGE: 20.75 KL (TOP HALF OF 45 KL TANK) - TO STORE STORMWATER COLLECTED OFF 3 DWELLINGS.
- FLOW RATES ONTO GRANT ST: FROM 45 KL STORAGE TANK:
 A) 0.58 L / SEC FLOW FROM 1 x DN100 DWV PVC "SLOW RELEASE" PIPELINE AT F.F.K. ON GRANT ST WITH REGULATORY IN-LINE BALL VALVE - LOCATED AT PIPE OUTLET FROM TANK (WILL EMPTY THE 20.75 KL IN 10 HRS)
 B) 30.00 L/SEC MAXIMUM FLOW COMBINED FROM 2 x DN100 DWV PVC "FAST RELEASE" (TANK OVERFLOW) PIPELINE AT F.F.K. ON GRANT ST.
 FROM 3 X LEACH PITS ON BRICK PAVED HARDSTAND AREAS:
 A) 4.50 L/SEC MAXIMUM FLOW FROM 1 x DN100 DWV PVC "OVERFLOW" PIPELINE AT F.F.K. ON GRANT ST
- SOIL PROFILE: SAND WITH SOME CLAY AND SILT UP TO 0.4m, SANDY CLAY WITH TRACE GRAVEL AND SILT FROM 0.4m TO 1.5m ONWARDS, GRAVELLY CLAYEY SAND WITH SOME SILT FROM 0.8m TO 1.8m AND CLAY REFUSAL BETWEEN 1.5m TO 1.8m.
- GROUND WATER TABLE: GREATER THAN 1.5m BELOW EXISTING GROUND LEVEL (REFER TO SITE CLASSIFICATION REPORT PREPARED BY PROMPT ENGINEERING).

CATCHMENT AREAS	PROPOSED RESIDENCE #1	PROPOSED RESIDENCE #1	PROPOSED RESIDENCE #1	TOTAL - ALL 3 RESIDENCES
ROOF AREA (m ²)	259.63	259.63	399.65	918.91
BRICK PAVED AREA (m ²)	14.06	14.06	229.72	257.84
TOTAL CATCHMENT	273.69	273.69	629.37	1176.75

- NOTES:
 1) PAVED AREA EXCLUDES UNDER ROOF AREA
 2) TOTAL LOT AREA = 2190.84 m².



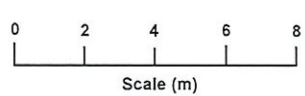
48 / 50 GRANT ST RESIDENTIAL DEVELOPMENT STORMWATER DRAINAGE PLAN



REFERENCE NAIL AT BASE OF KERB ASSUMED DATUM LEVEL = 10.00m

FOR CONSTRUCTION

GRANT ST

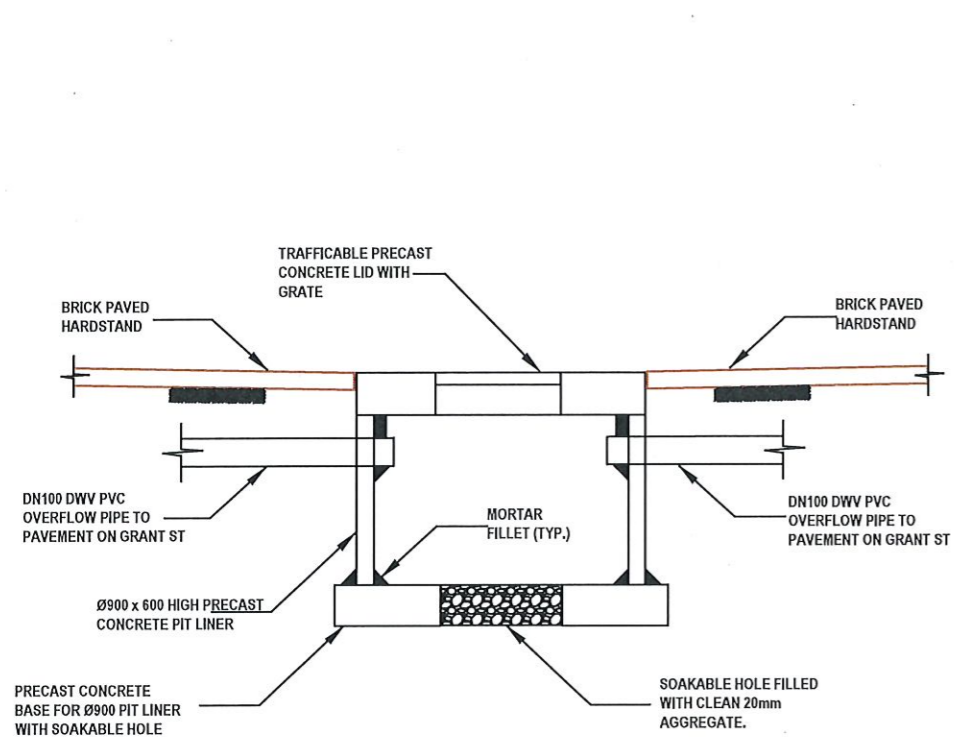


R Munns Engineering Consulting Services
 Email: rmc@westnet.com.au
 PO Box 516 NARROGIN WA 6312
 Mobile: 0407 804 164
 Signed: [Signature]
 Date: 30th January 2018

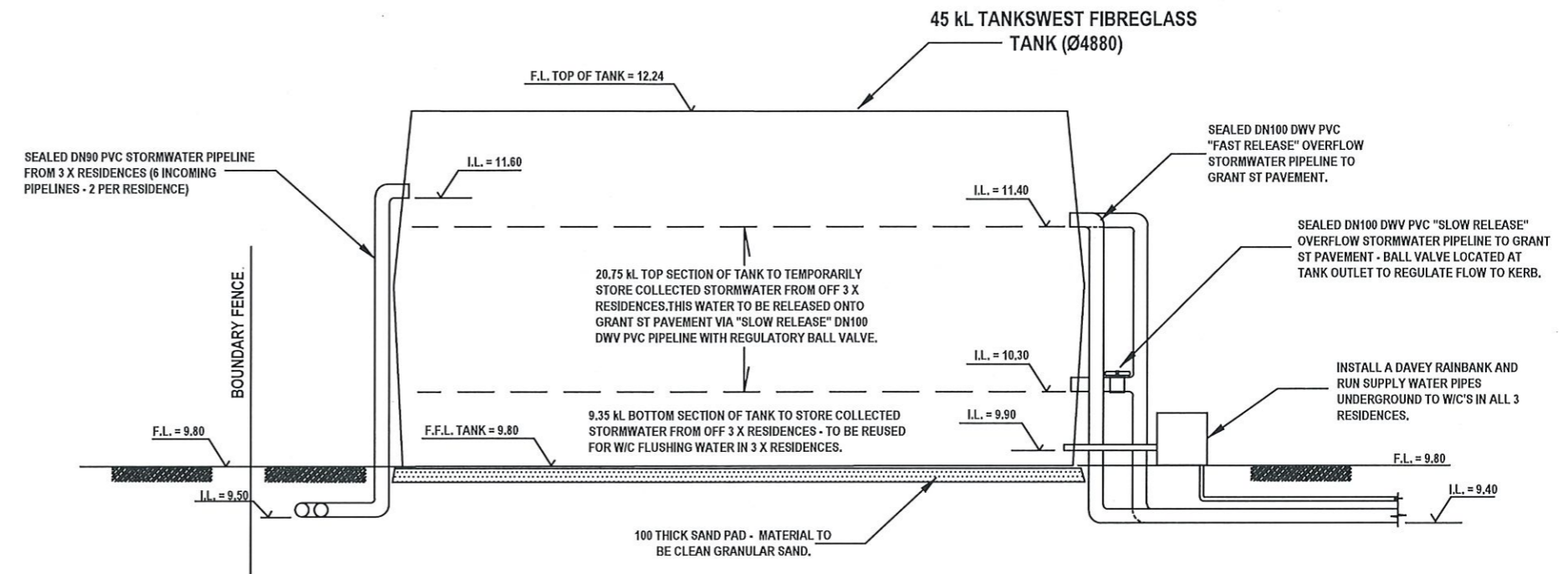
Rev No.	Date Issued	Comment
A	27-1-18	Drawn For Comment
0	28-1-18	For Construction
1	30-1-18	For Construction, Tank Modified

J & T BRANDNER
 48-50 GRANT ST, NARROGIN
 RESIDENTIAL DEVELOPMENT
 Stormwater Drainage Plan

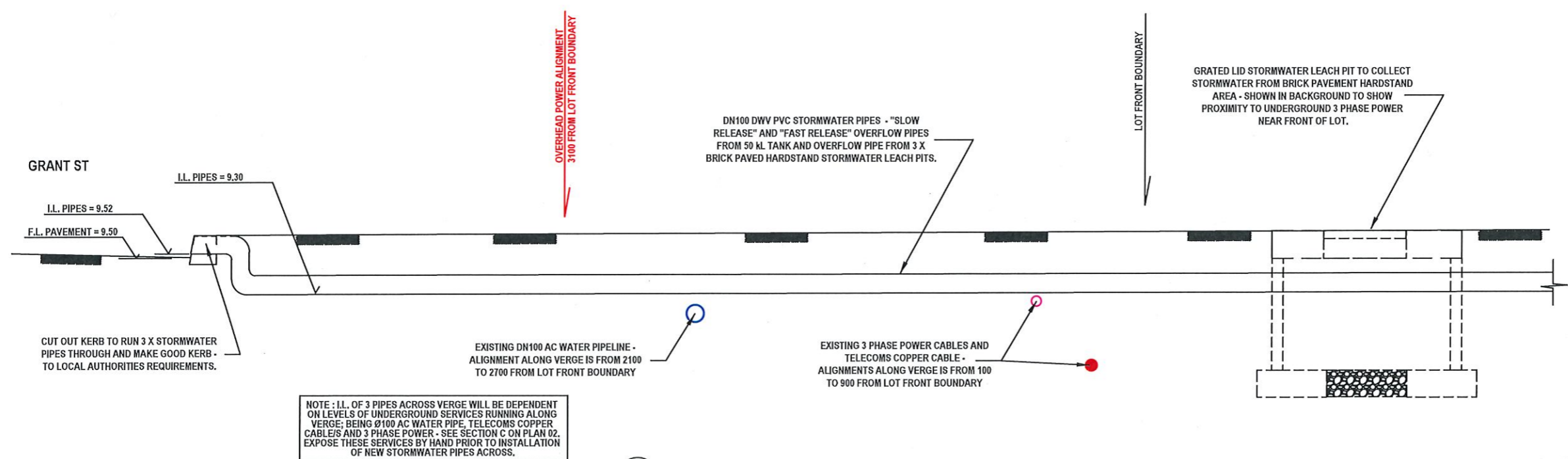
Project No. : 48-50GRANT	Project Location : 48-50 Grant St, Narrogin
Drawing No. : 48-50GRANT- 01	Drawing Title : Stormwater Drainage Plan
Drawn : Rod Munns	Date : 30th January 2018
Revision No. : 1	Scale : 1 : 200 (U.O.N) Original Sheet Size : A3 Page 139



A
01 SECTION THROUGH SOAKWELL PIT WITH TRAFFICABLE GRATED LID



B
01 SECTION THROUGH 50 kL FIBREGLASS STORMWATER STORAGE TANK
(Scale 1 : 40)



C
01 SECTION THROUGH VERGE ALONG SOUTH SIDE OF GRANT ST

FOR CONSTRUCTION

**48 / 50 GRANT ST RESIDENTIAL DEVELOPMENT
STORMWATER DRAINAGE - SECTIONS PLAN**

R Munns Engineering
Consulting Services
Email : rmcgs@westnet.com.au
PO Box 516 NARROGIN WA 6312
Mobile : 0407 604 164
Signed : *[Signature]*
Date : 30th January 2018

Rev No.	Date	Comment
A	27-1-18	Draft For Comment
B	28-1-18	For Construction
1	30-1-18	For Construction, Tank Modified

**J & T BRANDNER
48-50 GRANT ST, NARROGIN
RESIDENTIAL DEVELOPMENT
Stormwater Drainage Sections Plan**

Project No. : 48-50GRANT	Project Location : 48-50 Grant St, Narrogin
Drawing No. : 48-50GRANT-02	Drawing Title : Stormwater Drainage Sections Plan
Drawn : Rod Munns	Date : 30th January 2018
Revision No. : 1	Scale : 1 : 25 (U.O.N) Original Sheet Size : A3

10.2 TECHNICAL AND RURAL SERVICES

There are no papers requiring Council Decision at this meeting.

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.007 LIST OF ACCOUNTS FOR ENDORSEMENT – DECEMBER 2017

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

Attachments

List of Accounts for Endorsement – December 2017

Summary

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

December Payments

Payment Type	\$	%
Cheque	108.60	0.01
EFT (incl Payroll)	1,456,516.82	95.59
Direct Debit	60,808.70	3.99
Credit Card	6,246.51	0.41
Total Payments	1,523,680.63	100

Local Spending Analysis of Total Payments

<i>Local Suppliers</i>	<i>349,688.13</i>	<i>22.95</i>
<i>Payroll</i>	<i>344,487.53</i>	<i>22.61</i>
<i>Total</i>	<i>694,175.66</i>	<i>45.56</i>

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

OFFICER'S RECOMMENDATION

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement, for the month of December 2017 for the Municipal Fund totalling \$1,523,680.63.

10.3.008 LIST OF ACCOUNTS FOR ENDORSEMENT – JANUARY 2018

File Reference:	12.1.1
Disclosure of Interest:	Nil
Applicant:	Nil
Previous Item Nos:	Nil
Date:	31 January 2018
Author:	Brooke Conway – Finance Officer Accounts
Authorising Officer:	Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

List of Accounts for Endorsement – January 2018

Summary

Council is requested to endorse the payments as presented in the List of Accounts for Endorsement – January 2018.

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 – January 2018” is presented to Council for endorsement. Below is a summary of activity.

January Payments

Payment Type	\$	%
Cheque	170.00	0.02
EFT (Incl Payroll)	949,465.91	91.48
Direct Debit	81,727.86	7.87
Credit Card	6,579.77	0.63
Total Payments	1,037,943.54	100

Local Spending Analysis of Total Payments

<i>Local Suppliers</i>	<i>212,878.28</i>	<i>20.51</i>
<i>Payroll</i>	<i>364,288.24</i>	<i>35.10</i>
<i>Total</i>	<i>577,166.52</i>	<i>55.61</i>

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

Consultation

Nicole Bryant – Manager Finance

Statutory Environment

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

Policy Implications

Nil

Financial Implications

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

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICER’S RECOMMENDATION

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement, for the month of January 2018 for the Municipal Fund totalling \$1,037,943.54.

10.3.009 MONTHLY FINANCIAL REPORTS – DECEMBER 2017

File Reference: 12.8.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 8 January 2018
Author: Nicole Bryant – Manager Finance
Authoriser: Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

Monthly Financial Report for the period ended 31 December 2017.

Background

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

Consultation

Frank Ludovico, Executive Manager Corporate and Community Services

Statutory Environment

Local Government Financial Regulations (1996) Regulation 34 applies.

Policy Implications

Nil

Financial Implications

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

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Receive the December 2017 Monthly Financial Reports as presented.



MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 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 DECEMBER 2017

STATEMENT OF FINANCIAL ACTIVITY

	Revised Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var
Operating Revenues	\$	\$	\$	\$	%	
Governance	5,100	5,048	29,635	24,587	83%	▲
General Purpose Funding	1,267,125	642,040	670,306	28,266	4%	
Law, Order and Public Safety	210,838	123,898	502,357	378,459	75%	▲
Health	5,500	4,248	4,663	415	9%	
Education and Welfare	1,301,524	639,085	821,641	182,556	22%	▲
Housing	12,200	6,096	4,800	(1,296)	(27%)	
Community Amenities	1,006,256	917,092	1,126,087	208,995	19%	▲
Recreation and Culture	555,080	496,096	372,887	(123,209)	(33%)	▼
Transport	1,652,956	1,041,690	1,084,946	43,257	4%	
Economic Services	242,378	121,176	149,467	28,291	19%	▲
Other Property and Services	146,253	73,116	82,519	9,403	11%	
Total (Excluding Rates)	6,405,210	4,069,585	4,849,309	779,724		
Operating Expense						
Governance	(613,506)	(332,992)	(324,908)	8,084	2%	
General Purpose Funding	(204,758)	(100,263)	(106,798)	(6,535)	(6%)	
Law, Order and Public Safety	(475,559)	(244,898)	(213,299)	31,599	15%	▲
Health	(202,407)	(104,038)	(116,606)	(12,568)	(11%)	▼
Education and Welfare	(1,763,107)	(980,120)	(882,568)	97,552	11%	▲
Housing	(32,172)	(17,556)	(10,551)	7,005	66%	
Community Amenities	(1,424,149)	(686,546)	(643,910)	42,636	7%	
Recreation and Culture	(3,071,419)	(1,584,524)	(1,350,470)	234,054	17%	▲
Transport	(4,278,345)	(2,149,873)	(2,089,224)	60,649	3%	
Economic Services	(658,349)	(336,110)	(271,360)	64,750	24%	▲
Other Property and Services	(80,486)	(53,809)	16,230	70,039	(432%)	
Total	(12,804,257)	(6,590,729)	(5,993,464)	597,265		
Funding Balance Adjustment						
Add back Depreciation	2,480,898	1,240,398	1,346,378	105,980	8%	
Adjust (Profit)/Loss on Asset Disposal	54,965	39,604	7,612	(31,992)	(420%)	▼
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	2,091	2,091	100%	
Adjust Rounding	0	0	0	0		
Net Operating (Ex. Rates)	(3,863,184)	(1,241,142)	211,926	1,453,068		
Capital Revenues						
Proceeds from Disposal of Assets	132,000	117,000	248,065	131,065	53%	▲
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	916,816	70,198	68,480	(1,718)	(3%)	
Total	1,398,816	187,198	316,545	129,347		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,098,558)	(124,100)	(124,186)	(86)	(0%)	
Plant and Equipment	(743,113)	(541,207)	(1,108,967)	(567,760)	(51%)	▼
Furniture and Equipment	(30,000)	0	0	0		
Infrastructure Assets - Roads	(1,160,354)	(925,258)	(926,511)	(1,253)	(0%)	
Infrastructure Assets - Footpaths	(66,000)	(34,935)	(34,935)	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)	(368,411)	(382,289)	(13,878)	(4%)	
Purchase of Investments	0	0	0	0		
Repayment of Debentures	(220,292)	(110,145)	(102,076)	8,069	8%	
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	(838,823)	(31,250)	(21,438)	9,812	46%	
Total	(5,037,107)	(2,135,306)	(2,700,401)	(565,095)		
Net Capital	(3,638,291)	(1,948,108)	(2,383,856)	(435,748)		
Total Net Operating + Capital	(7,501,475)	(3,189,250)	(2,171,930)	1,017,320		
Rate Revenue	4,670,116	4,670,116	4,569,534	(100,582)	(2%)	
Opening Funding Surplus(Deficit)	2,930,417	2,930,417	2,930,417	0	0%	
Closing Funding Surplus(Deficit)	99,058	4,411,283	5,328,021	916,738		

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

NET CURRENT ASSETS

	Positive=Surplus (Negative=Deficit)	
	2017-18	
	31/12/2017	30/11/2017
	This Period	Last Period
	\$	\$
Current Assets		
Cash Unrestricted	4,716,940	5,645,214
Cash Restricted (Reserves)	3,727,220	3,727,220
Receivables - Rates and Rubbish, ESL, Excess Rates	1,198,137	1,385,141
Receivables -Other	275,275	210,646
Inventories	23,717	14,704
	9,941,289	10,982,925
Less: Current Liabilities		
Payables	(409,608)	(804,976)
Loan Liability	(118,218)	(127,067)
Provisions	(845,116)	(845,116)
	(1,372,941)	(1,777,159)
Net Current Asset Position	8,568,348	9,205,766
Less: Cash Restricted	(3,727,220)	(3,727,220)
Add Back: Component of Leave Liability not Required to be funded	374,455	374,455
Add Back: Current Loan Liability	118,218	127,067
Adjustment for Trust Transactions Within Muni	(5,779)	(5,102)
Net Current Funding Position	5,328,021	5,974,966

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

<u>Cash Unrestricted</u>			
Municipal Fund	3,500,000	60 days	2.25%pa
Municipal Fund	1,000,000	30 days	1.87%pa
<u>Cash Restricted (Reserves)</u>			
Reserve Fund	3,573,000	6 mths	2.55%pa

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

MAJOR VARIANCES

REPORTABLE OPERATING REVENUE VARIATIONS

GOVERNANCE

PERMANENT - LGIS Contributions Discount higher than anticipated

EDUCATION AND WELFARE

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

COMMUNITY AMENITIES

PERMANENT - Sanitation: Funding received from Shire of Wagin for Waste Transfer Station.
PERMANENT - Sanitation Other: Commercial tipping charges higher than expected.
PERMANENT - Sanitation Other: Additional pick up charges higher than expected.
TIMING - Invoiced raised to recoup funds for Narrogin LCDC. Will be looked at in budget review
PERMANENT - Town Planning: Application fees higher than expected.
PERMANENT - Other Comm Amen: Insurance reimbursement Gnarogin Toilets

RECREATION AND CULTURE

PERMANENT - NRRC: Pool Subsidy budgeted, program now cancelled by WA State Government.
TIMING - Oth Rec: Grant funding not received (WASP, DSR Contribution Rec Master Plan).

ECONOMIC SERVICES

PERMANENT - TOUR: Manager Housing Rental income from Caravan Park not in budget.
PERMANENT - TOUR: Caravan Park fees higher than expected.
PERMANENT - BUILD: Officer charge out and vehicle charge out income higher than anticipated.
PERMANENT - ECONOM: Commercial Property lease income higher than anticipated.

REPORTABLE OPERATING EXPENSES VARIATIONS

LAW, ORDER AND PUBLIC SAFETY

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

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

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

HEALTH

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

EDUCATION AND WELFARE

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

RECREATION AND CULTURE

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

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

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

ECONOMIC SERVICES

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

TIMING - Building & Control: Expenditure estimated evenly over 12 month period

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

OTHER PROPERTY and SERVICES

TIMING - Public Work Overhead - Roadwork activities have increased recovery rate.

REPORTABLE CAPITAL REVENUE VARIATIONS

PROCEEDS FROM DISPOSAL OF ASSETS

PERMANENT - Disposal of assets offset with purchases

REPORTABLE CAPITAL EXPENSES VARIATIONS

PLANT AND EQUIPMENT

PERMANENT - P&E purchases offset with asset disposals

PERMANENT - Received a fire truck from DFES. Value treated as a purchase (even though no municipal funds were used) in order to show acquisition.

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

ACQUISITION OF ASSETS

Summary Acquisitions	Current Budget			Variance (Under)Over	
	This Year				
	Original Budget	YTD Budget	Actual		
	\$	\$	\$	\$	
Inventories					
Land for Resale	0	0	0	0	
Property, Plant & Equipment					
Land and Buildings	1,013,558	124,100	124,186	86	▲
Plant & Equipment	716,613	541,207	1,108,967	518,649	▲
Furniture & Equipment	30,000	0	0	0	
Tools	0	0	0	0	
Infrastructure					
Roads	1,160,354	925,258	926,511	1,253	▲
Footpaths	66,000	34,935	34,935	0	
Road Drainage	30,000	0	0	0	
Parks & Ovals	0	0	0	0	
Townscape	0	0	0	0	
Other Infrastructure	849,967	368,411	382,289	13,878	▲
Totals	3,866,491	1,993,911	2,576,887	533,866	



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

ACQUISITION OF ASSETS

Land & Buildings	Current Budget				Variance (Under)Over	
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual		
	\$	\$	\$	\$	\$	
OTHGOV - Capital Administration Building Building Renovation Administration	40,119	40,119	18,000	17,987	(13)	▼
ANIMAL - Building (Capital) Other Law & Order Building (Capital)	0	85,000	0	0	0	
WELFARE - Building (Capital) Disability Toilet - Changing Places	59,000	59,000	55,000	54,794	(206)	▼
STF HOUSE - Building (Capital) Staff Housing Building (Capital)	20,000	20,000	11,000	10,968	(32)	▼
COM AMEN - Building (Capital) - Other Community Amenities Memorial Park Public Toilets Capital	20,000	20,000	0	0	0	
HALLS - Building (Capital) Town Hall (Federal St) Building Capital	94,000	94,000	0	198	198	▲
Highbury Hall Building Capital	7,500	7,500	0	0	0	
NRRC - Building (Capital) NRRC Building (Capital)	50,000	50,000	2,000	2,055	55	▲
REC - Other Rec Facilities Building (Capital) Thomas Hogg Oval Buildings Capital	25,000	25,000	0	0	0	
LIB - Building (Capital) Library Landscape - Stage 1A Accessable Ramp	80,000	80,000	0	0	0	
HERITAGE - Building (Capital) Museum Building (Capital)	5,000	5,000	0	0	0	
ROADC - Building (Capital) Lydeker Depot Building (Capital)	30,000	30,000	21,500	21,547	47	▲
TOUR - Building (Capital) Accommodation Units (NCP)	350,000	350,000	0	0	0	
Caravan Park Renovations	152,939	152,939	0	0	0	
ADMIN - Building (Capital) Old Shire Office Building Capital	80,000	80,000	16,600	16,637	37	▲
Totals	1,013,558	1,098,558	124,100	124,186	86	

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

ACQUISITION OF ASSETS

Plant & Equipment	Current Budget				Variance (Under)Over	
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual		
	\$	\$	\$	\$	\$	
ANIMAL - Plant & Equipment (Capital)						
Light Bar Fixing Ranger Vehicle	2,500	2,500	2,500	2,104	(396)	▼
OLOPS - Plant & Equipment (Capital) - OLOPS						
CCTV Upgrade	109,113	109,113	109,113	112,788	3,675	▲
AGEDOTHER - Plant & Equipment (Capital)						
NGN219 CATS Vehicle 2017	0	26,500	0	0	0	
PLAN - Plant & Equipment						
NGN00 EMDRS Vehicle 2017	0	0	0	35,268	35,268	
NRRC - Plant & Equipment (Capital)						
NRRC Airconditioner	70,000	70,000	1,000	1,000	0	
PLANT - Plant & Equipment (Capital)						
Tipper Truck 3 Tonne	25,000	25,000	22,454	22,455	1	▲
10,000L Emulsion Storage Tank	75,000	75,000	58,000	57,831	(169)	▼
John Deere Ride on Mower 2017	10,000	10,000	10,000	9,745	(255)	▼
24 Tonne Excavator	260,000	260,000	216,000	216,100	100	▲
Irrigation Pump	35,000	35,000	32,140	32,140	0	
8T Side Tipping Truck	110,000	110,000	90,000	90,190	190	▲
Trailer & Signs(Event Traffic Management)	10,000	10,000	0	0	0	
ON0 EMTRS Vehicle 2017	0	0	0	36,389	36,389	▲
N001 MO Vehicle 2017	0	0	0	36,998	36,998	▲
1QCA051 Isuzu FTS800 Fire Unit	0	0	0	372,197	372,197	▲
TOUR - Plant & Equipment (Capital)						
CCTV Installation NCP	10,000	10,000	0	0	0	
COMMUNITY - Plant & Equipment (Capital)						
0NGN EMCCS Vehicle 2017	0	0	0	34,652	34,652	▲
1NGN CEO Vehicle 2017	0	0	0	49,111	49,111	▲
Totals	716,613	743,113	541,207	1,108,967	518,649	

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

ACQUISITION OF ASSETS

Furniture & Equipment	Current Budget				Variance (Under)Over	
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual		
CHCP - Furniture & Equipment (Capital) Mobile Works Solution (HACC)	\$ 10,000	\$ 10,000	\$ 0	\$ 0	\$ 0	
LIB - Furniture & Equipment (Capital) Library Software Upgrade	20,000	20,000	0	0	0	
Totals	30,000	30,000	0	0	0	
Roads	Current Budget				Variance (Under)Over	
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual		
ROADC - Roads (Capital) - Council Funded Heath Street - Renewal (Local)	\$ 11,009	\$ 11,009	\$ 7,700	\$ 7,771	71	▲
ROADC - Roads (Capital) - Roads to Recovery Doney Street - Renewal (Local) (R2R)	33,064	33,064	28,000	28,019	19	▲
Felspar Street - Renewal (Local) (R2R)	49,982	49,982	25,800	25,826	26	▲
Glyde Street - Renewal (Local) (R2R)	14,061	14,061	8,403	8,403	0	▲
Garfield Street - Renewal (Local) (R2R)	8,244	8,244	8,244	8,411	167	▲
Homer Street - Renewal (Local) (R2R)	6,548	6,548	5,808	5,854	46	▲
Fairway Street - Renewal (Local) (R2R)	4,050	4,050	0	0	0	
Hale Street - Renewal (Local) (R2R)	11,322	11,322	9,133	9,133	0	▲
Hillman Street - Renewal (Local) (R2R)	6,048	6,048	4,536	4,500	(36)	▼
Marsh Street - Renewal (Local) (R2R)	6,480	6,480	6,480	6,507	27	▲
May Street - Renewal (Local) (R2R)	12,240	12,240	8,880	8,883	3	▲
Gibson Street - Renewal (Local) (R2R)	13,020	13,020	11,345	11,345	0	▲
Cresswell Street - Renewal (Local) (R2R)	1,485	1,485	1,484	1,726	242	▲
Narrakine Road - Renewal (Local) (R2R)	5,040	5,040	0	0	0	
Whinbin Rock Road - Renewal (Rural) (R2R)	285,522	285,522	195,693	195,748	55	▲
Wagin-Wickepin Road - Renewal (Rural) (R2R)	18,036	18,036	18,036	18,422	386	▲
Narrogin Valley Road - Renewal (Rural) (R2R)	37,152	37,152	32,508	32,415	(93)	▼
Highbury West Road - Renewal (Rural) (R2R)	21,600	21,600	0	0	0	
Rowe Street - Renewal (Local) (R2R)	7,965	7,965	7,965	8,209	244	▲
ROADC - Roads (Capital) - Regional Road Group Narrogin-Harrismith Road - Renewal (Local) (RRG)	607,486	607,486	545,243	545,340	97	▲
Totals	1,160,354	1,160,354	925,258	926,511	1,253	

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

ACQUISITION OF ASSETS

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

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

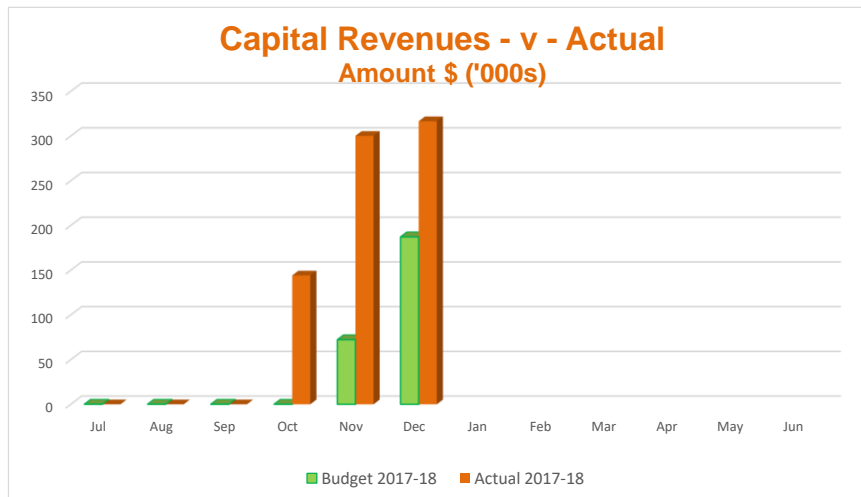
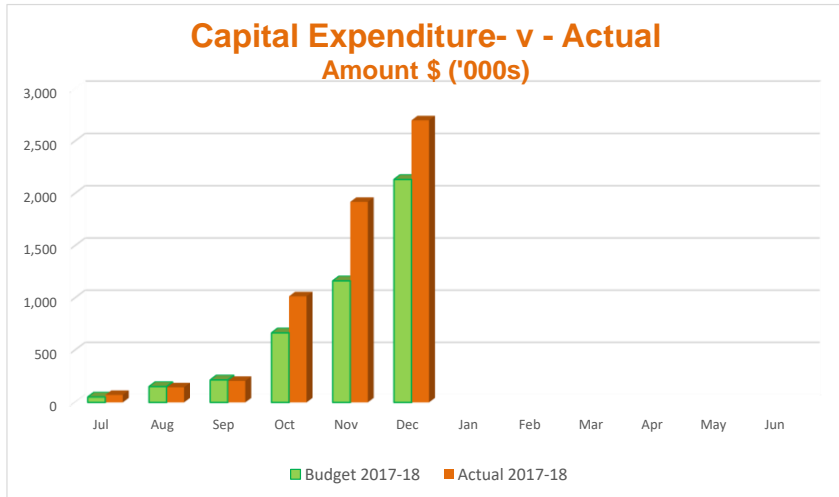
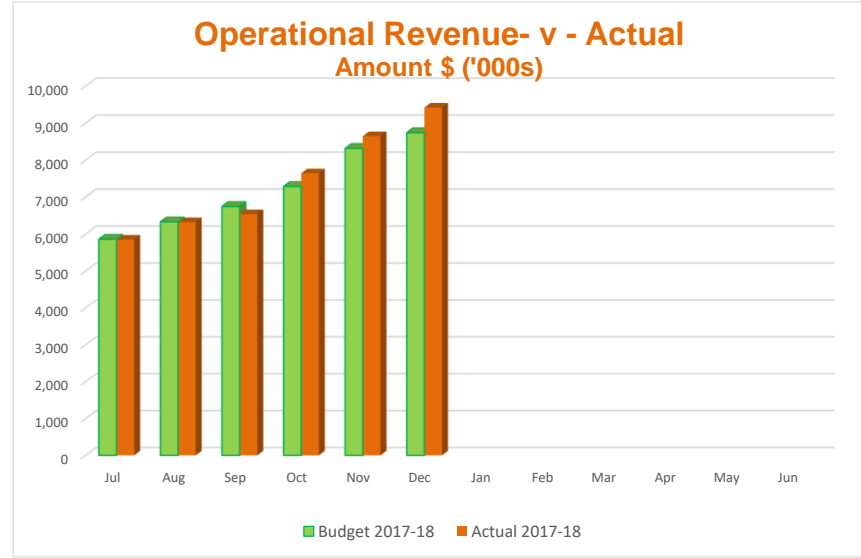
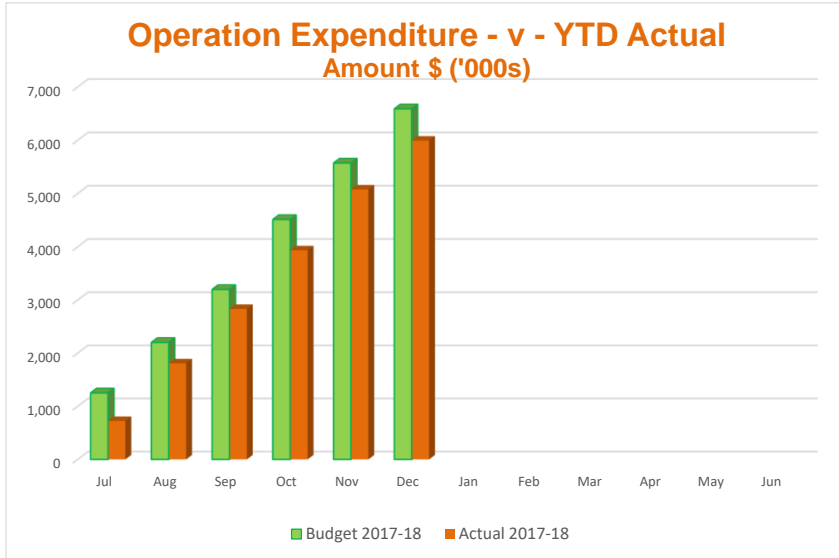
SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2017

ACQUISITION OF ASSETS

Other Infrastructure	Current Budget				Variance (Under)Over	
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual		
	\$	\$	\$	\$	\$	
ANIMAL - Infrastructure Other (Capital)						
Animal Pound Exercise Area	2,944	2,944	2,944	3,258	314	▲
SAN - Infrastructure Other (Capital)						
White Road Refuse Site Upgrade	15,000	15,000	0	0	0	
Refuse Site Transfer Station	148,000	148,000	131,000	130,913	(88)	▼
Bin Surrounds	40,000	40,000	500	497	(3)	▼
SEW - Infrastructure Other (Capital)						
TWIS Dams	20,000	20,000	0	0	0	
COM AMEN - Infrastructure Other (Capital) - Other Community Amenities						
Cemetery Upgrade	85,000	85,000	1,500	1,554	54	▲
Gnarojin Park Master Plan	30,000	30,000	0	0	0	
CBD Enhancement	55,023	55,023	37,000	36,942	(58)	▼
NRRC - Infrastructure Other (Capital)						
NRRC Infrastructure Other (Capital)	30,000	30,000	15,848	15,848	0	▲
REC - Infrastructure Other (Capital)						
Heritage Trail	12,000	12,000	0	0	0	
Memorial Park Paving Upgrade	25,000	25,000	6,250	6,952	702	▲
Lions Park - Playground Equipment	50,000	50,000	42,600	42,599	(1)	▼
Jersey Park - Playground Equipment	16,000	16,000	13,660	13,660	0	▲
Northwood Park - Playground Equipment	45,000	45,000	45,000	45,000	0	
Ashworth Park - Playground Equipment	8,000	8,000	6,000	6,019	19	▲
Hockey Club - Playground Equipment	16,000	16,000	14,939	14,939	(0)	▼
Highbury Hall - Playground Equipment	22,000	22,000	18,300	18,300	0	
Town Clock	10,000	10,000	0	0	0	
Skate Park Construction	30,000	30,000	20,470	20,470	0	▲
Skate Park Improvements	30,000	30,000	0	0	0	
ROADC - Infrastructure Other (Capital)						
Street Furniture	12,000	12,000	12,000	15,740	3,740	▲
Ensign Carpark	60,000	60,000	0	0	0	
CWA Carpark	60,000	60,000	0	0	0	
TOUR - Infrastructure Other (Capital)						
NCP Infrastructure Upgrade	8,000	8,000	400	395	(5)	▼
Caravan Park Resealing, Line Marking	20,000	20,000	0	0	0	
Banner Poles	0	0	0	9,202	9,202	▲
Totals	849,967	849,967	368,411	382,289	13,878	

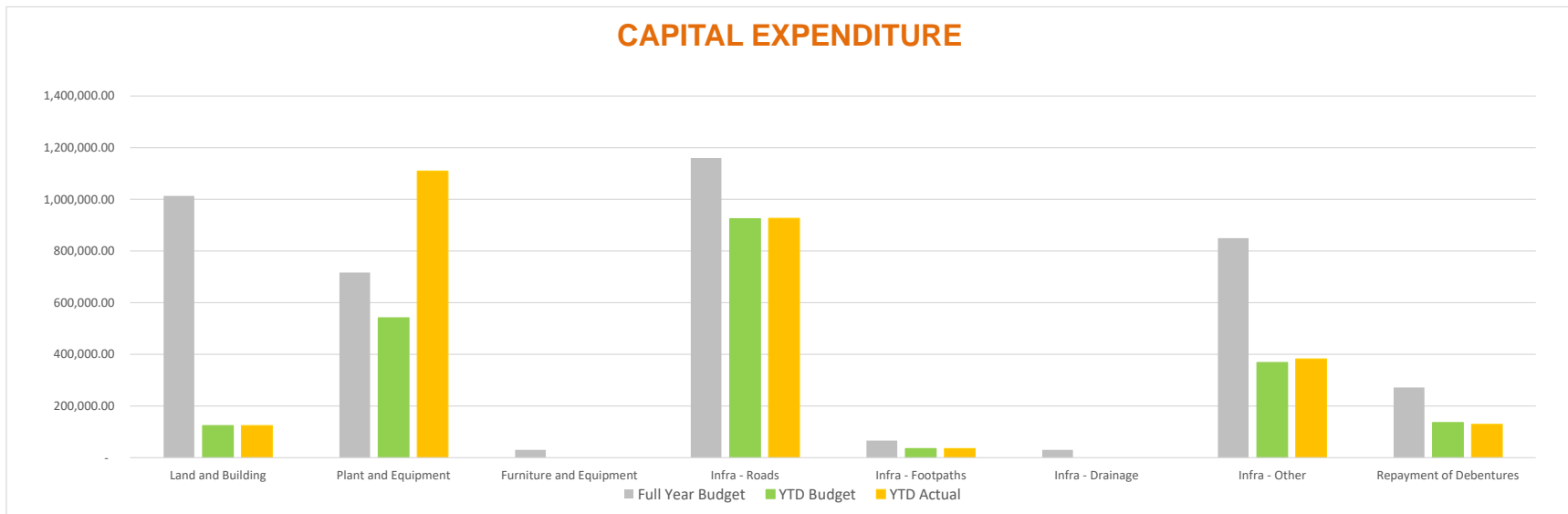
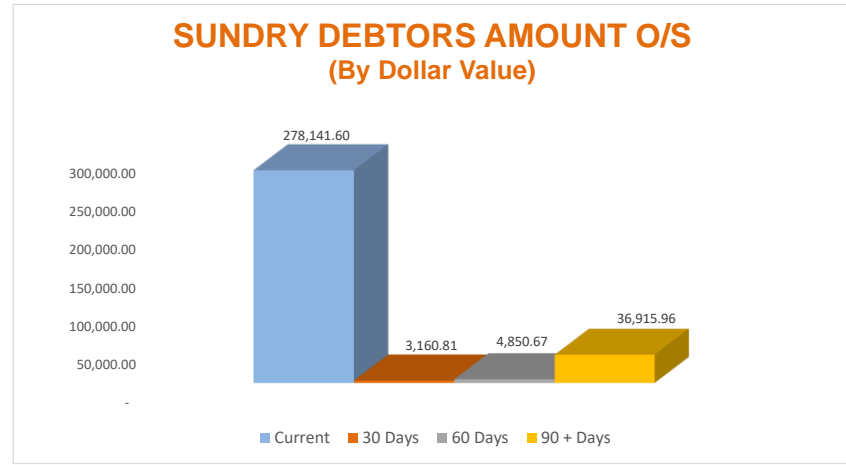
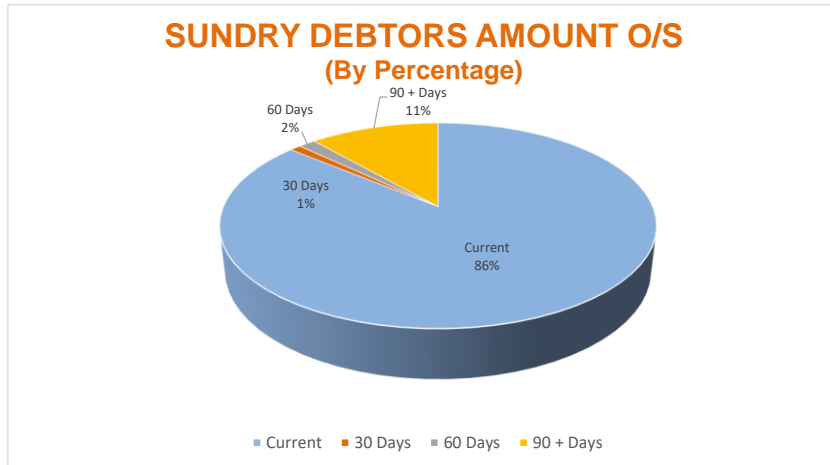
**SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2017**

GRAPHS



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

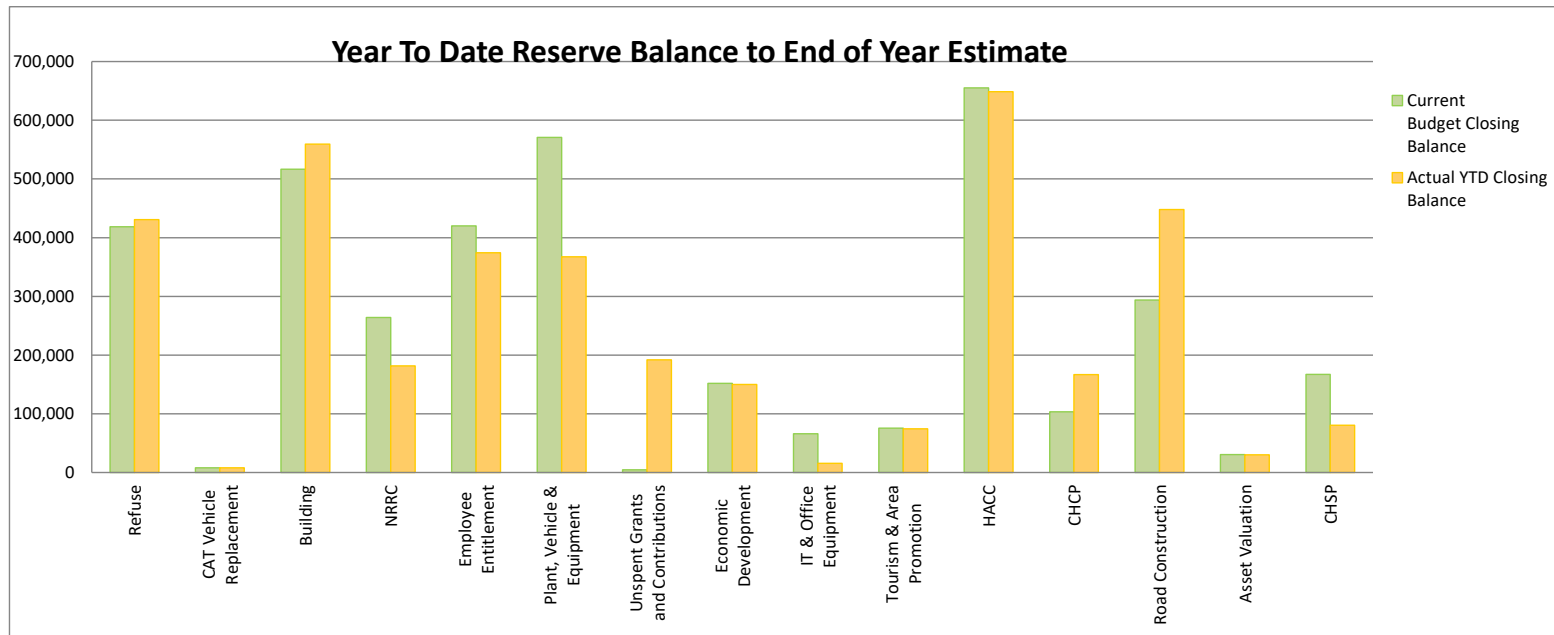
GRAPHS



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 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 (-)	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Refuse	428,323	8,062	2,405	80,000	0	98,000	0	418,385	430,728
CAT Vehicle Replacement	8,021	101	29	0	0	0	0	8,122	8,050
Building	556,072	10,466	3,123	50,000	0	100,000	0	516,538	559,195
NRRC	180,691	3,401	1,015	80,000	0	0	0	264,092	181,706
Employee Entitlement	372,364	7,008	2,091	40,737	0	0	0	420,109	374,455
Plant, Vehicle & Equipment	393,454	7,405	2,211	410,000	0	240,000	28,282	570,859	367,383
Unspent Grants and Contributions	190,485	7,639	1,340	0	0	193,715	0	4,409	191,825
Economic Development	148,995	2,804	837	0	0	0	0	151,799	149,832
IT & Office Equipment	15,734	296	87	50,000	0	0	0	66,030	15,821
Tourism & Area Promotion	73,969	1,392	414	0	0	0	0	75,361	74,383
HACC	645,352	11,232	3,352	8,483	0	10,000	0	655,067	648,704
CHCP	165,412	3,819	1,139	0	0	65,903	0	103,328	166,551
Road Construction	445,302	8,381	2,501	0	0	160,000	0	293,683	447,803
Asset Valuation	30,000	565	170	0	0	0	0	30,565	30,170
CHSP	120,089	2,429	724	44,604	0	0	40,198	167,122	80,615
	3,774,262	75,000	21,438	763,824	0	867,618	68,480	3,745,468	3,727,220



Project Progress	
Complete	4 ●
On Track	3 ●
Off Track	2 ●
In Trouble	1 ●

		2017/18 Annual Budget	2017/18 YTD Actual	Responsible Officer		2017						2018						Comments
						July	August	September	October	November	December	January	February	March	April	May	June	
CAPITAL PROJECTS																		
1	Building Renovations Admin Side Portico's and Men's & Ladies Toilet	40,119	17,987.16	Aaron Cook/Azhar Awang	2 ●													
3	Mobile Works Solution (HACC)	10,000	0.00	Frank Ludovico	3 ●													
5	Kitchen Renovations 13 Hough Street	20,000	10,967.61	Azhar Awang	2 ●													
6	White Road Refuse: Development plan of existing & future landfill	15,000	0.00	Azhar Awang	3 ●													
7	Consultant for Refuse Site (\$15,000) C/Fwd: Works to Construct Transfer Station (\$133,000)	148,000	130,912.50	Azhar Awang	3 ●													
8	CBD Bin surrounds (C/Fwd: \$20,000 plus \$20,000) Approx. 40.	40,000	496.70	Azhar Awang/Torre Evans	3 ●													
9	Desludge dams at race track & effluent plant \$20,000	20,000	0.00	Torre Evans	3 ●													
10	Planning to Construct Memorial Park Public Toilets	20,000	0.00	Azhar Awang	3 ●													
11	Finish Cemetery Carpark \$10,000, C/Fwd: Earthworks/Road/Carpark etc \$50,000, Niche Wall \$30,000	85,000	1,554.20	Torre Evans	3 ●													
12	Gnarojin Park Master Plan (planning for passive and active recreation facilities, pathways etc)	30,000	0.00	Azhar Awang	3 ●													
13	Town Hall: Concrete veranda \$20,000, Dressing Room Upgrade (Gyprock) \$20,000, Awning Extension (Rear) \$10,000, Touring Show required upgrade \$10,000, Disabled Access improvement \$5,000, Re pitching of roof lines \$25,000, Install larger flashing to change rooms \$4,000, extra seating for Town hall complex	94,000	197.94	Azhar Awang	3 ●													
14	Highbury Hall: Upgrade Storm water drainage system \$7,500, Remove unsuitable pollarded trees and grind stumps	7,500	0.00	Azhar Awang	2 ●													
15	C/Fwd: Relocate Town Hall Air-Conditioner to NRLC. Narrogin Squash Club to contribute \$10,000.	70,000	1,000.00	Aaron Cook	3 ●													
16	NRRC: General building capital upgrade	50,000	2,054.55	Aaron Cook	2 ●													
17	NRRC: Stadium seating \$20,000, Multiple Club trophy cabinet \$10,000	30,000	15,848.25	Aaron Cook	3 ●													
18	Thomas Hogg: Install a disabled access ramp from the car park to the oval	25,000	0.00	Torre Evans/Azhar Awang	3 ●													
19	Removal of Town Clock \$10,000	10,000	0.00	Torre Evans	2 ●													
21	Skate Park graffiti art \$20,000, signage \$10,000	30,000	0.00	Azhar Awang	3 ●													
22	CBD heritage trail	12,000	0.00	Azhar Awang	3 ●													
30	Purchase of new Library Management software	20,000	0.00	Frank Ludovico	3 ●													
31	Library Landscape - Stage 1A Accessible Ramp	80,000	0.00	Frank Ludovico/Azhar Awang	3 ●													
32	Museum Building: kitchen cupboards/sink, repairs to window frame	5,000	0.00	Azhar Awang	2 ●													
33	Street Furniture	12,000	15,740.00	Torre Evans	3 ●											Carry over from 2016/17. To be assessed in budget review		
34	Ensign Carpark Reseal	60,000	0.00	Torre Evans	3 ●													
35	CWA Carpark Reseal	60,000	0.00	Torre Evans	3 ●													
38	Doney Street - Renewal (Local) (R2R): Reseal	33,064	28,018.80	Torre Evans	3 ●													
39	Felspar Street - Renewal (Local) (R2R): Reseal	49,982	25,826.42	Torre Evans	3 ●													
40	Glyde Street - Renewal (Local) (R2R): Reseal	14,061	8,403.06	Torre Evans	3 ●													
42	Homer Street - Renewal (Local) (R2R): Reseal	6,548	5,854.02	Torre Evans	3 ●													
43	Fairway Street - Renewal (Local) (R2R): Reseal	4,050	0.00	Torre Evans	3 ●													
50	Narrakine Road - Renewal (Local) (R2R): Reseal	5,040	0.00	Torre Evans	3 ●													
54	Highbury West Road - Renewal (Rural) (R2R): Reseal	21,600	0.00	Torre Evans	3 ●													
59	Williams Road - Footpath Construction	12,000	0.00	Torre Evans	3 ●													
60	Drainage Works: Culvert upgrades with 2 coat seal for flood way-various	30,000	0.00	Torre Evans	3 ●													
67	Trailer & Signs(Event Traffic Management)	10,000	0.00	Azhar Awang	2 ●													
68	CCTV Installation NCP	10,000	0.00	Frank Ludovico	2 ●											Specification prepared. RFO being requested		
69	Accommodation Units (NCP)	350,000	0.00	Aaron Cook/Frank Ludovico	2 ●											Planning Still occurring		
70	NCP Renovations: Retiling of ablution block \$40,000, Renovate old laundry \$40,000, 2012/13 CLGF (Local) Funds \$72,939	152,939	0.00	Frank Ludovico	2 ●											Planning Still occurring		
72	Caravan Park Resealing, Line Marking	20,000	0.00	Frank Ludovico	2 ●											Planning Still occurring		
73	Old Shire Building: Painting & Internal upgrades (carpet etc)	80,000	16,637.28	Aaron Cook/Azhar Awang	2 ●													
OPERATIONAL PROJECTS																		
74	Senior Citizen Centre Building Maintenance - Cladding of bus bay Portico to match existing \$6,000, General Maintenance \$3,000	9,000	7,206.80	Azhar Awang	3 ●													
75	Proposed Youth Services. Business case to be presented later.	50,000	0.00	Aaron Cook	2 ●													
76	Highbury Tip Maintenance	5,000	0.00	Azhar Awang	2 ●													
77	Mackie Park Public Toilets and Office Maintenance - Mackie Park Public Toilets and Office Maintenance	13,096	2,061.97	Azhar Awang	2 ●													
78	Gnarojin Park Public Toilets Maintenance - Gnarojin Park Public Toilets Maintenance	6,309	17,587.10	Azhar Awang	3 ●													
79	Smith St Public Toilets (Coles Carpark) Maintenance - Smith St Public Toilets (Coles Carpark) Maintenance	14,905	221.11	Azhar Awang	2 ●													
80	Harris St Public Toilets (Museum) Maintenance - Harris St Public Toilets (Museum) Maintenance	4,790	308.47	Azhar Awang	2 ●													
81	Highbury Public Toilets Maintenance - Highbury Public Toilets Maintenance	6,000	1,498.73	Azhar Awang	2 ●													
82	Highbury Townscape \$8,000	8,000	0.00	Azhar Awang	3 ●													
83	CBD Enhancement \$55,022	55,023	36,942.41	Torre Evans/Azhar Awang	3 ●													
84	Gnarojin Park Maintenance/Operations - Dead wooding of trees	25,000	0.00	Torre Evans	2 ●													
85	Management plan Foxes Lair & Railway Dam \$20,000, PG Main \$10,000	35,653	5,000.76	Azhar Awang	3 ●													
86	Development of Sport and recreation Master plan (included in Strategic plan) \$60,000, General consultation \$10,000	70,000	0.00	Aaron Cook	3 ●													
87	Museum Building Maintenance \$6,450.00, Modify existing doorway \$1,000	8,993	4,929.01	Azhar Awang	3 ●													
88	Public Art Strategy	40,000	0.00	Azhar Awang	3 ●													
89	Arts Narrogin: Admin Support Nexis Gallery \$25,000, Attract and install a range of professional art exhibitions \$10,000	35,000	0.00	Azhar Awang	2 ●													
90	Roadworks - WANDRRA Claim works	784,723	0.00	Torre Evans	3 ●													
91	White Road Pit rehab	4,000	0.00	Torre Evans	3 ●													
92	Whinbin Rock Road Pit rehab	4,000	0.00	Torre Evans	3 ●													
93	Cardwell Road Pit rehab	4,000	0.00	Torre Evans	3 ●													
94	Hilders Road Pit rehab	4,000	0.00	Torre Evans	3 ●													
95	Wagin - Wickepin Road Pit rehab	4,000	0.00	Torre Evans	3 ●													
96	Street Tree Maintenance: Materials \$10,000, Powerline pruning & Large tree pruning \$25,000	540,516	51,235.06	Torre Evans	3 ●													
97	Lydeker Depot Building Maintenance - Materials \$10,000, Contractors \$5,000, Sea containers \$4,500 (install LED lights, relocate A/C, install shelving)	63,291	32,575.56	Torre Evans/Azhar Awang	2 ●													
100	Fire rated Legal Documents storage \$2,000 plus \$2,500 general	4,500	728.18	Frank Ludovico	2 ●													
		3,592,701	441,794															

COMPLETED PROJECTS																
2	CCTV Upgrade	109,113	112,787.50	Azhar Awang	4 ●											
4	Disability Toilet - Changing Places	59,000	54,794.27	Azhar Awang	4 ●											
20	Skate Park: (C/Fwd: Install Irrigation, Topsoil, Turf)	30,000	20,470.40	Torre Evans	4 ●											
23	Memorial Park: Remove old slabs and replace with limestone paving	25,000	6,952.00	Torre Evans	4 ●											
24	Lions Park: Replace Sand with soft fall rubber	50,000	42,599.34	Torre Evans	4 ●											
25	Jersey Park: Shade Sails	16,000	13,660.42	Torre Evans	4 ●											
26	Northwood Park: New Playground Equipment	45,000	45,000.00	Torre Evans	4 ●											
27	Ashworth Park: Replace cracked asphalt basketball surface line mark and new hoop \$8,000	8,000	6,019.08	Torre Evans	4 ●											
28	Hockey Club: Shade Sails	16,000	14,938.85	Torre Evans	4 ●											

		2017/18 Annual Budget	2017/18 YTD Actual	Responsible Officer		2017						2018						Comments
						July	August	September	October	November	December	January	February	March	April	May	June	
29	Highbury Hall: Playground Equipment	22,000	18,300.00	Torre Evans	4	●												
36	Lydeker Depot: Electric gate and re align works depot security fence	30,000	21,546.91	Torre Evans	4	●												
37	Heath Street - Renewal (Local): Reseal	11,009	7,770.96	Torre Evans	4	●												
41	Garfield Street - Renewal (Local) (R2R): Reseal	8,244	8,410.69	Torre Evans	4	●												
44	Hale Street - Renewal (Local) (R2R): Reseal	11,322	9,133.20	Torre Evans	4	●												
45	Hillman Street - Renewal (Local) (R2R): Reseal	6,048	4,499.52	Torre Evans	4	●												
46	Marsh Street - Renewal (Local) (R2R): Reseal	6,480	6,506.76	Torre Evans	4	●												
47	May Street - Renewal (Local) (R2R): Reseal	12,240	8,882.94	Torre Evans	4	●												
48	Gibson Street - Renewal (Local) (R2R): Reseal	13,020	11,345.18	Torre Evans	4	●												
49	Cresswell Street - Renewal (Local) (R2R): Reseal	1,485	1,725.90	Torre Evans	4	●												
51	Whinbin Rock Road - Renewal (Rural) (R2R): Reconstruct & Seal	285,522	195,747.85	Torre Evans	4	●												
52	Wagin-Wickepin Road - Renewal (Rural) (R2R): Reseal	18,036	18,421.96	Torre Evans	4	●												
53	Narrogin Valley Road - Renewal (Rural) (R2R): Reseal	37,152	32,415.12	Torre Evans	4	●												
55	Rowe Street - Renewal (Local) (R2R): Reseal	7,965	8,209.22	Torre Evans	4	●												
56	Narrogin-Harrismith Road - Renewal (Local) (RRG): Reconstruct & Seal	607,486	545,339.62	Torre Evans	4	●												
57	Daglish Street Footpath Construction	27,000	15,900.00	Torre Evans	4	●												
58	Felspar Street Footpath Construction	27,000	19,035.00	Torre Evans	4	●												
61	Tipper Truck 3 Tonne	25,000	22,454.55	Torre Evans	4	●												
62	10,000L Emulsion Storage Tank	75,000	57,831.46	Torre Evans	4	●												
63	John Deere Ride on Mower 2017	10,000	9,744.98	Torre Evans	4	●												
64	24 Tonne Excavator	260,000	216,100.00	Torre Evans	4	●												
65	Irrigation Pump	35,000	32,140.00	Torre Evans	4	●												
66	8T Side Tipping Truck	110,000	90,190.00	Torre Evans	4	●												
71	NCP: Install electric and gas BBQ's	8,000	394.55	Frank Ludovico	4	●												
98	Airport Cones	8,000	4,024.34	Torre Evans	4	●												Gas BBQ Purchased instead
99	Dryandra Visitor Centre Donation \$35,000, plus increased \$25,000.	60,000	888.59	Frank Ludovico	4	●												
		2,081,122	1,684,181															

10.3.010 MONTHLY FINANCIAL REPORTS – JANUARY 2018

File Reference: 12.8.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 6 February 2018
Author: Nicole Bryant – Manager Finance
Authoriser: Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

Monthly Financial Report for the period ended 31 January 2018.

Background

Council is requested to review the January 2018 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 January 2018 Monthly Financial Reports are presented for review.

Consultation

Frank Ludovico, Executive Manager Corporate and Community Services

Statutory Environment

Local Government Financial Regulations (1996) Regulation 34 applies.

Policy Implications

Nil

Financial Implications

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

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Receive the January 2018 Monthly Financial Reports as presented.

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2018

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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 JANUARY 2018

STATEMENT OF FINANCIAL ACTIVITY

	Revised Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var
Operating Revenues	\$	\$	\$	\$	%	
Governance	5,100	5,056	29,677	24,621	83%	▲
General Purpose Funding	1,267,125	660,620	685,993	25,373	4%	
Law, Order and Public Safety	210,838	125,881	510,203	384,322	75%	▲
Health	5,500	4,456	5,223	767	15%	
Education and Welfare	1,301,524	883,118	1,052,539	169,421	16%	▲
Housing	12,200	7,112	5,600	(1,512)	(27%)	
Community Amenities	1,006,256	927,748	1,126,484	198,736	18%	▲
Recreation and Culture	555,080	504,252	386,174	(118,078)	(31%)	▼
Transport	1,652,956	1,315,058	1,256,025	(59,033)	(5%)	
Economic Services	242,378	141,372	173,999	32,627	19%	▲
Other Property and Services	146,253	85,302	89,154	3,852	4%	
Total (Excluding Rates)	6,405,210	4,659,975	5,321,071	661,096		
Operating Expense						
Governance	(613,506)	(379,054)	(349,648)	29,406	8%	
General Purpose Funding	(204,758)	(115,586)	(119,003)	(3,417)	(3%)	
Law, Order and Public Safety	(475,559)	(287,472)	(247,997)	39,475	16%	▲
Health	(202,407)	(120,424)	(130,095)	(9,671)	(7%)	
Education and Welfare	(1,763,107)	(1,101,482)	(993,450)	108,032	11%	▲
Housing	(32,172)	(20,603)	(18,231)	2,372	13%	
Community Amenities	(1,424,149)	(832,074)	(757,419)	74,655	10%	
Recreation and Culture	(3,071,419)	(1,844,531)	(1,556,819)	287,712	18%	▲
Transport	(4,278,345)	(2,505,820)	(2,491,026)	14,794	1%	
Economic Services	(658,349)	(395,172)	(332,237)	62,935	19%	▲
Other Property and Services	(80,486)	(48,277)	83,705	131,982	(158%)	
Total	(12,804,257)	(7,650,495)	(6,912,220)	738,274		
Funding Balance Adjustment						
Add back Depreciation	2,480,898	1,447,131	1,576,694	129,563	8%	
Adjust (Profit)/Loss on Asset Disposal	54,965	39,438	7,612	(31,826)	(418%)	▼
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	2,091	2,091	100%	
Adjust Rounding	0	0	0	0		
Net Operating (Ex. Rates)	(3,863,184)	(1,503,951)	(4,752)	1,499,198		
Capital Revenues						
Proceeds from Disposal of Assets	132,000	117,000	248,065	131,065	53%	▲
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	916,816	70,198	68,480	(1,718)	(3%)	
Total	1,398,816	187,198	316,545	129,347		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,098,558)	(164,277)	(170,979)	(6,701)	(4%)	
Plant and Equipment	(743,113)	(540,677)	(1,108,967)	(568,290)	(51%)	▼
Furniture and Equipment	(30,000)	0	0	0		
Infrastructure Assets - Roads	(1,160,354)	(964,109)	(968,870)	(4,761)	(0%)	
Infrastructure Assets - Footpaths	(66,000)	(34,935)	(34,935)	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)	(367,481)	(380,739)	(13,257)	(3%)	
Purchase of Investments	0	0	0	0		
Repayment of Debentures	(220,292)	(113,981)	(119,764)	(5,783)	(5%)	
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	(838,823)	(31,250)	(21,438)	9,812	46%	
Total	(5,037,107)	(2,216,710)	(2,805,691)	(588,981)		
Net Capital	(3,638,291)	(2,029,512)	(2,489,146)	(459,634)		
Total Net Operating + Capital	(7,501,475)	(3,533,463)	(2,493,899)	1,039,565		
Rate Revenue	4,670,116	4,670,116	4,546,446	(123,670)	(3%)	
Opening Funding Surplus(Deficit)	2,930,417	2,930,417	2,930,417	0	0%	
Closing Funding Surplus(Deficit)	99,058	4,067,070	4,982,964	915,894		

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2018

NET CURRENT ASSETS

	Positive=Surplus (Negative=Deficit)	
	2017-18	
	31/01/2018	31/12/2017
	This Period	Last Period
	\$	\$
Current Assets		
Cash Unrestricted	4,542,315	4,716,940
Cash Restricted (Reserves)	3,727,220	3,727,220
Receivables - Rates and Rubbish, ESL, Excess Rates	864,473	1,198,137
Receivables -Other	254,184	275,275
Inventories	27,951	23,717
	9,416,143	9,941,289
Less: Current Liabilities		
Payables	(233,773)	(409,608)
Loan Liability	(100,529)	(118,218)
Provisions	(845,116)	(845,116)
	(1,179,417)	(1,372,941)
Net Current Asset Position	8,236,726	8,568,348
Less: Cash Restricted	(3,727,220)	(3,727,220)
Add Back: Component of Leave Liability not Required to be funded	374,455	374,455
Add Back: Current Loan Liability	100,529	118,218
Adjustment for Trust Transactions Within Muni	(1,526)	(5,779)
Net Current Funding Position	4,982,964	5,328,021

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

<u>Cash Unrestricted</u>			
Municipal Fund	3,500,000	60 days	2.25%pa
Municipal Fund	1,000,000	30 days	1.90%pa
<u>Cash Restricted (Reserves)</u>			
Reserve Fund	3,573,000	6 mths	2.55%pa

**SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2018**

MAJOR VARIANCES

REPORTABLE OPERATING REVENUE VARIATIONS

GOVERNANCE

PERMANENT - LGIS Contributions Discount higher than anticipated.

LAW, ORDER AND PUBLIC SAFETY

PERMANENT - Received a fire truck from DFES. Value treated as a purchase (even though no municipal funds were used) in order to show acquisition. Offset with revenue account.

EDUCATION AND WELFARE

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

COMMUNITY AMENITIES

PERMANENT - Sanitation: Funding received from Shire of Wagin for Waste Transfer Station.
PERMANENT - Sanitation Other: Commercial tipping charges higher than expected.
PERMANENT - Sanitation Other: Additional pick up charges higher than expected.
TIMING - Invoice raised to recoup funds for Narrogin LCDC. Reserve account will be created in Budget Review.
PERMANENT - Town Planning: Application fees higher than expected.
PERMANENT - Other Comm Amen: Insurance reimbursement Gnarogin Toilets.

RECREATION AND CULTURE

PERMANENT - NRRC: Pool Subsidy budgeted, program now cancelled by WA State Government.
PERMANENT - Oth Rec: KidSport funding received less than expected.

