



**AGENDA
ORDINARY COUNCIL MEETING**

28 MARCH 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 MARCH 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

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION

That Council:

Accept the minutes of the Ordinary Council Meeting held 28 February 2018 and they be confirmed as an accurate record of proceedings.

7.2 Special Council Meeting

OFFICER'S RECOMMENDATION

That Council:

Accept the minutes of the Special Council Meeting held 8 March 2018 and they be confirmed as an accurate record of proceedings.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

| | | |
|-------------|---|-----------|
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10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.016 PROPOSED CONSTRUCTION OF THREE ACCOMMODATION UNITS – LOT 1 (NO.60) WILLIAMS ROAD, NARROGIN

| | |
|--------------------------------|---|
| File Reference: | A304500 |
| Disclosure of Interest: | Nil |
| Applicant: | Oaklands Investments WA Pty Ltd |
| Previous Item Nos: | Nil |
| Date: | 13 March 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

Summary

Council is requested to consider an application for planning consent for the construction of an additional three units motel development to the existing Narrogin Motel at Lot 1 (no. 60) Williams Road, Narrogin.

Background

Lot 60 William Road is zoned “Other Residential” under the Former Town of Narrogin Town Planning Scheme No 2 (FT-TPS) with an R25 Residential Coding designation. The subject property is also listed as an Additional Use zone (A12) for the purpose of Motel/Restaurant. The conditions of the Additional Use state:

No extension of change of land use without the special approval of the Council.

The extension is to construct an additional three accommodation units within one transportable building at the location of the removed swimming pool. The applicant proposes to install a pitched roof and pergola shades, constructed of similar materials to the existing motel units, to the entire new transportable.

The transportable building is 4.2 metres wide and 14.4 metres in length. Each unit within the building has an ablution facility including shower, a bed, and living area with a total floor area each of (4.2m x 4.65m) 19.5m². Three additional car bays have also been provided adjoining the units.

In the submission, the applicant is also proposing to convert units 1 and 37 as motel rooms to allow access for people with disability.

Comment

Narrogin Motel is constructed over three separate lots. The proposed extension shows that the retaining wall proposed would encroach over the property boundary. In this respect it is recommended that the whole property be amalgamated into one lot.

The proposed development is an extension to the existing Motel development and under the conditions stipulated for Additional Use, special approval of the Council is required.

Clause 6.3.2 of the FT-TPS in respect to application for special approval requires Council to give notice for the development. This is to be provided in the following form:

- (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.*

On this basis it is recommended that Council advertise the proposed development for public comment. It is also recommended that as this is an extension of an existing development, in the event that Council does not received any negative submissions, Planning Approval is to be granted under delegated authority through the Chief Executive Officer subject to conditions.

Density

The subject land is comprised of three lots having a total area of 6,756m² with properties having frontage to both Williams Road and Sydney- Hall Way.

Although the Scheme Map shows an R Density of 'R25' for the subject land, as a Motel Development, there is no specific land use applied over "Other Residential zoning". There are other associated requirements applied for the development standards for the zoning, which are outlined below:

Setbacks

The minimum boundary setbacks are:

- Front 7.5m
- Rear 7.5m
- Sides 2m

The proposed development is to be built in the middle of the property and therefore would comply with the required minimum boundary setbacks.

Car parking

As part of the proposed additional three motel units, three additional car parking bays have been provided adjoining the motel units. This would satisfy the development requirement for the proposed development.

Landscaping

The Development Table requires a minimum of 40% landscaping to be provided on the site. The plan provided shows that less than 40% of the total site has been landscaped. It is noted that the existing development would have been developed prior to the implementation of the FT-TPS and therefore the requirements for the 40% landscaping would not have been required. The majority of the site is covered hardstand parking areas for cars and commercial vehicles.

The proposed plan showed a garden bed to the north and south of the proposed motel unit with a total area of 17m².

It is recommended that the applicant provide a landscaping plan for the overall development prior to construction so as to determine the current status of landscaping on the property.

Consultation

- Advertising will be required in accordance with clause 6.3.2 of FT-TPS.

Statutory Environment

Former Town of Narrogin Town Planning Scheme No.2

Clause 6.3 - Process for undertaking public advertising and consideration for dealing with Special Approval.

Policy Implications

Nil

Financial Implications

Application for Planning Consent Fee to the value of \$320 has been made payable to the Shire of Narrogin.

The applicant will be required to pay all expenses in relation to advertising costs.

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 the proposed additional three units motel development at the Narrogin Motel at Lot 1 (No. 60) Williams Road, Narrogin for public comment in accordance with clause 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 additional three units motel development at Lot 1 (No.60) Williams Road, 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. Prior the issue of a building permit, the applicant is to submit a landscaping plan for the overall development showing existing and future landscaping of the site.
 - h. Landscaping 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.
 - i. 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.

- j. All driveways and visitor bays are to be drained and paved to the satisfaction of the Chief Executive Officer.
- k. External finishes shall be sympathetic to the existing buildings on site to the satisfaction of the Chief Executive Officer.
- l. The Motel units shall have a pitched roof and pergola attached to reflect the residential character of the existing development.
- m. Any signage proposed on the site shall be subject to a separate planning application.
- n. Lots 1, 2 and 6 Willian Road, Narrogin to be amalgamated under one title within six months on the issue of the occupation permit.

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

07 NOV 2017 A304500 1CR1712484

PLANNING CONSENT



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

APPLICATION FOR PLANNING CONSENT

TOWN PLANNING SCHEME NO.2
DISTRICT SCHEME

| | |
|------------------------|---|
| Name of Applicant | OAKLANDS INVESTMENTS WA PTY LTD, AS TRUSTEE OF THE BEASLAND TRUST |
| Correspondence Address | P.O BOX 513 NARROGIN WA 6312 |

THIS "THE NARROGIN MOTEL"

I hereby apply for planning consent to:

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

| | |
|--|----------------------------|
| Existing use of land | MOTEL SITE |
| Approximate cost of proposed development | \$ 100,000 ⁰⁰ |
| Estimated time of completion | JUNE 30 TH 2018 |
| No of persons to be housed / employed after completion | N/A |

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

| | | | | | |
|----------------------|---------|-------------|---------------|-------------|--------------------------|
| House No | 56 | Lot No | 465.4052 | Location No | - |
| Plan or Diag | 3058 | Street Name | WILLIAMS ROAD | | |
| Certificate of Title | Volume: | 1658 | 1658 | 1658 | 776 Folio: 774 775 |

LOT DIMENSIONS

| | | | | |
|-----------|---------------------|---------------------|------|---------------|
| Site area | 2427 m ² | 2251 m ² | 1785 | Square metres |
| Frontage | 28 m | 27 m | 21 m | Metres |
| Depth | 92 m | 90 m | 89 m | metres |

AUTHORITY

| | | | |
|-----------------------|--|------|-------------------------------|
| Applicant's Signature | | Date | OCTOBER 17 TH 2017 |
|-----------------------|--|------|-------------------------------|

c:\users\narrogin motel\appdata\local\microsoft\windows\temporary internet files\content.outlook\m1501a12\application for planning consent.docx

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

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

Stratford
S. Seave
Owner's Signature Date *OCTOBER 17th 2017*
for and on BEHALF OF OKLANDS INVESTMENTS LUXURY PTY LTD

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

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR BUILDING CONSENT

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

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

OFFICE USE ONLY

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

c:\users\narrogin_motel\appdata\local\microsoft\windows\temporary internet files\content.outlook\m1501a12\application for planning consent.docx

NARROGIN MOTEL

& Licensed Restaurant

56 Williams Road (PO Box 513)
NARROGIN 6312 Western Australia



Phone (08) 9881 1660

Fax (08) 9881 3008

reception@narroginmotel.com.au

The Chief Executive Officer

Shire of Narrogin

Earl St

NARROGIN WA 6312

| | |
|---------------------------------------|-----------------------------|
| Shire of Narrogin RECEIVED | |
| Directed to | <i>Azhar/Leigh M/Josiah</i> |
| | 17 JAN 2018 |
| Ref No | <i>18A1813039</i> |
| Property File | <i>A304500</i> |
| Subject File | |
| Ref | |

BUILDING PERMIT APPLICATION – ACCOMODATION UNITS FOR POOL SITE – Attn. – Josiah Farrell

Dear Josiah,

I refer to the above and attach the application form number BA1 as required, together with the fee of \$434-70, as suggested. Furthermore, we provide the following additional data to assist in this application:

- a.) Whilst our initial advices to your office provided for a four bedroom unit block, where we felt these were far too restrictive and have opted for a three bedroom block as being infinitely more suitable and as illustrated by the attached floor plan of the units
- b.) We also recognize the need to provide two motel rooms with disabled access, where we have elected to utilize rooms number 1 and 37 for this purpose, as these two rooms can easily be adapted to suit wheelchair access and shower access, where we will proceed with these adaptations for your assessment and inspection in due course to ensure the end product is acceptable to your requirements.
- c.) An artist impression of the proposed final product is attached to illustrate the potential to endeavour to achieve
- d.) Similarly we recognize the need for car-parking bays for the three tenants for this proposed block and where our attached plan illustrates how we propose to accommodate same, with one bay on the left of the block and two in front seems suitable.

Reg. Proprietor: The Seaband Trading Trust ABN 62 923 911 856

e.) We recognize the need to convert the block into a suitable unit that suits the amenities of the motel and as such we propose the following:

- 1.) Internal and external painting
- 2.) Install a roof pitch
- 3.) Either replace the doors or paint them consistent with the existing motel room doors
- 4.) We will ensure the windows are of a size to suit maximum sunlight access
- 5.) Pergola shade will be installed over each room
- 6.) External dividers between each room will provide a privacy screen for each room.

Accordingly, we make this application for your assessment and seek your views if further data is required, where we will provide response by return mail upon receipt of your request.

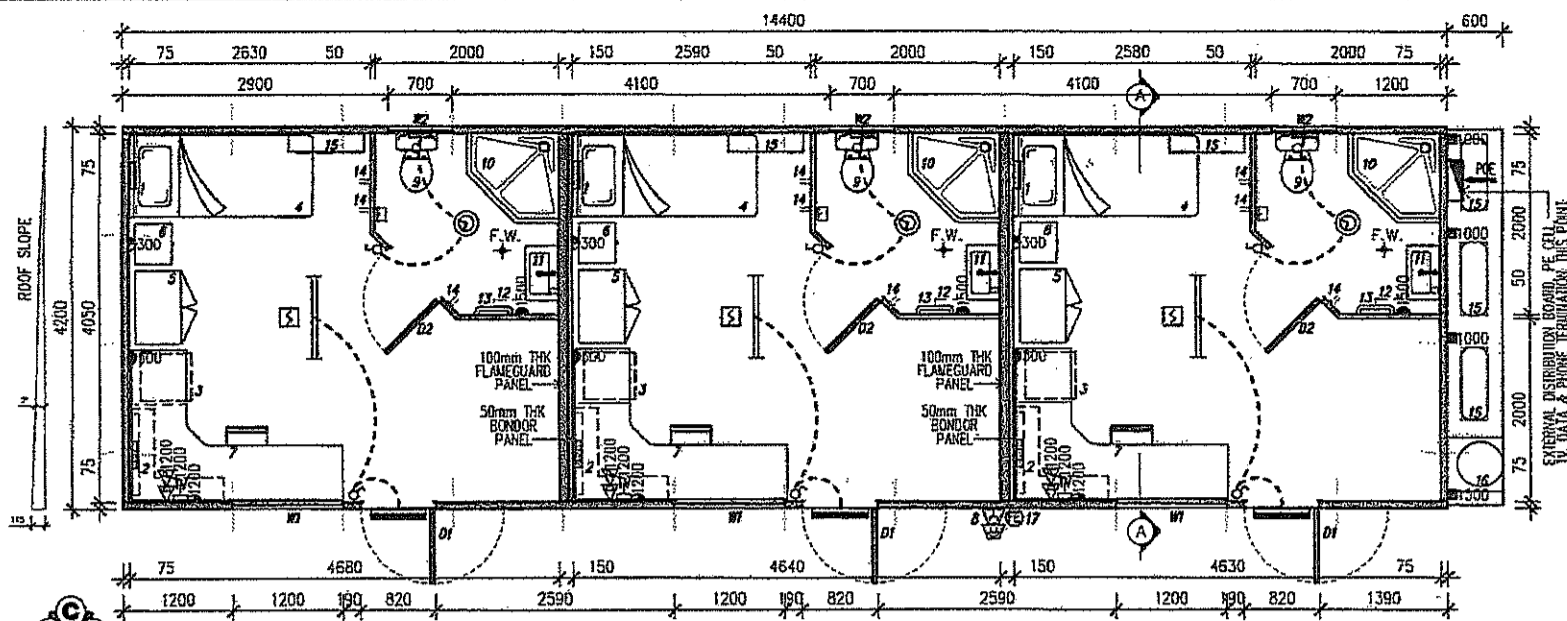
In the interim, we wish you well

With kind regards,



Brian Seale

January 3rd, 2018



| ELECTRICAL LEGEND | |
|-------------------|---|
| | = ELECTRICAL DISTRIBUTION SWITCHBOARD |
| | = DOUBLE GPO |
| | = SINGLE GPO |
| | = 15AMP EXTERNAL WEATHERPROOF ISOLATOR |
| | = DOUBLE 36W DIFFUSED FLUORESCENT LIGHT |
| | = OYSTER LIGHT |
| | = VANDALITE 600mm C/W GOLD IMPACT TUBE |
| | = 5W WALL LIGHT 300mm |
| | = LIGHT SWITCH |
| | = DATA & PHONE POINT |
| | = TV POINT |
| | = FIRE ALARM BELL |
| | = BREAK GLASS |
| | = SMOKE DETECTOR (HARDWIRED) |
| | = FIRE EXTINGUISHER |
| | = EXHAUST FAN |

SPQ
14.4m X 4.2m

SHORT SPECIFICATION FOR CYCLONIC BUILDING

CHASSIS - 200UB18 longitudinal main beams c/w 50x50x1.6 SHS joints @400 ctrs as per eng's spec's

FLOORING - 22mm Aquadite tongue & groove flooring

FLOOR COVERING - 2mm commercial vinyl, bedroom

WALL PANELS - 75mm non-slip vinyl, covered-up, en-suite
50mm 0.4bmt Bondor panel, external

CEILING - Decorative ply, R 3.0 ceiling insulation + R1.5 anticon

ROOF FRAME - Timber roof frame as per engineers spec's

ROOF COVER - Zincalume superdek bmt 0.42 roof sheeting

EXTERNAL FLASHING/CORNERS - Colorbond 0.6 bmt external flashing. Fixed to eng's spec's

WINDOWS - 1000mm x 1190mm face-fit alum. sliding window & 300mm x 700mm window w/ slider & obscure NS. To comply with AS 2047-1999

CEILING HEIGHT 2400 THROUGHOUT

NOTE:
ALL FURNITURE W/ ABS BULLNOSE EDGING
COLORS-'EURO BEECH'

| Item | QTY | EQUIPMENT LIST |
|------|-----|--|
| (W1) | 1 | 14.4m x 4.2m building |
| | 3 | 1000 x 1190 x 6.52mm laminated horiz. sliding window w/ 175µm film, fly screen & slimline blinds |
| (W2) | 3 | 300 x 700 x 6.52mm laminated window w/ 175µm film & slider |
| (D1) | 3 | 820x2040 Metal clad entry/exit door |
| (D2) | 3 | 820x2040 Internal light oak timber door |
| | 3 | Double 36W diffused fluorescent light fitting |
| | 3 | Oyster light |
| | 3 | Vandalite 600mm connected to PE CELL |
| | 3 | Hard wired smoke detector w/ battery backup (INTERCONNECTED) |
| | 6 | Double GPO |
| | 6 | Single GPO |
| | 3 | Single light switch |
| | 3 | Double light switch |
| (15) | 3 | 3.5kW Wall mounted inverter air conditioner (MSZ-G835VA Mitsubishi) |
| (8) | 1 | Fire alarm w/ breakglass and bell |
| (16) | 1 | 160L Hot water unit (121160 RheemPlus) (fully plumbed, connection on-site by client) |

| Item | QTY | EQUIPMENT LIST |
|------|-----|---|
| | 3 | Data & Phone point |
| | 3 | Television point |
| | 3 | Wall mounted extractor fan w/ shutter (R621/9A HPM) |
| (1) | 3 | Bed light - fluro (1400 AFL) |
| (2) | 3 | Desk light - fluro (1350 AFL) |
| (3) | 3 | 115L Bar Fridge (P120R, Fisher & Paykel) |
| (4) | 3 | King size single ensemble bed |
| (5) | 3 | 2-Door robe unit w/ hanging rail & shelf |
| (6) | 3 | Chest of three drawers |
| (7) | 3 | Desk @750AFL w/ fridge surround, drawers, bookshelf above and plastic stackable chair |
| (9) | 3 | Symphony dual flush pan and cistern c/w toilet roll holder (750 AFL) |
| (10) | 3 | Moulded fiberglass shower cubicle w/ stainless steel curtain rail & curtain |
| (11) | 3 | Vanity unit |
| (12) | 3 | Mirrored cabinet w/ GPO inside |
| (13) | 3 | Towel rail (1000 AFL) |
| (14) | 9 | Metal coated hooks |
| (17) | 1 | 4.5kg Powder extinguisher (ABE, 4A:60B:E) & signage |

| COLOUR SCHEDULE | |
|---------------------|------------|
| Walls Internal | Surf Mist |
| Walls External | Shale Grey |
| Corners & Flashings | Jasper |
| Windows | Deep Ocean |
| Door Frames | Deep Ocean |
| Doors | Deep Ocean |
| Vinyl (bedroom) | Kimberley |
| Vinyl (en-suite) | Dune |