TIMING - Oth Rec: Grant funding not received (WASP, DSR Contribution Rec Master Plan, Main Roads Skate Park Art).

ECONOMIC SERVICES

PERMANENT - TOUR: Manager Housing Rental income from Caravan Park not included in original budget.
PERMANENT - TOUR: Caravan Park fees higher than expected.
PERMANENT - BUILD: Officer and vehicle charge out income higher than anticipated.
PERMANENT - ECONOM: Commercial Property lease income higher than anticipated.

REPORTABLE OPERATING EXPENSES VARIATIONS

LAW, ORDER AND PUBLIC SAFETY

TIMING - Fire prevention: Expenditure lower than budget due to timing, estimated evenly over 12 month period.
TIMING - Emergency Services Levy: Expenditure lower than budget due to timing, estimated evenly over 12 month period.
TIMING - Other law and order: Expenditure lower than budget due to timing, estimated evenly over 12 month period.

EDUCATION AND WELFARE

TIMING - HACC: Expenditure lower than budget due to timing, estimated evenly over 12 month period.
TIMING - CHSP: Expenditure lower than budget due to timing, estimated evenly over 12 month period.
PERMANENT - Aged & Disability: Karinya Dementia Wing funds spent, no funds remain to transfer.
TIMING - Other Welfare: Expenditure lower than budget due to timing, estimated evenly over 12 month period.

RECREATION AND CULTURE

PERMANENT - Other Rec & Sport: Parks and gardens, town oval and sundry dry park expenditure less than budgeted amount.
TIMING - All Rec & Culture: Expenditure lower than budget due to timing, estimated evenly over 12 month period.

ECONOMIC SERVICES

TIMING - Tourism & Area Promotion: Expenditure lower than budget due to timing, estimated evenly over 12 month period.
TIMING - Building & Control: Expenditure lower than budget due to timing, estimated evenly over 12 month period.
TIMING - Other Economic Services: Expenditure lower than budget due to timing, estimated evenly over 12 month period.

REPORTABLE CAPITAL REVENUE VARIATIONS

PROCEEDS FROM DISPOSAL OF ASSETS

PERMANENT - Disposal of assets are higher due to purchase of new vehicles as per budget amendments.

REPORTABLE CAPITAL EXPENSES VARIATIONS

PLANT AND EQUIPMENT

PERMANENT - P&E purchases are higher due to purchase of new vehicles as per budget amendments.
PERMANENT - Received a fire truck from DFES. Value treated as a purchase (even though no municipal funds were used) in order to show acquisition. Offset with expense account.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2018

ACQUISITION OF ASSETS

Summary Acquisitions	Current Budget				
	This Year				
	Original Budget	YTD Budget	Actual	Variance (Under)Over	
	\$	\$	\$	\$	
Inventories					
Land for Resale	0	0	0	0	
Property, Plant & Equipment					
Land and Buildings	1,013,558	164,277	170,979	6,701	
Plant & Equipment	716,613	540,677	1,108,967	519,179	▲
Furniture & Equipment	30,000	0	0	0	
Tools	0	0	0	0	
Infrastructure					
Roads	1,160,354	964,109	968,870	4,761	
Footpaths	66,000	34,935	34,935	0	
Road Drainage	30,000	0	0	0	
Parks & Ovals	0	0	0	0	
Townscape	0	0	0	0	
Other Infrastructure	849,967	367,481	380,739	13,257	
Totals	3,866,491	2,071,479	2,664,489	543,899	



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2018

ACQUISITION OF ASSETS

Land & Buildings	Current Budget				Variance (Under)Over	
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual		
	\$	\$	\$	\$	\$	
OTHGOV - Capital Administration Building Building Renovation Administration	40,119	40,119	24,487	24,487	0	
ANIMAL - Building (Capital) Other Law & Order Building (Capital)	0	85,000	0	0	0	
AGEDSNRS - Building (Capital) Senior Citizen Centre Building (Capital)	0	0	0	6,700	6,700	▲
WELFARE - Building (Capital) Disability Toilet - Changing Places	59,000	59,000	54,794	54,794	0	
STF HOUSE - Building (Capital) Staff Housing Building (Capital)	20,000	20,000	10,968	10,968	0	
COM AMEN - Building (Capital) - Other Community Amenities Memorial Park Public Toilets Capital	20,000	20,000	0	0	0	
HALLS - Building (Capital) Town Hall (Federal St) Building Capital	94,000	94,000	18,348	18,348	0	
Highbury Hall Building Capital	7,500	7,500	5,178	5,178	0	
NRRC - Building (Capital) NRRC Building (Capital)	50,000	50,000	10,792	10,792	0	
REC - Other Rec Facilities Building (Capital) Thomas Hogg Oval Buildings Capital	25,000	25,000	0	0	0	
LIB - Building (Capital) Library Landscape - Stage 1A Accessable Ramp	80,000	80,000	0	0	0	
HERITAGE - Building (Capital) Museum Building (Capital)	5,000	5,000	0	0	0	
ROADC - Building (Capital) Lydeker Depot Building (Capital)	30,000	30,000	23,074	23,074	0	
TOUR - Building (Capital) Accommodation Units (NCP)	350,000	350,000	0	0	0	
Caravan Park Renovations	152,939	152,939	0	0	0	
ADMIN - Building (Capital) Old Shire Office Building Capital	80,000	80,000	16,637	16,637	0	
Totals	1,013,558	1,098,558	164,277	170,979	6,701	

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2018

ACQUISITION OF ASSETS

Plant & Equipment	Current Budget				Variance (Under)Over	
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual		
ANIMAL - Plant & Equipment (Capital)	\$	\$	\$	\$	\$	
Light Bar Fixing Ranger Vehicle	2,500	2,500	2,104	2,104	0	
OLOPS - Plant & Equipment (Capital) - OLOPS						
CCTV Upgrade	109,113	109,113	109,113	112,788	3,675	
AGEDOTHER - Plant & Equipment (Capital)						
NGN219 CATS Vehicle 2017	0	26,500	0	0	0	
PLAN - Plant & Equipment						
NGN00 EMDRS Vehicle 2017	0	0	0	35,268	35,268	▲
NRRC - Plant & Equipment (Capital)						
NRRC Airconditioner	70,000	70,000	1,000	1,000	0	
PLANT - Plant & Equipment (Capital)						
Tipper Truck 3 Tonne	25,000	25,000	22,455	22,455	0	
10,000L Emulsion Storage Tank	75,000	75,000	57,831	57,831	0	
John Deere Ride on Mower 2017	10,000	10,000	9,745	9,745	0	
24 Tonne Excavator	260,000	260,000	216,100	216,100	0	
Irrigation Pump	35,000	35,000	32,140	32,140	0	
8T Side Tipping Truck	110,000	110,000	90,190	90,190	0	
Trailer & Signs(Event Traffic Management)	10,000	10,000	0	0	0	
ON0 EMTRS Vehicle 2017	0	0	0	36,389	36,389	▲
N001 MO Vehicle 2017	0	0	0	36,998	36,998	▲
1QCA051 Isuzu FTS800 Fire Unit	0	0	0	372,197	372,197	▲
ON0 EMTRS Vehicle 2017(B)	0	0	0	0	0	
TOUR - Plant & Equipment (Capital)						
CCTV Installation NCP	10,000	10,000	0	0	0	
COMMUNITY - Plant & Equipment (Capital)						
0NGN EMCCS Vehicle 2017	0	0	0	34,652	34,652	▲
1NGN CEO Vehicle 2017	0	0	0	49,111	49,111	▲
Totals	716,613	743,113	540,677	1,108,967	519,179	

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

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2018

ACQUISITION OF ASSETS

Roads	Current Budget				Variance (Under)Over	
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual		
ROADC - Roads (Capital) - Council Funded	\$	\$	\$	\$	\$	
Heath Street - Renewal (Local)	11,009	11,009	7,771	7,771	0	
ROADC - Roads (Capital) - Roads to Recovery						
Doney Street - Renewal (Local) (R2R)	33,064	33,064	28,019	28,019	0	
Felspar Street - Renewal (Local) (R2R)	49,982	49,982	25,826	25,826	0	
Glyde Street - Renewal (Local) (R2R)	14,061	14,061	14,061	14,646	585	
Garfield Street - Renewal (Local) (R2R)	8,244	8,244	8,244	8,411	167	
Homer Street - Renewal (Local) (R2R)	6,548	6,548	6,544	6,663	119	
Fairway Street - Renewal (Local) (R2R)	4,050	4,050	3,995	3,995	0	
Hale Street - Renewal (Local) (R2R)	11,322	11,322	11,322	13,128	1,806	▲
Hillman Street - Renewal (Local) (R2R)	6,048	6,048	4,500	4,500	0	
Marsh Street - Renewal (Local) (R2R)	6,480	6,480	6,480	6,507	27	
May Street - Renewal (Local) (R2R)	12,240	12,240	8,883	8,883	0	
Gibson Street - Renewal (Local) (R2R)	13,020	13,020	11,345	11,345	0	
Cresswell Street - Renewal (Local) (R2R)	1,485	1,485	1,484	1,726	242	
Narrakine Road - Renewal (Local) (R2R)	5,040	5,040	338	338	0	
Whinbin Rock Road - Renewal (Rural) (R2R)	285,522	285,522	196,016	196,016	0	
Wagin-Wickepin Road - Renewal (Rural) (R2R)	18,036	18,036	18,036	18,422	386	
Narrogin Valley Road - Renewal (Rural) (R2R)	37,152	37,152	37,152	38,337	1,185	
Highbury West Road - Renewal (Rural) (R2R)	21,600	21,600	0	0	0	
Rowe Street - Renewal (Local) (R2R)	7,965	7,965	7,965	8,209	244	
ROADC - Roads (Capital) - Regional Road Group						
Narrogin-Harrismith Road - Renewal (Local) (RRG)	607,486	607,486	566,129	566,129	0	
Totals	1,160,354	1,160,354	964,109	968,870	4,761	

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

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

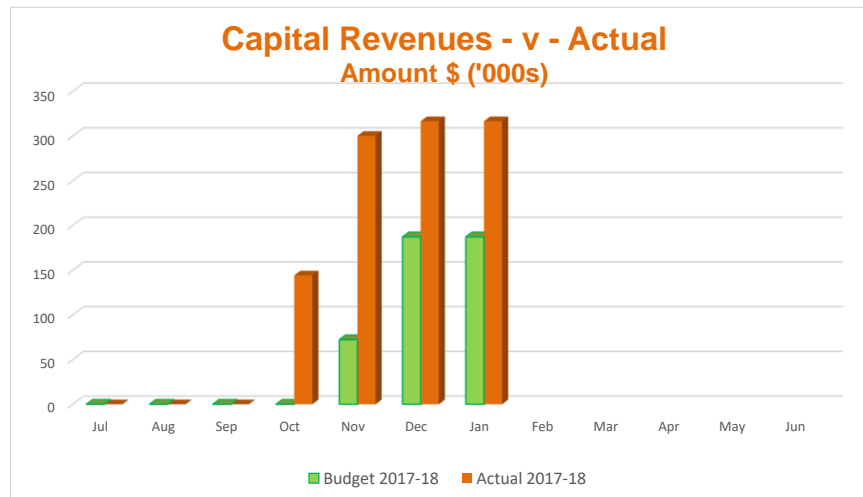
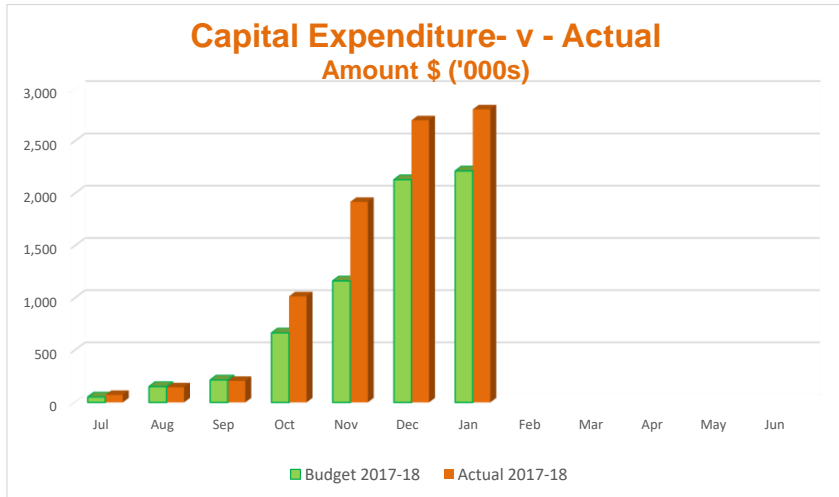
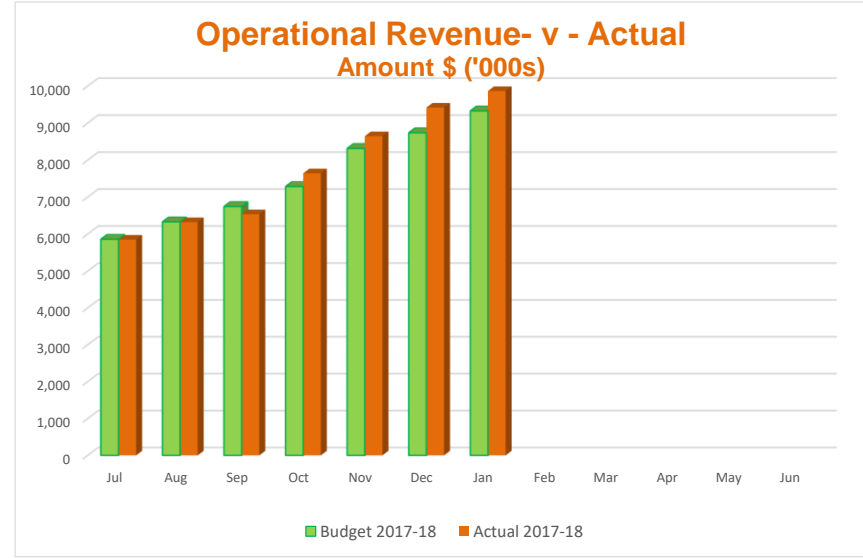
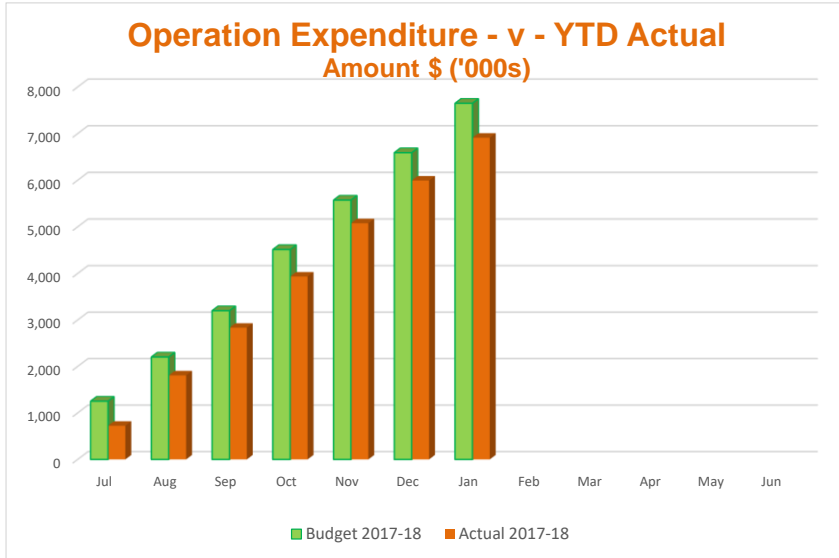
SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2018

ACQUISITION OF ASSETS

Other Infrastructure	Current Budget				Variance (Under)Over	
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual		
	\$	\$	\$	\$	\$	
ANIMAL - Infrastructure Other (Capital)						
Animal Pound Exercise Area	2,944	2,944	2,944	3,258	314	
SAN - Infrastructure Other (Capital)						
White Road Refuse Site Upgrade	15,000	15,000	0	0	0	
Refuse Site Transfer Station	148,000	148,000	129,363	129,363	(1)	
Bin Surrounds	40,000	40,000	497	497	0	
SEW - Infrastructure Other (Capital)						
TWIS Dams	20,000	20,000	0	0	0	
COM AMEN - Infrastructure Other (Capital) - Other Community Amenities						
Cemetery Upgrade	85,000	85,000	1,554	1,554	0	
Gnarojin Park Master Plan	30,000	30,000	0	0	0	
CBD Enhancement	55,023	55,023	36,942	36,942	0	
NRRC - Infrastructure Other (Capital)						
NRRC Infrastructure Other (Capital)	30,000	30,000	15,848	15,848	0	
REC - Infrastructure Other (Capital)						
Heritage Trail	12,000	12,000	0	0	0	
Memorial Park Paving Upgrade	25,000	25,000	6,952	6,952	0	
Lions Park - Playground Equipment	50,000	50,000	42,599	42,599	0	
Jersey Park - Playground Equipment	16,000	16,000	13,660	13,660	0	
Northwood Park - Playground Equipment	45,000	45,000	45,000	45,000	0	
Ashworth Park - Playground Equipment	8,000	8,000	6,019	6,019	0	
Hockey Club - Playground Equipment	16,000	16,000	14,939	14,939	0	
Highbury Hall - Playground Equipment	22,000	22,000	18,300	18,300	0	
Town Clock	10,000	10,000	0	0	0	
Skate Park Construction	30,000	30,000	20,470	20,470	0	
Skate Park Improvements	30,000	30,000	0	0	0	
ROADC - Infrastructure Other (Capital)						
Street Furniture	12,000	12,000	12,000	15,740	3,740	▲
Ensign Carpark	60,000	60,000	0	0	0	
CWA Carpark	60,000	60,000	0	0	0	
TOUR - Infrastructure Other (Capital)						
NCP Infrastructure Upgrade	8,000	8,000	395	395	0	
Caravan Park Resealing, Line Marking	20,000	20,000	0	0	0	
Banner Poles	0	0	0	9,202	9,202	▲
Totals	849,967	849,967	367,481	380,739	13,257	

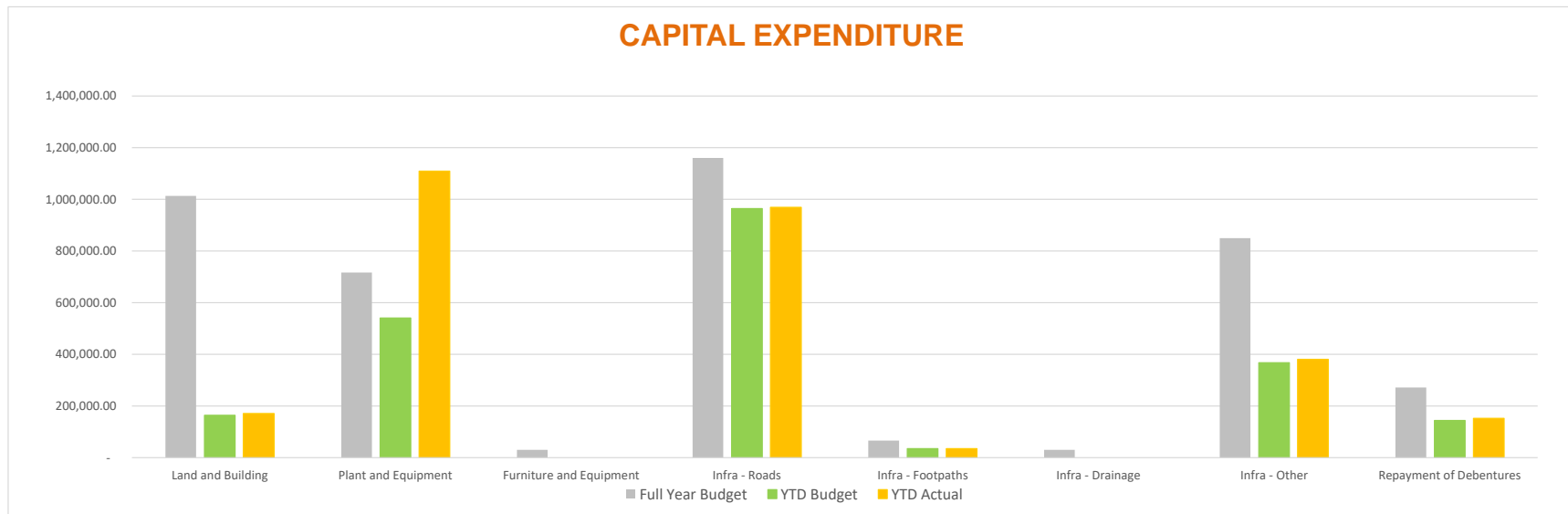
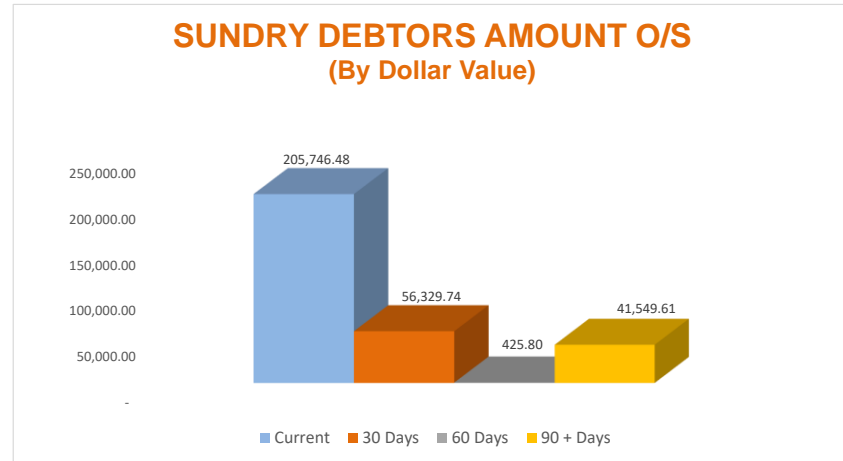
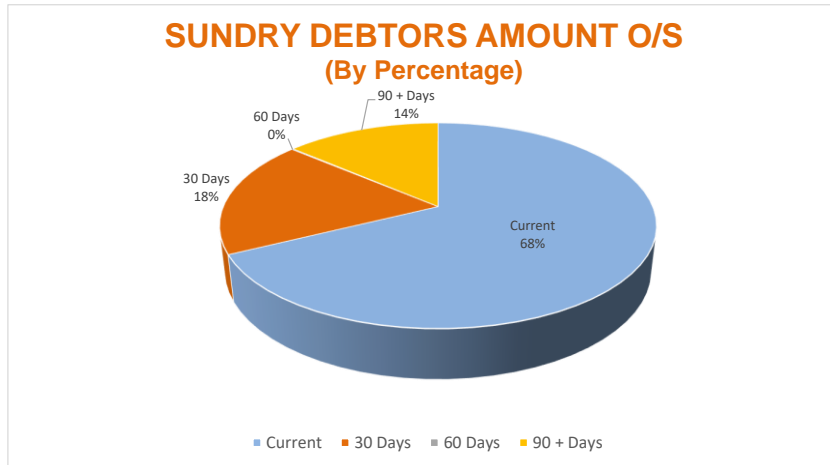
**SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2018**

GRAPHS



**SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2018**

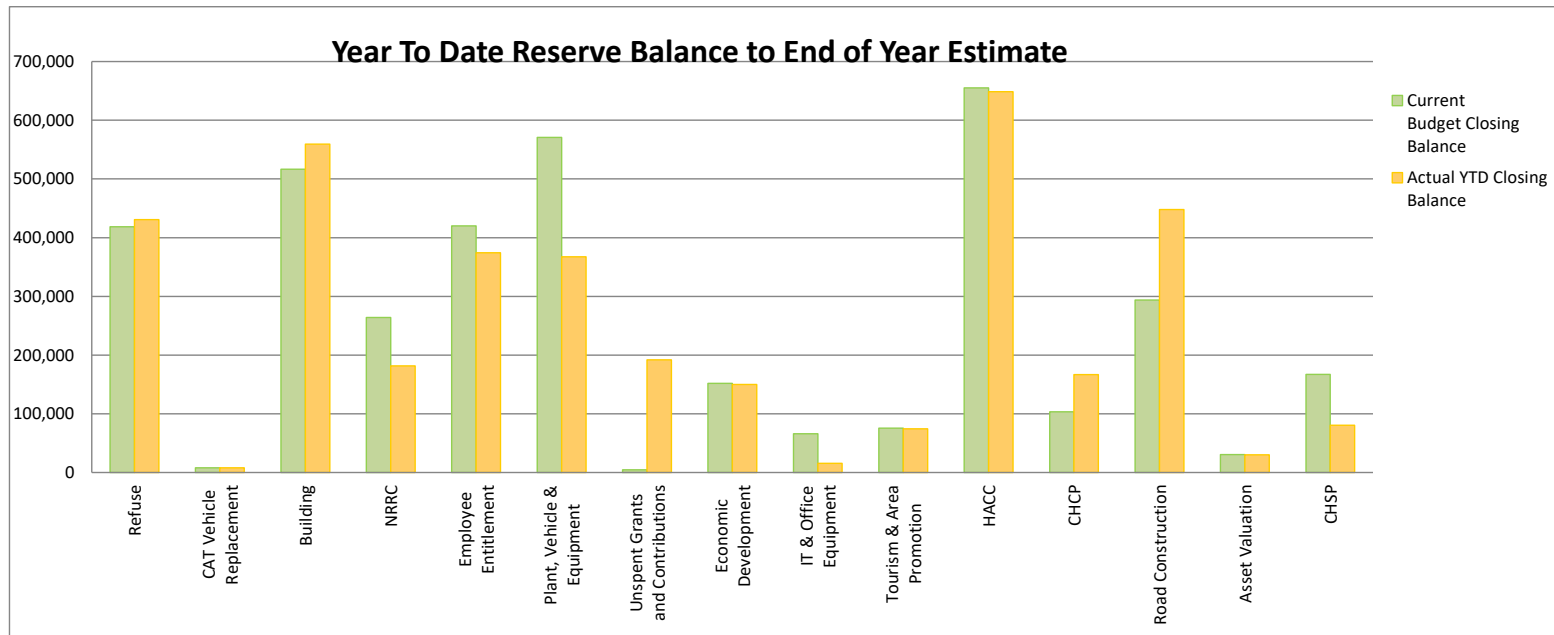
GRAPHS



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2018

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



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

		2017/18 Annual Budget	2017/18 YTD Actual	Responsible Officer		2018						Comments
						January	February	March	April	May	June	
CAPITAL PROJECTS												
1	Building Renovations Admin Side Portico's and Men's & Ladies Toilet	40,119	17,987.16	Aaron Cook/Azhar Awang	●							Plans complete. To be signed off by structural engineer. RFQ to be undertaken
3	Mobile Works Solution (HACC)	10,000	0.00	Frank Ludovico	●							
6	White Road Refuse: Development plan of existing & future landfill	15,000	0.00	Azhar Awang	●							
7	Consultant for Refuse Site (\$15,000) C/Fwd: Works to Construct Transfer Station (\$133,000)	148,000	130,912.50	Azhar Awang	●							
8	CBD Bin surrounds (C/Fwd: \$20,000 plus \$20,000) Approx. 40.	40,000	496.70	Azhar Awang/Torre Evans	●							
9	Desludge dams at race track & effluent plant \$20,000	20,000	0.00	Torre Evans	●							Rescheduled to be completed at end of watering season
10	Planning to Construct Memorial Park Public Toilets	20,000	0.00	Azhar Awang	●							
11	Finish Cemetery Carpark \$10,000, C/Fwd: Earthworks/Road/Carpark etc \$50,000, Niche Wall \$30,000	85,000	1,554.20	Torre Evans	●							
12	Gnarojin Park Master Plan (planning for passive and active recreation facilities, pathways etc)	30,000	0.00	Azhar Awang	●							
13	Town Hall: Concrete veranda \$20,000, Dressing Room Upgrade (Gyprock) \$20,000, Awning Extension (Rear) \$10,000, Touring Show required upgrade \$10,000, Disabled Access improvement \$5,000, Re pitching of roof lines \$25,000, Install larger flashing to change rooms \$4,000, extra seating for Town hall complex	94,000	197.94	Azhar Awang	●							Verandah complete
15	C/Fwd: Relocate Town Hall Air-Conditioner to NRLC. Narrogin Squash Club to contribute \$10,000.	70,000	1,000.00	Aaron Cook	●							
16	NRRC: General building capital upgrade	50,000	2,054.55	Aaron Cook	●							
17	NRRC: Stadium seating \$20,000, Multiple Club trophy cabinet \$10,000	30,000	15,848.25	Aaron Cook	●							
18	Thomas Hogg: Install a disabled access ramp from the car park to the oval	25,000	0.00	Torre Evans/Azhar Awang	●							Quotes currently being obtained
19	Removal of Town Clock \$10,000	10,000	0.00	Torre Evans	●							Removal on hold as per council discussion 1/2/18
21	Skate Park graffiti art \$20,000, signage \$10,000	30,000	0.00	Azhar Awang	●							
22	CBD heritage trail	12,000	0.00	Azhar Awang	●							
30	Purchase of new Library Management software	20,000	0.00	Frank Ludovico	●							
31	Library Landscape - Stage 1A Accessible Ramp	80,000	0.00	Frank Ludovico/Azhar Awang	●							
33	Street Furniture	12,000	15,740.00	Torre Evans	●							Carry over from 2016/17. To be assessed in budget review
34	Ensign Carpark Reseal	60,000	0.00	Torre Evans	●							Schedule moved to be completed when mobile asphalt plant is in town
35	CWA Carpark Reseal	60,000	0.00	Torre Evans	●							Schedule moved to be completed when mobile asphalt plant is in town
38	Doney Street - Renewal (Local) (R2R): Reseal	33,064	28,018.80	Torre Evans	●							
39	Felspar Street - Renewal (Local) (R2R): Reseal	49,982	25,826.42	Torre Evans	●							
40	Glyde Street - Renewal (Local) (R2R): Reseal	14,061	8,403.06	Torre Evans	●							
42	Homer Street - Renewal (Local) (R2R): Reseal	6,548	5,854.02	Torre Evans	●							
43	Fairway Street - Renewal (Local) (R2R): Reseal	4,050	0.00	Torre Evans	●							
50	Narrakine Road - Renewal (Local) (R2R): Reseal	5,040	0.00	Torre Evans	●							
54	Highbury West Road - Renewal (Rural) (R2R): Reseal	21,600	0.00	Torre Evans	●							
59	Williams Road - Footpath Construction	12,000	0.00	Torre Evans	●							
60	Drainage Works: Culvert upgrades with 2 coat seal for flood way-various	30,000	0.00	Torre Evans	●							
67	Trailer & Signs(Event Traffic Management)	10,000	0.00	Azhar Awang	●							Investigating Traffic Management Implementation through the events team (Internal dept)
68	CCTV Installation NCP	10,000	0.00	Frank Ludovico	●							
69	Accommodation Units (NCP)	350,000	0.00	Aaron Cook/Frank Ludovico	●							Specification prepared. RFO being requested
70	NCP Renovations: Retiling of ablution block \$40,000, Renovate old laundry \$40,000, 2012/13 CLGF (Local) Funds \$72,939	152,939	0.00	Frank Ludovico	●							Planning still occurring
72	Caravan Park Resealing, Line Marking	20,000	0.00	Frank Ludovico	●							Planning still occurring
73	Old Shire Building: Paining & Internal upgrades (carpet etc)	80,000	16,637.28	Aaron Cook/Azhar Awang	●							Planning still occurring
OPERATIONAL PROJECTS												
75	Proposed Youth Services. Business case to be presented later.	50,000	0.00	Aaron Cook	●							
76	Highbury Tip Maintenance	5,000	0.00	Azhar Awang	●							
77	Mackie Park Public Toilets and Office Maintenance - Mackie Park Public Toilets and Office Maintenance	13,096	2,061.97	Azhar Awang	●							RFQ awarded
79	Smith St Public Toilets (Coles Carpark) Maintenance - Smith St Public Toilets (Coles Carpark) Maintenance	14,905	221.11	Azhar Awang	●							RFQ awarded
80	Harris St Public Toilets (Museum) Maintenance - Harris St Public Toilets (Museum) Maintenance	4,790	308.47	Azhar Awang	●							
81	Highbury Public Toilets Maintenance - Highbury Public Toilets Maintenance	6,000	1,498.73	Azhar Awang	●							
82	Highbury Townscape \$8,000	8,000	0.00	Azhar Awang	●							
83	CBD Enhancement \$55,022	55,023	36,942.41	Torre Evans/Azhar Awang	●							
84	Gnarojin Park Maintenance/Operations - Dead wooding of trees	25,000	0.00	Torre Evans	●							
85	Management plan Foxes Lair & Railway Dam \$20,000, PG Main \$10,000	35,653	5,000.76	Azhar Awang	●							
86	Development of Sport and recreation Master plan (included in Strategic plan) \$60,000, General consultation \$10,000	70,000	0.00	Aaron Cook	●							
87	Museum Building Maintenance \$6,450.00, Modify existing doorway \$1,000	8,993	4,929.01	Azhar Awang	●							
88	Public Art Strategy	40,000	0.00	Azhar Awang	●							
90	Roadworks - WANDRRA Claim works	784,723	0.00	Torre Evans	●							
91	White Road Pit rehab	4,000	0.00	Torre Evans	●							
92	Whinbin Rock Road Pit rehab	4,000	0.00	Torre Evans	●							
93	Cardwell Road Pit rehab	4,000	0.00	Torre Evans	●							

		2017/18 Annual Budget	2017/18 YTD Actual	Responsible Officer		2018						Comments
						January	February	March	April	May	June	
94	Hilders Road Pit rehab	4,000	0.00	Torre Evans	●							
95	Wagin - Wickepin Road Pit rehab	4,000	0.00	Torre Evans	●							
96	Street Tree Maintenance: Materials \$10,000, Powerline pruning & Large tree pruning \$25,000	540,516	51,235.06	Torre Evans	●							Program shortened due to Wandra works being completed. Street tree pruning complete.
97	Lydeker Depot Building Maintenance - Materials \$10,000, Contractors \$5,000, Sea containers \$4,500 (install LED lights, relocate A/C, install shelving)	63,291	32,575.56	Torre Evans/Azhar Awang	●							Sea Container: Electrician appointed. Waiting for materials
100	Fire rated Legal Documents storage \$2,000 plus \$2,500 general	4,500	728.18	Frank Ludovico	●							
		3,509,892	406,032									

COMPLETED PROJECTS

2	CCTV Upgrade	109,113	112,787.50	Azhar Awang	●							
4	Disability Toilet - Changing Places	59,000	54,794.27	Azhar Awang	●							
5	Kitchen Renovations 13 Hough Street	20,000	10,967.61	Azhar Awang	●							
14	Highbury Hall: Upgrade Storm water drainage system \$7,500, Remove unsuitable pollarded trees and grind stumps	7,500	5,177.82	Azhar Awang	●							
20	Skate Park: (C/Fwd: Install Irrigation, Topsoil, Turf)	30,000	20,470.40	Torre Evans	●							
23	Memorial Park: Remove old slabs and replace with limestone paving	25,000	6,952.00	Torre Evans	●							
24	Lions Park: Replace Sand with soft fall rubber	50,000	42,599.34	Torre Evans	●							
25	Jersey Park: Shade Sails	16,000	13,660.42	Torre Evans	●							
26	Northwood Park: New Playground Equipment	45,000	45,000.00	Torre Evans	●							
27	Ashworth Park: Replace cracked asphalt basketball surface line mark and new hoop \$8,000	8,000	6,019.08	Torre Evans	●							
28	Hockey Club: Shade Sails	16,000	14,938.85	Torre Evans	●							
29	Highbury Hall: Playground Equipment	22,000	18,300.00	Torre Evans	●							
32	Museum Building: kitchen cupboards/sink, repairs to window frame	5,000	0.00	Azhar Awang	●							
36	Lydeker Depot: Electric gate and re align works depot security fence	30,000	21,546.91	Torre Evans	●							
37	Heath Street - Renewal (Local): Reseal	11,009	7,770.96	Torre Evans	●							
41	Garfield Street - Renewal (Local) (R2R): Reseal	8,244	8,410.69	Torre Evans	●							
44	Hale Street - Renewal (Local) (R2R): Reseal	11,322	9,133.20	Torre Evans	●							
45	Hillman Street - Renewal (Local) (R2R): Reseal	6,048	4,499.52	Torre Evans	●							
46	Marsh Street - Renewal (Local) (R2R): Reseal	6,480	6,506.76	Torre Evans	●							
47	May Street - Renewal (Local) (R2R): Reseal	12,240	8,882.94	Torre Evans	●							
48	Gibson Street - Renewal (Local) (R2R): Reseal	13,020	11,345.18	Torre Evans	●							
49	Cresswell Street - Renewal (Local) (R2R): Reseal	1,485	1,725.90	Torre Evans	●							
51	Whinbin Rock Road - Renewal (Rural) (R2R): Reconstruct & Seal	285,522	195,747.85	Torre Evans	●							
52	Wagin-Wickepin Road - Renewal (Rural) (R2R): Reseal	18,036	18,421.96	Torre Evans	●							
53	Narrogin Valley Road - Renewal (Rural) (R2R): Reseal	37,152	32,415.12	Torre Evans	●							
55	Rowe Street - Renewal (Local) (R2R): Reseal	7,965	8,209.22	Torre Evans	●							
56	Narrogin-Harrismith Road - Renewal (Local) (RRG): Reconstruct & Seal	607,486	545,339.62	Torre Evans	●							
57	Daglish Street Footpath Construction	27,000	15,900.00	Torre Evans	●							
58	Felspar Street Footpath Construction	27,000	19,035.00	Torre Evans	●							
61	Tipper Truck 3 Tonne	25,000	22,454.55	Torre Evans	●							
62	10,000L Emulsion Storage Tank	75,000	57,831.46	Torre Evans	●							
63	John Deere Ride on Mower 2017	10,000	9,744.98	Torre Evans	●							
64	24 Tonne Excavator	260,000	216,100.00	Torre Evans	●							
65	Irrigation Pump	35,000	32,140.00	Torre Evans	●							
66	8T Side Tipping Truck	110,000	90,190.00	Torre Evans	●							Gas BBQ Purchased instead of electric
71	NCP: Install electric and gas BBQ's	8,000	394.55	Frank Ludovico	●							
74	Senior Citizen Centre Building Maintenance - Cladding of bus bay Portico to match existing \$6,000, General Maintenance \$3,000	9,000	7,206.80	Azhar Awang	●							
78	Gnarojin Park Public Toilets Maintenance - Gnarojin Park Public Toilets Maintenance	6,309	17,587.10	Azhar Awang	●							
89	Arts Narrogin: Admin Support Nexis Gallery \$25,000, Attract and install a range of professional art exhibitions \$10,000	35,000	35,000.00	Azhar Awang	●							
98	Airport Cones	8,000	4,024.34	Torre Evans	●							
99	Dryandra Visitor Centre Donation \$35,000, plus increased \$25,000.	60,000	888.59	Frank Ludovico	●							
		2,163,931	1,760,120									

10.3.011 2017/18 BUDGET REVIEW

File Reference:	12.4.1
Disclosure of Interest:	Nil
Applicant:	Not Applicable
Previous Item Nos:	Nil
Date:	19 February 2017
Author:	Nicole Bryant, Manager of Finance
Authorising Officer:	Frank Ludovico Executive Manager Corporate and Community Services

Attachments

Shire of Narrogin Budget Review for the Year Ended 30 June 2018

Summary

Council is requested to consider the adoption of the Shire's 2017/18 Budget Review.

Background

The Budget Review had been based on the Shire's 31 December 2017 actual financial balances and was completed on 19 February 2018.

The Manager of Finance conducted interviews with line managers to determine if there is likely to be significant budget variances. The information gathered is shown in the attached documents.

Comment

The Budget has been reviewed to continue to deliver on strategies adopted by the Council and maintains a high level of service across all programs.

When projecting figures, a conservative approach was taken to determine the likely year-end actuals e.g. overestimate expenditure and underestimate income.

The Shire of Narrogin Budget Review for the Year Ended 30 June 2018 highlights significant movements (noting small variances do not have comments).

Council's forecast position at 30 June 2018 is expected to be healthy. Revenues are expected to be higher due to the receipt of grants (Emergency Services and Homecare). Expenditure has increased mainly due to acquiring assets or providing the service resulting from a grant. However, a number of projects have come under budget, which provides an opportunity to complete some additional projects and make additional transfers to Reserves.

Particular issues arising from the Budget Review are:

- As a result of the Annual Audit the Opening Balance for 2017/18 Budget was revised from \$2,821,361 to \$2,930,417 – an increase of \$109,056 to the opening position. It is generally expected to see a variance between the budgeted closing position and the actual opening position.

- The 2017/18 Budget adopted a conservative approach to the funding of WANDRRA works. In round figures the cost was anticipated to \$784,700 with income from grants at \$500,000. A call on the Roadworks Reserve to meet the Shire's contribution of \$160,000 was also included.

This situation has now been clarified and the works are fully funded. Along with other savings this means the call from Reserves is not necessary.

- It is proposed to create a new reserve account to accommodate funds received (\$94,845.58) during the year from Narrogin Land Conservation District Committee (LCDC). The purpose of the new reserve titled 'Landcare Reserve' is to fund future Natural Resource Management activities as agreed at item 9.4.415 of the Shire of Narrogin minutes 16 June 2016 as part of the transitional matters resulting from the Merger.
- The Review suggests the addition of four projects that did not receive approval during the Budget 2017/18 process. The four projects are shown within Attachment 1, Part 4 Additional Projects.

Another four additional (new) items for consideration have also been included and are also shown within Attachment 1, Part 4 Additional Projects.

- Total Rate revenue has increased by \$30,000. An increase in the number of ratepayers electing to pay by instalments has resulted in the instalment fee and interest charge budgets for these items being increased. Debt collection revenue has also increased; however, is offset with corresponding expenditure.
- Depreciation expenses are generally non-cash items and are adjusted out when calculating Shire Rating income. As assets are acquired (purchased or existing assets entered into the system) and disposed of (sales or removal of assets from the Asset Register that fall under the capitalisation thresholds) during the year Depreciation expense flows into the ledgers. These changes have been recorded in the Review but net effect to the Budget is zero as they are non-cash items.
- The purpose of the Public Works Overheads (PWO) subprogram is to allow for the initial capture of indirect income or expenditure that relates to the Shire's work crew. This allows for a more accurate allocation of costs, as simply adding the direct wage cost to a particular job, does not show the total cost to the Shire of undertaking a particular activity. This is because, in addition to the direct wages costs the Shire will also incur annual and long service leave liabilities for every hour of work as well as many other costs including workers compensation insurance, supervision, superannuation, etc.

The Shire is currently over allocating the PWO to the various works and service by \$20,000 however public works expenses have increased by \$25,000. This is due to the additional activity associated with progressing works associated with the WANDRRA claim. This will be monitored through the remainder of the year by the Manager Finance and if required adjusting journals will be processed to ensure there are no material over-allocations at year end.

- Plant Operation Costs (POC) are intended to capture the costs incurred for the operation of the Shire's plant and equipment. Every major piece of plant and equipment is allocated

a separate hourly charge out rate. A charge out rate is calculated by dividing the total budgeted costs by the number of working hours the piece of machinery is expected to be operational.

The Shire is currently over allocating POC to the various works and services by \$13,000. Once again this is due to the additional activity associated with progressing works associated with the WANDRRA claim. This amount is immaterial however will be monitored through the remainder of the financial year by the Manager Finance to ensure there are no material over-allocations at year end.

- Budget adjustments made throughout 2017/18 have been included in the Review.

The Budget Review process has identified the ability to place additional funds into Reserves. It is suggested these funds be transferred to the Building Reserve in order to meet future building maintenance requirements.

The overall effect of this Review is that Council has a forecast balanced budget as at 30 June 2018.

Consultation

All Department Executive Managers and Managers have reviewed budget allocations under their responsibility. This review included an analysis of the year to date levels of expenditure and income in comparison to the original budget allocations.

Statutory Environment

Regulation 33A of The Local Government (Financial Management) Regulations 1996 - Review of budget requires:

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Financial Implications

The budget materiality variance was adopted at Council's meeting held on 26 July 2017 (Council Resolution 0717.091). This means a variance of a percentage (equal to or greater than 10%) or a value (equal to or greater than \$10,000) for the 2017/18 financial year must be reported. The Policy was used in this Budget Review.

The overall effect of this Review is that Council has a forecast balanced budget as at 30 June 2018.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Receives the 2017/18 Budget Review.
2. Approve the 30 June 2018 Forecast as the amended Budget for 2017/18 as per attachment 'Shire of Narrogin Budget Review for the Year Ended 30 June 2018'.



BUDGET REVIEW

FOR THE YEAR ENDED 30 JUNE 2018

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

BUDGET REVIEW 2017/18

Major Variances (Over / Under \$10,000 or 10%)

Category	Account	Description of Change	Effect
		Surplus / (Deficit) as at 1 July 2017	99,057
OpEx	2030107	RATES Debt collection fees - Increased expenditure balances with Income account 3030131	-30,000
OpRev	3030115	RATES Back Rates Levied - Revenue reduced. Rates charge on Shire properties require reversal	-30,000
OpRev	3030125	RATES penalty interest received - Revenue increased	20,000
OpRev	3030128	RATES Instalment Admin fee received - Revenue increased	10,000
OpRev	3030131	RATES Reimbursement of Debt Collection Costs- Revenue increased, balances with expenditure account 2030107	32,000
OpEx	2040216	OTHGOV Legal Expenses - Expenditure increased	-25,000
OpEx	2040225	OTHGOV Consultant - Additional expenditure for CEO Performance Review, as per Shire President request	-10,000
OpEx	2040226	OTHGOV Valuation Expenses - Additional expenditure, Fair Value valuation of Infrastructure assets required	-15,000
OpRev	3040201	OTHGOV Reimbursements - Revenue increased (LGIS Good Driver discount, contributions, MV Adjustment)	25,000
CapEx	4040260	OTHGOV Capital Administration Building - Additional expenditure for Consultant to redesign reception and front portico	-10,000
CapEx	4040265	OTHGOV Transfer to Reserves - Additional expenditure, transfer to Building Reserve. Total transfer is \$259,000	-209,000
OpEx	2050100	FIRE Salaries and Wages - Expenditure reduced, Community Emergency Services Manager (CESM) not funded. Council contribution not required.	29,601
OpRev	3050104	FIRE Grants - Fire truck received from DFES. Value treated as a purchase to show acquisition. Offset with revenue account	372,197
CapEx	4050155	FIRE Plant & Equipment - fire truck received from DFES. Value treated as a purchase to show acquisition. Offset with expenditure account	-372,197
OpEx	2070307	HEALTH Legal Expenses - Additional expenditure for demolition of 54 Lock Street	-23,455
CapEx	4080355	HACC Plant & Equipment - Additional expenditure for renewal of bus (Toyota Hiace)	-56,272
CapRev	5080352	HACC Transfers from Reserve - Additional revenue for renewal of bus (Toyota Hiace)	39,635
CapEx	4080650	AGEDSNRS Building - Additional expenditure to replace dance floor, Senior Citizen Centre Building	-7,500
CapEx	4090150	STF HOUSE Housing Building - Expenditure reduced, capital project completed under budget	9,032
OpRev	3100202	SANOTH Commerical Tipping Charge - Additional revenue	30,000
OpRev	3100501	ENVIRO Reimbursements - Funds received from Narrogin LCDC to create a Natural Resources Management Reserve.	94,846
CapEx	4100570	ENVIRO Transfers to Reserves - Funds received from Narrogin LCDC to create a Natural Resources Management Reserve. Transfer to new reserve account created 'Landcare Reserve'	-94,846
CapEx	4100655	PLAN Plant & Equipment - Additional expenditure for NGN00 EMDRS Vehicle replacement 2017 as per budget amendment. Council resolution 1117.136	-35,268
OpEx	2100803	COM AMEN Public Conveniences - Additional expenditure for Highbury Public Toilet Maintenance, leach drain	-5,000
OpEx	2100803	COM AMEN Public Conveniences - Additional expenditure for Gnarojin Park Public Toilets Maintenance, insurance claim	-35,000
OpRev	3100804	COM AMEN Reimbursements - Additional revenue for Gnarojin Park Public Toilets Maintenance, insurance claim	30,000
OpEx	2110242	NRRC Utility - Additional expenditure for increased Gas costs	-17,096
OpEx	2110243	NRRC Utility - Additional expenditure for increased Water consumption rates	-5,339
OpEx	2110244	NRRC Grounds Maintenance - Additional expenditure for Insurance claims	-12,000
OpEx	2110265	NRRC Contract Management - Additional expenditure due to late billing from prior year	-45,978
OpRev	3110225	NRRC Pool Subsidy - Revenue reduced, State Government grant cancelled	-35,200
OpRev	3110229	NRRC Reimbursements - Additional revenue from insurance claim	12,000
OpEx	2110300	REC Parks and Gardens - PG: Expenditure reduced by \$51,624, W060: Expenditure increased by \$10,658.87, W079: Expenditure reduced by \$3,800.80, W063: Expenditure reduced by \$10,000	54,766
OpEx	2110301	REC Town Oval Maintenance - Increased expenditure for additional labour at Clayton Road oval	-25,184
OpEx	2110302	REC Sundry Dry Parks/Reserves Maintenance/Operations - W080: Expenditure increased by \$21,317.75 for additional labour, W081: Expenditure increased by \$4,263.84 for additional labour	-25,582
OpEx	2110310	REC KidSport - Expenditure reduced due to Grant being approved for only 6 months	8,075
OpEx	2110311	REC Regional Talent - Expenditure reduced as Grant funding approved for only \$15,000	10,000
OpEx	2110321	REC Officer - Expenditure reduced, budget improperly calculated	46,250
OpRev	3110303	REC Grants - Expenditure reduced as KidSport grant funding approved only for \$15,000	-15,000
OpRev	3110306	REC Grants Other - Expenditure reduced, budget improperly calculated	-25,000
CapEx	4110355	REC Other - Additional expenditure to complete Thomas Hogg Oval Building capital	-10,000

BUDGET REVIEW 2017/18

Major Variances (Over / Under \$10,000 or 10%)

Category	Account	Description of Change	Effect
CapEx	4110365	REC Infrastructure Other - Additional expenditure transferred from public art project to Skate Park Improvements	-9,780
CapEx	4110365	REC Infrastructure Other - Expenditure reduced as numerous projects completed under budget (Playground equipment: Highbury hall, hockey club, Ashworth Park, Jersey Park, Lions Park)(Memorial Park Paving)	34,530
OpEx	2110800	OTHCUL Indigenous Cultural Events - Expenditure reduced as Lotterywest grant not received	5,000
OpEx	2110801	OTHCUL Australia Day - Expenditure reduced as Lotterwest grant not received	5,000
OpEx	2110805	OTHCUL Festival and Events - Expenditure reduced as Lotterywest grant not received	5,500
OpEx	2110806	OTHCUL Community Arts - Project completed under budget, expenditure transferred to Skate Park Improvements	9,780
OpEx	2110850	OTHCUL Salary and Wages - Expenditure reduced as position no longer exists (Arts Narrogin)	22,068
OpRev	3110802	OTHCUL Grants - Funding reduced as Lotterywest grants did not receive approval (Australia Day, Youthweek, Naidoc Week)	-15,500
CapEx	4120145	ROADC Infrastructure Other - Additional expenditure due to carried forward from 2016-17 (Street Furniture)	-9,800
CapEx	4120175	ROADC Footpaths - Expenditure reduced as projects completed under budget (IF007, IF012, IFH53)	9,065
CapEx	4120185	ROADC Transfers to Reserves - Additional WANDRRA funds from 3120210 moved to reserve	-120,000
CapRev	5120150	ROADC Transfers from Reserves - WANDRRA funding from Muni removed	-160,000
OpEx	2120200	ROADM Road Maintenance - Additional expenditure transferred for general road maintenance	-252,274
OpEx	2120210	ROADM Stree Tree Maintenance - Reduced expenditure, funds required for general road maintenance	252,274
OpRev	3120200	ROADM Direct Road Grants - Additional revenue as higher grant amount received	8,958
OpRev	3120210	ROADM Other Grants - WANDRRA road funding increased to match expenditure	280,000
OpRev	3120390	PLANT - Additional profit received from vehicles traded as per budget amendment. Council resolution 1117.136	40,674
CapEx	4120350	PLANT Plant & Equipment - Additional expenditure for ONO EMTRS Vehicle replacement 2017 as per budget amendment. Council resolution 1117.136	-36,389
CapEx	4120350	PLANT Plant & Equipment - Additional expenditure for NO01 MO Vehicle replacement 2017 as per budget amendment. Council resolution 1117.136	-36,998
CapRev	5120352	PLANT Transfers to Reserve - Additional revenue as per budget amendment. Council resolution 117.136	40,000
OpEx	2130203	TOUR - Caravan Park General Maintenance - Expenditure reduced	14,471
OpEx	2130206	TOUR Visitor Centre Contribution - Additional expenditure, consolidation of all DCVC accounts into one budget Sub-program	-50,486
OpRev	3130205	TOUR Reimbursements - Additional revenue, NCP Caretakers rent	13,000
CapEx	4130265	TOUR Infrastructure Other - Additional expenditure, carry forward from Banner Poles 2016-17	-11,150
OpRev	3130600	ECONOM Commerical property lease income - Revenue reduced (Café 27, 30 Grat Street)	-10,968
OpEx	2140100	PRIVATE Private Works Expenses - Expenditure reduced, Consolidation of all DCVC accounts into one budget Sub-program	50,486
OpEx	2140220	PWO Works Long service leave - Additional expenditure for LSL taken during financial year	-19,651
OpEx	2140301	POC Parts and Repairs - Additional expenditure for Insurance claim (Roller # 1)	-30,000
OpEx	2140301	POC Parts and Repairs - Additional expenditure for Insurance claim (Roller # 2)	-25,000
OpEx	2140302	POC Fuels and Oils - Additional expenditure, WANDRRA	-38,017
OpRev	3140301	POC Parts and Repairs - Additional revenue from Insurance claim (Roller #1)	30,000
OpRev	3140301	POC Parts and Repairs - Additional revenue from Insurance claim (Roller #2)	25,000
OpEx	2140528	ADMIN Consultants - Additional expenditure for Organisation Structure Review as per CEO request	-15,000
OpRev	3140502	ADMIN LGIS Good Claims Rebate - Additional revenue received	22,054
CapEx	4140655	COMMUNITY Plant & Equipment - Additional expenditure for ONGN EMCCS Vehicle replacement 2017 as per budget amendment. Council resolution 1117.136	-34,652
CapEx	4140655	COMMUNITY Plant & Equipment - Additional expenditure for 1NGN CEO Vehicle replacement 2017 as per budget amendment. Council resolution 1117.136	-49,111
		TOTAL	-309,371
		OTHER ADJUSTMENTS	
		Minor adjustments	- 133,092.16
		Depreciation written back	217,369.52
		Profit / Loss written back	- 47,352.96
		Movement in Employee Entitlements	47,745.00
		Proceeds from Sale of Assets	224,701.56
		TOTAL	309,370.96
		Forecast Surplus / (Deficit) as at 30 June 2018	-

ADDITIONAL PROJECTS BUDGET REVIEW 2017/18

Projects Not Included in Original Budget		
Secure fenced off Leash Dog Park	\$ 20,000.00	IO071
Memorial Park public toilet	\$ 80,000.00	BC263
2 x anti vortex suction valves	\$ 14,000.00	IO078
Clean out creek line of typha weed	\$ 20,000.00	IO007
Sydney Hall Way Shade Sails	\$ 15,000.00	IO064
Yale Park Shade Sails	\$ 15,000.00	IO070
Watt Street Shade Sales	\$ 15,000.00	IO073
Pine Park Shade Sails	\$ 15,000.00	IO074
Garfield Park Shade Sails	\$ 18,000.00	IO075
Ashworth Park Shade Sails	\$ 30,000.00	IO076
Highbury Park Shade Sails	\$ 14,000.00	IO077
Renewal of old asphalt footpath	\$ 20,000.00	IF004
Construction of new footpath Cnr Doney to Butler	\$ 9,000.00	IF004
Construction of new footpath from Lefroy Street to Mens shed	\$ 45,000.00	IF035
Argus Street Footpath	\$ 20,000.00	IF038
Federal St footpath construction from Toyota to Mokine Road	\$ 55,000.00	IF101
	<u>\$ 405,000.00</u>	

Projects Not Included - Now in Budget Review		
Sydney Hall Way Shade Sails	\$ 15,000.00	IO064
Garfield Park Shade Sails	\$ 18,000.00	IO075
Highbury Park Shade Sails	\$ 14,000.00	IO077
Construction of new footpath from Lefroy Street to Mens shed	\$ 45,000.00	IF035
	<u>\$ 92,000.00</u>	

Additional (New) Items in Budget Review		
Consultant - CEO Performance Review	\$ 10,000.00	2040225
Infrastructure Revaluation Expenses 2017/18	\$ 15,000.00	2040226
Consultant - Organisational Structure Review	\$ 15,000.00	2140528
Consultant - Redesign reception and front portico	\$ 10,000.00	4040260
	<u>\$ 50,000.00</u>	

Project Progress	
Complete	4
On Track	3
Off Track	2
In Trouble	1

Item	Description	2017/18 Amended Budget	2017/18 YTD Actual	Responsible Officer	Start Date	End Date	2017						2018					Comments
							July	August	September	October	November	December	January	February	March	April	May	
CAPITAL PROJECTS																		
1	Building Renovations Admin Side Portico's and Men's & Ladies Toilet	40,119	17,987.16	Aaron Cook/Azhar Awang	3 ●	1/05/18	31/05/18										Plans complete. To be signed off by structural engineer. RFQ to be undertaken	
3	Mobile Works Solution (HACC)	10,000	0.00	Frank Ludovico	3 ●	1/04/18	30/04/18											
6	White Road Refuse: Development plan of existing & future landfill	15,000	0.00	Azhar Awang	3 ●	1/03/18	31/03/18											
7	Consultant for Refuse Site (\$15,000) C/Fwd: Works to Construct Transfer Station (\$133,000)	148,000	130,912.50	Azhar Awang	3 ●	1/02/18	28/02/18											
8	CBD Bin surrounds (C/Fwd: \$20,000 plus \$20,000) Approx. 40.	40,000	496.70	Azhar Awang/Torre Evans	3 ●	1/05/18	31/05/18											
9	Desludge dams at race track & effluent plant \$20,000	20,000	0.00	Torre Evans	3 ●	1/04/18	30/04/18										Rescheduled to be completed at end of watering season	
10	Planning to Construct Memorial Park Public Toilets	20,000	0.00	Azhar Awang	3 ●	1/03/18	31/03/18											
11	Finish Cemetery Carpark \$10,000, C/Fwd: Earthworks/Road/Carpark etc \$50,000, Niche Wall \$30,000	85,000	1,554.20	Torre Evans	3 ●	1/05/18	31/05/18											
12	Gnaroin Park Master Plan (planning for passive and active recreation facilities, pathways etc)	30,000	0.00	Azhar Awang	3 ●	1/05/18	31/05/18											
13	Town Hall: Concrete veranda \$20,000, Dressing Room Upgrade (Gyprock) \$20,000, Awning Extension (Rear) \$10,000, Touring Show required upgrade \$10,000, Disabled Access Improvement \$5,000, Re pitching of roof lines \$25,000, Install larger flashing to change rooms \$4,000, extra seating for Town hall complex	94,000	197.94	Azhar Awang	3 ●	1/05/18	31/05/18										Verandah complete	
15	C/Fwd: Relocate Town Hall Air-Conditioner to NRLC, Narrogin Squash Club to contribute \$10,000.	70,000	1,000.00	Aaron Cook	3 ●	1/03/18	31/03/18											
16	NRRC: General building caotial upgrade	50,000	2,954.55	Aaron Cook	3 ●	1/03/18	31/03/18											
17	NRRC: Stadium seating \$20,000, Multiple Club trophy cabinet \$10,000	30,000	15,848.25	Aaron Cook	3 ●	1/03/18	31/03/18											
18	Thomas Hoag: Install a disabled access ramp from the car park to the oval	35,000	0.00	Torre Evans/Azhar Awang	3 ●	1/06/18	30/06/18										Quotes currently being obtained	
19	Removal of Town Clock \$10,000	10,000	0.00	Torre Evans	3 ●	1/06/18	30/06/18										Removal on hold as per council discussion 12/18	
21	Skate Park graffiti art \$20,000, signage \$10,000	39,780	0.00	Azhar Awang	3 ●	1/05/18	31/05/18											
22	Old heritage tree	12,000	0.00	Azhar Awang	3 ●	1/04/18	30/04/18											
30	Purchase of new Library Management software	20,000	0.00	Frank Ludovico	3 ●	1/02/18	28/02/18											
31	Library Landscape - Stage 1A Accessible Ramp	80,000	0.00	Frank Ludovico/Azhar Awang	3 ●	1/06/18	30/06/18											
33	Street Furniture	21,800	15,740.00	Torre Evans	3 ●	1/06/18	30/06/18										Carry over from 2016/17. To be assessed in budget review	
34	Ensign Carpark Reseal	60,000	0.00	Torre Evans	3 ●	1/03/18	31/03/18										Schedule moved to be completed when mobile asphalt plant is in town	
35	CWA Carpark Reseal	60,000	0.00	Torre Evans	3 ●	1/03/18	31/03/18										Schedule moved to be completed when mobile asphalt plant is in town	
38	Doney Street - Renewal (Local) (R2R): Reseal	33,064	28,018.80	Torre Evans	3 ●	1/02/18	28/02/18											
39	Felstpar Street - Renewal (Local) (R2R): Reseal	49,982	25,826.42	Torre Evans	3 ●	1/02/18	28/02/18											
40	Glyde Street - Renewal (Local) (R2R): Reseal	14,061	8,403.06	Torre Evans	3 ●	1/02/18	28/02/18											
42	Homer Street - Renewal (Local) (R2R): Reseal	6,548	5,854.02	Torre Evans	3 ●	1/11/17	31/12/17											
43	Fairway Street - Renewal (Local) (R2R): Reseal	4,050	0.00	Torre Evans	3 ●	1/02/18	28/02/18											
50	Narrakine Road - Renewal (Local) (R2R): Reseal	5,040	0.00	Torre Evans	3 ●	1/02/18	28/02/18											
54	Highbury West Road - Renewal (Rural) (R2R): Reseal	21,600	0.00	Torre Evans	3 ●	1/02/18	28/02/18											
59	Williams Road - Footpath Construction	12,000	0.00	Torre Evans	3 ●	1/03/18	31/03/18											
60	Drainage Works: Culvert upgrades with 2 coat seal for flood way-various	30,000	0.00	Torre Evans	3 ●	1/03/18	31/03/18											
67	Trailer & Signs(Event Traffic Management)	10,000	0.00	Azhar Awang	3 ●	1/05/18	31/05/18										Investigating Traffic Management Implementation through the events team (Internal dept)	
68	CCTV Installation NCP	10,000	0.00	Frank Ludovico	2 ●	1/10/17	30/10/17										Specification prepared	
69	Accommodation Units (NCP)	350,000	0.00	Aaron Cook/Frank Ludovico	2 ●	1/11/17	30/11/17										Planning still occurring	
70	NCP Renovations: Retiling of abluion block \$40,000, Renovate old laundry \$40,000, 2012/13 CLGF (Local) Funds \$72,939	152,939	0.00	Frank Ludovico	2 ●	1/10/17	31/10/17										Planning still occurring	
72	Caravan Park Resealing, Line Marking	20,000	0.00	Frank Ludovico	2 ●	1/11/17	30/11/17										Planning still occurring	
73	Old Shire Building: Pannines & Internal upgrades (carpet etc)	80,000	16,637.28	Aaron Cook/Azhar Awang	3 ●	1/01/18	28/02/18											
OPERATIONAL PROJECTS																		
75	Proposed Youth Services: Business case to be presented later.	50,000	0.00	Aaron Cook	2 ●	1/12/17	31/12/17											
76	Highbury Tip Maintenance	5,000	0.00	Azhar Awang	2 ●	1/11/17	30/11/17											
77	Mackie Park Public Toilets and Office Maintenance - Mackie Park Public Toilets and Office Maintenance	13,096	2,061.97	Azhar Awang	3 ●	1/02/18	28/02/18										RFQ awarded	
79	Smith St Public Toilets (Coles Carpark) Maintenance - Smith St Public Toilets (Coles Carpark) Maintenance	14,905	221.11	Azhar Awang	3 ●	1/03/18	31/03/18										RFQ awarded	
80	Harris St Public Toilets (Museum) Maintenance - Harris St Public Toilets (Museum) Maintenance	4,790	308.47	Azhar Awang	3 ●	1/03/18	31/03/18											
81	Highbury Public Toilets Maintenance - Highbury Public Toilets Maintenance	11,000	1,498.73	Azhar Awang	3 ●	1/01/18	31/01/18											
82	Highbury Townscape \$8,000	8,000	0.00	Azhar Awang	3 ●	1/03/18	31/03/18											
83	CBD Enhancement \$55,022	55,023	36,942.41	Torre Evans/Azhar Awang	3 ●	1/12/17	31/12/17											
84	Gnaroin Park Maintenance/Operations - Dead wooding of trees	25,000	1,812.27	Torre Evans	2 ●	1/09/17	30/09/17											
85	Management plan Foxes Lair & Railway Dam \$20,000, PG Main \$10,000	35,653	5,000.76	Azhar Awang	3 ●	1/03/18	31/03/18											
86	Development of Sport and recreation Master plan (included in Strategic plan) \$60,000, General consultation \$10,000	70,000	0.00	Aaron Cook	3 ●	1/04/18	30/04/18											
87	Museum Building Maintenance \$6,450.00, Modify existing doorway \$1,000	6,993	4,929.01	Azhar Awang	3 ●	1/03/18	31/03/18											
88	Public Art Strategy	30,220	0.00	Azhar Awang	3 ●	1/04/18	30/04/18											
90	Roadworks - WANDRRA Claim works	784,723	403,460.57	Torre Evans	3 ●	1/08/17	30/06/18											
91	White Road Pit rehab	4,000	0.00	Torre Evans	3 ●	1/05/18	31/05/18											
92	Whinbin Rock Road Pit rehab	4,000	0.00	Torre Evans	3 ●	1/05/18	31/05/18											
93	Cardwell Road Pit rehab	4,000	0.00	Torre Evans	3 ●	1/05/18	31/05/18											
94	Hilders Road Pit rehab	4,000	0.00	Torre Evans	3 ●	1/05/18	31/05/18											
95	Wagin - Wickopin Road Pit rehab	4,000	0.00	Torre Evans	3 ●	1/05/18	31/05/18											
96	Street Tree Maintenance: Materials \$10,000, Powerline pruning & Large tree pruning \$25,000	288,242	51,235.06	Torre Evans	3 ●	1/05/18	30/06/18										Program shortened due to Wandarra works being completed. Street tree pruning complete.	
97	Lydeker Depot Building Maintenance - Materials \$10,000, Contractors \$5,000, Sea containers \$4,500 (install LED lights, relocate A/C, install shelving)	63,291	32,575.56	Torre Evans/Azhar Awang	3 ●	1/03/18	31/03/18										Sea Container: Electrician appointed. Waiting for materials	
100	Fire rated Legal Documents storage \$2,000 plus \$2,500 general	4,500	728.18	Frank Ludovico	2 ●	1/08/17	31/08/17											
		3,282,418	811,305															

	2017/18 Amended Budget	2017/18 YTD Actual	Responsible Officer	Start Date	End Date	2017						2018						Comments
						July	August	September	October	November	December	January	February	March	April	May	June	
COMPLETED PROJECTS																		
2	CCTV Upgrade	109,113	112,787.50	Azhar Awang	4	1/09/17	30/09/17											
4	Disability Toilet - Changing Places	59,000	54,794.27	Azhar Awang	4	1/09/17	30/09/17											
5	Kitchen Renovations 13 Hough Street	20,000	10,967.61	Azhar Awang	4	1/10/17	31/10/17											
14	Highbury Hall: Upgrade Storm water drainage system \$7,500, Remove unsuitable pollarded trees and grind stumps	7,500	5,177.82	Azhar Awang	4	1/12/17	31/12/17											
20	Skate Park: (C/Fac): Install Irrigation, Topsoil, Turf)	30,000	20,470.40	Torne Evans	4	1/12/17	31/12/17											
23	Memorial Park: Remove old slabs and replace with limestone paving	25,000	6,952.00	Torne Evans	4	1/09/17	30/09/17											
24	Lions Park: Replace Sand with soft fall rubber	50,000	42,699.34	Torne Evans	4	1/12/17	31/12/17											
25	Jersey Park: Shade Sails	16,000	13,660.42	Torne Evans	4	1/12/17	31/12/17											
26	Northwood Park: New Playground Equipment	45,000	45,000.00	Torne Evans	4	1/12/17	31/12/17											
27	Ashworth Park: Replace cracked asphalt basketball surface line mark and new hoop \$8,000	8,000	6,019.08	Torne Evans	4	1/12/17	31/12/17											
28	Hockey Club: Shade Sails	16,000	14,938.85	Torne Evans	4	1/12/17	31/12/17											
29	Highbury Hall: Playground Equipment	22,000	18,300.00	Torne Evans	4	1/12/17	31/12/17											
32	Museum Building: kitchen cupboards/sink, repairs to window frame	5,000	0.00	Azhar Awang	4	1/12/17	31/12/17											
36	Lydeker Depot: Electric safe and re-align works depot security fence	30,000	21,546.91	Torne Evans	4	1/10/17	31/10/17											
37	Heath Street - Renewal (Local) (R2R): Reseal	11,009	7,770.96	Torne Evans	4	1/11/17	31/12/17											
41	Garfield Street - Renewal (Local) (R2R): Reseal	8,244	8,410.69	Torne Evans	4	1/11/17	31/12/17											
44	Hale Street - Renewal (Local) (R2R): Reseal	11,322	9,133.20	Torne Evans	4	1/11/17	31/12/17											
45	Hillman Street - Renewal (Local) (R2R): Reseal	6,048	4,499.52	Torne Evans	4	1/11/17	31/12/17											
46	Marsh Street - Renewal (Local) (R2R): Reseal	6,480	6,506.76	Torne Evans	4	1/11/17	31/12/17											
47	May Street - Renewal (Local) (R2R): Reseal	12,240	8,892.94	Torne Evans	4	1/11/17	31/12/17											
48	Gibson Street - Renewal (Local) (R2R): Reseal	13,020	11,345.18	Torne Evans	4	1/11/17	31/12/17											
49	Crosswell Street - Renewal (Local) (R2R): Reseal	1,485	1,725.90	Torne Evans	4	1/11/17	31/12/17											
51	Whinbin Rock Road - Renewal (Rural) (R2R): Reconstruct & Seal	285,522	195,747.85	Torne Evans	4	1/11/17	31/12/17											
52	Wagin-Wickepin Road - Renewal (Rural) (R2R): Reseal	18,036	18,421.96	Torne Evans	4	1/11/17	31/12/17											
53	Narrogin Valley Road - Renewal (Rural) (R2R): Reseal	37,152	32,415.12	Torne Evans	4	1/11/17	31/12/17											
55	Rowe Street - Renewal (Local) (R2R): Reseal	7,965	8,209.22	Torne Evans	4	1/11/17	31/12/17											
56	Narrogin-Harris Smith Road - Renewal (Local) (RRG): Reconstruct & Seal	607,486	545,339.62	Torne Evans	4	1/10/17	31/10/17											
57	Daglish Street Footpath Construction	27,000	15,900.00	Torne Evans	4	1/12/17	31/12/17											
58	Felspar Street Footpath Construction	27,000	19,035.00	Torne Evans	4	1/12/17	31/12/17											
61	Tipper Truck 3 Tonne	25,000	22,454.55	Torne Evans	4	1/11/17	30/11/17											
62	10,000L Emulsion Storage Tank	75,000	57,631.46	Torne Evans	4	1/09/17	30/09/17											
63	John Deere Ride on Mower 2017	10,000	9,744.98	Torne Evans	4	1/09/17	30/09/17											
64	24 Tonne Excavator	260,000	216,100.00	Torne Evans	4	1/09/17	30/09/17											
65	Irrigation Pump	35,000	32,140.00	Torne Evans	4	1/09/17	30/09/17											
66	8T Side Tipping Truck	110,000	90,190.00	Torne Evans	4	1/09/17	30/09/17											
71	NCP: Install electric and gas BBQ's	8,000	394.55	Frank Ludovico	4	1/09/17	30/09/17										Gas BBQ Purchased instead of electric	
74	Senior Citizen Centre Building Maintenance - Cladding of bus bay Porfoco to match existing \$6,000, General Maintenance \$3,000	9,000	7,206.80	Azhar Awang	4	1/12/17	31/12/17											
78	Gnarroin Park Public Toilets Maintenance - Gnarroin Park Public Toilets Maintenance	6,309	17,587.10	Azhar Awang	4	1/10/17	31/10/17											
89	Arts Narrogin: Admin Support Nexis Gallery \$25,000, Attract and install a range of professional art exhibitions \$10,000	35,000	35,000.00	Azhar Awang	4	1/09/17	30/09/17											
98	Airport Cones	8,000	4,024.34	Torne Evans	4	1/09/17	30/06/17											
99	Dvandra Visitor Centre Donation \$35,000, plus increased \$25,000.	60,000	26,955.30	Frank Ludovico	4	1/09/17	30/09/17											
		2,163,931	1,786,187															

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

STATEMENT OF FINANCIAL ACTIVITY

	Revised Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var	Forecast Actual (e)
	\$	\$	\$	\$	%		\$
Operating Revenues							
Governance	5,100	5,048	29,635	24,587	83%	▲	30,200
General Purpose Funding	1,267,125	642,040	670,306	28,266	4%		1,329,125
Law, Order and Public Safety	210,838	123,898	502,357	378,459	75%	▲	588,935
Health	5,500	4,248	4,663	415	9%		5,500
Education and Welfare	1,301,524	639,085	821,641	182,556	22%	▲	1,529,459
Housing	12,200	6,096	4,800	(1,296)	(27%)		10,400
Community Amenities	1,006,256	917,092	1,126,087	208,995	19%	▲	1,161,102
Recreation and Culture	555,080	496,096	372,887	(123,209)	(33%)	▼	472,880
Transport	1,652,956	1,041,690	1,084,946	43,257	4%		1,982,588
Economic Services	242,378	121,176	149,467	28,291	19%	▲	251,910
Other Property and Services	146,253	73,116	82,519	9,403	11%		223,307
Total (Excluding Rates)	6,405,210	4,069,585	4,849,309	779,724			7,585,405
Operating Expense							
Governance	(613,506)	(332,992)	(322,460)	10,532	3%		(685,489)
General Purpose Funding	(204,758)	(100,263)	(106,798)	(6,535)	(6%)		(241,412)
Law, Order and Public Safety	(475,559)	(244,898)	(213,299)	31,599	15%	▲	(483,281)
Health	(202,407)	(104,038)	(116,606)	(12,568)	(11%)	▼	(227,576)
Education and Welfare	(1,763,107)	(980,120)	(882,568)	97,552	11%	▲	(1,872,808)
Housing	(32,172)	(17,556)	(10,551)	7,005	66%		(33,084)
Community Amenities	(1,424,149)	(686,546)	(643,910)	42,636	7%		(1,489,162)
Recreation and Culture	(3,071,419)	(1,584,524)	(1,350,470)	234,054	17%	▲	(3,052,739)
Transport	(4,278,345)	(2,149,873)	(2,089,224)	60,649	3%		(4,359,057)
Economic Services	(708,835)	(361,352)	(297,427)	63,925	21%	▲	(718,786)
Other Property and Services	(30,000)	(28,567)	39,849	68,416	(172%)		(30,000)
Total	(12,804,257)	(6,590,729)	(5,993,464)	597,265			(13,193,394)
Funding Balance Adjustment							
Add back Depreciation	2,480,898	1,240,398	1,346,378	105,980	8%		2,698,268
Adjust (Profit)/Loss on Asset Disposal	54,965	39,604	7,612	(31,992)	(420%)	▼	7,612
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0			0
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0			0
Movement in Leave Reserver (Added Back)	0	0	2,091	2,091	100%		47,745
Adjust Rounding	0	0	0	0			0
Net Operating (Ex. Rates)	(3,863,184)	(1,241,142)	211,926	1,453,068			(2,854,364)
Capital Revenues							
Proceeds from Disposal of Assets	132,000	117,000	248,065	131,065	53%	▲	356,702
Proceeds from New Debentures	350,000	0	0	0			350,000
Proceeds from Sale of Investments	0	0	0	0			0
Proceeds from Advances	0	0	0	0			0
Self-Supporting Loan Principal	0	0	0	0			0
Transfer from Reserves	916,816	70,198	68,480	(1,718)	(3%)		768,685
Total	1,398,816	187,198	316,545	129,347			1,475,386
Capital Expenses							
Land Held for Resale	0	0	0	0			0
Land and Buildings	(1,098,558)	(123,899)	(124,186)	(287)	(0%)		(1,114,704)
Plant and Equipment	(743,113)	(540,677)	(1,108,967)	(568,290)	(51%)	▼	(1,324,639)
Furniture and Equipment	(30,000)	0	0	0			(30,000)
Infrastructure Assets - Roads	(1,160,354)	(925,663)	(926,511)	(848)	(0%)		(1,160,292)
Infrastructure Assets - Footpaths	(66,000)	(34,935)	(34,935)	0	0%		(101,935)
Infrastructure Assets - Road Drainage	(30,000)	0	0	0			(30,000)
Infrastructure Assets - Parks & Ovals	0	0	0	0			0
Infrastructure Assets - Townscape	0	0	0	0			0
Infrastructure Assets - Other	(849,967)	(366,779)	(382,289)	(15,509)	(4%)		(893,480)
Purchase of Investments	0	0	0	0			0
Repayment of Debentures	(220,292)	(110,145)	(102,076)	8,069	8%		(220,292)
Advances to Community Groups	0	0	0	0			0
Transfer to Reserves	(838,823)	(31,250)	(21,438)	9,812	46%		(1,316,214)
Total	(5,037,107)	(2,133,348)	(2,700,401)	(567,053)			(6,191,556)
Net Capital	(3,638,291)	(1,946,150)	(2,383,856)	(437,706)			(4,716,170)
Total Net Operating + Capital	(7,501,475)	(3,187,292)	(2,171,930)	1,015,363			(7,570,533)
Rate Revenue	4,670,116	4,670,116	4,569,534	(100,582)	(2%)		4,640,116
Opening Funding Surplus(Deficit)	2,930,417	2,930,417	2,930,417	0	0%		2,930,417
Closing Funding Surplus(Deficit)	99,058	4,413,241	5,328,021	914,781			(0)

SHIRE OF NARROGIN
SCHEDULE 02 - GENERAL FUND SUMMARY
Financial Statement for Period Ended
31 December 2017

		Revised Budget		YTD Budget		YTD Actual		Forecast Actual	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$	\$	\$
MUNICIPAL FUND									
OPERATING									
General Purpose Funding	03	5,937,241.00	204,758.00	5,312,156.00	100,263.00	5,239,839.83	106,797.64	5,969,241.00	241,412.00
Governance	04	5,100.00	613,506.29	5,048.00	332,992.00	29,634.98	322,459.93	30,200.00	685,489.37
Law, Order, Public Safety	05	210,838.00	475,558.89	123,898.00	244,898.00	502,357.23	213,298.77	588,934.82	483,280.68
Health	07	5,500.00	202,407.00	4,248.00	104,038.00	4,663.00	116,605.53	5,500.00	227,575.55
Education & Welfare	08	1,301,523.72	1,763,106.95	639,085.00	980,119.79	821,640.59	882,567.96	1,529,459.16	1,872,808.49
Housing	09	12,200.00	32,172.18	6,096.00	17,556.00	4,800.00	10,551.24	10,400.00	33,083.50
Community Amenities	10	1,006,256.00	1,424,148.97	917,092.00	686,546.00	1,126,086.71	643,909.73	1,161,101.58	1,489,162.00
Recreation & Culture	11	555,080.00	3,071,419.32	496,096.00	1,584,524.00	372,887.39	1,350,470.05	472,880.00	3,052,739.17
Transport	12	1,652,955.97	4,278,344.62	1,041,689.57	2,149,873.00	1,084,946.21	2,089,224.45	1,982,587.89	4,359,056.65
Economic Services	13	242,378.00	708,835.02	121,176.00	361,352.00	149,467.47	297,427.19	251,910.00	718,786.39
Other Property & Services	14	146,253.00	29,999.82	73,116.00	28,567.02	82,519.33	(39,848.67)	223,306.94	29,999.88
TOTAL - OPERATING		11,075,325.69	12,804,257.06	8,739,700.57	6,590,728.81	9,418,842.74	5,993,463.82	12,225,521.39	13,193,393.68
CAPITAL									
General Purpose Funding	03	0.00	75,000.00	0.00	31,250.00	0.00	21,437.74	0.00	75,000.00
Governance	04	0.00	218,671.19	0.00	61,906.00	0.00	61,564.36	0.00	437,671.19
Law, Order, Public Safety	05	47,626.00	199,556.50	0.00	114,160.50	0.00	490,346.50	47,626.00	575,346.50
Health	07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Education & Welfare	08	197,101.09	148,586.47	40,197.79	54,794.00	40,197.79	54,794.27	168,969.67	265,903.28
Housing	09	0.00	20,000.00	0.00	10,967.61	0.00	10,967.61	0.00	10,967.61
Community Amenities	10	148,000.00	493,022.50	0.00	168,355.70	0.00	205,173.60	148,000.00	623,135.87
Recreation & Culture	11	0.00	798,971.37	0.00	222,820.93	0.00	223,323.35	0.00	828,898.69
Transport	12	400,000.00	2,388,357.93	30,000.00	1,440,060.75	28,281.58	1,517,773.94	280,000.00	2,584,779.03
Economic Services	13	434,089.00	564,941.73	0.00	12,395.55	0.00	14,619.32	434,089.00	576,091.00
Other Property & Services	14	40,000.00	130,000.00	0.00	16,637.00	0.00	100,400.01	40,000.00	213,762.73
TOTAL - CAPITAL		1,266,816.09	5,037,107.69	70,197.79	2,133,348.04	68,479.37	2,700,400.70	1,118,684.67	6,191,555.90
		12,342,141.78	17,841,364.75	8,809,898.36	8,724,076.85	9,487,322.11	8,693,864.52	13,344,206.06	19,384,949.58
Less Depreciation Written Back			(2,480,898.00)		(1,240,398.00)		(1,346,377.96)		(2,698,267.52)
Less Profit/Loss Written Back		(2,000.00)	(56,965.00)	(996.00)	(40,600.00)	(42,673.92)	(50,285.96)	(42,673.92)	(50,285.96)
Movement in Employee Entitlements Reserve Cash			0.00		0.00		(2,091.00)		(47,745.00)
Movement in Deferred Pensioner Rates	9093100		0.00		0.00		0.00		0.00
Movement in Deferred Pensioner ESL	9093101		0.00		0.00		0.00		0.00
Movement in Non Current LSL Provision	9094200		0.00		0.00		0.00		0.00
Adjustment in Fixed Assets			0.00		0.00		0.00		0.00
Rounding Adjustment			0.00		0.00		0.00		0.00
Plus Proceeds from Sale of Assets		132,000.00		117,000.00		248,064.92		356,701.56	
TOTAL REVENUE & EXPENDITURE		12,472,141.78	15,303,501.75	8,925,902.36	7,443,078.85	9,692,713.11	7,295,109.60	13,658,233.70	16,588,651.10
Surplus/Deficit July 1st B/Fwd		2,930,417.40		2,930,417.40		2,930,417.40		2,930,417.40	
		15,402,559.18	15,303,501.75	11,856,319.76	7,443,078.85	12,623,130.51	7,295,109.60	16,588,651.10	16,588,651.10
Surplus/(Deficit) C/Fwd			99,057.43		4,413,240.91		5,328,020.91		0.00
		15,402,559.18	15,402,559.18	11,856,319.76	11,856,319.76	12,623,130.51	12,623,130.51	16,588,651.10	16,588,651.10

SHIRE OF NARROGIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
 Financial Statement for Period Ended
 31 December 2017

PROGRAMME SUMMARY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
Rate Revenue and Administration		155,521.00		75,651.00		82,664.79		187,233.00		31,712.00	
General Purpose Funding		0.00		0.00		0.00		0.00		0.00	
Investment Activity		15,700.00		7,848.00		9,661.81		19,500.00		3,800.00	
Other General Purpose Funding		33,537.00		16,764.00		14,471.04		34,679.00		1,142.00	
OPERATING REVENUE											
Rate Revenue and Administration	4,754,916.00		4,721,004.00		4,671,177.57		4,786,916.00		32,000.00		
General Purpose Funding	1,057,125.00		528,560.00		517,785.00		1,057,125.00		0.00		
Investment Activity	125,000.00		62,496.00		50,877.26	▼	125,000.00		0.00		
Other General Purpose Funding	200.00		96.00		0.00		200.00		0.00		
SUB-TOTAL	5,937,241.00	204,758.00	5,312,156.00	100,263.00	5,239,839.83	106,797.64	5,969,241.00	241,412.00	32,000.00	36,654.00	
CAPITAL EXPENDITURE											
Rate Revenue and Administration		0.00		0.00		0.00		0.00		0.00	
General Purpose Funding		0.00		0.00		0.00		0.00		0.00	
Investment Activity		75,000.00		31,250.00		21,437.74		75,000.00		0.00	
Other General Purpose Funding		0.00		0.00		0.00		0.00		0.00	
CAPITAL REVENUE											
Rate Revenue and Administration	0.00		0.00		0.00		0.00		0.00		
General Purpose Funding	0.00		0.00		0.00		0.00		0.00		
Investment Activity	0.00		0.00		0.00		0.00		0.00		
Other General Purpose Funding	0.00		0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	75,000.00	0.00	31,250.00	0.00	21,437.74	0.00	75,000.00	0.00	0.00	
TOTAL - PROGRAMME SUMMARY	5,937,241.00		5,312,156.00	131,513.00	5,239,839.83	128,235.38	5,969,241.00	316,412.00	32,000.00	36,654.00	

SHIRE OF NARROGIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
31 December 2017

RATE REVENUE AND ADMINISTRATION	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2030100 RATES - Salaries & Wages		56,000.00		27,996.00		28,895.53		56,000.00			
2030101 RATES - Superannuation		5,320.00		2,658.00		2,690.23		5,320.00			
2030102 RATES - Workers Comp Insurance		1,319.00		654.00		1,350.00		1,319.00			
2030103 RATES - Allowances		325.00		325.00		0.00		325.00			
2030104 RATES - Training & Development		1,500.00		750.00		0.00		1,500.00			
2030105 RATES - Rates Incentive Scheme		3,000.00		3,000.00		2,727.27		3,000.00			
2030106 RATES - Valuation Expenses		12,500.00		0.00		646.57		12,500.00			
2030107 RATES - Debt Collection Expenses		20,000.00		9,996.00		24,476.85 ▲		50,000.00	30,000.00		Balances with income 3030131
2030108 RATES - Title/Company Searches		250.00		120.00		74.55		250.00			
2030109 RATES - Postage/Freight		0.00		0.00		0.00		0.00			
2030110 RATES - Printing and Stationery		5,000.00		5,000.00		95.00		5,000.00			
2030111 RATES - Doubtful Debts Expense		0.00		0.00		0.00		0.00			
2030112 RATES - Rates Write Off		0.00		0.00		0.00		0.00			
2030113 RATES - Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00			
2030114 RATES - Other Expenses Relating To Rates		0.00		0.00		0.00		0.00			
2030191 RATES - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2030192 RATES - Depreciation		0.00		0.00		0.00		0.00			
2030199 RATES - Administration Allocated		50,307.00		25,152.00		21,708.79		52,019.00		1,712.00	
OPERATING REVENUE											
3030100 RATES - Rates Levied - GRV	3,103,309.00		3,103,309.00		4,658,380.08	▲	3,103,309.00				
3030101 RATES - Rates Levied - UV	975,555.00		975,555.00		0.00	▼	975,555.00				
3030105 RATES - Minimum Rates Levied - GRV	489,767.00		489,767.00		0.00	▼	489,767.00				
3030106 RATES - Minimum Rates Levied - UV	93,285.00		93,285.00		0.00	▼	93,285.00				
3030110 RATES - Interim Rates Levied - GRV	0.00		0.00		0.00		0.00				
3030111 RATES - Interim Rates Levied - UV	0.00		0.00		0.00		0.00				
3030115 RATES - Back Rates Levied - GRV	0.00		0.00		(5,341.86)		(30,000.00)		(30,000.00)		Rates charged to be reversed
3030116 RATES - Back Rates Levied - UV	0.00		0.00		0.00		0.00				
3030120 RATES - Ex-Gratia Rates (CBH, etc.)	8,200.00		8,200.00		0.00		8,200.00				
3030121 RATES - Discount on Rates Levied	0.00		0.00		0.00		0.00				
3030122 RATES - Movement in Excess Rates	0.00		0.00		(83,504.45)		0.00				
3030125 RATES - Penalty Interest Received	20,000.00		9,996.00		28,890.11	▲	40,000.00		20,000.00		Increased
3030126 RATES - Instalment Interest Received	18,000.00		9,000.00		16,298.81		18,000.00				
3030127 RATES - Pensioner Deferred Interest Receiv	3,000.00		0.00		0.00		3,000.00				
3030128 RATES - Instalment Admin Fee Received	20,000.00		20,000.00		28,896.00		30,000.00		10,000.00		Increased
3030129 RATES - Account Enquiry Charges	5,000.00		2,496.00		2,981.87		5,000.00				
3030130 RATES - Reimbursement of Debt Collection	0.00		0.00		0.00		0.00				
3030131 RATES - Reimbursement of Debt Collection	18,000.00		9,000.00		24,577.01	▲	50,000.00		32,000.00		Balances with expenditure 2030107
3030132 RATES - Special Payment Arrangement	800.00		396.00		0.00		800.00				
3030133 RATES - Other Income Relating To Rates	0.00		0.00		0.00		0.00				
3030190 RATES - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL TO PROGRAMME SUMMARY	4,754,916.00	155,521.00	4,721,004.00	75,651.00	4,671,177.57	82,664.79	4,786,916.00	187,233.00	32,000.00	31,712.00	

SHIRE OF NARROGIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
31 December 2017

RATE REVENUE AND ADMINISTRATION	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>CAPITAL EXPENDITURE</u>											
<u>CAPITAL REVENUE</u>											
SUB-TOTAL TO PROGRAMME SUMMARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - RATE REVENUE AND ADMINISTRATION	4,754,916.00	155,521.00	4,721,004.00	75,651.00	4,671,177.57	82,664.79	4,786,916.00	187,233.00	32,000.00	31,712.00	

SHIRE OF NARROGIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
31 December 2017

GENERAL PURPOSE FUNDING	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
2030200 GENGRANT - Grants Consultant		0.00		0.00		0.00		0.00			
2030299 GENGRANT - Administration Allocated		0.00		0.00		0.00		0.00			
<u>OPERATING REVENUE</u>											
3030200 GENGRANT - Financial Assistance Grant - General	807,699.00		403,848.00		386,342.50		807,699.00				
3030201 GENGRANT - Financial Assistance Grant - Roads	249,426.00		124,712.00		131,442.50		249,426.00				
3030202 GENGRANT - Royalties for Regions - CLGF (Individual)	0.00		0.00		0.00		0.00				
3030203 GENGRANT - Royalties for Regions - CLGF (Regional)	0.00		0.00		0.00		0.00				
SUB-TOTAL TO PROGRAMME SUMMARY	1,057,125.00	0.00	528,560.00	0.00	517,785.00	0.00	1,057,125.00	0.00	0.00	0.00	
<u>CAPITAL EXPENDITURE</u>											
<u>CAPITAL REVENUE</u>											
SUB-TOTAL TO PROGRAMME SUMMARY	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
TOTAL - GENERAL PURPOSE FUNDING	1,057,125.00	0.00	528,560.00	0.00	517,785.00	0.00	1,057,125.00	0.00	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
31 December 2017

INVESTMENT ACTIVITY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
2030300 INVEST - Bank Fees and Charges (Inc GST		10,500.00		5,250.00		8,283.12		16,500.00		6,000.00	
2030301 INVEST - Bank Fees and Charges (Exc GST		5,200.00		2,598.00		1,378.69		3,000.00		(2,200.00)	
2030302 INVEST - Interest on Overdraft		0.00		0.00		0.00		0.00			
2030399 INVEST - Administration Allocated		0.00		0.00		0.00		0.00			
<u>OPERATING REVENUE</u>											
3030300 INVEST - Interest Earned - Reserve Funds	75,000.00		37,500.00		21,437.74		75,000.00				
3030301 INVEST - Interest Earned - Municipal Funds	50,000.00		24,996.00		29,439.52		50,000.00				
SUB-TOTAL TO PROGRAMME SUMMARY	125,000.00	15,700.00	62,496.00	7,848.00	50,877.26	9,661.81	125,000.00	19,500.00	0.00	3,800.00	
<u>CAPITAL EXPENDITURE</u>											
4030350 INVEST - Transfer Interest To Reserve		75,000.00		31,250.00		21,437.74		75,000.00			
<u>CAPITAL REVENUE</u>											
5030150 INVEST - Transfers From Reserve	0.00		0.00		0.00		0.00				
SUB-TOTAL TO PROGRAMME SUMMARY	0.00	75,000.00	0.00	31,250.00		21,437.74	0.00	75,000.00	0.00	0.00	
TOTAL - INVESTMENT ACTIVITY	125,000.00	90,700.00	62,496.00	39,098.00	50,877.26	31,099.55	125,000.00	94,500.00	0.00	3,800.00	

SHIRE OF NARROGIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
31 December 2017

OTHER GENERAL PURPOSE FUNDING	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2030400 GENFUND - Rounding		0.00		0.00		(1.41)		0.00			
2030499 GENFUND - Administration Allocated		33,537.00		16,764.00		14,472.45		34,679.00		1,142.00	
OPERATING REVENUE											
3030400 GENFUND - Commissions	0.00		0.00		0.00		0.00				
3030401 GENFUND - Contributions & Donations	0.00		0.00		0.00		0.00				
3030403 GENFUND - Grant Funding	0.00		0.00		0.00		0.00				
3030404 GENFUND - Special Payment Arrangement f	100.00		48.00		0.00		100.00				
3030405 GENFUND - Penalty Interest - Sundry Debtor	100.00		48.00		0.00		100.00				
SUB-TOTAL TO PROGRAMME SUMMARY	200.00	33,537.00	96.00	16,764.00	0.00	14,471.04	200.00	34,679.00	0.00	1,142.00	
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL TO PROGRAMME SUMMARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - OTHER GENERAL PURPOSE FUNDING	200.00	33,537.00	96.00	16,764.00	0.00	14,471.04	200.00	34,679.00	0.00	1,142.00	

SHIRE OF NARROGIN
SCHEDULE 04 - GOVERNANCE
 Financial Statement for Period Ended
 31 December 2017

PROGRAMME SUMMARY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
Members of Council		420,485.00		235,730.00		231,551.17		420,259.00		(226.00)	
Other Governance		193,021.29		97,262.00		90,908.76		265,230.37		72,209.08	
<u>OPERATING REVENUE</u>											
Members of Council	100.00		48.00		0.00		100.00		0.00		
Other Governance	5,000.00		5,000.00		29,634.98	▲	30,100.00		25,100.00		
SUB-TOTAL	5,100.00	613,506.29	5,048.00	332,992.00	29,634.98	322,459.93	30,200.00	685,489.37	25,100.00	71,983.08	
<u>CAPITAL EXPENDITURE</u>											
Members of Council		0.00		0.00		0.00		0.00		0.00	
Other Governance		218,671.19		61,906.00		61,564.36		437,671.19		219,000.00	
<u>CAPITAL REVENUE</u>											
Members of Council	0.00		0.00		0.00		0.00		0.00		
Other Governance	0.00		0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	218,671.19	0.00	61,906.00	0.00	61,564.36	0.00	437,671.19	0.00	219,000.00	
TOTAL - PROGRAMME SUMMARY	5,100.00	832,177.48	5,048.00	394,898.00	29,634.98	384,024.29	30,200.00	1,123,160.56	25,100.00	290,983.08	

SHIRE OF NARROGIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
31 December 2017

MEMBERS OF COUNCIL	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2040100 MEMBERS - Salaries & Wages		0.00		0.00		0.00		0.00			
2040101 MEMBERS - Superannuation		0.00		0.00		0.00		0.00			
2040102 MEMBERS - Workers Comp Insurance		0.00		0.00		0.00		0.00			
2040103 MEMBERS - Allowances		0.00		0.00		0.00		0.00			
2040104 MEMBERS - Training & Development		0.00		0.00		0.00		0.00			
2040105 MEMBERS - Fringe Benefits Tax (FBT)		0.00		0.00		0.00		0.00			
2040106 MEMBERS - Members Travelling		5,000.00		2,500.00		21.07		1,000.00		(4,000.00)	
2040107 MEMBERS - Members Conference/Training		17,000.00		17,000.00		18,946.72		19,000.00		2,000.00	
2040108 MEMBERS - President's Allowance		23,500.00		11,750.00		11,750.00		23,500.00			
2040109 MEMBERS - Deputy President's Allowance		5,875.00		2,936.00		2,937.50		5,875.00			
2040110 MEMBERS - Members Sitting Fees		88,000.00		44,000.00		44,000.00		88,000.00			
2040111 MEMBERS - Communications Allowance		5,600.00		2,800.00		2,800.00		5,600.00			
2040112 MEMBERS - Election Expenses		26,500.00		13,248.00		19,859.29		20,000.00		(6,500.00)	
2040113 MEMBERS - Subscriptions & Publications		29,370.00		29,370.00		31,086.37		31,100.00		1,730.00	
2040114 MEMBERS - Members - Insurance		4,667.00		4,666.00		4,846.75		4,667.00			
2040115 MEMBERS - Printing & Stationery		1,000.00		498.00		942.03		1,200.00		200.00	
2040116 MEMBERS - Advertising & Promotions		20,000.00		9,996.00		13,247.67		27,000.00		7,000.00	
2040117 MEMBERS - Expensed Minor Asset Purchas		15,000.00		7,500.00		15,033.48		15,000.00			
2040118 MEMBERS - Chambers Operating Expenses Jobs		0.00		0.00		0.00		0.00			
2040119 MEMBERS - Chambers Building Maintenanc Jobs		1,077.00		534.00		0.00		1,077.00			
2040120 MEMBERS - Donations to Community Group		5,000.00		2,496.00		200.00		5,000.00			
2040121 MEMBERS - Information Systems		4,000.00		1,998.00		0.00		2,000.00		(2,000.00)	
2040122 MEMBERS - Act, Texts & Diaries		0.00		0.00		0.00		0.00			
2040123 MEMBERS - CEO Motor Vehicle Expenses		0.00		0.00		0.00		0.00			
2040124 MEMBERS - CEO Communication Expense:		0.00		0.00		0.00		0.00			
2040125 MEMBERS - Other Expenses		4,000.00		1,998.00		237.46		2,000.00		(2,000.00)	
2040126 MEMBERS - General Office Expenses		2,500.00		1,248.00		33.20		1,500.00		(1,000.00)	
2040191 MEMBERS - Loss on Disposal of Asset		0.00		0.00		0.00		0.00			
2040192 MEMBERS - Depreciation		0.00		0.00		0.00		0.00			
2040197 MEMBERS - Community Services Allocated		45,017.00		22,506.00		14,955.87		45,359.00		342.00	
2040198 MEMBERS - Staff Housing Costs Allocated		0.00		0.00		0.00		0.00			
2040199 MEMBERS - Administration Allocated		117,379.00		58,686.00		50,653.76		121,381.00		4,002.00	
OPERATING REVENUE											
3040100 MEMBERS - Contributions & Donations	0.00		0.00		0.00		0.00				
3040101 MEMBERS - Council Chamber Hire	100.00		48.00		0.00		100.00				
3040102 MEMBERS - Reimbursements	0.00		0.00		0.00		0.00				
3040103 MEMBERS - Grant Funding - Members	0.00		0.00		0.00		0.00				
3040190 MEMBERS - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	100.00	420,485.00	48.00	235,730.00	0.00	231,551.17	100.00	420,259.00	0.00	(226.00)	

SHIRE OF NARROGIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
31 December 2017

MEMBERS OF COUNCIL (Continued)	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE											
4040150 MEMBERS - Capital Furniture & Equipment		0.00		0.00		0.00		0.00			
4040155 MEMBERS - Capital Plant & Equipment		0.00		0.00		0.00		0.00			
4040160 MEMBERS - Capital Building		0.00		0.00		0.00		0.00			
4040165 MEMBERS - Transfer To Reserve		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5040150 MEMBERS - Proceeds on Disposal of Asset	0.00		0.00		0.00		0.00				
5040151 MEMBERS - Realisation on Disposal of Ass	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - MEMBERS OF COUNCIL	100.00	420,485.00	48.00	235,730.00	0.00	231,551.17	100.00	420,259.00	0.00	(226.00)	

SHIRE OF NARROGIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
31 December 2017

OTHER GOVERNANCE	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE											
2040200 OTHGOV - Salaries & Wages		0.00		0.00		0.00		0.00			
2040201 OTHGOV - Superannuation		0.00		0.00		0.00		0.00			
2040202 OTHGOV - Workers Comp Insurance		0.00		0.00		0.00		0.00			
2040203 OTHGOV - Allowances		0.00		0.00		0.00		0.00			
2040204 OTHGOV - Training & Development		6,000.00		3,000.00		15.91		6,000.00			
2040205 OTHGOV - Recruitment		200.00		96.00		189.90		200.00			
2040206 OTHGOV - Fringe Benefits Tax (FBT)		0.00		0.00		0.00		0.00			
2040207 OTHGOV - Civic Functions, Refreshments &		30,000.00		15,000.00		15,063.65		30,000.00			
2040208 OTHGOV - Public Relations Expense		2,000.00		996.00		0.00		2,000.00			
2040209 OTHGOV - Indigenous Affairs		0.00		0.00		0.00		0.00			
2040210 OTHGOV - Audit Fees		30,750.00		15,378.00		16,341.25		30,750.00			
2040211 OTHGOV - EMCCS Motor Vehicle Expenses		0.00		0.00		0.00		0.00			
2040212 OTHGOV - EMCCS Communication Expens		0.00		0.00		(58.22)		0.00			
2040213 OTHGOV - Information Systems		0.00		0.00		0.00		0.00			
2040214 OTHGOV - Printing & Stationery		500.00		246.00		0.00		500.00			
2040215 OTHGOV - Insurance		1,556.00		1,556.00		12,642.55 ▲		12,642.55		11,086.55	
2040216 OTHGOV - Legal Expenses		5,000.00		2,496.00		1,241.00		30,000.00		25,000.00	Increased as per Shire President request
2040217 OTHGOV - Expensed Minor Asset Purchase		0.00		0.00		0.00		0.00			
2040218 OTHGOV - General Office Expenses		2,000.00		996.00		(436.36)		1,000.00		(1,000.00)	
2040219 OTHGOV - Interest on Loan 125		1,625.79		810.00		1,039.42		1,626.00		0.21	
2040220 OTHGOV - Structural Reform (Merger)		0.00		0.00		0.00		0.00			
2040221 OTHGOV - Other Consultancy - Strategic		30,000.00		15,000.00		1,255.00 ▼		30,000.00			
2040222 OTHGOV - Other Consultancy - Statutory		0.00		0.00		0.00		0.00			
2040223 OTHGOV - LGIS Risk Expenditure		0.00		0.00		0.00		0.00			
2040224 OTHGOV - Interest on Loan 128		13,678.50		6,834.00		6,998.96		13,679.00		0.50	
2040225 OTHGOV - Consultants		0.00		0.00		0.00		10,000.00		10,000.00	Consultant - CEO Performance Review
2040226 OTHGOV - Valuation Expenses		0.00		0.00		0.00		15,000.00		15,000.00	Infrastructure Valuation Expenses 2017/18
2040230 OTHGOV - Merger Salaries & Wages		0.00		0.00		0.00		0.00			
2040231 OTHGOV - Merger Superannuation		0.00		0.00		0.00		0.00			
2040232 OTHGOV - Merger Workers Comp Insurance		0.00		0.00		0.00		0.00			
2040291 OTHGOV - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2040292 OTHGOV - Depreciation		19,406.00		9,702.00		14,906.91		29,813.82		10,407.82	New assets now being depreciated
2040298 OTHGOV - Staff Housing Allocated		0.00		0.00		0.00		0.00			
2040299 OTHGOV - Administration Allocated		50,305.00		25,152.00		21,708.79		52,019.00		1,714.00	
OPERATING REVENUE											
3040200 OTHGOV - Contributions & Donations		0.00		0.00		0.00		0.00			
3040201 OTHGOV - Reimbursements		5,000.00		5,000.00		29,610.21		30,000.00 ▼		25,000.00	LGIS good driver discount, contributions discount, MV adjustment
3040202 OTHGOV - Grant Funding - Council		0.00		0.00		0.00		0.00			
3040203 OTHGOV - Charges - Photocopying / Faxing		0.00		0.00		24.77		100.00		100.00	
3040204 OTHGOV - Charges - Sale Of Electoral Rolls		0.00		0.00		0.00		0.00			
3040205 OTHGOV - Charges - Secretarial Services		0.00		0.00		0.00		0.00			
3040206 OTHGOV - Sundry Income - Other Governar		0.00		0.00		0.00		0.00			
3040290 OTHGOV - Profit on Disposal of Assets		0.00		0.00		0.00		0.00			
SUB-TOTAL	5,000.00	193,021.29	5,000.00	97,262.00	29,634.98	90,908.76	30,100.00	265,230.37	25,100.00	72,209.08	

SHIRE OF NARROGIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
31 December 2017

OTHER GOVERNANCE (Continued)	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
CAPITAL EXPENDITURE											
4040250 OTHGOV - Capital Furniture & Equipment Jobs		0.00		0.00		0.00		0.00			
4040255 OTHGOV - Capital Plant & Equipment Jobs		0.00		0.00		0.00		0.00			
4040260 OTHGOV - Capital Administration Building Jobs		40,119.19		18,000.00		17,987.16		50,119.19		10,000.00	Consultant - Redesign reception and front portico Additional reserve transfer as per Major variances listing
4040265 OTHGOV - Transfer To Reserve		90,737.00		0.00		0.00		299,737.00		209,000.00	
4040270 OTHGOV - Loan 125 Principal Repayments		46,953.16		23,476.00		23,282.76		46,953.00			
4040271 OTHGOV - Loan 128 Principal Repayments		40,861.84		20,430.00		20,294.44		40,862.00			
CAPITAL REVENUE											
5040250 OTHGOV - Proceeds on Disposal of Assets Jobs	0.00		0.00		0.00		0.00				
5040251 OTHGOV - Realisation on Disposal of Asset	0.00		0.00		0.00		0.00				
5040255 OTHGOV - New Loan Borrowings	0.00		0.00		0.00		0.00				
5040260 OTHGOV - Transfer From Reserves	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	218,671.19	0.00	61,906.00	0.00	61,564.36	0.00	437,671.19	0.00	219,000.00	
TOTAL - OTHER GOVERNANCE	5,000.00	411,692.48	5,000.00	159,168.00	29,634.98	152,473.12	30,100.00	702,901.56	25,100.00	291,209.08	

SHIRE OF NARROGIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
31 December 2017

PROGRAMME SUMMARY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
Fire Prevention		150,872.00		78,822.00		63,616.24 ▼		122,413.00		(28,459.00)	
Emergency Services Levy		27,473.00		13,728.00		1,375.82 ▼		27,473.00		0.00	
Animal Control		173,963.32		89,158.00		97,147.60		194,139.01		20,175.69	
Other Law, Order & Public Safety		123,250.57		63,190.00		51,159.11 ▼		139,255.67		16,005.10	
<u>OPERATING REVENUE</u>											
Fire Prevention	550.00		270.00		373,270.99		▲ 372,746.82		372,196.82		
Emergency Services Levy	19,788.00		9,888.00		7,237.72		19,788.00		0.00		
Animal Control	15,400.00		13,692.00		20,253.02		19,800.00		4,400.00		
Other Law, Order & Public Safety	175,100.00		100,048.00		101,595.50		176,600.00		1,500.00		
SUB-TOTAL	210,838.00	475,558.89	123,898.00	244,898.00	502,357.23	213,298.77	588,934.82	483,280.68	378,096.82	7,721.79	
<u>CAPITAL EXPENDITURE</u>											
Fire Prevention		0.00		0.00		372,196.82		372,196.82		372,196.82	
Emergency Services Levy		0.00		0.00		0.00		0.00		0.00	
Animal Control		5,444.00		5,048.00		5,362.18		5,362.18		(81.82)	
Other Law, Order & Public Safety		194,112.50		109,112.50		112,787.50		197,787.50		3,675.00	
<u>CAPITAL REVENUE</u>											
Fire Prevention	0.00		0.00		0.00		0.00		0.00		
Emergency Services Levy	17,626.00		0.00		0.00		17,626.00		0.00		
Animal Control	0.00		0.00		0.00		0.00		0.00		
Other Law, Order & Public Safety	30,000.00		0.00		0.00		30,000.00		0.00		
SUB-TOTAL	47,626.00	199,556.50	0.00	114,160.50	0.00	490,346.50	47,626.00	575,346.50	0.00	375,790.00	
TOTAL - PROGRAMME SUMMARY	258,464.00	675,115.39	123,898.00	359,058.50	502,357.23	703,645.27	636,560.82	1,058,627.18	378,096.82	383,511.79	

SHIRE OF NARROGIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
31 December 2017

FIRE PREVENTION	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2050100 FIRE - Salaries & Wages		39,754.00		19,872.00		4,113.47 ▼		12,721.00		(27,033.00)	Community Svces Manager position not filled
2050101 FIRE- Superannuation		3,776.00		1,884.00		734.15		1,208.00		(2,568.00)	Community Svces Manager position not filled
2050102 FIRE- Workers Comp Insurance		936.00		936.00		957.00		936.00			
2050104 FIRE- Training & Development		0.00		0.00		0.00		0.00			
2050105 FIRE- Protective Clothing		400.00		198.00		0.00		400.00			
2050106 FIRE- Other Employee Costs		0.00		0.00		0.00		0.00			
2050109 FIRE - Sundry Expenditure		0.00		0.00		0.00		0.00			
2050110 FIRE - Fire Prevention/Burning/Control	Jobs	35,565.00		17,772.00		24,039.03		35,565.00			
2050111 FIRE - Cost of Fire Units Disposed		0.00		0.00		0.00		0.00			
2050112 FIRE - Expensed Minor Asset Purchases		19,000.00		9,492.00		0.00		19,000.00			
2050113 FIRE - ESL Payable on Town Buildings		6,000.00		0.00		7,336.56		6,000.00			
2050114 FIRE - Insurance		11,904.00		11,904.00		11,963.58		11,904.00			
2050115 FIRE - Relief Ranger Services		0.00		0.00		0.00		0.00			
2050191 FIRE - Loss on Disposal of Asset		0.00		0.00		0.00		0.00			
2050192 FIRE - Depreciation		0.00		0.00		0.00		0.00			
2050199 FIRE - Administration Allocated		33,537.00		16,764.00		14,472.45		34,679.00		1,142.00	
OPERATING REVENUE											
3050100 FIRE - Fines and Penalties	500.00		246.00		1,074.17		500.00				
3050101 FIRE - Charges - Fire Prevention	0.00		0.00		0.00		0.00				
3050102 FIRE - Contributions and Donations	0.00		0.00		0.00		0.00				
3050103 FIRE - Reimbursements	50.00		24.00		0.00		50.00				
3050104 FIRE - Grants	0.00		0.00		372,196.82		372,196.82		372,196.82		DFES fire truck balances with expenditure account 4050155
3050190 FIRE - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	550.00	150,872.00	270.00	78,822.00	373,270.99	63,616.24	372,746.82	122,413.00	372,196.82	(28,459.00)	
CAPITAL EXPENDITURE											
4050150 FIRE - Furniture & Equipment (Capital)		0.00		0.00		0.00		0.00			
4050155 FIRE - Plant & Equipment (Capital)	Jobs	0.00		0.00		372,196.82		372,196.82		372,196.82	DFES fire truck balances with revenue account 3050104
4050160 FIRE - Building (Capital)	Jobs	0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5050150 FIRE - Proceeds on Disposal of Assets	Jobs	0.00		0.00		0.00		0.00			
5050151 FIRE - Realisation on Disposal of Assets		0.00		0.00		0.00		0.00			
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	372,196.82	0.00	372,196.82	0.00	372,196.82	
TOTAL - FIRE PREVENTION	550.00	150,872.00	270.00	78,822.00	373,270.99	435,813.06	372,746.82	494,609.82	372,196.82	343,737.82	

SHIRE OF NARROGIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
31 December 2017

EMERGENCY SERVICES LEVY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2050200 ESL - SES Subsidy Expenditure		7,193.00		3,588.00		120.00		7,193.00			
2050210 ESL - BFB Minor Asset Purchases		0.00		0.00		0.00		0.00			
2050211 ESL - BFB Plant and Equipment Maintenan		0.00		0.00		0.00		0.00			
2050212 ESL - BFB General Expenses		20,280.00		10,140.00		1,255.82		20,280.00			
2050213 ESL - BFB Building Maintenance		0.00		0.00		0.00		0.00			
OPERATING REVENUE											
3050200 ESL - ESL - Admin Fee/Commission	4,000.00		1,998.00		4,000.00		4,000.00				
3050201 ESL - SES Subsidy (Operating) Grant	1,730.00		864.00		131.00		1,730.00				
3050202 ESL - SES Capital Grant	0.00		0.00		0.00		0.00				
3050203 ESL - ESL - Non-Payment Penalty Interest	1,000.00		498.00		904.72		1,000.00				
3050204 ESL - Bush Fires Subsidy (Operating) Grant	13,058.00		6,528.00		2,202.00		13,058.00				
3050205 ESL - Bush Fires Capital Grant	0.00		0.00		0.00		0.00				
SUB-TOTAL	19,788.00	27,473.00	9,888.00	13,728.00	7,237.72	1,375.82	19,788.00	27,473.00	0.00	0.00	
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
5050250 ESL - Transfer from Reserve	17,626.00		0.00		0.00		17,626.00				
SUB-TOTAL	17,626.00	0.00	0.00	0.00	0.00	0.00	17,626.00	0.00	0.00	0.00	
TOTAL - EMERGENCY SERVICES LEVY	37,414.00		9,888.00	13,728.00	7,237.72	1,375.82	37,414.00	27,473.00	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
31 December 2017

ANIMAL CONTROL	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2050300 ANIMAL - Salaries & Wages		85,329.00		42,660.00		50,694.50		101,389.00		16,060.00	Additional overtime expenses
2050301 ANIMAL - Superannuation		8,106.00		4,050.00		5,138.57		9,883.45		1,777.45	
2050302 ANIMAL - Workers Comp Insurance		2,009.00		2,008.00		2,047.00		2,009.00			
2050303 ANIMAL - Allowances		0.00		0.00		0.00		0.00			
2050304 ANIMAL - Training & Development		3,000.00		1,500.00		1,331.47		3,000.00			
2050305 ANIMAL - Protective Clothing		1,000.00		498.00		530.50		1,000.00			
2050306 ANIMAL - Other Employee Costs		0.00		0.00		0.00		0.00			
2050307 ANIMAL - Motor Vehicle Expenses		0.00		0.00		0.00		0.00			
2050308 ANIMAL - Telephone/Mobile		3,500.00		1,746.00		1,250.92		3,500.00			
2050309 ANIMAL - Printing & Stationery		1,000.00		498.00		535.54		1,000.00			
2050310 ANIMAL - Expensed Minor Asset Purchases		7,700.00		3,846.00		5,513.19		7,700.00			
2050311 ANIMAL - Animal Destruction		500.00		246.00		121.27		500.00			
2050312 ANIMAL - Animal Pound Maintenance Jobs		4,314.00		2,148.00		3,430.93		4,314.00			
2050313 ANIMAL - Animal Pound Operations Jobs		1,593.32		842.00		472.41		1,593.32			
2050314 ANIMAL - Relief Ranger Services		0.00		0.00		0.00		0.00			
2050315 ANIMAL - Insurance (Other Than Buildings)		2,333.00		2,332.00		2,423.39		2,333.00			
2050391 ANIMAL - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2050392 ANIMAL - Depreciation		3,274.00		1,632.00		1,949.12		3,898.24		624.24	
2050399 ANIMAL - Administration Allocated		50,305.00		25,152.00		21,708.79		52,019.00		1,714.00	
OPERATING REVENUE											
3050300 ANIMAL - Pound Fees	600.00		300.00		1,350.18		1,500.00		900.00		
3050301 ANIMAL - Animal Registration Fees	12,000.00		12,000.00		13,140.87		12,000.00				
3050302 ANIMAL - Fines and Penalties	1,000.00		498.00		1,990.00		1,000.00				
3050303 ANIMAL - Animal Destruction Fees	100.00		48.00		123.36		100.00				
3050304 ANIMAL - Hire of Ranger Services	1,000.00		498.00		3,601.34		4,500.00		3,500.00		
3050305 ANIMAL - Other Fees & Charges	700.00		348.00		47.27		700.00				
SUB-TOTAL	15,400.00	173,963.32	13,692.00	89,158.00	20,253.02	97,147.60	19,800.00	194,139.01	4,400.00	20,175.69	
CAPITAL EXPENDITURE											
4050350 ANIMAL - Furniture & Equipment (Capital)		0.00		0.00		0.00		0.00			
4050355 ANIMAL - Plant & Equipment (Capital)		2,500.00		2,104.00		2,104.18		2,104.18		(395.82)	
4050360 ANIMAL - Building (Capital)		0.00		0.00		0.00		0.00			
4050365 ANIMAL - Infrastructure Other (Capital)		2,944.00		2,944.00		3,258.00		3,258.00		314.00	
CAPITAL REVENUE											
5050350 ANIMAL - Proceeds on Disposal of Assets Jobs	0.00		0.00		0.00		0.00				
5050351 ANIMAL - Realisation on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	5,444.00	0.00	5,048.00	0.00	5,362.18	0.00	5,362.18	0.00	(81.82)	
TOTAL - ANIMAL CONTROL	15,400.00	179,407.32	13,692.00	94,206.00	20,253.02	102,509.78	19,800.00	199,501.19	4,400.00	20,093.87	

SHIRE OF NARROGIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
31 December 2017

OTHER LAW, ORDER, PUBLIC SAFETY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2050400 OLOPS - Salaries & Wages		30,627.00		15,312.00		11,818.91		30,627.00			
2050401 OLOPS - Superannuation		3,223.00		1,608.00		1,889.90		3,223.00			
2050402 OLOPS - Workers Comp Insurance		728.00		728.00		739.00		728.00			
2050403 OLOPS - Allowances		0.00		0.00		0.00		0.00			
2050404 OLOPS - Training & Development		500.00		246.00		0.00		500.00			
2050405 OLOPS - Protective Clothing		300.00		150.00		0.00		300.00			
2050406 OLOPS - Other Employee Costs		0.00		0.00		0.00		0.00			
2050407 OLOPS - Motor Vehicle Expenses		9,921.00		4,956.00		4,571.36		9,921.00			
2050408 OLOPS - LEMC Support		10,000.00		5,000.00		4,127.44		10,000.00			
2050409 OLOPS - CCTV Maintenance		20,000.00		9,996.00		0.00		20,000.00			
2050410 OLOPS - Insurance		2,454.57		2,454.00		2,544.95		2,454.57			
2050411 OLOPS - Community Safety Audit		0.00		0.00		0.00		0.00			
2050412 OLOPS - Crime Prevention Strategies		0.00		0.00		0.00		0.00			
2050413 OLOPS - Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00			
2050414 OLOPS - Relief Ranger Services		0.00		0.00		0.00		0.00			
2050415 OLOPS - Advertising		1,500.00		750.00		88.36		1,500.00			
2050416 OLOPS - Sundry Expenditure		0.00		0.00		0.00		0.00			
2050417 OLOPS - SEMC Local Emergency Awareness		0.00		0.00		0.00		0.00			
2050418 OLOPS - CCTV Upgrade		0.00		0.00		0.00		0.00			
2050419 OLOPS - Fines and Enforcement Register		1,000.00		498.00		1,040.00		2,500.00		1,500.00	
2050491 OLOPS - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2050492 OLOPS - Depreciation		457.00		228.00		6,875.55		13,751.10		13,294.10	New assets now being depreciated
2050497 OLOPS - Community Services Allocated		9,003.00		4,500.00		2,991.19		9,072.00		69.00	
2050499 OLOPS - Administration Allocated		33,537.00		16,764.00		14,472.45		34,679.00		1,142.00	
OPERATING REVENUE											
3050400 OLOPS - Impounded Vehicles Fees	100.00		48.00		1,595.50		1,600.00		1,500.00		
3050401 OLOPS - Community and Crime Prevention	100,000.00		100,000.00		100,000.00		100,000.00				
3050402 OLOPS - LEMC Contribution	0.00		0.00		0.00		0.00				
3050403 OLOPS - State Emergency Management Gr	75,000.00		0.00		0.00		75,000.00				
SUB-TOTAL	175,100.00	123,250.57	100,048.00	63,190.00	101,595.50	51,159.11	176,600.00	139,255.67	1,500.00	16,005.10	
CAPITAL EXPENDITURE											
4050445 OLOPS - BUILDING (Capital) Jobs		85,000.00		0.00		0.00		85,000.00			
4050450 OLOPS - Furniture & Equipment (Capital) - (0.00		0.00		0.00		0.00			
4050455 OLOPS - Plant & Equipment (Capital) - OLO Jobs		109,112.50		109,112.50		112,787.50		112,787.50		3,675.00	
4050460 OLOPS - Transfer To Reserve		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5050450 OLOPS - Transfer From Reserve	30,000.00		0.00		0.00		30,000.00				
SUB-TOTAL	30,000.00	194,112.50	0.00	109,112.50	0.00	112,787.50	30,000.00	197,787.50	0.00	3,675.00	
TOTAL - OTHER LAW, ORDER, PUBLIC SAFETY	205,100.00	317,363.07	100,048.00	172,302.50	101,595.50	163,946.61	206,600.00	337,043.17	1,500.00	19,680.10	

SHIRE OF NARROGIN
SCHEDULE 07 - HEALTH
 Financial Statement for Period Ended
 31 December 2017

PROGRAMME SUMMARY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
Preventative Services - Meat Inspection		0.00		0.00		0.00		0.00		0.00	
Health Inspection and Administration		202,407.00		104,038.00		116,605.53 ▲		227,575.55		25,168.55	
Preventative Services - Pest Control		0.00		0.00		0.00		0.00		0.00	
<u>OPERATING REVENUE</u>											
Preventative Services - Meat Inspection	0.00		0.00		0.00		0.00		0.00		
Health Inspection and Administration	5,500.00		4,248.00		4,663.00		5,500.00		0.00		
Preventative Services - Pest Control	0.00		0.00		0.00		0.00		0.00		
SUB-TOTAL	5,500.00	202,407.00	4,248.00	104,038.00	4,663.00	116,605.53	5,500.00	227,575.55	0.00	25,168.55	
<u>CAPITAL EXPENDITURE</u>											
Preventative Services - Meat Inspection		0.00		0.00		0.00		0.00		0.00	
Health Inspection and Administration		0.00		0.00		0.00		0.00		0.00	
Preventative Services - Pest Control		0.00		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>											
Preventative Services - Meat Inspection	0.00		0.00		0.00		0.00		0.00		
Health Inspection and Administration	0.00		0.00		0.00		0.00		0.00		
Preventative Services - Pest Control	0.00		0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PROGRAMME SUMMARY	5,500.00	202,407.00	4,248.00	104,038.00	4,663.00	116,605.53	5,500.00	227,575.55	0.00	25,168.55	

SHIRE OF NARROGIN
SCHEDULE 07 - HEALTH
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PREVENTIVE SERVICES - MEAT INSPECTION	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<u>OPERATING EXPENDITURE</u>											
2070200 MEAT - Salaries & Wages		0.00		0.00		0.00		0.00			
2070201 MEAT - Superannuation		0.00		0.00		0.00		0.00			
2070202 MEAT - Workers Comp Insurance		0.00		0.00		0.00		0.00			
2070203 MEAT- Allowances		0.00		0.00		0.00		0.00			
2070204 MEAT- Training & Development		0.00		0.00		0.00		0.00			
2070205 MEAT- Other Employee Expenses		0.00		0.00		0.00		0.00			
2070206 MEAT- Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00			
2070207 MEAT- Legal Expenses		0.00		0.00		0.00		0.00			
2070208 MEAT- Communication Expenses		0.00		0.00		0.00		0.00			
2070209 MEAT- Insurance Expenses		0.00		0.00		0.00		0.00			
2070292 MEAT- Depreciation		0.00		0.00		0.00		0.00			
2070298 MEAT- Staff Housing Costs Allocated		0.00		0.00		0.00		0.00			
2070299 MEAT- Administration Allocated		0.00		0.00		0.00		0.00			
<u>OPERATING REVENUE</u>											
3070200 MEAT- Contributions & Donations	0.00		0.00		0.00		0.00				
3070201 MEAT- Reimbursements	0.00		0.00		0.00		0.00				
3070202 MEAT- Fees & Charges	0.00		0.00		0.00		0.00				
3070203 MEAT- Grants	0.00		0.00		0.00		0.00				
3070204 MEAT- Other Income	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>CAPITAL EXPENDITURE</u>											
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PREVENTIVE SERVICES - MEAT INSPECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 07 - HEALTH
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31 December 2017

HEALTH INSPECTION & ADMIN	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2070300 HEALTH - Salaries & Wages		120,775.00		60,384.00		55,517.30		120,775.00			
2070301 HEALTH - Superannuation		12,724.00		6,360.00		5,716.00		12,724.00			
2070302 HEALTH - Workers Comp Insurance		2,870.00		2,870.00		2,787.00		2,870.00			
2070303 HEALTH - Allowances		520.00		520.00		181.82		520.00			
2070304 HEALTH - Training & Development		3,000.00		1,500.00		1,319.87		3,000.00			
2070305 HEALTH - Other Employee Expenses		0.00		0.00		0.00		0.00			
2070306 HEALTH - Expensed Minor Asset Purchases		380.00		186.00		238.00		380.00			
2070307 HEALTH - Legal Expenses		500.00		246.00		23,454.55 ▲		23,954.55	23,454.55		Demolition of 54 Lock Street
2070308 HEALTH - Contract EHO		0.00		0.00		0.00		0.00			
2070309 HEALTH - Analytical Expenses		3,500.00		1,746.00		1,294.88		3,500.00			
2070310 HEALTH - Control Expenses		3,500.00		1,746.00		1,961.23		3,500.00			
2070311 HEALTH - Communication Expenses		2,000.00		996.00		2.70		2,000.00			
2070312 HEALTH - Insurance Expenses		2,333.00		2,332.00		2,423.39		2,333.00			
2070392 HEALTH - Depreciation		0.00		0.00		0.00		0.00			
2070398 HEALTH - Staff Housing Costs Allocated		0.00		0.00		0.00		0.00			
2070399 HEALTH - Administration Allocated		50,305.00		25,152.00		21,708.79		52,019.00		1,714.00	
OPERATING REVENUE											
3070300 HEALTH - Health Regulatory Licenses	1,000.00		498.00		213.00		1,000.00				
3070301 HEALTH - Health Regulatory Fees and Char	3,000.00		3,000.00		3,820.00		3,000.00				
3070302 HEALTH - Health Regulatory Fines and Pen	1,500.00		750.00		0.00		1,500.00				
3070303 HEALTH - Health Officer Services Charged (0.00		0.00		0.00		0.00				
3070304 HEALTH - Contributions & Donations	0.00		0.00		0.00		0.00				
3070305 HEALTH - Reimbursements	0.00		0.00		0.00		0.00				
3070306 HEALTH - Grants	0.00		0.00		0.00		0.00				
3070307 HEALTH - Other Income	0.00		0.00		0.00		0.00				
3070308 HEALTH - Health Officer Charge Out Income	0.00		0.00		630.00		0.00				
3070309 HEALTH - Health Officer Vehicle Charge Ou	0.00		0.00		0.00		0.00				
SUB-TOTAL	5,500.00	202,407.00	4,248.00	104,038.00	4,663.00	116,605.53	5,500.00	227,575.55	0.00	25,168.55	
CAPITAL EXPENDITURE											
4070350 HEALTH - Furniture & Equipment (Capital)		0.00		0.00		0.00		0.00			
4070355 HEALTH - Plant & Equipment (Capital)		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - HEALTH INSPECTION & ADMIN	5,500.00	202,407.00	4,248.00	104,038.00	4,663.00	116,605.53	5,500.00	227,575.55	0.00	25,168.55	

SHIRE OF NARROGIN
SCHEDULE 07 - HEALTH
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PREVENTIVE SERVICES - PEST CONTROL	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
2070400 PEST - Salaries & Wages		0.00		0.00		0.00		0.00			
2070401 PEST - Superannuation		0.00		0.00		0.00		0.00			
2070402 PEST - Workers Comp Insurance		0.00		0.00		0.00		0.00			
2070403 PEST - Allowances		0.00		0.00		0.00		0.00			
2070404 PEST - Training & Development		0.00		0.00		0.00		0.00			
2070405 PEST - Other Employee Expenses		0.00		0.00		0.00		0.00			
2070406 PEST - Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00			
2070407 PEST - Legal Expenses		0.00		0.00		0.00		0.00			
2070408 PEST - Communication Expenses		0.00		0.00		0.00		0.00			
2070409 PEST - Insurance Expenses		0.00		0.00		0.00		0.00			
2070492 PEST - Depreciation		0.00		0.00		0.00		0.00			
2070498 PEST - Staff Housing Costs Allocated		0.00		0.00		0.00		0.00			
2070499 PEST - Administration Allocated		0.00		0.00		0.00		0.00			
<u>OPERATING REVENUE</u>											
3070400 PEST - Contributions & Donations	0.00		0.00		0.00		0.00				
3070401 PEST - Reimbursements	0.00		0.00		0.00		0.00				
3070402 PEST - Fees & Charges	0.00		0.00		0.00		0.00				
3070403 PEST - Grants	0.00		0.00		0.00		0.00				
3070404 PEST - Other Income	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>CAPITAL EXPENDITURE</u>											
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PREVENTIVE SERVICES - PEST CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
31 December 2017

PROGRAMME SUMMARY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
Pre-School		15,942.00		8,744.00		7,724.88		17,274.00			1,332.00
Home and Community Care (HACC)		927,450.95		471,086.00		450,684.49		976,853.58			49,402.63
Aged Care Packages (CACP)		165,221.00		84,198.00		87,603.44		191,213.80			25,992.80
Commonwealth Home Support Program (CHSP)		210,453.79		127,167.79		120,425.28		228,584.17			18,130.38
Aged & Disability - Senior Citz Centre		93,266.29		47,396.00		50,461.33		97,483.95			4,217.66
Aged & Disability - Other		208,334.31		194,130.00		128,274.55		217,171.12			8,836.81
Other Welfare		142,438.61		47,398.00		37,393.99		144,227.87			1,789.26
OPERATING REVENUE											
Pre-School	3,255.00		3,255.00		0.00		0.00		(3,255.00)		
Home and Community Care (HACC)	926,117.72		463,030.00		531,858.65	▲	955,155.72		29,038.00		
Aged Care Packages (CACP)	109,378.90		54,684.00		98,973.15	▲	197,946.30		88,567.40		
Commonwealth Home Support Program (CHSP)	214,898.10		107,442.00		164,241.57	▲	328,483.14		113,585.04		
Aged & Disability - Senior Citz Centre	1,000.00		498.00		7,255.40		1,000.00		0.00		
Aged & Disability - Other	22,874.00		10,176.00		19,311.82		22,874.00		0.00		
Other Welfare	24,000.00		0.00		0.00		24,000.00		0.00		
SUB-TOTAL	1,301,523.72	1,763,106.95	639,085.00	980,119.79	821,640.59	882,567.96	1,529,459.16	1,872,808.49	227,935.44	109,701.54	
CAPITAL EXPENDITURE											
Pre-School		0.00		0.00		0.00		0.00			0.00
Home and Community Care (HACC)		8,482.57		0.00		0.00		56,271.81			47,789.24
Aged Care Packages (CACP)		10,000.00		0.00		0.00		16,732.50			6,732.50
Commonwealth Home Support Program (CHSP)		44,603.90		0.00		0.00		99,898.97			55,295.07
Aged & Disability - Senior Citz Centre		0.00		0.00		0.00		7,500.00			7,500.00
Aged & Disability - Other		26,500.00		0.00		0.00		26,500.00			0.00
Other Welfare		59,000.00		54,794.00		54,794.27		59,000.00			0.00
CAPITAL REVENUE											
Pre-School	0.00		0.00		0.00		0.00		0.00		
Home and Community Care (HACC)	10,000.00		0.00		0.00		77,969.67		67,969.67		
Aged Care Packages (CACP)	65,903.30		0.00		0.00		10,000.00		(55,903.30)		
Commonwealth Home Support Program (CHSP)	40,197.79		40,197.79		40,197.79		0.00		(40,197.79)		
Aged & Disability - Senior Citz Centre	0.00		0.00		0.00		0.00		0.00		
Aged & Disability - Other	9,000.00		0.00		0.00		9,000.00		0.00		
Other Welfare	72,000.00		0.00		0.00		72,000.00		0.00		
SUB-TOTAL	197,101.09	148,586.47	40,197.79	54,794.00	40,197.79	54,794.27	168,969.67	265,903.28	(28,131.42)	117,316.81	
TOTAL - PROGRAMME SUMMARY	1,498,624.81	1,911,693.42	679,282.79	1,034,913.79	861,838.38	937,362.23	1,698,428.83	2,138,711.77	199,804.02	227,018.35	

SHIRE OF NARROGIN
SCHEDULE 08 - EDUCATION & WELFARE
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PRE-SCHOOL	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2080100 PRE-SCHOOL - Building Operating Expense		0.00		0.00		0.00		0.00			
2080101 PRE-SCHOOL - Building Maintenance		0.00		0.00		497.00		1,000.00		1,000.00	BM040
2080102 PRE-SCHOOL - Insurance (Other Than Buik		1,556.00		1,556.00		1,615.58		1,556.00			
2080103 PRE-SCHOOL - School Donation		0.00		0.00		0.00		0.00			
2080191 PRE-SCHOOL - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2080192 PRE-SCHOOL - Depreciation		0.00		0.00		0.00		0.00			
2080197 PRE-SCHOOL - Community Services Alloca		6,002.00		3,000.00		1,994.15		6,048.00		46.00	
2080199 PRE-SCHOOL - Administration Allocated		8,384.00		4,188.00		3,618.15		8,670.00		286.00	
OPERATING REVENUE											
3080100 PRE-SCHOOL - Fees & Charges	3,255.00		3,255.00		0.00		0.00		(3,255.00)		
3080101 PRE-SCHOOL - Grant Funding	0.00		0.00		0.00		0.00				
3080103 PRE-SCHOOL - Contributions & Donations	0.00		0.00		0.00		0.00				
3080104 PRE-SCHOOL - Reimbursements	0.00		0.00		0.00		0.00				
3080120 PRE-SCHOOL - Other Income	0.00		0.00		0.00		0.00				
3080190 PRE-SCHOOL - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	3,255.00	15,942.00	3,255.00	8,744.00	0.00	7,724.88	0.00	17,274.00	(3,255.00)	1,332.00	
CAPITAL EXPENDITURE											
4080160 PRE-SCHOOL - Building (Capital)		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PRE-SCHOOL	3,255.00	15,942.00	3,255.00	8,744.00	0.00	7,724.88	0.00	17,274.00	(3,255.00)	1,332.00	