BUILDING DESIGN CRITERIA

Wind Load-in accordance with AS 1170.2:2002 REGION D, TERRAIN CATEGORY 2

Annual probability of exceedance 1:500

REGION WIND SPEED-V500=58m/s

SERVICEABILITY WIND SPEED - V=55m/s



Registered Professional Engineer 3280802
Yee K Chin
MIE Aust CP Eng (Civil)
NPER
Signature: *[Signature]* Date: 15.06.09
Registered on the NPER in the area of practice of Civil
National Professional Engineers Register

| REVISIONS | | | | |
|-----------|----------|-----|-----|--------------|
| REV | DATE | DRN | CHK | DESCRIPTION |
| A | 00.00.00 | XX | XX | PRELIMINARY |
| B | 02.06.09 | WC | YK | FOR APPROVAL |
| C | 03.06.09 | WC | YK | FOR APPROVAL |
| D | 05.06.09 | WC | YK | FOR APPROVAL |
| E | 09.06.09 | WC | YK | FOR APPROVAL |
| F | 15.06.09 | WC | YK | FOR APPROVAL |

NOTES:
1. FIGURED DIMENSIONS SHALL TAKE PREFERENCE TO SCALE

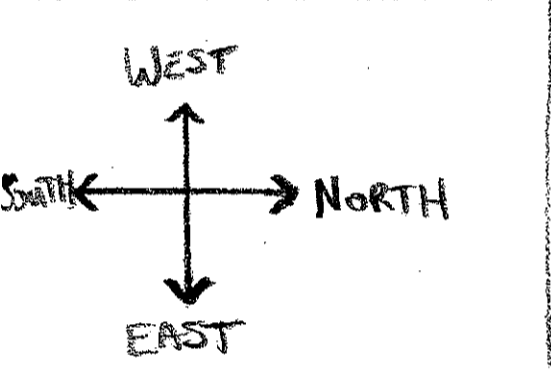
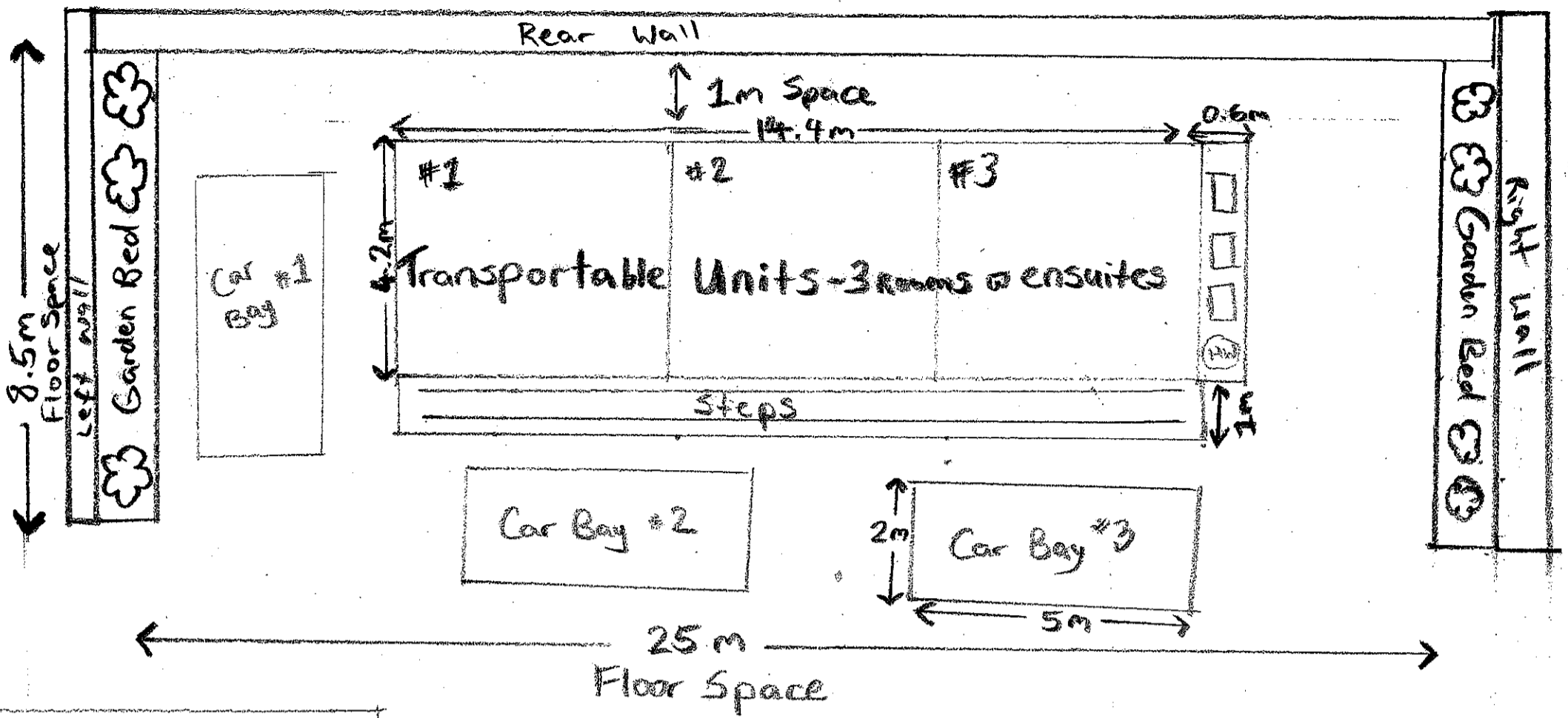
SN: 2532
- 2542

SITE PROJECTS GROUP

SPQ 14.4m X 4.2m 3-ROOM FLOOR PLAN & SPECIFICATIONS

| | | |
|-----------|----------------|-----|
| SCALE: | DRAWING No.: | REV |
| 1:80 (A4) | 2532-2542AR-01 | F |

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SITE CLASSIFICATION

1. FOOTINGS CAN BE FOR A CLASS 'A', 'S' & 'M' SITE, AS DEFINED IN AS2876 - RESIDENTIAL SLABS & FOOTINGS.
2. THE SITE CLASSIFICATION SHOULD BE DETERMINED BY INVESTIGATION OF THE SITE.

EARTH WORKS

1. PREPARE SITE SUCH THAT SURFACE RUNOFF CANNOT DRAIN OVER OR POND ADJACENT TO FOUNDATIONS DRAIN TO LOCAL AUTHORITY STORM WATER SYSTEM WHERE APPROPRIATE.
2. ANY PREDOMINANT ROCK IN THE BUILDING AREA IS TO BE INSPECTED BY THE ENGINEER.
3. THE BASE MATERIAL IS TO BE CUT AND SHALL BE GRADED SUCH THAT WATER CANNOT RUN UNDER OR POND UNDER THE BUILDING AREA.
4. ENSURE EXCAVATIONS FOR PLUMBING DO NOT UNDERMINE FOUNDATIONS. IF UNDERMINING IS LIKELY TO OCCUR CONTACT THE ENGINEER.
5. WHERE PLUMBING PIPES PASS THROUGH FOOTINGS, SPECIFIED DEPTH OF CONCRETE IS TO BE MAINTAINED.
6. FOUNDATION SOILS TO HAVE A MIN 100kPa BEARING CAPACITY.
7. BASE TO BE COMPACTED TO ACHIEVE MIN. 95% DRY DENSITY RATIO IN ACCORDANCE WITH AS1289 5.1.1/5.4.1 FOR COHESIVE SOILS.
8. COMPACT BASE TO MEET REQUIREMENTS OF "MINIMUM RELATIVE COMPACTION" TABLE 5.1 AS3798-2007.

CONCRETE & FOOTINGS

1. ALL CONCRETE SHALL BE IN ACCORDANCE WITH AS3600 - CONCRETE STRUCTURES.
2. REFER THE TABLE BELOW FOR 28 DAY CYLINDER STRENGTH, MAXIMUM AGGREGATE SIZE, SLUMP VALUES AND COVER TO REINFORCEMENT WHERE APPLICABLE.
3. FOOTINGS TO BE EITHER STRIP FOOTINGS OR PAD FOOTINGS AS NOTED BELOW AND DETAILED ON THIS SPECIFICATION.

| LOCATION | CONCRETE | TYPE OF CEMENT | COVER TO REINFC | MIN CURING TIME |
|---------------|-----------|----------------|-----------------|-----------------|
| STRIP FOOTING | M20/25/30 | GP | 25 | 7 DAYS |
| PAD FOOTING | M20/25/30 | GP | 25 | 7 DAYS |

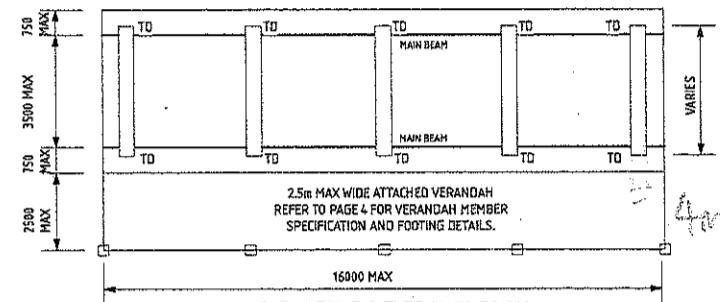
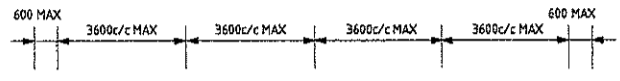
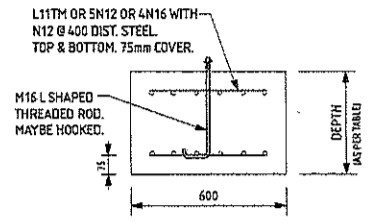
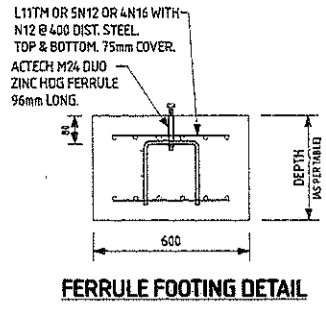
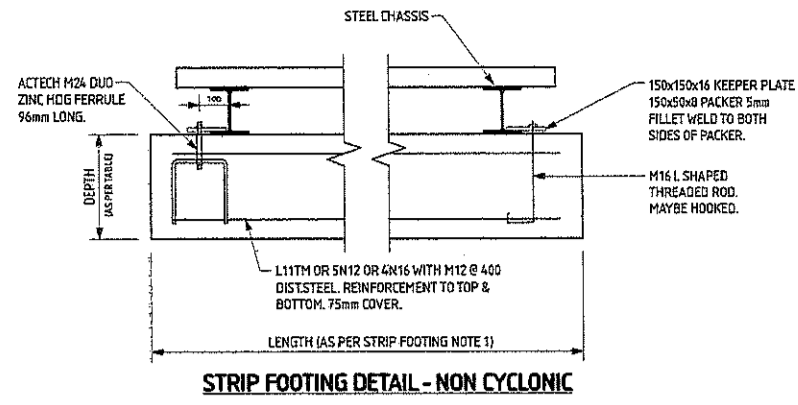
STRIP FOOTINGS

1. PROVIDE THE FOLLOWING MINIMUM FOOTINGS.
 - 2900 LONG CONCRETE STRIP FOOTING FOR 3400mm WIDE CHASSIS.
 - 4000 LONG CONCRETE STRIP FOOTING FOR 4400mm WIDE CHASSIS.
 - 4600 LONG CONCRETE STRIP FOOTING FOR 5900mm WIDE CHASSIS.
2. CONTACT THE ENGINEER FOR BUILDINGS LESS THAN 3000mm WIDTH. FOOTING DEPTH IS DETERMINED ACCORDING TO SITE CLASSIFICATION AS OUTLINED IN THE TABLE BELOW.
3. PROVIDE ACTECH (OR SIMILAR) M24 DUO ZINC, HDG FERRULE 96mm INSTALLED AS PER MANUFACTURERS SPECIFICATIONS.
4. WHERE APPROPRIATE, M16 L SHAPED THREADED ROD CAN REPLACE FERRULE TIEDOWN. L SHAPED ROD CAN BE HOOKED.
5. ENSURE TIEDOWNS ARE LOCATED AT END OF MAIN BEAMS, ALL INTERMEDIATE FOOTINGS AND ALSO WITHIN 100mm OF THE MAIN BEAM.
6. FOOTING DESIGNED FOR MAX 3.2m HIGH TRANSPORTABLE BUILDING WITH NO WIND CLASSIFICATION, LEVEL SITE.
7. ALTERNATIVELY USE STUMP/PAD OPTION DETAIL 2 BELOW.

| SITE CLASSIFICATION | D (depth mm) WITH VERANDAH | D (depth mm) NO VERANDAH |
|---------------------|----------------------------|--------------------------|
| A/S | 600 | 400 |
| M | 600 | 400 |
| M-D | 600 | 400 |

PAD FOOTINGS

1. FP1 - 2.5m WIDE VERANDAH INCLUDED
PROVIDE 600 x 600 x 700 DEEP TIEDOWNS AT ENDS OF BEAMS AND AT 3000 c/c MAX.
2. FP2 - NO VERANDAH INCLUDED
PROVIDE 400 x 400 x 300 DEEP TIEDOWNS AT ENDS OF BEAMS AND AT 3000 c/c MAX.
3. IF CLAY ON SITE AN ENGINEER TO BE CONSULTED.
4. ENSURE TIEDOWNS ARE LOCATED AT END OF MAIN BEAMS. ENSURE TIEDOWNS ARE WITHIN 100mm OF THE MAIN BEAM.
5. FOOTING AT 30mm MAX SPACING ALONG EACH MAIN BEAM, MIN 1.67m SEPARATION BETWEEN FOOTINGS.
6. FOOTING TO BE SUPPORTED ON MINIMUM 4 FOOTINGS PLACED IN A RECTANGULAR GRID.
7. FOOTING DESIGNED FOR MAX 3.2m HIGH TRANSPORTABLE BUILDING IN WIND REGIONS A OR B, TERRAIN CATEGORY 2 AND LEVEL SITE (UP TO WIND CLASS N3).



ALL STRIP FOOTINGS TO BE 600 WIDE

FOOTINGS AND TIEDOWNS
FOX TRANSPORTABLES SPECIFICATION - WIND REGION A OR B (UP TO N3 MAX)

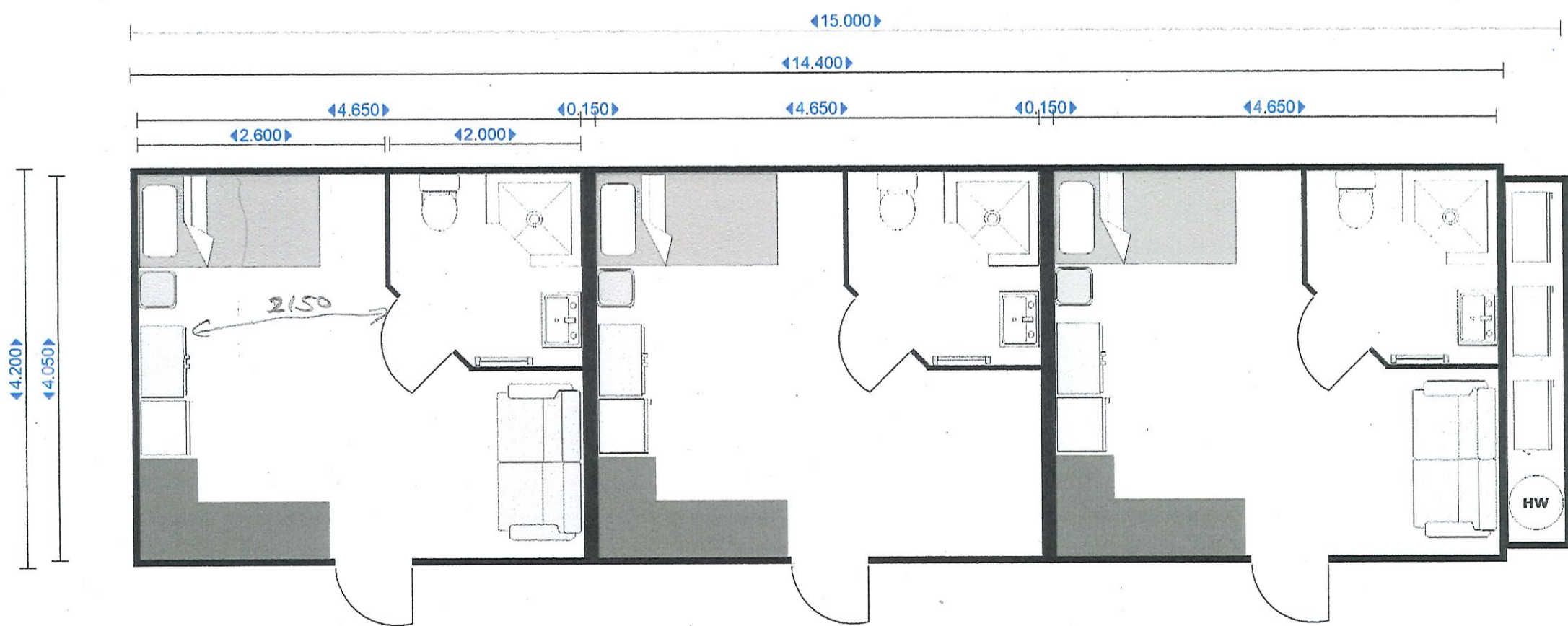
| REV | BY | ISSUE / REVISION DESCRIPTION | DATE | DRAWN | drafter full name |
|-----|----|------------------------------|----------|--------------|-------------------|
| 0 | XX | ISSUED FOR CONSTRUCTION | xx/xx/xx | DESIGNED | eng full name |
| | | | | REVIEWED | eng full name |
| | | | | DATE | xx/xx/xx |
| | | | | APPROVED BY: | |