SHIRE OF NARROGIN
SCHEDULE 08 - EDUCATION & WELFARE
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HOME AND COMMUNITY CARE (HACC)	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2080300 HACC - Salaries & Wages		71,953.00		35,976.00		22,697.24 ▼		79,811.64		7,858.64	
2080301 HACC - Superannuation		6,835.00		3,414.00		3,112.27		6,835.00			
2080302 HACC - Workers Comp Insurance		13,139.00		13,138.00		12,822.00		12,822.00		(317.00)	
2080303 HACC - Allowances		0.00		0.00		0.00		0.00			
2080304 HACC - Training & Development		12,000.00		6,000.00		3,566.63		12,000.00			
2080305 HACC - Recruitment		1,200.00		600.00		1,037.67		1,200.00			
2080306 HACC - Occupational Health & Safety		0.00		0.00		890.30		1,780.60		1,780.60	
2080307 HACC - Fringe Benefits Tax (FBT)		4,000.00		0.00		0.00		4,000.00			
2080308 HACC - Leave (All Staff)		0.00		0.00		0.00		0.00			
2080310 HACC - Advertising & Promotions		1,000.00		498.00		150.00		1,000.00			
2080311 HACC - Subscriptions & Memberships		2,900.00		1,446.00		1,257.18		2,900.00			
2080312 HACC - Security System		1,500.00		750.00		3,476.27		4,356.00		2,856.00	
2080313 HACC - Information Systems		4,000.00		1,998.00		3,366.78		3,865.56		(134.44)	
2080314 HACC - Motor Vehicles Expenses		34,384.01		17,184.00		20,849.20		41,698.40		7,314.39	
2080315 HACC - Office Equipment Mtce		3,413.52		1,704.00		729.20		3,413.52			
2080316 HACC - Telephones / Mobiles		3,000.00		1,500.00		2,677.33		5,354.66		2,354.66	
2080317 HACC - Printing & Stationery		1,500.00		750.00		1,535.90		2,540.00		1,040.00	
2080318 HACC - Expensed Minor Asset Purchases		2,000.00		996.00		1,914.54		2,215.00		215.00	
2080319 HACC - Travel & Accommodation		1,000.00		498.00		0.00		1,000.00			
2080320 HACC - General Office Expenses		5,000.00		2,496.00		5,557.32		8,557.00		3,557.00	
2080321 HACC - Insurance (Other than Bldgs & W/Co)		1,556.00		774.00		1,615.58		1,556.00			
2080322 HACC - Sundry Expenditure		1,000.00		498.00		100.00		1,000.00			
2080330 HACC - Building Electricity		0.00		0.00		0.00		0.00			
2080331 HACC - Building Water		7,850.00		3,924.00		2,085.00		7,850.00			
2080332 HACC - Building Insurance		1,433.07		1,432.00		1,433.08		1,433.07			
2080333 HACC - Building Maintenance		5,000.00		2,496.00		846.64		5,000.00			
2080334 HACC - Building Rates		3,500.00		3,500.00		3,558.43		3,500.00			
2080335 HACC - Audit Fees		1,000.00		1,000.00		800.00		800.00		(200.00)	
2080340 HACC - Customer Services Expenses Jobs		125,407.00		62,682.00		27,172.18 ▼		175,642.02		50,235.02	
2080341 HACC - Assessments Expenses Jobs		31,147.00		15,570.00		190.28 ▼		2,702.00		(28,445.00)	
2080342 HACC - Counselling & Support Expenses Jobs		1,774.00		882.00		0.00		0.00		(1,774.00)	
2080343 HACC - Person Care Expenses Jobs		29,406.00		14,694.00		9,396.74		29,406.00			
2080344 HACC - Domestic Assistance Expenses (Hor Jobs)		114,353.00		57,150.00		47,600.00		114,353.00			
2080345 HACC - Social Support Expenses Jobs		35,073.00		17,532.00		11,690.32		35,073.00			
2080346 HACC - Home Maintenance Expenses Jobs		50,678.00		25,332.00		15,890.52		50,678.00			
2080347 HACC - Transport Services Expense Jobs		8,327.00		4,158.00		1,961.64		8,327.00			
2080348 HACC - Centre Based Day Care Expenses Jobs		155,930.00		77,952.00		88,225.80 ▲		155,430.00		(500.00)	
2080349 HACC - Respite Care Expenses Jobs		3,285.00		1,638.00		12,349.94 ▲		3,000.00		(285.00)	
2080350 HACC - Client Care Coordination Expenses Jobs		6,899.00		3,444.00		64,981.66 ▲		6,300.00		(599.00)	
2080351 HACC - Meals on Wheels Expenses Jobs		30,287.35		15,132.00		13,638.78		31,397.11		1,109.76	
2080352 HACC - Other Food Services Jobs		2,190.00		1,086.00		0.00		670.00		(1,520.00)	
2080391 HACC - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2080392 HACC - Depreciation		0.00		0.00		0.00		0.00			
2080397 HACC - Community Services Allocated		0.00		0.00		0.00		0.00			
2080399 HACC - Administration Allocated		142,531.00		71,262.00		61,508.07		147,387.00		4,856.00	

SHIRE OF NARROGIN
SCHEDULE 08 - EDUCATION & WELFARE
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	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
HOME AND COMMUNITY CARE (HACC)											
(Continued)											
OPERATING REVENUE											
3080300 HACC - Recurrent Grant Funding	828,371.00		414,184.00		482,721.00		▲ 857,409.00		29,038.00		
3080301 HACC - Non-Recurrent Grant Funding	0.00		0.00		0.00		0.00				
3080302 HACC - User Charges - Domestic Assistance	21,407.10		10,698.00		9,078.88		21,407.10				
3080303 HACC - User Charges - Personal Care	5,000.00		2,496.00		2,971.34		5,000.00				
3080304 HACC - User Charges - Centre Based Day C	26,398.72		13,194.00		10,026.71		26,398.72				
3080305 HACC - User Charges - Social Support	5,330.74		2,664.00		2,631.83		5,330.74				
3080306 HACC - User Charges - Transport	4,756.80		2,376.00		4,239.34		4,756.80				
3080307 HACC - User Charges - Home Maintenance	3,653.36		1,824.00		1,045.40		3,653.36				
3080308 HACC - User Charges - Other	0.00		0.00		0.00		0.00				
3080309 HACC - Contributions & Donations	1,000.00		498.00		0.00		1,000.00				
3080310 HACC - Reimbursements	0.00		0.00		890.30		0.00				
3080311 HACC - Other Grants	0.00		0.00		0.00		0.00				
3080312 HACC - Other Income	200.00		96.00		3,069.30		200.00				
3080313 HACC - User Charges - Meals on Wheels	30,000.00		15,000.00		15,170.00		30,000.00				
3080314 HACC - User Charges - Other Food Services	0.00		0.00		14.55		0.00				
3080315 HACC - User Charges - CSIA	0.00		0.00		0.00		0.00				
3080390 HACC - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	926,117.72	927,450.95	463,030.00	471,086.00	531,858.65	450,684.49	955,155.72	976,853.58	29,038.00	49,402.63	
CAPITAL EXPENDITURE											
4080350 HACC - Furniture & Equipment (Capital)		0.00		0.00		0.00		0.00			
4080355 HACC - Plant & Equipment (Capital)		0.00		0.00		0.00		56,271.81		56,271.81	Purchase new Toyota Hiace 2018
4080360 HACC - Building (Capital)		0.00		0.00		0.00		0.00			
4080370 HACC - Transfers To Reserve		8,482.57		0.00		0.00		0.00		(8,482.57)	
CAPITAL REVENUE											
5080350 HACC - Proceeds on Disposal of Assets		0.00		0.00		0.00		16,636.64		16,636.64	Purchase new Toyota Hiace 2018
5080351 HACC - Realisation on Disposal of Assets		0.00		0.00		0.00		(16,636.64)		(16,636.64)	Purchase new Toyota Hiace 2018
5080352 HACC - Transfers From Reserve		10,000.00		0.00		0.00		77,969.67		67,969.67	Purchase new Toyota Hiace 2018. Reserve transfer to balance program to zero
SUB-TOTAL	10,000.00	8,482.57	0.00	0.00	0.00	0.00	77,969.67	56,271.81	67,969.67	47,789.24	
TOTAL - HOME AND COMMUNITY CARE (HACC)	936,117.72	935,933.52	463,030.00	471,086.00	531,858.65	450,684.49	1,033,125.39	1,033,125.39	97,007.67	97,191.87	0.00

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AGED CARE PACKAGES (HCP)	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2080400 CHCP - Salaries & Wages		14,683.00		7,338.00		3,429.11		14,683.00			
2080401 CHCP - Superannuation		1,395.00		696.00		2,499.58		4,999.16		3,604.16	
2080402 CHCP - Workers Comp Insurance		1,834.00		1,834.00		1,832.00		1,834.00			
2080403 CHCP - Allowances		0.00		0.00		0.00		0.00			
2080404 CHCP - Training & Development		2,000.00		996.00		0.00		2,000.00			
2080405 CHCP - Recruitment		500.00		246.00		427.82		500.00			
2080406 CHCP - Occupational Health & Safety		300.00		150.00		0.00		300.00			
2080407 CHCP - Fringe Benefits Tax (FBT)		500.00		246.00		0.00		500.00			
2080410 CHCP - Advertising & Promotions		0.00		0.00		0.00		0.00			
2080411 CHCP - Subscriptions & Memberships		0.00		0.00		0.00		0.00			
2080412 CHCP - Security System		0.00		0.00		0.00		0.00			
2080413 CHCP - Information Systems		4,000.00		1,998.00		12.09		4,000.00			
2080414 CHCP - Motor Vehicles Expenses		11,214.00		5,604.00		5,270.19		11,214.00			
2080415 CHCP - Office Equipment Mtce		1,000.00		498.00		0.00		1,000.00			
2080416 CHCP - Telephones / Mobiles		475.00		234.00		1,356.70		1,856.00		1,381.00	
2080417 CHCP - Printing & Stationery		200.00		96.00		0.00		200.00			
2080418 CHCP - Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00			
2080419 CHCP - Travel & Accommodation		0.00		0.00		0.00		0.00			
2080420 CHCP - General Office Expenses		500.00		246.00		0.00		500.00			
2080421 CHCP - Insurance (Other than Bldgs & W/Co)		1,556.00		1,556.00		1,615.58		1,556.00			
2080422 CHCP - Audit Fees		1,000.00		498.00		0.00		1,000.00			
2080423 CHCP - Sundry Expenditure		0.00		0.00		0.00		0.00			
2080430 CHCP - Building Electricity		0.00		0.00		0.00		0.00			
2080431 CHCP - Building Water		0.00		0.00		0.00		0.00			
2080432 CHCP - Building Insurance		0.00		0.00		0.00		0.00			
2080433 CHCP - Building Maintenance		200.00		96.00		0.00		200.00			
2080434 CHCP - Building Rates		0.00		0.00		0.00		0.00			
2080440 CHCP - Customer Services Expenses	Jobs	15,050.00		7,518.00		11,817.41		15,050.00			
2080441 CHCP - Assessments Expenses	Jobs	624.00		306.00		308.44		624.00			
2080442 CHCP - Personal Care Expenses	Jobs	26,412.00		13,200.00		19,740.89		39,481.78		13,069.78	
2080443 CHCP - Domestic Assistance Expenses (Hor	Jobs	9,850.00		4,914.00		7,674.03		15,348.06		5,498.06	
2080444 CHCP - Social Support Expenses	Jobs	10,995.00		5,490.00		5,841.34		10,995.00			
2080445 CHCP - Home Maintenance Expenses	Jobs	948.00		468.00		140.07		948.00			
2080446 CHCP - Transport Services Expense	Jobs	967.00		480.00		846.40		1,692.80		725.80	
2080447 CHCP - Centre Based Day Care Expenses	Jobs	2,860.00		1,416.00		722.69		2,860.00			
2080448 CHCP - Client Care Coordination Expenses	Jobs	5,853.00		2,922.00		1,719.58		5,853.00			
2080449 CHCP - Food Services	Jobs	0.00		0.00		640.73		0.00			
2080491 CHCP - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2080492 CHCP - Depreciation		0.00		0.00		0.00		0.00			
2080497 CHCP - Community Services Allocated		0.00		0.00		0.00		0.00			
2080499 CHCP - Administration Allocated		50,305.00		25,152.00		21,708.79		52,019.00		1,714.00	

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SCHEDULE 08 - EDUCATION & WELFARE
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AGED CARE PACKAGES (HCP) (Continued)	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE											
3080400 CHCP - Recurrent Grant Funding	96,878.90		48,438.00		79,352.77		▲ 158,705.54		61,826.64		
3080401 CHCP - Non-Recurrent Grant Funding	0.00		0.00		0.00		0.00				
3080402 CDC - User Charges	12,500.00		6,246.00		19,620.38		▲ 39,240.76		26,740.76		
3080403 CHCP - Contributions & Donations	0.00		0.00		0.00		0.00				
3080404 CHCP - Reimbursements	0.00		0.00		0.00		0.00				
3080405 CHCP - Other Grants	0.00		0.00		0.00		0.00				
3080406 CHCP - Other Income	0.00		0.00		0.00		0.00				
3080490 CHCP - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	109,378.90	165,221.00	54,684.00	84,198.00	98,973.15	87,603.44	197,946.30	191,213.80	88,567.40	25,992.80	
CAPITAL EXPENDITURE											
4080450 CHCP - Furniture & Equipment (Capital)		10,000.00		0.00		0.00		10,000.00			
4080455 CHCP - Plant & Equipment (Capital)		0.00		0.00		0.00		0.00			
4080460 CHCP - Building (Capital)		0.00		0.00		0.00		0.00			
4080470 CHCP - Transfers To Reserve		0.00		0.00		0.00		6,732.50		6,732.50	
CAPITAL REVENUE											
5080450 CHCP - Proceeds on Disposal of Assets				0.00		0.00		0.00			
5080451 CHCP - Realisation on Disposal of Assets				0.00		0.00		0.00			
5080452 CHCP - Transfers From Reserve				0.00		0.00		10,000.00		(55,903.30)	Reserve transfer to balance program to zero
SUB-TOTAL	65,903.30	10,000.00	0.00	0.00	0.00	0.00	10,000.00	16,732.50	(55,903.30)	6,732.50	
TOTAL - AGED CARE PACKAGES (HCP)	175,282.20	175,221.00	54,684.00	84,198.00	98,973.15	87,603.44	207,946.30	207,946.30	32,664.10	32,725.30	0.00

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COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2080500 CHSP - Salaries & Wages		25,252.00		12,624.00		6,685.74		25,252.00			
2080501 CHSP - Superannuation		2,399.00		1,194.00		612.56		2,399.00			
2080502 CHSP - Workers Comp Insurance		2,255.00		2,254.00		2,214.00		2,214.00		(41.00)	
2080503 CHSP - Allowances		0.00		0.00		0.00		0.00			
2080504 CHSP - Training & Development		2,000.00		996.00		0.00		2,000.00			
2080505 CHSP - Recruitment		0.00		0.00		0.00		0.00			
2080506 CHSP - Occupational Health & Safety		0.00		0.00		0.00		0.00			
2080507 CHSP - Fringe Benefits Tax (FBT)		500.00		246.00		0.00		500.00			
2080510 CHSP - Advertising & Promotions		2,000.00		996.00		0.00		2,000.00			
2080511 CHSP - Subscriptions & Memberships		0.00		0.00		0.00		0.00			
2080512 CHSP - Security System		0.00		0.00		0.00		0.00			
2080513 CHSP - Information Systems		970.00		480.00		0.00		970.00			
2080514 CHSP - Motor Vehicles Expenses		0.00		0.00		0.00		0.00			
2080515 CHSP - Office Equipment Mfce		0.00		0.00		0.00		0.00			
2080516 CHSP - Telephones / Mobiles		4,300.00		2,148.00		1,104.49		4,300.00			
2080517 CHSP - Printing & Stationery		0.00		0.00		0.00		0.00			
2080518 CHSP - Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00			
2080519 CHSP - Travel & Accommodation		0.00		0.00		0.00		0.00			
2080520 CHSP - General Office Expenses		2,000.00		996.00		0.00		2,000.00			
2080521 CHSP - Insurance (Other than Bldgs & W/Co		1,556.00		1,556.00		1,615.58		1,556.00			
2080522 CHSP - General Expenditure		500.00		246.00		10.56		500.00			
2080530 CHSP - Building Electricity		0.00		0.00		0.00		0.00			
2080531 CHSP - Building Water		0.00		0.00		0.00		0.00			
2080532 CHSP - Building Insurance		0.00		0.00		0.00		0.00			
2080533 CHSP - Building Maintenance		0.00		0.00		0.00		0.00			
2080534 CHSP - Building Rates		0.00		0.00		0.00		0.00			
2080540 CHSP - Customer Services Expenses		28,499.00		14,238.00		22,260.05		44,520.10		16,021.10	
2080541 CHSP - Respite Care Expenses		52,700.00		26,340.00		24,853.92		52,700.00			
2080590 CHSP - Refund of Unspent Grant Funding		40,197.79		40,197.79		40,197.79		40,197.79			
2080591 CHSP - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2080592 CHSP - Depreciation		11,788.00		5,892.00		6,398.14		12,796.28		1,008.28	
2080597 CHSP - Community Services Allocated		0.00		0.00		0.00		0.00			
2080599 CHSP - Administration Allocated		33,537.00		16,764.00		14,472.45		34,679.00		1,142.00	
OPERATING REVENUE											
3080500 CHSP - Recurrent Grant Funding	207,645.00		103,818.00		158,070.21	▲ 316,140.42		108,495.42			
3080501 CHSP - Non-Recurrent Grant Funding	0.00		0.00		0.00	0.00					
3080502 CHSP - User Charges	7,253.10		3,624.00		6,171.36	12,342.72		5,089.62			
3080503 CHSP - Contributions & Donations	0.00		0.00		0.00	0.00					
3080504 CHSP - Reimbursements	0.00		0.00		0.00	0.00					
3080505 CHSP - Other Grants	0.00		0.00		0.00	0.00					
3080506 CHSP - Other Income	0.00		0.00		0.00	0.00					
3080590 CHSP - Profit on Disposal of Assets	0.00		0.00		0.00	0.00					
SUB-TOTAL	214,898.10	210,453.79	107,442.00	127,167.79	164,241.57	120,425.28	328,483.14	228,584.17	113,585.04	18,130.38	

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	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)											
CAPITAL EXPENDITURE											
4080550 CHSP - Furniture & Equipment (Capital) Jobs		0.00		0.00		0.00		0.00			
4080555 CHSP - Plant & Equipment (Capital) Jobs		0.00		0.00		0.00		0.00			
4080560 CHSP - Building (Capital) Jobs		0.00		0.00		0.00		0.00			
4080570 CHSP - Transfers To Reserve		44,603.90		0.00		0.00		99,898.97		55,295.07	Reserve transfer to balance program to zero
4080571 CHSP - Refund of Unspent Grant Funding		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5080550 CHSP - Proceeds on Disposal of Assets Jobs	0.00		0.00		0.00		0.00				
5080551 CHSP - Realisation on Disposal of Assets	0.00		0.00		0.00		0.00				
5080552 CHSP - Transfers From Reserve	40,197.79		40,197.79		40,197.79		0.00		(40,197.79)		Reserve transfer to balance program to zero
SUB-TOTAL	40,197.79	44,603.90	40,197.79	0.00	40,197.79	0.00	0.00	99,898.97	(40,197.79)	55,295.07	
TOTAL - COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)	255,095.89	255,057.69	147,639.79	127,167.79	204,439.36	120,425.28	328,483.14	328,483.14	73,387.25	73,425.45	0.00

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AGED & DISABILITY - SENIOR CITZ CENTRE	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue	Expenditure	
OPERATING EXPENDITURE											
2080600 AGEDSNRS - Building Operating Expenses		6,601.29		3,294.00		6,121.52		8,101.29		1,500.00	
2080601 AGEDSNRS - Building Maintenance		9,000.00		4,500.00		7,206.80		9,000.00			
2080602 AGEDSNRS - Insurance (Other Than Buildir		1,556.00		1,556.00		1,615.58		1,556.00			
2080691 AGEDSNRS - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2080692 AGEDSNRS - Depreciation		36,570.00		18,282.00		19,050.83		38,101.66		1,531.66	
2080697 AGEDSNRS - Community Services Allocate		6,002.00		3,000.00		1,994.15		6,046.00		44.00	
2080699 AGEDSNRS - Administration Allocated		33,537.00		16,764.00		14,472.45		34,679.00		1,142.00	
OPERATING REVENUE											
3080600 AGEDSNRS - Fees & Charges	0.00		0.00		6,700.36		0.00				
3080601 AGEDSNRS - Grant Funding	0.00		0.00		0.00		0.00				
3080602 AGEDSNRS - Contributions & Donations	0.00		0.00		0.00		0.00				
3080603 AGEDSNRS - Reimbursements	1,000.00		498.00		555.04		1,000.00				
3080604 AGEDSNRS - Other Income	0.00		0.00		0.00		0.00				
3080690 AGEDSNRS - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	1,000.00	93,266.29	498.00	47,396.00	7,255.40	50,461.33	1,000.00	97,483.95	0.00	4,217.66	
CAPITAL EXPENDITURE											
4080650 AGEDSNRS - Building (Capital)		0.00		0.00		0.00		7,500.00		7,500.00	BC080 - Senior citizen centre building, replace dance floor
CAPITAL REVENUE											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00	
TOTAL - AGED & DISABILITY - SENIOR CITZ CENTRE	1,000.00	93,266.29	498.00	47,396.00	7,255.40	50,461.33	1,000.00	104,983.95	0.00	11,717.66	

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AGED & DISABILITY - OTHER	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2080700 AGEDOTHER - Salaries & Wages		0.00		0.00		0.00		0.00			
2080701 AGEDOTHER - Superannuation		0.00		0.00		0.00		0.00			
2080702 AGEDOTHER - Workers Comp Insurance		377.00		186.00		365.00		377.00			
2080703 AGEDOTHER - Allowances		0.00		0.00		0.00		0.00			
2080704 AGEDOTHER - Training & Development		0.00		0.00		0.00		0.00			
2080705 AGEDOTHER - Recruitment		0.00		0.00		0.00		0.00			
2080706 AGEDOTHER - Occupational Health & Safety		0.00		0.00		0.00		0.00			
2080707 AGEDOTHER - Fringe Benefits Tax (FBT)		0.00		0.00		0.00		0.00			
2080708 AGEDOTHER - Motor Vehicle Expenses (CATS Prograr		7,196.31		3,594.00		4,405.92		8,811.84		1,615.53	
2080710 AGEDOTHER - Neurodegenerative Salaries & Wages		0.00		0.00		0.00		0.00			
2080711 AGEDOTHER - Neurodegenerative Superannuation		0.00		0.00		85.01		0.00			
2080712 AGEDOTHER - Neurodegenerative Motor Vehicle Expe		0.00		0.00		0.00		0.00			
2080715 AGEDOTHER - Veterans Homecare Salaries & Wages		6,000.00		3,000.00		1,977.42		6,000.00			
2080716 AGEDOTHER - Veterans Homecare Superannuation		570.00		282.00		70.03		570.00			
2080717 AGEDOTHER - Veterans Homecare General Expenditu		0.00		0.00		0.00		0.00			
2080720 AGEDOTHER - Baptist Care Salaries & Wages		0.00		0.00		0.00		0.00			
2080721 AGEDOTHER - Baptist Care Superannuation		0.00		0.00		7.46		0.00			
2080722 AGEDOTHER - Baptist Care Training & Development		0.00		0.00		0.00		0.00			
2080723 AGEOTHER - Commonwealth Carers Respite Salaries &		5,000.00		2,496.00		5,886.14		11,772.28		6,772.28	
2080724 AGEOTHER - Commonwealth Carers Respite Superann		475.00		234.00		0.00		475.00			
2080725 AGEOTHER - Commonwealth Carers Respite General &		500.00		246.00		51.64		500.00			
2080726 AGEOTHER - Juniper Community Salaries & Wages		5,000.00		2,496.00		2,430.28		5,000.00			
2080727 AGEOTHER - Juniper Community Superannuation		475.00		234.00		0.00		475.00			
2080728 AGEOTHER - Juniper Community General Expenditure		500.00		246.00		0.00		500.00			
2080729 AGEOTHER - Juniper Community Community Expense		0.00		0.00		0.00		0.00			
2080730 AGEOTHER - Juniper Community Motor Vehicle Expen		0.00		0.00		0.00		0.00			
2080750 AGEDOTHER - Aged Friendly Communities Regional		0.00		0.00		0.00		0.00			
2080760 AGEDOTHER - CATS Communication		500.00		246.00		0.00		500.00			
2080761 AGEDOTHER - CATS Driver Meals		1,741.00		870.00		1,095.00		2,190.00		449.00	
2080770 AGEDOTHER - Karinya Dementia Wing		180,000.00		180,000.00		111,900.65		180,000.00		0.00	
2080791 AGEDOTHER - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
OPERATING REVENUE											
3080700 AGEDOTHER - Baptist Care Contributions	0.00		0.00		0.00		0.00				
3080701 AGEDOTHER - CATS Fees & Charges	11,174.00		5,586.00		6,635.46		11,174.00				
3080702 AGEDOTHER - CATS Grants	0.00		0.00		0.00		0.00				
3080703 AGEDOTHER - Veterans Homecare Fees & Charges	7,000.00		3,498.00		4,458.29		7,000.00				
3080704 AGEDOTHER - Veterans Homecare Grants	0.00		0.00		0.00		0.00				
3080705 AGEDOTHER - Neurodegenerative Fees & Charges	0.00		0.00		0.00		0.00				
3080706 AGEDOTHER - Neurodegenerative Grants	0.00		0.00		0.00		0.00				
3080707 AGEDOTHER - PATS Voucher Income	200.00		96.00		0.00		200.00				
3080708 AGEDOTHER - Community Based Day Care (CBDC)	0.00		0.00		0.00		0.00				
3080710 AGEDOTHER - CATS Contributions & Donations (inc G	4,500.00		996.00		0.00		4,500.00				
3080711 AGEOTHER - CATS Contributions & Donations (Ex GS'	0.00		0.00		630.00		0.00				
3080713 AGEOTHER - Commonwealth Carers Respite Fees & C	0.00		0.00		3,709.68		0.00				
3080720 AGEOTHER - Juniper Community Income	0.00		0.00		2,935.00		0.00				
3080725 AGEOTHER - Grant Funding	0.00		0.00		943.39		0.00				
3080750 AGEDOTHER - Aged Friendly Communities Regional G	0.00		0.00		0.00		0.00				
3080790 AGEDOTHER - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	22,874.00	208,334.31	10,176.00	194,130.00	19,311.82	128,274.55	22,874.00	217,171.12	0.00	8,836.81	

SHIRE OF NARROGIN
SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
31 December 2017

AGED & DISABILITY - OTHER	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE											
4080750 AGEDOTHER - Plant & Equipment (Capital)		26,500.00		0.00		0.00		26,500.00			
4080755 AGEDOTHER - Transfer to Reserves		0.00		0.00		0.00		0.00			
4080756 AGEDOTHER - Infrastructure Other (Capital)		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5080750 AGEDOTHER - Proceeds on Disposal of Assets	15,000.00		0.00		0.00		15,000.00				
5080751 AGEDOTHER - Realisation on Disposal of Assets	(15,000.00)		0.00		0.00		(15,000.00)				
5080755 AGEDOTHER - Transfer from Reserves	9,000.00		0.00		0.00		9,000.00				
SUB-TOTAL	9,000.00	26,500.00	0.00	0.00	0.00	0.00	9,000.00	26,500.00	0.00	0.00	
TOTAL - AGED & DISABILITY - OTHER	31,874.00	234,834.31	10,176.00	194,130.00	19,311.82	128,274.55	31,874.00	243,671.12	0.00	8,836.81	

SHIRE OF NARROGIN
SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
31 December 2017

OTHER WELFARE	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2080800 WELFARE - DAIP		0.00		0.00		0.00		0.00			
2080801 WELFARE - Youth Services		50,000.00		0.00		0.00		50,000.00			
2080802 WELFARE - Insurance		2,368.61		2,368.00		2,458.98		2,368.61			
2080803 WELFARE - Grant General Expenses		0.00		0.00		0.00		0.00			
2080891 WELFARE - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2080892 WELFARE - Depreciation		751.00		372.00		264.63		529.26		(221.74)	
2080897 WELFARE - Community Services Allocated		39,014.00		19,506.00		12,961.59		39,311.00		297.00	
2080899 WELFARE - Administration Allocated		50,305.00		25,152.00		21,708.79		52,019.00		1,714.00	
OPERATING REVENUE											
3080800 WELFARE - Contributions & Donations	0.00		0.00		0.00		0.00				
3080801 WELFARE - Reimbursements	0.00		0.00		0.00		0.00				
3080802 WELFARE - Grants	24,000.00		0.00		0.00		24,000.00				
3080803 WELFARE - Other Income	0.00		0.00		0.00		0.00				
3080890 WELFARE - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	24,000.00	142,438.61	0.00	47,398.00	0.00	37,393.99	24,000.00	144,227.87	0.00	1,789.26	
CAPITAL EXPENDITURE											
4080850 WELFARE - Building (Capital)		59,000.00		54,794.00		54,794.27		59,000.00			
4080870 WELFARE - Transfer to Reserves		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5080855 WELFARE - Transfer from Reserves	72,000.00		0.00		0.00		72,000.00				
SUB-TOTAL	72,000.00	59,000.00	0.00	54,794.00	0.00	54,794.27	72,000.00	59,000.00	0.00	0.00	
TOTAL - OTHER WELFARE	96,000.00	201,438.61	0.00	102,192.00	0.00	92,188.26	96,000.00	203,227.87	0.00	1,789.26	

SHIRE OF NARROGIN
SCHEDULE 09 - HOUSING
 Financial Statement for Period Ended
 31 December 2017

PROGRAMME SUMMARY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
Staff Housing		32,172.18		17,556.00		10,551.24		33,083.50		911.32	
<u>OPERATING REVENUE</u>											
Staff Housing	12,200.00		6,096.00		4,800.00		10,400.00		(1,800.00)		
SUB-TOTAL	12,200.00	32,172.18	6,096.00	17,556.00	4,800.00	10,551.24	10,400.00	33,083.50	(1,800.00)	911.32	
<u>CAPITAL EXPENDITURE</u>											
Staff Housing		20,000.00		10,967.61		10,967.61		10,967.61		(9,032.39)	
<u>CAPITAL REVENUE</u>											
Staff Housing	0.00		0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	20,000.00	0.00	10,967.61	0.00	10,967.61	0.00	10,967.61	0.00	(9,032.39)	
TOTAL - PROGRAMME SUMMARY	12,200.00	52,172.18	6,096.00	28,523.61	4,800.00	21,518.85	10,400.00	44,051.11	(1,800.00)	(8,121.07)	

SHIRE OF NARROGIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
31 December 2017

STAFF HOUSING	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments									
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$										
OPERATING EXPENDITURE																				
2090100 STF HOUSE - Rental Property Expenses		52,756.00		27,144.00		22,644.17		54,756.00		2,000.00										
2090102 STF HOUSE - Staff Housing Building Operations	Jobs	5,416.18		3,414.00		2,771.01		5,416.18												
2090103 STF HOUSE - Staff Housing Building Maintenance	Jobs	6,500.00		3,246.00		159.09		6,500.00												
2090104 STF HOUSE - Staff Housing Building Maintenance		0.00		0.00		0.00		0.00												
2090191 STF HOUSE - Loss on Disposal of Assets		0.00		0.00		0.00		0.00												
2090192 STF HOUSE - Depreciation		3,204.00		1,602.00		2,671.75		5,343.50		2,139.50										
2090199 STF HOUSE - Administration Allocated		16,768.00		8,382.00		7,236.25		17,340.00		572.00										
Recovered amounts																				
2090198 STF HOUSE - Staff Housing Costs Recovered		(52,472.00)		(26,232.00)		(24,931.03)		(56,272.18)		(3,800.18)										
OPERATING REVENUE																				
3090101 STF HOUSE - Contributions & Donations		0.00		0.00		0.00		0.00												
3090102 STF HOUSE - Staff Rental Reimbursements	Jobs	12,200.00		6,096.00		4,800.00		10,400.00		(1,800.00)										
3090106 STF HOUSE - Grant Income		0.00		0.00		0.00		0.00												
3090190 STF HOUSE - Profit on Disposal of Assets		0.00		0.00		0.00		0.00												
SUB-TOTAL		12,200.00		32,172.18		6,096.00		17,556.00		4,800.00		10,551.24		10,400.00		33,083.50		(1,800.00)		911.32
CAPITAL EXPENDITURE																				
4090150 STF HOUSE - Building (Capital)	Jobs		20,000.00		10,967.61		10,967.61		10,967.61		(9,032.39)	BC100 complete								
4090155 STF HOUSE - Land (Capital)	Jobs		0.00		0.00		0.00		0.00											
CAPITAL REVENUE																				
5090150 STF HOUSE - Proceeds on Disposal of Assets	Jobs	0.00		0.00		0.00		0.00												
5090151 STF HOUSE - Realisation on Disposal of Assets		0.00		0.00		0.00		0.00												
5090155 STF HOUSE - New Loan Borrowings		0.00		0.00		0.00		0.00												
5090160 STF HOUSE - Transfer from Reserves		0.00		0.00		0.00		0.00												
SUB-TOTAL		0.00		20,000.00		0.00		10,967.61		0.00		10,967.61		0.00		(9,032.39)				
TOTAL - STAFF HOUSING		12,200.00		52,172.18		6,096.00		28,523.61		4,800.00		21,518.85		10,400.00		44,051.11		(1,800.00)		(8,121.07)

SHIRE OF NARROGIN
SCHEDULE 10 - COMMUNITY AMENITIES
Financial Statement for Period Ended
31 December 2017

PROGRAMME SUMMARY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
Sanitation - Household Refuse		755,856.00		379,212.00		368,032.36		761,754.14		5,898.14	
Sanitation - Other		135,098.00		67,542.00		49,347.29 ▼		138,526.00		3,428.00	
Sewerage		81,335.64		41,873.00		31,074.96 ▼		81,262.28		(73.36)	
Urban Stormwater Drainage		2,333.00		2,332.00		2,423.39		2,333.00		0.00	
Environment		0.00		0.00		0.00		0.00		0.00	
Town Planning & Regional Development		281,440.27		108,653.00		100,122.22		289,764.18		8,323.91	
Other Community Amenities		168,086.06		86,934.00		92,909.51		215,522.40		47,436.34	
OPERATING REVENUE											
Sanitation - Household Refuse	633,403.00		631,903.00		659,124.62		633,403.00		0.00		
Sanitation - Other	282,753.00		252,753.00		285,010.75 ▲		312,753.00		30,000.00		
Sewerage	25,200.00		0.00		4,926.89		25,200.00		0.00		
Urban Stormwater Drainage	0.00		0.00		0.00		0.00		0.00		
Environment	0.00		0.00		94,845.58		94,845.58		94,845.58		
Town Planning & Regional Development	22,500.00		11,244.00		29,885.36 ▲		22,500.00		0.00		
Other Community Amenities	42,400.00		21,192.00		52,293.51 ▲		72,400.00		30,000.00		
SUB-TOTAL	1,006,256.00	1,424,148.97	917,092.00	686,546.00	1,126,086.71	643,909.73	1,161,101.58	1,489,162.00	154,845.58	65,013.03	
CAPITAL EXPENDITURE											
Sanitation - Household Refuse		283,000.00		129,859.70		131,409.20		283,000.00		0.00	
Sanitation - Other		0.00		0.00		0.00		0.00		0.00	
Sewerage		20,000.00		0.00		0.00		20,000.00		0.00	
Urban Stormwater Drainage		0.00		0.00		0.00		0.00		0.00	
Environment		0.00		0.00		0.00		94,845.58		94,845.58	
Town Planning & Regional Development		0.00		0.00		35,267.79		35,267.79		35,267.79	
Other Community Amenities		190,022.50		38,496.00		38,496.61		190,022.50		0.00	
CAPITAL REVENUE											
Sanitation - Household Refuse	148,000.00		0.00		0.00		148,000.00		0.00		
Sanitation - Other	0.00		0.00		0.00		0.00		0.00		
Sewerage	0.00		0.00		0.00		0.00		0.00		
Urban Stormwater Drainage	0.00		0.00		0.00		0.00		0.00		
Environment	0.00		0.00		0.00		0.00		0.00		
Town Planning & Regional Development	0.00		0.00		0.00		0.00		0.00		
Other Community Amenities	0.00		0.00		0.00		0.00		0.00		
SUB-TOTAL	148,000.00	493,022.50	0.00	168,355.70	0.00	205,173.60	148,000.00	623,135.87	0.00	130,113.37	
TOTAL - PROGRAMME SUMMARY	1,154,256.00	1,917,171.47	917,092.00	854,901.70	1,126,086.71	849,083.33	1,309,101.58	2,112,297.87	154,845.58	195,126.40	

SHIRE OF NARROGIN
SCHEDULE 10 - COMMUNITY AMENITIES
Financial Statement for Period Ended
31 December 2017

SANITATION - HOUSEHOLD REFUSE	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2100100 SAN - Waste Collection		87,110.40		43,554.00		61,141.05 ▲		87,110.40			
2100101 SAN - Waste Disposal		267,618.00		133,806.00		117,665.61 ▼		267,618.00			
2100102 SAN - Waste Recycling		131,365.00		65,682.00		66,586.06		131,365.00			
2100103 SAN - Regional Waste		5,000.00		2,496.00		0.00		5,000.00			
2100104 SAN - Building Operations		3,220.43		1,624.00		804.45		3,220.43			
2100105 SAN - Building Maintenance		16,739.00		8,352.00		4,668.65		16,739.00			
2100106 SAN - General Tip Maintenance		89,148.24		44,556.00		47,883.47		89,148.24			
2100107 SAN - Insurance (Other Than Buildings)		2,636.93		2,636.00		2,727.31		2,636.93			
2100191 SAN - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2100192 SAN - Depreciation		2,102.00		1,050.00		1,429.57		2,859.14		757.14	
2100199 SAN - Administration Allocated		150,916.00		75,456.00		65,126.19 ▼		156,057.00		5,141.00	
OPERATING REVENUE											
3100100 SAN - Domestic Refuse Collection Charges	458,062.00		458,062.00		458,177.83		458,062.00				
3100101 SAN - Domestic Services (Additional)	5,759.00		5,759.00		3,379.55		5,759.00				
3100102 SAN - Contributions & Donations	0.00		0.00		0.00		0.00				
3100103 SAN - Reimbursements	3,000.00		1,500.00		30,000.00 ▲		3,000.00				
3100104 SAN - Grants	0.00		0.00		0.00		0.00				
3100105 SAN - Domestic Recycling Service	165,722.00		165,722.00		165,409.74		165,722.00				
3100106 SAN - Domestic Recycling Services (addition)	0.00		0.00		164.00		0.00				
3100107 SAN - Domestic Additional Pick Up	860.00		860.00		1,993.50		860.00				
3100190 SAN - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	633,403.00	755,856.00	631,903.00	379,212.00	659,124.62	368,032.36	633,403.00	761,754.14	0.00	5,898.14	
CAPITAL EXPENDITURE											
4100150 SAN - Furniture & Equipment (Capital)		0.00		0.00		0.00		0.00			
4100160 SAN - Building (Capital)		0.00		0.00		0.00		0.00			
4100165 SAN - Infrastructure Other (Capital)		203,000.00		129,859.70		131,409.20		203,000.00			
4100170 SAN - Transfer to Reserves		80,000.00		0.00		0.00		80,000.00			
CAPITAL REVENUE											
5100150 SAN - Transfer from Reserves	148,000.00		0.00		0.00		148,000.00				
SUB-TOTAL	148,000.00	283,000.00	0.00	129,859.70	0.00	131,409.20	148,000.00	283,000.00	0.00	0.00	
TOTAL - SANITATION - HOUSEHOLD REFUSE	781,403.00	1,038,856.00	631,903.00	509,071.70	659,124.62	499,441.56	781,403.00	1,044,754.14	0.00	5,898.14	

SHIRE OF NARROGIN
SCHEDULE 10 - COMMUNITY AMENITIES
Financial Statement for Period Ended
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SANITATION - OTHER	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2100200 SANOTH - Waste Collection		33,488.00		16,740.00		5,929.82		33,488.00			
2100201 SANOTH - Waste Disposal		0.00		0.00		0.00		0.00			
2100202 SANOTH - Waste Recycling		0.00		0.00		0.00		0.00			
2100203 SANOTH - Purchase of Street Bins		0.00		0.00		0.00		0.00			
2100204 SANOTH - Purchase of Bins (Sulo and Othe		0.00		0.00		0.00		0.00			
2100205 SANOTH - Keep Australia Beautiful Council Jobs		1,000.00		498.00		0.00		1,000.00			
2100291 SANOTH - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2100292 SANOTH - Depreciation		0.00		0.00		0.00		0.00			
2100299 SANOTH - Administration Allocated		100,610.00		50,304.00		43,417.47		104,038.00		3,428.00	
OPERATING REVENUE											
3100200 SANOTH - Commercial Collection Charge	44,847.00		44,847.00		43,964.58		44,847.00				
3100201 SANOTH - Commercial Collection Charge (A	46,376.00		46,376.00		46,174.20		46,376.00				
3100202 SANOTH - Commercial Tipping Charge	60,000.00		30,000.00		64,254.58	▲	90,000.00		30,000.00		Additional revenue
3100203 SANOTH - Non-Rateable Collection Charge	37,296.00		37,296.00		21,279.00	▼	37,296.00				
3100204 SANOTH - Non Rateable Collection Charge	38,295.00		38,295.00		37,296.50		38,295.00				
3100205 SANOTH - Sale of Sulo Bins	0.00		0.00		0.00		0.00				
3100206 SANOTH - Non-Rateable Additional Pick Up	31,635.00		31,635.00		47,215.00	▲	31,635.00				
3100207 SANOTH - Commercial Additional Pick Up	24,304.00		24,304.00		24,826.89		24,304.00				
3100290 SANOTH - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	282,753.00	135,098.00	252,753.00	67,542.00	285,010.75	49,347.29	312,753.00	138,526.00	30,000.00	3,428.00	
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - SANITATION - OTHER	282,753.00	135,098.00	252,753.00	67,542.00	285,010.75	49,347.29	312,753.00	138,526.00	30,000.00	3,428.00	

SHIRE OF NARROGIN
SCHEDULE 10 - COMMUNITY AMENITIES
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SEWERAGE	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2100300 SEW - Waste Water Treatment		81,175.64		41,795.00		31,031.64 ▼		81,175.64			
2100391 SEW - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2100392 SEW - Depreciation		160.00		78.00		43.32		86.64		(73.36)	
2100399 SEW - Administration Allocated		0.00		0.00		0.00		0.00			
OPERATING REVENUE											
3100300 SEW - Waste Water Charges	25,200.00		0.00		4,926.89		25,200.00				
3100301 SEW - Septic Tank Inspection Fees	0.00		0.00		0.00		0.00				
3100390 SEW - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	25,200.00	81,335.64	0.00	41,873.00	4,926.89	31,074.96	25,200.00	81,262.28	0.00	(73.36)	
CAPITAL EXPENDITURE											
4100350 SEW - Infrastructure Other (Capital)		20,000.00		0.00		0.00		20,000.00			
CAPITAL REVENUE											
5100350 SEW - Transfer from Reserves	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00	0.00	
TOTAL - SEWERAGE	25,200.00	101,335.64	0.00	41,873.00	4,926.89	31,074.96	25,200.00	101,262.28	0.00	(73.36)	

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SCHEDULE 10 - COMMUNITY AMENITIES
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URBAN STORMWATER DRAINAGE	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
2100401 STORM - Stormwater Drainage Maintenance Jobs		2,333.00		2,332.00		2,423.39		2,333.00			
2100492 STORM - Depreciation		0.00		0.00		0.00		0.00			
2100499 STORM - Administration Allocated		0.00		0.00		0.00		0.00			
<u>OPERATING REVENUE</u>											
SUB-TOTAL	0.00	2,333.00	0.00	2,332.00	0.00	2,423.39	0.00	2,333.00	0.00	0.00	
<u>CAPITAL EXPENDITURE</u>											
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - URBAN STORMWATER DRAINAGE	0.00	2,333.00	0.00	2,332.00	0.00	2,423.39	0.00	2,333.00	0.00	0.00	

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ENVIRONMENT	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
		0.00		0.00		0.00		0.00			
		0.00		0.00		0.00		0.00			
		0.00		0.00		0.00		0.00			
<u>OPERATING REVENUE</u>											
3100501 ENVIRO - Reimbursements		0.00		0.00	94,845.58		94,845.58	0.00	94,845.58		Funds received for Narrogin LCDC, transfer to reserve
SUB-TOTAL	0.00	0.00	0.00	0.00	94,845.58	0.00	94,845.58	0.00	94,845.58	0.00	
<u>CAPITAL EXPENDITURE</u>											
4100570 ENVIRO - Transfers To Reserve		0.00		0.00	0.00			94,845.58		94,845.58	Funds received for Narrogin LCDC
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94,845.58	0.00	94,845.58	
TOTAL - ENVIRONMENT	0.00	0.00	0.00	0.00	94,845.58	0.00	94,845.58	94,845.58	94,845.58	94,845.58	

SHIRE OF NARROGIN
SCHEDULE 10 - COMMUNITY AMENITIES
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	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
TOWN PLANNING & REG. DEVELOP.											
OPERATING EXPENDITURE											
2100600 PLAN - Salaries & Wages		118,508.00		59,250.00		52,194.05		118,508.00			
2100601 PLAN - Superannuation		15,026.00		7,512.00		5,660.81		15,026.00			
2100602 PLAN - Workers Comp Insurance		2,871.00		2,870.00		2,782.38		2,871.00			
2100603 PLAN - Allowances		725.00		725.00		0.00		725.00			
2100604 PLAN - Training & Development		4,500.00		2,250.00		972.87		4,500.00			
2100605 PLAN - Recruitment		0.00		0.00		0.00		0.00			
2100606 PLAN - Occupational Health & Safety		0.00		0.00		0.00		0.00			
2100607 PLAN - Fringe Benefits Tax (FBT)		5,800.00		2,898.00		0.00		5,800.00			
2100608 PLAN - Title/Company Searches GEN		250.00		120.00		71.30		250.00			
2100610 PLAN - Contract Town Planning		70,000.00		0.00		5,656.20		70,000.00			
2100611 PLAN - Advertising		3,000.00		1,500.00		3,125.52		4,000.00		1,000.00	
2100612 PLAN - Insurance		2,333.00		2,332.00		2,423.39		2,333.00			
2100613 PLAN - Subscription & Memberships		1,200.00		600.00		150.00		1,200.00			
2100614 PLAN - Motor Vehicle Expenses		9,212.27		4,602.00		0.00		9,212.27			
2100615 PLAN - Telephone/mobile		2,000.00		996.00		0.00		2,000.00			
2100691 PLAN - Loss on Disposal of Assets		0.00		0.00		4,381.91		4,381.91		4,381.91	
2100698 PLAN - Staff Housing Costs Allocated		12,478.00		6,234.00		8,231.34		14,278.00		1,800.00	
2100699 PLAN - Administration Allocated		33,537.00		16,764.00		14,472.45		34,679.00		1,142.00	
OPERATING REVENUE											
3100600 PLAN - Planning Application Fees	12,500.00		6,246.00		23,255.36	▲	12,500.00				
3100601 PLAN - Reimbursements	0.00		0.00		0.00		0.00				
3100602 PLAN - Contributions & Donations	0.00		0.00		0.00		0.00				
3100603 PLAN - Grants	0.00		0.00		0.00		0.00				
3100604 PLAN - Consultant Fees	0.00		0.00		0.00		0.00				
3100605 PLAN - Orders & Requisitions	10,000.00		4,998.00		6,630.00		10,000.00				
SUB-TOTAL	22,500.00	281,440.27	11,244.00	108,653.00	29,885.36	100,122.22	22,500.00	289,764.18	0.00	8,323.91	
CAPITAL EXPENDITURE											
4100655 PLAN - Plant & Equipment		0.00		0.00		35,267.79		35,267.79		35,267.79	NGN00 EMDRS Vehicle replacement 2017 as per budget amendment. Council resolution 1117.136
CAPITAL REVENUE											
5100650 PLAN - Proceeds on Disposal of Assets	0.00		0.00		28,181.82		28,181.82		28,181.82		
5100651 PLAN - Realisation on Disposal of Assets	0.00		0.00		(28,181.82)		(28,181.82)		(28,181.82)		
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	35,267.79	0.00	35,267.79	0.00	35,267.79	
TOTAL - TOWN PLANNING & REG. DEVELOP.	22,500.00	281,440.27	11,244.00	108,653.00	29,885.36	135,390.01	22,500.00	325,031.97	0.00	43,591.70	

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SCHEDULE 10 - COMMUNITY AMENITIES
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OTHER COMMUNITY AMENITIES	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2100800 COM AMEN - Cemetery Maintenance/Operat		32,911.91		17,652.00		17,154.18		32,911.91			
2100802 COM AMEN - Public Conveniences Operatic		34,552.15		17,992.00		32,819.97 ▲		37,277.15		2,725.00	
2100803 COM AMEN - Public Conveniences Mainten		49,100.00		21,534.00		21,685.74		89,100.00		40,000.00	
2100804 COM AMEN - Other Community Amenity Ma		0.00		0.00		0.00		0.00			
2100805 COM AMEN - Townscape		8,000.00		8,000.00		0.00		8,000.00			
2100891 COM AMEN - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2100892 COM AMEN - Depreciation		9,985.00		4,992.00		6,777.17		13,554.34		3,569.34	
2100899 COM AMEN - Administration Allocated		33,537.00		16,764.00		14,472.45		34,679.00		1,142.00	
OPERATING REVENUE											
3100800 COM AMEN - Cemetery Fees (Burial)	40,000.00		19,998.00		22,545.37		40,000.00				
3100801 COM AMEN - Cemetery Fees (Niche Wall &	1,400.00		696.00		0.00		1,400.00				
3100802 COM AMEN - Cemetery Fees (Monuments)	1,000.00		498.00		427.27		1,000.00				
3100803 COM AMEN - Contributions & Donations	0.00		0.00		0.00		0.00				
3100804 COM AMEN - Reimbursements	0.00		0.00		29,320.87		30,000.00		30,000.00		
3100805 COM AMEN - Grants	0.00		0.00		0.00		0.00				
3100890 COM AMEN - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	42,400.00	168,086.06	21,192.00	86,934.00	52,293.51	92,909.51	72,400.00	215,522.40	30,000.00	47,436.34	
CAPITAL EXPENDITURE											
4100850 COM AMEN - Building (Capital) - Other Corr		20,000.00		0.00		0.00		20,000.00			
4100860 COM AMEN - Infrastructure Other (Capital) -		170,022.50		38,496.00		38,496.61		170,022.50			
CAPITAL REVENUE											
5100850 COM AMEN - Transfer from Reserve	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	190,022.50	0.00	38,496.00	0.00	38,496.61	0.00	190,022.50	0.00	0.00	
TOTAL - OTHER COMMUNITY AMENITIES	42,400.00	358,108.56	21,192.00	125,430.00	52,293.51	131,406.12	72,400.00	405,544.90	30,000.00	47,436.34	

SHIRE OF NARROGIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
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PROGRAMME SUMMARY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
Public Halls and Civic Centres		269,576.88		149,580.00		140,001.41		284,399.94		14,823.06	
Narrogin Regional Recreation Complex		931,448.71		478,627.00		509,996.19		1,019,793.28		88,344.57	
Other Recreation & Sport		1,098,524.33		571,588.00		373,105.05 ▼		1,019,195.77		(79,328.56)	
Healthy Lifestyles Program		0.00		0.00		0.00		0.00		0.00	
Libraries		337,439.13		173,000.00		151,823.06 ▼		339,656.73		2,217.60	
Heritage		17,095.89		10,849.00		10,911.19		17,433.07		337.18	
Other Culture		417,334.38		200,880.00		164,633.15 ▼		372,260.38		(45,074.00)	
OPERATING REVENUE											
Public Halls and Civic Centres	14,440.00		7,212.00		7,446.05		14,440.00		0.00		
Narrogin Regional Recreation Complex	46,200.00		40,696.00		4,752.50 ▼		19,000.00		(27,200.00)		
Other Recreation & Sport	466,440.00		435,450.00		356,089.70 ▼		426,940.00		(39,500.00)		
Healthy Lifestyles Program	0.00		0.00		0.00		0.00		0.00		
Libraries	10,500.00		5,238.00		2,780.19		10,500.00		0.00		
Heritage	0.00		0.00		818.95		0.00		0.00		
Other Culture	17,500.00		7,500.00		1,000.00		2,000.00		(15,500.00)		
SUB-TOTAL	555,080.00	3,071,419.32	496,096.00	1,584,524.00	372,887.39	1,350,470.05	472,880.00	3,052,739.17	(82,200.00)	(18,680.15)	
CAPITAL EXPENDITURE											
Public Halls and Civic Centres		128,940.07		13,720.00		13,786.84		126,618.00		(2,322.07)	
Narrogin Regional Recreation Complex		276,031.30		41,864.00		41,596.42		276,031.00		(0.30)	
Other Recreation & Sport		289,000.00		167,236.93		167,940.09		321,249.69		32,249.69	
Healthy Lifestyles Program		0.00		0.00		0.00		0.00		0.00	
Libraries		100,000.00		0.00		0.00		100,000.00		0.00	
Heritage		5,000.00		0.00		0.00		5,000.00		0.00	
Other Culture		0.00		0.00		0.00		0.00		0.00	
CAPITAL REVENUE											
Public Halls and Civic Centres	0.00		0.00		0.00		0.00		0.00		
Narrogin Regional Recreation Complex	0.00		0.00		0.00		0.00		0.00		
Other Recreation & Sport	0.00		0.00		0.00		0.00		0.00		
Healthy Lifestyles Program	0.00		0.00		0.00		0.00		0.00		
Libraries	0.00		0.00		0.00		0.00		0.00		
Heritage	0.00		0.00		0.00		0.00		0.00		
Other Culture	0.00		0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	798,971.37	0.00	222,820.93	0.00	223,323.35	0.00	828,898.69	0.00	29,927.32	
TOTAL - PROGRAMME SUMMARY	555,080.00	3,870,390.69	496,096.00	1,807,344.93	372,887.39	1,573,793.40	472,880.00	3,881,637.86	(82,200.00)	11,247.17	

SHIRE OF NARROGIN
SCHEDULE 11 - RECREATION & CULTURE
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PUBLIC HALLS AND CIVIC CENTRES	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2110100 HALLS - Town Halls and Public Bldg Operations		73,625.18		52,632.00		48,010.50		73,625.18			
2110101 HALLS - Town Halls and Public Bldg Maintenance		32,062.00		15,012.00		11,393.41		34,062.00		2,000.00	Railway Institute Hall \$2000
2110105 HALLS - Loan 126 Interest Repayments		8,016.70		4,008.00		4,154.38		8,017.00		0.30	
2110191 HALLS - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2110192 HALLS - Depreciation		84,561.00		42,276.00		47,754.88		95,509.76		10,948.76	New assets now being depreciated
2110197 HALLS - Community Services Allocated		21,007.00		10,500.00		6,979.45		21,167.00		160.00	
2110199 HALLS - Administration Allocated		50,305.00		25,152.00		21,708.79		52,019.00		1,714.00	
OPERATING REVENUE											
3110100 HALLS - Narrogin Town Hall Hire	4,000.00		1,998.00		2,663.65		4,000.00				
3110101 HALLS - JHCC Hire	0.00		0.00		0.00		0.00				
3110102 HALLS - Lease/Rental Income	10,000.00		4,998.00		4,782.40		10,000.00				
3110103 HALLS - Grants	0.00		0.00		0.00		0.00				
3110104 HALLS - Reimbursements	440.00		216.00		0.00		440.00				
3110105 HALLS - Contributions & Donations	0.00		0.00		0.00		0.00				
3110190 HALLS - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	14,440.00	269,576.88	7,212.00	149,580.00	7,446.05	140,001.41	14,440.00	284,399.94	0.00	14,823.06	
CAPITAL EXPENDITURE											
4110150 HALLS - Furniture & Equipment (Capital)		0.00		0.00		0.00		0.00			
4110160 HALLS - Building (Capital)		101,500.00		0.00		197.94		99,178.00		(2,322.00)	
4110165 HALLS - Infrastructure Other (Capital)		0.00		0.00		0.00		0.00			
4110170 HALLS - Loan 126 Principal Repayments		27,440.07		13,720.00		13,588.90		27,440.00		(0.07)	
CAPITAL REVENUE											
5110153 HALLS - Transfers From Reserve	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	128,940.07	0.00	13,720.00	0.00	13,786.84	0.00	126,618.00	0.00	(2,322.07)	
TOTAL - PUBLIC HALLS AND CIVIC CENTRES	14,440.00	398,516.95	7,212.00	163,300.00	7,446.05	153,788.25	14,440.00	411,017.94	0.00	12,500.99	

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SCHEDULE 11 - RECREATION & CULTURE
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NARROGIN REGIONAL RECREATION COMPLEX	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2110200 NRRC - Salaries & Wages		0.00		0.00		6,369.97		6,369.97		6,369.97	
2110201 NRRC - Superannuation		0.00		0.00		0.00		0.00			
2110202 NRRC - Workers Comp Insurance		0.00		0.00		0.00		0.00			
2110203 NRRC - Allowances		0.00		0.00		0.00		0.00			
2110204 NRRC - Training & Development		0.00		0.00		0.00		0.00			
2110205 NRRC - Occupational Health & Safety		0.00		0.00		0.00		0.00			
2110206 NRRC - Recruitment		0.00		0.00		0.00		0.00			
2110207 NRRC - Travel & Accommodation		0.00		0.00		0.00		0.00			
2110208 NRRC - Other Employee Expenses		0.00		0.00		0.00		0.00			
2110209 NRRC - Advertising & Promotions		0.00		0.00		0.00		0.00			
2110210 NRRC - Consultancy		0.00		0.00		0.00		0.00			
2110211 NRRC - Cleaning		0.00		0.00		0.00		0.00			
2110212 NRRC - Security System		0.00		0.00		0.00		0.00			
2110213 NRRC - Information Technology		0.00		0.00		0.00		0.00			
2110214 NRRC - Office Equipment Maintenance		0.00		0.00		0.00		0.00			
2110215 NRRC - Printing & Stationery		0.00		0.00		0.00		0.00			
2110216 NRRC - Telephone/Mobiles		450.00		222.00		190.62		450.00			
2110217 NRRC - Postage & Freight		0.00		0.00		0.00		0.00			
2110218 NRRC - General Kiosk Supplies		0.00		0.00		0.00		0.00			
2110219 NRRC - Coffee Machine Supplies		0.00		0.00		0.00		0.00			
2110220 NRRC - Publications & Subscriptions		0.00		0.00		0.00		0.00			
2110221 NRRC - Pest Control		0.00		0.00		0.00		0.00			
2110222 NRRC - Oxygen Bottle Rental		0.00		0.00		0.00		0.00			
2110223 NRRC - General Office Expenses		0.00		0.00		0.00		0.00			
2110224 NRRC - Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00			
2110225 NRRC - General Area Maintenance		0.00		0.00		944.00		944.00		944.00	
2110226 NRRC - Indoor Pool Maintenance		0.00		0.00		0.00		0.00			
2110227 NRRC - Outdoor Pool Maintenance		0.00		0.00		0.00		0.00			
2110228 NRRC - Squash Courts Area Maintenance		0.00		0.00		0.00		0.00			
2110229 NRRC - Indoor Courts Area Maintenance		0.00		0.00		0.00		0.00			
2110230 NRRC - Outdoor Netball Courts Area Maint		0.00		0.00		0.00		0.00			
2110231 NRRC - Gymnasium Area Maintenance		0.00		0.00		0.00		0.00			
2110232 NRRC - Hockey Pitch Area Maintenance		0.00		0.00		0.00		0.00			
2110233 NRRC - Creche Area Maintenance		0.00		0.00		0.00		0.00			
2110234 NRRC - Leased Area Maintenance		0.00		0.00		0.00		0.00			
2110240 NRRC - Chemicals		4,000.00		1,998.00		1,568.77		4,000.00			
2110241 NRRC - Utility - Electricity		140,000.00		69,999.00		57,432.74		140,000.00			
2110242 NRRC - Utility - Gas		145,000.00		72,498.00		81,047.91		162,095.82		17,095.82	Additional expenditure, increased gas costs
2110243 NRRC - Utility - Water		30,000.00		15,000.00		17,669.47		35,338.94		5,338.94	Additional expenditure, increased water consumption
2110244 NRRC - Grounds Maintenance		19,702.00		9,840.00		17,162.09		31,702.00		12,000.00	Additional expenditure for Insurance claims
2110245 NRRC - Insurance		25,870.71		25,870.00		25,961.12		25,870.71			
2110250 NRRC - Programs - Child Care		0.00		0.00		0.00		0.00			
2110251 NRRC - Programs - Swim School		0.00		0.00		0.00		0.00			
2110252 NRRC - Programs - Fitness Class		0.00		0.00		0.00		0.00			
2110253 NRRC - Programs - Mixed Netball		0.00		0.00		0.00		0.00			
2110254 NRRC - Programs - Gym		0.00		0.00		0.00		0.00			
2110260 NRRC - Loan 121B Interest Repayments		18,344.00		9,168.00		9,518.48		18,344.00			
2110261 NRRC - Loan 49 Interest Repayments		0.00		0.00		0.00		0.00			
2110265 NRRC - Contract Management Expense		260,000.00		129,996.00		152,988.92		305,977.84		45,977.84	Additional expenditure due to late billing from prior year
2110266 NRRC - Consultant Outdoor Pool Inspector		0.00		0.00		0.00		0.00			
2110267 NRRC - Pre Paid Memberships		0.00		0.00		0.00		0.00			
2110291 NRRC - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			

SHIRE OF NARROGIN
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NARROGIN REGIONAL RECREATION COMPLEX	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)											
2110292 NRRC - Depreciation		265,312.00		132,654.00		129,911.70		265,312.00			
2110297 NRRC - Community Services Allocated		6,002.00		3,000.00		1,994.15		6,048.00			46.00
2110299 NRRC - Administration Allocated		16,768.00		8,382.00		7,236.25		17,340.00			572.00
OPERATING REVENUE											
3110200 NRRC - Entry Fees - Aquatic	0.00		0.00		0.00		0.00				
3110201 NRRC - Entry Fees - Stadium	0.00		0.00		0.00		0.00				
3110202 NRRC - Entry Fees - Hockey	0.00		0.00		0.00		0.00				
3110203 NRRC - Entry Fees - Squash	0.00		0.00		0.00		0.00				
3110204 NRRC - Entry Fees - Gym	0.00		0.00		0.00		0.00				
3110205 NRRC - Entry Fees - Badminton	0.00		0.00		0.00		0.00				
3110206 NRRC - Entry Fees - Netball	0.00		0.00		0.00		0.00				
3110207 NRRC - Entry Fees - Basketball	0.00		0.00		0.00		0.00				
3110208 NRRC - Entry Fees - Other	0.00		0.00		0.00		0.00				
3110209 NRRC - After Hours Charge	0.00		0.00		0.00		0.00				
3110210 NRRC - Sales - Kiosk	0.00		0.00		0.00		0.00				
3110211 NRRC - Sales - Coffee Machine	0.00		0.00		0.00		0.00				
3110215 NRRC - Hire Fees	0.00		0.00		0.00		0.00				
3110216 NRRC - Registration Fees - Nominations	0.00		0.00		0.00		0.00				
3110217 NRRC - User Fees - Child Care	0.00		0.00		0.00		0.00				
3110218 NRRC - User Fees - Fitness Classes	0.00		0.00		0.00		0.00				
3110220 NRRC - Leases/Rentals	0.00		0.00		1,227.28		0.00				
3110225 NRRC - Pool Subsidy	35,200.00		35,200.00		0.00		0.00		(35,200.00)		Pool subsidy grant not approved
3110228 NRRC - Grants	0.00		0.00		0.00		0.00				
3110229 NRRC - Reimbursements	11,000.00		5,496.00		3,525.22		19,000.00		8,000.00		Insurance claim additional \$12,000. Reimbursements reduced to \$7,000
3110230 NRRC - Contributions & Donations	0.00		0.00		0.00		0.00				
3110290 NRRC - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	46,200.00	931,448.71	40,696.00	478,627.00	4,752.50	509,996.19	19,000.00	1,019,793.28	(27,200.00)	88,344.57	
CAPITAL EXPENDITURE											
4110250 NRRC - Furniture & Equipment (Capital)		0.00		0.00		0.00		0.00			
4110255 NRRC - Plant & Equipment (Capital)		70,000.00		1,000.00		1,000.00		70,000.00			
4110260 NRRC - Building (Capital)		50,000.00		2,000.00		2,054.55		50,000.00			
4110265 NRRC - Infrastructure Other (Capital)		30,000.00		15,848.00		15,848.25		30,000.00			
4110270 NRRC - Transfers to Reserve		80,000.00		0.00		0.00		80,000.00			
4110275 NRRC - Loan 121B Principal Repayments		46,031.30		23,016.00		22,693.62		46,031.00			(0.30)
4110276 NRRC - Loan 49 Principal Repayments		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5110250 NRRC - Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00				
5110251 NRRC - Realisation on Disposal of Assets	0.00		0.00		0.00		0.00				
5110253 NRRC - Transfers from Reserve	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	276,031.30	0.00	41,864.00	0.00	41,596.42	0.00	276,031.00	0.00	(0.30)	
TOTAL - NARROGIN REGIONAL RECREATION COMPLEX	46,200.00	1,207,480.01	40,696.00	520,491.00	4,752.50	551,592.61	19,000.00	1,295,824.28	(27,200.00)	88,344.27	

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SCHEDULE 11 - RECREATION & CULTURE
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OTHER RECREATION & SPORT	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2110300 REC - Parks & Gardens Maintenance/Opera Jobs		448,731.92		251,180.00		109,123.79 ▼		393,965.99		(54,765.93)	PG: Salary \$25,000. L.Ohead \$28,275. Total PG = \$89,560 (Variance of \$-51,624) W060: Salary \$10,686. L.Ohead \$12,085.87. Total W060 = \$26,629.20 (Variance of \$10,658.87) W079: Salary \$21,532.24. Lbour Ohead \$24,352.96. Total = \$50,687.20 (Variance of \$-3800.80) W063: Contractors change from \$25k to \$15k (Variance of \$-10,000)
2110301 REC - Town Oval Maintenance/Operations Jobs		106,865.97		53,506.00		69,068.62 ▲		132,050.32		25,184.35	W071: Salary \$18,163. Labour Ohead \$20,542.35. Plant Op \$15,348. Total = \$88,696.97 (Variance \$25,184.35) W080: Salary \$24,021. Labour Ohead \$27,167.75. Total = \$66,632.75 (Variance \$21,317.75) W081: Salary \$2,000. Labour Ohead \$2,263.84. Total = \$39,916.84 (Variance \$4,263.84)
2110302 REC - Sundry Dry Parks/Reserves Maintena Jobs		81,205.60		40,570.00		36,683.09		106,787.19		25,581.59	
2110306 REC - Playground Equipment & Furniture Mt Jobs		500.00		246.00		142.49		500.00			
2110307 REC - Artillery Gun Renovations Jobs		2,000.00		996.00		0.00		2,000.00			
2110308 REC - Community Garden Projects Jobs		3,286.76		1,967.00		4,622.26		4,622.26		1,335.50	
2110309 REC - Narrogin Racecourse Track Mtce Jobs		1,529.00		756.00		120.70		1,529.00			
2110310 REC - Kids Sport		27,000.00		13,494.00		18,925.07		18,925.07		(8,074.93)	Grant funds approved only \$10,000 plus CF
2110311 REC - Regional Talent Program Expense Jobs		25,000.00		12,498.00		6,998.17		15,000.00		(10,000.00)	Grant funds approved only \$15,000
2110312 REC - Insurance Premiums		2,333.00		2,332.00		2,423.38		2,333.00			
2110313 REC - Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00			
2110314 REC - Other Rec Facilities Building Operatio Jobs		23,066.08		17,219.00		16,195.79		23,066.08			
2110315 REC - Other Rec Facilities Building Maintene Jobs		3,973.00		1,980.00		830.67		3,973.00			
2110316 REC OFFICER - Salaries & Wages		14,622.00		7,308.00		6,533.76		14,622.00			
2110317 REC OFFICER - Superannuation		1,579.00		786.00		1,232.72		2,465.44		886.44	
2110318 REC OFFICER - Workers Compensation		391.00		390.00		380.00		391.00			
2110319 REC OFFICER - Rent		2,500.00		1,248.00		0.00		2,500.00			
2110320 REC OFFICER - General Expenditure		1,418.00		708.00		763.55		1,418.00			
2110321 REC OFFICER - Telephone/Mobile		46,750.00		46,496.00		220.91 ▼		500.00		(46,250.00)	Error in original budget. Double up of CDO expenses
2110322 REC OFFICER - Information Technology		210.00		102.00		111.55		210.00			
2110325 REGIONAL TALENT - Salaries & Wages		3,448.00		1,722.00		0.00		3,448.00			
2110326 REGIONAL TALENT - Superannuation		328.00		162.00		0.00		328.00			
2110327 REGIONAL TALENT - Workers Comp Insure		81.00		80.00		79.00		81.00			
2110330 REC - Consultants		70,000.00		0.00		0.00		70,000.00			
2110391 REC - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2110392 REC - Depreciation		153,153.00		76,572.00		69,221.21		138,442.42		(14,710.58)	
2110397 REC - Community Services Allocated		45,016.00		22,506.00		14,955.87		45,359.00		343.00	
2110399 REC - Administration Allocated		33,537.00		16,764.00		14,472.45		34,679.00		1,142.00	
OPERATING REVENUE											
3110300 REC - Sport Leases and Rentals	0.00		0.00		0.00		0.00				
3110301 REC - Oval/Reserve Hire	0.00		0.00		454.55		500.00		500.00		
3110302 REC - Annual Sporting Group Hire	0.00		0.00		0.00		0.00				
3110303 REC - Grants - Kids Sports	25,000.00		25,000.00		15,000.00		10,000.00		(15,000.00)		KidSport approved for 6 months only
3110304 REC - Grants - Regional Talent Program	0.00		0.00		0.00		0.00				
3110305 REC - Reimbursements - Other Recreation	61,980.00		30,990.00		41,175.15		61,980.00				
3110306 REC - Grants - Other Recreation	379,460.00		379,460.00		299,460.00		354,460.00		(25,000.00)		Regional Talent / WASP doubled up
3110307 REC - Contributions & Donations	0.00		0.00		0.00		0.00				
3110308 REC - Other Fees & Charges	0.00		0.00		0.00		0.00				
3110310 REC - Reimbursements - Other Recreation (0.00		0.00		0.00		0.00				
3110390 REC - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	466,440.00	1,098,524.33	435,450.00	571,588.00	356,089.70	373,105.05	426,940.00	1,019,195.77	(39,500.00)	(79,328.56)	

SHIRE OF NARROGIN
SCHEDULE 11 - RECREATION & CULTURE
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OTHER RECREATION & SPORT		Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE												
4110350 REC - Plant & Equipment (Capital)	Jobs		0.00		0.00		0.00		0.00			
4110355 REC - Other Rec Facilities Building (Capital)	Jobs		25,000.00		0.00		0.00		35,000.00		10,000.00	Additional expenditure to complete Thomas Hogg Oval Building capital
4110360 REC - Infrastructure Parks & Gardens (Capital)	Jobs		0.00		0.00		0.00		0.00			Additional \$9,780 trfd from Public art to IO021. Numerous jobs under budget. 8 projects as per 'Additional Projects' attachment
4110365 REC - Infrastructure Other (Capital)	Jobs		264,000.00		167,236.93		167,940.09		286,249.69		22,249.69	
4110370 REC - Transfer to Reserves			0.00		0.00		0.00		0.00			
CAPITAL REVENUE												
5110350 REC - Proceeds on Disposal of Assets	Jobs	0.00		0.00		0.00		0.00				
5110351 REC - Realisation on Disposal of Assets		0.00		0.00		0.00		0.00				
5110353 REC - Transfers From Reserve		0.00		0.00		0.00		0.00				
SUB-TOTAL		0.00	289,000.00	0.00	167,236.93	0.00	167,940.09	0.00	321,249.69	0.00	32,249.69	
TOTAL - OTHER RECREATION & SPORT		466,440.00	1,387,524.33	435,450.00	738,824.93	356,089.70	541,045.14	426,940.00	1,340,445.46	(39,500.00)	(47,078.87)	

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SCHEDULE 11 - RECREATION & CULTURE
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HEALTHY LIFESTYLES PROGRAM	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2110400 NHLP - Healthy Life Styles Employee Expen Jobs		0.00		0.00		0.00		0.00			
2110401 NHLP - Healthy Lifestyles General Operator Jobs		0.00		0.00		0.00		0.00			
2110402 NHLP - Health Lifestyles Project Expenses Jobs		0.00		0.00		0.00		0.00			
2110403 NHLP - Insurance		0.00		0.00		0.00		0.00			
2110404 NHLP - Utilities		0.00		0.00		0.00		0.00			
2110497 NHLP - Community Services Allocated		0.00		0.00		0.00		0.00			
2110499 NHLP - Administration Allocated		0.00		0.00		0.00		0.00			
OPERATING REVENUE											
3110400 NHLP - Grant - Healthy Lifestyles	0.00		0.00		0.00		0.00				
3110401 NHLP - Fees & Charges	0.00		0.00		0.00		0.00				
3110402 NHLP - Reimbursements	0.00		0.00		0.00		0.00				
3110403 NHLP - Contributions & Donations	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CAPITAL EXPENDITURE											
4110450 NHLP - Infrastructure Other (Capital) Jobs		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5110450 Transfer from Unspent Grants (NHLP)	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - HEALTHY LIFESTYLES PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 11 - RECREATION & CULTURE
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LIBRARIES	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE											
2110500 LIB - Salaries & Wages		175,518.00		87,756.00		90,883.16		175,518.00			
2110501 LIB - Superannuation		16,675.00		8,334.00		8,546.66		16,675.00			
2110502 LIB - Workers Comp Insurance		4,132.00		4,132.00		4,015.00		4,132.00			
2110503 LIB - Allowances		650.00		324.00		0.00		650.00			
2110504 LIB - Training & Development		2,500.00		1,248.00		1,799.09		2,500.00			
2110505 LIB - Occupational Health & Safety		500.00		246.00		0.00		500.00			
2110506 LIB - Recruitment		0.00		0.00		0.00		0.00			
2110507 LIB - Travel & Accommodation		0.00		0.00		0.00		0.00			
2110508 LIB - Fringe Benefits Tax (FBT)		0.00		0.00		0.00		0.00			
2110509 LIB - Cleaning		0.00		0.00		0.00		0.00			
2110510 LIB - Information Technology		8,700.00		4,350.00		759.37		8,700.00			
2110511 LIB - Motor Vehicle Expenses		3,043.18		1,518.00		0.00		0.00		(3,043.18)	Budget moved to 2130315
2110512 LIB - Office Equipment Maintenance		1,382.16		690.00		1,412.54		2,825.08		1,442.92	
2110513 LIB - Printing & Stationery		2,500.00		1,248.00		488.16		2,500.00			
2110514 LIB - Subscriptions & Memberships		4,400.00		2,196.00		1,006.99		4,400.00			
2110515 LIB - Library Expensed Minor Asset Purchas		0.00		0.00		0.00		0.00			
2110516 LIB - Telephone/Mobiles		1,100.00		546.00		454.08		1,100.00			
2110517 LIB - Postage & Freight		4,000.00		1,998.00		173.06		4,000.00			
2110518 LIB - Book Purchases		2,000.00		996.00		111.64		2,000.00			
2110519 LIB - Lost Books		1,500.00		750.00		900.00		1,500.00			
2110520 LIB - Local History		0.00		0.00		0.00		0.00			
2110521 LIB - Event Catering		1,000.00		498.00		0.00		1,000.00			
2110522 LIB - General Office Expenses		8,000.00		3,996.00		2,862.66		8,000.00			
2110523 LIB - Other Expenses		2,000.00		996.00		608.18		2,000.00			
2110524 LIB - Finding My Career		0.00		0.00		0.00		0.00			
2110525 LIB - Minor Asset Purchases		2,000.00		996.00		0.00		2,000.00			
2110530 LIB - Library Building Operations		14,952.79		9,754.00		6,117.12		14,952.79			
2110531 LIB - Library Building Maintenance		18,463.00		9,222.00		2,865.63		18,463.00			
2110591 LIB - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2110592 LIB - Depreciation		12,118.00		6,054.00		7,110.93		14,221.86		2,103.86	
2110597 LIB - Community Services Allocated		0.00		0.00		0.00		0.00			
2110599 LIB - Administration Allocated		50,305.00		25,152.00		21,708.79		52,019.00		1,714.00	
OPERATING REVENUE											
3110500 LIB - Fees & Charges	4,500.00		2,250.00		1,886.54		4,500.00				
3110501 LIB - Fines & Penalties	500.00		246.00		53.65		500.00				
3110502 LIB - Reimbursements Lost Books	500.00		246.00		0.00		500.00				
3110503 LIB - Contributions & Donations	5,000.00		2,496.00		0.00		5,000.00				
3110504 LIB - Grant - Regional Library Services	0.00		0.00		0.00		0.00				
3110505 LIB - Other Grants	0.00		0.00		840.00		0.00				
3110506 LIB - Grant - Regional Library Services (ex C	0.00		0.00		0.00		0.00				
3110590 LIB - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	10,500.00	337,439.13	5,238.00	173,000.00	2,780.19	151,823.06	10,500.00	339,656.73	0.00	2,217.60	

SHIRE OF NARROGIN
SCHEDULE 11 - RECREATION & CULTURE
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31 December 2017

LIBRARIES (Continued)	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
CAPITAL EXPENDITURE											
4110550 LIB - Furniture & Equipment (Capital) Jobs		20,000.00		0.00		0.00		20,000.00			
4110555 LIB - Plant & Equipment (Capital) Jobs		0.00		0.00		0.00		0.00			
4110560 LIB - Building (Capital) Jobs		80,000.00		0.00		0.00		80,000.00			
4110565 LIB - Infrastructure Other (Capital) Jobs		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5110550 LIB - Proceeds on Disposal of Assets Jobs	0.00		0.00		0.00		0.00				
5110551 LIB - Realisation on Disposal of Assets	0.00		0.00		0.00		0.00				
5110552 LIB - Transfers From Reserve	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00	0.00	
TOTAL - LIBRARIES	10,500.00	437,439.13	5,238.00	173,000.00	2,780.19	151,823.06	10,500.00	439,656.73	0.00	2,217.60	

SHIRE OF NARROGIN
SCHEDULE 11 - RECREATION & CULTURE
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HERITAGE	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2110600 HERITAGE - Building Operations Jobs		6,626.43		5,133.00		4,837.15		6,626.43			
2110601 HERITAGE - Building Maintenance Jobs		8,993.00		4,494.00		4,929.01		8,993.00			
2110602 HERITAGE - Other Assets Maintenance/Op Jobs		976.46		976.00		976.44		976.46			
2110650 HERITAGE - Salaries and Wages		0.00		0.00		0.00		0.00			
2110651 HERITAGE - Superannuation		0.00		0.00		0.00		0.00			
2110652 HERITAGE - Workers Comp Insurance		0.00		0.00		0.00		0.00			
2110653 HERITAGE - Expensed Minor Asset Purcha		500.00		246.00		0.00		500.00			
2110691 HERITAGE - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2110692 HERITAGE - Depreciation		0.00		0.00		168.59		337.18		337.18	
2110697 HERITAGE - Community Services Allocated		0.00		0.00		0.00		0.00			
2110699 HERITAGE - Administration Allocated		0.00		0.00		0.00		0.00			
OPERATING REVENUE											
3110600 HERITAGE - Musuem Lease Income	0.00		0.00		0.00		0.00				
3110601 HERITAGE - Fees & Charges	0.00		0.00		0.00		0.00				
3110602 HERITAGE - Reimbursements	0.00		0.00		818.95		0.00				
3110603 HERITAGE - Contributions & Donations	0.00		0.00		0.00		0.00				
3110604 HERITAGE - Grants	0.00		0.00		0.00		0.00				
3110690 HERITAGE - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	17,095.89	0.00	10,849.00	818.95	10,911.19	0.00	17,433.07	0.00	337.18	
CAPITAL EXPENDITURE											
4110660 HERITAGE - Building (Capital) Jobs		5,000.00		0.00		0.00		5,000.00			
CAPITAL REVENUE											
SUB-TOTAL	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
TOTAL - HERITAGE	0.00	22,095.89	0.00	10,849.00	818.95	10,911.19	0.00	22,433.07	0.00	337.18	

SHIRE OF NARROGIN
SCHEDULE 11 - RECREATION & CULTURE
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OTHER CULTURE	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2110800 OTHCUL - Indigenous Cultural Events		10,300.00		0.00		3,489.12		5,300.00		(5,000.00)	Lotterywest Grant not received, Indigenous Cultural Events
2110801 OTHCUL - Australia Day		8,200.00		4,098.00		0.00		3,200.00		(5,000.00)	Lotterywest Grant not received, Australia Day
2110802 OTHCUL - Christmas Lights		15,000.00		7,494.00		11,182.97		15,000.00			
2110803 OTHCUL - Reconciliation Week		0.00		0.00		0.00		0.00			
2110804 OTHCUL - Naidoc		0.00		0.00		0.00		0.00			
2110805 OTHCUL - Festival & Events		19,500.00		9,744.00		1,978.05		14,000.00		(5,500.00)	Lotterywest Grant not received, Festival and Events
2110806 OTHCUL - Community Arts		40,000.00		19,998.00		15,145.40		30,220.00		(9,780.00)	Transfer to Skate Park Project
2110810 OTHCUL - Community Chest		25,000.00		12,498.00		14,745.66		25,000.00			
2110811 OTHCUL - Insurance		4,410.38		4,410.00		4,560.33		4,410.38			
2110812 OTHCUL - Medical Students		0.00		0.00		0.00		0.00			
2110813 OTHCUL - ANZAC Day		7,500.00		996.00		0.00		7,500.00			
2110814 OTHCUL - School Award		850.00		0.00		0.00		850.00			
2110815 OTHCUL - Rev Heads		7,500.00		3,744.00		7,246.19		7,500.00			
2110816 OTHCUL - Spring Festival		7,500.00		4,748.00		7,655.43		7,500.00			
2110817 OTHCUL - Narrogin Show		7,500.00		4,748.00		5,967.23		7,500.00			
2110818 OTHCUL - Carols by Candlelight		7,500.00		2,748.00		823.45		7,500.00			
2110819 OTHCUL - Wine & Art Festival		5,500.00		2,748.00		2,000.00		5,500.00			
2110820 OTHCUL - Event/Project Promotion		3,000.00		1,500.00		606.00		3,000.00			
2110821 OTHCUL - Event/Festival Matching Funding		40,700.00		0.00		0.00		40,700.00			
2110822 OTHCUL - John Curtin Weekend Volunteers		0.00		0.00		0.00		0.00			
2110823 OTHCUL - Art Collection Valuation		0.00		0.00		0.00		0.00			
2110824 OTHCUL - Arts Narrogin		35,000.00		35,000.00		35,000.00		35,000.00			
2110825 OTHCUL - Other Grant Expenditure		0.00		0.00		0.00		0.00			
2110826 OTHCUL - Artwork Storage		0.00		0.00		0.00		0.00			
2110827 OTHCUL - Artwork Purchases		13,000.00		6,498.00		0.00		13,000.00			
2110828 OTHCUL - Hockey Annual Event		5,500.00		2,748.00		0.00		5,500.00			
2110829 OTHCUL - NPS P&C Triathlon		7,500.00		3,744.00		7,635.55		7,500.00			
2110850 OTHCUL - Salaries and Wages		20,153.00		10,074.00		0.00 ▼		0.00		(20,153.00)	Arts Narrogin - position doesn't exist
2110851 OTHCUL - Superannuation		1,915.00		954.00		0.00		0.00		(1,915.00)	Arts Narrogin - position doesn't exist
2110852 OTHCUL - Workers Comp Insurance		475.00		474.00		461.00		475.00			
2110892 OTHCUL - Depreciation		0.00		0.00		0.00		0.00			
2110897 OTHCUL - Community Services Allocated		73,526.00		36,762.00		24,427.98 ▼		74,086.00		560.00	
2110899 OTHCUL - Administration Allocated		50,305.00		25,152.00		21,708.79		52,019.00		1,714.00	
OPERATING REVENUE											
3110800 OTHCUL - Contributions & Donations - Othe	0.00		0.00		0.00		0.00				
3110801 OTHCUL - Reimbursements - Other Culture	0.00		0.00		0.00		0.00				
3110802 OTHCUL - Grants - Other Culture	17,500.00		7,500.00		1,000.00		2,000.00		(15,500.00)		Grants not received (\$5k Youth Week, \$5k Naidoc, \$5k Aust Day, \$500 Disability Awareness)
3110803 OTHCUL - Fees & Charges	0.00		0.00		0.00		0.00				
3110804 OTHCUL - Grant Narrogin Litter Twitter Proj	0.00		0.00		0.00		0.00				
SUB-TOTAL	17,500.00	417,334.38	7,500.00	200,880.00	1,000.00	164,633.15	2,000.00	372,260.38	(15,500.00)	(45,074.00)	
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - OTHER CULTURE	17,500.00	417,334.38	7,500.00	200,880.00	1,000.00	164,633.15	2,000.00	372,260.38	(15,500.00)	(45,074.00)	

SHIRE OF NARROGIN
SCHEDULE 12 - TRANSPORT
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PROGRAMME SUMMARY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
Construction - Roads, Streets, Bridges and Depots		0.00		0.00		0.00		0.00		0.00	
Maintenance - Roads, Streets, Bridges and Depots		4,144,534.60		2,066,299.00		2,001,178.41		4,207,157.91		62,623.31	
Road Plant Purchases		56,965.00		40,600.00		40,614.09		56,965.00		0.00	
Aerodromes		22,703.02		15,338.00		19,927.07		40,791.74		18,088.72	
Transport Licensing		54,142.00		27,636.00		27,504.88		54,142.00		0.00	
OPERATING REVENUE											
Construction - Roads, Streets, Bridges and Depots	946,849.97		703,855.57		705,076.00		946,849.97		0.00		
Maintenance - Roads, Streets, Bridges and Depots	576,602.00		273,094.00		272,363.23		865,560.00		288,958.00		
Road Plant Purchases	2,000.00		996.00		42,673.92	▲	42,673.92		40,673.92		
Aerodromes	2,504.00		1,248.00		0.00		2,504.00		0.00		
Transport Licensing	125,000.00		62,496.00		64,833.06		125,000.00		0.00		
SUB-TOTAL	1,652,955.97	4,278,344.62	1,041,689.57	2,149,873.00	1,084,946.21	2,089,224.45	1,982,587.89	4,359,056.65	329,631.92	80,712.03	
CAPITAL EXPENDITURE											
Construction - Roads, Streets, Bridges and Depots		1,453,357.93		1,011,600.22		1,015,926.22		1,619,031.31		165,673.38	
Maintenance - Roads, Streets, Bridges and Depots		0.00		0.00		0.00		0.00		0.00	
Road Plant Purchases		935,000.00		428,460.53		501,847.72	▲	965,747.72		30,747.72	
Aerodromes		0.00		0.00		0.00		0.00		0.00	
Transport Licensing		0.00		0.00		0.00		0.00		0.00	
CAPITAL REVENUE											
Construction - Roads, Streets, Bridges and Depots	160,000.00		0.00		0.00		0.00		(160,000.00)		
Maintenance - Roads, Streets, Bridges and Depots	0.00		0.00		0.00		0.00		0.00		
Road Plant Purchases	240,000.00		30,000.00		28,281.58		280,000.00		40,000.00		
Aerodromes	0.00		0.00		0.00		0.00		0.00		
Transport Licensing	0.00		0.00		0.00		0.00		0.00		
SUB-TOTAL	400,000.00	2,388,357.93	30,000.00	1,440,060.75	28,281.58	1,517,773.94	280,000.00	2,584,779.03	(120,000.00)	196,421.10	
TOTAL - PROGRAMME SUMMARY	2,052,955.97	6,666,702.55	1,071,689.57	3,589,933.75	1,113,227.79	3,606,998.39	2,262,587.89	6,943,835.68	209,631.92	277,133.13	

SHIRE OF NARROGIN
SCHEDULE 12 - TRANSPORT
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	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
CONSTRUCTION - STREETS, ROADS, BRIDGES & DEPOT												
OPERATING EXPENDITURE												
OPERATING REVENUE												
3120100 ROADC - Regional Road Group Grants (MRWA)	404,990.67		161,996.27		161,996.00		404,990.67					
3120101 ROADC - Roads to Recovery Grant	541,859.30		541,859.30		543,080.00		541,859.30					
3120102 ROADC - Black Spot Grant	0.00		0.00		0.00		0.00					
3120103 ROADC - Flood Damage Income	0.00		0.00		0.00		0.00					
3120110 ROADC - Other Contrib. & Donations - Roads/Stree	0.00		0.00		0.00		0.00					
3120111 ROADC - Other Reimbursements - Roads/Streets	0.00		0.00		0.00		0.00					
3120112 ROADC - Other Grants - Roads/Streets	0.00		0.00		0.00		0.00					
3120113 ROADC - Other Contrib. & Donations - Footpaths	0.00		0.00		0.00		0.00					
3120114 ROADC - Other Reimbursements - Footpaths	0.00		0.00		0.00		0.00					
3120115 ROADC - Other Grants - Footpaths	0.00		0.00		0.00		0.00					
3120116 ROADC - Other Contrib. & Donations - Depots	0.00		0.00		0.00		0.00					
3120117 ROADC - Other Reimbursements - Depots	0.00		0.00		0.00		0.00					
3120118 ROADC - Other Grants - Depots	0.00		0.00		0.00		0.00					
SUB-TOTAL	946,849.97	0.00	703,855.57	0.00	705,076.00	0.00	946,849.97	0.00	0.00	0.00		
CAPITAL EXPENDITURE												
4120145 ROADC - Infrastructure Other (Capital) Jobs		132,000.00		12,000.00		15,740.00		141,800.00		9,800.00	Carry forward of 2016/17 expenditure	
4120150 ROADC - Furniture & Equipment (Capital)		0.00		0.00		0.00		0.00				
4120155 ROADC - Plant & Equipment (Capital) Jobs		0.00		0.00		0.00		0.00				
4120160 ROADC - Building (Capital) Jobs		30,000.00		21,500.00		21,546.91		30,000.00				
4120165 ROADC - Roads (Capital) - Council Funded Jobs		11,009.00		7,770.96		7,770.96		11,009.00		0.00		
4120166 ROADC - Roads (Capital) - Roads to Recovery Jobs		541,858.75		372,649.26		373,400.64		541,797.31		(61.44)		
4120167 ROADC - Roads (Capital) - Regional Road Group Jobs		607,486.00		545,243.00		545,339.62		607,486.00				
4120168 ROADC - Roads (Capital) - Black Spot Jobs		0.00		0.00		0.00		0.00				
4120169 ROADC - Roads (Capital) - Flood Damage Jobs		0.00		0.00		0.00		0.00				
4120170 ROADC - Loan 51 Principal Repayments		35,004.18		17,502.00		17,193.09		35,004.00		(0.18)		
4120175 ROADC - Footpaths (Capital) Jobs		66,000.00		34,935.00		34,935.00		101,935.00		35,935.00		
4120180 ROADC - Drainage (Capital) Jobs		30,000.00		0.00		0.00		30,000.00				
4120185 ROADC - Transfers To Reserve		0.00		0.00		0.00		120,000.00		120,000.00		
CAPITAL REVENUE												
5120150 ROADC - Transfers From Reserve	160,000.00		0.00		0.00		0.00		(160,000.00)			Transfer of Wandrra funds
SUB-TOTAL	160,000.00	1,453,357.93	0.00	1,011,600.22	0.00	1,015,926.22	0.00	1,619,031.31	(160,000.00)	165,673.38		
TOTAL - CONSTRUCTION - STREETS, ROADS, BRIDGES & DEPOT	1,106,849.97	1,453,357.93	703,855.57	1,011,600.22	705,076.00	1,015,926.22	946,849.97	1,619,031.31	(160,000.00)	165,673.38		

SHIRE OF NARROGIN
SCHEDULE 12 - TRANSPORT
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	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments	
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure		
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
MAINTENANCE - STREETS, ROADS, BRIDGES & DEPOT												
OPERATING EXPENDITURE												
2120200 ROADM - Road Maintenance		425,002.65		212,460.00		461,988.08 ▲		677,276.65		252,274.00	Move pit rehab expenditure from (RM058, RM205, RM239, RM253, RM207) to (PIT058, PIT205, PIT239, PIT253, PIT207). All jobs are \$4,000	
2120201 ROADM - Flood Damage Maintenance	Jobs	0.00		0.00		17,283.18		0.00			Additional \$252,274 transferred from job TREES	
2120202 ROADM - Bridge Maintenance	Jobs	27,083.36		13,536.00		2,790.35 ▼		27,083.36				
2120203 ROADM - Drainage Maintenance	Jobs	169,138.00		84,552.00		27,131.87 ▼		169,138.00				
2120204 ROADM - Footpath Maintenance	Jobs	104,582.00		52,278.00		17,746.73 ▼		104,582.00				
2120205 ROADM - Verge Maintenance	Jobs	154,239.00		77,106.00		52,331.02 ▼		154,239.00				
2120206 ROADM - Street Sweeping	Jobs	66,057.00		33,024.00		19,553.91 ▼		66,057.00				
2120207 ROADM - Signs & Traffic Control Expenses	Jobs	58,103.00		29,040.00		31,538.00		58,103.00				
2120208 ROADM - Street Lighting Maintenance/Opera		115,000.00		57,498.00		47,547.37		115,000.00				
2120209 ROADM - Litter Control		15,000.00		7,500.00		1,411.86		15,000.00				
2120210 ROADM - Street Tree Maintenance	Jobs	540,516.00		252,744.00		51,235.06 ▼		288,242.00		(252,274.00)	Transfer expenditure to job RMGEN. (Salaries \$82,000. Materials \$35,000. Labour Ahead \$92,742. Plant Op Costs \$78,500 = Total \$288,242)	
2120211 ROADM - Consultancy/ RSA / Roman II		0.00		0.00		0.00		0.00				
2120212 ROADM - Rural Road Numbering Program		2,000.00		996.00		0.00		2,000.00				
2120213 ROADM - Depot Building Operations	Jobs	22,846.00		13,351.00		12,222.50		22,846.00				
2120214 ROADM - Depot Building Maintenance	Jobs	64,944.00		42,216.00		33,348.52		64,944.00				
2120215 ROADM - Workshop/Depot Expensed Equipr		15,000.00		7,500.00		2,924.14		15,000.00				
2120216 ROADM - Crossover Council Contribution		525.00		258.00		0.00		525.00				
2120217 ROADM - Loan 51 Interest Repayments		2,279.49		1,134.00		1,472.40		2,279.00		(0.49)		
2120218 WANDRRA CLAIM AGRN743 2017/18	Jobs	784,723.10		392,364.00		403,460.57		784,723.10				
2120291 ROADM - Loss on Disposal of Assets		0.00		0.00		0.00		0.00				
2120292 ROADM - Depreciation		1,543,959.00		771,978.00		802,720.40		1,605,440.80		61,481.80	New assets now being depreciated	
2120299 ROADM - Administration Allocated		33,537.00		16,764.00		14,472.45		34,679.00		1,142.00		
OPERATING REVENUE												
3120200 ROADM - Direct Road Grant (MRWA)		69,602.00		69,602.00		78,560.00		78,560.00		8,958.00		
3120201 ROADM - Road Contribution Income		0.00		0.00		0.00		0.00				
3120206 ROADM - Street Lighting Subsidy		5,000.00		2,496.00		0.00		5,000.00				
3120208 ROADM - Sale of Scrap		0.00		0.00		0.00		0.00				
3120209 ROADM - Reimbursements		0.00		0.00		(90.00)		0.00				
3120210 ROADM - Other Grants - Roads/Streets		500,000.00		200,000.00		193,893.23		780,000.00		280,000.00	Additional Wandrra funds to match expenditure	
3120212 ROADM - Rural Road Numbering Program		2,000.00		996.00		0.00		2,000.00				
3120290 ROADM - Profit on Sale of Assets		0.00		0.00		0.00		0.00				
SUB-TOTAL		576,602.00		4,144,534.60		273,094.00		2,066,299.00		272,363.23	2,001,178.41	
CAPITAL EXPENDITURE												
CAPITAL REVENUE												
SUB-TOTAL		0.00		0.00		0.00		0.00		0.00	0.00	
TOTAL - MAINTENANCE - STREETS, ROADS, BRIDGES & DEPOT		576,602.00		4,144,534.60		273,094.00		2,066,299.00		272,363.23	2,001,178.41	

SHIRE OF NARROGIN
SCHEDULE 12 - TRANSPORT
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	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
ROAD PLANT PURCHASES											
OPERATING EXPENDITURE											
2120391 PLANT - Loss on Disposal of Assets		56,965.00		40,600.00		40,614.09		56,965.00			
OPERATING REVENUE											
3120390 PLANT - Profit on Disposal of Assets	2,000.00		996.00		42,673.92	▲	42,673.92		40,673.92		Additional profit received from vehicles traded as per budget amendment. Council resolution 1117.136
SUB-TOTAL	2,000.00	56,965.00	996.00	40,600.00	42,673.92	40,614.09	42,673.92	56,965.00	40,673.92	0.00	
CAPITAL EXPENDITURE											
4120350 PLANT - Plant & Equipment (Capital)		525,000.00		428,460.53		501,847.72	▲	555,747.72		30,747.72	ONO EMTRS & NO01 MO Vehicle replacements 2017 as per budget amendment. Council resolution 1117.136
4120355 PLANT - Transfers To Reserve		410,000.00		0.00		0.00		410,000.00			
CAPITAL REVENUE											
5120350 PLANT - Proceeds on Disposal of Assets	117,000.00		117,000.00		148,064.91	▲	225,064.91		108,064.91		Additional revenue as per budget amendment. Council resolution 117.136
5120351 PLANT - Realisation on Disposal of Assets	(117,000.00)		(117,000.00)		(148,064.91)	▲	(225,064.91)		(108,064.91)		
5120352 PLANT - Transfers from Reserve	240,000.00		30,000.00		28,281.58		280,000.00		40,000.00		
SUB-TOTAL	240,000.00	935,000.00	30,000.00	428,460.53	28,281.58	501,847.72	280,000.00	965,747.72	40,000.00	30,747.72	
TOTAL - ROAD PLANT PURCHASES	242,000.00	991,965.00	30,996.00	469,060.53	70,955.50	542,461.81	322,673.92	1,022,712.72	80,673.92	30,747.72	

SHIRE OF NARROGIN
SCHEDULE 12 - TRANSPORT
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	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
AERODROMES											
OPERATING EXPENDITURE											
2120400 AERO - Airstrip & Grounds Maintenance/Ope Jobs		14,703.02		7,338.00		8,358.37		17,703.02		3,000.00	Plant costs - vegetation
2120404 AERO - Expensed Minor Asset Purchases		8,000.00		8,000.00		4,024.34		8,000.00			
2120405 AERO - Other Expenses Relating To Aerodrc		0.00		0.00		0.00		0.00			
2120491 AERO - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2120492 AERO - Depreciation		0.00		0.00		7,544.36		15,088.72		15,088.72	
2120499 AERO - Administration Allocated		0.00		0.00		0.00		0.00		0.00	
OPERATING REVENUE											
3120400 AERO - Airport Landing Charges and Fees	2,504.00		1,248.00		0.00		2,504.00				
3120402 AERO - Contributions & Donations - Aerodrom	0.00		0.00		0.00		0.00				
3120403 AERO - Reimbursements - Aerodromes	0.00		0.00		0.00		0.00				
3120404 AERO - Grants - Aerodromes	0.00		0.00		0.00		0.00				
3120405 AERO - Other Income Relating to Aerodrome	0.00		0.00		0.00		0.00				
3120490 AERO - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	2,504.00	22,703.02	1,248.00	15,338.00	0.00	19,927.07	2,504.00	40,791.74	0.00	18,088.72	
CAPITAL EXPENDITURE											
4120450 AERO - Furniture & Equipment (Capital)		0.00		0.00		0.00		0.00			
4120455 AERO - Plant & Equipment (Capital)		0.00		0.00		0.00		0.00			
4120460 AERO - Building (Capital) Jobs		0.00		0.00		0.00		0.00			
4120466 AERO - Infrastructure Other (Capital) - Aerod Jobs		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5120450 AERO - Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00				
5120451 AERO - Realisation on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - AERODROMES	2,504.00	22,703.02	1,248.00	15,338.00	0.00	19,927.07	2,504.00	40,791.74	0.00	18,088.72	

SHIRE OF NARROGIN
SCHEDULE 12 - TRANSPORT
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TRANSPORT LICENCING	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
2120500 LICENSING - Salaries & Wages		48,404.00		24,198.00		24,204.95		48,404.00			
2120501 LICENSING - Superannuation		4,598.00		2,298.00		2,193.93		4,598.00			
2120502 LICENSING - Workers Comp Insurance		1,140.00		1,140.00		1,106.00		1,140.00			
2120503 LICENSING - Allowances		0.00		0.00		0.00		0.00			
2120504 LICENSING - Training & Development		0.00		0.00		0.00		0.00			
2120505 LICENSING - Occupational Health & Safety		0.00		0.00		0.00		0.00			
2120506 LICENSING - Recruitment		0.00		0.00		0.00		0.00			
2120507 LICENSING - Travel & Accommodation		0.00		0.00		0.00		0.00			
2120510 LICENSING - Postage & Freight		0.00		0.00		0.00		0.00			
<u>OPERATING REVENUE</u>											
3120500 LICENSING - Transport Licensing Commissi	125,000.00		62,496.00		64,833.06		125,000.00				
3120501 LICENSING - Contributions & Donations	0.00		0.00		0.00		0.00				
3120502 LICENSING - Reimbursements	0.00		0.00		0.00		0.00				
3120503 LICENSING - Grants	0.00		0.00		0.00		0.00				
3120504 LICENSING - Other Income Relating to Licei	0.00		0.00		0.00		0.00				
SUB-TOTAL	125,000.00	54,142.00	62,496.00	27,636.00	64,833.06	27,504.88	125,000.00	54,142.00	0.00	0.00	
<u>CAPITAL EXPENDITURE</u>											
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - TRANSPORT LICENCING	125,000.00	54,142.00	62,496.00	27,636.00	64,833.06	27,504.88	125,000.00	54,142.00	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 13 - ECONOMIC SERVICES
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PROGRAMME SUMMARY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
Rural Services		88,413.00		45,364.00		48,579.63		107,698.30		19,285.30	
Tourism and Area Promotion		352,129.98		177,839.00		136,755.08 ▼		330,238.12		(21,891.86)	
Building Control		166,821.00		84,605.00		75,964.62		173,535.00		6,714.00	
Saleyards		3,337.32		1,998.00		675.32		3,337.32		0.00	
Economic Development		0.00		0.00		0.00		0.00		0.00	
Other Economic Services		98,133.72		51,546.00		35,452.54 ▼		103,977.65		5,843.93	
<u>OPERATING REVENUE</u>											
Rural Services	0.00		0.00		2,372.50		2,500.00		2,500.00		
Tourism and Area Promotion	130,000.00		64,998.00		78,286.93		▲ 148,500.00		18,500.00		
Building Control	46,410.00		23,196.00		29,508.05		46,410.00		0.00		
Saleyards	0.00		0.00		0.00		0.00		0.00		
Economic Development	0.00		0.00		0.00		0.00		0.00		
Other Economic Services	65,968.00		32,982.00		39,299.99		54,500.00		(11,468.00)		
SUB-TOTAL	242,378.00	708,835.02	121,176.00	361,352.00	149,467.47	297,427.19	251,910.00	718,786.39	9,532.00	9,951.37	
<u>CAPITAL EXPENDITURE</u>											
Rural Services		0.00		0.00		0.00		0.00		0.00	
Tourism and Area Promotion		540,939.00		394.55		9,596.37		552,089.00		11,150.00	
Building Control		0.00		0.00		0.00		0.00		0.00	
Saleyards		0.00		0.00		0.00		0.00		0.00	
Economic Development		0.00		0.00		0.00		0.00		0.00	
Other Economic Services		24,002.73		12,001.00		5,022.95		24,002.00		(0.73)	
<u>CAPITAL REVENUE</u>											
Rural Services	0.00		0.00		0.00		0.00		0.00		
Tourism and Area Promotion	434,089.00		0.00		0.00		434,089.00		0.00		
Building Control	0.00		0.00		0.00		0.00		0.00		
Saleyards	0.00		0.00		0.00		0.00		0.00		
Economic Development	0.00		0.00		0.00		0.00		0.00		
Other Economic Services	0.00		0.00		0.00		0.00		0.00		
SUB-TOTAL	434,089.00	564,941.73	0.00	12,395.55	0.00	14,619.32	434,089.00	576,091.00	0.00	11,149.27	
TOTAL - PROGRAMME SUMMARY	676,467.00	1,273,776.75	121,176.00	373,747.55	149,467.47	312,046.51	685,999.00	1,294,877.39	9,532.00	21,100.64	

SHIRE OF NARROGIN
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RURAL SERVICES	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2130180 RURAL - Salaries and Wages		0.00		0.00		0.00		0.00			
2130181 RURAL - Superannuation		0.00		0.00		0.00		0.00			
2130182 RURAL - Workers Comp Insurance		0.00		0.00		699.00		700.00		700.00	
2130185 RURAL - General Office Expenses		0.00		0.00		0.00		0.00			
2130186 RURAL - Noxious Weed Control		0.00		0.00		0.00		0.00			
2130190 RURAL - Insurance Premiums		2,333.00		2,332.00		2,423.38		2,333.00			
2130192 RURAL - Depreciation		0.00		0.00		0.00		0.00			
2130197 RURAL - Community Services Allocated		15,005.00		7,500.00		4,985.31		15,120.00		115.00	
2130198 RURAL - Asset Depreciation		20,770.00		10,380.00		18,763.15		37,526.30		16,756.30	New assets now being depreciated
2130199 RURAL - Administration Allocated		50,305.00		25,152.00		21,708.79		52,019.00		1,714.00	
OPERATING REVENUE											
3130100 RURAL - Fees & Charges	0.00		0.00		2,372.50		2,500.00		2,500.00		
3130101 RURAL - Contributions & Donations	0.00		0.00		0.00		0.00				
3130102 RURAL - Reimbursements	0.00		0.00		0.00		0.00				
3130103 RURAL - Grants	0.00		0.00		0.00		0.00				
3130104 RURAL - Other Income Relating to Rural Ser	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	88,413.00	0.00	45,364.00	2,372.50	48,579.63	2,500.00	107,698.30	2,500.00	19,285.30	
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - RURAL SERVICES	0.00	88,413.00	0.00	45,364.00	2,372.50	48,579.63	2,500.00	107,698.30	2,500.00	19,285.30	

SHIRE OF NARROGIN
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TOURISM & AREA PROMOTION	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2130200 TOUR - Public Relations & Area Promotion		29,500.00		14,748.00		5,421.82		29,500.00			
2130201 TOUR - Subscriptions & Memberships		500.00		246.00		0.00		500.00			
2130202 TOUR - Flag Replacement		0.00		0.00		0.00		0.00			
2130203 TOUR - Caravan Park General Maintenance Jobs		161,471.16		81,897.00		65,660.42 ▼		147,000.00		(14,471.16)	Expenditure reduced
2130204 TOUR - Caravan Park Building Operations Jobs		3,758.82		2,510.00		1,278.84		3,450.00		(308.82)	
2130205 TOUR - Caravan Park Building Maintenance Jobs		3,000.00		1,494.00		1,427.49		3,500.00		500.00	
2130206 TOUR - Visitor Centre Contribution Jobs		60,000.00		30,000.00		26,955.30		60,000.00		0.00	
2130210 TOUR - Expensed Minor Asset Purchases G		0.00		0.00		0.00		0.00			
2130211 TOUR - Loan 129 Interest Repayments		0.00		0.00		0.00		0.00			
2130291 TOUR - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2130292 TOUR - Depreciation		27,089.00		13,542.00		8,818.56		17,637.12		(9,451.88)	
2130297 TOUR - Community Services Allocated		16,506.00		8,250.00		5,483.86		16,632.00		126.00	
2130299 TOUR - Administration Allocated		50,305.00		25,152.00		21,708.79		52,019.00		1,714.00	
OPERATING REVENUE											
3130200 TOUR - Caravan Park Fees	130,000.00		64,998.00		71,496.05		135,000.00		5,000.00		
3130201 TOUR - Contributions & Donations	0.00		0.00		0.00		0.00				
3130202 TOUR - Reimbursements (Inc GST)	0.00		0.00		0.00		0.00				
3130203 TOUR - Grants	0.00		0.00		0.00		0.00				
3130204 TOUR - Other Income Relating to Tourism &	0.00		0.00		290.88		500.00		500.00		
3130205 TOUR - Reimbursements (Exc GST)	0.00		0.00		6,500.00		13,000.00		13,000.00		Caretakers rent
3130290 TOUR - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	130,000.00	352,129.98	64,998.00	177,839.00	78,286.93	136,755.08	148,500.00	330,238.12	18,500.00	(21,891.86)	
CAPITAL EXPENDITURE											
4130150 TOUR - Transfers to Reserve		0.00		0.00		0.00		0.00			
4130250 TOUR - Furniture & Equipment (Capital) Jobs		0.00		0.00		0.00		0.00			
4130255 TOUR - Plant & Equipment (Capital) Jobs		10,000.00		0.00		0.00		10,000.00			
4130260 TOUR - Building (Capital) Jobs		502,939.00		0.00		0.00		502,939.00			
4130265 TOUR - Infrastructure Other (Capital) Jobs		28,000.00		394.55		9,596.37		39,150.00		11,150.00	Banner Poles carry forward from 2016/17 (To be covered by transfer from reserves)
4130270 TOUR - Loan 129 Principal Repayments		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5130150 TOUR - Transfer From Reserve	84,089.00		0.00		0.00		84,089.00				
5130250 TOUR - Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00				
5130251 TOUR - Realisation on Disposal of Assets	0.00		0.00		0.00		0.00				
5130255 TOUR - New Loan Borrowings	350,000.00		0.00		0.00		350,000.00				
SUB-TOTAL	434,089.00	540,939.00	0.00	394.55	0.00	9,596.37	434,089.00	552,089.00	0.00	11,150.00	
TOTAL - TOURISM & AREA PROMOTION	564,089.00	893,068.98	64,998.00	178,233.55	78,286.93	146,351.45	582,589.00	882,327.12	18,500.00	(10,741.86)	

SHIRE OF NARROGIN
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BUILDING CONTROL	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2130300 BUILD - Salaries & Wages		62,684.00		31,338.00		30,597.86		62,684.00			
2130301 BUILD - Superannuation		6,268.00		3,132.00		3,289.67		6,268.00			
2130302 BUILD - Workers Comp Insurance		1,483.00		1,482.00		1,438.00		1,483.00			
2130303 BUILD - Allowances		325.00		325.00		0.00		325.00			
2130304 BUILD - Training & Development		8,500.00		4,248.00		230.77		8,500.00			
2130305 BUILD - Occupational Health & Safety		300.00		150.00		0.00		300.00			
2130306 BUILD - Recruitment		0.00		0.00		0.00		0.00			
2130307 BUILD - Travel & Accommodation		0.00		0.00		0.00		0.00			
2130308 BUILD - Fringe Benefits Tax (FBT)		3,800.00		0.00		0.00		3,800.00			
2130309 BUILD - Other Employee Expenses		0.00		0.00		0.00		0.00			
2130310 BUILD - Contract Building Control Services		0.00		0.00		0.00		0.00			
2130311 BUILD - Printing & Stationery		1,000.00		498.00		0.00		1,000.00			
2130312 BUILD - Telephones/Mobiles		1,700.00		846.00		35.75		1,700.00			
2130313 BUILD - General Office Expenses		1,000.00		498.00		0.00		1,000.00			
2130314 BUILD - Expensed Minor Asset Purchases		0.00		0.00		295.45		0.00			
2130315 BUILD - Motor Vehicle Expenses		0.00		0.00		2,298.95		5,000.00		5,000.00	
2130316 BUILD - Insurance		2,333.00		2,332.00		2,423.38		2,333.00			
2130317 BUILD - Information Systems		0.00		0.00		0.00		0.00			
2130318 BUILD - Subscriptions & Memberships		2,100.00		2,100.00		2,231.00		2,100.00			
2130319 BUILD - Contract Building Surveyor		25,000.00		12,498.00		11,415.00		25,000.00			
2130391 BUILD - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2130392 BUILD - Depreciation		23.00		6.00		0.00		23.00			
2130399 BUILD - Administration Allocated		50,305.00		25,152.00		21,708.79		52,019.00		1,714.00	
2130399 BUILD - Administration Allocated											Moved from 2110511. Increased from \$3,043.18 to \$5,000
OPERATING REVENUE											
3130300 BUILD - Building License Fees	25,000.00		12,498.00		13,101.76		25,000.00		0.00		
3130301 BUILD - Commission - BSL & BCITF	500.00		246.00		259.68		500.00				
3130302 BUILD - Private S/Pool Inspection Fees	1,910.00		954.00		1,909.88		1,910.00				
3130303 BUILD - Building Officer Charge Out Income	15,000.00		7,500.00		10,615.90		15,000.00				
3130304 BUILD - Building Officer Vehicle Charge Out	4,000.00		1,998.00		3,620.83		4,000.00				
3130390 BUILD - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	46,410.00	166,821.00	23,196.00	84,605.00	29,508.05	75,964.62	46,410.00	173,535.00	0.00	6,714.00	
CAPITAL EXPENDITURE											
4130350 BUILD - Plant & Equipment		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5130350 BUILD - Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00				
5130351 BUILD - Realisation on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - BUILDING CONTROL	46,410.00	166,821.00	23,196.00	84,605.00	29,508.05	75,964.62	46,410.00	173,535.00	0.00	6,714.00	

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SALEYARDS	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2130400 SALEYARDS - Building Operations		817.32		738.00		675.32		817.32			
2130401 SALEYARDS - Building Maintenance		2,520.00		1,260.00		0.00		2,520.00			
2130492 SALEYARDS - Depreciation		0.00		0.00		0.00		0.00			
2130497 SALEYARDS - Community Services Allocate		0.00		0.00		0.00		0.00			
2130499 SALEYARDS - Administration Allocated		0.00		0.00		0.00		0.00			
OPERATING REVENUE											
3130400 SALEYARDS - Fees & Charges	0.00		0.00		0.00		0.00				
3130401 SALEYARDS - Contributions & Donations	0.00		0.00		0.00		0.00				
3130402 SALEYARDS - Reimbursements	0.00		0.00		0.00		0.00				
3130403 SALEYARDS - Grants	0.00		0.00		0.00		0.00				
3130404 SALEYARDS - Other Income	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	3,337.32	0.00	1,998.00	0.00	675.32	0.00	3,337.32	0.00	0.00	
CAPITAL EXPENDITURE											
4130460 SALEYARDS - Building (Capital)		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - SALEYARDS	0.00	3,337.32	0.00	1,998.00	0.00	675.32	0.00	3,337.32	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 13 - ECONOMIC SERVICES
Financial Statement for Period Ended
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ECONOMIC DEVELOPMENT	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
<u>OPERATING REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>CAPITAL EXPENDITURE</u>											
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 13 - ECONOMIC SERVICES
Financial Statement for Period Ended
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OTHER ECONOMIC SERVICES	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE												
2130600 ECONOMY - Subscriptions & Memberships		0.00		0.00		0.00		0.00				
2130601 ECONOMY - TAFE Expenses		0.00		0.00		0.00		0.00				
2130602 ECONOMY - TAFE Land Assembly	Jobs	0.00		0.00		0.00		0.00				
2130604 ECONOMY - Other Expenditure		0.00		0.00		0.00		0.00				
2130605 ECONOMY - Travel & Accommodation GEN		10,000.00		4,998.00		0.00		10,000.00				
2130606 ECONOMY - Building Operations	Jobs	10,287.65		6,478.00		2,112.11		11,387.65		1,100.00	\$100 added to job. BM256 \$1,000	
2130607 ECONOMY - Building Maintenance	Jobs	5,000.00		2,496.00		5,980.00		8,500.00		3,500.00	BM250 ceiling leak \$1500. BM256 \$2000	
2130608 ECONOMY - Industrial Land Mokinie Road		0.00		0.00		84.38		250.00		250.00		
2130609 ECONOMY - Loan 124 Interest Repayments		549.65		270.00		94.46		550.00		0.35		
2130610 ECONOMY - Loan 127 Interest Repayments		7,156.42		3,576.00		3,637.89		7,156.00		(0.42)		
2130611 ECONOMY - Insurance Other Than Buildings		2,333.00		2,332.00		2,423.38		2,333.00				
2130612 ECONOMY - Expensed Minor Asset Purchase		0.00		0.00		0.00		0.00				
2130613 ECONOMY - Standpipe Maintenance/Operation		19,648.00		9,820.00		4,283.58		19,648.00				
2130614 ECONOMY - Property Valuation		0.00		0.00		0.00		0.00				
2130691 ECONOMY - Loss on Disposal of Assets		0.00		0.00		0.00		0.00				
2130692 ECONOMY - Depreciation		0.00		0.00		0.00		0.00				
2130697 ECONOMY - Community Services Allocated		18,006.00		9,000.00		5,982.38		18,143.00		137.00		
2130699 ECONOMY - Administration Allocated		25,153.00		12,576.00		10,854.36		26,010.00		857.00		
OPERATING REVENUE												
3130600 ECONOMY - Commercial Property Lease inc		64,968.00		32,484.00		39,299.99		54,000.00		(10,968.00)	Revenue reduced	
3130601 ECONOMY - Contributions & Donations		0.00		0.00		0.00		0.00				
3130602 ECONOMY - Reimbursements		1,000.00		498.00		0.00		500.00		(500.00)		
3130603 ECONOMY - Grants		0.00		0.00		0.00		0.00				
3130604 ECONOMY - Other Fees & Charges		0.00		0.00		0.00		0.00				
3130605 ECONOMY - TransWA Commission		0.00		0.00		0.00		0.00				
3130606 ECONOMY - Other Income		0.00		0.00		0.00		0.00				
3130607 ECONOMY - Standpipe Income		0.00		0.00		0.00		0.00				
SUB-TOTAL		65,968.00		32,982.00		35,452.54		54,500.00		103,977.65	(11,468.00)	5,843.93
CAPITAL EXPENDITURE												
4130550 ECONOMY - Transfer to Reserve		0.00		0.00		0.00		0.00			0.00	
4130650 ECONOMY - Building (Capital)	Jobs	0.00		0.00		0.00		0.00			0.00	
4130670 ECONOMY - Loan 124 Principal Repayments		13,844.32		6,922.00		0.00		13,844.00			(0.32)	
4130671 ECONOMY - Loan 127 Principal Repayments		10,158.41		5,079.00		5,022.95		10,158.00			(0.41)	
4130675 ECONOMY - Transfers to Reserve		0.00		0.00		0.00		0.00			0.00	
CAPITAL REVENUE												
5130650 ECONOMY - Transfers From Reserve		0.00		0.00		0.00		0.00				
5130660 ECONOMY - Proceeds on Disposal of Assets		0.00		0.00		0.00		0.00				
5130661 ECONOMY - Realisation on Disposal of Asset		0.00		0.00		0.00		0.00				
SUB-TOTAL		0.00		12,001.00		5,022.95		24,002.00		0.00	(0.73)	
TOTAL - OTHER ECONOMIC SERVICES		65,968.00		32,982.00		40,475.49		54,500.00		127,979.65	(11,468.00)	5,843.20

SHIRE OF NARROGIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
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PROGRAMME SUMMARY	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
Private Works		30,000.00		15,000.00		6,745.38		30,000.00		0.00	
Public Works Overheads		0.00		(12,434.00)		(86,711.92) ▲		0.00		0.00	
Plant Operation Costs		0.00		18,439.02		18,091.72		0.00		0.00	
Administration Overheads		(0.18)		7,908.00		18,824.65 ▲		(0.12)		0.06	
Community Services Overheads		0.00		(346.00)		3,201.50		0.00		0.00	
Salaries and Wages		0.00		0.00		0.00		0.00		0.00	
Town Planning Schemes		0.00		0.00		0.00		0.00		0.00	
Stock, Fuels & Oils		0.00		0.00		0.00		0.00		0.00	
Unclassified		0.00		0.00		0.00		0.00		0.00	
OPERATING REVENUE											
Private Works	76,663.00		38,328.00		8,114.45	▼	76,663.00		0.00		
Public Works Overheads	0.00		0.00		0.00		0.00		0.00		
Plant Operation Costs	36,000.00		18,000.00		48,902.58	▲	91,000.00		55,000.00		
Plant Depreciation Costs	0.00		0.00		0.00		0.00		0.00		
Administration Overheads	33,590.00		16,788.00		25,502.30		55,643.94		22,053.94		
Community Services Overheads	0.00		0.00		0.00		0.00		0.00		
Salaries and Wages	0.00		0.00		0.00		0.00		0.00		
Land/Subdivision Development	0.00		0.00		0.00		0.00		0.00		
Stock, Fuels & Oils	0.00		0.00		0.00		0.00		0.00		
Unclassified	0.00		0.00		0.00		0.00		0.00		
SUB-TOTAL	146,253.00	29,999.82	73,116.00	28,567.02	82,519.33	(39,848.67)	223,306.94	29,999.88	77,053.94	0.06	
CAPITAL EXPENDITURE											
Private Works		0.00		0.00		0.00		0.00		0.00	
Public Works Overheads		0.00		0.00		0.00		0.00		0.00	
Plant Operation Costs		0.00		0.00		0.00		0.00		0.00	
Plant Depreciation Costs		0.00		0.00		0.00		0.00		0.00	
Administration Overheads		130,000.00		16,637.00		100,400.01 ▲		130,000.00		0.00	
Community Services Overheads		0.00		0.00		0.00		83,762.73		83,762.73	
Salaries and Wages		0.00		0.00		0.00		0.00		0.00	
Land/Subdivision Development		0.00		0.00		0.00		0.00		0.00	
Stock, Fuels & Oils		0.00		0.00		0.00		0.00		0.00	
Unclassified		0.00		0.00		0.00		0.00		0.00	
CAPITAL REVENUE											
Private Works	0.00		0.00		0.00		0.00		0.00		
Public Works Overheads	0.00		0.00		0.00		0.00		0.00		
Plant Operation Costs	0.00		0.00		0.00		0.00		0.00		
Plant Depreciation Costs	0.00		0.00		0.00		0.00		0.00		
Administration Overheads	40,000.00		0.00		0.00		40,000.00		0.00		
Community Services Overheads	0.00		0.00		0.00		0.00		0.00		
Salaries and Wages	0.00		0.00		0.00		0.00		0.00		
Land/Subdivision Development	0.00		0.00		0.00		0.00		0.00		
Stock, Fuels & Oils	0.00		0.00		0.00		0.00		0.00		
Unclassified	0.00		0.00		0.00		0.00		0.00		
SUB-TOTAL	40,000.00	130,000.00	0.00	16,637.00	0.00	100,400.01	40,000.00	213,762.73	0.00	83,762.73	
TOTAL - PROGRAMME SUMMARY	186,253.00	159,999.82	73,116.00	45,204.02	82,519.33	60,551.34	263,306.94	243,762.61	77,053.94	83,762.79	

SHIRE OF NARROGIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
Financial Statement for Period Ended
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PRIVATE WORKS	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
2140100 PRIVATE - Private Works Expenses		30,000.00		15,000.00		6,745.38		30,000.00			
2140150 PRIVATE - Private Works Prepaid		0.00		0.00		0.00		0.00			
2140199 PRIVATE - Administration Allocated		0.00		0.00		0.00		0.00			
<u>OPERATING REVENUE</u>											
3140100 PRIVATE - Private Works Income	76,663.00		38,328.00		8,114.45	▼	76,663.00				
SUB-TOTAL	76,663.00	30,000.00	38,328.00	15,000.00	8,114.45	6,745.38	76,663.00	30,000.00	0.00	0.00	
<u>CAPITAL EXPENDITURE</u>											
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PRIVATE WORKS	76,663.00	30,000.00	38,328.00	15,000.00	8,114.45	6,745.38	76,663.00	30,000.00	0.00	0.00	

Jobs
Jobs

SHIRE OF NARROGIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
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PUBLIC WORKS OVERHEADS	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2140200 PWO - EMTRS - Salaries & Wages		108,513.00		54,252.00		58,770.47		108,513.00			
2140201 PWO - EMTRS - Superannuation		12,909.00		6,450.00		7,515.91		12,909.00			
2140202 PWO - EMTRS - Workers Compensation		2,611.00		2,610.00		2,534.00		2,611.00			
2140203 PWO - EMTRS - Allowances		400.00		400.00		0.00		400.00			
2140204 PWO - EMTRS - Training & Development		6,000.00		3,000.00		2,210.09		6,000.00			
2140205 PWO - EMTRS - Occupational Health & Saf		0.00		0.00		0.00		0.00			
2140206 PWO - EMTRS - Recruitment		1,000.00		498.00		509.42		1,000.00			
2140207 PWO - EMTRS - Travel & Accommodation		0.00		0.00		0.00		0.00			
2140208 PWO - EMTRS - Fringe Benefits Tax (FBT)		10,000.00		0.00		0.00		10,000.00			
2140209 PWO - EMTRS - Other Employee Expenses		0.00		0.00		0.00		0.00			
2140210 PWO - EMTRS - Motor Vehicle Expenses		11,759.27		5,874.00		6,506.09		11,759.27			
2140215 PWO - WORKS - Wages Administration Ho		286,280.00		143,136.00		152,300.20		286,280.00			
2140216 PWO - WORKS - Superannuation		156,152.00		78,072.00		72,819.71		156,152.00			
2140217 PWO - WORKS - Sick Pay		26,958.00		13,476.00		9,444.34		26,958.00			
2140218 PWO - WORKS - Annual Leave		105,594.00		52,794.00		29,194.15		105,594.00			
2140219 PWO - WORKS - Public Holidays		53,918.00		26,958.00		9,024.89		53,918.00			
2140220 PWO - WORKS - Long Service Leave		0.00		0.00		19,650.71		19,650.71	19,650.71		LSL taken during financial year
2140221 PWO - WORKS - RDO's		0.00		0.00		0.00		0.00			
2140222 PWO - WORKS - Allowances		0.00		0.00		0.00		0.00			
2140223 PWO - WORKS - Recruitment		2,500.00		1,248.00		88.33		2,500.00			
2140224 PWO - WORKS - Travel & Accommodation		0.00		0.00		0.00		0.00			
2140225 PWO - WORKS - Training & Development	Jobs	56,580.00		28,290.00		22,954.82		56,580.00			
2140226 PWO - WORKS - OHS and Toolbox Meeting	Jobs	13,248.00		6,624.00		1,962.90		13,248.00			
2140227 PWO - WORKS - Protective Clothing		21,650.00		10,824.00		4,975.86		21,650.00			
2140228 PWO - WORKS - Workers Compensation In		37,098.00		18,546.00		9,869.00		37,098.00			
2140229 PWO - WORKS - Fringe Benefits Tax (FBT)		24,000.00		0.00		0.00		24,000.00			
2140230 PWO - Insurances (Except Workers Comp)		6,222.00		6,222.00		6,462.20		6,222.00			
2140231 PWO - Printing & Stationery		1,500.00		750.00		180.83		1,500.00			
2140232 PWO - Information Systems		9,320.00		4,656.00		8,156.17		9,320.00			
2140233 PWO - Engineering & Technical Support		0.00		0.00		0.00		0.00			
2140234 PWO - Expensed Minor Asset Purchases		350.00		174.00		0.00		350.00			
2140235 PWO - Subscriptions & Memberships		5,600.00		2,796.00		0.00		5,600.00			
2140236 PWO - Telephone / Mobiles		10,500.00		5,250.00		4,514.52		10,500.00			
2140237 PWO - General Office Expenses		7,013.02		3,504.00		2,699.61		7,013.02			
2140238 PWO - Motor Vehicle Costs		44,947.95		22,470.00		23,252.79		44,947.95			
2140292 PWO - Depreciation		0.00		0.00		0.00		0.00			
2140298 PWO - Staff Housing Costs Allocated		0.00		0.00		314.91		2,000.00		2,000.00	
2140299 PWO - Administration Allocated		125,763.00		62,880.00		54,271.88		130,048.00		4,285.00	
Recovered amounts											
2140293 PWO - Less - Allocated to Works (PWO's)		(1,148,386.24)		(574,188.00)		(596,895.72)		(1,174,321.95)		(25,935.71)	
OPERATING REVENUE											
3140200 PWO - Long Service Leave Recoup	0.00		0.00		0.00		0.00				
3140201 PWO - Other Reimbursements	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	0.00	0.00	(12,434.00)	0.00	(86,711.92)	0.00	0.00	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
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 31 December 2017

	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
PUBLIC WORKS OVERHEADS (Continued)											
<u>CAPITAL EXPENDITURE</u>											
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PUBLIC WORKS OVERHEADS	0.00	0.00	0.00	(12,434.00)	0.00	(86,711.92)	0.00	0.00	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
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PLANT OPERATION COSTS	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2140300 POC - Internal Plant Repairs - Wages & O/Hs		168,694.00		84,342.00		96,147.78 ▲		168,694.00			Additional expenditure covered by insurance (Rollers)
2140301 POC - Parts & Repairs		186,065.00		93,030.00		109,425.34 ▲		241,065.00	55,000.00		
2140302 POC - Fuels and Oils		187,107.00		93,552.00		112,561.87 ▲		225,123.74	38,016.74		Additional expenditure to cover costs
2140303 POC - Tyres and Tubes		50,442.00		25,218.00		19,597.99		50,442.00			
2140306 POC - Licences/Registrations		61,296.00		30,648.00		(39,607.41) ▼		61,296.00			
2140307 POC - Insurance		36,901.02		36,901.02		41,843.55		41,843.55	4,942.53		
2140308 POC - Expendable Tools / Consumables		0.00		0.00		0.00		0.00			
2140309 POC - Other Expenses		0.00		0.00		0.00		0.00			
2140492 POC - Depreciation		270,782.00		135,390.00		171,827.53 ▲		343,655.06	72,873.06		New assets now being depreciated
Recovered amounts											
2140394 POC - LESS Plant Operation Costs Allocated		(961,287.02)		(480,642.00)		(493,704.93)		(1,132,119.35)	(170,832.33)		
2140495 PDEPN - LESS Plant Depreciation Costs Alloc		0.00		0.00		0.00		0.00			
OPERATING REVENUE											
3140300 POC - Fuel Tax Credits Grant Scheme	36,000.00		18,000.00		21,455.53		36,000.00				Additional revenue from insurance claims (Rollers)
3140301 POC - Reimbursements (Ex GST)	0.00		0.00		27,447.05		55,000.00	55,000.00			
3140302 POC - Sale of Scrap	0.00		0.00		0.00		0.00				
SUB-TOTAL	36,000.00	0.00	18,000.00	18,439.02	48,902.58	18,091.72	91,000.00	0.00	55,000.00	0.00	
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PLANT OPERATION COSTS	36,000.00	0.00	18,000.00	18,439.02	48,902.58	18,091.72	91,000.00	0.00	55,000.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
Financial Statement for Period Ended
31 December 2017

	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
ADMINISTRATION OVERHEADS											
OPERATING EXPENDITURE											
2140500 ADMIN - Salaries & Wages		994,777.00		497,388.00		425,324.97 ▼		994,777.00			
2140501 ADMIN - Superannuation		111,774.00		55,884.00		42,029.38 ▼		111,774.00			
2140502 ADMIN - Workers Compensation		23,795.00		23,794.00		22,878.00		23,795.00			
2140503 ADMIN - Allowances		5,275.00		5,275.00		1,560.46		5,275.00			
2140504 ADMIN - Training & Development		25,500.00		12,750.00		7,448.94		25,500.00			
2140505 ADMIN - Occupational Health & Safety		26,366.00		13,182.00		10,081.27		26,366.00			
2140506 ADMIN - Recruitment		5,000.00		2,496.00		302.93		5,000.00			
2140507 ADMIN - Travel & Accommodation		0.00		0.00		0.00		0.00			
2140508 ADMIN - Fringe Benefits Tax (FBT)		26,200.00		0.00		0.00		26,200.00			
2140509 ADMIN - Other Employee Expenses		0.00		0.00		0.00		0.00			
2140510 ADMIN - Motor Vehicle Expenses		22,468.72		11,232.00		13,616.55		22,468.72			
2140511 ADMIN - Debt Collection Expenses GEN		4,000.00		1,998.00		0.00		4,000.00			
2140515 ADMIN - Building Operations		34,450.55	Jobs	19,419.00		12,478.89		35,713.15		1,262.60	
2140516 ADMIN - Building Maintenance		27,540.00	Jobs	13,752.00		17,557.66		27,540.00			
2140517 ADMIN - Insurances (Other than Bld and W/		8,693.05		8,692.00		8,902.59		8,693.05			
2140518 ADMIN - Printing & Stationery		30,000.00		15,000.00		10,378.48		30,000.00			
2140519 ADMIN - Postage and Freight		12,500.00		6,246.00		6,636.56		12,500.00			
2140520 ADMIN - Advertising		0.00		0.00		0.00		0.00			
2140521 ADMIN - Subscriptions and Memberships		3,065.00		1,530.00		4,635.00		4,635.00		1,570.00	
2140522 ADMIN - Office Equipment Mtce		27,766.50		13,878.00		3,848.77 ▼		27,766.50			
2140523 ADMIN - Information Systems		156,416.00		78,204.00		81,989.07		156,416.00			
2140524 ADMIN - Expensed Minor Asset Purchases		4,500.00		2,250.00		728.18		6,000.00		1,500.00	
2140525 ADMIN - Telephone / Mobiles		28,750.00		14,370.00		8,387.10		28,750.00			
2140526 ADMIN - General Office Expenses		9,800.00		4,896.00		6,468.79		12,900.00		3,100.00	
2140527 ADMIN - Records Management		6,000.00		3,000.00		6,051.82		6,500.00		500.00	
2140528 ADMIN - Consultants		21,776.00		10,884.00		7,942.50		36,776.00		15,000.00	Consultant - Organisational Structure Review as per CEO request
2140529 ADMIN - Paid Parental Leave		5,000.00		2,496.00		0.00		5,000.00			
2140530 ADMIN - Title Searches		0.00		0.00		0.00		0.00			
2140531 ADMIN - Legal Expenses		0.00		0.00		0.00		0.00			
2140532 ADMIN - Bad Debts Expense		0.00		0.00		0.00		0.00			
2140533 ADMIN - Doubtful Debts Expense		0.00		0.00		0.00		0.00			
2140591 ADMIN - Loss on Disposal of Assets		0.00		0.00		5,289.96		5,289.96		5,289.96	
2140592 ADMIN - Depreciation		15,434.00		7,716.00		22,169.66 ▲		44,339.32		28,905.32	New assets now being depreciated
2140598 ADMIN - Admin Staff Housing Costs Allocat		39,994.00		19,992.00		15,741.54		39,994.18		0.18	
Recovered amounts											
2140599 ADMIN - Administration Overheads Recover		(1,676,841.00)		(838,416.00)		(723,624.42) ▼		(1,733,969.00)		(57,128.00)	
OPERATING REVENUE											
3140500 ADMIN - Fringe Benefits Tax Refunded	0.00		0.00		0.00		0.00				
3140501 ADMIN - WALGA Advertising Rebate	0.00		0.00		0.00		0.00				
3140502 ADMIN - LGIS Good Claims Rebate	0.00		0.00		22,053.94		22,053.94		22,053.94		LGIS good claims rebate
3140503 ADMIN - Fees & Charges	0.00		0.00		0.00		0.00				
3140504 ADMIN - Contributions & Donations	0.00		0.00		0.00		0.00				
3140505 ADMIN - Reimbursements	5,000.00		2,496.00		3,448.36		5,000.00				
3140506 ADMIN - Grants	32,590.00		16,290.00		0.00		32,590.00 ▼				
3140507 ADMIN - Other Income Relating to Administr	0.00		0.00		0.00		0.00				
3140508 ADMIN - Reimbursements (No GST)	0.00		0.00		0.00		0.00				
3140509 ADMIN - Paid Parental Leave	0.00		0.00		0.00		0.00				
3140510 ADMIN - Reimbursement of Debt Collection	(4,000.00)		(1,998.00)		0.00		(4,000.00)				
3140590 ADMIN - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	33,590.00	(0.18)	16,788.00	7,908.00	25,502.30	18,824.65	55,643.94	(0.12)	22,053.94	0.06	

SHIRE OF NARROGIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
Financial Statement for Period Ended
31 December 2017

	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		After		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
ADMINISTRATION OVERHEADS (Continued)											
CAPITAL EXPENDITURE											
4140560 ADMIN - Building (Capital) Jobs		80,000.00		16,637.00		16,637.28		80,000.00			
4140570 ADMIN - Transfers To Reserve		50,000.00		0.00		0.00		50,000.00			
4140580 ADMIN - Furniture & Equipment (Capital) Jobs		0.00		0.00		0.00		0.00			
4140585 ADMIN - Plant and Equipment (Capital) Jobs		0.00		0.00		83,762.73		0.00			
CAPITAL REVENUE											
5140550 ADMIN - Proceeds on Disposal of Assets Jobs	0.00		0.00		71,818.19		71,818.19				
5140551 ADMIN - Realisation on Disposal of Assets	0.00		0.00		(71,818.19)		(71,818.19)				
5140560 ADMIN - Transfers From Reserve	40,000.00		0.00		0.00		40,000.00				
SUB-TOTAL	40,000.00	130,000.00	0.00	16,637.00	0.00	100,400.01	40,000.00	130,000.00	0.00	0.00	
TOTAL - ADMINISTRATION OVERHEADS	73,590.00	129,999.82	16,788.00	24,545.00	25,502.30	119,224.66	95,643.94	129,999.88	22,053.94	0.06	

SHIRE OF NARROGIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
 Financial Statement for Period Ended
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COMMUNITY SERVICES OVERHEADS	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2140600 COMMUNITY - Salaries & Wages		180,041.00		90,018.00		54,107.86 ▼		180,041.00			
2140601 COMMUNITY - Superannuation		23,752.00		11,874.00		9,125.60		23,752.00			
2140602 COMMUNITY - Workers Compensation		4,382.00		4,382.00		4,253.00		4,382.00			
2140603 COMMUNITY - Allowances		650.00		650.00		276.36		650.00			
2140604 COMMUNITY - Training & Development		3,550.00		1,770.00		0.00		3,550.00			
2140605 COMMUNITY - Occupational Health & Safety		0.00		0.00		0.00		0.00			
2140606 COMMUNITY - Recruitment		1,000.00		498.00		0.00		1,000.00			
2140607 COMMUNITY - Travel & Accommodation		0.00		0.00		0.00		0.00			
2140608 COMMUNITY - Fringe Benefits Tax (FBT)		8,000.00		0.00		0.00		8,000.00			
2140609 COMMUNITY - Other Employee Expenses		0.00		0.00		46.56		0.00			
2140610 COMMUNITY - Motor Vehicle Expenses		5,261.00		2,628.00		1,624.65		5,261.00			
2140615 COMMUNITY - Insurances (Other than Bldg)		2,333.00		2,332.00		2,423.27		2,333.00			
2140616 COMMUNITY - Printing & Stationery		500.00		246.00		0.00		500.00			
2140617 COMMUNITY - Postage and Freight		0.00		0.00		0.00		0.00			
2140618 COMMUNITY - Advertising		0.00		0.00		0.00		0.00			
2140619 COMMUNITY - Subscriptions and Members		1,738.00		864.00		1,155.00		1,738.00			
2140620 COMMUNITY - Office Equipment Mtce		0.00		0.00		0.00		0.00			
2140621 COMMUNITY - Information Systems		0.00		0.00		0.00		0.00			
2140622 COMMUNITY - Expensed Minor Asset Purc		0.00		0.00		0.00		0.00			
2140623 COMMUNITY - Telephone / Mobiles		1,475.00		732.00		950.64		1,475.00			
2140624 COMMUNITY - General Office Expenses		350.00		174.00		0.00		350.00			
2140691 COMMUNITY - Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2140692 COMMUNITY - Depreciation		0.00		0.00		0.00		0.00			
2140696 COMMUNITY - Administraion Costs Allocat		67,074.00		33,534.00		28,944.51		69,359.00		2,285.00	
2140698 COMMUNITY - Admin Staff Housing Costs /		0.00		0.00		0.00		0.00			
Recovered amounts											
2140699 COMMUNITY - Community Services Overhe		(300,106.00)		(150,048.00)		(99,705.95) ▼		(302,391.00)		(2,285.00)	
OPERATING REVENUE											
3140600 COMMUNITY - Fees & Charges	0.00		0.00		0.00		0.00				
3140601 COMMUNITY - Contributions & Donations	0.00		0.00		0.00		0.00				
3140602 COMMUNITY - Reimbursements	0.00		0.00		0.00		0.00				
3140603 COMMUNITY - Grants	0.00		0.00		0.00		0.00				
3140604 COMMUNITY - Other Income Relating to Cc	0.00		0.00		0.00		0.00				
3140690 COMMUNITY - Profit on Disposal of Assets	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	0.00	0.00	(346.00)	0.00	3,201.50	0.00	0.00	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
 Financial Statement for Period Ended

COMMUNITY SERVICES OVERHEADS (Continued)	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
CAPITAL EXPENDITURE											
4140650 COMMUNITY - Furniture & Equipment (Cap		0.00		0.00		0.00		0.00			Additional expenditure for ONGN EMCCS and 1NGN CEO Vehicles replacement 2017 as per budget amendment. Council resolution 1117.136
4140655 COMMUNITY - Plant & Equipment (Capital) Jobs		0.00		0.00		0.00		83,762.73		83,762.73	
4140660 COMMUNITY - Building (Capital)		0.00		0.00		0.00		0.00			
4140670 COMMUNITY - Transfers To Reserve		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5140650 COMMUNITY - Proceeds on Disposal of As: Jobs	0.00		0.00		0.00		0.00		0.00		
5140651 COMMUNITY - Realisation on Disposal of A	0.00		0.00		0.00		0.00		0.00		
5140652 COMMUNITY - Transfers From Reserve	0.00		0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83,762.73	0.00	83,762.73	
TOTAL - COMMUNITY SERVICES OVERHEADS	0.00	0.00	0.00	(346.00)	0.00	3,201.50	0.00	83,762.73	0.00	83,762.73	

SHIRE OF NARROGIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
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31 December 2017

SALARIES & WAGES	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2140700 SAL - Gross Salary and Wages		4,993,489.38		2,496,744.00		2,244,125.70 ▼		4,522,807.00		(470,682.38)	
2140701 SAL - Less Salaries & Wages Allocated		(4,993,489.38)		(2,496,744.00)		(2,244,125.70) ▼		(4,522,807.00)		470,682.38	
2140702 SAL - Salary Sacrifice Superannuation		0.00		0.00		0.00		0.00			
2140703 SAL - Workers Compensation Expense		0.00		0.00		0.00		0.00			
2140704 SAL - Unallocated Salaries & Wages		0.00		0.00		0.00		0.00			
OPERATING REVENUE											
3140700 SAL - Reimbursement - Workers Compensat	0.00		0.00		0.00		0.00				
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
Financial Statement for Period Ended
31 December 2017

TOWN PLANNING SCHEMES	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>											
<u>OPERATING REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>CAPITAL EXPENDITURE</u>											
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - TOWN PLANNING SCHEMES	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
Financial Statement for Period Ended
31 December 2017

	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
STOCK, FUELS & OILS											
<u>OPERATING EXPENDITURE</u>											
2140800 STOCK - Stock Take Variance Expense Acc		0.00		0.00		0.00		0.00			
<u>OPERATING REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>CAPITAL EXPENDITURE</u>											
4140850 STOCK - Stock Received Control		0.00		0.00		0.00		0.00			
4140851 STOCK - Purchase of Stock Materials		0.00		0.00		86,992.40		0.00			
4140852 STOCK - Stock Allocated to Works and Plar		0.00		0.00		(77,050.19)		0.00			
4140853 STOCK - Stock Take Variance Control		0.00		0.00		0.00		0.00			
<u>CAPITAL REVENUE</u>											
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	9,942.21	0.00	0.00	0.00	0.00	
TOTAL - STOCK, FUELS & OILS	0.00	0.00	0.00	0.00	0.00	9,942.21	0.00	0.00	0.00	0.00	

SHIRE OF NARROGIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
Financial Statement for Period Ended
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UNCLASSIFIED	Revised Budget		YTD Budget		YTD Actual		Forecast Actual		Alter		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE											
2141000 UNCLASS - Unclassified Expenditure		0.00		0.00		0.00		0.00			
OPERATING REVENUE											
3141000 UNCLASS - Unclassified Income	0.00				0.00		0.00				
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CAPITAL EXPENDITURE											
4141050 UNCLASS - Transfers To Reserve		0.00		0.00		0.00		0.00			
CAPITAL REVENUE											
5141050 UNCLASS - Transfers From Reserve	0.00				0.00		0.00				
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

10.3.012 BUSH FIRE BRIGADES AMENDMENT LOCAL LAW 2018 – ADVERTISE OF INTENT TO ADOPT

File Reference:	19.6.4
Disclosure of Interest:	None
Applicant:	Shire of Narrogin
Previous Item Nos:	10.3.132 of 20 December 2017
Date:	11 January 2018
Author:	Niel Mitchell – Governance Officer
Authorising Officer:	Azhar Awang, Executive Manager Development & Regulatory Services

Attachments

Draft Bush Fire Brigades Amendment Local Law 2018

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 Bush Fire Brigades Amendment Local Law 2017
2. For Council to give notice of the purpose and effect of the proposed local law;
3. For Council to resolve intent to advertise the proposed local law,
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.