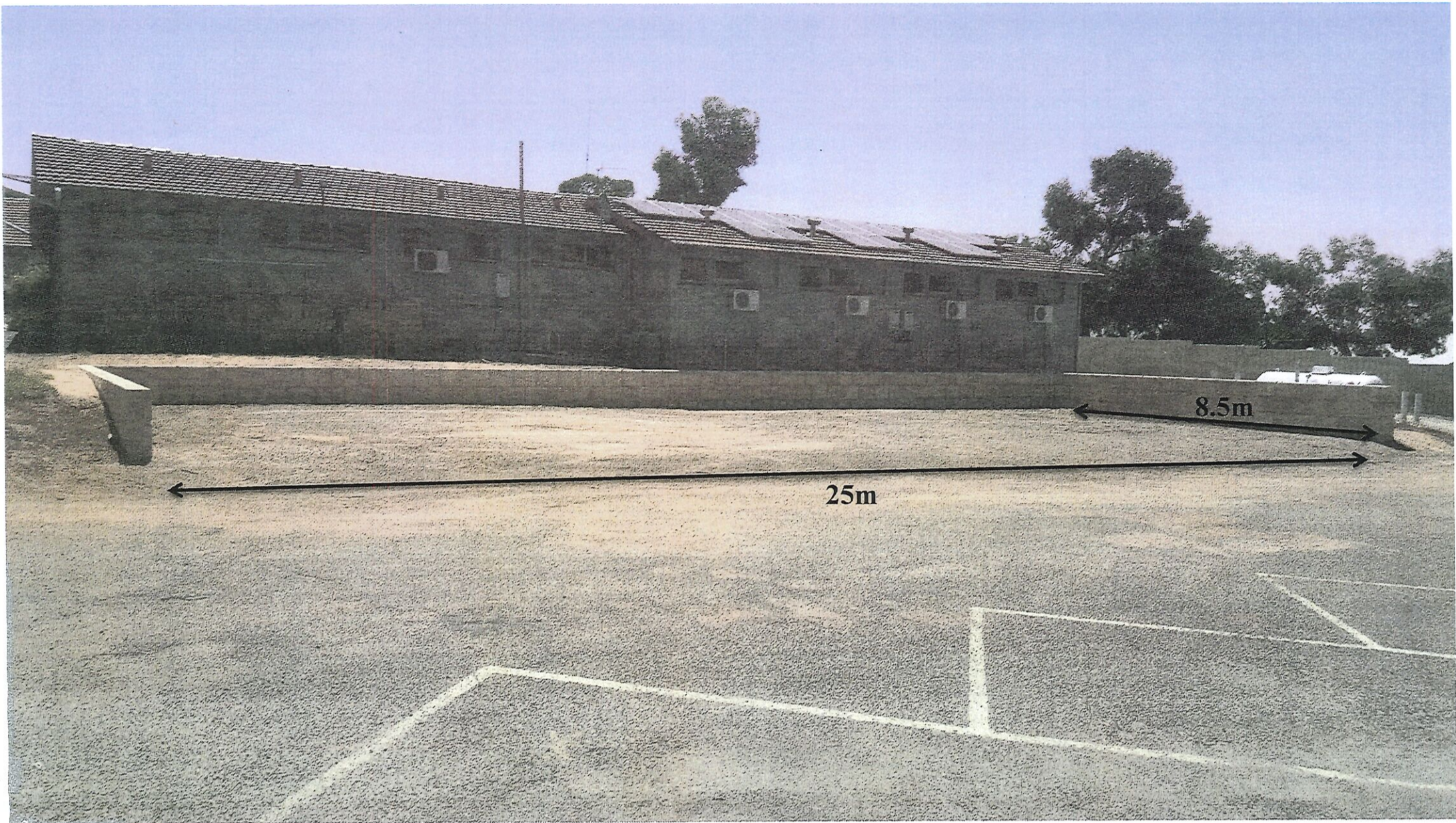
Zenla Pty. Ltd. (ABN: 71 341 972 837) ATT: The Young Parish and Highes
5/11 Trent Trading at Structerre Consulting Engineers
1 EDINVALE ROAD, BALCAFTA WA, 6021
TEL: 08 9396 4500 FAX: 08 9396 4501 EMAIL: perth@structerre.com.au

PROJECT No. PROJECT LOT XX

SCALE N/A CLIENT CLIENT NAME (Job No) for

SHEET 2 of X SIZE A3





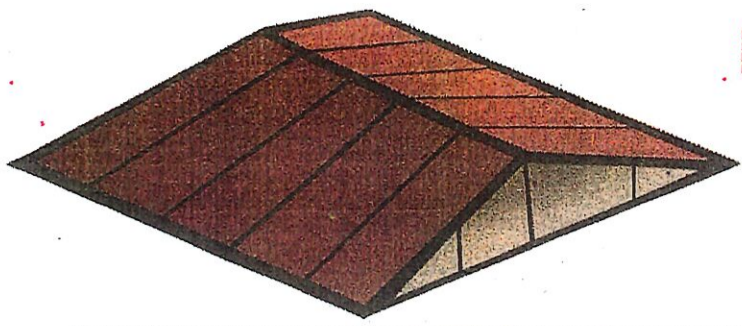




Narrogin Motel

"DRAFT N°1"

Donger design plan



Red tin triangle roof, similar to above

Exterior lighting

Outdoor chairs

Windows – remove security grill



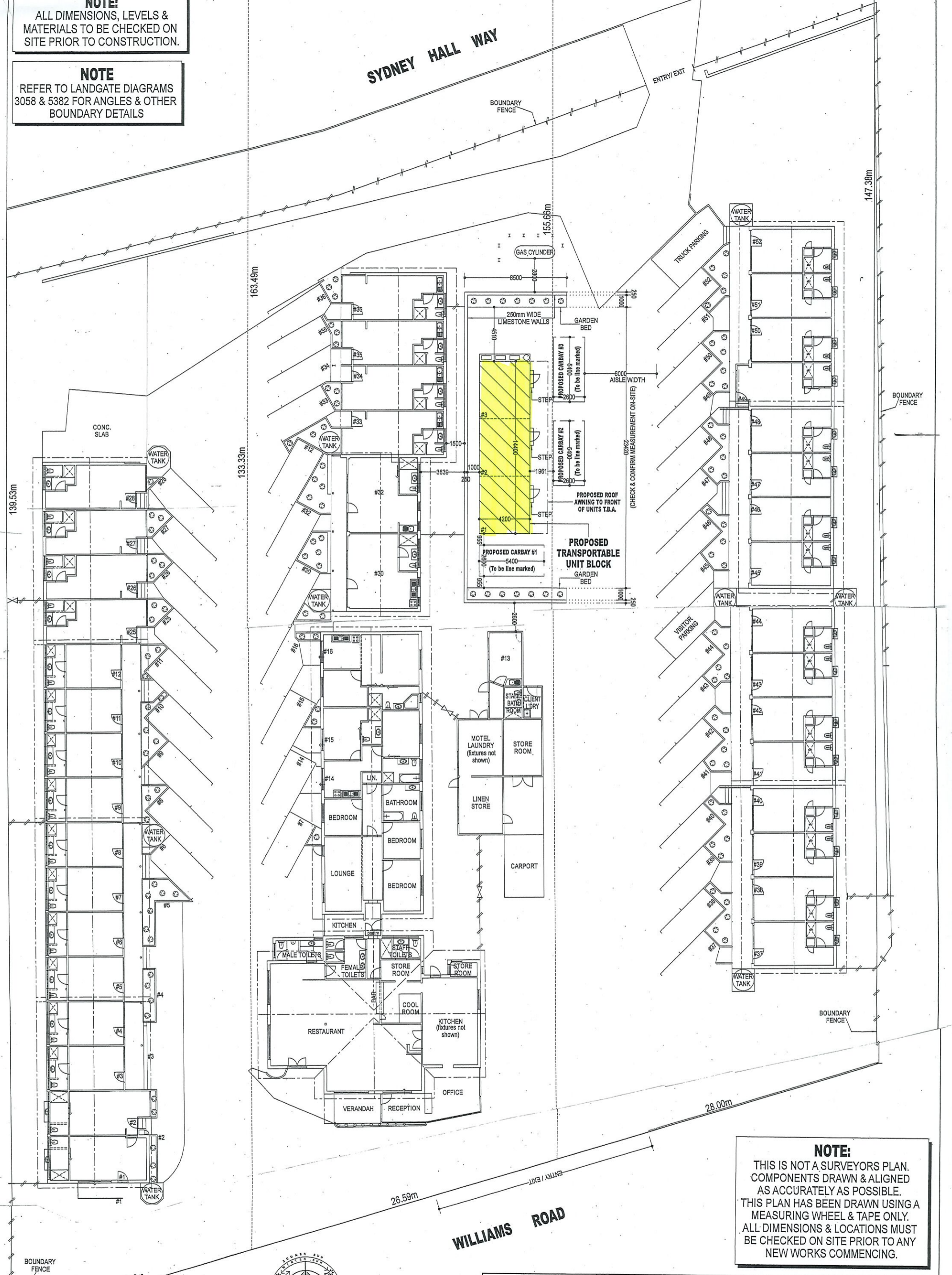
Plants

Wooden door painted like motel room doors

NOTE:
ALL DIMENSIONS, LEVELS &
MATERIALS TO BE CHECKED ON
SITE PRIOR TO CONSTRUCTION.

NOTE
REFER TO LANDGATE DIAGRAMS
3058 & 5382 FOR ANGLES & OTHER
BOUNDARY DETAILS

SYDNEY HALL WAY



NOTE:
THIS IS NOT A SURVEYORS PLAN.
COMPONENTS DRAWN & ALIGNED
AS ACCURATELY AS POSSIBLE.
THIS PLAN HAS BEEN DRAWN USING A
MEASURING WHEEL & TAPE ONLY.
ALL DIMENSIONS & LOCATIONS MUST
BE CHECKED ON SITE PRIOR TO ANY
NEW WORKS COMMENCING.



SITE PLAN
SCALE 1:200

| | | | | | |
|--|------------------------------------|---------------------------|-------|--|---|
| JOB TITLE : NARROGIN MOTEL, #56, LOTS 6, 1 & 2 WILLIAMS ROAD NARROGIN W.A. 6312 | | DRAWING TITLE : SITE PLAN | | WAYNES DESIGN & DRAFTING DRAFTSMAN : WAYNE BILL A.B.N. 11 593 616 982 3 ELLIS ROAD MERREDIN W.A. 6415 PH/FAX (08) 90413 937 | |
| DATE: AUG. 2013 | REVISED: 09-02-18 (JN 17025) | DRAWING NO.: | 1 | NO. IN SET: | 1 |
| DRAWN FOR: PROPRIETOR BRIAN SEALE | | JOB NO.: | 13004 | | |



Attachment 2 - Locality Plan

10.1.019 APPLICATION FOR HOME OCCUPATION – CAR WASH – LOT 201 (NO. 36) HOUGH STREET, NARROGIN

File Reference: A337005
Disclosure of Interest: Nil
Applicant: Richard Slawinski
Previous Item Nos: Nil
Date: 11 February 2018
Author: Eric Anderson – Planning Officer
Authorising Officer: Azhar Awang – Executive Manager, Development & Regulatory Services

Attachments

Attachment 1 – Application for Home Occupation (Car Wash)
Attachment 2 – Locality Plan
Attachment 3 – Table of submissions

Summary

Council is requested to reconsider the application for a home occupation (car wash) for the residential property at Lot 201 (No. 36) Hough Street, Narrogin.

Background

On 31 August 2015 the Shire of Narrogin received an inquiry for a home office at Lot 201 (No.36) Hough Street.

Follow up correspondence received on 12 September 2015 detailed the proposal as a mobile car cleaning business. This would be classified as a home office and does not require a planning approval. The definition of home business under Clause 1.8 of the Former Town of Narrogin Town Planning Scheme No 2 (FT – TPS) required that the business activity not carry out the following:

- (a) Entail clients or customers travelling to and from the dwelling;
- (b) Involve any advertising signs on the premises; or
- (c) Reduce the amenity of the area by producing excessive noise, dust, light, fumes etc.; or
- (d) Require any external change to the appearance of the dwelling.

It was noted in the correspondence confirming the operation of a home office on 18 September 2015 that planning consent would be required if the business seeks to do the following:

- (a) Employ any person not residing on the property;
- (b) Retail any products;
- (c) Erect signage on the property;
- (d) Have customers attending the site; or
- (e) Involve the presence of a commercial vehicle more than 2 tonnes tare weight.

On 17 January 2018 a site inspection was undertaken, where it was found that the car washing was being undertaken at the property. This is contrary to point d) of the condition of approval for the mobile business, and therefore would require a planning approval. A subsequent notice was given to the owner to cease operating or submit a planning application.

On 6 February 2018 a follow up notice was sent as no application for a planning consent had been submitted. A site inspection on 25 January 2018 found that the operation of the business had not ceased.

On 8 February 2018 the Shire of Narrogin received an application for home occupation. The proposed home business is for mobile car detailing business to be undertaken at either client's premises or at the applicant's property. The applicant has indicated in its application that no customer will attend the applicant's property as the service will include the collection and delivery of the vehicles. The tools and equipment used in operating the car wash is consist of a high water pressure cleaner, hoses, taps and hose fittings. The applicant has provided a detailed submission of their car was proposal in the attachment.

On 22 February 2018 an advertisement was published in the Narrogin Observer and letters notifying adjoining land owners of the proposal for a period of 2 weeks as outlined by clause 3.1.4 in accordance with the Former Town of Narrogin Town Planning Scheme No. 2 (FT-TPS).

The application is therefore presented to Council, to consider the submissions received and determine if the Home Occupation 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 11 written responses, all of which were in favour of the home occupation. All submissions were provided by the applicant.

Comment

Zoning

The subject property is zoned 'single residential' and is surrounded by single residential properties. Home occupation in a 'single residential' zone is listed as an 'IP' use meaning it is not permitted unless it is incidental to a predominant use as determined by Council.

The policy statement for a single residential zone under the FT-TPS is as follows;

"Primarily for single dwelling houses on separate lots"

Home Occupation is defined in the FT-TPS as:

means a business or activity carried on with the written permission of the Council within a dwelling house or the curtilage of a house by a person resident therein or within a domestic outbuilding by a person resident in the dwelling house to which it is appurtenant that:

- a. does not cause injury to or prejudicially affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury, or prejudicial affection due to the emission of light, noise, vibration, electrical interference, smell,*

fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, liquid wastes or waste products or the unsightly appearance of the dwelling house or domestic outbuilding in or the land on which the business is conducted;

- b. does not entail employment of any person not a member of the occupier's family;*
- c. does not occupy an area greater than twenty square metres;*
- d. does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located;*
- e. does not display a sign exceeding 0.2 square metres in area;*
- f. in the opinion of the Council it is compatible with the principal uses to which land in the zone it is located may be put and will not in the opinion of the Council generate a volume of traffic that would prejudice the amenity of the area;*
- g. does not entail the presence, use or calling of a vehicle of more than two tonnes tare weight;*
- h. does not entail the presence of more than one commercial vehicle and does not include provision for the fuelling or repairing of motor vehicles within the curtilage of the dwelling house or domestic outbuilding;*
- i. does not entail the offering for sale or display of motor vehicles, machinery or goods (other than goods manufactured or serviced on the premises); and*
- j. does not entail a source of power other than an electric motor of not more than 0.373 kilowatts (0.5hp).*

As the car wash business is operating either at the client's property or at the applicant's property, it is considered that the intensity of the activity would not be detrimental to the surrounding residential amenity. It can be further conditioned that the number of vehicles be limited to a maximum of two vehicles at any one time.

The applicant in its submission is also proposing to extend their existing garden and to install further drainage to capture the water runoff.

The above Home Occupation definition provides the criteria to determine a Home Occupation and it is considered that the proposed Car Wash would fall under this category.

It is therefore recommended that Council supports the proposed Home Occupation (car wash) subject to the conditions as outlined in the recommendation.

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 3.1.4, Clause 3.1.5 and clause 6.3.

Policy Implications

Nil

Financial Implications

Application for Home Occupation Fee to the value of \$222 has been made payable to the Shire of Narrogin.

The applicant is also required to pay for the advertising costs in accordance with clause 6.3.6 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

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Support the application for planning consent for home occupation (Car Wash) at Lot 201 (No. 36) Hough Street, Narrogin subject to the following conditions:

1. 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.
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 drainage run-off associated with the development shall be contained on site or connected to the Council's storm water drainage system to the satisfaction of the Chief Executive Officer.
4. All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer.
5. The activity must not employ any person not a member of the occupier's family.
6. No signage related to the activity shall exceed one fifth of a square metre in area.

Cont./

7. If in the opinion of the Council a home occupation is causing a nuisance or annoyance to neighbours or to other persons within the neighbourhood or if any conditions imposed by the council are not complied with, Council may revoke this approval.
8. An annual renewal fee in accordance with the schedule of fees and charges (\$73) shall be charged on 1 January of each calendar year.
9. No more than two client vehicles should be located on the premises at any one time.
10. Does not entail the presence, use or calling of a vehicle of more than two tonnes tare weight.
11. The approval to conduct a home occupation is issued to a specific occupier of a particular parcel of land and it shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect of which it was granted. Should there be a change of the occupier of the land in respect of which planning approval for a home occupation is issued the planning approval is cancelled.

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

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 | RICHARD BLAWINSKI + JOLEEN THOMAS |
| Correspondence Address | 36 HOUGH ST, NARROGIN |
| Applicant Phone Number | MO: 049739632 |

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of CAR WASH + DETAILING (MOBILE + AT HOME)
- Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

| | |
|--|---------------------------------|
| Existing use of land | HOUSE |
| Approximate cost of proposed development | \$ NIL |
| Estimated time of completion | IMMEDIATE |
| No of persons to be housed / employed after completion | HOUSED = 8, EMPLOYED - 1 - SELF |

TITLES OFFICE DESCRIPTION OF LAND

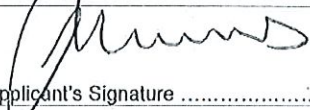
LOCALITY PLAN

| | | | | | |
|----------------------|--------------|-------------|--------|-------------|--|
| House No | 36 | Lot No | 201 | Location No | |
| Plan or Diag | 64608 | Street Name | HOUGH. | | |
| Certificate of Title | Volume: 2730 | | | Folio: 192 | |

LOT DIMENSIONS

| | | | |
|-----------|-----|----------|---------------|
| Site area | | 750sqm | Square metres |
| Frontage | 18m | (approx) | Metres |
| Depth | 30m | (approx) | metres |

AUTHORITY

Applicant's Signature  Date 8/2/18

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

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 | |

NOTE:

- RE-PEG BY OWNER IF REQUIRED.
- STORM WATER DISPOSAL BY OWNER TO SUTURE REQUIREMENTS.
- ENGINEER REQUIRED MINIMUM 600mm ABOVE CUT LEVEL.
- RETAINING WALL (s) IF REQUIRED TO ENGINEERS DETAILS BY OWNER.
- NEW WATER METER & POWER DOME BY OWNER.

NOTE: LOT USED AS STORAGE YARD FOR BUILDING PRODUCTS / RUBBLE (SAND, TIMBER, ETC.)