Comment

As advised to Council on 20 December 2017, the Committee noted two matters they considered as requiring amendment.

Accordingly the Amendment Local Law has the –

- Purpose – to provide for the appointment or election of specified bush fire brigade officers, and clarify process for objection to decisions regarding membership
- Effect – to align the local law with these requirements.

The changes do not affect the operation of the local law other than to –

- specify appointment of Captain, first and second lieutenants; and
- outline the process and requirements for objects to decisions to terminate or suspend membership.

The changes are reflected in clauses 3.3 and 4.4 of the principal local law. These have been discussed with JSCDL officers.

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 six 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

Nil

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Pursuant to the *Local Government Act 1995 section 3.12(3) and (3a)* and all other legislation enabling it, give State-wide and local public notice that it intends to make the following local law –
 - Shire of Narrogin Bush Fire Brigades Amendment Local Law 2018 –
Purpose – to provide for the appointment or election of specified bush fire brigade officers, and clarify process for objection to decisions regarding membership
Effect – to align the local law with these requirements.
2. In accordance with the *Local Government Act 1995 section 3.12(3)* advise the Minister for Local Government and the Minister for Emergency Services of the proposed Bush Fire Brigades Amendment Local Law.

Commonly-used abbreviations:	
CEO	Chief Executive Officer
Department	Dept of Local Government, Sporting and Cultural Industries
JSCDL	Joint Standing Committee on Delegated Legislation

**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995**

SHIRE OF NARROGIN

BUSH FIRE BRIGADES AMENDMENT LOCAL LAW 2018

Under the powers conferred by the *Bush Fires Act 1954* and 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 Bush Fire Brigades Amendment Local Law 2018*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal local law amended

This local law amends the *Shire of Narrogin Bush Fire Brigades Local Law 2017* published in the *Government Gazette* on 8 September 2017.

4. Table of Contents amended

In the Contents, delete reference to clause 4.4 and insert –

- 4.4 Rights to object to or review of decision

5. Clause 3.3 amended

Delete clause 3.3 and insert –

3.3 Appointment of bush fire brigade officers

- (1) The local government shall appoint the following bush fire brigade officers in their absolute discretion –
 - (a) a bush fire control officer from the bush fire brigade area to be Captain;
 - (b) where there are two or more bush fire control officer in a bush fire brigade area, a bush fire control officer from the bush fire brigade area as first lieutenant;
 - (c) where this is not more than one bush fire control officer in a bush fire brigade area, an appropriate person from the bush fire brigade area as first lieutenant; and
 - (d) an appropriate person as second lieutenant.
- (2) When considering the appointment of persons to the positions in subclause (1), the local government and bush fire brigade are to have regard to the qualifications, training and experience which may be advisable to fill each position.
- (3) The local government may remove any appointed person from any position.

6. Clause 4.4 amended

Delete clause 4.4 and insert –

4.4 Rights to object to or review of decision

- (1) If an application for membership is refused under clause 4.2, the CEO is to notify the applicant in writing as soon as practicable after the decision is made, of –
 - (a) the reasons for the refusal; and
 - (b) the right to object to the local government within 14 days of the date of notice.
- (2) If it is proposed that bush fire brigade member is to be suspended under clause 4.3(2) or terminated under clause 4.3(3)(c) or (d), the CEO is to notify the bush fire brigade member in writing as soon as practicable after the decision is made, of –
 - (a) the reasons for the intention to suspend or terminate the bush fire brigade member;
 - (b) the opportunity to respond and answer any matters which might give grounds for suspension or dismissal –

- (i) in person or in writing to the CEO; or
 - (ii) to meet with a minimum of any three of the Captain, CBFCO, CEO; or President; and
- (c) the right to object to the local government within 14 days of the date of notice, or such other time as may be agreed.
- (3) The decisions of any meeting in accordance with subclause (2)(b)(ii) of a bush fire brigade member with a minimum of any three of the Captain, CBFCO, CEO; or President –
 - (a) are to be made by simple majority; and
 - (b) may revoke, vary or confirm the original decision to suspend or terminate the bush fire brigade member.
- (4) The bush fire brigade member is to be notified in writing as soon as practical after a decision under subclause (3) is made, of –
 - (a) the decision and the reasons for the decision; and
 - (b) the right to object to the local government within 14 days of the date of notice.
- (5) The local government may dispose of an objection by –
 - (a) dismissing the objection;
 - (b) varying the decision objected to; or
 - (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by a minimum of any three of the Captain, CBFCO, CEO; or President.
- (6) The local government shall give written advice of the decision made under subclause (5) to the person.

Dated _____ 2018

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

BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

SHIRE OF NARROGIN

BUSH FIRE BRIGADES LOCAL LAW 2017

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BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

SHIRE OF NARROGIN

BUSH FIRE BRIGADES LOCAL LAW 2017

Under the powers conferred by the *Bush Fires Act 1954*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Narrogin resolved on 23 August 2017 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Narrogin Bush Fire Brigades Local Law 2017*.

1.2 Commencement

This local law will come into operation 14 days after its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Definitions

In this local law unless the context otherwise requires –

Act means the *Bush Fires Act 1954*;

bush fire brigade has the meaning given to it in section 7 of the Act;

bush fire brigade area has the meaning given to it in clause 2.2(b);

bush fire brigade member means a volunteer fire fighter having current membership of a bush fire brigade;

bush fire brigade officer means a person holding a position referred to in clause 3.3(1);

bush fire control officer means a person appointed by the local government to exercise the powers of a bush fire control officer or bush fire officer in accordance with the Act and this local law;

Bush Fire Operating Procedures means the Bush Fire Operating Procedures as may be adopted by the local government and amended from time to time;

Captain means the person holding or acting in that position in a bush fire brigade;

CBFCO means the Chief Bush Fire Control Officer;

CEO means the Chief Executive Officer of the local government;

Council means the Council of the local government;

district means the district of the local government;

Lieutenant means the person holding that position in a bush fire brigade;

local government means the Shire of Narrogin;

normal brigade activities has the meaning given to it in section 35A of the Act;

President means President of the Council;

Regulations means Regulations made under the Act; and

volunteer fire fighter has the meaning given to it in section 35A of the Act.

PART 2 - ESTABLISHMENT OF BUSH FIRE BRIGADES

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2 Name and area of bush fire brigade

On establishing a bush fire brigade under clause 2.1(1) the local government is to –

- (a) give a name to the bush fire brigade; and
- (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities.

2.3 Objects of bush fire brigades

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and this local law.

2.4 Chain of command during normal brigade activities

(1) Subject to the Act, the chain of command to apply during normal brigade activities is –

- (a) bush fire control officers in order of seniority;
- (b) bush fire brigade officers in order of seniority; and
- (c) all other volunteer fire fighters.

(2) The person in command has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the fire fighters, and may exercise all the powers and duties provided for by the Act.

2.5 Existing bush fire brigades

A bush fire brigade established prior to the day on which this local law comes into operation –

- (a) is to be taken to be a bush fire brigade established under and in accordance with this local law;
- (b) the provisions of this local law apply to the bush fire brigade save for clause 2.1; and
- (c) any rules governing the operation of the bush fire brigade are repealed and substituted with the provisions of this local law.

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION OF BUSH FIRE BRIGADES

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Appointment of bush fire control officers

- (1) The local government may appoint bush fire control officers in their absolute discretion, and apply conditions as considered appropriate.
- (2) Where only one person is appointed as a bush fire control officer, that person is the CBFCO for the purposes of this local law.
- (3) Where more than one person is appointed as a bush fire control officer, the local government shall determine seniority as CBFCO, Deputy CBFCO, and further seniority as is considered appropriate.
- (4) When considering the appointment of a person as a bush fire control officer, the local government is to have regard to the qualifications, training and experience which may be advisable to fill the position.

3.3 Appointment of bush fire brigade officers

- (1) The local government shall appoint the following bush fire brigade officers in their absolute discretion –
 - (a) a bush fire control officer from the bush fire brigade area to be Captain;

- (b) where there are two or more bush fire control officer in a bush fire brigade area, a bush fire control officer from the bush fire brigade area as first lieutenant;
 - (c) where there is not more than one bush fire control officer in a bush fire brigade area, an appropriate person from the bush fire brigade area as first lieutenant, and
 - (d) an appropriate person as second lieutenant.
- (2) When considering the appointment of persons to the positions in subclause (1), the local government is to have regard to the qualifications, training and experience which may be advisable to fill each position.
- (3) The local government may remove any appointed person from any position.

3.4 Managerial role of CBFCO

Subject to any directions by the local government, the CBFCO –

- (a) has primary managerial responsibility for the organisation and maintenance of bush fire brigades;
- (b) is to support Captains and bush fire brigade officers in their roles; and
- (c) where a vacancy in the position of Captain appointed under clause 3.3(1)(a), or in order of seniority, other appointed bush fire brigade officer willing to act in that position, the CBFCO is to act as Captain until an appointment is made by the local government to the position.

3.5 Duties of Captain and bush fire brigade officers

- (1) The duties of the Captain include –
- (a) to provide leadership to bush fire brigades;
 - (b) to monitor bush fire brigades' resourcing, equipment and training levels;
 - (c) to liaise with the local government concerning –
 - (i) fire prevention or fire suppression matters generally;
 - (ii) directions to be issued by the local government to bush fire control officers (including those who issue permits to burn);
 - (iii) bush fire brigades; or
 - (iv) bush fire brigade officers;
 - (d) to ensure that lists of bush fire brigade members are maintained in accordance with clause 4.3(1);
 - (e) to report annually to the local government the office bearers of the bush fire brigade in the form of Form 12 of the Regulations;
 - (f) to report to the local government not later than 30 April each year, for consideration and appropriate provision being made in the next local government budget, the status of a bush fire brigade's –
 - (i) training and readiness;
 - (ii) protective clothing;
 - (iii) equipment; and
 - (iv) vehicles and appliances;
 - (g) to consider the nomination of persons to the local government for appointment as bush fire control officers by the local government;
 - (h) to arrange for normal brigade activities as authorised by the Act or by the local government;
 - (i) where a vacancy occurs in a position appointed under clause 3.3(1)(b) or (c), to –
 - (i) advise the CEO of the vacancy as soon as practicable ; and,
 - (ii) make alternate suitable arrangements for that position until an appointment is made by the local government; and
 - (j) to make recommendations to the local government for endorsement prior to implementation.
- (2) The duties of other bush fire brigade officers are to support the CBFCO and Captain in their roles.

3.6 Training of bush fire control officers

- (1) The local government is to supply each bush fire control officer and Captain with a copy of the Act, the Regulations, any Bush Fire Operating Procedures adopted, this local law and any other written laws which may be relevant to the performance of the bush fire brigade officers' functions, and any amendments made from time to time.
- (2) Bush fire control officers are required to complete a Bush Fire Control Officers course conducted by an organisation approved by the CEO, within 12 months of appointment, unless a course has been completed within the 4 years prior to appointment as a bush fire control officer.
- (3) Bush fire control officers are required to complete a bush fire control officers course at least once every 5

years.

PART 4 - MEMBERSHIP

4.1 Types of membership of bush fire brigades

- (1) The membership of a bush fire brigade consists of volunteer fire fighters.
- (2) Registration as a volunteer fire fighter does not commit the person to participating in all normal brigade activities.

4.2 Membership applications

The decision on admission of a bush fire brigade member, with or without conditions or restrictions, may be made by –

- (a) either the Captain or CBFCO; jointly with
- (b) either the CEO or President.

4.3 Membership – review, refusal, suspension or termination

- (1) No later than 30 April in each year, the Captain is to review the membership and report to the CEO and CBFCO the name and contact details of each bush fire brigade member.
- (2) If circumstances warrant, membership of the bush fire brigade may be refused or suspended at any time for a period considered appropriate in the opinion of –
 - (a) either the Captain or CBFCO; jointly with
 - (b) either the CEO or President.
- (3) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the Captain or CEO;
 - (c) is permanently incapacitated by mental or physical ill-health; or
 - (d) is no longer a resident or a landowner or occupier in the district, or for other sufficient reason.
- (4) A decision to terminate membership under subclause (3)(c) or (d) is to be made by –
 - (a) either the Captain or CBFCO; jointly with
 - (b) either the CEO or President.
- (5) Where a decision under subclause (2), (3)(c) or (3)(d) is unable to be agreed, the matter is to be referred to the local government.
- (6) The decision of the local government shall be final.
- (7) Members are eligible to reapply where membership has ceased for any reason.

4.4 Rights to object to or review of decision

- (1) If an application for membership is refused under clause 4.2, the CEO is to notify the applicant in writing as soon as practicable after the decision is made, of –
 - (a) the reasons for the refusal; and
 - (b) the right to object to the local government within 14 days of the date of notice.
- (2) If it is proposed that bush fire brigade member is to be suspended under clause 4.3(2) or terminated under clause 4.3(3)(c) or (d), the CEO is to notify the bush fire brigade member in writing as soon as practicable after the decision is made, of –
 - (a) the reasons for the intention to suspend or terminate the bush fire brigade member;
 - (b) the opportunity to respond and answer any matters which might give grounds for suspension or dismissal –
 - (i) in person or in writing to the CEO; or
 - (ii) to meet with a minimum of any three of the Captain, CBFCO, CEO; or President; and
 - (c) the right to object to the local government within 14 days of the date of notice, or such other time as may be agreed.
- (3) The decisions of any meeting in accordance with subclause (2)(b)(ii) of a bush fire brigade member with a minimum of any three of the Captain, CBFCO, CEO; or President –
 - (a) are to be made by simple majority; and
 - (b) may revoke, vary or confirm the original decision to suspend or terminate the bush fire brigade member.
- (4) The bush fire brigade member is to be notified in writing as soon as practical after a decision under

- subclause (3) is made, of –
- (a) the decision and the reasons for the decision; and
 - (b) the right to object to the local government within 14 days of the date of notice.
- (5) The local government may dispose of an objection by –
- (a) dismissing the objection;
 - (b) varying the decision objected to; or
 - (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by a minimum of any three of the Captain, CBFCO, CEO; or President.
- (6) The local government shall give written advice of the decision made under subclause (5) to the person.

4.4 Existing liabilities to continue

The resignation, suspension or termination of a member under clause 4.3 does not affect any liability of the bush fire brigade member arising prior to the date of resignation, suspension or termination of membership.

4.5 Disagreements

- (1) Any disagreement between bush fire brigade members regarding normal brigade activities may be referred to the Captain.
- (2) Where a disagreement in subclause (1) is considered by the Captain to be of importance to the interests of the bush fire brigade, then the Captain may refer the disagreement to the CBFCO or to the local government.
- (3) Where a disagreement is referred to the CBFCO, the CBFCO may –
 - (a) determine the disagreement; or
 - (b) refer the matter to the local government.
- (4) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement referred to it.

PART 5 - GENERAL

5.1 Administration

All administrative matters of a bush fire brigade are to be managed by the local government, other than bush fire brigade specific internal arrangements.

5.2 Finances

All financial matters of a bush fire brigade are to be managed by the local government, other than bush fire brigade specific internal arrangements.

5.3 Equipment

All equipment purchased by the local government is the property of, and shall be insured by, the local government.

5.4 Consideration in the local government budget

In addition to funding made available through emergency services grants, the local government may provide further funding depending upon the assessment of budget priorities for the year in question.

Dated 24 August 2017

The Common Seal of the Shire of Narrogin was affixed by authority of a resolution of Council in the presence of –

L.N. BALLARD President

A.J. COOK, Chief Executive Officer.

10.3.013 LOCAL GOVERNMENT ACT REVIEW

File Reference:	19.6.3
Disclosure of Interest:	Nil
Applicant:	Shire of Narrogin
Previous Item Nos:	Nil
Date:	1 February 2018
Author:	Mr Aaron Cook – Chief Executive Officer
Authorising Officer:	Nil

Attachments

Local Government Act 1995 Review – Phase 1: Consultation Paper (inclusive of the responses from Council facilitated through a workshop).

Summary

Presented to Council are the responses to the Phase1: Consultation Paper resulting from the Briefing Session workshops.

Background

Late in 2017, the Minister and Department of Local Government commenced a review of the Local Government Act. The Western Australian Local Government Association (WALGA) then embarked on a proactive consultation process, which many Councils, including the Shire of Narrogin, progressed through their local Zone's under WALGA's direction.

The Minister then released the Phase 1: Consultation Paper which was significantly different to the papers WALGA was canvassing. Due to the Minister's release, the local Zone commenced a second round of consultation, but due to the CEO being on leave at the time, the Shire did not participate in the discussions.

Upon the release of the Phase 1: Consultation Paper the CEO prepared draft responses to the 150 page document and a workshop with Elected Members was facilitated within the December 2017 Briefing Session and again in a Special Briefing Session in January 2018.

Comment

Provided for Council endorsement are the responses, facilitated through Briefing Session Workshops with the Elected Members, to the Minister for Local Government and the Department of Local Government Sport & Cultural Industries' Local Government Act 1995 Review – Phase 1: Consultation Paper.

As the responses to the Consultation Paper have been workshoped it is not proosed to discuss this matter further. Should Council accept the responses the document will be provided to the Department for their inclusion prior to the closing date. Additionally, a copy will be provided to WALGA and the Zone secretariat.

Consultation

- Elected Members
- Executive Staff

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Endorse the attached Local Government Act 1995 Review – Phase 1: Consultation Paper and the responses contained within the document and provide this to the Department of Local Government Sport and Cultural Industries prior to the closing date for submissions.



Department of
**Local Government, Sport
and Cultural Industries**



Local Government Act 1995 review
Agile • Smart • Inclusive

Local Government Act 1995 **Review**

Agile • Smart • Inclusive – Local governments for the future

Phase 1: Consultation Paper

8 November 2017

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8 November 2017

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All or part of this document may be copied. Due recognition of source would be appreciated. If you would like more information please contact the Department of Local Government, Sport and Cultural Industries.

Minister's foreword

The McGowan Government is undertaking a review of the Act to modernise local governments and better position them to deliver services for the community.

Western Australia's local government system is unique in Australia and reflects the State's colonial heritage through the establishment of roads boards as some of the State's first forms of European municipal government.

While the *Western Australian Constitution Act 1889* provides for a system of local government throughout the State, the powers and functions of local governments are conferred by the *Local Government Act 1995* (the Act).

The review will be undertaken in two phases. Phase 1 of the review considers the following matters:

- meeting community expectations of standards and performance
- transparency
- making more information available online
- red tape reduction.

These matters address reforms that have the potential to modernise local government, empower and enable local government, meet community expectations for accountability and transparency, and relieve regulatory burden. Local government autonomy in decision-making remains a key feature of Western Australia's local government system.

Where possible, I would like the detail relating to the powers and responsibilities for local government to be addressed in regulations rather than a prescriptive Act to ensure that the legislation is more flexible and adaptable to changing needs.

This consultation paper seeks your comment to inform the government's position. While the consultation deals with specific matters, comment is welcome on all aspects of the Act.

This paper presents a range of options that aim to modernise local government, restore the reputation of the sector, simplify regulation and improve services. I seek your valuable feedback to inform this review.

Western Australians deserve local government that is smart, agile and inclusive.

Hon David Templeman MLA
MINISTER FOR LOCAL GOVERNMENT

Introduction

The *Local Government Act 1995* (the Act) provides the framework for Western Australian local government. Local governments are created by the Act which sets out the functions, responsibilities and powers of local government.

Western Australia has changed greatly since the Act was introduced in 1995. Public expectations of government and what can be achieved through technology have evolved. While the Act has been regularly amended, key aspects seem outdated.

It is time to modernise the Act to match public expectations of local government. As a consequence, the McGowan Government has committed to undertaking a review of the Act. The following principles underpin the review:

- Transparent – providing easy access to meaningful, timely and accurate information about local governments.
- Participatory – strengthening local democracy through increased community engagement.
- Accountable – holding local governments accountable by strengthening integrity and good governance.
- Efficient – providing a framework for local governments to be more efficient by removing impediments to good practice.
- Modern – embracing contemporary models for governance and public sector management.
- Enabled – local governments will be empowered to deliver for communities as autonomous bodies with powers and responsibilities specified in legislation.

The review will be conducted in two phases as outlined below:

Phase 1	Phase 2
Making information available online	Increasing participation in local government elections
Meeting public expectations for accountability	Increasing community participation
Meeting public expectations of ethics, standards and performance	Introducing an adaptive regulatory framework
Building capacity through reducing red tape*	Improving financial management
	Building capacity through reducing red tape*
	Other matters raised in phase 1 consultation

**matter to be dealt with in both phases*

While this consultation paper deals with the matters listed above in phase 1, responses and proposals for reform are invited on any aspect that contributes to the principles underpinning the review of local government legislation.

A second consultation paper will be released in 2018.

This review is examining all of the legislation that sets the framework for local government: the *Local Government Act* and the twelve sets of regulations that underpin it.

Local government makes a big difference in our everyday lives. Local governments define the places where Western Australians live, work and play.

In Western Australia's regions they are often a major employer and glue for communities. They can support local economies, businesses and the environment and have an important role supporting our communities, including vulnerable people and must carefully balance these competing priorities. Local governments have a tough job and often have to make controversial decisions.

Local governments are an expression of their community and like Western Australians communities, are increasingly diverse and face complex issues. They manage an aging population, provide safe and inclusive public spaces and deliver high quality services and infrastructure.

To meet contemporary community expectations, local governments need a contemporary legislative framework that provides boundaries for their operations. The framework will need to account for the diversity of Western Australia's local governments and the varying roles that they perform to service their unique communities.

While the Act establishes local government and the key rules for its operation, this Act is just one of many legislative instruments administered across multiple portfolios that inform how local governments conduct their business. For example, local governments' role in planning is defined in planning laws and their role in public health matters is defined in the *Public Health Act 2016*. Some of the matters raised in this review may therefore impact other legislation.

Consultation to date

Modernising the legislative framework by which local governments operate is a complex task. The views of local government, the community and business are all needed to achieve the best result.

In June 2017, a reference group was established to provide expertise and advice to the review. The reference group members are drawn from the:

- Western Australian Local Government Association (WALGA);
- LG Professionals Australia WA (LG Professionals WA);
- Western Australian Council of Social Service;
- Western Australian Electoral Commission;
- Regional Chamber of Commerce and Industry; and
- Western Australian Rangers Association.

In July and August 2017, the Department of Treasury and the Department of Local Government, Sport and Cultural Industries (the Department) hosted three red tape workshops. The workshops were attended by representatives from WALGA, LG Professionals WA and various industry groups.

In July 2017, the Department presented its findings to the Minister for Citizenship and Multicultural Interests' Multicultural Reference Group.

In preparing this consultation paper, the Department has also met with local governments, industry groups and community sector advocates on an individual basis.

Having your say

Submissions

The State Government invites submissions on the consultation. Submissions can be sent via:

completing the online submission form:

www.dlgsc.wa.gov.au/lgareview

email:

legislation@dlgsc.wa.gov.au

post:

LGA Review

Department of Local Government, Sport and Cultural Industries

PO Box 8349

Perth Business Centre

Western Australia 6849

Your submission will be made public and published in full on the Department's website unless you ask for it to be confidential. Submissions that contain defamatory or offensive material will not be published.

Submissions close on Friday 9 February 2018.

Community workshops

The Department will be conducting community workshops across Western Australia to promote the paper and seek your views.

Attend one of our workshops in your region and tell us how you think the local government legislation can be improved.

Details of the workshops are on the Department's website at

www.dlgs.wa.gov.au/LGARReview

About local government in Western Australia

Western Australia's constitution establishes a system of elected local government bodies empowered through State Government legislation.

Much of Western Australia's system of local government can be traced back to road boards created in the 19th century. Over the past 120 years, there have been various pieces of legislation establishing local municipalities and their functions. The most recent of these is the *Local Government Act 1995*.

Reflecting Western Australia's unique history and geography, the State has the nation's most diverse local government sector. The State's 137 local governments and the two Indian Ocean Territories feature the largest and smallest in the country by size, the nation's thirteenth most populous local government and the nation's least populous.

Over 90 per cent of the State's population live in the State's largest 40 local governments, with the remaining 10 per cent living in the State's other 97 local governments. The combined population of the State's 34 least populated local governments is less than 1 per cent of the State's total population.

All local governments regardless of their size or population are framed by the Act which in line with the power of general competence provides significant autonomy to local governments.

Councils appoint a Chief Executive Officer (CEO) to manage the day to day operations of the local government. The CEO is responsible for hiring all other local government staff.

The council is the primary decision-maker in the local government, although they can delegate some powers to an officer. The CEO is responsible for implementing council's decisions.

While the term is not used within the Act, local governments in Western Australia operate under the principle of 'general competence'. This means that local governments are autonomous bodies established to provide for the good government of persons in their district.

The degree of autonomy is an ongoing challenge. On one hand, many local governments believe that they do not have enough autonomy. On the other hand, some industry groups and members of the community are concerned that local government decision making is inconsistent, and that greater oversight and

accountability is required. This tension between autonomy and oversight is a constant and is not unique to Western Australia.

At the time of its introduction, the current Act was intended to replace prescriptive legislation with a broad outcomes-based framework. The Act reduced the number of areas where the Minister's approval was required down to 30, from approximately 150 in the previous Act.

The Act is still considered quite prescriptive, in the sense that it establishes rules for particular matters, especially as they relate to accountability, while giving local governments autonomy on other matters.

Given the diversity in their size, location and population, it is not surprising that local governments in Western Australia provide a variety of services, and to varying standards. All local governments in Western Australia provide core services including waste, roads, parks, playgrounds and gardens, as well as having statutory responsibilities in planning, development approvals, public health and various licencing requirements.

In response to community expectations, some local governments also provide other services such as community centres, libraries, swimming pools, gyms, child care, seniors and youth programs, environmental and land care programs, health programs, local infrastructure including marinas and airports, as well as programs to support tourism, local events and businesses.

In general, the scope and range of services provided by local governments are expanding. While some may argue that this is due to cost-shifting from other tiers of government, local governments ultimately determine the majority of the services they choose to provide.

While Western Australia's local government structure is unique, lessons can be learned from other jurisdictions. Victoria, New South Wales, Tasmania, and the Northern Territory are conducting, or have recently concluded, major reviews of their local government legislation.

Meeting community expectations of standards and performance

Local governments today have many complex responsibilities. They deal with potentially controversial matters such as town planning, assessment of development applications and domestic animal management, and provide an increasing variety of community services.

Elected members and local government officers have a challenging job and their communities have high expectations of standards, ethics and performance.

Largely, the Western Australian community is well served by local government. However, on occasion poor governance or ineffective management can result in community expectations not being met.

This review presents the opportunity to consider whether reforms are required to strengthen accountability by modernising the governance model that frames local government decision making and operations.

Areas where opportunities may exist include:

- improving relationships between council and administration,
- improving behaviour and managing misconduct,
- increasing training for elected members,
- reforming CEO selection and recruitment, and
- improving the way that a CEO's performance is reviewed.

1. Relationships between council and administration

Introduction

The effectiveness of a local government in Western Australia is largely dependent on the relationship the council has with the administration, primarily the CEO. Running alongside this is the requirement for a council to act independently when it is making decisions in the best interests of, and on behalf of, the community it was elected by.

Local governments are made up of several components:

Local government

The Western Australian *Constitution Act 1889* states that Parliament will maintain a system of local government throughout the State. This is given effect through local government legislation which confers powers and functions on local governments. A local government is a corporate body which can sue and be sued.

Council

The council is elected by the community and is the governing body of a local government. It is made up of between six and fifteen elected members and is led by a mayor or president. Councils are responsible for the governance of their local government's affairs and functions. This includes oversight of the planning and allocation of finances and resources, and the determination of local government policies.

Chief Executive Officer (CEO)

The CEO is employed by the council to head the administration and manage the day to day operations, or executive functions, of the local government and to implement council policies and decisions.

Staff

The staff are employed by the CEO to perform the functions of the local government.

The community

The community is comprised of residents, ratepayers including property owners that do not live in the district and those renting business premises within the district, as well

as the extended community that are impacted by council decisions but do not live within its district.

Defining the roles of council and administration

In 1995, when the current Act was introduced to Parliament, the then Minister for Local Government remarked in his second reading speech:

“There will be a clear specification of the roles of key players; that is, council, mayor or president, and councillors. This is designed to promote efficient administration at the local government level and to avoid conflicts caused by uncertainty. The lack of role clarity has led to some mayors/presidents and councillors becoming involved in administrative matters which should be handled by staff. The new Act will provide a clear distinction between the representative and policy making role of the elected councillors and the administrative and advisory role of the chief executive officer and other staff.”¹

Under the Act the council —

- governs the local government’s affairs; and
- is responsible for the performance of the local government’s functions, which includes (although is not limited to):
 - overseeing the allocation of the local government’s finances and resources; and
 - determining the local government’s policies.

The role of an individual councillor includes:

- representing the interests of electors, ratepayers and residents of the district;
- providing leadership and guidance to the community in the district;
- facilitating communication between the community and the council;
- participating in the local government’s decision-making processes at council and committee meetings; and
- performing such other functions as are given to a councillor by the Act or any other written law.

The mayor or president has the following additional roles:

- presiding at meetings in accordance with the Act;
- providing leadership and guidance to the community in the district;
- carrying out civic and ceremonial duties on behalf of the local government;
- speaking on behalf of the local government;

¹ Western Australia, *Parliamentary Debates*, Legislative Assembly, 31 August 1995, 7548-9 (Hon Paul Omodei MLA).

- performing such other functions as are given to the mayor or president by the Act or any other written law; and
- liaising with the CEO on the local government’s affairs and the performance of its functions.

The CEO’s functions under the Act are to:

- advise the council in relation to the functions of a local government under this Act and other written laws;
- ensure that advice and information is available to the council so that informed decisions can be made;
- cause council decisions to be implemented;
- manage the day to day operations of the local government;
- liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions;
- speak on behalf of the local government if the mayor or president agrees;
- be responsible for the employment, management, supervision, direction and dismissal of other employees;
- ensure that records and documents of the local government are properly kept for the purposes of the Act and any other written law; and
- perform any other function specified or delegated by the local government or imposed under the Act or any other written law as a function to be performed by the CEO.

Despite this, tension still arises within local governments. This appears to be due to a lack of understanding of the separation of powers between the council and the administration, or deliberate attempts to act outside this separation.

The diagram below sets out how the Department believes an effective relationship between a local government council and the administration should operate:

Separation of powers



While it is expected that training and education would clarify the roles of a council and the administration, the roles as currently defined are drafted broadly. Very little detail is provided about the tasks that should be undertaken by the council and the CEO.

Delegations

Councils may delegate certain functions and powers to the CEO or senior staff. Delegations are an important tool for local governments as they mean that many matters do not need to be considered by council, which saves time.

Different local governments delegate different powers, with some only delegating very limited powers to the CEO, while other local governments delegate everything, retaining only specific, stated powers.

Delegations are occasionally a point of contention between council and administration, and the decision whether to delegate certain powers is sometimes viewed as a test of the council's confidence in the CEO.

Across Australia

Each Australian jurisdiction has a broadly similar set of roles and responsibilities for their members of council. The table below highlights the differences.

Jurisdiction	Additional provisions relating to elected members, not included in the Western Australian legislation
New South Wales	<ul style="list-style-type: none"> To participate in the development of the integrated planning and reporting framework To make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor
Victoria	<ul style="list-style-type: none"> The role of a councillor does not include the performance of any functions that are specified as functions of the CEO
Queensland	<ul style="list-style-type: none"> To participate in council meetings, policy development, and decision-making, for the benefit of the local government area A member of a council has no direct authority over an employee of the council with respect to the way in which the employee performs his or her duties
South Australia	<ul style="list-style-type: none"> To participate in the deliberations and civic activities of the council

Jurisdiction	Additional provisions relating to elected members, not included in the Western Australian legislation
	<ul style="list-style-type: none"> • To keep the council's objectives and policies under review to ensure that they are appropriate and effective • To keep the council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review
Tasmania	<ul style="list-style-type: none"> • To develop and monitor the implementation of strategic plans and budgets • To determine and monitor the application of policies, plans and programs for: <ul style="list-style-type: none"> ○ the efficient and effective provision of services and facilities ○ the efficient and effective management of assets ○ the fair and equitable treatment of employees of the council • To facilitate and encourage the planning and development of the municipal area in the best interests of the community • To appoint and monitor the performance of the general manager • To determine and review the council's resource allocation and expenditure activities • To monitor the manner in which services are provided by the council • In performing any function under this Act or any other Act, a councillor must not– <ul style="list-style-type: none"> ○ direct or attempt to direct an employee of the council in relation to the discharge of the employee's duties; or ○ perform any function of the mayor without the approval of the mayor
Northern Territory	<ul style="list-style-type: none"> • To ensure, as far as practicable, that the council acts honestly, efficiently and appropriately in carrying out its statutory responsibilities • However, a member of the council has no power to direct or control staff, or to interfere with the management of staff

Defining the roles of council and administration: Guidance questions

- 1) How should a council's role be defined? What should the definition include?

It is felt that the definition should include facets of the wording from South Australia

- To participate in the deliberations and civic activities of the council
- To keep the council's objectives and policies under review to ensure that they are appropriate and effective
- To keep the council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review

And the Northern Territory

- To ensure that the council acts honestly, efficiently and appropriately in carrying out its statutory responsibilities
- However, a member of the council has no power to direct or control staff, or to interfere with the management of staff

- 2) How should the role of the CEO and administration be defined?

As per the Local Government Act.

- 3) What other comments would you like to make on the roles of council and administration?

It is proposed that stiffer penalties be applied to parties acting outside of their role creating conflict and issue.

- 4) Are there any areas where the separation of powers is particularly unclear? How do you propose that these are improved?

It is felt that greater training should be provided to ensure that clear understanding of the separation of duties is provided and the penalties of acting outside of this mandate.

Improving relationships between council and administration: Guidance question

- 5) Do you have any other suggestions or comments on this topic?

Nil

2. Training

Introduction

Elected members have a unique and challenging role. Internal support available to elected members is often limited, especially in smaller local governments.

They are elected officials who represent their often diverse communities and oversee multi-million dollar budgets. No qualifications are required to be a candidate. Elected members are often elected in contests where less than one third of eligible voters cast a ballot. Elected members are frequently elected unopposed in regional areas. The 2016 Census of Western Australian Elected Members conducted by the University of Western Australia on behalf of the Department found that approximately one in four elected members completing the survey had not completed year 12.

It could be argued that elected members should be provided with the knowledge and skills to be able to properly understand and perform their role.

Training for elected members has been recommended by successive inquiries and reports by the Corruption and Crime Commission. Making elected member training compulsory has also been raised.

Elected member training through the Country Local Government Fund

To encourage more elected members in regional Western Australia to participate in training, the State Government invested more than \$1.5 million over four years to provide subsidised training in four core areas.

Between June 2014 and June 2017, more than 500 individual elected members participated in at least one training unit of the Country Local Government Fund (CLGF) elected member training program. This represented approximately 55 per cent of the more than 900 elected members in regional areas who could have undertaken the training.

The program has achieved a breadth, if not depth of coverage, with 105 of the 109 country local governments represented at one or more sessions. There were 24 local governments which did not have a single elected member attend a training session.

On average, elected members who have attended training through the CLGF participated in 2.4 units. Some elected members attended the same course on multiple occasions with two elected members attending all four of the courses twice.

Elected members currently have access to training provided on a commercial basis by WALGA. WALGA provides training courses in topics including, but not limited to, serving on council; meeting procedures and debating; effective community leadership; and land use planning. WALGA's suite of training for elected members culminates in an Elected Member Diploma, through the Western Australian Training Accreditation Council. Undertaking any of these courses is currently voluntary.

Since 2013-14, WALGA has delivered more than 340 training courses to elected members across the State. Over the same period, approximately 70 elected members have enrolled in the Elected Member Diploma.

WALGA elected member training

	2013-14	2014-15	2015-16	2016-17
Courses delivered	61 (including 8 CLGF funded courses)	89 (including 31 CLGF funded courses)	90 (including 41 CLGF funded courses)	106 (including 76 CLGF funded courses)
Individual registrations	625 (including 41 registrations at CLGF funded courses)	899 (including 308 registrations at CLGF funded courses)	838 (including 423 at CLGF funded courses)	930 (including 595 at CLGF funded courses)

In some circumstances, elected members are required to receive training. Under the *Planning and Development (Development Assessment Panels) Regulations 2011*, elected members appointed as a Development Assessment Panel (DAP) members are required to complete training approved by the Department of Planning, Lands and Heritage. This requirement reflects that to perform certain duties elected members require specialist skills that they may not yet possess.

Across Australia

Until recently, South Australia was the only State that required elected members to be trained. However, across Australia, moves are underway to introduce mandatory training. New South Wales has amended its legislation to require councils to implement induction programs and professional development, and serious consideration is being given to the concept in Tasmania and the Northern Territory.

While training in Queensland is not mandatory, a culture of professional development has been embedded in the State, with 90 per cent of elected members and a high percentage of candidates voluntarily undergoing training.

Jurisdiction	Status
Western Australia	Voluntary
New South Wales	Mandatory Regulations under development
Victoria	Voluntary
Queensland	Voluntary – high participation rates due to use of an in-house training unit
South Australia	Mandatory: <ul style="list-style-type: none"> • A council must prepare and adopt a training and development policy for its members • Council policies must comply with training standards • The training standards cover introduction to local government, legal responsibilities, council and committee meetings, financial management and reporting
Tasmania	Voluntary - but under consideration
Northern Territory	Voluntary - but under consideration

2.1 Competencies required to be an elected member

With an operating budget of over \$4 billion and assets worth over \$40 billion, Western Australian local government is a big business.

Local government elected members take on a uniquely challenging role. They are responsible for representing their district and providing oversight for the complex operations of a local government, with varying levels of support from local government administration. The complex role of elected members is summarised in the councillor position description included as Attachment 1. This was developed by the Department in 2015 to assist potential candidates better understand the role.

In Western Australia, WALGA has developed an elected member learning and development pathway that includes courses covering matters like ‘serving on council’, ‘effective community leadership’ and ‘meeting procedures and debating’. Many of these modules are linked to units of competency under the National Training Qualification Framework.

In considering ways to provide elected members across Western Australia with the competencies required to do their difficult role, there may be benefits in identifying core training units as part of a new elected member professional development training package along with training units which provide advanced skills. These skills could include matters such as:

- the role of an elected member
- meeting procedures
- knowledge of the Local Government Act and other legislation
- understanding financial reports
- budgeting and rates setting
- long term financial planning
- town planning and approvals
- engaging with the community
- policy development
- recruitment and performance appraisal.

Elected member competencies: Guidance questions

6) What competencies (skills and knowledge) do you think an elected member requires to perform their role?

Many Elected Members gain a place on Council without any prior knowledge of the Local Government, the issues it faces and its decision-making processes. The core competencies may remain the same but if the Elected Member has no background understanding, then this limits their ability to act for a considerable period.

As such, it is proposed that Elected Members facilitate an online training course on how Local Governments function prior to nominating and as a pre-requisite should have attended a minimum number of Council meetings prior to nomination.

1. Meeting procedures
2. Interpreting Financial statements
3. Roles and responsibilities of Elected Members
4. Local Government Act and Legislation

7) Do these vary between local governments? If so, in what way?

The core competencies do not change; however, the issues between local Governments can be vastly different. Rural /Metropolitan, Regional/Beachfront, Large Population/Small Population etc.

2.2 Funding training

While the benefits of training are widely recognised, there is a cost to training. These costs include the actual fees for the training courses, travel costs (particularly for those in regional areas) and lost time from the elected member's job or business. Currently, the costs associated with training are variously met by local governments (the community) and individual elected members.

Some councils allocate funds towards the professional development of elected members and directly fund all or part of elected member training. In other cases, elected members undertake and pay for training as part of their role as an elected member or generally as part of their profession.

In the past, concerns have been raised that the benefits of dedicating funding to training elected members is constrained by the turnover in elected members. An elected member may only perform the role for a single four-year term. Countering this are the benefits gained by the local government and the community in having elected members who are well-equipped to perform their best. Turnover in new elected members may potentially be reduced if they felt more confident in their ability to undertake the role competently.

A local government's financial capacity will determine its ability to absorb the costs of training. Local governments with less revenue may find allocating funds for training more difficult than larger local governments. Similarly it will be costlier for country local governments to pay for travel to attend face-to-face courses.

One solution may be the establishment of a training fund to which local governments could contribute in proportion to their annual revenue. This would provide a means of sharing the costs of training across the sector.

Funding training: Guidance questions

8) Who should pay for the costs of training (course fees, travel, other costs)?

Most of the training should be provided online. In this way there is no reason why it can't be provided free of charge.

The Department currently leaves much of the training to WALGA and although they are good providers they need to charge for this service and it is very difficult for Elected Members to attend group training when the distances are great.

- 9) If councils are required to pay for training, should a training fund be established to reduce the financial impact for small and regional local governments? Should contribution to such a fund be based on local government revenue or some other measure?

This idea would not be supported by the Metropolitan Local Governments as they would in fact be paying for rural members to be trained. The solution is a greater number of training options ie more online availability than in person to enable more training to be provided. For example, for Narrogin Elected Members to attend a 4 hour training module, the Elected Member/s have 5 hours of travel for a four hour course. This even worse if you live in Lake Grace/ Menzies/Wiluna etc and would incur additional accommodation costs. The tyranny of distance for any Rural Local Government must be considered appropriately and provide alternative options to encourage them to attend training.

2.3 Mandatory training

Based on participation rates on the state-funded councillor training programs, it appears that providing heavily subsidised or free training does not provide sufficient incentive for many elected members to undertake training. To increase participation rates in training alternative methods are required.

Mandatory training would result in all local government elected members being better prepared to undertake their challenging role.

WALGA's 2008 *Systemic Sustainability Study* recommended that a comprehensive induction or foundational training program be mandated and supported by payments for attendance. The report further stated that, "More generally, a culture of continuing professional development for elected members should be encouraged to ensure ongoing exposure and insights to the role of local government."²

The Corruption and Crime Commission (CCC) observed in its report on the actions of the former CEO of the Shire of Dowerin that it was difficult see how the responsibilities of an elected member could be fulfilled without some training.

Reforms to require elected members to undertake an induction was also a recommendation of the City of Canning Inquiry.³

² <http://walga.asn.au/getattachment/Policy-Advice-and-Advocacy/WALGA-Advocacy-Position-Statements/2-2-2006-SSS-Panel-Report-In-your-Hands-Final-Report.pdf.aspx?lang=en-AU>

³ https://www.dlgs.wa.gov.au/publications/documents/inquiry_City_Canning_report.pdf

The case against requiring elected members to undertake mandatory training has three main arguments:

- training is not mandatory for State and Commonwealth parliamentarians;
- mandatory training would dissuade people from standing for office; and
- limiting the holding of office to people who have completed or will complete training is undemocratic.

It is difficult to assess whether mandatory training would dissuade people from standing for office. In regional Western Australia especially, unopposed elections are common. In the 2015 ordinary elections, 153 of the 169 (90 per cent) uncontested elections took place in country local governments.

While limiting the holding of office to those who have completed training or will complete training may seem to be undemocratic, it represents one of a series of pre-conditions to be an elected member. The eligibility criteria currently covers items such as not being insolvent, or having previously been convicted of a serious local government offence, or other indictable offence. It could be argued that being prepared to complete the training required to perform this important role could also be a minimum criterion.

In South Australia, mandatory training operates by requiring a local government to adopt a training policy that must comply with the training standard. The content of the training standard is specified in regulations.

Implementation of mandatory training would need to take into account the barriers that currently exist to training, including cost, time and access to training, particularly in regional and remote areas. Training would need to be made available in a range of modes, including online, to allow elected members throughout the State to undertake the training with minimal disruption to their working and personal lives.

Who should be required to undertake training?

One of the key questions around mandatory training is who should be required to complete training. It could apply to:

- all elected members,
- all elected members, with exemptions given to those who complete a recognition of prior learning process, or
- only first-time elected members.

Some local governments have previously advocated that only first-time elected members should be required to undertake mandatory training. Due to the relatively high turnover of elected members, requiring only first-time elected members to complete training would still result in a significant proportion of elected members

receiving training. At the 2015 ordinary local government elections, almost half of the candidates elected (306 of 655) had not previously served on council.

Training for all elected members regardless of their previous service would provide the greatest coverage and ensure the best performing councils. As noted in successive inquiries, experience does not necessarily equate to competence when it comes to the evolving and complex role of an elected member.

In addition, candidates could be required to complete an induction program as part of their nomination process. This would ensure that they better understood the role and responsibilities of the position for which they are nominating. In Western Australia, candidates are currently encouraged to attend web-based sessions to increase their awareness of the roles and responsibilities of elected members, but only a fraction of candidates participate. Requiring candidates to complete an induction could reduce the number of potential candidates but improve their understanding of the complex and challenging role they are preparing to undertake.

Mandatory training: Guidance questions

10) Should elected member training be mandatory? Why or why not?

Yes. The core subjects being “4” should be mandatory and achieved within the first two years of office. It is also felt that the prior to nominating, online fundamentals of Local Government and being an Elected Member should be mandatory.

11) Should candidates be required to undertake some preliminary training to better understand the role of an elected member?

Yes. Prior to standing for Council some training online should be required.

12) Should prior learning or service be recognised in place of completing training for elected members? If yes, how would this work?

Yes. There is no reason for this not to be the case if the Elected Member had been a serving officer that was involved in providing Council information and liaised with Elected Members within the last 5 years. Also for Elected Members that have served on any Council within the last 5 years.

13) What period should apply for elected members to complete essential training after their election?

It is felt that to complete the 4 “four” core required units, two years is sufficient time for this training to be completed.

1. Meeting procedures
2. Interpreting Financial statements

3. Roles and responsibilities of Elected Members
4. Local Government Act and Legislation

2.4 Continuing professional development

While there are benefits to training that builds essential basic skills, the ongoing professional development of elected members has the potential to improve and maintain capacity in the long-term.

Continuing professional development is an accepted part of many professions in fields like law, finance and accounting. Continuing professional development reflects the complexity of these professions and the need to be aware of innovations and changing requirements and responsibilities.

Being an elected member shares many of the complexities of these professions. Like these professions, elected members are best placed to serve the community if they are aware of evolving best practice in matters such as community engagement, planning, auditing and finance.

Continuing professional development also better equips elected members to perform their legislated functions and work constructively with the CEO to improve the efficiency and effectiveness of local government services.

Many elected members already undertake continuing professional development through training providers such as WALGA. WALGA's Diploma in Local Government is one example; however, training programs offered on topics such as planning, financial management, and governance are also available.

In New South Wales legislation was introduced in 2016 that requires elected members to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of the elected member. In doing so, New South Wales embedded continuing professional development as a requirement to be an elected member.

Requiring councils to adopt a training policy that incorporates the concept of continuing professional development is one option to build the capacity of councils through ongoing skills development and training.

Many professions require their members to gain a specific number of credit points each year by undertaking additional training. Relevant courses, seminars and other activities are allocated credit points on the basis of their duration and complexity.

Continuing professional development: Guidance questions

- 14) Should ongoing professional development be undertaken by elected members?

Yes. This should be encouraged but it should be mandatory to complete the core units, as stated previously, and attend other training provided where possible.

If so, what form should this take?

Other than the 4 mandatory units it is felt that training should be optional but encouraged.

Training: Guidance question

- 15) Do you have any other suggestions or comments on training?

Yes. If Local Government Elected Members require Mandatory training then State and Federal Members of Parliament should also be required to perform mandatory training to be prepared for their roles as they have more responsibility, accountability and utilise far more tax payers' funds than Local Government Elected Members will have decisions over.

3. The behaviour of elected members

The Act regulates the conduct of local government elected members and employees through provisions that prescribe:

- that each local government must adopt a code of conduct to apply to elected members and employees (which is managed by individual local governments);
- a system for dealing with ‘minor breaches’ by elected members (which is administered by the Local Government Standards Panel);
- a process for dealing with ‘serious breaches’ by elected members (which is administered by the Department with referral to the State Administrative Tribunal);
- offences against the Act; and
- powers⁴ for the Minister and/or Department to investigate where conduct impacts the ability of the local government to perform its functions properly.

In 2015, responding to concerns about the timeliness and effectiveness of the process raised through the Local Government Governance Roundtable, a review of the *Local Government (Rules of Conduct) Regulations 2007* and associated minor breach complaint administration was initiated.

The 2015-16 review analysed minor breach complaints received by the Panel between November 2007 and November 2015, considered inter-jurisdictional models and undertook targeted consultation with departmental officers, Standards Panel members, the WA local government sector and the State Solicitor’s Office.

The key concerns highlighted by the sector about the minor breach process during initial consultation were that:

- the process is perceived to be slow, legalistic and non-transparent; and
- there is low sector confidence in the Standards Panel and minor breach framework and concern that the original objectives are not being met.

The analysis of the minor breach complaints received since 2007 revealed that the regulations are poorly understood. Over 60 per cent of complaints received related to inconsequential conduct that posed no risk to the effective performance of the local government. The evidence suggested that many complainants appear to regard the system as a grievance mechanism, a political tool or a way to enlist the State in matters that should be resolved locally.

In contrast, some clearly dysfunctional behaviour that had potential to impact the effectiveness of council was found not to result in a minor breach because the conduct

⁴ under Part 8 of the Act

is not defined in the regulations or the conduct did not occur within the very narrow circumstances to which the regulation applies.

The focus of this 2015-16 review was on amendments to the regulations. The 2015-16 review also noted, however, that a relatively inflexible rules-based system is not well equipped to deal with the complexities of local government culture and sometimes volatile relationships, and is vulnerable to manipulations and misuse.

With the review of the Act it is timely to consider potential reforms to improve the overall framework for managing allegations of minor breaches.

3.1 Current Situation

Under the current Act, all local governments are required to have a code of conduct for elected members, committee members and employees.

This is in addition to rules of conduct set by regulations which elected members are required to observe. These are discussed in the following sections.

A code of conduct is required to include the information prescribed in the *Local Government (Administration) Regulations 1996*. This includes provisions relating to prohibited gifts, notifiable gifts, and disclosure of interest.

All other matters in a code of conduct are up to the local government to decide, as long as they are not inconsistent with the Act.

While codes of conduct are mandatory for local governments, they have limited enforceability. Non-compliance is to be dealt with by the local government as an internal disciplinary matter.

Across Australia

The differences between the systems in other States are contrasted below:

Jurisdiction	Code of conduct required?	Content	Enforceability for members and employees
Western Australia	Yes	The code must contain certain provisions as prescribed in regulations. The remaining content is left to the	Failure to comply with the code is interpreted as non-compliance with the Act. However, non-compliance is not defined as an

Jurisdiction	Code of conduct required?	Content	Enforceability for members and employees
		discretion of the local government, provided it does not contradict the Act.	offence or a form of misconduct in itself.
New South Wales	Yes	Local governments must adopt the model code of conduct as prepared by the Minister. The model may be supplemented with additional provisions, provided the existing model isn't contradicted.	Members who fail to comply with the code commit misconduct and can be reported for investigation. The code has no legislative effect on employees.
Victoria	Yes	The code must contain certain provisions as set in regulations. The remaining content is left to the local government's discretion, provided it does not contradict the Act.	Members who fail to comply with the code commit misconduct and can be reported for investigation. The code has no legislative effect on employees.
Queensland	No Conduct requirements are addressed by Act and Regulations. Code of conduct is optional.	None	The code has no application to councillors. Employees are required to comply with a code if one exists.
South Australia	No Conduct requirements are	None	Not applicable

Jurisdiction	Code of conduct required?	Content	Enforceability for members and employees
	addressed by the Act and Regulations. Code of conduct is optional.		
Tasmania	Yes	Local governments must adopt the model code of conduct as prepared by the Minister. Variations can be made if the regulations state that this variation is permitted. The model may be supplemented with additional provisions, provided the existing model isn't contradicted.	Members who fail to comply with the code commit misconduct and can be reported for investigation. The code has no legislative effect on employees.
Northern Territory	Yes	The code must contain certain provisions as set in regulations. The remaining content is left to the local government's discretion, provided it does not contradict the Act.	Members who fail to comply with the code commit misconduct and can be reported for investigation. The code has no legislative effect on employees.

As the above comparison shows, the jurisdictions differ regarding the requirements for a codes content.

Code of conduct requirements

As part of the review of the Act, the State Government is investigating whether codes of conduct are necessary and if so, whether the level of prescription should be changed.

The consideration of other jurisdictions raises potential options outlined below:

Option	Advantages	Disadvantages
Codes of conduct are no longer required.	<p>Increased autonomy for local governments.</p> <p>Mandatory conduct requirements could be addressed in regulations.</p>	<p>Local governments may not clearly specify (in any form) the standard of behaviour expected of employees and elected members leading to increased uncertainty about expectations.</p> <p>May require a strengthening of the Rules of Conduct Regulations.</p>
Codes of conduct are required but the content is left to the local government's discretion.	<p>Increased autonomy for local governments.</p> <p>Mandatory conduct requirements could be addressed in regulations.</p>	<p>Risk of code imposing improper requirements.</p> <p>Local governments may not clearly specify the standard of behaviour expected of employees and elected members leading to increased uncertainty about expectations.</p>
<p>Codes of conduct are required.</p> <p>The content of a code is partially prescribed in regulations, but is otherwise at the local government's discretion.</p>	Status quo	<p>Risk of code imposing improper requirements.</p> <p>Local governments may not clearly specify the standard of behaviour expected of employees and elected members leading to increased uncertainty about expectations.</p>

Option	Advantages	Disadvantages
<p>Codes of conduct are required.</p> <p>The content of a code is prepared by a local government and approved by the Minister.</p>	<p>The Minister's approval could prevent the imposition of improper or unclear requirements while maintaining local government autonomy.</p>	<p>Increased burden on Department and Ministerial staff to assess draft codes.</p> <p>Increased red tape.</p> <p>Reduced autonomy for local governments.</p>
<p>Codes of conduct are required</p> <p>Local governments must adopt a model code, with certain clauses subject to modification</p>	<p>Create more uniformity in the codes of conduct between districts.</p> <p>It will make codes of conduct easier to draft, since most of it will be derived from the model.</p>	<p>Reduced autonomy for local governments.</p>
<p>Codes of conduct are required.</p> <p>The codes will only cover the matters which local governments have a discretion to decide.</p> <p>All other matters are to be addressed in Act and Regulations.</p>	<p>The legislation will be reorganised to better reflect the role which a code of conduct serves.</p>	<p>These won't cause any practical changes to the current system.</p>

Codes of conduct: Guidance questions

- 16) Should standards of conduct/behaviour differ between local governments? Please explain.

The standards of Conduct should always be professional and, as such, no they should be the same across all Local Governments.

- 17) Which option do you prefer for codes of conduct and why?

It is felt that a model code should be adopted by Local Governments and in that would bring uniformity to the sector.

- 18) How should a code of conduct be enforced?

Depends on the offence of the Elected Member. If minor in nature then Council can deal with this internally (Although in most cases Elected Members would take no action) and when increasing in severity the penalties should be legislated or contained within the Model Code for financial penalties, public apologies, restrictions from sitting etc.

3.2 Regulation of elected member conduct: rules of conduct

Since 2007, the Act has provided for a disciplinary framework to deal with minor, recurrent and serious breaches of conduct by individual elected members. The minor breach system is intended to provide a mechanism to deter inappropriate conduct by individual elected members that may lead to council dysfunction, loss of trust between council and administration, impairment of the local government’s integrity and operational performance, and a consequent reduction in public confidence. The current minor breach system complements local government codes of conduct with enforceable standards for specified conduct that focuses on governance and integrity.

The foundation of the minor breach system is the *Local Government (Rules of Conduct) Regulations 2007*⁵. This provides for the reporting of contraventions of the regulations to the Local Government Standards Panel, which comprises members appointed by the Minister.

The current regulations are very prescriptive and an opportunity exists to introduce reforms that provide greater flexibility and agility to resolving allegations of breaches.

Across Australia

Jurisdiction	
New South Wales	Councils are required to adopt a Model Code of Conduct which outlines the expected standards of behaviour. The Code is a legal document.
Victoria	All councils must adopt a councillor code of conduct which needs to be publicly available on the council’s website. There are various levels of misconduct: Misconduct – repeatedly contravenes the councillor conduct principles or does not comply with the internal

⁵ enforced through the complaints process set out in Part 5 Division 9 of the Act

Jurisdiction

	<p>resolution procedure or sanctions imposed for breaching the code;</p> <p>Serious misconduct – behaviour that is more disruptive to good governance at a local level;</p> <p>Gross misconduct – breaches of the councillor conduct principles and certain sections of the Local Government Act (Vic).</p>
Queensland	<p>The Local Government Act (Qld) sets out the conduct and performance of councillors. Councils are responsible for managing inappropriate behaviour (low level matters that are not misconduct).</p> <p>Matters of misconduct (defined in the Act) are referred to a regional conduct review panel or the Tribunal.</p> <p>A mandatory, uniform Code of Conduct is proposed.</p>
South Australia	<p>Code of Conduct for Council Members is published in the <i>Gazette</i>. The Code applies to all elected members.</p> <p>The Code addresses general principles with which an elected member must comply and determines what is misconduct.</p>
Tasmania	<p>Model Code of Conduct sets out the standard of behaviour for all Councillors.</p> <p>The Model addresses a range of matters, including decision making, conflict of interest, use of office and use of resources.</p>

Current situation

The Rules of Conduct Regulations provide the general principles to guide the behaviour of elected members, including that they should:

- act with reasonable care and diligence
- act with honesty and integrity
- act lawfully, and
- avoid damage to the reputation of the local government.

While it is not a rule that elected members have to observe the principles set out in the regulations, there are a number of rules where non-compliance constitutes a minor breach. Alleged breaches are considered by the Standards Panel.

The Rules of Conduct prescribe the following behaviour as a minor breach:

Disclosing information

Regulation 6 states that an elected member must not disclose information that an elected member derived from a confidential document or acquired from a closed meeting (unless the information was from a non-confidential document).

There are a number of exceptions, including if the information is already in the public domain or provided to an officer of the Department, the Minister or a legal practitioner for the purpose of obtaining legal advice.

Securing personal advantage or disadvantaging others

Regulation 7 states that an elected member must not make improper use of the person's office to gain advantage for the person or to cause detriment to the local government or any other person.

Misuse of local government resources

Regulation 8 prohibits an elected member from using the resources of a local government to persuade electors to vote in a particular way or for any other purpose unless authorised by council or the CEO.

Involvement in administration

Regulation 9 prohibits an elected member from undertaking a task that contributes to the administration of the local government unless authorisation is granted by the council or CEO.

Relations with local government employees

Regulation 10 provides that an elected member is not to direct, attempt to direct or attempt to influence a person who is a local government employee.

It also prohibits an elected member attending a council meeting, committee meeting or other event where members of the public are present, from making statements that a local government employee is incompetent or dishonest, or from using offensive or objectionable expressions about a local government employee.

Disclosure of interest

Regulation 11 defines an interest as '*an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association*'.

In accordance with the regulations, a person who has an interest in any matter that is to be discussed at a council or committee meeting is required to disclose the interest both in writing to the CEO and at the meeting before the matter is discussed.

Interests referred to in the Rules of Conduct Regulations differ from financial and proximity interests defined under the Act. An interest in accordance with the Rules of Conduct Regulations does not preclude a member from participating in the matter to be discussed. Rather the interest needs to be noted at the meeting and recorded in the minutes. It is a minor breach if an interest is not disclosed.

Option 1: Streamlined Rules of Conduct

Option 1 proposes that the Rules of Conduct are streamlined and more emphasis is placed on conduct that is likely to:

- be a detriment to the local government,
- result in council dysfunction, or
- impair public confidence in decision making.

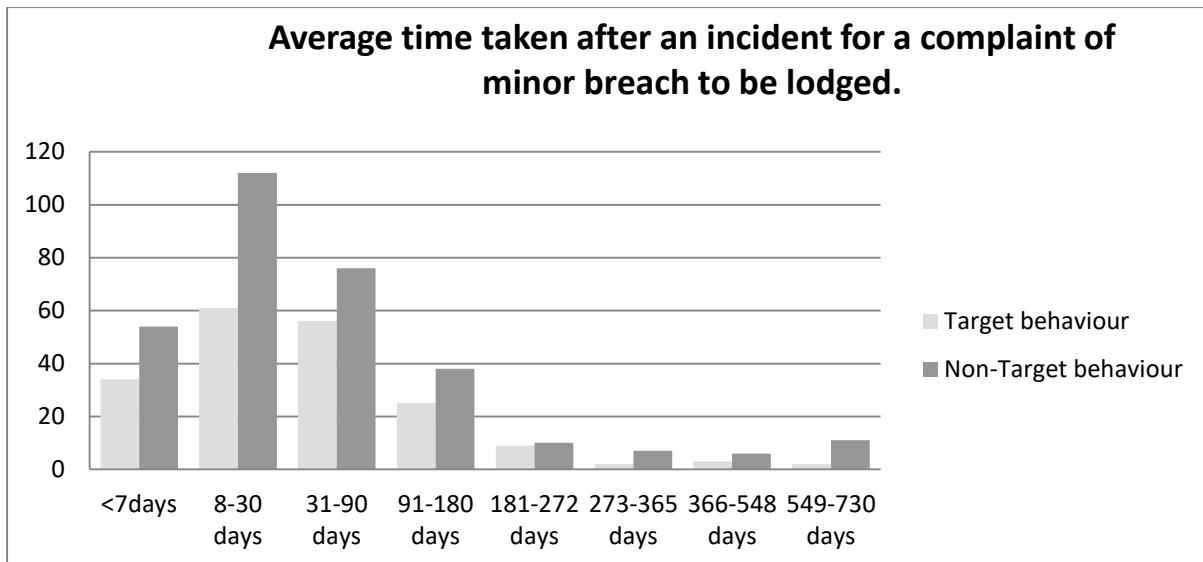
This option proposes to minimise the rules that constitute a minor breach and which are dealt with externally. It is intended that those which are removed will be captured under the local government's Code of Conduct and will be dealt with locally. This reinforces the principle of autonomy.

The streamlined rules will focus on:

- misuse of information,
- disclosure of interest, and
- securing personal advantage or disadvantaging others.

This will increase the responsibility of local governments to manage disputes at a local level. Matters relating to relationships between elected members, and between staff and elected members, could be seen to be more appropriately dealt with at a local level. This could result in those types of issues being dealt with more rapidly and before they escalate.

A review of complaints has identified that most complaints are made within three months of the incident, with very few made later than six months, as identified in the graph below.



Target behaviour is that which has significant potential consequences for local government integrity, performance or reputation. Non-target behaviour has no significant consequences for the local government.

The time limit for submitting a complaint could be reduced from the existing two years after the incident to three months, with a provision for an extension of up to 12 months to be granted in exceptional circumstances.

Streamlined rules of conduct: Guidance questions

19) Do you support streamlined Rules of Conduct regulations? Why?

Yes. Streamlining will assist if breaches are an issue at that particular Local Government. However, the adopted Code of conduct should outline what a minor Breach is and dealt with internally with recommended penalties and what a major breach is that will be dealt with externally by a standard panel and the potential penalties.

20) If the rules were streamlined, which elements should be retained?

The process needs to be very clear and Elected Members have absolute understanding of what is acceptable and what is not and what penalties will apply. This should all be contained within the model Code of Conduct.

21) Do you support a reduction in the time frame in which complaints can be made? Is three months adequate?

Yes. A reduction in timeframe is required from 2 years, however, three months is possibly too short and possibly 6 months would be more adequate.

Option 2: Revised disciplinary framework

Option 2 proposes that a disciplinary framework that is less prescriptive and more outcome-based is introduced. Such a scheme would require elected members to refrain from conduct likely to impair the integrity, operational performance or reputation of the local government, and they would be held accountable should they fail to do so. The focus would be on abuses of position, breaches of trust, dishonesty and bias that can be demonstrated.

Rule-based disciplinary models, such as the current minor breach system, are generally not able to capture all dysfunctional conduct, or exclude all minor lapses that might result in vexatious complaints. A more flexible outcome-based misconduct management model may provide greater focus on the impact, intent and context of the conduct. The investigation, evidence gathering and determination process required is likely to be considerably more resource intensive compared to the current situation or Option 1.

In a practical sense, the current Rules of Conduct regulations would be repealed and the Act would be amended to set out that an elected member is to refrain from:

- impairing the integrity of the local government;
- impairing the operational performance of the local government;
- impairing the reputation of the local government; and
- any other matters as set out in regulations.

All complaints where a person believed that the outcomes were breached would be submitted through the local government complaints officer (usually the CEO) to the reviewing body. The reviewing body would assess complaints based on whether the integrity, operational performance or reputation of the local government has been impaired, rather than whether a breach of a specific regulation has occurred. This proposal may create uncertainty as to what behaviours would constitute a breach and could result in an increase in the number of complaints received.

As with Option 1, the time limit for submitting a complaint could be reduced from two years after the incident to three months, with provision for an extension of up to 12 months to be granted in exceptional circumstances.

The options for complaint management are discussed in the next section.

Revised disciplinary framework: Guidance questions

- 22) Do you support an outcome-based framework for elected members? Why or why not?

Yes. It must be noted that this section does not discuss Outcome Based Frameworks? And as such this question is difficult to answer. The actions that should be set out, is felt should include:

- impairing the integrity of the local government;
- impairing the operational performance of the local government;
- impairing the reputation of the local government; and
- any other matters as set out in regulations.

23) What specific behaviours should an outcomes based framework target?

As above

3.3 Other matters recommended in the 2015-16 review

Application of Rules of Conduct

The 2015-16 review recommended that the rules governing behaviour be extended to candidates in local government elections. In this case sanctions would only apply for any minor breaches if the candidate was ultimately elected. This change would ensure that all nominees for election would be held to the same high standard of behaviour, as currently councillors seeking re-election must conform with the rules of conduct while other nominees do not.

Application of the Rules of Conduct: Guidance question

- 24) Should the rules of conduct that govern behaviour of elected members be extended to all candidates in council elections? Please explain.

Yes. It should as the sooner that persons are aware that their behaviour will, if poor, will result in action being taken, which may result in less poor decision making by feeling that they are outside of the rules.

Offence provisions

It was further proposed that the restriction relating to improper use of information acquired in the performance of their role apply to persons who were formerly elected members, for a period of 12 months after their separation from local government. This offence carries a maximum penalty of \$10,000 or imprisonment for 2 years, and currently only applies to elected members, committee members and employees.

Offence Provisions: Guidance questions

- 25) Should the offence covering improper use of information be extended to former members of council for a period of twelve months? Why?

Yes it should; however, the question has to be asked why limit it to 12 months. If the person utilises sensitive information in the future outside of the 12 months this can still damage the organisation or other Elected Members to gain a goal. This is more the case if the information is obtained through confidential means.

- 26) Should this restriction apply to former employees? Please explain.

Again as above yes if information is obtained as part of their role and if obtained confidentially this should not be used to damage the Council or staff or organisation.

Confidentiality

Currently, the Act restricts a person who makes a complaint or becomes aware of any detail of a complaint made during the campaign period from disclosing that a complaint has been made or any details. This restriction applies up until election day. This provision was inserted to prevent the complaints system being used as a tool in an election period against a candidate seeking re-election.

The 2015-16 review proposed that this restriction on the disclosure of the existence or details of a complaint apply at all times and not only during campaign periods.

Confidentiality: Guidance question

- 27) Is it appropriate to require the existence and details of a complaint to remain confidential until the matter is resolved? Why?

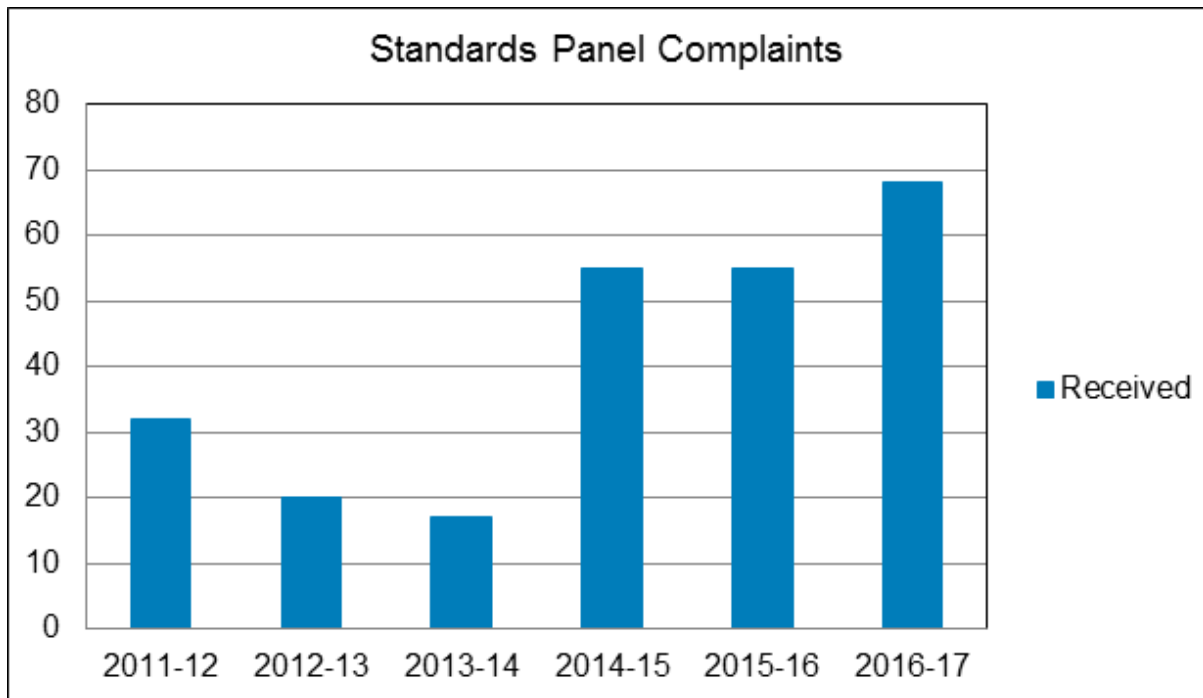
No. The complaint should not be confidential. If it is proven that there is no substance to the complaint then this will be advised at the point when the matter is resolved.

3.4 Reforms to the Local Government Standards Panel and the means to review alleged breaches of the Rules of Conduct Regulations

The Local Government Standards Panel⁶ currently reviews alleged breaches of the Rules of Conduct Regulations. In practice, most local governments and most elected members have little or no contact with the minor breach system. Between the commencement of the system in late 2007 and August 2015, 68 per cent of the total minor breach allegations (343 allegations out of 507 in total) were generated from less than 10 per cent of the State's local governments and involved complaints against just 6 per cent of all elected members. 80 local governments have not used the system at all.

A graph of the number of complaints received by the Panel since 2011-12 shows that there have been large increases in complaints over the past three financial years.

⁶ The Standards Panel is established by the Minister under section 5.122 of the Act and provisions about the Panel are outlined in Schedule 5.1.



While the minor breach system appears to be supported in principle by the local government sector, the current system can be slow, and does not necessarily allow for early intervention to address inappropriate behaviour. The significant number of complaints – and procedural fairness requirements – mean that the process is lengthy. The goal to deter inappropriate conduct by individual elected members may consequently be lost. A breach finding may be an overreaction to a matter which is relatively minor, and which could be better dealt with in other ways.

Of the 59 complaints of minor breach that were finalised by the Panel during 2016-17⁷, the Panel made findings that:

- 14 minor breaches had occurred
- No minor breach had occurred in relation to 22 complaints.

Of the remaining complaints:

- There were five complaints that were finalised on the basis that the Panel did not have jurisdiction to consider them or there was no allegation of minor breach.
- There were 10 complaints which were finalised by becoming suspended as a consequence of the councillor, the subject of the complaint, ceasing to be an elected member.
- The Panel refused to deal with eight complaints because it was satisfied that the complaints were either frivolous, trivial, vexatious, misconceived or without substance.

⁷ Local Government Standards Panel Annual Report 2016-17
[http://www.parliament.wa.gov.au/publications/taledpapers.nsf/displaypaper/4010618aa75348cc3a9c03324825819a0019a8c7/\\$file/618.pdf](http://www.parliament.wa.gov.au/publications/taledpapers.nsf/displaypaper/4010618aa75348cc3a9c03324825819a0019a8c7/$file/618.pdf)

Across Australia

Jurisdiction

New South Wales Local governments are required to manage any breach to the Model Code of Conduct at a local level, including the appointment of a person to review allegations. Council is required to establish by resolution a panel of conduct reviewer. Councils may share a panel of conduct reviewers⁸.

Victoria Local government councils are required to have an internal resolution procedure to address a breach of a code of conduct, including providing for an independent arbiter.

If the elected member does not comply with the internal resolution process or repeatedly breaches the code of conduct (considered misconduct), the breach is referred to an independent Councillor Conduct Panel. The Councillor Conduct Panel is established by the Minister for Local Government and comprises legal and non-legal members (five members in total).

Queensland The Regional Conduct Review Panel is an independent body established under the *Local Government Act 2009* (Qld) to hear and decide on complaints of misconduct. The Panel consists of three members from a pool of suitably qualified persons appointed by the Department. The Panel is supported by the Department.

A Remuneration and Discipline Tribunal is also established to deal with remuneration for elected members and determine cases of serious misconduct. The Tribunal consists of three people appointed by the Governor.

Changes are proposed to this system following a report tabled in Parliament in July 2017 recommending the introduction of an Independent Assessor to consider all complaints against councillors⁹. The Assessor will be able to assess and prosecute complaints.

The report follows an independent Councillor Complaints Review Panel that was appointed in April 2016 to review

⁸ <https://www.olg.nsw.gov.au/sites/default/files/Procedures-for-Administration-of-Model-Code-of-Conduct.pdf>

⁹ <https://www.dilgp.qld.gov.au/resources/publication/local-government/councillor-complaints-review-report-government-response.pdf>

Jurisdiction

	how complaints about local government councillors were dealt with ¹⁰ .
South Australia	<p>The Code of Conduct outlines the review process for complaints and misconduct.</p> <p>Complaints of misconduct, which are specified in the Code of Conduct, can be reported to the Council, Ombudsman, Electoral Commission (for specific breaches) or Office for Public Integrity.</p>
Tasmania	The Minister has established a Local Government Code of Conduct Panel which is responsible for the investigation and determination of code of conduct complaints.

Option 1: Status Quo

Option 1 is to maintain the Status Quo where all complaints against the Rules of Conduct Regulations are referred to the Standards Panel. The three person Panel consists of a person from the Department, a person who has experience as a member of a council and a person with relevant legal knowledge.

While the Act provides that more than one panel can be established, to date only one has been created. Currently, the Panel meets at least monthly and considers four or more complaints at each meeting, depending on the complexity of the complaints.

Local governments are charged for processing minor breach complaints. The fee reflects the time spent by the legal panel member on the complaint. No fee is charged to the person making the complaint, and elected members found to have committed a breach are not required to repay the local government.

Local governments paid approximately \$1,187 per complaint in 2016-17 (with an average of 1.7 allegations per complaint), but the real cost to the public is likely to be several times this amount, once State and local government administrative costs are factored in, including the time of the other panel members. In addition there are intangible costs such as reduced local government productivity and distress to participants.

Amendments made to the Act in 2016 introduced the ability for the Panel to refuse to consider frivolous, vexatious and misconceived complaints and those lacking in

¹⁰ <https://www.dilgp.qld.gov.au/resources/publication/local-government/councillor-complaints-review-report.pdf>

substance. While potentially reducing the time taken to consider and rule on complaints, resources are still required for assessment and the recording of decisions.

Option 2: Sector Conduct Review Committees

Under this option, minor breach complaints would be processed by the local government complaints officer and forwarded to a sector-based Conduct Review Committee.

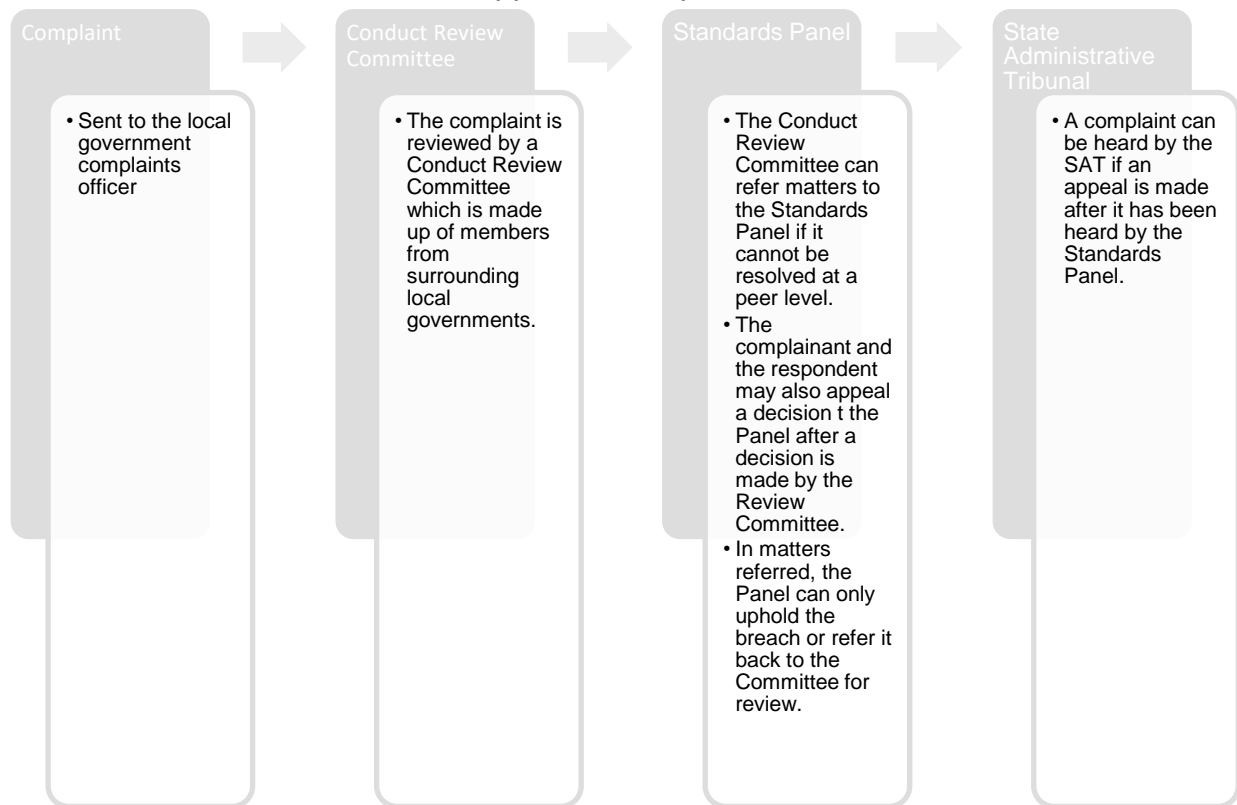
The Conduct Review Committee would be limited to the following actions:

- dismissing the complaint due to non-compliance
- dismissing the complaint for being trivial, frivolous or vexatious or without substance
- ordering mediation
- ordering a public apology
- directing the complaint to the Standards Panel.

The Conduct Review Committee could refer a matter to the Standards Panel if it believes that a breach warrants the Panel's involvement. Regulations could prescribe matters that must be sent directly to the Panel.

Under this model, a pool of potential members for the Conduct Review Committee would be established. Membership could be sought from one or more of the following groups: elected members, people with local government experience and independent stakeholders. Appointments to the pool could be made by the Director General of the Department, which is consistent with the Queensland model. Alternatively, assessment of the applications to be included in the pool could be made jointly by the Director General of the Department, WALGA and LG Professionals WA.

The flow chart below outlines the approach of Option 2:



A party to the complaint would be able to seek a review by the Standards Panel, with regulations setting out the circumstances where this could occur. The State Administrative Tribunal would remain the ultimate appeal body.

The local government from which the complaint originated would be responsible for the cost of establishing the Conduct Review Committee, including travel and accommodation expenses. This option may incur additional costs to cover committee membership expenses.

It is expected that this option would reduce the number of complaints referred to the Standards Panel and would speed up the review of minor breach complaints. A further potential advantage is that it could lead to greater support being provided by the sector to a local government that was experiencing multiple complaints being lodged.

Guidelines could be prepared similar to those in New South Wales for the Conduct Review Panels to assist Conduct Review Committee members understand their duties and obligations.

Sector conduct review committees: Guidance questions

- 28) What do you see as the benefits and disadvantages of this model?

The advantage is that the process might be resolved quicker with more relevant knowledge of the person and behaviours if the Conduct Review Committee is established with surrounding Local Government Members. The issue that might arise with this is that it might be hard to find participants if the surrounding Councils know the person well.

- 29) What powers should the Conduct Review Committee have?

To dismiss frivolous and vexatious claims and only deal with absolute minor breaches that would be dealt with a low level or internally.

- 30) In your opinion what matters should go directly to the Standards Panel?

Fraud and serious breaches, and people who are serial offenders.

- 31) Who should be able to be a member of a panel: elected members, people with local government experience, independent stakeholders?

This needs to be a mix by persons who are held in high esteem but are now not in the sector and are independent to the Council in question.

- 32) Who should select the members for the pool?

The Department and or Minister via an application process.

- 33) How many members should there be on the Review Committee?

Three to Five.

- 34) Are the proposed actions for the Review Committee appropriate? If not, what do you propose?

Yes

Review of elected member non-compliance: Guidance questions

- 35) Which of the options for dealing with complaints do you prefer? Why?

Option 2 as it is hoped that this would allow the complaint to be resolved quicker and at a more local level.

- 36) Are there any other options that could be considered?

Nil

- 37) Who should be able to request a review of a decision: the person the subject of the complaint, the complainant or both?

Both parties should be able to request a review.

3.5 Sanctions and other Standard Panel matters

Section 5.110(6) of the Act outlines the actions that the Standards Panel can impose when a minor breach is found:

- dismissing the complaint (the breach is found but no sanction is applied)
- ordering that the person must undertake specified training
- ordering that the person must publicly apologise
- ordering that the person be publicly censured.

Across Australia

Jurisdiction	Available sanctions
New South Wales	A full spectrum of sanctions is available as matters can be dealt with by councillors, the general manager or the New South Wales Civil and Administrative Tribunal. This includes censure, training and the requirement to apologise.
Victoria	Following an internal review of a code of conduct breach, a council can: <ul style="list-style-type: none">• direct an elected member to apologise• direct an elected member to not attend up to, but not exceeding, two council meetings• remove the elected member from committees or representative roles of the local government.
Queensland	The Remuneration and Discipline Tribunal, which considers cases of misconduct, has various powers available including ordering that an elected member: <ul style="list-style-type: none">• receive counselling• make an apology• participate in mediation with another person• forfeit an allowance, payment, benefit or privilege• reimburse or make a payment to the local government. The Tribunal can also recommend to the Director General of the Department that they monitor the councillor or local government for compliance with the Local Government Act.

Jurisdiction	Available sanctions
	The Tribunal can recommend to the Minister that the councillor is suspended or dismissed or can make a recommendation to the Crime and Misconduct Commission or Police Commissioner to further investigate the conduct.
South Australia	Sanctions available to councils when dealing with complaints include: <ul style="list-style-type: none"> • take no action • pass a censure motion • request a public apology (written or verbal) • request the member attend specific training • resolve to remove or suspend the member from a position within council • request the member repay monies to the council.
Tasmania	A Code of Conduct Panel can apply the following sanctions: <ul style="list-style-type: none"> • a caution • a reprimand • an apology • counselling or training • suspension from office for up to three months (no allowances).
Northern Territory	A Local Government Disciplinary Committee can impose the following sanctions: <ul style="list-style-type: none"> • take no disciplinary action • reprimand the member • impose a fine • recommend to the Minister the member is removed from office.

Mediation

The Standards Panel cannot currently order that mediation is undertaken. A benefit of mediation is that it could address underlying issues and lack of understanding between elected members or between an elected member and another person. This is likely to lead to improved ongoing relationships and reduce the likelihood of the breach recurring.

Mediation: Guidance question

- 38) Do you support the inclusion of mediation as a sanction for the Panel? Why or why not?

This action has the potential to assist, but can also potentially make matters worse and as such both parties need to be accepting.

Prohibition from attending council meetings

In some cases, minor breach complaints relate to inappropriate behaviour at council meetings. If an elected member is found to have committed a minor breach of this nature, it may be useful if the Panel could direct the member to not attend council meetings for a set period. While this could be seen as a circuit breaker, it must be noted that there is likely to be a considerable period between the inappropriate behaviour and the sanction.

The member would not be suspended from undertaking their other duties as an elected member. This sanction could have a financial impact on the elected member if they are not eligible for sitting fees or allowances associated with attendance at those council meetings.

Prohibition from attending council meetings: Guidance questions

- 39) Do you support the Panel being able to prohibit elected members from attending council meetings? Why or why not?

Yes as Council cannot restrict an Elected Member from attending and is seen as a visible action taken if found guilty.

- 40) How many meetings should the Panel be able to order the elected member not attend?

This should be up to the standards panel and be dependent on the breach committed and its severity.

- 41) Should the elected member be eligible for sitting fees and allowances in these circumstances?

No

Compensation to the local government

Another sanction option could be to require the person who has been found to have committed a minor breach to pay the local government an amount of compensation. The amount that could be ordered would have a limit, such as \$10,000. It is expected

that this sanction would only be imposed in circumstances where there has been a clear financial impact to the local government.

This option exists under the equivalent breach systems in Tasmania, the Northern Territory, Queensland and South Australia.

Compensation to the local government: Guidance questions

- 42) Do you support the Panel being able to award financial compensation to the local government? Why or why not?

Yes. If the Elected Member has committed a Breach the Council should not be out of pocket.

- 43) What should the maximum amount be?

The maximum amount should be cost recovery with an upper limit stipulated to be \$10,000.

Complaint administrative fee

This option proposes that a fee accompanies a complaint when it is lodged with a complaints officer. In the event that a breach is found, the fee would be refunded to the complainant. If no breach is found, the fee would be retained by the Department to partly off-set some of the administrative costs associated with the panel proceedings.

The benefit of requiring a complainant to pay a fee is twofold. Firstly, it would encourage complainants to only lodge a complaint where, in their opinion, there is strong evidence of a breach. It is expected that this would encourage more complaints to be dealt with at a local level and reduce the use of the Panel as a mechanism for dealing with personal grievances.

Secondly, a reduction in the number of trivial or vexatious complaints that need to be considered by the Panel will allow the Panel to consider breaches which may be causing serious dysfunction in a more expedient manner.

An administration fee for lodging an application is currently required by other bodies, such as the Liquor Commission Western Australia and Racing Penalties Appeal Tribunal.

Complaint administrative fee: Guidance questions

- 44) Do you support this option? Why or why not?

Yes. To reduce the number of trivial and vexatious complaints being made.

- 45) Do you believe that a complaint administrative fee would deter complainants from lodging a complaint? Is this appropriate?

Yes

- 46) Would a complaint administrative fee be appropriate for a sector conduct review committee model? Why or why not?

It depends on the situation but if there is genuine cause for concern then Yes and if the review was undertaken, regardless of the findings, the fee should be returned to the applicant as the sector recognised there may be an issue.

- 47) What would be an appropriate fee for lodging a complaint?

The fee needs to be accessible for people on low incomes; however, the fee should be a minimum of \$50-\$100, possibly a pensioner discount?

- 48) Should the administrative fee be refunded with a finding of minor breach or should it be retained by the Department to offset costs? Why or why not?

If a minor breach has occurred then there was merit for the investigation so the fee should be returned.

Cost recovery to the local government

An alternative to imposing a financial sanction is to require the elected member who has committed the breach to reimburse the local government the cost of the panel proceedings. Currently, the local government pays the cost.

Cost recovery to local government: Guidance questions

- 49) Do you support the cost of the panel proceedings being paid by a member found to be in breach? Why or why not?

This appears to be a fair response if proven the breach occurred and could be removed from their sitting fees etc; however, if they depart Council by resignation then Council should have the right to seek these funds through debt collection.

Publish complaints in the annual report

This proposal is that local governments are required to publish in their annual report the number of minor breach allegations, the number of findings of breach and the costs reimbursed to the Standards Panel relating to those complaints. This would increase transparency to the community and make elected members more accountable for their actions.

This is a requirement under the Tasmanian framework for dealing with the conduct of elected members. New South Wales also requires a statistical report of complaints to be published within three months of the end of September each year.

Publication of complaints in the annual report: Guidance question

- 50) Do you support the tabling of the decision report at the Ordinary Council Meeting? Why or why not?

This point needs to be very clear and currently it is not. In the guidance above it is discussing minor breach allegations against Elected Members, not minor complaints that may not be breaches of conduct. In addition, what action apply if the allegations are proven false. If the breach is found to be true then appropriate recording should be made. If the breach is found to be false then this recording should be made if the Elected Member and Shire President agree.

Table decision report at Ordinary Council Meeting

This proposal is that the council is required to table any decision reports which result from a minor breach finding against one of their elected members at the next Ordinary Council Meeting that is open to the public.

Currently where there is a breach finding the report is published on the Department's website. This proposal is more likely to ensure that all elected members and the local community are made aware of the minor breach finding.

This is a requirement under the Tasmanian framework. It is expected to increase transparency while acting as a deterrent.

Tabling decision report at Ordinary Council Meeting: Guidance question

- 51) Do you support this option? Why or why not?

This would result in the breach being public knowledge and it is felt that this would potentially act as a deterrent and if proven would be public record anyway. As such the response is Yes.

3.6 Elected member interests

The Act requires elected members to disclose any financial interest they have. They are not allowed to participate in decision making related to that interest¹¹.

Section 5.63(f) provides an exemption for members of not-for-profit organisations. Specifically, it states that if a member is, or intends to become, a member of a not-for-profit organisation, the member does not need to disclose a financial interest.

They are, however, required to disclose what is known as an ‘impartiality interest’ under the Rules of Conduct Regulations. This must be recorded in the minutes of the relevant meeting but does not limit the member from participating in the decision making.

This option proposes that the Act is amended to remove the exemption. This would mean that members of not-for-profit organisations would no longer be able to participate in discussion or decision making on matters relevant to that organisation.

While this would limit elected members’ ability to use their role to potentially benefit their organisation, it could also interfere with the decision making of councils. Elected members are often very involved with their communities and are members of various community groups. It is possible that a majority of elected members could be members of the same not-for-profit organisation. If they are prohibited from participating in decisions that relate to those groups, it could affect the ability of council to make a decision if there is no longer a quorum. The Act, however, contains two provisions to mitigate that risk.

Where a member has disclosed an interest, the other elected members at the meeting can decide that the interest is so trivial or insignificant to be unlikely to influence the member’s conduct or that the interest is common to a significant number of electors or ratepayers.¹² In these circumstances the other elected members can allow that member to participate in the discussions and vote on the matter. This must be recorded in the minutes.

An application can also be made to the Minister by the council or CEO when an interest has been disclosed.¹³ The Minister may decide to allow one or more members to participate in the decision making where this is necessary to provide a quorum or where it is in the public interest. The Minister can impose conditions on such an approval.

It could be argued that declaring an impartiality interest and having it recorded in the minutes is adequate to ensure transparency and accountability.

¹¹ Part 5, Division 6

¹² Under s 5.68

¹³ Under s 5.69

Elected member interests: Guidance questions

- 52) Should not-for-profit organisation members participate in council decisions affecting that organisation? Why or why not?

No. They should not as their judgement may be clouded by potential bias and should depart the meeting.

- 53) Would your response be the same if the elected member was an office holder in the organisation?

The response should be the same that they declare the interest and depart the meeting.

Improving the behaviour of elected members: Guidance question

- 54) Do you have any other suggestions or comments on this topic?

No

4. Local government administration

4.1 Recruitment and selection of local government Chief Executive Officers

Local governments are given considerable autonomy when it comes to employing a CEO. The Act requires a local government to employ a CEO that the council believes is suitably qualified.¹⁴ Regulations require the council approve the process used to select and appoint a CEO before the position is advertised. The Act also requires that the CEO's performance should be reviewed by council at least once per year. Local government CEOs are appointed under a contract with a maximum duration of five years.

As the employing authority, the council has the power to employ, review the performance and dismiss a CEO ensuring that the CEO remains accountable to the council. Some elected members believe, however, that CEOs have too much power, leaving the council with no option but to renew a CEO's contract and to agree to the conditions requested.

High profile cases of governance failures in recent years indicate that, in some cases, selection outcomes could be improved. Likewise, a common issue expressed by small, regional councils is the difficulty in attracting high-calibre candidates. Reforms to the way CEOs are recruited and selected would potentially assist in expanding the pool of recruits and finding the right people.

The importance of an effective local government CEO with a strong and healthy relationship with council has been identified by multiple independent inquiries including the 2012 Metropolitan Local Government Review (the Robson Report) and inquiries into the Cities of South Perth (2002) and Canning (2014), the 2003 report on the Act by the Western Australian Parliament Standing Committee on Public Administration and Finance, and the Corruption and Crime Commission's report into the actions of the former CEO of the Shire of Dowerin.

The pitfalls associated with CEO recruitment were highlighted in the independent inquiry into the City of Joondalup in 2005. Among other things, the inquiry found that the council had failed to run an appropriate selection process for their CEO which resulted in the appointment of a candidate who had misrepresented their qualifications. This ultimately led to the dismissal of the council. While the example from the City of Joondalup is over a decade old and can be viewed as an isolated incident, the provisions in the Act concerning CEO recruitment remain largely

¹⁴ Section 5.36

unchanged. Furthermore, it demonstrated that such issues can impact local governments regardless of their size.

This section examines whether improvements can be made in this area.

Across Australia

Jurisdiction	Provisions
New South Wales	New South Wales requires councils to use a merit based selection process and abide by equal employment opportunity provisions.
Victoria	A council must appoint a person after it has invited applications in a state-wide newspaper. In its Directions for a new Local Government Act paper, it is proposed to introduce the requirement for the Mayor to obtain independent advice when overseeing CEO recruitment.
Queensland	A council must appoint a 'qualified' person to be its CEO. A qualified person is someone that has the ability, experience, knowledge and skills that the local government considers appropriate.
South Australia	Councils are required to advertise the position in a state-wide newspaper and appoint a selection panel to make recommendations to the council on an appointment.
Tasmania	Councils are required to advertise the position but the Act does not currently prescribe principles or a detailed process. The draft bill provides the Minister with powers to specify the principles governing the selection of a general manager and their performance management.
Northern Territory	Legislation requires councils appoint CEOs in accordance with the relevant Ministerial guidelines.

Option 1: Local governments to engage the services of the Public Sector Commission to provide support and guidance to council during the selection of a CEO

A case has previously been made, most prominently in the 2012 Robson Report, that the Public Sector Commission (PSC) should be involved in the selection of local government CEOs. The rationale for this proposal is four-fold:

- the PSC is currently responsible for leading the recruitment of State Government agency CEO positions by examining the applications and making a recommendation to the Government;
- the expertise of elected members, as democratically elected representatives, may not necessarily extend to CEO recruitment and selection;
- elected members may not have the resources required to undertake a suitably intensive and wide-reaching recruitment and selection process to select a high-performing CEO, particularly if this process is to be conducted independently of the existing CEO; and
- local governments in regional areas have frequently reported difficulties in attracting suitably-qualified candidates. The involvement of the PSC in recruitment could expand the pool of available candidates.

Local governments could be encouraged, or required through amendments to the Act, to use the expertise of independent people approved by the PSC, or the PSC itself. Currently, local governments may use the services of a recruitment agency or other independent assistance. However, concerns exist with the overall quality and consistency of this support and the capacity of small local governments to pay for private recruitment services.

By adapting the process used to recruit State government CEOs, the PSC could support councils with recruitment by providing a shortlist of applicants. Council would then determine whether to appoint one of the shortlisted candidates or an alternative candidate.

Option 2: Councils to involve third-parties in CEO selection

The knowledge and experience within Western Australia's local government sector and the public sector more broadly represents an underutilised resource for councils when selecting a CEO. Greater assistance could be provided in two areas: in assisting with, or participating on the selection panel in an advisory capacity.

Under this approach, a list would be maintained of approved providers that are 'accredited' to provide expert advice to local governments during the selection of a CEO. The support provided could include general advice, recruitment and short-listing services, background checks on candidates and support to selection panels. Importantly it could include early discussion on the particular skills and experience required by the CEO to deliver that local government's Strategic Community Plan under direction of the council.

The list of approved people could include private recruitment agencies, representatives from peak bodies and independent senior public servants.

The availability of approved providers would ensure that all councils could access high-quality recruitment services. Local governments would be required to meet the costs associated with contracting private recruitment specialists but would benefit from a high-quality recruitment process.

This approach also proposes reforms that require a council to include an experienced panel member from another local government, peak body or public sector agency on the selection panel. This could improve the diversity of panels and better equip local governments in making this important decision.

Several entities may be suitable to perform the role of accrediting representatives: This could include the Department, the Local Government Advisory Board, or the Public Sector Commission.

Option 3: Local governments to adopt a CEO recruitment standard

A CEO recruitment standard could be developed in consultation with the sector. It could be required that local governments adopt the standard through amendments to the Act, or the sector could be supported in the application of the standards, by the PSC or other relevant third parties.

The standard could formalise the existing guidance on good practice for CEO recruitment and detail the matters that local governments should have regard to when selecting a CEO. It would set out steps or processes that should be undertaken.

The standard could draw on best practice guidance published by the Public Sector Commission and describe the characteristics and attributes that a CEO should possess together with desirable experience, competencies and qualifications.

Option 4: Status Quo

A council's autonomy in selecting a CEO is a fundamental element of the current Act. Reforms to the way CEOs are selected may be seen as a restriction on the autonomy of local governments. Most CEOs employed in the sector are highly competent and manage their local governments effectively. In addition, it can be argued that local government CEO positions are unique and elected members, who must work closely with their CEO, are best positioned to select a candidate. This does not, however, address any lack of skills or experience in the elected members who are undertaking the selection process.

Recruitment and selection of local government CEOs: Guidance questions

- 55) Would councils benefit from assistance with CEO recruitment and selection? Why?

Some councils would benefit from external assistance and many small councils who reject this would likely need it more than others that would accept the assistance. However, in this, there comes the cost of the assistance. Many LG's simply cannot afford the assistance to recruit a CEO and some that have spent the money have ended up with horror stories. As such, it should be recommended that Councils seek assistance, even if this is from their Regional Centre, if rurally based.

If a Department liaison officer, with experience working in Local Government, was to be provided, if requested at no cost, many Local Governments would gladly accept this guidance, help and support.

- 56) How could the recruitment and selection of local government CEOs be improved?

The Department should/could have a list of appropriately trained and skilled CEO's for each tier and this could be used when considering appointments. For example, if a person was a current CEO and was not on the list then questions would need to be asked as to why. Alternatively, the Department should have a list of CEO's that have wronged the sector previously, how and what occurred and the employing LG could consult this list to ensure that similar mistakes do not occur again in the future.

- 57) Should the Public Sector Commission be involved in CEO recruitment and selection? If so, how?

Yes but if so to have the LG's take up this offer it should not be mandatory and nor should there be an expense for this assistance.

- 58) Should other experts be involved in CEO recruitment and selection? If so, who and how?

It is better when consultants perform/facilitate the recruitment on behalf of the Elected members; however, again this should not be mandatory.

- 59) What competencies, attributes and qualifications should a CEO have?

This again is a difficult question as it is different for every Local Government as to what skills and attributes they require from the CEO. However, in this day and age they should be degree qualified and have a minimum of 5 years senior management experience within Local Government prior to being considered.

4.2 Acting Chief Executive Officers

From time to time due to the absence of the CEO it is necessary for the local government to appoint an acting CEO. Absences can be temporary, when the CEO is on leave or temporarily absent for other reasons; or permanent, when the CEO has resigned, died or when the CEO's employment has been terminated.

The Act states that an employee may act in the position of the CEO or senior employee for a term not exceeding one year without a written contract.¹⁵ The Act is silent as to who has the responsibility for appointing the acting CEO.

Competing arguments exist as to whether the appointment of an acting CEO should be the responsibility of the CEO, council, or council in conjunction with the CEO. It can also be argued that there is a difference between the appointment of an acting CEO for a temporary absence and a situation where the appointed CEO will not be returning to the position.

The process for appointing an acting CEO is usually set out in council policy. In the absence of such a policy, this matter can cause confusion, especially if the CEO is absent unexpectedly.

Across Australia

Jurisdiction	Provisions
New South Wales	Appointed by council, although legislation is silent on temporary vacancies for short term absences.
Victoria	Nil
Queensland	The council appoints a qualified person to act in the absence of the CEO.
South Australia	If the CEO is absent and there is a deputy, the deputy acts as the CEO. If not, the acting CEO is appointed by council.
Tasmania	Acting CEOs are appointed by the mayor and confirmed by the council. The legislation is silent on temporary vacancies.
Northern Territory	If the CEO is absent and there is a deputy, the deputy acts as the CEO. If not, the CEO nominates a person and informs the council.

¹⁵ Section 5.39(1a)

As illustrated above there is no one approach that has been adopted across Australia.

Acting CEOs: Guidance questions

- 60) Should the process of appointing an acting CEO be covered in legislation? Why or why not?

For short term relief for annual leave and sick leave legislative requirements are not supported as this complicates the matter for short period of time. However, if the Council wish to appoint an acting CEO in the instance of long term leave and or temporary replacement, then legislation would benefit but should be considerably easier than appointing a permanent CEO as the urgency would be far greater and in most instances is not planned.

- 61) If so, who should appoint the CEO when there is a short term temporary vacancy (covering sick or annual leave for example)?

A short-term vacancy should be appointed by the existing CEO if available to do so, if not then this should be the Shire President/Mayor. A limit to this short-term appointment should apply. For example, at the Shire of Narrogin the CEO can appoint for up to a maximum of 20 working days, however, after this time it would be presented to Council for endorsement.

- 62) Who should appoint the CEO if there will be vacancy for an extended period (for example, while a recruitment process is to be undertaken)?

It is felt that Council should appoint the Acting CEO for extended periods.

4.3 Performance review of local government Chief Executive Officers

The Act requires that the performance of each employee who is employed for a term of more than one year, including the CEO, is to be reviewed at least once every year.¹⁶ While the CEO is responsible for reviewing the performance of officers, it is the council that is solely responsible for reviewing the CEO's performance.

Councils have significant autonomy in selecting the method and means to review the performance of the CEOs. Some councils appoint a sub-committee of elected members, while others use external independent experts, including WALGA, to assist the process. For some councils, this can be a cursory assessment.

¹⁶ Section 5.38

Reviewing the performance of a CEO is a critical matter. Like recruitment, elected members may not have any expertise in performance review. The review of a CEO's performance can be particularly difficult when relationships between the council and CEO are not professional. Both hostile and overly friendly relationships between council and CEO can be equally problematic.

Across Australia

Jurisdiction	Provisions
New South Wales	<p>Section 338 of the NSW <i>Local Government Act 1993</i> requires general managers and other senior council staff to be employed under performance based contracts and empowers the Chief Executive of the Office of Local Government to approve a standard form of contract for the general manager and senior staff.</p> <p>Part 7 of the approved standard contract for General Managers requires councils and General Managers to enter into a performance agreement setting out agreed performance criteria and for their performance to be reviewed regularly based on the performance criteria</p> <p>The role of the mayor prescribed under legislation includes to lead performance appraisals of the general manager in consultation with the councillors.</p> <p>The Office of Local Government has issued guidelines on the appointment and oversight of general managers. These include information on convening of performance review panels, their membership and the performance review process.</p> <p>Councils are required to consider the guidelines.</p>
Victoria	<p>At least once each year a council must review the performance of its Chief Executive Officer (section 97A(1) of the <i>Local Government Act 1989</i> (Vic)).</p> <p>The Chief Executive Officer's contract of employment must specify performance criteria for the purpose of that person's performance reviews (section 95A(2)).</p> <p>There is currently no legislative requirement for a council to engage independent advice regarding Chief Executive Officer performance matters, nor is there an existing requirement for a council to maintain a policy concerning Chief Executive Officer performance.</p> <p>Reforms are being considered that will require all councils to have a CEO remuneration policy that broadly aligns with the policy that applies to executive positions in the Victorian Public Service.</p>

Jurisdiction	Provisions
	<p>The directions paper also proposes that each council's audit and risk committee monitor and report on the council's performance against the remuneration policy, and further proposes that councils obtain independent professional advice in overseeing CEO recruitment, contractual arrangements and performance monitoring.</p>
Queensland	<p>The council is solely responsible for the performance review of the CEO as led by the Mayor and has autonomy to do so (nothing is prescribed). This often involves a group led by the Mayor, sometimes consultants are involved and sometimes it involves all councillors led by the Mayor.</p>
South Australia	<p>The <i>Local Government Act 1999</i> (SA) does not prescribe specific standards or processes in relation to CEO performance.</p> <p>Each council must have a chief executive officer. The CEO's performance standards are set by council. Section 97(1)(iv) of the Act enables termination of the CEO's appointment based on, amongst other things, failings of '...any performance standards specified by the council or in any contract relating to his or her appointment'.</p> <p>Section 99 covers the functions and some expectations of the CEO role and the Act contains other requirements of the CEO, however, does not contain quantitative performance measures.</p> <p>The Office of Local Government publishes guidance material for councils. This material addresses the selection process for a CEO but does include a short section covering the setting of CEO performance criteria by a council.</p>
Tasmania	<p>Section 28(2)(d) of the <i>Local Government Act 1993</i> requires the council to appoint and monitor the performance of the General Manager. External recruitment firms specialising in executive appointments are often engaged to assist with the appointment process, but are not mandated in legislation.</p> <p>Councils generally appoint a Council Committee under section 23 of the Act to undertake performance reviews of General Managers and report to the full council. Some councils engage external consultants to assist with the performance review process but again this is not mandated.</p> <p>Amendments to the Act are currently being developed that would give a power to the Minister to develop Ministerial Orders regarding the appointment and performance of general managers. Specifically the Order would provide the processes and procedures to be followed by a council in monitoring the performance of a General Manager.</p>

Jurisdiction	Provisions
Northern Territory	While the Minister in the Northern Territory has issued guidance material, CEO performance review is a matter for the council.

Option 1: Approved third-party to be involved in the performance review of CEOs

As councils work with CEOs daily, they are uniquely positioned to assess CEO performance. Providing additional tools such as guidance material for councils to review performance is an alternative to legislative reform. Without the skills or expertise to use these tools, however, they may be of little benefit.

Elected members do not necessarily have the competencies or experience in conducting performance reviews and may face difficulties balancing the professional performance of the CEO with community concerns about the implementation of unpopular decisions.

Involving an approved third-party can mitigate some of these challenges and ensure that CEO performance is assessed based on evidence. It may result in more rigorous and fair performance reviews.

The Public Sector Commission manages performance agreements with State Government agency CEO's and equivalents. The role of the Public Sector Commission to participate in local government CEO performance reviews could be expanded by:

- providing advice to local governments;
- maintaining panels of experts that local governments could contract to assist with reviews; or
- participating in performance reviews with councils.

Other experts that local governments could involve include experienced elected members or senior public servants. Alternatively, councils could contract services from WALGA or other consultants.

Option 2: Local governments to adopt a CEO performance review policy

Councils adopting a CEO performance review policy that contains specified elements could achieve greater consistency between local governments and result in more rigorous and fair performance reviews.

Items to be included within a CEO performance review policy could include:

- who is required to participate in the performance review; and
- what matters should be considered in the review such as key performance indicators, benchmarks and progress towards achieving the Strategic Community Plan and Corporate Business Plan.

Requiring local governments to adopt a CEO performance review policy would mandate a practice that is already employed by some local governments across the State but could provide further guidance on the contents of such policies. This in turn may result in improvements to the conduct of CEO performance reviews.

Option 3: Local governments to conform to a standard for CEO performance review

Providing a standard for CEO performance review represents another option that could achieve greater consistency, fairness and rigour in CEO performance review. A standard would take the concept of policy a step further by specifying the methods for performance review and the matters to be considered.

Performance review of local government CEOs: Guidance questions

63) Who should be involved in CEO performance reviews?

Council should be the drivers of the Performance Review. It is acknowledged that many small LG's do not have the skill set to facilitate this but cannot afford to engage a consultant to undertake the review. It is felt that although a committee may be established to undertake the review all Elected members should contribute to the review through providing feedback. The Shire of Narrogin utilises the Audit Committee and this consist of the entire Council.

64) What should the criteria be for reviewing a CEO's performance?

This would have to vary from Council to Council as each LG has many varying requirements and issues, though assessment against predetermined KPI's should be mandatory.

65) How often should CEO performance be reviewed?

The review should be performed once per year, unless exiting the six-month probationary review and or there are specific issues or tasks that require formal review. As such more than one can be performed if required.

66) Which of the above options do you prefer? Why?

All options have merit but each have their issues. For example if option one is mandated who is to pay for the Third Party involvement? It will be the Council and many may not be able to afford this. As such, it should be encouraged but not mandatory. Option 2 the policy can only really outline the process for the review rather than the content as the content can change over the years and should not be locked in. Option 3: a standard review template has merit but again should be relevant to the size of the Council and their tier rating.

67) **Is there an alternative model that could be considered?**

A marriage of the three above would be preferred where by it is recommended that LG's utilise an external provider if the skill set does not sit within Council to perform the review, Council should have a procedure/policy relating to how and when the review will be performed and by who and a template should be provided by the department for Councils to consider utilising.

4.4 Extension or termination of the Chief Executive Officer contract immediately before or following an election

As an employee directly appointed by the council, a CEO contract may be extended or terminated by council at any time, though financial penalties will apply to early termination. This can create situations where a newly elected council dismisses the CEO immediately after an election, or where a council extends the contract of the CEO before an election for an extended period thus binding incoming elected members.

Dismissal of a CEO immediately after an election can be a political decision, rather than one based on performance and can lead to a lack of continuity and dysfunction during the time when a new council is settling in to their role. Western Australian legislation specifies that a CEO or senior employee who has their contract terminated is entitled to be compensated the value of the contract to a maximum of one year's remuneration, which means that while there is a financial consequence for terminating a CEO, it is not so great as to dissuade councils from terminating CEOs.

Council decisions regarding CEO contract management should be based on the CEO's performance and achievement. The current legislative framework does not provide significant protections to ensure that the grounds for extension or termination of the CEO are valid.

In New South Wales the Independent Local Government Review Panel¹⁷ recommended reforms that would introduce:

- a six month 'cooling off' period following a general election where a CEO's contract could not be terminated; and
- limits on the capacity of councils to extend CEO contracts prior to an election.

These reforms are being considered by the New South Wales Government.

A cooling off period could enable new councils and CEOs to establish a productive relationship, identify priorities and avoid potentially rushed or emotional decisions to remove a CEO.

Termination or extension of CEO contract around an election: Guidance questions

- 68) Would a 'cooling off' period before a council can terminate the CEO following an election assist strengthening productive relationships between council and administration?

Yes. If the relationship is broken then it will not repair and a cooling off period could make things even worse. If both parties are amicable then the action can take place. However, the question must be asked that if a new Council is elected and they are wanting to terminate the CEO then the question must be asked "Based on what evidence" and the Department should enquire. In this instance, a cooling off period of 6 months is potentially valid. In addition, this is only for relationship failures. Should there be failure of the CEO in their role or fraudulent behaviour then Council should have the right to terminate as seen fit and when.

- 69) What length should such a cooling off period be?

The cooling off Period should not be longer than 6 months.

- 70) For what period before an election should there be a restriction on a council from extending a CEO contract? Should there be any exceptions to this?

If the CEO's anniversary date falls within a certain period prior to the election why should this then be delayed for the election process to be facilitated? The new Elected Members even with 6 months sitting may not have any real relative experience as to what the CEO has undertaken and achieved! If there is to be any action the Review or contract extension

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<http://www.localgovernmentreview.nsw.gov.au/documents/LGR/Revitalising%20Local%20Government%20-%20ILGRP%20Final%20Report%20-%20October%202013.pdf>

should be brought forward to a minimum of 6 months prior to the Election period.

4.5 Public expectations of staff performance

Western Australian local government employees perform important roles delivering services, regulating local businesses, supporting communities and ensuring that the local governments themselves are well managed.

While the public has high expectations for public officers at all levels of government, the public expectations of local government employees may be heightened because the community interacts so frequently with local government employees.

Local government employees are entrusted with public money, and must make sure that their decision making is fair and free of bias, and that private information is stored and used appropriately.

With over 15,000 employees across Western Australia, it is not surprising that, on occasion, public expectations of staff conduct and performance are not met. In Western Australia, the Public Sector Commission is responsible for oversight of minor misconduct for public officers and for misconduct and education programs. Matters of serious misconduct and corruption are the focus of the Corruption and Crime Commission.

There are clear benefits to preventing misconduct and raising the standard of public officer performance and conduct. The first step is employing the right people.

In respect to employment, the Act states that a person should not be employed unless the CEO believes that the person is suitably qualified for the position. It further states that employment should be based on merit and equity without nepotism, patronage or discrimination.

Local governments have greater autonomy than the State public service in determining the methods of selecting, remunerating and managing their workforce.

The Public Sector Commissioner's Instruction No.2 Filling a Public Sector Vacancy applies to State government agencies but not local government. This means there are no uniform requirements that local governments must advertise positions other than the CEO or senior employee. Officers are not required to complete a probationary period or meet other criteria such as being an Australian citizen or permanent resident.

Likewise, unless specified by an individual local government recruitment process, applicants are not required to provide evidence of a criminal record check, working

with children check, health clearance or information regarding outstanding or completed disciplinary processes.

This gives local governments freedom to manage their operations more efficiently, but relies heavily on the diligence of CEOs.

Where oversight is not sufficient, poor workforce management decisions can be costly. Lack of diligence in the selection of staff can be particularly damaging in small local governments which have fewer staff. Remote local governments with small workforces are at greatest risk because they have fewer resources and may have difficulty attracting high quality applicants.

Many roles within local government involve significant levels of public trust. Some roles involve collecting and using private information, advising on important regulatory matters, procuring goods and services and enforcing local laws. Given the sensitivity and high public expectations of accountability, diligence and personal conduct in many local government roles, it could be argued that people found to have committed certain offences should be excluded from holding local government roles. Such exclusions would need to conform with discrimination laws.

Public expectations of staff performance: Guidance questions

- 71) Is greater oversight required over local government selection and recruitment of staff?

If due process is followed there should be no need for oversight unless, being a small Local Government, the skill set is not available and in that instance the regional centre could assist in these requirements.

- 72) Should certain offences or other criteria exclude a person from being employed in a local government? If so, what?

Having committed and being proven guilty of any type of fraud, should exclude employment in local government. Due to the nature of industry if failure to obtain a Working with Children's check should exclude working in local government. There should also be a working with the aged check as the same rule should apply as above. The reason is that all staff in local Government can come into contact with children and the aged.

Strengthening local government administration: Guidance question

73) Do you have any other suggestions or comments on this topic?

No

5. Supporting local governments in challenging times

The power of general competence means that the circumstances in which the State Government can reasonably intervene in local government affairs are limited. For instance, the State Government cannot intervene in lawful decisions made by a local government, even when these lawful decisions are inconsistent with broader community views.

Under the current Act, there are limited options for the State Government to implement remedial actions to ensure the good governance of a local government. This includes situations where a local government, a member of council, a CEO or employee has failed or is failing to comply with provisions under the Act or regulations.

There are also limited intervention options when there is reason to believe that a person or persons within a local government are engaging in behaviour adversely affecting the ability of council, its members or employees, or the local government to properly perform its functions.

In most cases, the need for remedial action is due to relatively minor issues in governance. Typically, a remedial action may be required because a local government:

- fails to meet statutory compliance requirements including budgeting, annual reporting or rate setting;
- does not comply with responsibilities under the Act or regulations including tender provision requirements or reviews of internal procedures; or
- poor relationships between the administration and the council impacting the performance of a local government's functions.

Remedial actions currently take the form of direct interventions. Suspending a council and installing a commissioner is an option of last resort and is neither an appropriate or effective approach to respond to the smaller governance issues that impact local governments from time to time.

A range of options and approaches is needed that is geared towards improving governance for the public, while supporting local democracies. These options ideally should be focused on intervening early, building capacity in local governments and working in partnership.

Across Australia

Jurisdiction	Provisions
New South Wales	<p>In New South Wales there are early intervention powers which are intended to provide the Minister with power to intervene early in a council that is experiencing difficulties. This may include the performance of a general manager (CEO).</p> <p>The Minister can issue performance improvement orders (PIO), and, in more serious circumstances, can suspend the governing body for up to 3 months (which can be extended for a further 3 months). A PIO can be aimed at addressing administrative deficiencies in the council.</p> <p>The Minister can appoint a temporary adviser to assist the council in implementing a PIO. Generally this is to assist the administrative body of council, but in some circumstances it is to assist the governing body.</p> <p>A financial controller can also be appointed to implement financial controls, and other functions relating to council finances, as specified by a PIO or a subsequent order appointing the financial controller.</p> <p>The cost is met by the Council.</p>
Victoria	<p>The Minister can appoint a municipal monitor at a local government to investigate complaints.</p> <p>The municipal monitor's function is to monitor council governance processes and practices, advise the council on governance improvements they should make, report to the Minister on any steps or actions taken by the council to improve its governance and the effectiveness of those steps, investigate any referred complaint received by the Minister, provide advice to and prepare a report for the Minister in relation to a complaint, and monitor and report to the</p>

Jurisdiction	Provisions
	<p>Minister on any other matters determined by the Minister.</p> <p>The cost is met by the Council.</p>
Queensland	<p>If information gathered by the department CEO shows a local government or councillor is not performing their responsibility properly or complying with the <i>Local Government Act 2009</i>, the information may be provided to the Minister along with recommendations about what remedial action to take. Remedial action is an action to improve the performance or compliance of a local government or councillor. The Minister may take remedial action that the Minister considers appropriate.</p> <p>Remedial action may include, for example, directing—</p> <ul style="list-style-type: none"> (a) the local government or councillor to take the action that is necessary to comply with the <i>Local Government Act 2009</i>; or (b) the local government to replace a resolution that is contrary to a <i>Local Government Act 2009</i> with a resolution that complies; or (c) the local government to amend a local law by removing a provision that is contrary to the <i>Local Government Act 2009</i> <p>If the local government is not performing appropriately, an advisor can be appointed. The advisor's role is to help the local government build its capacity to perform its responsibilities properly or comply with the <i>Local Government Act 2009</i> and perform other related duties as directed by the department CEO.</p> <p>If the local government is not performing appropriately, a financial controller can be</p>

Jurisdiction	Provisions
	<p>appointed to implement financial controls as directed by the department CEO; and perform other related duties as directed by the department CEO. Payments from an account kept by the local government require the financial controller's approval.</p> <p>The costs are paid to the State by the local government.</p>
South Australia	<p>Can appoint an administrator to undertake the affairs of the council if a council is dismissed for not undertaking its duties.</p> <p>The remuneration of an administrator is paid out of the funds of the defaulting council.</p>
Tasmania	<p>Can appoint a Commissioner to assist the Council, but no powers exist to assist with the administrative functions of the Council.</p> <p>The defaulting council is to pay the Commissioner.</p>
Northern Territory	<p>The Minister may establish a Commission of Inquiry to consider the affairs of a particular council. If deficiencies are identified, the Minister can recommend to the council specified remedial action to ensure the deficiencies are addressed. The Minister may place the council under official management if the deficiencies are serious enough or if the council has not remedied the situation. This applies to the council and not to the administration.</p> <p>Council pays for the official manager. The official manager has full power to transact any business of the council and perform any of its normal functions.</p>

Proposed Remedial Action Process

The introduction of more sophisticated ways to work with local governments to improve financial management, governance and performance has the potential to prevent large-scale issues and to strengthen local government capacity.

Currently, capacity building strategies, such as Better Practice Reviews, governance programs, service delivery reviews, asset management programs and tailored one-on-one support are employed. While these programs have strengthened local government capacity significantly, they are voluntary. As voluntary programs, their reach is limited to local governments that wish to participate and participation varies considerably across the sector.

The other tool available is a Directions Notice, which requires the local government to provide certain information.

Providing the State Government with the legislative power to formally implement a process to ensure local governments are providing good governance to their communities could take many forms including:

- issuing a remedial notice requiring the performance of an action or activity.
- the appointment of a person to the local government to assist local governments with a part of their operations.
- requiring the local government to participate in a capacity building program.

Through a remedial action process, matters could be addressed more quickly and efficiently. The proposed process would allow the State Government to direct local governments to address concerns where the capacity to do so exists, or in more serious cases, to appoint a person to the local government where specific expertise is required.

In contrast to the current approach, the process described below presents a range of options for working in partnership with a local government to deal with issues commensurate with the risk and, if necessary, provides ways to escalate the matter. Regardless of the severity, the proposed approach follows a repeatable sequence that allows a consistent, transparent but scalable approach to ensure good governance.

Under the proposed approach, if a local government fails to comply with the Act or regulations, behaves in a manner that affects the ability of the local government to perform its functions, or other factors considered relevant, a remedial notice may be issued to the local government.

The remedial notice would describe the matter of concern and the actions that the State Government has determined are required to resolve the matter. The remedial notice would be backed by the Act with legislative power as a written statutory direction

that would require, by law, that the notified recipient undertake works or activities detailed in the notice.

If the matter detailed in the remedial notice is addressed then the remedial action process would be completed. This would be typical in breaches of the Act for minor matters.

However, if the matter is not resolved satisfactorily, the revised approach presents options for scaled, proportional responses. One option that has been identified previously is appointing a person to assist the local government to implement strategies to resolve the matter.

In 2016, this approach was used on a voluntary basis to assist a shire to strengthen its financial management. This arrangement has been successful and presents an option for improving performance of local governments in areas beyond governance. Unlike the voluntary approach used in this case, the proposed approach would be formally incorporated within the Department's risk and compliance approach.

An appointed person would need to be a suitably qualified person with relevant expertise. The appointed person would work with the local government for a set period and report on progress regularly to the Department. Depending on the nature of the matters of concern, the appointed person may assist the CEO or relevant staff, or the appointed person may oversee the administration.

Remedial intervention: Guidance questions

- 74) Should the appointed person be a departmental employee, a local government officer or an external party? Why?

It would be good if the Department of Local Government was able to provide a suitably qualified and experienced person to undertake this task and have the time and availability. Realistically, it would need to be an external person that is suitably qualified with direct experience within Local Government.

- 75) Should the appointed person be able to direct the local government or would their role be restricted to advice and support? Please explain.

This should be restricted to advice/support but not directive. This would need to come from the Minister.

- 76) Who should pay for the appointed person? Why?

If the Local Government has failed then the Local Government should pay for the appointed person. This may not be known until after the appointed person has had time to enquire into the issue. For example, if triggered by

a vexatious/serial complainant and the claim proves then it seems unreasonable for the Local Government be held accountable for the cost.

To perform their duties, the appointed person would require wide-ranging powers and have the ability to employ a variety of strategies. This role could include:

- making recommendations to the council, CEO and the Department;
- mediating between parties;
- arranging for training; and
- reviewing, and making recommendations on, practices and procedures.

Powers of appointed person: Guidance question

77) What powers should an appointed person have?

The appointed person should have no powers other than to enquire and observe and then report to the Department / Minister.

A key role for the appointed person would be making recommendations to the Department about the success of the remedial action and whether escalation is required. In line with the current approach, in the rare event that a local government is failing to provide good governance for their district, the Minister will retain the ability to suspend a council and install a commissioner.

Discussion

The proposed remedial approach presents considerable benefits over the existing approach. It expands the narrow power of the existing directions notice to enable the Department to ensure that local governments are performing to the high standard expected by the community.

In situations where local governments are not meeting their obligations, the approach provides a scalable, repeatable and transparent approach that focuses on resolving the issue to the benefit of the community in a timely manner. In doing so, the approach is not focused on punishing the local government and by extension the wider community but on providing support.

The process may reduce costs in the long term by enabling intervention in local governments well before the need for formal inquiries. The process could provide councils and staff with the confidence of an independent evaluation that is key to identifying the issues that may be limiting the provision of good governance.

Views from local government peak bodies have been sought in the development of this proposal. While peak bodies have been broadly supportive, it is recognised that the suitability of the approach would be dependent on key, detailed aspects of its implementation. These include the details and conditions of employment of an

appointed person including the responsibility for payment of the salary. Concerns were also expressed about the capacity of some local governments to respond to the remediation action process.

Remedial action process: Guidance questions

- 78) Do you think the proposed approach would improve the provision of good governance in Western Australia? Please explain.

No. Most Local Governments in the State provide good governance even if it is to what they can achieve and can afford. Unless the governance is to be scaled to be reflective of the size of the Local Government then the requirements for a tier 4 Council to meet the same standards as a tier 1 is likely to fail. If the governance requirements are tiered as per the Salaries and Allowances Tribunal then there is the ability for all Local Governments to achieve good strong accountable governance.

- 79) What issues need to be considered in appointing a person?

It is imperative that the appointed person has worked within and is a seasoned experienced professional from Local Government.

Supporting local governments in challenging times: Guidance question

- 80) Do you have any other suggestions or comments on this topic?

No

6. Making it easier to move between State and local government employment

Local government employees are defined in Western Australia legislation as 'public officers' but have a unique status that complicates recognition of service and the ability of employees to transfer between local and State government.

These complications can make movement between local and State government less appealing for employees and limit the opportunity for transfers and secondments that currently give greater flexibility for State government agencies.

Removing these barriers has the potential to greatly increase the skills and capacity of both State and local government workforces. Both can be viewed as 'closed shops', and increasing the cross-pollination between these two major employers could result in exchange of skills, experience and capability that will benefit both tiers of government and the community.

While there are no specific prohibitions in place that would prevent individual State government agencies from recognising a new employee's service with a local government employer (or vice versa) in respect to long service leave and personal leave, the practice is not common. This is in part because no avenue currently exists for employers to recover the costs of the employee's leave entitlements.

Further legislative and industrial relations barriers exist to the seamless transition for employees between local and State government.

Local governments are defined in the *Public Sector Management Act 1994* as Schedule 1 entities. Other Schedule 1 entities include Western Australia's public universities, electoral officers of members of Parliament and government corporations.

Due to historic agreements, portability of leave (and recovery of the associated costs) to State government positions is possible for some schedule 1 entities but not all. It does not currently apply to local governments.

Reforms to simplify and encourage the transfer of employees between local and state government would require a whole of government approach and amendments to the *Public Sector Management Act 1994*, *Financial Management Act 2006*, and *Local Government Act 1995*.

Transferability of employees: Guidance questions

- 81) Should local and State government employees be able to carry over the recognition of service and leave if they move between State and local government?

Yes. This is not seen as a major issue and would be good to encourage the diversification of skills that potential staff members may have, being and greater retention of knowledge regarding the State and Local Government within the Government Sector.

- 82) What would be the benefits if local and State government employees could move seamlessly via transfer and secondment?

As listed above.

Making it easier to move between State and local government employment: Guidance question

- 83) Do you have any other suggestions or comments on this topic?

Recovery of the accrued entitlements are to be paid by the departing organisation.

Public confidence in Local Government

Elected members make decisions on how funding is raised by the local government and how that money is spent. They decide development applications and give building approvals, determine what services will be provided and how these will be delivered. These decisions fundamentally affect the nature, function and appearance of our towns and suburbs.

Senior officers prepare reports and provide recommendations to council on a wide variety of matters. Officers are also responsible for the implementation of council decisions.