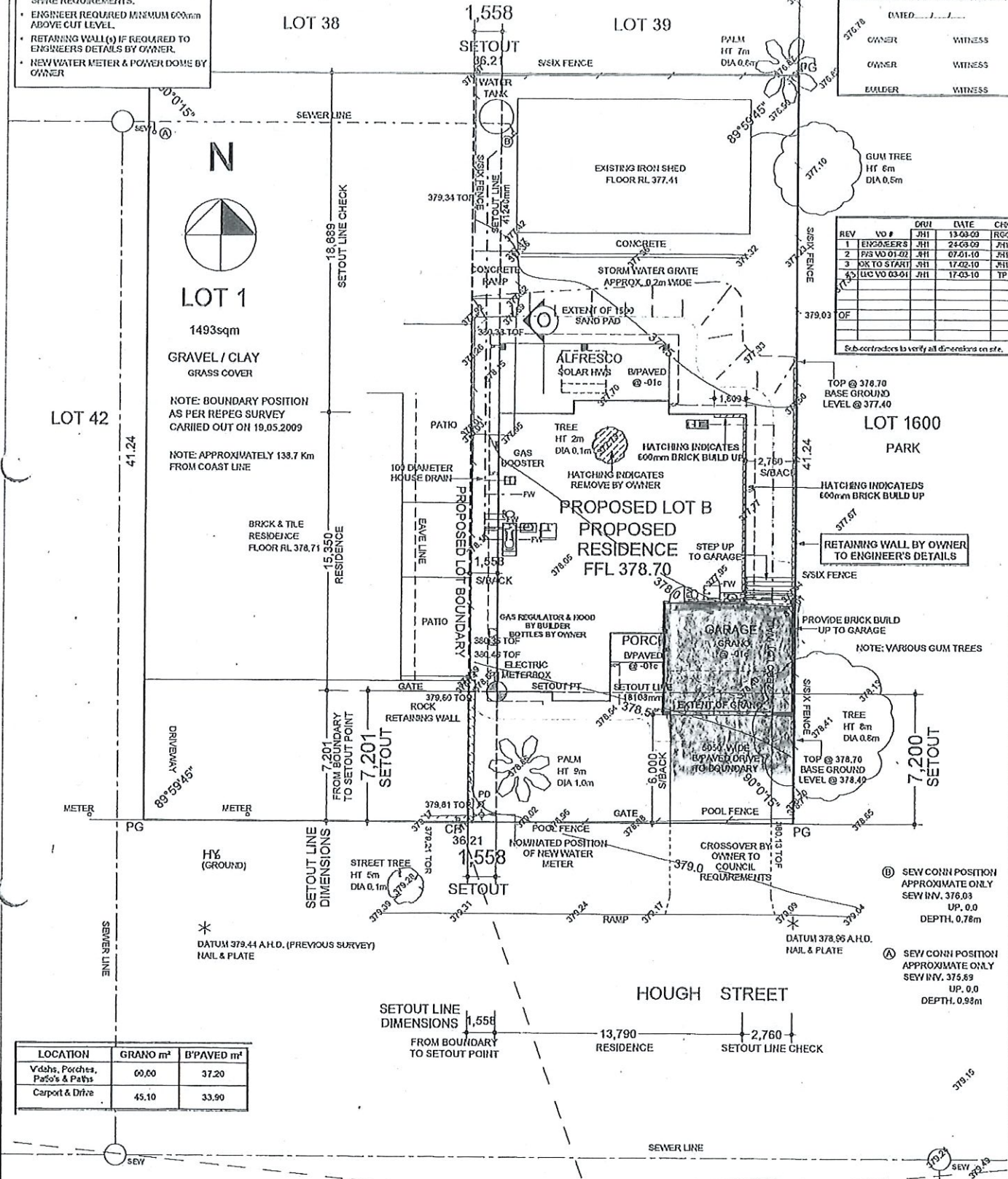
OK TO START
THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.

DATED: _____

OWNER: _____ WITNESS: _____

OWNER: _____ WITNESS: _____

EAUDER: _____ WITNESS: _____



| REV | VO # | DRN | DATE | CHK |
|-----|--------------|-----|----------|-----|
| 1 | ENG000000 | JHI | 24-03-09 | JHI |
| 2 | P/S VO 01-02 | JHI | 07-01-10 | JHI |
| 3 | OK TO START | JHI | 17-02-10 | JHI |
| 4 | LC VO 03-01 | JHI | 17-03-10 | TP |

Subcontractors to verify all dimensions on site.

| LOCATION | GRAVEL m² | B'PAVED m² |
|--------------------------------|-----------|------------|
| Yards, Porches, Patios & Paths | 60.60 | 37.20 |
| Carport & Drive | 45.10 | 33.90 |

- Ⓢ SEW CONN POSITION APPROXIMATE ONLY
SEW INV. 376.03
UP. 0.0
DEPTH. 0.78m
- ⓐ SEW CONN POSITION APPROXIMATE ONLY
SEW INV. 375.83
UP. 0.0
DEPTH. 0.93m

| | | | | |
|---------------------------|-------------------------------------|-------------------------|---------------------|------------------------------|
| CLIENT THOMAS / SLAWINSKI | BUILDER WA COUNTRY BUILDERS NORTHAM | SCALE BAR | OVERHEAD POWERLINES | DRAFTED S.J. |
| LOT 1 HUGH STREET | AUTHORITY NARROGIN | SERVICE INFORMATION | | |
| SUBURB NARROGIN | MAP REF. M 320 F 8 | GAS BTC | WATER YES | SEWERAGE YES DEPTH 0.50/0.78 |
| PLAN D 80339 | C/T Vol.Fol. | AREA DEVELOPED | TELSTRA | POWER O/H |
| DATE OF SURVEY 19.05.2009 | SCALE 1:200 @ A3 | WATER SV STOP VALVE | HY HYDRANT | FP FLUSH POINT |
| JOB No. OURS: 155853 | YOURS: 20712 | SEWERAGE ○ SEW MANHOLE | INSPECTION SHAFT | INSPECTION OPENING |
| | | POWER CP CONSUMER POLE | LAMP POST | SP STAY POLE |
| | | STORMWATER ○ SW MANHOLE | GRATE | SIDE ENTRY PIT |
| | | SURVEY ○ PEG FOUND | PEDESTAL | PEG DISTURBED |
| | | | PEG GOING | STATION |
| | | | | DATUM / CONTROL |

To The Shire of Narrogin

I, Richard Slawinski of 38 Hough St, Narrogin

Hereby acknowledge that I have been advised that Richard Slawinski operates a Car Wash/Detailing business at 36 Hough Street, Narrogin.

I consent to Richard, operating the business from this address.

I do not believe that this business adversely effects the neighbouring community whatsoever.

I believe that this business is an essential business required in the Narrogin community.

I do not believe that this business affects local traffic or parking in this area.

I fully support Richard with his planning consent application and request that the Shire consent to the Application.



Signed

6/2/18

Dated

To The Shire of Narrogin

I Jeff Slattery of 46 HOUGH ST NGN

Hereby acknowledge that I have been advised that Richard Slawinski operates a Car Wash/Detailing business at 36 Hough Street, Narrogin.

I consent to Richard, operating the business from this address.

I do not believe that this business adversely effects the neighbouring community whatsoever.

I believe that this business is an essential business required in the Narrogin community.

I do not believe that this business affects local traffic or parking in this area.

I fully support Richard with his planning consent application and request that the Shire consent to the Application.

Jeff Slattery

Signed

13 Feb 2018

Dated

To The Shire of Narrogin

I, Richard Slawinski of 38 Hough St, Narrogin

Hereby acknowledge that I have been advised that Richard Slawinski operates a Car Wash/Detailing business at 36 Hough Street, Narrogin.


I consent to Richard, operating the business from this address.

I do not believe that this business adversely effects the neighbouring community whatsoever.

I believe that this business is an essential business required in the Narrogin community.

I do not believe that this business affects local traffic or parking in this area.

I fully support Richard with his planning consent application and request that the Shire consent to the Application.



Signed

8/2/18

Dated

To The Shire of Narrogin

I, JOHN PILLAGE of HOUGH ST NARROGIN

Hereby acknowledge that I have been advised that Richard Slawinski operates a Car Wash/Detailing business at 36 Hough Street, Narrogin.


I consent to Richard, operating the business from this address.

I do not believe that this business adversely effects the neighbouring community whatsoever.

I believe that this business is an essential business required in the Narrogin community.

I do not believe that this business affects local traffic or parking in this area.

I fully support Richard with his planning consent application and request that the Shire consent to the Application.


.....

Signed

12/9/18
.....

Dated

To The Shire of Narrogin

I, Jennifer Neale of Hough St. 55

Hereby acknowledge that I have been advised that Richard Slawinski operates a Car Wash/Detailing business at 36 Hough Street, Narrogin.

I consent to Richard, operating the business from this address.

I do not believe that this business adversely effects the neighbouring community whatsoever.

I believe that this business is an essential business required in the Narrogin community.

I do not believe that this business affects local traffic or parking in this area.

I fully support Richard with his planning consent application and request that the Shire consent to the Application.


.....
Signed

13/2/18
.....
Dated

To The Shire of Narrogin

I, Alicia Jenkins of Hough St

Hereby acknowledge that I have been advised that Richard Slawinski operates a Car Wash/Detailing business at 36 Hough Street, Narrogin.

I consent to Richard, operating the business from this address.

I do not believe that this business adversely effects the neighbouring community whatsoever.

I believe that this business is an essential business required in the Narrogin community.

I do not believe that this business affects local traffic or parking in this area.

I fully support Richard with his planning consent application and request that the Shire consent to the Application.

Alicia

Signed

13, 2, 18.

Dated

To The Shire of Narrogin

I PATRICIA HOGGARD of 59 HOUGH ST - NARROGIN

Hereby acknowledge that I have been advised that Richard Slawinski operates a Car Wash/Detailing business at 36 Hough Street, Narrogin.

I consent to Richard, operating the business from this address.

I do not believe that this business adversely effects the neighbouring community whatsoever.

I believe that this business is an essential business required in the Narrogin community.

I do not believe that this business affects local traffic or parking in this area.

I fully support Richard with his planning consent application and request that the Shire consent to the Application.

Phoggard

Signed

13/2/2018

Dated

To The Shire of Narrogin

I, Jason Slawinski of 40 Hough St, Narrogin

Hereby acknowledge that I have been advised that Richard Slawinski operates a Car Wash/Detailing business at 36 Hough Street, Narrogin.

I consent to Richard, operating the business from this address.

I do not believe that this business adversely effects the neighbouring community whatsoever.

I believe that this business is an essential business required in the Narrogin community.

I do not believe that this business affects local traffic or parking in this area.

I fully support Richard with his planning consent application and request that the Shire consent to the Application.


.....

Signed

8/2/18
.....

Dated

To The Shire of Narrogin

I Lindy Masson of 20 Hough St Narrogin

Hereby acknowledge that I have been advised that Richard Slawinski operates a Car Wash/Detailing business at 36 Hough Street, Narrogin.

I consent to Richard, operating the business from this address.

I do not believe that this business adversely effects the neighbouring community whatsoever.

I believe that this business is an essential business required in the Narrogin community.

I do not believe that this business affects local traffic or parking in this area.

I fully support Richard with his planning consent application and request that the Shire consent to the Application.

B. M. Masson

Signed

13/2/17.

Dated

To The Shire of Narrogin

I EILEEN SUTTON of 12 HOUGH GRANT STREET

Hereby acknowledge that I have been advised that Richard Slawinski operates a Car Wash/Detailing business at 36 Hough Street, Narrogin.

I consent to Richard, operating the business from this address.

I do not believe that this business adversely effects the neighbouring community whatsoever.

I believe that this business is an essential business required in the Narrogin community.

I do not believe that this business affects local traffic or parking in this area.

I fully support Richard with his planning consent application and request that the Shire consent to the Application.

E Sutton

Signed

12-2-2018

Dated

To The Shire of Narrogin

I EVELYN ALLINSON of 12 HOUGH STREET

Hereby acknowledge that I have been advised that Richard Slawinski operates a Car Wash/Detailing business at 36 Hough Street, Narrogin.

I consent to Richard, operating the business from this address.

I do not believe that this business adversely effects the neighbouring community whatsoever.

I believe that this business is an essential business required in the Narrogin community.

I do not believe that this business affects local traffic or parking in this area.

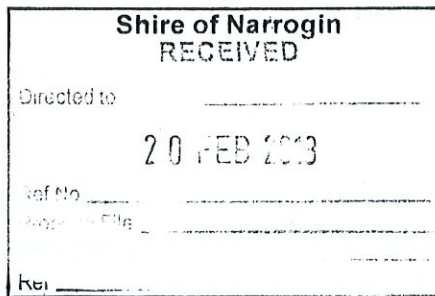
I fully support Richard with his planning consent application and request that the Shire consent to the Application.



Signed

12-2-2018

Dated



Dear Leigh

APPLICATION FOR PLANNING – 36 HOUGH STREET, NARROGIN – RJ'S CAR WASH

We refer to your letter of the 6th February 2018, please note that we did not receive the letter you refer to of the 17th January 2018. We thank you for forwarding this to us by email.

As requested please find **attached** the following:

1. Application for Planning Consent;
2. Site plan (work area shaded in red).

With respect to your queries we advise as follows:

1. The business is operated as both a mobile detailing business and an at home business. No customers attend at our premises, it is part of our service that we arrange collection and delivery of the vehicles. As such we did not breach your conditions as stated in your letter of September 2015 by allowing clients to visit the premises.
2. The owner/operator is Richard Slawinski. He is self employed and we do not employ anyone else. This is our main source of income which supports our family.
3. We have been operating since September 2015 and believe that we have not adversely affected the neighbourhood in any way.
4. The business is either run from mobile sites or from our garage, which is approximately 20m² and portion of the driveway which is approximately 15m² to 20m².
5. We do not sell any retail product from our business. We do not display any goods for sale or hire out any goods. We display no signage as per your letter dated September 2015.
6. Our business does not affect any parking within in the area, we simply collect a vehicle then deliver back. We don't believe that our business increases traffic within the area. We do not detail trucks or buses from our home address, we do these at mobile sites.
7. We do not use any essential services excessively from our home address.
8. We are very conscious of water usage and our waste water is managed by the following:
 - a) We purchased and use a high water pressure cleaner, hoses, taps, hose fitting to limit water usage;
 - b) Waste water is filtered back on to our garden (so we have no need to water on set watering days);

- c) Minimal waste water is filtered to the adjacent park, which is owned by the Shire. Please note that the Shire does not water this park, so this is a benefit to the Shire. We are currently making plans to extend our garden and install further drainage to completely prevent this. We are also investigating the requirements to recycle the water in order for it to be used in our toilets and sewage system in order to reduce water use.
 - d) We use no chemicals that adversely effect the environment.
9. As per your letter of September 2015 we do not degrease motors whatsoever and as such do not require pit for drainage of oil.

We are a small business operating in and supporting the local town. We service many government departments within the Shire of Narrogin, yourself included are customers and have had many vehicles detailed by us.

We proudly support and sponsor local sporting clubs, schools and other local charities.

We were very dismayed to receive your letter and quite alarmed that you demand that we immediately cease business. This would adversely affect our business as we have many contracts within Narrogin that require our services. It would also affect our income as this is Richards sole source of income. This would detrimental effect to our family.

Please find **attached** letters from our adjacent neighbours. The property behind our house is currently vacant, however is owned by the Department of Housing (who are also customers of ours) and the park adjoining the other side of our property is crown land, and therefore your responsibility. Please also find **attached** several other letters from our neighbours encouraging and consenting to us operating.

We advise that as per your letter of September 2015 we understood that we were complying with all of your requirements. Your letter of the 17th January 2018 states all of the requirements in paragraph 2 and our business has not changed from these requirements. Nowhere in your letter of September 2015 did state that we were unable to use our property for the purpose of washing vehicles. We limit our working hours and comply with the local noise regulations. We don't start work until 8.30am and are finished by 5pm daily. We have operated for the past 2.5 years and have no issues with any neighbours, customers or businesses.

We request that this planning application be assessed as soon as possible. Should you have any further queries or require any additional information please do not hesitate to contact us.

Regards

Richard Slawinski & Joleen Thomas



Attachment 2-Locality Plan

| Relevant Authority | Comments | Officers Comment |
|--------------------------|---|---|
| Public Submission One | Provided by applicant. In favour of proposal. Recorded 8/2/2018. | Noted. Direct relative of applicant. |
| Public Submission Two | Provided by applicant. In favour of proposal. Recorded 13/2/2018. | Noted. |
| Public Submission Three | Provided by applicant. In favour of proposal. Recorded 8/2/2018. | Noted. Direct relative of applicant. |
| Public Submission Four | Provided by applicant. In favour of proposal. Recorded 12/2/2018. | Noted. Street number not provided. |
| Public Submission Five | Provided by applicant. In favour of proposal. Recorded 13/2/2018. | Noted. |
| Public Submission Six | Provided by applicant. In favour of proposal. Recorded 13/2/2018. | Noted. Street number not provided. |
| Public Submission Seven | Provided by applicant. In favour of proposal. Recorded 13/2/2018. | Noted. Proximity unlikely to cause any adverse effects. |
| Public Submission Eight | Provided by applicant. In favour of proposal. Recorded 8/2/2018. | Noted. Direct relative of applicant. |
| Public Submission Nine | Provided by applicant. In favour of proposal. Recorded 13/2/2018. | Noted. |
| Public Submission Ten | Provided by applicant. In favour of proposal. Recorded 12/2/2018. | Noted. Proximity unlikely to cause any adverse effects. |
| Public Submission Eleven | Provided by applicant. In favour of proposal. Recorded 12/2/2018. | Noted. Same address as public submission ten. |

Attachment 3-Table of submissions

10.1.018 Highbury Townscape Study

| | |
|--------------------------------|---|
| File Reference: | 26.4.1 |
| Disclosure of Interest: | Nil |
| Applicant: | Narrogin District Townscape Committee |
| Previous Item Nos: | Nil |
| Date: | 4 January 2018 |
| Author: | Loriann Bell – Administrative Support Officer |
| Authorising Officer: | Azhar Awang – Executive Manager Development & Regulatory Services |

Attachments

- Attachment 1 – Highbury Townscape Study

Summary

Council is requested to consider endorsing the November 2017 Highbury Townscape Study prepared by H+H Architects.