The community places their trust in their elected members and the local government administration to make decisions that are in the best interests of the broader community and to act without bias or favour. Occasionally local governments can misuse that trust.

One area where the potential exists for this to occur is in the acceptance of gifts.

7. Gifts

7.1 Simplifying the gift provisions

Background

Councillors and local government employees, as everyone does, occasionally receive gifts. Given the important role of council members and many local government employees as decision-makers in positions of power, the public has a reasonable expectation that the important decisions that a local government makes are free from improper influence.

There is nothing inherently wrong with accepting gifts when they are offered. It is critical, however, that their receipt is openly and transparently acknowledged and recorded, and that those records are made freely available to the community. Non-disclosure of gifts that may have an effect on, or could be perceived as possibly having an effect on, the decision-making of elected members runs the risk of damaging the reputation of the local government sector and the trust placed in elected members by their communities. In extreme cases this could leave councils unable to perform their primary function of providing for the good government of people in their districts.

The rules concerning the declaration of gifts must also be sensible and not create an unreasonable burden or compromise the council member's rights to maintain a private life beyond their service as a councillor.

Gifts and contributions to travel are regulated under the Act and three sets of Regulations – the *Local Government (Administration) Regulations 1996*, *Local Government (Elections) Regulations 1997* and *Local Government (Rules of Conduct) Regulations 2007*. Each regulation has a different framework for declaring gifts and contributions, which has led to confusion in the sector. Attachment 2 outlines the provisions currently applying in Western Australia.

It is widely acknowledged that current approach to gifts is overly complex and requires reform. Acknowledging the need for change, in September 2016 a gift working group was established with representatives from the Department of Local Government, WALGA, LG Professionals WA, the Department of the Premier and Cabinet, the Mayor of Armadale, Shire President of Morawa and the CEOs of the Cities of Swan and Vincent.

Prior to the formation of the working group WALGA, as the peak body representing the sector, prepared a policy position based on consultation with its members. While the working group did not accept all of these positions, the document formed the basis for the discussion and the working group's initial recommendations. Following

consideration of the matter, the individual working group member's positions have been refined.

With the review of the Act it is timely to consider the recommendations of the group to ensure that the proposed way forward is aligned to public expectations of accountability and transparency.

Across Australia

A summary of local government gift disclosure requirements across Australia is provided below:

State	Threshold	Exemptions
New South Wales	\$500 gift, \$250 travel	<ul style="list-style-type: none"> Relatives Political donation captured under other legislation. Travel from public funds, political parties, relatives
Victoria	\$500	<ul style="list-style-type: none"> Relatives Reasonable hospitality. Gifts received more than 12 months prior to becoming an elected member or employee (not including election campaign donations)
Queensland	\$500 gift, travel considered a "sponsored hospitality benefit"	<ul style="list-style-type: none"> Relatives Someone else related by blood or marriage. Friends Sponsored hospitality benefits where there could not be a perception of a conflict of interest
South Australia	\$750 in annual return, \$100 in register of interests	<ul style="list-style-type: none"> Hospitality of reasonable value Relatives by blood or marriage or family members
Tasmania	N/A	Not set at state-wide level
Northern Territory	N/A	Not set at a state-wide level
Australian Capital Territory	N/A	N/A

It is clear there is no “one size fits all” solution for the disclosure of gifts in the local government sector.

Current situation

The current framework for the disclosure of gifts and travel is outlined in detail in Attachment 2 and is summarised below:

Elements of Disclosure	Current requirements
Gift disclosure	✓
Travel disclosure	✓
Prohibited gifts	✓
Notifiable gifts	✓
Election gifts	✓
Monetary threshold	<ul style="list-style-type: none"> • \$50 for a notifiable gift • \$200 for a disclosable gift • \$200 for an election gift • Over \$300 for a prohibited gift
Prescribed timeframe for cumulative acceptance of gifts	Six or 12 months (depending on the regulation)
Who is required to disclose	<p>Elected members and designated employees for gifts and travel contributions.</p> <p>Notifiable and Prohibited gifts apply to elected members only.</p>
Exemptions (vary depending on the category of gift)	<ul style="list-style-type: none"> • A gift or travel from a relative • A gift or travel under \$200 • Travel contribution from Commonwealth, State or local government funds • Travel contribution as part of occupation of the person (not related to council duties) • Travel contribution was from a political party, of which the person is a member, for the purpose of political activity or representation • An electoral gift disclosable under the Elections Regulations • A gift from a statutory authority, government instrumentality or non-profit association for

Elements of Disclosure	Current requirements
	professional training (prohibited and notifiable gifts only) <ul style="list-style-type: none"> <li data-bbox="775 322 1347 526">• A gift from WALGA, the Australian Local Government Association or Local Government Managers Australia WA (for prohibited and notifiable gifts only)

Recommendations of the gifts working group

The gifts working group proposed that a new framework should:

- provide for a transparent system of accountability where members of the community can have confidence in the decision-making of their representatives; and
- create a simplified legislative framework to deal with gifts received by elected members and senior staff.

The reference group agreed on an overhaul of the current requirements that included six key parts:

- There would no longer be separate monetary thresholds to determine what “type” of gift has been received, as is currently the case with “notifiable” and “prohibited” gifts and gifts under section 5.82.
- All gifts received by local government elected members and CEOs valued at \$500 or more received from a donor in a 12-month period must be disclosed.
- Recipients of gifts valued at \$500 or more would be prohibited from voting on matters before the council concerning the donor of the gift. The Minister for Local Government may, at their discretion and upon application, allow elected members to vote on such matters.
- Exemptions from the gift provisions would be minimal to aid simplicity.
- Gifts from a “relative” will continue to be exempt from disclosure; however, the definition of “relative” will be expanded to include adopted and foster children and grandchildren.
- All local governments will be required to develop and adopt a gifts policy for employees other than the CEO. Individual local governments can determine what gifts can or cannot be accepted by employees, any applicable threshold amounts and disclosure requirements.

Some members of the reference group sought additional changes, after agreement was reached on these positions.

Key elements of the proposed approach

The current framework sets three different categories for gifts with different thresholds:

- \$50 for a notifiable gift;
- \$200 for a disclosable gift; and
- \$300 for a prohibited gift.

Notifiable and prohibited gifts apply in situations where there is likely to be a perceived conflict of interest – where the donor has matters which require council decisions.

Replacing notifiable and prohibited gifts with a single category

Under the proposed approach, there would no longer be such a thing as a “prohibited” gift. Instead, the appropriateness of the acceptance of the gift will be a matter for the recipient.

This would simplify disclosure requirements while still maintaining a level of probity, accountability and transparency.

All gifts could be accepted regardless of the amount, but that acceptance of gifts over the threshold would disqualify the recipient of such a gift (being an elected member) from voting on matters relating to the donor. This would apply for the term in which they received the gift, or for the term following their election in the case of a gift received in the election period. This deals with any perception of bias in decision-making.

The Minister for Local Government would have the discretion to approve voting by elected members on such matters and on application from the local government where this is considered to be in the public interest. This approach would be consistent with section 5.69 of the Act, which gives the Minister the statutory authority to allow elected members who have disclosed an interest to continue to participate in meetings.

This would:

- allow elected members and CEOs to use their own judgement on the acceptance of gifts of any value without the concern that they are “prohibited”
- demonstrate that there is nothing inherently wrong with accepting a gift when it is offered, provided acceptance is properly regulated and disclosed
- deal with the critical matter to be addressed, being any attempt to influence decision-making through the provision of gifts
- make it clear to recipients and donors alike that while any and all gifts can be accepted regardless of value, they can have no perceived or actual impact on the recipient’s decision-making as the recipient will not be able to vote on matters relating to the donor
- provide for a level of independent Ministerial oversight by requiring recipients to apply for approval to vote on matters concerning the donor in circumstances

where this is considered necessary (for example, if a quorum can no longer be formed).

Consolidating ‘gifts’ and ‘contributions to travel’

Consolidating gifts and contributions to travel would further streamline the gift provisions. At present, different information must be recorded depending on whether a gift or contribution to travel is received. What constitutes a contribution to travel can be a source of confusion, particularly when work trips may be extended for personal purposes. In addition, components of a trip may come under the definition of a gift rather than a contribution to travel.

In the interests of simplifying the disclosure requirements while still maintaining a level of probity, accountability and transparency, it is recommended that separate treatment of “contributions to travel” be discontinued.

In addition, using “gift” as an umbrella concept which includes travel will simplify and streamline the existing disclosure requirements for elected members and reduce red tape. The consolidation of the two also recognises that contributions to travel, including accommodation, are in practice a form of gift.

Having a single threshold of \$500

Replacing the categories of ‘notifiable’ and ‘prohibited’ gifts with a monetary threshold of \$500 would simplify gift provisions significantly. Any gifts under \$500 would be exempt from disclosure.

The argument for increasing the threshold is two-fold: to compensate for removing multiple exemption categories and so that the threshold was set at a level that would not generally capture gifts received from friends or multiple small gifts from the same person or organisation such as hospitality. Removing exemptions (see details in the table above) would further simplify the provisions, leading to less confusion on what should be disclosed.

The working group recommended \$500 as the threshold as it would capture many of the gifts that it was considered that members of public would reasonably expect council members to receive in the course of their everyday life – what could be considered to be personal gifts.

While it is acknowledged that raising the threshold to \$500 would allow more expensive gifts to be accepted without the requirement to disclose, there is also a significant reduction in red tape and administrative burden through the proposed lessened disclosure requirements.

Increasing the disclosure threshold to \$500 would:

- align Western Australia with the requirements in South Australia and Victoria; and
- align with the proposed gift framework more generally and reduce the confusion stemming from the differing disclosure amounts, leading towards a simplified and streamlined approach.

New South Wales has the highest disclosure threshold, being \$1,000. However, New South Wales is also more restrictive in prohibiting donations from particular donors, perhaps as a method of offsetting its relatively high disclosure threshold.

Disclosure timeframes

Regulations currently prescribe a six-month timeframe for cumulative acceptance of gifts to the \$50 and \$300 notifiable and prohibited thresholds. The cumulative threshold for disclosable gifts and contributions to travel is \$200 in a 12-month period. The working group recommended that these should be amended to \$500 over a 12-month period.

Raising the threshold and extending the prescribed time period will have the effect of reducing the administrative burden on elected members. For example, attendance at regular meetings including a meal worth \$40 would add up to \$480 over a year. It is less likely that, with a threshold of \$500 in 12 months, reasonably priced hospitality would be disclosable.

A timeframe of six months effectively doubles the threshold. Gifts of \$1,000 are likely to be significant enough that there is a strong public interest argument for disclosing them.

In the interests of promoting accountability and transparency and ensuring the community is aware of expensive gifts received by elected members it is recommended that the prescribed time period be 12 months.

Who should the framework apply to?

The working group recommended that the new gift disclosure provisions apply only to local government elected members and CEOs, with each local government required to adopt a gifts policy with which all other employees must comply.

Allowing each local government to set its own gifts policy provides the opportunity to tailor requirements to a local government's unique situation. With 137 local governments across the State and staffing numbers ranging from fewer than 20 to more than 800, there is no practical "one size fits all" approach.

The current framework captures all manner of employees which, while potentially appropriate in theory, is not actually necessary or practical. While those who choose

to run for office and represent their community as an elected member are public figures, and are therefore expected to make reasonable concessions as to their personal privacy, there is no compelling public interest reason for all local government employees, who are private citizens, to be required to disclose gifts.

Empowering local governments to develop their own gifts policies for employees gives the sector the flexibility to determine what gifts should and should not be accepted and to tailor each policy to the requirements of the district.

Excluding gifts from relatives

Gifts received from a relative do not need to be disclosed. A relative is currently defined as any of the following —

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the person or of the person's spouse or de facto partner;
- (b) the person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a), whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law.¹⁸

Consistent with the recommendations of the working group, it is proposed that the definition of relative is expanded to ensure foster and adopted children and grandchildren are also classed as relatives. This is consistent with the definition of "relative" in the *Members of Parliament (Financial Interests) Act 1992*, which includes that "an adopted person shall be treated as the legitimate child of his adopters".

It is also intended that the definition of gift specifically refers to fiancés and fiancées. This will remove any uncertainty about the giving of an engagement ring.

Penalties for non-disclosure or provision of false information

The working group recommended that existing penalties for non-disclosure and giving false and misleading information be retained. Under section 5.89B of the Act a failure to comply with the disclosure requirements is an offence with a penalty of \$10,000 or imprisonment for two years.

Similarly, it is an offence to give false or misleading information in a return lodged under various sections of the Act (including the gift provisions) with the same penalty of a \$10,000 fine or two years' imprisonment.

¹⁸ section 5.74

A new framework for disclosing gifts: Guidance questions

84) Is the new framework for disclosing gifts appropriate?

Yes. The proposed framework is far more acceptable than the existing requirement for the LG to have a policy for all other staff is appropriate.

85) If not, why?

86) Is the threshold of \$500 appropriate?

Yes \$500 is significant.

87) If no, why?

88) Should certain gifts – or gifts from particular classes or people – be prohibited? Why or why not?

No. All gifts must be declared.

89) If yes, what gifts should be prohibited?

Excluding gifts in a genuine personal capacity

More recently, local government peak bodies have advocated for reforms in addition to the working group's initial recommendations by seeking for gifts in a genuine personal capacity to also be excluded

The argument for this exemption is that gifts from friends are a personal matter and not relevant to the performance of an elected member's functions. The value of some of these gifts may be over the threshold limit.

The difficulty with this option is how to define 'personal capacity'. A substantial gift from a property developer, for example, could be given to coincide with the elected member's birthday and said to be given in a personal capacity.

It is the role of elected members to make decisions on matters affecting the community, including on planning and other approvals and on expenditure of funds raised from rates and other charges. A gift could influence the recipient's views on the donor and result in decision making that may not be in the public interest. This can be mitigated in one of two ways: banning the receipt of gifts or requiring the giving of the gift to be made public. The second method allows the community to judge whether they believe decision-making has been affected.

An alternative treatment is to set a threshold at an amount that would exclude gifts that could be considered to be a personal gift.

Excluding gifts received in a personal capacity: Guidance questions

90) Should gifts received in a personal capacity be exempt from disclosure?

Yes absolutely.

91) If yes, how could 'personal capacity' be defined?

If a gift is provided from a person like family members should be exempt. Gifts from personal friends, should not be recorded if a threshold is not breached. A prime example is if someone gets married, in small communities many if not most of the community may be invited to the event and provide wedding gifts.

In addition if a gift is received relating directly to an elected members business transactions, this should be exempt.

92) Should there be any other exemptions from the requirement to disclose a gift over the threshold?

If a lunch or dinner valued at under \$50 should be exempt if provided to facilitate training or work.

93) If so, what should these be? Please justify your proposal.

Gifts: Guidance question

94) Do you have any other suggestions or comments on this topic?

No

Transparency

Local governments are required to make a variety of information available as a matter of accountability and transparency. This includes issuing public notices on tenders, advertising annual electors meetings and keeping registers on a range of subjects. Other documents are required to be available for public inspection at the council office during business hours.

These requirements have not kept up with technology. In the digital age, people expect to be able to access information when and where they want. For many people, finding a notice in a newspaper is old-fashioned and not easily accessible. In fact, in the Kimberley and other areas of the State, the West Australian newspaper is no longer available.

All local governments now have a website and some have social media accounts.

This section examines what changes need to be made to meet current community expectations on information availability.

8. Access to information

It is vital that local governments take positive steps to provide information to their communities. This ensures that:

- Local governments operate in a transparent manner;
- Residents are sufficiently engaged in community affairs; and
- The public recognises the work and service that local governments provide to the community.

The Act provides many situations where local governments must provide information to the community. This includes issuing public notices, keeping registers on a variety of subjects and making certain documents available for public inspection.

Access to technology has changed the way that information is shared, received and discovered. Current trends indicate that people are turning away from traditional print media in favour of the internet and social media.

This shift in information consumption has significantly reduced the impact of the print notices required by the Act. It has also brought into question the practice of keeping physical documents available for inspection, which requires a person to attend the local government's offices during business hours.

It is difficult to justify the cost and inconvenience of continuing these practices when the same information could be made available electronically. In addition to being cheaper, electronic disclosure has the potential to be more accessible and convenient.

All other jurisdictions in Australia have addressed this issue by amending their legislation to account for new technology. The particular approach differs from State to State, but each jurisdiction now provides for:

- the operation of local government websites;
- the issuing of electronic notices; and
- online access to public documents.

Western Australia is the only jurisdiction that has yet to follow suit. The Act is generally silent on electronic disclosure and local governments have been left to address this issue themselves.

As a result, the review is considering how the Act should account for electronic disclosure and what approach is the most appropriate.

8.1 Public notices

The Act requires local governments to provide public notice to the community in a variety of circumstances. The Act specifies two forms of notice:

- (a) written notice in a newspaper circulating in the district (“local notice”); and
- (b) written notice in a newspaper circulating in the State (“state-wide notice”).

The Act requires public notices to be issued in many situations. A complete list of the notices required by the Act is listed at the end of this section as supplementary information-Pubic notices.

The introduction of electronic notices on local government websites would have a number of positive benefits, but also have a number of drawbacks. These impacts are summarised below:

Benefits of electronic notice	Drawback of electronic notice
Cheaper than print media	Increased IT costs
Doesn't require the services of an external publisher	Requires IT skills provided internally or via a contractor
Accessible and convenient for the general population	Inconvenient for people who lack internet access
Available to be viewed from any location with internet access	Unlikely to be viewed by people outside the district
Can operate in conjunction with accessibility software	May not be accessible for certain demographics
Modernises sector standards for local governments	Makes local governments more dependent on website operations

The ultimate effect that electronic notices will have on the sector depends on the role that these notices will play in legislation.

For example:

- If an electronic notice were introduced as a replacement for a print notice, this could represent a significant reduction in red tape and its associated costs.
- If an electronic notice were to replace a State-wide notice, this could reduce transparency since people outside the district would generally have no reason to check the local government's website.
- If local governments were required to issue an electronic notice instead of providing the option of an electronic or print notice, this would improve sector standards at the cost of flexibility.

- If an electronic notice were required in addition to print notices, this would increase the regulatory burden imposed on the sector, with an associated increase in costs.

Across Australia

In other Australian jurisdictions, the requirement to issue electronic notices on websites is generally in addition to print notices.

This approach improves transparency, maximises the coverage of notices and ensures that local governments take advantage of electronic communication.

However, this approach also represents an increase in total regulatory burden and cost. This undermines one of the primary advantages of electronic notice, which is its potential to reduce costs.

Jurisdiction	Public notice requirements
Western Australia	Print notice only
New South Wales	Print and electronic notice required
Victoria	Print and electronic notice required
Queensland	Print and electronic notice required
South Australia	Print and electronic notice required
Tasmania	Print and electronic notice required
Northern Territory	Print and electronic notice required

General options

The general options available for public notice are as follows:

Option	Local notice requirements	State-wide notice requirements
1	No change to notice requirements	
2	Print or electronic notices	No change to State-wide notice requirements

Option	Local notice requirements	State-wide notice requirements
3	Print or electronic notices	Print and electronic notices
4	Print or electronic notices	
5	Electronic notice required Additional print notices are optional	
6	Print and electronic notices	
7	Electronic notice on local government website	Electronic notice published on centralised website

Specific options

In addition to reviewing how notices are made available, the question also arises as to whether a particular type of notice is still appropriate in its current form.

For each type of notice, there are several options which are available:

- (a) The requirement can remain unchanged;
- (b) The type of notice required by the Act may be changed from state-wide notice to local notice;
- (c) The form of the notice can be changed from print to electronic;
- (d) The requirement to issue the notice may no longer be necessary.

How appropriate these options are will depend on the type of notice and the reason for its issue.

Public notices: Guidance questions

- 95) Which general option do you prefer for making local public notices available? Why?

Both print and electronic versions. However, the print option should be with a locally distributed paper that is distributed locally not necessarily State-wide.

- 96) Which general option do you prefer for State-wide public notices? Why?

State-wide public notices in most instances is a waste of time and considerable cost. If the advertisement is posted on the Councils website and even on a Department of Local Government collective electronic

Notice Board and advertised locally this would reduce cost considerably and have potentially more effect.

- 97) With reference to the list of public notices, do you believe that the requirement for a particular notice should be changed? Please provide details.

A review of what is required for State-wide notice should be revised as many of these are out of date and not in keeping of the intention of the advice provided.

- 98) For the State-wide notices in Attachment 3, are there alternative websites where any of this information could be made available?

As was listed in Q97 the Department of Local Government should establish an electronic notice board that Local Governments submit their advertisements to and members of the public can subscribe to local government areas and received these notifications via email. This would not be complicated but would result in people who want to know having access to the information directly not scouring the web every week for no reason.

8.2 Information available for public inspection

Under the Act there are a number of registers and documents that local governments are required to produce and maintain. These documents are required to be available for inspection at the local government office on request.

Information that is currently required to be available to the public:

Information required to be made available
Annual Report
Annual Budget
Future plan for the district
Minutes of council, committee and elector meetings
Notice papers and agendas of meetings
Reports tabled at a council or committee meeting
Primary and Annual returns – for elected members Includes – Sources of income Trusts

Information required to be made available

Debts

Property holdings

Interests and positions in corporations

Discretionary disclosures generally

Gifts (already required to be on the website)

Electoral gifts register

Disclosure of travel contributions (already required to be on the website)

Allowance for deputy mayor or deputy president

Payments for certain committee members

Codes of Conduct

Complaints register (concerning elected members)

Contracts of employment of the CEO and other senior local government employees

Register of delegations to committees, CEO and employees

Schedule of fees and charges

Proposed local laws

Gazetted local laws (and any other law that has been adopted by the district)

Rates record

Electoral roll

Tenders register

Currently the only documents that are required to be placed upon a local government's website are the gifts register and contributions of travel register, and annual report following the amendments to the auditing provisions.

It may also be appropriate to make additional information available to enhance the transparency of local governments.

Across Australia

Information required to be available in other States includes:

Additional Information

Rates information generally

District maps that contain ward boundaries

Adverse findings by the Standards Panel or State Administrative Tribunal against elected members

Broadly speaking the impacts of requiring information to be made available on the local government's website are assessed as follows:

Benefits of electronic registers	Drawback of electronic register
Accessible and convenient for the general population without having to attend a local government office	Increased IT costs
Available to be viewed from any location with internet access	Requires IT service via internal staff or contractor
More likely to be viewed by members of the local community	Makes local governments more dependent on website operations
Can operate in conjunction with accessibility software	
Modernises sector standards for local governments	
Potentially reduces staff time in providing access to the registers at the office	

The impact that electronic disclosure will have depends on how the information is provided.

General options

The options available are as follows:

- (a) The requirement can remain unchanged: Information is provided in person on demand, with placement on a website discretionary.
- (b) A hybrid approach depending on the nature of the information: Some information is required to be placed on a local government website, while other more sensitive information is only provided in person.
- (c) Electronic disclosure replaces physical registers completely: All information is provided on a local government website and no information is provided in person.

person. This would represent a significant increase in the availability of information to the public.

- (d) Electronic disclosure is required for all information, in addition to providing it in person: This will increase the level of transparency, although it may create additional costs to publish the information online. A local government could simply print out the information if requested for it in person.

Information available for public inspection: Guidance questions

99) Using the following table, advise how you think information should be made available:

Provision	Documents	In person only	Website only	Both	Neither
Section 5.53	Annual Report			X – In person, on request	
Section 5.75 & 5.76	Primary and Annual returns – for Elected members Includes – sources of income Trusts Debts Property holdings. Interests and positions in corporations.				X – This is personal information!
Section 5.87	Discretionary disclosures generally		X		
Section 5.82	Gifts (already required to be on the website)		X		
Section 5.83	Disclosure of travel contributions (already required to be on the website)		X		
Elections Regulations 30H	Electoral gifts register		X		
Section 5.98A	Allowance for deputy mayor or deputy president		-Its in the Financial Statements and Budget!		X
Section 5.100	Payments for certain committee members				X

Functions and General Regulations 17	Tenders register		X
Section 5.94 & Administration Regulations 29	Register of delegations to committees, CEO and employees		X
	Minutes of council, committee and elector meetings	X	
	Future plan for the district	X	
	Annual Budget	X	
	Notice papers and agendas of meetings	X	
	Reports tabled at a council or committee meeting	Optional	
	Complaints register (concerning elected members)	X	
	Contracts of employment of the CEO and other senior local government employees		X – Again this is confidential!
	Schedule of fees and charges	X	
	Proposed local laws	X	
	Gazetted Local laws (and other law that has been adopted by the district)	X	
	Rates record	X	
	Electoral roll	X	

Note: There is no intention to amend the current limitations imposed by section 5.95 of the Act which limits the disclosure of certain information.

100) Should the additional information that is available to the public in other jurisdictions be available here? If so which items? How should they be made available: in person, website only or both?

Nil

101) Is there additional information that you believe should be made publicly available? Please detail.

No. It is felt that Local Government is very open and transparent currently and does not need to change.

102) For Local Governments: How often do you receive requests from members of the public to see this information? What resources do you estimate are involved in providing access in person (hours of staff time and hourly rate)?

The Shire of Narrogin has never received a request to view most of the information listed above and many of the items are confidential and should not be released. To propose to list Primary and Annual Returns and contracts of employment is wrong and will create a potential tall poppy situation of members of the public being jealous of Elected Members and Staff and create far more issues than its worth.

Access to information: Guidance question

103) Do you have any other suggestions or comments on this topic?

No

9. Available information

9.1 Expanding the information provided to the public

Initial consultation with the sector highlighted additional information which could be reported and made available for public inspection.

The list of these proposals is provided below:

Proposal	Reasoning
Live streaming video of council meetings on local government website	Streamed meetings will give the public a better understanding of council matters. It will also allow community members an opportunity to directly scrutinise the behaviour of elected members during meetings.
Diversity data on council membership and employees	Reporting this information will identify whether a local government's council and employment practices are reflective of local demographics.
Elected member attendance rates at council meetings	Reporting this information will give the public an indication of whether elected members are attending meetings in accordance with their statutory duties.
Elected member representation at external meetings/events	This information will give the public an understanding of how often the council sends representatives to external events. The information will also assist ratepayers to assess whether an appropriate level of representation is occurring and whether the expenses are reasonable.
Gender equity ratios for staff salaries	This information will indicate whether the local government is operating in a diverse and equitable manner.
Complaints made to the local government and actions taken	This information will inform the public of how the local government deals with

Proposal	Reasoning
	complaints and how often action is taken to resolve these issues.
Performance reviews of CEO and senior employees	Providing these reviews will allow ratepayers to assess whether the CEO and senior staff are pursuing their duties with appropriate diligence.
Website to provide information on differential rate categories	This information will assist ratepayers to understand the rate system and how it applies in practice.
District maps and ward boundaries	<p>This information will assist the public to identify the limits of their local government's jurisdiction.</p> <p>This will also mean that the public can identify the correct authority to which they should refer a complaint or query.</p>
Adverse findings of the Standards Panel, State Administrative Tribunal or Corruption and Crime Commission	<p>This will inform district residents of critical governance matters of which they might not otherwise be aware.</p> <p>While adverse findings may be the subject of public media, there is never a guarantee that this will occur.</p>
Financial and non-financial benefits register	<p>This would inform ratepayers of the amount spent on each elected member and senior employee for:</p> <ul style="list-style-type: none"> (a) remuneration (b) superannuation payments (c) other monetary benefits (d) fringe benefits, and (e) any other non-monetary benefit which is significant and capable of being quantified.

For each proposal, the following options have been identified:

Option 1: Status Quo

Under this option, the reporting requirements under the Act will remain unchanged. This will prevent any increase in regulatory burden, but it will represent a lost opportunity for increasing the transparency standards applicable to the sector. While there will not be a legislative requirement to provide the information, local governments will still be able to provide it voluntarily.

Option 2: Additional reporting requirement

Under this option, local governments will need to provide the additional information on the local government's website.

This will increase transparency, better informing community decision-making. It will, however, represent an increase in regulatory burden.

Option 3: Policy requirement

Under this option, local governments will not be required to report additional information to the public. Instead, the local government will be required to develop a policy which states:

- (a) whether the information is available for public inspection; and
- (b) if so, how this information may be accessed by the public.

This policy will need to be made available on the local government's website.

This option will slightly increase transparency of local governments, since it will assist the public to determine what kind of information is accessible to them. It does not make the information readily available.

The option will slightly increase the regulatory burden on local governments, although this burden will be restricted to the creation and disclosure of policy documents. Any further burden will depend on what level of information the local government chooses to make disclosable to the public.

Expanding the information provided to the public: Guidance questions

104) Which of these options do you prefer? Why?

As listed below in the table.

105) In the table below, please indicate whether you think the information should be made available, and if so, whether this should be required or at the discretion of the local government:

Proposal	Should this be made available: No, optional, required?
Live streaming video of council meetings on local government website	Optional – If people want to take an active interest in Council then attend the meeting so that they can see the whole meeting, understand what is being discussed and what is occurring in the gallery.
Diversity data on council membership and employees	Optional
Elected member attendance rates at council meetings	Required
Elected member representation at external meetings/events	No/Optional
Gender equity ratios for staff salaries	No
Complaints made to the local government and actions taken	No – There is concern how would this be managed in a Council where many complaints are received every year especially from vexatious persons.
Performance reviews of CEO and senior employees	Absolutely Not – This is confidential information
Website to provide information on differential rate categories	If Differential Rates Apply - Required
District maps and ward boundaries	Required
Adverse findings of the Standards Panel, State	If applicable, required – more relevant is the question how long does a Local

Proposal	Should this be made available: No, optional, required?
Administrative Tribunal or Corruption and Crime Commission.	Government need to be tainted by potentially one person's actions??
Financial and non-financial benefits register	No – Again surely this is confidential information and as long as it's within the tribunals determination it is already reported in the annual report.

106) What other information do you think should be made available?

Nil

Expanding the information available to the public: Guidance question

107) Do you have any other suggestions or comments on this topic?

Member of the Public like to take action against Local Government for not providing enough information, yet when required what they would like to see they can't answer. There is too much media hype that Local Governments are corrupt and in the game of hiding information where this could not be further from the truth for the majority of Local Governments. In the Shire of Narrogin's case if a member of the public requests information it is provided unless commercial in confidence or relates to an officer's remuneration and package. Also if information provision is so required, where we at the Shire rarely have public questions at the meetings.

Red Tape Reduction

No-one likes red tape. It gets in the way and makes simple tasks seem difficult.

Distinguishing red tape from vital checks which ensure our government acts in a fair manner, protects members of the community, and that everyone abides by the law, can be difficult.

Local governments may be subject to unnecessary red tape. Similarly, they may be unintentionally creating red tape for businesses and members of the community. This aspect of the review seeks to identify examples of red tape so these can be addressed.

10. Reducing red tape

Modern bureaucracies must strike a delicate balance between oversight and red tape. Accountability measures that go too far can become regulatory burdens that create unnecessary costs that outweigh their compliance benefits.

A goal of effective regulation is to impose the least amount of resistance to activity, for the lowest cost possible, while providing a governance framework to prevent or reduce the number, or seriousness, of issues in a timely manner.

The Department has identified a number of options for reducing red tape within the current Act and regulations. These only represent a partial list of potential options to streamline the legislation that provides the framework for local government.

Although this part of the review seeks to cover all aspects of the Act and associated regulations, it does not concern the individual decisions or internal policies used by a local government. These matters will be considered in phase 2 of the review.

10.1 Defining red tape

Red tape is comprised of time-consuming and excessive processes, procedures and paperwork. It imposes costs on government, businesses and individuals through duplicative and confusing regulations, overly complicated forms and excessive compliance burdens.

In the context of this review, some examples of red tape reduction burdens could be:

- Unnecessary or out-of-date reporting requirements imposed on local governments – regulatory requirements that may no longer have any benefit in the present day operations of local governments, or where the rationale for imposing these requirements no longer exists.
- The one size fits all approach where smaller local governments are disproportionately and negatively affected by compliance requirements.
- Requiring local governments to collect unnecessary data or requesting data that is already collected elsewhere within State Government. If the information can be sourced elsewhere, this should be preferred over requiring a local government to collect, store and submit information to State Government.
- Poor coordination between local government and other State Government agencies regarding applications and approvals.
- Local governments having outdated processes or requirements in their interactions with business and the community.

Defining red tape: Guidance questions

- 108) Which regulatory measures within the Act should be removed or amended to reduce the burden on local governments? Please provide detailed analysis with your suggestions.
- a) Briefly describe the red tape problem you have identified.
Remove the requirement for the Annual Electors Meeting.
 - b) What is the impact of this problem? Please quantify if possible.
Additional burden when every Council meeting is open to the public.
 - c) What solutions can you suggest to solve this red tape problem?
Remove the requirement.
- 109) Which regulatory measures within the Act should be removed or amended to reduce the burden on the community? Please provide detailed analysis with your suggestions.
- a) Briefly describe the red tape problem you have identified.
Nil
 - b) What is the impact of this problem? Please quantify if possible.
Nil
 - c) What solutions can you suggest to solve this red tape problem?
Nil

Red Tape Rapid Assessment Tool

The Department of Treasury administers the Red Tape [Rapid Assessment Tool \(RAT\)](#) to provide a framework for examining processes and procedures. The RAT helps identify customers' and agencies' points of frustration or failures in a given process, and clarify options for improvement.

The RAT allows users to take a step back to see the whole picture, and map out the journey of how different stakeholders interact to achieve the desired outcome. This is appropriate when there is a specific process to be mapped to pinpoint areas for improvement (e.g. delays, duplication, bottlenecks, waste, and capacity issues).

Regulatory Burden Measure

The Department of Treasury administers the [Regulatory Burden Measure \(RBM\)](#) to assist in calculating the compliance costs of regulatory proposals on business, individuals and community organisations using an activity-based costing methodology. The tool also calculates the cost of administering regulatory proposals. This helps to illustrate the cost burden on government of enforcing and monitoring a particular regulatory process.

The quality of the cost analysis through the RBM is dependent on the quality of data available. This can help paint a better picture of the administrative and compliance activities imposed, including the volume of work, steps required and time taken to comply. This information will feed into an RBM assessment.

As an alternative to calculating a final dollar saving, other means of articulating a red tape reduction saving include:

- Number of licences, registrations and documents being moved online
- Number of hours/days/weeks/months saved from going online, reduced waiting times, fewer delays
- Number of paper pages no longer required or being published online

All feedback received on this topic will be analysed and considered for implementation. Easy to implement and well-considered suggestions may be implemented in phase 1. More complicated suggestions will be considered for inclusion in phase 2 of the review.

10.2 Potential red tape reductions

Special Majority

Section 1.10 of the Act defines a special majority decision as one made by a council with more than 11 members through a 75 per cent majority. In cases where there are 11 elected members or fewer, decisions that require a special majority may be made through an absolute (more than 50 per cent) majority.

The rules concerning special majorities currently apply to just 18 of the State's local governments, and a special majority is only required when changing the method of filling the office of mayor or president.

This means that a special majority is required very infrequently and by only a few local governments.

Special majority: Guidance question

110) Should the provisions for a special majority be removed? Why or why not?

This does not affect the Shire of Narrogin as we have 9 Elected Members.

Senior employees

A local government may designate employees to be senior employees.¹⁹ Currently, local government CEOs are required to inform the council of a proposal to employ or dismiss a senior employee. The council may accept or reject the CEO recommendation but if council rejects the CEO's recommendation it must provide reasons for doing so.

Some local government CEOs have argued that council involvement in workforce matters related to senior employees confuses the separate roles of council and administration established elsewhere in the Act, and can be source of tension between council and CEOs²⁰.

For employees other than senior employees, the Act provides the CEO with broad workforce management powers, including the power to employ, direct, and dismiss employees. As a responsibility of the CEO, council has no role in the recruitment, selection and performance management of non-senior employees.

The Act does not define what criteria should be used to determine if an employee should be designated as a senior employee. A local government could, if it wished, designate all employees as senior employees.

Most commonly, local governments will designate employees that report directly to the CEO as senior employees. As these people are key personnel, often responsible for large portfolios and budgets, council may wish to retain the current oversight provisions.

An alternative view is that, as council cannot direct local government staff (other than the CEO), council involvement in workforce issues (beyond those involving the CEO) is an unnecessary expansion of council responsibility. It also can be viewed as a restriction of the powers and responsibility of the CEO to manage the day to day operations of the local government and implement council decisions.

¹⁹ section 5.37 of the Act.

²⁰ Local governments have also queried whether the council is required to be informed of a decision to renew the contracts of senior employees.

Across Australia

Jurisdiction	Status
New South Wales	Senior staff are a defined category of person linked to the Executive Band of the Local Government (State) Award. The CEO can appoint (and dismiss) although must consult with council
Victoria	Nil
Queensland	Senior employees are a defined category and are appointed by a panel that includes the mayor, CEO and one other
South Australia	No separate senior employee category. The Deputy CEO is appointed by the CEO with the concurrence of the council. All other appointments are made by the CEO.
Tasmania	No separate category and the CEO is responsible for the appointment of all staff
Northern Territory	No separate category and the CEO is responsible for appointment of all staff

Senior employees: Guidance questions

111) Is it appropriate that council have a role in the appointment, dismissal or performance management of any employees other than the CEO? Why or why not?

No. However, if the CEO requests Elected member input then this is more than appropriate as many small councils do not have HR Managers and additional advice and seek input from the Shire President or an Elected Member. This should not be mandatory.

112) Is it necessary for some employees to be designated as senior employees? If so, what criteria should define which employees are senior employees?

This action should, as it is now being left to the CEO to determine with the Elected Members.

Exemption from Accounting Standard AASB124 — Related Party Disclosures

The Australian Accounting Standards Board (AASB) establishes Accounting Standards that regulate financial transactions and management of financial matters. Local government treatment of financial reporting must conform with AASB Standards, although regulations provide that if a provision of the Australian Accounting Standards is inconsistent with a provision of the *Local Government (Financial Management) Regulations 1996*, the provision of the regulations prevails to the extent of the inconsistency.

In July 2016 changes were made to AASB 124 - Related Party Disclosures. The Standard requires that transactions made between 'related parties' are to be disclosed. Related parties are defined as entities with a close relationship and in the context of local governments could include regional subsidiaries, key management personnel like the mayor or president, elected members and CEO, close family members of key management personnel, and entities that are controlled by key management personnel. Only related party transactions that are material (significant) are required to be disclosed.

Provisions in the Act already require local governments to disclose certain financial interests. Interests must be disclosed through the form of a primary return or annual return by the elected member and senior staff, and lodged with the CEO (or in the case of the CEO disclosing an interest, it must be lodged with the mayor or president). This must be done within three months of the day that they take up that position. The CEO (or the mayor or president) must also provide written acknowledgement of receipt of the disclosure.

The AASB disclosure requirements may represent a duplication or overlap as most related party transactions should already be addressed by the Act's disclosure provisions. Alternatively, it can be argued that the AASB requirements introduce consistency between local governments and private entities, and thus strengthen accountability.

Exemption from accounting standard AASB124 - Related party disclosures: Guidance questions

- 113) Are the existing related party disclosure provisions in the Act sufficient without the additional requirements introduced by AASB 124? Why or why not?

This disclosure creates confusion within the sector and needs greater clarification provided regarding the Gift Register requirements and these proposed changes and the Related Party Disclosures. In regard to the

question of is the Act sufficient, yes it is, but is felt that this is more of an additional burden on the administration rather than a benefit to the community and or sector.

Disposal of Property

Section 3.58 of the Act outlines the process that a local government is required to follow in order to dispose of property. Disposal is defined as 'to sell, lease or otherwise dispose of any property (other than money)'.

Property can be disposed of:

- through a public auction to the highest bidder; or
- through public tender to the most acceptable tender.

Alternatively, a local government can dispose of property if a local public notice is given and submissions sought on the proposed disposal of the property.

There are some exemptions to these requirements with respect to real property, property disposed of as part of a trading undertaking, and other exemptions set out in regulations.

Regulation 30 of the *Local Government (Functions and General) Regulations 1996* provides for a number of exemptions from these requirements predominately with respect to land transactions. Other exemptions exist where the requirements of the Act have been complied with but the property was not disposed of.

Two exemptions concern property that has a market value of less than \$20,000, and property that is disposed of during a 'trade-in' when less than \$75,000 is paid. It has been suggested that these thresholds create a burden that is not commensurate with the monetary value of the property involved.

Trading-in property when purchasing new property of a similar type is a method of asset disposal that is widely used and accepted in the community. The threshold as currently set can create issues with the disposal of major equipment that is used by local governments such as graders, trucks or buses as an item valued over \$75,000 will need to be offered for sale by public auction or public tender.

Disposal of property: Guidance questions

- 114) The threshold for trade-ins was set originally to \$50,000 in 1996 and raised to \$75,000 in 2015. Should that threshold be raised higher, if so how high?

It is felt that the threshold can be retained at \$75K if Plant is removed from the requirements as questioned in (116)

- 115) Should the threshold remain at \$75,000 but with separate exemptions for specific types of equipment, for example plant?

Yes. Plant should be exempt as the trade in is a natural part of the transaction and is generally the best way to receive the best price for the item. By placing a trade in item to auction or singular tender the prices received can be appalling.

- 116) The general \$20,000 threshold was put in place in 1996 and has not been amended. Should the threshold be raised higher than \$20,000? If so, what should it be and why?

Natural increases should occur regularly. It is felt that this limit should be raised to \$50K.

- 117) Would raising these thresholds create an unacceptable risk that the items would not be disposed of to achieve the best price for the local government?

No. In most instances forcing a sale through a singular tender process 1) increases the administrative load and cost 2) reduces the amount of funds obtained as buyers do not have incentive to bid higher.

- 118) Is there an alternative model for managing the disposal of property? Please explain.

Nil

Reducing red tape: Guidance question

- 119) Do you have any other suggestions or comments on this topic?

Nil

Regional Subsidiaries

Local governments are finding themselves under increased pressure to maintain community services in the current economic climate. The Act provides local governments with several mechanisms by which they can cooperate and pool resources. This includes the ability to form semi-independent entities known as regional subsidiaries. This model provides the ability for two or more local governments to provide a service or carry on an activity jointly with fewer compliance obligations under the Act.

Currently, many local governments are concerned that the regulatory requirements are too stringent to pursue the establishment of regional subsidiaries and at this time there are no regional subsidiaries in operation in WA.

The State Government strongly support local governments working collaboratively, and an effective subsidiary model will assist in delivering positive outcomes for local communities.

11. Regional Subsidiaries

Under the Act, local governments have the ability to form a corporate entity known as a regional subsidiary.

This arrangement allows multiple local governments to pool their resources to carry out their statutory functions, provide services across multiple districts or provide other benefits to their communities.

The characteristics of a regional subsidiary are:

- a separate legal entity from the local governments that form it
- governed by a binding charter which sets out its powers, functions and duties
- managed by a board appointed by the member councils, which can consist fully or partly of non-local government members (that is, people who are not elected members or employees)
- In the event of a regional subsidiary being wound up, the assets would become the property of the local governments that formed it, and those local governments would be liable for any debts
- required to release an annual report and financial statement, with any other reporting requirements to be set out in the charter
- not allowed to pursue commercial enterprises or borrow money except from the local governments which form it

This model was designed as a low risk-low compliance one. That is, most of the reporting and other statutory obligations under the Act would not apply to a regional subsidiary as it would be undertaking activities that would not present a significant risk to the forming local governments and therefore to the communities in those districts.

Regional subsidiaries are designed to carry out many of the activities which could be performed by a local government. They cannot, however, undertake commercial enterprises or speculative investments.

Under the *Local Government (Regional Subsidiaries) Regulations 2017*, subsidiaries are currently only able to borrow money from the local governments that form the subsidiary (the member councils). This restriction was put in place to ensure that regional subsidiaries would not incur excessive liabilities and cause risk to ratepayer money.

The local government sector has requested that regional subsidiaries be permitted to borrow money, either from financial institutions or the Treasury.

Further feedback from the sector has indicated that the restriction on borrowing is a major impediment to using regional subsidiaries to deal with matters such as waste management and other activities.

The implications of this proposal are discussed below.

11.1 Risks and benefits of borrowing

Regional subsidiaries were designed to be used as a form of collaborative service provision. The intent was that the model would allow local governments to pool their resources to provide new services and more effective existing services. They could also use the model to share back-office functions, such as accounting, records management and human resources.

For this reason, much of the financial management and reporting controls in the Act have not been applied to regional subsidiaries.

Importantly, for a regional subsidiary to be created, the Minister must approve an Establishment Charter which sets out the purpose of the regional subsidiary and its governance arrangements prior to its creation.

If subsidiaries were permitted to borrow money, this could have a number of advantages:

Advantage	Reasoning
Subsidiaries will have a greater capacity to obtain funds	<p>The subsidiary could borrow money which can be used to pursue the subsidiary's goals.</p> <p>The subsidiary will be able to obtain funds for unexpected situations or emergencies.</p> <p>Establishment of subsidiaries will be easier, since once the subsidiary is formed, it can borrow money to assist with setting up its operations.</p>
Subsidiaries will be less dependent on financial contributions from the member councils	<p>Subsidiaries will require less funding from member councils, since they can borrow money when needed.</p> <p>Borrowing money from a bank is less complex than obtaining funding from the member councils.</p>

Advantage	Reasoning
Subsidiaries will be more attractive to local governments	If the subsidiary model is more flexible, there is more chance that local governments will consider using the model.
Complexity will be reduced for the member councils	The forming councils do not have to consider how the loan will be apportioned between them.

Allowing subsidiaries to borrow money would also involve a number of risks and disadvantages which are set out below:

Disadvantage	Reasoning
Increased vulnerability	If a subsidiary incurs significant levels of debt, this will make the subsidiary more vulnerable to financial or economic shocks.
Increased chance of insolvency	<p>If a subsidiary is unable to pay its debts, the member councils will be required to pay the debts on the subsidiary's behalf.</p> <p>This could cause significant financial loss and the loss of jobs. It will also cause significant damage to public confidence.</p>
Reduced control by member councils	<p>Member councils will have less control over the borrowing activities of the subsidiary, with the degree of control and reporting entirely dependent upon any restrictions placed in the charter.</p> <p>Member councils may not foresee the need for these at the time of forming the subsidiary or may not have sufficient skills in this area to ensure that adequate safeguards are put in place.</p> <p>There is no requirement for the managing body of a regional subsidiary to have any members from the local governments (whether elected members or officers).</p>
Repayments	Once a subsidiary borrows money, it will need to pay the money back in addition to interest repayments.

Disadvantage	Reasoning
	<p>This will place the subsidiary under pressure to earn revenue to repay the loan.</p> <p>Any money spent on interest repayments will divert money which could have been spent on service provision.</p> <p>If a subsidiary is unable to pay back a loan, the member councils will be liable for any interest which is unpaid as well as the principal loan.</p>
Subprime lending	<p>The debts of a subsidiary will always be guaranteed by member councils.</p> <p>Banks will have little incentive to ensure that the subsidiary itself can repay the loan, since the debt can always be recovered from ratepayer money.</p> <p>Banks that make risky loans to a subsidiary will actually be rewarded if the debt spirals out of control, since this increases the total profit that the bank will receive.</p>

While the borrowing of money would lead to a number of risks, the danger could be mitigated by ensuring sufficient protections.

These legislative protections could include one or more of:

- Increasing the required reporting requirements of a subsidiary;
- Requiring the subsidiary to obtain consent to borrow;
- Only allowing borrowing to occur when permitted by the charter;
- Limiting the purposes for which money can be borrowed; or
- Limiting the amounts which can be borrowed by a subsidiary.

Each one of these precautions would lower the risk of a subsidiary, but would also represent a reduction in the model's flexibility.

Across Australia

Each Australian jurisdiction has a different approach regarding whether subsidiaries are allowed to borrow money. Subsidiaries in this situation has been interpreted widely to be the most applicable model in that jurisdiction. The range of approaches is as follows:

Jurisdiction	Status
Western Australia	Subsidiaries can borrow money, but only from member councils that formed it.
New South Wales	Subsidiaries can borrow money with Ministerial approval.
Victoria	Subsidiaries can borrow money with Ministerial approval.
Queensland	Subsidiaries cannot borrow money.
South Australia	Subsidiaries can borrow money when permitted by the charter and with the consent of member councils.
Tasmania	Subsidiaries can borrow money, but Ministerial approval is needed if liabilities exceed 30 per cent of subsidiary's revenue.
New Zealand	Subsidiaries can borrow money as necessary. Debts are not guaranteed by member councils.

11.2 Options:

Option 1: Status quo

This option proposes that the existing rules will remain unchanged and subsidiaries can only borrow from member councils.

This option will mean that subsidiaries do not gain the advantage of being able to borrow money from external bodies to pursue their objectives. It will mean, however, that subsidiaries will remain low-risk.

The current provisions have not provided the incentive for local governments to establish regional subsidiaries. Consequently, the collaborative benefits sought in the development of the legislation have not eventuated.

Currently, there are no regional subsidiaries in operation in WA.

Option 2: Regional subsidiaries are permitted to borrow from Treasury Corporation.

This option proposes that regional subsidiaries will be permitted to borrow money from the Treasury Corporation.

This will mean that subsidiaries have less chance of becoming insolvent. The Treasury will only lend money to the subsidiary in reasonable circumstances and subject to reasonable terms.

There is still a possibility that the subsidiary may borrow money it lacks the capacity to repay. Member councils will still be liable for the debt at the cost of their ratepayers.

Option 3: Regional subsidiaries are permitted to borrow from financial institutions

This option proposes that regional subsidiaries will be permitted to borrow money from financial institutions if permitted by the charter.

This course of action would result in the complete range of advantages and disadvantages listed in the previous section.

If this option is taken, the Government would need to review what additional legislative protections might be necessary to ensure that borrowing does not cause excessive risks to ratepayer money.

Regional subsidiaries: Guidance questions

120) Which option do you prefer?

Option 2 or 3

121) Should regional subsidiaries be allowed to borrow money other than from the member councils?

Yes. If the Business case fits and a lending institution is willing to loan money to it then.

122) Why or why not?

This enable the regional Subsidiary to stand alone and not inhibit the Member Councils.

123) If a regional subsidiary is given the power to borrow directly, what provisions should be put in place to mitigate the risks?

It would be subject to providing the lending institution with appropriate information that has been approved by the Member Councils and meets the lending institutions criteria's and risk. This should ensure that the venture was viable. Alternatively, a process may be that the Regional Subsidiary needs to have the business case audited or approved by the Department prior to seeking loan funds.

Regional subsidiaries: Guidance question

- 124) Do you have any other suggestions or comments on this topic, including on any other aspect of the *Local Government (Regional Subsidiaries) Regulations 2017*?

Nil

Local Government Act review: Guidance question

- 125) You are invited to make comment and put forward suggestions for change on other matters which have not been covered in this paper.

Consultation with Local Government has been raised with every Minister and the Department for at least the last 20 years in that consultation should not be conducted during the Christmas Period. It is a festive season when most people try to take leave, however for the rural Local Governments this also includes harvesting and can be one of their most busy periods. It is understood that this consultation period was extended but these factors should have been taken into consideration prior to advertising as it has been a contentious issue repeatedly and should not occur.

For more information, please contact:

Department of Local Government, Sport and Cultural Industries
Gordon Stephenson House, 140 William Street, Perth WA 6000
GPO Box R1250, Perth W.A. 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall: 1800 620 511 (Country only)

Email: legislation@dlgsc.wa.gov.au Website: www.dlgc.wa.gov.au/lgareview

Translating and Interpreting Service (TIS) – Telephone: 13 14 50

Attachment 1: Councillor position description

Councillor position description	
Role as prescribed by the <i>Local Government Act 1995</i>	<ul style="list-style-type: none"> • represent the interests of electors, ratepayers and residents of the district • provide leadership and guidance to the community district • facilitate communication between the community and the council • participate in the local government decision making process at council and committee meetings • perform such other functions as are given to councillor by the <i>Local Government Act 1995</i> or any other written law
Accountabilities, as prescribed by the <i>Local Government Act 1995</i>	<ul style="list-style-type: none"> • an understanding of the role and structure of local government as prescribed by the <i>Local Government Act 1995</i> • an understanding of the quasi-judicial town planning role of local government, as prescribed by the <i>Planning and Development Act 2005</i> • an understanding of Integrated Strategic Planning – the strategic plans for the future of local government, the processes involved and the strategic role of a councillor • an understanding of the process of managing the Chief Executive Officer’s performance • ability to read and understand financial statements and reports • a basic understanding of legal processes
Governance and ethical standards	<ul style="list-style-type: none"> • an understanding of the ‘separation of powers’ between councillors and the administration (the difference between governing and managing) • an understanding of meeting process, including Standing Orders • an appreciation for policy development processes

Councillor position description

- an awareness of risk management strategies
 - an understanding of the accountability framework prescribed by *the Local Government Act 1995* and the *Corruption and Crime Act 2003*, and other legislation
-

Values, characteristics and commitment to the role

- the ability to communicate, debate and actively participate in meetings; ability to enhance discussion and assist discussions to reach closure; ability to disagree, without being disagreeable
 - the ability to develop and maintain effective working relationships and to manage interpersonal conflicts
 - ability to exercise independent judgements
-

Attachment 2: Gifts

The current gift framework

The current framework is established by section 5.82 of the Act for gifts and section 5.83 of the Act for contributions to travel. Under these sections, relevant persons are required to disclose gifts and contributions to travel over a prescribed amount, in writing, to the CEO within 10 days of receipt. The disclosures must be recorded in a register using a set form, which must then be made available on the local government's official website. There is currently no timeframe for disclosures to be published on the local government website.

Gift disclosures must include:

- a description of the gift;
- the name and address of the person who made the gift;
- the date on which the gift was received;
- the estimated value of the gift at the time it was made; and
- the nature of the relationship between the relevant person and the person who made the gift.

Section 5.82(4) of the Act defines a "gift" as:

"...any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another, otherwise than by will (whether with, or without, an instrument in writing) without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contributions to travel...".

Section 5.82(2) provides for the following exemptions from disclosure:

- if the gift did not exceed the prescribed amount (\$200), unless it was:
 - one of two or more gifts made by one person at any time during a year; and
 - the sum of those two or more gifts exceeded the prescribed amount;

or

- the donor was a relative of the person.

Travel disclosures must include:

- a description of the contribution;
- the name and address of the person who made the contribution;
- the date on which the contribution was received;
- the estimated value of the contribution at the time it was made;

- the nature of the relationship between the relevant person and the person who made the contribution;
- a description of the travel; and
- the date of travel.

A “contribution to travel” is not explicitly defined in the Act but section 5.83(4) states that it includes “accommodation incidental to a journey”. Regulation 34D of the *Local Government (Administration) Regulations 1996* defines a “travel contribution” as:

“...in relation to a person, means a financial or other contribution that has been made to any travel undertaken by the person.”

Section 5.83 provides for the following exemptions from disclosure:

- if the contribution was made from Commonwealth, State or local government funds; or
- the contribution was made by a relative of the person; or
- the contribution was made in the ordinary course of an occupation of the person which is not related to his or her duties as an elected member or employee; or
- the amount of the contribution did not exceed the prescribed amount unless it was –
 - one of two or more contributions made by one person at any time during a year; and
 - the sum of those two or more contributions exceeded the prescribed amount;

or

- the contribution was made by a political party of which the person was a member and the travel was undertaken for the purpose of political activity of the party, or to enable the person to represent the party.

If an elected member receives a gift or contribution to travel that needs to be disclosed under section 5.82 or 5.83 then for the remainder of their term in which the gift was received, the donor is deemed to be a “closely associated person” under section 5.62(1)(eb). As a consequence, the member will then have a financial interest (section 5.60) and need to disclose that interest in accordance with s. 5.65 if the donor requires (or has a financial relationship with someone who requires) a local government decision.

Section 5.103 of the Act requires every local government to prepare or adopt a code of conduct to be observed by elected members, committee members and employees. Regulations may prescribe the content or matters that are to be included, being the *Local Government (Administration) Regulations 1996*. Further information on codes of conduct can be viewed in Chapter 3.1 of this paper.

Section 5.104 of the Act states that elected members are required to observe rules of conduct which are set out in regulations, specifically the *Local Government (Rules of Conduct) Regulations 2007*.

In addition to the requirements set out in the Act, there are three sets of Regulations dealing with disclosure of gifts and contributions to travel:

- *Local Government (Rules of Conduct) Regulations 2007* (Rules of Conduct Regulations)
- *Local Government (Administration) Regulations 1996* (Admin Regulations)
- *Local Government (Elections) Regulations 1997* (Election Regulations)

Each set of regulations sets out different requirements including disclosure periods, monetary thresholds and exemption categories.

Rules of Conduct Regulations

The Rules of Conduct Regulations are “general principles to guide the behaviour of elected members”. This includes acting with reasonable care, diligence, honesty and integrity, acting lawfully, avoiding damage to the local government’s reputation, and being open and accountable to the public.

Regulation 12 sets out the requirements surrounding acceptance and disclosure of gifts received by elected members.

Regulation 12 broadly aligns with the definition of gift under section 5.82(4) of the Act except for the following exemptions:

- a gift from a relative as defined in section 5.74(1) of the Act – parent, grandparent, sibling, uncle, aunt, nephew, niece, lineal descendant, spouse/de facto; or
- an electoral gift disclosable under the *Local Government (Elections) Regulations 1997* Regulation 30B; or
- a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
- a gift from WALGA, the Australian Local Government Association or Local Government Managers Australia WA.

Types of gifts

The Rules of Conduct Regulations provide for two distinct types of gift with two monetary thresholds.

A notifiable gift is any gift between \$50 and \$300, or any series of gifts from the same donor which would come to that amount in value in a six-month period. Notifiable in

this context means that any gift between \$50 and \$300 must be disclosed to the CEO and entered into the notifiable gift register.

A prohibited gift is any gift worth over \$300, or any series of gifts from the same donor which would come to that amount in value in a six-month period. Elected members cannot accept prohibited gifts if the donor is undertaking, is seeking to undertake, or it is reasonable to believe will seek to undertake, an “activity involving local government discretion”.

An activity involving local government discretion is defined at *regulation 12(1) of the Rules of Conduct Regulations*. It means “an activity that cannot be undertaken without an authorisation from the local government or by way of a commercial dealing with the local government”. A practical example of such an activity in a local government context could be a property developer seeking to build an apartment block – such a change would require an application to the local government for approval.

These provisions sit alongside the section 5.82 and 5.83 provisions. Where a gift is valued between \$200 and \$300 and the donor is undertaking, or seeking to undertake, an activity involving local government discretion, disclosure will be required in both registers.

Administration Regulations

The Administration Regulations provide for administrative matters for local governments, including meeting procedures, employment requirements, reporting and planning, and disclosure of financial interests. This includes disclosure by local government employees of gifts.

The Administration Regulations mirror the Rules of Conduct Regulations in most matters relating to gifts.

Relevant regulations

Regulation 25 prescribes the amount of a gift for the purposes of section 5.82(2)(a) of the Act. The prescribed amount is \$200.

Regulation 26 prescribes the amount of a contribution to travel for the purposes of section 5.83(2)(d) of the Act. The prescribed amount is also \$200.

Regulation 34B prescribes that local governments must have a code of conduct regarding the acceptance of gifts. The code of conduct provisions only apply to employees. Regulation 34B of the Administration Regulations otherwise mirrors Regulation 12 of the Rules of Conduct Regulations.

The types of gifts established in Regulation 12 of the Rules of Conduct Regulations are, again, mirrored in Regulation 34B of the Admin Regulations.

Election Regulations

The Election Regulations prescribe requirements for the holding and management of local government elections.

Relevant regulations

Regulation 30A provides that gifts of \$200 or more, or gifts with a total value of \$200 or more received from the same person in the “disclosure period” are relevant for the purposes of the Election Regulations.

Regulation 30BA provides that candidates cannot receive gifts unless the name and address of the donor are known to them. Such gifts are not taken to have been received if, as soon as they become aware of the gift, the candidate takes reasonable steps to either return the gift or give it to the CEO for disposal.

Regulation 30B provides for the disclosure requirements.

Regulation 30CA provides that the donor of the gift must also disclose to the CEO within a required time.

Regulation 30C outlines the disclosure period. The disclosure period commences six months before election day and concludes three days after election day for unsuccessful candidates. For successful candidates, the disclosure period concludes on the start day as defined in section 5.74 of the Act. This effectively means that any electoral gifts received six months prior to and three days after the election must be disclosed.

Regulation 30D provides that disclosure must be made by completing a set form and lodging it with the CEO, within three days of the making, receipt or promise of a gift once the person has nominated to be a candidate. Gifts received earlier than the nomination date but within six months of the election must be disclosed within three days of nomination.

Regulation 30F outlines the information to be provided: description of the gift, date of receipt/making/promise, value and name/address of each donor.

Regulation 30G requires the CEO to maintain an electoral gifts register. Disclosures relating to unsuccessful candidates must be removed after the disclosure period (that is, three days after election day) and be retained separately for at least two years. Similarly, for successful candidates, the CEO must remove disclosures following the completion of the person’s term of office. Those forms must be retained separately for at least two years.

Regulation 30H requires the electoral gifts register be kept at the local government's offices for public access.

Supplementary Information: Public notices

Situations where local public notices are required by the Local Government Act or associated regulations:

Provision	Situation	Details
Section 3.12	Local law is made and gazetted by the local government	Notice must specify the date the local law activates and where it can be inspected
Section 3.50	Closure of a thoroughfare for more than 4 weeks	Public notice must be issued before closure can occur
Section 3.51	Alterations to property in a way that will affect any individual	After public notice is issued, a “reasonable time” must be given before work can commence
Section 3.58	Disposing of certain kinds of property other than via an auction or tender	Notice must invite submissions from the local community (2 week minimum)
Section 5.29	Convening a meeting of local electors	Public notice must be issued at least 14 days prior to the meeting
Section 5.50(1)	Policies regarding the making of extra payments to terminated employees	Public notice must be issued after policy is adopted
Section 5.50(2)	Extra payments made to terminated employees	Public notice only required if amount exceeds the policy made under section 5.50(1)
Section 5.55	Release of annual report	Public notice must be issued as soon as practicable after the report is accepted by the council
Section 6.11	Proposal to use reserve account for a purpose other than what the money was originally reserved	Public notice must be given a month before the proposal is put into operation
Section 6.19	Proposal for the local government to set a new fee or charge	Public notice only required if changing fee or charge other than at the start of a financial year

Provision	Situation	Details
Section 6.20	Proposal for the local government to borrow money or obtain credit	Public notice must be given a month before the proposal is put into operation
Section 6.36	Proposal to impose differential rates and minimum payments	The notice must provide information on the rates being imposed and invite public submissions (3 week minimum)
Schedule 2.2 Clause 7	Local government seeks to carry out a review of the district ward boundaries	Public notice must invite public submissions (6 week minimum)
Schedule 6.3 Clause 1	Local government seeks to sell land for non-payment of rates	Public notice must be issued if the ratepayer cannot be notified personally through usual means
Administration Regulation 12	Council meeting dates	Public notice must be issued once a year and list the meeting dates for the next 12 months
Administration Regulation 19D	Release of strategic community plan	Notice must specify where the plan is available for inspection
Constitution Regulation 11H	Validity of election results is challenged	Notice must be issued once a decision is reached in the Court of Disputed Returns
Elections Regulation 73	Local election is to be postponed to a future time	Notice must be issued stating that the election is postponed
Elections Regulation 80	Final results of local election are available	Public notice must set out the results in the prescribed form
Elections Regulation 92	Poll to determine how presiding member of council is to be appointed	Public notice must set out the results in the prescribed form
Regional Subsidiaries Regulation 4	Proposal to establish subsidiary	Notice must state where the business plan may be inspected and invite submissions (6 week minimum)

Situations where State-wide notice is required:

Provision	Situation	Details
Section 2.12A	Proposal to change the method of electing the presiding member of council	Public notice must invite public submissions on the proposal (6 week minimum)
Section 3.12	Proposal to introduce new local law	Public notice must invite public submissions on the draft local law (6 week minimum)
Section 3.16	Review of an existing local law	Public notice must invite public submissions on the existing local law (6 week minimum)
Section 3.59	Major trading undertakings or land transactions	Public notice must invite public submissions on the business plan (6 week minimum)
Section 4.39	Closing date for enrolment in election	The notice must include details on how a person can become an elector
Section 4.47	Nomination of candidates in election	The notice must specify how many seats are up for election and how nominations can be submitted
Section 5.36	Advertising a vacancy for a CEO position	Also applies to senior employee positions
Schedule 6.3	Sale of land	The notice must include a description of the land and any improvements sold with the land
Functions and General Regulation 14	Invitation for tenders	Tender process applies whenever the local government seeks to acquire goods or services above a prescribed amount
Functions and General Regulation 21	Expression of interest for prospective suppliers	This process is used to obtain a group of prospective suppliers prior to formal tender process
Functions and General Regulation 24AD	Panel of pre-approved suppliers	Similar to tender process, but conducted in advance

Provision	Situation	Details
Functions and General Regulations 24E	Regional price preference policy	Notice must specify the region to which the policy will apply and invite submissions (4 week minimum)

10.3.014 NARROGIN SPEEDWAY FUNDING REQUEST

File Reference: 5.6.6
Disclosure of Interest: Nil
Applicant: Narrogin Speedway
Previous Item Nos: Nil
Date: 15 February 2018
Author: Mr Aaron Cook – Chief Executive Officer
Authorising Officer: Nil

Attachments

Letter from the Narrogin Speedway Secretary Mrs Bee Palmer.

Summary

It is presented to Council to consider contributing to/sponsoring, a sum of \$500 to a major speedway event held over 2, 3 and 4 March 2018.

Background

Due to large scale costs involved in facilitating this event the Narrogin Speedway Club are requesting that Council assist financially by making a contribution to/sponsoring the event.

As stated in the attached letter, the Narrogin Speedway Club are required to pay \$5,000 to bring the visiting club to Narrogin and \$2,200 for "towing fees". In addition, supplementary advertising is being undertaken for this special event with additional costs of \$253.

Comment

It is presented to Council to consider the request from the Narrogin Speedway Club to contribute \$500 to a large-scale event that has been organised on 2, 3 and 4 March 2018.

The funding is being requested to assist with the additional costs over a normal meet program. This includes the visiting club costs and "towing fees" and the additional advertising.

The Narrogin Speedway Club received Community Chest funding last year and were unable to apply this financial year. However, this request falls outside of the normal Community Chest Funding and, as such, it is proposed to be funded from the large-scale event allocation as there are remaining funds in this account.

Consultation

- Mrs Bee Palmer – Narrogin Speedway Club Secretary
- Ms Loriann Bell – Administrative Support Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The financial contribution of \$500 is available within the budget.

Strategic Implications

Outcome:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions

Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2	Engage and support community groups and volunteers
Strategy:	2.3.3	Facilitate and support community events

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Approve the request from the Narrogin Speedway Club to contribute to/sponsor the large-scale event being held on 2, 3 and 4 March 2018 to assist in the additional costs of visiting club fee, "towing fees" and advertising.



Shire of Narrogin
Fund application

To Whom it May Concern

13th Feb 2018

On behalf of Makit Hardware Narrogin Speedway Club we hereby wish to apply for Shire funding to help with our hosting of a State Title event in early March.

The event will run over 3 days, 2nd till 4th March, and it's as can be seen from the enclosed contract, we are paying \$5000 for the privilege of bringing this even to Narrogin, and a further \$2200 for tow money. We have already paid a 'deposit' of \$500, which was payable by Feb 5th.

To make the long weekend of racing a truly memorable event for locals, visitors and drivers alike, we need to advertise the event. We have a quote from Southern Cross Triple M for advertising in the amount of \$253.00 which is our 'usual' expense for a meet, and we are looking to double the number of commercials quoted, for a total of \$506.00.

Makit Hardware Narrogin Speedway Club undertakes to pay \$253.00 of the advertising and any balance of the \$7200 that will required.

On behalf of the committee

Bee Palmer
Secretary

PO Box 344
Narrogin WA 6312
President: Darren Aylmore – 0429 954 472
Vice President – Shane Kulker 0427 813 675
Secretary– Bee Palmer 0410 770 991
Treasurer – Fiona Ward
Website: narroginspeedway.com
Email: speedwaynarrogin@gmail.com
Facebook: Narrogin Speedway Club

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

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

13. CLOSURE OF MEETING