Background

In October 2015 H+H Architects were engaged to undertake a review of the 1988 Narrogin Townscape Study. The scope of works involved the Consultant undertaking workshops with members of the Community, Councillors and the former Narrogin Townscape Advisory Committee.

In February 2017 Council endorsed the 2016 Narrogin Townscape Study Review at its Ordinary Council meeting only covering the Narrogin town site.

In April 2017 H+H Architects were appointed to prepare a townscape plan for the Highbury town site following a request from the Highbury District Community Council. A draft document and site drawings were received in June 2017, and forwarded to the Highbury District Community Council and the Narrogin District Townscape Committee for comment.

Both the Highbury District Community Council and the Narrogin District Townscape Committee responded to the draft with comments and questions which were addressed by H+H Architects Tom Stevens, and amendments were made to the document and site drawings in accordance with the request by the Highbury District Community Council.

Comment

The draft report was amended with the requested changes by the Highbury District Community Council and was endorsed at its meeting held 22 February 2018.

The Highbury Townscape study will be presented to the Narrogin District Townscape Committee for its endorsement at its meeting scheduled to be held 29 March 2018..

Consultation

Aaron Cook – Chief Executive Officer
Highbury District Community Council
Narrogin District Townscape Committee
H+H Architects

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Once approved, costings will be obtained to implement the plan which may need to be staged.

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Accept and endorse the 2017 Highbury Townscape Study prepared by H+H Architects as a proposed design concept for the future development of the Highbury town site.

HIGHBURY TOWNSCAPE PLAN
PREPARED FOR THE SHIRE OF NARROGIN
Final inc community comments December 2017



INTRODUCTION

Following the recent completion of the Narrogin townscape study review, H+H Architects have been engaged by the Shire of Narrogin to undertake the preparation of a townscape study for the town of Highbury.

This study has been undertaken by H+H Architects with assistance from Sally Malone from Malone Design.

The methodology in approaching this review has been to visit the town and meet with the community to ascertain what is considered important for the future development of the town centre, followed by the preparation of this report and sketch plan.

This report references the Narrogin Townscape study and is designed to be read as an appendix of the main report.

Based on a review of the preliminary project brief, H+H Architects have identified the key aspects to the project, namely;

- Streetscape Opportunities
- Town Hall and surrounds enhancements
- Stopover bay improvements

STREETSCAPE OPPORTUNITIES

Highbury is a compact little town set along the primary streets of Burley, Wilson and Campbell Streets and bounded by the Great Southern Highway (Scott St) to the east. Town centre homes are surrounded by a ring of nature reserves and undeveloped bush lots. Beyond this bushland frame is farmland and the town of Narrogin; 15km to the north.

Community life in Highbury is centered around the General Store and Tavern on the highway and the Town Hall and its recreational surrounds. The General Store has banners flying to announce that it is open for business, sells fuel and refreshment to visitors, and stocks an assortment of staple supplies for locals. The tavern is a beautiful 'colonial' style building with shady verandahs, a beer garden which hosts market days and events, and indoor dining and bar areas.

The Town Hall is the focal point for most community events, including ANZAC ceremonies which are run at the adjacent memorial. 6 tennis courts back onto the Hall and there are toilets, play equipment, a small park and a basket ball hoop.

The Tavern and Town Hall are linked by red concrete pedestrian footpaths and wide roads with some verge tree planting. Visitors stopping in the town mainly park at the Westrail bus Stopover on the Highway opposite the General Store. The bay is equipped with public toilets, a giant sun dial, and picnic tables set among shady trees.

The town is neat and tidy and very compact, opportunities for enhancing its streetscape have been identified by local residents as:

1. Enhancing the highway Stopover bay, and
2. Improving the facilities and appearance of the Town Hall and its surrounds.

We would add a further opportunity, which is strengthening the links between the three activity areas of the town; Hall, Stopover bay and Tavern to make these easier for local residents to access and to highlight them as assets for visitors.

Local residents would also like to see the entry statements to the town upgraded, particularly on the north and south approaches.



View of Wilson Street looking South

ENHANCEMENT RECOMMENDATIONS

Recommendations for townscape enhancement opportunities have been grouped into 4 projects:

1. Town Hall and surrounds enhancement;
2. Stopover bay development
3. Street verge improvements, and
4. Entry Statement upgrades.

1. Town Hall and Surrounds Enhancement

The Highbury community have had discussions on what the issues at the hall and courts are, and what they would like to see improved. They have agreed that:

- The ANZAC memorial needs more space and to be brought into the precinct more – rather than left isolated on the road verge;
- A better park to the west of the hall (Wilbur Park) would allow a variety of community events (such as outdoor movies) to be run and provide a space for locals to enjoy as a community hub;
- Play equipment needs to be located so tennis parents can supervise toddlers better and a separate space and equipment for older children is needed, and
- A small collection of adult outdoor gym equipment near the park would add fitness activities to the existing walk circuit being used in the town.

In addition, the community requested that the toilets behind the hall be upgraded for better access. This could be achieved by reconfiguring the entry area to provide compliant disabled access whilst protecting privacy and providing weather protection.

The community have prepared a sketch for the possible location for improvements. We have used this as the base for the concept plan prepared in this report.

The plan contained at the rear of this report illustrates the concept and includes annotations and notes for additional initiatives and recommendations. The recommendations have been broken into discrete project parcels to assist with funding and Shire budgeting – these are outlined in the Implementation Strategy at the rear of this report.



View of the ANZAC memorial

2. Stopover Bay Development

The Shire has in recent years installed a toilet with disabled access at the stopover bay and will be erecting 3 banner poles adjacent to the sun dial and windmill. The community are in the process of sourcing funding for a fire fighting centre (truck, shed etc) and additional museum facilities around the existing wagon shed. This bay is also used by the Westrail bus, and a double sided shelter is needed for waiting passengers.

The bay has areas of shady trees and is an attractive stopping point for visitors who want a meal in the tavern or supplies from the Store. It is also used by truck drivers to drop haulage trailers and take a break.

The Stopover bay's attractiveness could be improved by:

- Formalising vehicle access and parking areas to reduce the expanse of open gravel;
- Additional tree planting for shade and to screen and soften less attractive areas, and
- Installation of a bus shelter, with the option to include information on the town and district, interpretation and/ or public artworks in the shelter.

The function of the Stopover bay could be improved with:

- New direction signage highlighting facilities at the Town Hall, and directions to the Tavern and General Store and any other town facilities or attractions.
- Clearer and more accessible pedestrian crossing points, and
- An RV waste dump point adjacent to the toilet (but not blocking access to the planned fire station).

The adequacy of night and security lighting may also need to be considered in improvements of the bay.

Possible staging options for budget purposes are outlined in the Implementation Strategy.



View of the stopover bay on Great Southern Highway

3. Street Verge Improvements

Highbury has wide verges and each of the four main streets has a footpath on one verge and overhead power lines on one side. A walk circuit around Burley, Wilson, Campbell and Scott Streets is used by locals, and marked with name plaques on some streets.

The footpaths are in good condition, but are very exposed, and the lack of street tree avenues in the town streets makes them feel very wide and somewhat uninviting.

A programme of incremental street tree planting is recommended to provide shade over footpaths and help strengthen pedestrian links. Care needs to be taken when planting under overhead power lines to select low-growing species.

Usually one tree species is selected for a verge avenue, but the tree planting on Wilson St behind the toilet includes a mix of eucalypts which look great as a set, and are united by their size (see picture below). The advantage of a mixed avenue like this is that they often have different flowering times, and if one type of tree fails to thrive, the others help to fill the gaps.

The spacing used on Wilson St adjacent to the Town Hall is ideal for providing connecting shade and these species are also suitable for use under power lines.



The following tree species recommendations are taken from the 2016 Narrogin Townscape Study as being suitable for local conditions and in keeping with the Study's streetscape recommendations for the Shire.

Burley St

South Verge (under power lines)

Eucalyptus newbeyi

Eucalyptus tenera

Eucalyptus torquata

Callistemon viminalis

Eucky Dwarf (cultivar of *leucoxydon*)

North Verge (adjacent to footpath)

Eucalyptus leucoxydon subsp. *Leucoxydon*

Eucalyptus nicholii

Eucalyptus sideroxydon rosea or *E. tricarpa*

Eucalyptus scoparia



UPGRADE TO ENTRY STATEMENT

TAVERN

STOPOVER BAY

HIGHBURY GENERAL STORE

WILBUR PARK

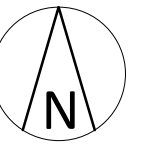
UPGRADE TO ENTRY STATEMENT

OVERFLOW CARAVAN PARKING /
SPECIAL EVENT AREA

HIGHBURY OVERVIEW

SHIRE OF NARROGIN

| | |
|------------|-------------------|
| DRAWING No | SK 1 |
| DRAWING | LANDSCAPE CONCEPT |
| SCALE | NTS @ A3 |
| JOB NUMBER | 0132-15 |
| DATE | 21.07.2017 |
| DRAWN | DN |











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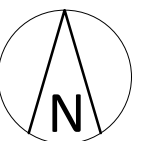


LEGEND

-  EXISTING TREE TO REMAIN
-  NEW NATIVE TREES WITH CANOPY SIZES AS INDICATED
-  NEW DECIDUOUS TREES
-  NEW FASTIGATE (TALL SLENDER) DECIDUOUS TREES
-  NEW PICNIC SEATING
-  NEW BENCH
-  NEW EVENT POWER
-  EXISTING POWER POLE

**WILBUR PARK
HIGHBURY
SHIRE OF NARROGIN**

DRAWING No SK 2
 DRAWING LANDSCAPE CONCEPT
 SCALE 1:500 @ A3
 JOB NUMBER 0132-15
 DATE 23.06.2017
 DRAWN DN



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INFORMAL PULL
OVER AREA

NEW FIRE SHED

BUS SHELTER

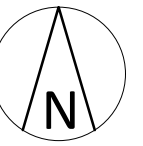
LANDSCAPED
BUFFER TO ROAD

TOILETS

MACHINERY
MUSEUM

STOPOVER BAY HIGHBURY SHIRE OF NARROGIN

| | |
|------------|-------------------|
| DRAWING No | SK 3 |
| DRAWING | LANDSCAPE CONCEPT |
| SCALE | 1:500 @ A3 |
| JOB NUMBER | 0132-15 |
| DATE | 23.06.2017 |
| DRAWN | DN |



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10.1.019 DISABILITY ACCESS AND INCLUSION PLAN (DAIP) 2018-2023 ENDORSEMENT

File Reference: 14.9.2
Disclosure of Interest: Nil
Applicant: Shire of Narrogin
Previous Item Nos: No
Date: 15 January 2018
Author: Susan Guy - Manager Community Development Leisure and Culture
Authorising Officer: Azhar Awang - Executive Manager Development and Regulatory Services

Attachments

Attachment 1 – Draft Disability Access and Inclusion Plan (DAIP) 2018-2023

Summary

Council is requested to endorse the attached Shire of Narrogin DAIP 2018-2023.

Background

The Shire is required by the *Western Australian Disability Services Act (1993) as amended 2004, ("the Act")* to prepare and lodge a DAIP with the Department of Communities (Disability Services) which in turn is mandated to receive the Plan. Under this legislation the Shire is further required to directly report on the progress of its Plan to the Department by 31 July each year as well as provide an update to the community through its annual report. Other legislation underpinning access and inclusion includes the *Western Australia Equal Opportunity Act (1984)* and the *Commonwealth Disability Discrimination Act 1992* both of which make discrimination on the basis of a person's disability unlawful.

A full review of the DAIP must be undertaken every five years or earlier. The attached draft DAIP for 2018-2023 once endorsed replaces the Shire's 2012-2017 DAIP.

Comment

In accordance with Part 5, section 28 of the Act, minimum consultation requirements for public authorities in relation to DAIPs were met in the preparation of the 2018-2023 DAIP. The methodology for the review included an examination of the pre-merger Shire of Narrogin's and Town of Narrogin's respective and previous DAIP, progress reports as well as other relevant Council documents, plans and strategies.

Consultations in the disability and aged care sector were undertaken using a number of small group meetings designed to assess for current issues with access and inclusion against the seven designated outcomes within the DAIP. Consideration was then given to amending and /or adding to existing strategies to work towards achieving these outcomes. Representatives of five primary disability service providers were consulted. A focus group was conducted with nine clients of a local disability service provider as well as their support workers, and three focus groups with a total of 15 clients from Narrogin Homecare. A Key Word Sign

consultant/Communications enabler with a special interest in autism and literacy provided specific input in two 'one-on-one' meetings. All participants in the consultative process (including Shire of Narrogin executive staff) were invited to provide comments and input and briefed on the review's rationale and legislative requirements. Suggestions were sought regarding strategies to help achieve the seven outcomes listed. Comments were recorded regarding barriers to access, potential solutions to overcoming them, options for improving inclusion in the community and strategies to improve access and inclusion.

The public consultation requirements in accordance with Part 1 section 10 of the *Disability Services Regulations 2004* was advertised on the Shire's website with a link to the 2012-17 DAIP and in the Narrogin Observer and the community invited to provide comment so as to inform its revision and the drafting of the 2018-2023 DAIP. As part of the formal process, all Local Government Authorities are expected to forward the draft DAIP to the Department for comment and suggestions prior to seeking endorsement from Council. This was undertaken and the Department provided positive feedback on the draft and particularly certain strategies and tasks within the Implementation Plan.

The attached draft DAIP was presented to Council for comment and feedback at the December 2017 Monthly Briefing Session and Council did not have specific comments concerning the draft at that time. Once Council has endorsed the DAIP it will be lodged with the Department and a public notice placed in the Narrogin Observer and on the Shire's website advising the community of the endorsed DAIP for 2018-2023.

Consultation

- Accessibility (Narrogin) – clients and support workers
- Amy Flaherty – Community Manager Silver Chain Group
- Azhar Awang – Executive Manager Development and Regulatory Services, Shire of Narrogin
- Chris Bolton – Support Facilitator, Forrest Personnel
- Frank Ludovico – Executive Manager Corporate and Community Services, Shire of Narrogin
- Graeme Mason – Chief Executive Officer, accessibility
- Kristie Pansini – Key Word Sign Consultant and Communications Enabler
- Lynne Yorke – Narrogin Homecare Coordinator, Shire of Narrogin
- Narrogin Homecare clients
- Robin Hoysted – Care Team Leader, Silver Chain Group
- Rosemary Archer – Acting Area Manager, Department of Communities
- Torre Evans – Executive Manager Technical and Rural Services, Shire of Narrogin

Statutory Environment

*Western Australian Disability Services Act (1993) as amended 2004 - Part 5 section 28
Disability Access and Inclusion Plans*

Disability Services Regulations 2004 – Part 1 section 10 Procedures for public consultation

Policy Implications

Access and Inclusion Policy Statement as set out in the DAIP 2018-2023.

Financial Implications

Various and dependent on the financial allocations to support the DAIP's Implementation Plan during annual budget deliberations and half yearly reviews.

Strategic Implications

The Shire's stated vision in its Strategic Community Plan 2017- 2027 is: "To be a leading regional economic driver and a socially interactive and inclusive community".

| Shire of Narrogin Strategic Community Plan 2017-2027 | |
|---|---|
| Objective | 1. Economic Objective (Support growth and progress, locally and regionally) |
| Outcome | 1.1 Growth in revenue opportunities |
| Strategy: | 1.1.3 Promote Narrogin's health and aged services including aged housing |
| Objective | 2. Social Objective (To provide community facilities and promote social interaction) |
| Outcome | 2.2 Build a healthier and safer community |
| Strategy | 2.2.2 Advocate for mental health and social support services |
| Outcome | 2.3 Existing strong community spirit and pride is fostered, promoted and encouraged |
| | 2.3.2 Engage and support community groups and volunteers |
| | 2.3.4 Provide improved community facilities (e.g. library/recreation) |

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Endorse the attached Shire of Narrogin DAIP 2018-2023.

| Commonly-used abbreviations: | |
|-------------------------------------|--|
| DAIP | Disability Access and Inclusion Plan |
| The Act | Western Australian Disability Services Act (1993) as amended 2004 |
| Department | Department of Communities (Disability Services Commission) |



Shire of Narrogin

Disability Access and Inclusion Plan

2018 - 2023

This Plan can be made available, upon request, in alternative formats such as in standard or large print, electronic format (web, disk or email), audio or Braille.

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Chief Executive Officer's Note

I am pleased to present the Shire of Narrogin's Disability Access and Inclusion Plan (DAIP) 2018-2023. The Plan reflects a commitment to making Narrogin an inclusive and accessible regional Wheatbelt Shire for residents and visitors with disability alike and expresses our commitment to the principles and objectives of Western Australia's Disability Services Act 1993.

The Plan embodies a review of the 2012-2017 DAIP and combines past and current strategies based on feedback from community consultations conducted during the review. The Shire is pleased to incorporate an Implementation Plan in this revised DAIP. This will be invaluable for giving consideration to resource allocation to the DAIP and monitoring progress.

We continue to rely on the community's feedback about our services and facilities and welcome comment on our progress with the implementation of the DAIP.

Aaron Cook
Chief Executive Officer
Shire of Narrogin

Acknowledgement

The Shire of Narrogin wishes to express its appreciation for the invaluable input received from disability sector stakeholders, community members and Shire staff in the preparation of the 2018-2023 DAIP and the subsequent development of this current Plan.

Introduction

The Shire is required by the Disability Services Act 1993 (amended 2004) “the Act” to prepare and lodge a DAIP with the Department of Communities (Disability Services). Under this legislation the Shire is further required to directly report on the progress of the implementation of its Plan to the Department of Communities by 31 July each year as well as provide an update to the community through its Annual Report.

A full review of the DAIP must be undertaken every five years or earlier. This Plan replaces the Shire’s 2012-2017 DAIP. Other legislation underpinning access and inclusion includes the *Western Australia Equal Opportunity Act (1984)* and the *Commonwealth Disability Discrimination Act 1992 (DDA)*,

The Shire of Narrogin

A local government merger took effect on 1 July 2016 which saw the former Town of Narrogin merge with the former Shire of Narrogin, to form a new and expanded local government named “Shire of Narrogin”. The intent of the merger was to enable the new Shire of Narrogin to better plan for the future by delivering more sustainable services and infrastructure. The Shire is one of 15 local governments within the Wheatbelt Development Commission’s Wheatbelt South sub region of Western Australia with a population of 5,162 representing just over 29% of the Wheatbelt South’s population of 17,673 at the time of the Australian Bureau of Statistics (ABS) 2016 Census.

The Shire comprises two town sites; Narrogin with a population of 4,274 and Highbury, with a population of 294 in 2016. The median age of the Shire’s population is 40 years and compares to a younger median age of 36 years for the State and 38 years for the Australian population. People aged 55 years and over comprised 32 percent (1,665 persons) of its population and people aged 65 years or over made up 18 percent of its population. Just under 7.0% (352 persons) of its population identified as Aboriginal and Torres Strait Islander compared to 3.0 % for Australia and Western Australia.

Narrogin as a town site is an important regional centre offering commercial, government and non-government services. It has a regional hospital, three primary schools, a senior high school, numerous aged care facilities and a regional recreation and leisure centre with a 25 meter indoor heated swimming pool, which won a Disability Services Commission Access Award in 2002 for its high level of accessibility.

Functions, Facilities and Services Provided by the Shire of Narrogin

The Shire of Narrogin is a Local Government Authority governed by nine elected members of Council, who are responsible for an annual budget expenditure of approximately \$17.7 million. Its Vision Statement in its Strategic Community Plan is “To be a leading regional driver and a socially interactive and inclusive community.”

The Shire of Narrogin provides a range of functions, facilities and services including:

- **Services to property:**
Construction and maintenance of Council owned buildings, roads footpaths; land drainage and development; waste collection and disposal; litter control, Townscape services including street cleaning; planting and caring for street trees and street lighting.
- **Services to the community:**
Provision and maintenance of playing areas, parks, gardens, reserves and recreational facilities for sporting and community needs; public library and information services; transport services; aged care and disability services, community events and cemetery services.
- **Regulatory services:**
Planning of road systems, sub-divisions and Shire planning schemes; building approvals for construction, additions or alterations to buildings; environmental health services and ranger services, including dog and cat control and parking.
- **General Administration:**
The provision of general information and regulatory guidelines for the public;
- **Processes of government:**
Ordinary and special Council and committee meetings; electors' meetings, election of Council Members and community consultations.

People with Disability in the Shire of Narrogin

There are a number of definitions of disability (see Appendix A). The Australian Bureau of Statistics (ABS) defines people with a profound or severe disability as people needing help or assistance in one or more of the three core activity areas of self-care, mobility and communication because of a disability, long term health condition (lasting six months or more) or old age. Broadly speaking this definition means their disability dictates that they always or sometimes need help with a core activity or task.

The 2016 ABS Census enumeration captured disability data based on the ABS definition of a disability. In 2016, 284 persons residing in the Shire reported requiring need for assistance in one or more of the three core activity areas of self-care, mobility and communication representing 6.0% of the Shire's total population.. This compares with a rate of 4.0% in the total Western Australian population and 5.0% in the Australian population.

Consultations with service providers in the aged care sector, during the last review of the Shire's 2012-2017 DAIP, highlighted the aged care sector's concern that access and inclusion issues are relevant for an ageing population regardless of the strict definitions used to enumerate persons with a disability in the Census.

The ABS *Survey of Disability, Ageing and Carers (SDAC) Australia: Summary of Findings, 2015* (Released 18/10/2016) found the national disability prevalence rate has remained relatively stable over time, with 18 % of people reporting a disability in 2015, and 19% in 2012 and 2009. The ABS Summary of Findings points to the many different kinds of disability which usually result from accidents, illness or genetic disorders and states:

Disability may affect a person's mobility, communication or learning. It can also affect their income and participation in education, social activities and the labour force. The collection

of information about people with disability is important for many reasons including the provision of appropriate services and support.

If the national 18% prevalence rate is applied to the Shire's 2016 population, it is estimated that some 929 persons residing in the Shire have a disability of some kind.

In 2016, 429 persons (11%) aged 15 years and over residing in the Shire of Narrogin reported providing unpaid assistance to a family member or others due to disability, long term illness or problems related to old age. This compares with 10 % in the total Western Australian population and 11% for Australia. These are carers are not providing institutionalised work and delivering care in residential settings or volunteer work. (ABS Census 2016 Shire of Narrogin, Western Australia and Australia Community Profile).

Planning for Better Access

It is a requirement of the Act that local government authorities develop and implement a DAIP that outlines the ways in which the authority will ensure that people with disability have equal access to its facilities and services.

The Shire of Narrogin's DAIP

The Shire of Narrogin is a public authority affected by Part 5 of the Act which requires it to develop and implement a DAIP to further the principles and objectives of the Act. The principles of the Act apply to how people with disability should be treated, that is, a person with a disability has the right to be respected for their human worth and dignity and has the same human rights as other community members, regardless of the degree and nature of their disability.

The Shire is committed to ensuring equitable and inclusive access for people with disability to its facilities, services, and events. The DAIP informs the Shire's residents, Councilors and staff about access and inclusion to its services, facilities and events that can be improved and our strategies to address them.

These strategies, as set out in the Act are the minimum standard for DAIPs and work towards a range of access and inclusion outcomes which form the foundation of the Shire's commitment to its residents, staff and visitors with disability. These outcomes as set out by the *Disability Services Regulations 2004* are as follows:

1. People with disability have the same opportunities as other people to the Shire's services and events organised or sponsored by the Shire.
2. People with disability have the same opportunities as other people to access the Shire's buildings and facilities.
3. People with disability receive information from the Shire in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from Shire staff as other people receive from Shire staff.

5. People with disability have the same opportunities as other people to make complaints to the Shire.
6. People with disability have the same opportunities as other people to participate in any public consultation by the Shire.
7. People with disability have the same opportunities as other people to obtain and maintain employment with the Shire.

Access and Inclusion Policy Statement

The Shire of Narrogin is committed to ensuring that the community is accessible and inclusive for people with disability, their families and carers. The Shire of Narrogin interprets an accessible and inclusive community as one in which all Council functions, facilities and services (both in-house and contracted) are as open, available and accessible to people with disability as for other people in the community, providing them with the same rights and responsibilities as other people. The Shire is cognisant of the fact that as it is a regional centre, residents of the Shire of Narrogin, Cuballing, Wickiepin, Wagin and Williams (all located within a 50 kilometre radius of Narrogin) commute regularly to Narrogin for work, shopping and leisure activities and that the Shire's accessibility and inclusiveness is important to the communities of these surrounding local governments.

The Shire of Narrogin:

- recognises that people with disability are valued members of the community who make a range of contributions to local, social, economic and cultural life;
- believes that a community that recognises its diversity and supports the participation and inclusion of all its members makes for a richer community life;
- believes that people with disability, their families and carers should be supported to remain living and participating in the community;
- is committed to consulting with people with disability, their families and carers, and the community in general, to ensure that barriers to access and inclusion are appropriately addressed;
- Is committed to supporting local community groups and other relevant organisations to facilitate the inclusion of people with disability through access to information, services and facilities in the community; and
- is committed to ensuring that its agents and contractors work towards the desired outcomes in the Shire's DAIP.

Review of the DAIP

The Western Australian Disability Act 1993 and Requirements

It is a requirement of the Act that all Local Government Authorities develop and implement a DAIP that outlines the ways in which they will ensure that people with disability have equal access to their facilities and services.

Review and Consultation Process

In accordance with the Act, the Shire has met the minimum consultation requirements for public authorities in the preparation of the 2017-2023 DAIP.

The methodology for the review included an examination of the former Shire and Town of Narrogin's previous DAIP, DAIP progress reports and relevant Council documents, plans and strategies. Consultations in the disability and aged care sector were undertaken using a number of small group meetings designed to assess for current issues with access and inclusion against the seven designated outcomes within the DAIP. Consideration was then given to amending and /or adding to existing strategies to work towards achieving these outcomes.

Representatives of five primary disability service providers were consulted. A focus group was conducted with nine clients of a local disability service provider as well as their support workers, and three focus groups with a total of 15 clients from Narrogin Homecare. A Key Word Sign Consultant/Communications enabler and carer for an autistic child, provided specific input in two, one on one meetings.

All participants in the consultative process (including Shire of Narrogin executive staff) were invited to provide comments and input and briefed on the review's rationale and legislative requirements. Suggestions were sought regarding strategies to help achieve the seven outcomes listed. Comments were recorded regarding barriers to access, potential solutions to overcoming them, options for improving inclusion in the community and strategies to improve access and inclusion.

The consultation was advertised on the Shire's website with a link to the 2012-17 DAIP and in the local Narrogin Observer. The finalised draft was submitted to Council for endorsement and then lodged with the Disability Services Commission. Upon endorsement, a statutory public notice was placed in the Narrogin Observer and on the Shire's website. The notice invited the community to contact the Shire should they wish to provide comment on the final DAIP.

THIS HIGHLIGHTED IN YELLOW WILL BE INSERTED AFTER COUNCIL ENDORSEMENT

Review Results.

Since the endorsement by the Shire Council of the 2012-2017 DAIP, the review found the Shire of Narrogin has undertaken a range of initiatives over the years to facilitate access and inclusion for people with a disability. These include:

- The successful funding application for the construction of a Changing Place (toilet facilities) which is due for completion in December 2017;

- A footpath program commenced in 2015/16 and continued into 2016/17 resulting in significant refurbishment of existing footpaths and the building of new paths, the construction of additional kerbing/pram ramps inclusive of tactile treads and hand rails and an increase in public seating in the CBD. Much of this work was the outcome of a grant application to the Wheatbelt Development Commission for over \$100,000 to make Narrogin a more age friendly community;
- Extensive renovations to the Shire's library building which included an accessible bathroom facility with toilet and shower;
- The library developed spaced shelving to allow for wheelchair access where possible;
- The library doubling the size of its large print and sound recording collection as well as appropriate and suitable board and other games for visitors with an intellectual disability;
- The Shire of Narrogin's administrative building's extensions included an accessible toilet;
- The nomination of a disability sector representative for membership to the Townscape Committee;
- The Shire including the International Day of Disability in its annual events calendar;
- The Shire in partnership with a disability service provider facilitating an art exhibition to celebrate Disability Awareness Week; and
- Two new ACROD parking spaces allocated in main streets in the CBD in close proximity to the Post Office and two pharmacy locations.

Consultation Findings

The consultations as part of the 2012-2017 DAIP review within the aged care and disability sector, highlighted the community's ongoing interest in the Shire's CBD infrastructure. For instance the need for appropriately placed ACROD parking bays continued to attract attention as did the need for footpaths to be made safe and to address uneven paths or the removal of tree roots which had caused damage to paths. There were numerous comments on the need for more pram ramps and additional seating in the CBD area.

Detailed comments provided during the 2017 consultations are attached in Appendix B of this report.

Some of the commentary from the 2012 consultations provided complements/adds to that collected from the consultations conducted for the DAIP 2017-2023. They included cluttered pathways in the CBD, poor street lighting, railing and ramps access to retail and commercial outlets, signage and the general lack of access for people with disability. A detailed of these issues are listed in Appendix C of this report.

The comments presented above and detailed in Appendix B and C both from the most recent consultations and those held in 2012 are informative and valuable. They assist in drawing attention to the ongoing need to review its initiatives to date in addressing access and inclusion within its community, consider resource requirements to address barriers and demonstrate initiative and address and monitor the progress being made between DAIP

reviews. It is clear that there are themes or ongoing areas of concern for the community in relation to access and inclusion.

Promoting the DAIP 2018-23

The Shire of Narrogin will advertise the availability of the 2018-2023 DAIP in the local paper, the Narrogin Observer and make it available online. On request the DAIP will be made available in alternative formats including hard copy (standard and enlarged print), accessible electronic format, Braille and on audiotape or compact disc as well as on the Shire's website. In addition the DAIP will be circulated to relevant stakeholders.

Responsibility for Implementing the DAIP

The Act requires all public authorities to take all practical measures to ensure that its officers, employees, agents and contractors implement the DAIP. This includes requirements of contractors and agents engaged by the Shire who supply services to the public. Each of the Shire's departments will be responsible for the implementation of the Plan. This 2017-2023 DAIP includes an implementation plan which can be referred to and reviewed as to progress with achieving DAIP outcomes. Ultimately, the Chief Executive Officer has final responsibility to ensure the DAIP's strategies are implemented over time.

Review and Evaluation Mechanisms

The Act sets minimum review requirements for public authorities in relation to the DAIP. The Shire's DAIP will be implemented over a five year period (2018-2023), with an annual review, and a review period following the five years.

Each Department is responsible for the implementation and review of the DAIP with the ultimate responsibility for ongoing actions resting with the CEO. The Shire will provide an annual progress report through the MLC by 30 June each year to the Department of Communities (Disability Services).

A five year review will be in accordance with Part 5 of the *Disability Services Act* (1993), and require:

- Advertising this intention and inviting public consultation;
- Lodging the review and outcome results with the Department of Communities (Disability Services);
- Ensuring the DAIP is available and accessible to people with disability and the public; and
- Reporting this process in the Shire's Annual Report.

The DAIP's Implementation Plan may be amended on a more regular basis to reflect budget considerations, progress and any access and inclusion issues which may arise. Whenever the DAIP is amended, a copy of the amended plan will be lodged with the Department of Communities (Disability Services).

Reporting on the DAIP

The Act requires that the Shire of the Narrogin includes a report on the implementation of its DAIP in its Annual Report, outlining:

- Progress towards the desired outcomes of its DAIP
- Progress of its agents and contractors towards meeting the seven desired outcomes;
- The strategies used to inform agents and contractors of its DAIP (via tender documentation, emails, written advice, as part of meeting agendas with agents and contractors).

DAIP 2018-2023 Implementation Plan

The following table presents the seven DAIP desired outcomes as prescribed by the Department of Communities (Disability Services) and the recommended strategies to achieve those outcomes. The strategies are informed by both the 2012 and 2017 DAIP review. The timelines for the strategies are ongoing and will be underpinned by a range of tasks that the Shire can action from 2018-2023 to improve access and inclusion for people with disability.

The introduction of the DAIP Implementation Plan follows the example of the former Shire of Narrogin in supporting its DAIP through consideration of budgets and resources required to support its DAIP. While implementation of a range of strategies will be subject to the approval of annual budgets, the Shire of Narrogin is mindful of its commitment to inclusion and access principles and to people with disability, their carers and families. It is envisaged that the Implementation Plan will improve the Shire's ability to monitor its progress in adopting the recommended strategies within the 2018-2023 DAIP.

DISABILITY ACCESS AND INCLUSION PLAN - IMPLEMENTATION PLAN 2018-2023

| Outcome 1: People with disability have the same opportunities as other people to access the Shire's services and events as other people | | | |
|--|--|-----------------|---|
| Strategy | Task | Timeline | Responsibility |
| 1.1 Ensure that key Shire staff with roles and responsibilities which require engagement in community event management receive disability awareness training as it specifically relates to access and inclusion to the Shire's events. | <ol style="list-style-type: none"> 1. Allocate a budget for annual disability awareness training for key staff in the Department of Development and Regulatory Services and Technical and Rural Services. 2. Incorporate the Department of Communities (Disability Services) Accessible <i>Events Checklist</i> in the Shire's event management planning documents. | Ongoing | EMDRS/EMTRS |
| 1.2 Endorse event marketing and promotion which utilises and incorporates positive images of people with disability and conveys messages linking access and inclusion to mental health and wellbeing. | <ol style="list-style-type: none"> 1. Utilise Department of Communities (Disability Services) material as a reference to improve accessibility to and inclusiveness of events. 2. Develop or access a resource package which includes appropriate graphics and messages to be utilised in event marketing material. 3. Develop or access a database of graphics for events and meetings which indicate if venues are accessible for wheelchairs and mobility devices and if special assistance is available to participants upon request. | Ongoing | Manager Community, Culture and Recreation |
| 1.3 Ensure Shire staff, agents and contractors are aware of the DAIP and of the requirements for providing access and inclusion to services and events. | <ol style="list-style-type: none"> 1. Develop a process readily identified by Shire staff to advise contractors and agencies about the DAIP and their responsibilities under the DAIP. 2. Present the DAIP at a manager's meeting every six months to assess how staff are engaging with contractors regarding access and inclusion requirements and to equally assess how staff are utilising the DAIP in executing their roles and responsibilities. | Ongoing | EMDRS/EMTRS Manager Community, Culture and Recreation |
| 1.4 Incorporate DAIP objectives into strategic planning and other relevant Shire plans and strategies where relevant and instructive. | Ensure that it is an imperative that planning exercises conducted by the Shire incorporate the DAIP as critical reference material. | Ongoing | CEO |
| 1.5 Identify synergies between the mainstream and disability sector which may encourage joint funding applications and submissions to improve and enhance access options to services and facilities for people with disability. | Liaise and convene with disability sector representatives when opportunities arise for joint funding opportunities. | Ongoing | Manager Community, Culture and Recreation |

| Outcome 2: People with disability have the same opportunities to access Council buildings and facilities as other people. | | | |
|---|--|-----------------|--|
| Strategy | Task | Timeline | Responsibility |
| 2.1 Ensure that key Shire staff with roles and responsibilities which require them to engage in aspects of project management related to the maintenance/development/building of Shire infrastructure are aware of the purpose of the DAIP and the legislation which underpins it. | 1. Allocate a budget for annual disability awareness training for key staff in the Department of Development and Regulatory Services and Technical and Rural Services. | Ongoing | EMDRS/EMTRS MLC |
| 2.2 Raise staff and community awareness of the benefits to access and inclusion of learning and using Key Word Sign Language as a way to improve access and inclusion for children and adults with communication difficulties (e.g. people with an intellectual or learning disability or who are non-verbal/autistic or illiterate). | 1. Liaise with Key Word Sign Australia or Key Word Sign WA to become informed of ways in which the Shire can become a more inclusive community through the use of Key Word Signage. 2. Provide an introductory class to interested staff in learning keyword signage. 3. Subsidise local courses in Key Word Signage offered to the community by accredited trainers. 4. Allocate a training budget on an annual basis to support the introduction and usage of Key Word Signage with the Narrogin community. 5. Promote Key Word Signage training opportunities and the general use of Key Word Signage on the Shire's Facebook Page. | Ongoing | Manager Community, Culture and Recreation |
| 2.3. Introduce pictorial signage in the CBD and Shire parks to reduce access barriers and improve literacy friendly communication. | 1. Research literacy friendly literature and raise the awareness of key staff awareness in the Department of Technical and Rural Services of the benefits to the introduction of pictorial signage for people with disability 2. Allocate an annual budget for the introduction of literacy friendly signage. | Ongoing | Manager Community, Culture and Recreation/EMTRS |
| 2.4 Ensure that all Shire facilities and infrastructure comply with minimum access standards as required by Australian Standards on Access and Mobility (AS 1428 suite) and are physically accessible and safe, particularly pedestrian facilities such as footpaths, bus stops, parks reserves, gardens and ACROD bays. | 1. Ensure the Shire consults the disability sector regarding new building and refurbishment projects. 2. Develop a register of contact details for the Department of Communities (Disability Services) so as staff can readily access advice 3. Organize training for key staff such as building surveyors and facility managers within the Department of Regulatory and Development to remain up to date on the Australian Standards on Access and Mobility (AS 1428 suite) any amendments and legal requirements for access to buildings. | Ongoing | Manager Community, Culture and Recreation |
| 2.5 Prioritise addressing access barriers to the Shire's buildings and facilities. | 4. Allocate funds in the Annual budget to specifically address access and inclusion barriers. 5. Regularly review the DAIP with executive staff to monitor access barriers to Shire buildings and facilities. | Ongoing | CEO |

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|---|--|---------|--|
| | <p>6. Regularly review and update resource material which can assist and inform key staff in their ongoing work regarding issues relating to access and inclusion.</p> <p>7. Monitor progress in rectifying access barriers to the Shire's buildings and facilities.</p> | | <p>Manager Community, Culture and Recreation</p> <p>Manager Community, Culture and Recreation</p> <p>Manager Community, Culture and Recreation</p> |
| 2.6 Include in any playground renewal projects a plan to purchase and install at least one piece of equipment which is accessible and inclusive for children, teenagers and adults with disability. | 1. In annual Shire budget processes allocate a funds for playground equipment which is accessible and inclusive. | Ongoing | EMTRS |
| 2.7 Deliver community education programs which manage risk and address shared path rules for joggers and pedestrians and people using gophers and bicycles. | 1. Liaise with Main Roads WA and the disability sector to develop and deliver a community education program about the use of shared paths. | Ongoing | MLC |
| 2.8 Educate the community about the need for accessible pathways and the need to reduce footpath clutter created by signage, merchandise displays, sulo bins and gophers. | <p>1. Conduct disability awareness training for relevant operations staff.</p> <p>2. Post information and comments on the Shire's Facebook page to increase community awareness about clutter free footpaths.</p> | Ongoing | Manager Community, Culture and Recreation |

| Outcome 3: People with disability have the same opportunity to access information as readily as other people | | | |
|---|--|-----------------|--|
| Strategy | Task | Timeline | Responsibility |
| 3.1 Ensure the Shire of Narrogin's website meets with contemporary good practice in assisting people with disability. | <p>1. Ensure that documents on the Shire's website are in formats suitable for people with disability such as large print options and verbal formats</p> <p>2. All staff with responsibilities for upgrading/ updating or posting information on the Shire's website are trained to access and include accessible alternative formats for Shire documents where practical.</p> <p>3. The Shire's IT personnel with responsibilities for website development are given training opportunities to keep abreast of contemporary IT industry practices relating to access and inclusion. Such practices may include investigating and adopting assistive technology such as screen-readers and an easy read version of the DAIP.</p> | Ongoing | <p>Manager Community, Culture and Recreation</p> <p>EA</p> <p>IT Officer</p> |

| | | | |
|---|--|---------|--|
| 3.2 Ensure reception staff are aware of the DAIP and its implementation plan and know how to respond to a customer who may request that Shire documents be provided in an alternative format. | 1. Assess disability awareness training needs of staff and include disability training in professional development plans where appropriate 2. Improve staff awareness of access and inclusion principles through disability awareness training. | Ongoing | Manager Community, Culture and Recreation |
|---|--|---------|--|

Outcome 4: People with disability receive the same level and quality of service from Shire staff as other people receive

| Strategy | Task | Timeline | Responsibility |
|---|---|----------|--|
| 4.1 Raise executive management's awareness of the importance of the DAIP as an instrument for improving access and inclusion within the Shire of Narrogin. | 1. Regularly include the DAIP as an agenda item in executive manager meetings for the purpose of monitoring the DAIP's implementation plan. | Ongoing | CEO |
| 4.2 Increase staff awareness of the psycho-social context in which they may engage with people with disability and how this may impact on customer service. | 1. Ensure reception staff/those in customer service roles receive training in de-escalation techniques and strategies. | Ongoing | EMCCS |
| 4.3 Regularly seek advice from community professionals working in the disability field regarding how to better meet the requirements of people with disability. | 1. Invite representatives from the disability sector to make presentations to Council regarding access and inclusion matters and best practice for local government authorities. | Ongoing | Manager Community, Culture and Recreation/CEO |
| 4.4 Ensure key staff are informed regarding contemporary access and inclusion issues. | 1. Register key staff for email updates from the Human Rights and Equal Opportunity Commission (HREOC) and the WA Department of Communities (Disability Services Commission). Include in induction training for all staff, information and advice regarding the Shire's DAIP. | Ongoing | Manager Community, Culture and Recreation |

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

| Strategy | Task | Timeline | Responsibility |
|--|--|----------|--|
| 5.1 Ensure that Council's grievance and public complaints policy and mechanisms are clear, equitable and accessible. | 1. In consultation with the disability sector, review current grievance and complaints policy and mechanisms to make changes where required. | Ongoing | Manager Community, Culture and Recreation |
| 5.2. Ensure a continuous improvement culture by monitoring and processing complaints and feedback received to identify areas for improving accessibility for people with disability. | 1. Include disability awareness training as part of induction for all new staff including customer service staff. | Ongoing | EMCCS |

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

| Strategy | Task | Timeline | Responsibility |
|--|---|----------|---|
| 6.1 Raise the awareness of all staff with responsibilities for organising public consultations of the key needs of people with disability in consultative processes. | <ol style="list-style-type: none"> 1. Adopt the DSC's Accessible Consultation Guide with checklists. 2. Liaise with disability service agencies to enable access to, and ongoing feedback directly from, people with a lived experience of physical, intellectual, aged and psychosocial disability | | Manager Community, Culture and Recreation |

| Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment at the Shire. | | | |
|--|---|-----------------|--|
| Strategy | Task | Timeline | Responsibility |
| 7.1 Ensure the Shire's recruitment procedures and practices encourage people with disability to apply for job vacancies with the Shire. | <ol style="list-style-type: none"> 1. Seek the West Australian Local Government Association's and Department of Communities (Disability Services) advice on the development of recruitment procedures and practices which maximise employment opportunities for people with disability. 2. Arrange for the provision of disability awareness training to key staff responsible for recruitment processes. | | EMCCS |
| 7.2 Develop a Memorandum of Understanding with a local employment disability service provider. | <ol style="list-style-type: none"> 1. Actively engage with local disability employment providers to explore and improve Council's understanding of the benefits of employing people with a disability. 2. Consider and explore funding sources which may create and support meaningful and productive positions within the Shire for people with disability. | | Manager Community, Culture and Recreation |
| 7.3 Ensure that any Shire employee with a disability receive the support required to successfully undertake their work as specified in their position description. | <ol style="list-style-type: none"> 1. Develop disability-focused staff training to increase disability confidence and a culture of inclusiveness in the Shire's workplace. Ensure that the Shire's work places are accessible and inclusive by allocating an annual budget for assistive technology and other aids. | | Manager Community, Culture and Recreation |

APPENDICIES

APPENDIX A

DEFINITIONS OF DISABILITY

Definition of disability as per the Australian Bureau of Statistics (ABS):

The Australian Bureau of Statistics (ABS): defines people with a profound or severe disability as people needing help or assistance in one or more of the three core activity areas of self-care, mobility and communication because of a disability, long term health condition (lasting six months or more) or old age.

Definition of a Disability as per *Disability Services Act (1993)*.

A disability is recognised as a condition which:

- is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- is permanent or likely to be permanent;
- may or may not be of a chronic or episodic nature; and
- which results in: a substantially reduced capacity of the person for communication, social interaction, learning and mobility; and a need for continuing support services

Definition of disability as per the *Disability Discrimination Act 1992*

'Disability', in relation to a person, means:

- a) total or partial loss of the person's bodily or mental functions; or
- b) total or partial loss of part of the body; or
- c) the presence in the body of organisms causing disease or illness; or
- d) the presence in the body of organisms capable of causing disease or illness; or
- e) the malfunction, malformation or disfigurement of a part of the person's body; or
- f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;
- h) and includes a disability that:
 - i) presently exists; or
 - j) previously existed but no longer exists; or
 - k) may exist in the future; or
 - l) is imputed to a person

APPENDIX B

- The paving is broken due to tree roots outside my house in Fox Street;
- On busy days the library access can be troublesome and that path to the library is too narrow. There needs to be more ACROD parking bays in the CBD to reduce the walking distance to pram ramps;
- The gutters adjacent to ACROD parking bays need to be of the right height to clear car doors;
- The footpath outside the Post Office and Betta Electrical are very dangerous. But there are lots of footpaths in the (residential) streets which need work. Tree roots have broken the paving in Northwood Street and parked cars also stop you from walking along the footpaths. Hough Street has no footpath;
- There needs to be a pram ramp outside the Horden Hotel as it is not easy to cross from the east side of Federal to the west side;
- The pram ramp gradients are dangerous when using an electric wheelchair. I need to slow down to enter them, speed up to cross the road but then slow down to re-enter and slowing down increases the risk of being hit by a car or stopping traffic. The pram ramp outside Chicken Treat is an example;
- The path to the library is narrow and slabs uneven;
- The library itself can be difficult to use in a wheelchair at busy times;
- Gutters in the streets are too steep and difficult to access for those with walkers and walking sticks;
- The access to roads from footpath/verges is often not possible due to the height of the drop to the road;
- Some pram ramps are not wide enough for a support worker or carer to stand side by side a person with a disability and this creates a trip hazard when one person stands on the (uneven) edge of the pram ramp;
- There is a need for the Mackie Park disability toilets to be continually accessible as this is the only toilet with a change bed in the main area of town;
- The bakery in Egerton Street is inaccessible if you cannot use the lift because its not working due to a breakdown or vandalism or when someone is too scared to use it. It should never have been approved;
- Memorial Park's paths are not safe to use. This is a beautiful park and needs a toilet, more seating and shelter and to be cared for in summer months to prevent the lawn dying. It's a lovely park for people with a disability to have lunch or a picnic;
- There is a need for more seating, shaded seating and railings around footpaths. Seating is sometimes too low and it's too hard and too hot in summer;

- The Lesser Hall has no ramp or rail for access. There used to be a ramp. If you can't get someone to open up the door to the Town Hall then you can't get to things happening in the Lesser Hall. I once had to wait in the bus instead of seeing an art exhibition at the Lesser Hall;
- The door ways to commercial premises need to become more accessible;
- The path through Gnarojin Park is very bad and needs to be resurfaced;
- The Shire needs to consider how accessible its parks are for people with not only physical but sensory and intellectual disability and think about signage. There is a need for pictorial signage in parks, reserves and streets to improve access and inclusion for children, teenagers and adults alike who cannot read or write, are deaf, nonverbal and who are visually impaired;
- The Shire could create a vision for a town which is more welcoming, inclusive and accessible through encouraging community members to learn Key Sign Language.

APPENDIX C

- CBD pathways are cluttered with retail shop displays of bikes, advertising signs, chairs and tables making it difficult for people in wheelchairs and gophers to traverse them;
- The lighting in the CBD and on some streets (such as Ensign) is very poor and makes traversing roads and footpaths at night dangerous;
- Railings and ramps are required to access a number of retail and commercial outlets as entrances have steps or the entrance slopes. For example there; is a need for a rail on both sides of the steps to the National Bank building, and the Rambling Rose (kitchen shop) has a sloped ramp to its entrance so that for some customers with a disability it is possible to enter but it is too steep to exit;
- There is a need for clear signage at the entrance ways to the CBD to indicate the location of disabled toilets;
- While side access to the Town Hall is available, people with disability should also be able to enter through the front door of the Town Hall along with all citizens without a disability;
- Tracks are blocked by debris in the Shire's Foxes Lair reserve and there is no access to the picnic area;
- There is need for a wheelchair ramp from Narrogin Regional Hospital to the Narrogin Nursing Home and from the John Parry Medical Centre to Scott Street;
- There is a lack of access from the west to the east side of Federal Street for wheelchair users;
- A continual build-up of gravel and sand after each storm is a problem on Glyde Street on the west side;
- Paths in Furnival Street due to tree roots are very bad;
- The path between the Narrogin Leisure Centre and the Clayton Road oval slopes and is somewhat difficult to use for people in wheelchairs;
- The floor in the Narrogin Leisure Centre disabled toilets is slippery;
- Driveways on to roads often have steep drops and are difficult to navigate when using footpaths in gophers and wheelchair;
- If we are to encourage the elderly to stay active, the Shire has a responsibility to maintain pathways and to assist in keeping people in gophers and wheelchairs safe and off the roads, so that the roads are not be used for dual purpose access with cars gophers & wheelchairs;
- The desks at the library are not wheelchair friendly;
- There is a need for an accessible big button keyboard in the library;

- Council meetings do not cater for the hearing impaired or sight impaired. The Shire needs to provide more microphones and be more aware of those attending who may have hearing difficulties or reading difficulties due to small print presentations;
- There is a need for Shire of Narrogin staff to receive updated disability awareness training;
- There is a need for the Shire to advocate more consistently and systematically on behalf of people with physical disability, to local retailers/business outlets about the importance of their premises and doorways being accessible as this is good for business; and
- The Shire of Narrogin is a partner of the “You’re Welcome Access WA Initiative” which assists Local Governments to improve and publicise the accessibility of facilities within their local community. There is a need for the Shire to work towards ensuring its entries on the “You’re Welcome Access WA” website are up to date and that people with disability know how to access the website information

10.2 TECHNICAL AND RURAL SERVICES

There are no matters requiring a decision by Council at this meeting.

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.020 LIST OF ACCOUNTS FOR ENDORSEMENT – FEBRUARY 2018

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 28 February 2018
Author: Brooke Conway – Finance Officer Accounts
Authorising Officer: Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

List of Accounts for Endorsement – February 2018

Summary

Council is requested to endorse the payments as presented in the List of Accounts for Endorsement – February 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 – February 2018” is presented to Council for endorsement. Below is a summary of activity.

February 2018 Payments

| Payment Type | \$ | % |
|-----------------------|-------------------|---------------|
| Cheque | 3,114.25 | 0.32 |
| EFT (incl Payroll) | 819,165.14 | 85.38 |
| Direct Debit | 131,132.94 | 13.67 |
| Credit Card | 5,983.20 | 0.62 |
| Total Payments | 959,395.53 | 100.00 |

Local Spending Analysis of Total Payments

| | | |
|------------------------|-------------------|--------------|
| <i>Local Suppliers</i> | <i>217,565.96</i> | <i>22.68</i> |
| <i>Payroll</i> | <i>376,502.25</i> | <i>39.24</i> |
| Total | 594,068.21 | 61.92 |

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

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 February 2018 for the Municipal Fund totalling \$959,395.53

10.3.021 MONTHLY FINANCIAL REPORTS – FEBRUARY 2018

| | |
|--------------------------------|---|
| File Reference: | 12.8.1 |
| Disclosure of Interest: | Nil |
| Applicant: | Nil |
| Previous Item Nos: | Nil |
| Date: | 15 March 2018 |
| Author: | Nicole Bryant – Manager Finance |
| Authoriser: | Frank Ludovico – Executive Manager Corporate & Community Services |

Attachments

Monthly Financial Report for the period ended 28 February 2018.

Background

Council is requested to review the February 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 February 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 February 2018 Monthly Financial Reports as presented.

MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 28 FEBRUARY 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 28 FEBRUARY 2018

STATEMENT OF FINANCIAL ACTIVITY

| | Note | Revised Annual Budget (d) | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(b) | Var |
|---|------|---------------------------|--------------------|--------------------|-----------------|--------------------|-----|
| Operating Revenues | | \$ | \$ | \$ | \$ | % | |
| Governance | | 30,200 | 20,128 | 29,874 | 9,746 | 33% | |
| General Purpose Funding | | 1,329,125 | 973,644 | 955,822 | (17,822) | (2%) | |
| Law, Order and Public Safety | | 588,935 | 503,997 | 512,295 | 8,299 | 2% | |
| Health | | 5,500 | 4,664 | 5,459 | 795 | 15% | |
| Education and Welfare | | 1,529,459 | 1,110,741 | 1,101,001 | (9,740) | (1%) | |
| Housing | | 10,400 | 6,928 | 6,400 | (528) | (8%) | |
| Community Amenities | | 1,161,102 | 1,073,249 | 1,141,943 | 68,694 | 6% | |
| Recreation and Culture | | 472,880 | 436,700 | 407,732 | (28,968) | (7%) | |
| Transport | | 1,982,588 | 1,260,532 | 1,268,276 | 7,744 | 1% | |
| Economic Services | | 251,910 | 174,410 | 192,628 | 18,218 | 9% | |
| Other Property and Services | | 223,307 | 113,381 | 107,476 | (5,905) | (5%) | |
| Total (Excluding Rates) | | 7,585,405 | 5,678,374 | 5,728,906 | 50,533 | | |
| Operating Expense | | | | | | | |
| Governance | | (685,489) | (397,585) | (372,978) | 24,607 | 7% | |
| General Purpose Funding | | (241,412) | (151,429) | (139,732) | 11,697 | 8% | |
| Law, Order and Public Safety | | (483,281) | (299,294) | (275,579) | 23,715 | 9% | |
| Health | | (227,576) | (153,586) | (142,178) | 11,408 | 8% | |
| Education and Welfare | | (1,872,808) | (1,343,338) | (1,087,121) | 256,217 | 24% | ▲ |
| Housing | | (33,084) | (23,159) | (19,662) | 3,497 | 18% | |
| Community Amenities | | (1,489,162) | (933,299) | (887,315) | 45,984 | 5% | |
| Recreation and Culture | | (3,052,739) | (1,985,981) | (1,749,215) | 236,766 | 14% | ▲ |
| Transport | | (4,359,057) | (2,906,053) | (3,009,143) | (103,090) | (3%) | |
| Economic Services | | (718,786) | (482,959) | (403,394) | 79,565 | 20% | ▲ |
| Other Property and Services | | (30,000) | 10,286 | 218,039 | 207,753 | (95%) | |
| Total | | (13,193,394) | (8,666,397) | (7,868,278) | 798,119 | | |
| Funding Balance Adjustment | | | | | | | |
| Add back Depreciation | | 2,698,268 | 1,798,760 | 1,784,722 | (14,038) | (1%) | |
| Adjust (Profit)/Loss on Asset Disposal Current) | 12 | 23,963 | 18,600 | 6,897 | (11,703) | (170%) | ▼ |
| Adjust Deferred Pensioner Rates (Non-Current) | | 0 | 0 | 0 | 0 | | |
| Movement in Leave Reserve (Added Back) | | 47,745 | 0 | 2,091 | 2,091 | 100% | |
| Adjust Rounding | | 0 | 0 | 0 | 0 | | |
| Net Operating (Ex. Rates) | | (2,838,013) | (1,170,663) | (345,661) | 825,002 | | |
| Capital Revenues | | | | | | | |
| Proceeds from Disposal of Assets | 12 | 356,702 | 248,063 | 283,664 | 35,601 | 13% | ▲ |
| Proceeds from New Debentures | 13 | 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 | 10 | 768,685 | 68,282 | 68,480 | 198 | 0% | |
| Total | | 1,475,386 | 316,345 | 352,144 | 35,799 | | |
| Capital Expenses | | | | | | | |
| Land Held for Resale | 10 | 0 | 0 | 0 | 0 | | |
| Land and Buildings | 11 | (1,114,704) | (178,366) | (178,542) | (176) | (0%) | |
| Plant and Equipment | 11 | (1,324,639) | (1,059,855) | (1,145,475) | (85,619) | (7%) | |
| Furniture and Equipment | 11 | (30,000) | 0 | 0 | 0 | | |
| Infrastructure Assets - Roads | 11 | (1,160,292) | (999,375) | (1,007,890) | (8,516) | (1%) | |
| Infrastructure Assets - Footpaths | 11 | (101,935) | (34,935) | (34,935) | 0 | 0% | |
| Infrastructure Assets - Road Drainage | 11 | (30,000) | 0 | 0 | 0 | | |
| Infrastructure Assets - Parks & Ovals | 10 | 0 | 0 | 0 | 0 | | |
| Infrastructure Assets - Townscape | 10 | 0 | 0 | 0 | 0 | | |
| Infrastructure Assets - Other | 11 | (893,480) | (379,278) | (383,020) | (3,742) | (1%) | |
| Purchase of Investments | | 0 | 0 | 0 | 0 | | |
| Repayment of Debentures | 13 | (220,291) | (124,739) | (119,764) | 4,975 | 4% | |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | | |
| Transfer to Reserves | 10 | (1,316,214) | (21,438) | (21,438) | 0 | 0% | |
| Total | | (6,191,554) | (2,797,986) | (2,891,064) | (93,078) | | |
| Net Capital | | (4,716,168) | (2,481,641) | (2,538,920) | (57,279) | | |
| Total Net Operating + Capital | | (7,554,181) | (3,652,304) | (2,884,581) | 767,723 | | |
| Rate Revenue | | 4,640,116 | 4,650,116 | 4,545,582 | (104,534) | (2%) | |
| Opening Funding Surplus(Deficit) | | 2,930,417 | 2,930,417 | 2,930,417 | 0 | 0% | |
| Closing Funding Surplus(Deficit) | 3 | 16,353 | 3,928,229 | 4,591,418 | 663,188 | | |

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2018

NET CURRENT ASSETS

| | Positive=Surplus (Negative=Deficit) | |
|---|-------------------------------------|--------------------|
| | 2017-18 | |
| | 28/02/2018 | 31/01/2018 |
| | This Period | Last Period |
| | \$ | \$ |
| Current Assets | | |
| Cash Unrestricted | 4,412,438 | 4,542,315 |
| Cash Restricted (Reserves) | 3,727,220 | 3,727,220 |
| Receivables - Rates and Rubbish, ESL, Excess Rates | 767,559 | 864,473 |
| Receivables -Other | 143,000 | 254,184 |
| Inventories | 48,785 | 27,951 |
| | 9,099,002 | 9,416,143 |
| Less: Current Liabilities | | |
| Payables | (308,659) | (233,773) |
| Loan Liability | (100,529) | (100,529) |
| Provisions | (845,116) | (845,116) |
| | (1,254,304) | (1,179,417) |
| Net Current Asset Position | 7,844,698 | 8,236,726 |
| 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 | 100,529 |
| Adjustment for Trust Transactions Within Muni | (1,044) | (1,526) |
| Net Current Funding Position | 4,591,418 | 4,982,964 |

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

| | | | |
|-----------------------------------|-----------|---------|---------|
| <u>Cash Unrestricted</u> | | | |
| Municipal Fund | 2,500,000 | 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 28 FEBRUARY 2018**

MAJOR VARIANCES

REPORTABLE OPERATING REVENUE VARIATIONS

NIL

REPORTABLE OPERATING EXPENSES VARIATIONS

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.

TIMING - Aged Disability: Expenditure lower than budget due to timing, estimated evenly over 12 month period.

TIMING - Other Welfare: Expenditure lower than budget due to timing, estimated evenly over 12 month period.

RECREATION AND CULTURE

TIMING - Other Rec & Sport: Parks and gardens and Sundry Dry Park: Expenditure lower than budget due to timing, estimated evenly over 12 month period.

TIMING - NRRC: 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

NIL

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2018

ACQUISITION OF ASSETS

| Summary Acquisitions | Current Budget | | | | |
|--|-----------------------|-------------------|------------------|-----------------------------|---|
| | This Year | | | | |
| | Revised Budget | YTD Budget | Actual | Variance (Under)Over | |
| | \$ | \$ | \$ | \$ | |
| Inventories | | | | | |
| Land for Resale | 0 | 0 | 0 | 0 | |
| Property, Plant & Equipment | | | | | |
| Land and Buildings | 1,114,704 | 178,366 | 178,542 | 176 | ▲ |
| Plant & Equipment | 1,324,639 | 1,059,855 | 1,145,475 | 36,508 | ▲ |
| Furniture & Equipment | 30,000 | 0 | 0 | 0 | |
| Tools | 0 | 0 | 0 | 0 | |
| Infrastructure | | | | | |
| Roads | 1,160,292 | 999,375 | 1,007,890 | 8,516 | ▲ |
| Footpaths | 101,935 | 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 | 893,480 | 379,278 | 383,020 | 3,742 | ▲ |
| Totals | 4,655,049 | 2,651,809 | 2,749,862 | 48,942 | |

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2018

ACQUISITION OF ASSETS

| Land & Buildings | Current Budget | | | | |
|--|-----------------------|-------------------|----------------|-----------------------------|---|
| | This Year | | | | |
| | Revised Budget | YTD Budget | Actual | Variance (Under)Over | |
| | \$ | \$ | \$ | \$ | |
| OTHGOV - Capital Administration Building Building Renovation Administration | 50,119 | 24,587 | 24,587 | 0 | |
| OLOPS - BUILDING (Capital) Other Law & Order Building (Capital) | 85,000 | 0 | 0 | 0 | |
| AGEDSNRS - Building (Capital) Senior Citizen Centre Building (Capital) | 7,500 | 6,700 | 6,700 | 0 | |
| WELFARE - Building (Capital) Disability Toilet - Changing Places | 59,000 | 54,794 | 54,794 | 0 | |
| STF HOUSE - Building (Capital) Staff Housing Building (Capital) | 10,968 | 10,968 | 11,143 | 175 | ▲ |
| COM AMEN - Building (Capital) - Other Community Amenities Memorial Park Public Toilets Capital | 20,000 | 0 | 0 | 0 | |
| HALLS - Building (Capital) Town Hall (Federal St) Building Capital | 94,000 | 20,098 | 20,098 | 0 | |
| Highbury Hall Building Capital | 5,178 | 5,178 | 5,178 | 0 | |
| NRRC - Building (Capital) NRRC Building (Capital) | 50,000 | 10,792 | 10,792 | 0 | |
| REC - Other Rec Facilities Building (Capital) Thomas Hogg Oval Buildings Capital | 35,000 | 0 | 0 | 0 | |
| LIB - Building (Capital) Library Landscape - Stage 1A Accessable Ramp | 80,000 | 0 | 0 | 0 | |
| HERITAGE - Building (Capital) Museum Building (Capital) | 5,000 | 2,690 | 2,690 | 0 | |
| ROADC - Building (Capital) Lydeker Depot Building (Capital) | 30,000 | 23,074 | 23,074 | 0 | |
| TOUR - Building (Capital) Accommodation Units (NCP) | 350,000 | 0 | 0 | 0 | |
| Caravan Park Renovations | 152,939 | 0 | 0 | 0 | |
| ADMIN - Building (Capital) Old Shire Office Building Capital | 80,000 | 19,486 | 19,486 | 0 | |
| Totals | 1,114,704 | 178,366 | 178,542 | 176 | |

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2018

ACQUISITION OF ASSETS

| Plant & Equipment | Current Budget | | | Variance (Under)Over |
|--|-------------------|------------------|------------------|-------------------------|
| | This Year | | | |
| | Revised Budget | YTD Budget | Actual | |
| | \$ | \$ | \$ | \$ |
| FIRE - Plant & Equipment (Capital) | | | | |
| 1QCA051 Isuzu FTS800 Fire Unit | 372,197 | 372,197 | 372,197 | 0 |
| ANIMAL - Plant & Equipment (Capital) | | | | |
| Light Bar Fixing Ranger Vehicle | 2,104 | 2,104 | 2,104 | 0 |
| OLOPS - Plant & Equipment (Capital) - OLOPS | | | | |
| CCTV Upgrade | 112,788 | 112,787 | 112,788 | 1 |
| HACC - Plant & Equipment (Capital) | | | | |
| NGN10179 Toyota Hiace 2018 | 56,272 | 0 | 0 | 0 |
| AGEDOTHER - Plant & Equipment (Capital) | | | | |
| NGN219 CATS Vehicle 2017 | 26,500 | 0 | 0 | 0 |
| PLAN - Plant & Equipment | | | | |
| NGN00 EMDRS Vehicle 2017 | 35,268 | 35,268 | 35,268 | 0 |
| NGN00 EMDRS Vehicle 2018 | 0 | 0 | 0 | 0 |
| NRRC - Plant & Equipment (Capital) | | | | |
| NRRC Airconditioner | 70,000 | 1,000 | 1,000 | 0 |
| PLANT - Plant & Equipment (Capital) | | | | |
| Tipper Truck 3 Tonne | 22,455 | 22,455 | 22,455 | (0) |
| 10,000L Emulsion Storage Tank | 57,831 | 57,831 | 57,831 | 0 |
| John Deere Ride on Mower 2017 | 9,745 | 9,745 | 9,745 | (0) |
| 24 Tonne Excavator | 260,000 | 216,100 | 216,100 | 0 |
| Irrigation Pump | 32,140 | 32,140 | 32,140 | 0 |
| 8T Side Tipping Truck | 90,190 | 90,190 | 90,190 | 0 |
| Trailer & Signs(Event Traffic Management) | 10,000 | 0 | 0 | 0 |
| ON0 EMTRS Vehicle 2017 | 36,389 | 36,389 | 36,389 | (0) |
| N001 MO Vehicle 2017 | 36,998 | 36,998 | 36,998 | (0) |
| ON0 EMTRS Vehicle 2017(B) | 0 | 0 | 36,508 | 36,508 ▲ |
| TOUR - Plant & Equipment (Capital) | | | | |
| CCTV Installation NCP | 10,000 | 0 | 0 | 0 |
| COMMUNITY - Plant & Equipment (Capital) | | | | |
| ONGN EMCCS Vehicle 2017 | 34,652 | 34,652 | 34,652 | 0 |
| 1NGN CEO Vehicle 2017 | 49,111 | 49,111 | 49,111 | 0 |
| 1NGN CEO Vehicle 2018 | 0 | 0 | 0 | 0 |
| Totals | 1,324,639 | 1,059,855 | 1,145,475 | 36,508 |

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2018

ACQUISITION OF ASSETS

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

| Roads | Current Budget | | | | |
|--|-----------------------|-------------------|------------------|-----------------------------|-----|
| | This Year | | | | |
| | Revised Budget | YTD Budget | Actual | Variance (Under)Over | |
| | \$ | \$ | \$ | \$ | |
| ROADC - Roads (Capital) - Council Funded | | | | | |
| Heath Street - Renewal (Local) | 11,009 | 7,771 | 7,771 | 0 | |
| ROADC - Roads (Capital) - Roads to Recovery | | | | | |
| Doney Street - Renewal (Local) (R2R) | 33,064 | 33,064 | 35,497 | 2,433 | ▲ |
| Felspar Street - Renewal (Local) (R2R) | 49,982 | 25,826 | 25,826 | 0 | |
| Glyde Street - Renewal (Local) (R2R) | 14,061 | 14,061 | 14,646 | 585 | ▲ |
| Garfield Street - Renewal (Local) (R2R) | 8,244 | 8,244 | 8,411 | 167 | ▲ |
| Homer Street - Renewal (Local) (R2R) | 6,548 | 6,544 | 6,663 | 119 | ▲ |
| Fairway Street - Renewal (Local) (R2R) | 4,050 | 3,995 | 3,995 | 0 | |
| Hale Street - Renewal (Local) (R2R) | 11,322 | 11,322 | 13,128 | 1,806 | ▲ |
| Hillman Street - Renewal (Local) (R2R) | 6,048 | 4,500 | 4,500 | 0 | |
| Marsh Street - Renewal (Local) (R2R) | 6,480 | 6,480 | 6,507 | 27 | ▲ |
| May Street - Renewal (Local) (R2R) | 12,240 | 8,883 | 8,883 | 0 | |
| Gibson Street - Renewal (Local) (R2R) | 13,020 | 11,345 | 11,345 | 0 | |
| Cresswell Street - Renewal (Local) (R2R) | 1,485 | 1,484 | 1,726 | 242 | ▲ |
| Narrakine Road - Renewal (Local) (R2R) | 5,040 | 5,040 | 6,300 | 1,260 | ▲ |
| Whinbin Rock Road - Renewal (Rural) (R2R) | 285,522 | 199,541 | 199,541 | (0) | |
| Wagin-Wickepin Road - Renewal (Rural) (R2R) | 18,036 | 18,036 | 18,422 | 386 | ▲ |
| Narrogin Valley Road - Renewal (Rural) (R2R) | 37,091 | 37,091 | 38,337 | 1,247 | ▲ |
| Highbury West Road - Renewal (Rural) (R2R) | 21,600 | 21,055 | 21,055 | 0 | |
| Rowe Street - Renewal (Local) (R2R) | 7,965 | 7,965 | 8,209 | 244 | ▲ |
| ROADC - Roads (Capital) - Regional Road Group | | | | | |
| Narrogin-Harrismith Road - Renewal (Local) (RRG) | 607,486 | 567,129 | 567,129 | 0 | ↑↑↑ |
| Totals | 1,160,292 | 999,375 | 1,007,890 | 8,516 | |

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2018

ACQUISITION OF ASSETS

| Footpaths | Current Budget | | | | |
|---------------------------------------|----------------|---------------|---------------|----------------------|--|
| | This Year | | | | |
| | Revised Budget | YTD Budget | Actual | Variance (Under)Over | |
| ROADC - Footpaths (Capital) | \$ | \$ | \$ | \$ | |
| Daglish Street Footpath Construction | 15,900 | 15,900 | 15,900 | 0 | |
| Felspar Street Footpath Construction | 19,035 | 19,035 | 19,035 | 0 | |
| Williams Road - Footpath Construction | 22,000 | 0 | 0 | 0 | |
| Lefroy Street - Footpath Construction | 45,000 | 0 | 0 | 0 | |
| Totals | 101,935 | 34,935 | 34,935 | 0 | |

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

| Other Infrastructure | Current Budget | | | | |
|--|----------------|------------|---------|----------------------|--|
| | This Year | | | | |
| | Revised Budget | YTD Budget | Actual | Variance (Under)Over | |
| ANIMAL - Infrastructure Other (Capital) | \$ | \$ | \$ | \$ | |
| Animal Pound Exercise Area | 3,258 | 3,258 | 3,258 | 0 | |
| SAN - Infrastructure Other (Capital) | | | | | |
| White Road Refuse Site Upgrade | 15,000 | 0 | 0 | 0 | |
| Refuse Site Transfer Station | 148,000 | 131,075 | 131,075 | 0 | |
| Bin Surrounds | 40,000 | 1,066 | 1,066 | 0 | |
| SEW - Infrastructure Other (Capital) | | | | | |
| TWIS Dams | 20,000 | 0 | 0 | 0 | |
| COM AMEN - Infrastructure Other (Capital) - Other Community Amenities | | | | | |
| Cemetery Upgrade | 85,000 | 1,554 | 1,554 | 0 | |
| Gnarojin Park Master Plan | 30,000 | 0 | 0 | 0 | |
| CBD Enhancement | 55,023 | 36,942 | 36,942 | 0 | |
| NRRC - Infrastructure Other (Capital) | | | | | |
| NRRC Infrastructure Other (Capital) | 30,000 | 15,848 | 15,848 | 0 | |
| REC - Infrastructure Other (Capital) | | | | | |
| Heritage Trail | 12,000 | 0 | 0 | 0 | |
| Memorial Park Paving Upgrade | 6,952 | 6,952 | 6,952 | 0 | |
| Lions Park - Playground Equipment | 42,599 | 42,599 | 42,599 | 0 | |
| Jersey Park - Playground Equipment | 13,660 | 13,660 | 13,660 | 0 | |
| Northwood Park - Playground Equipment | 45,000 | 45,000 | 45,000 | 0 | |
| Ashworth Park - Playground Equipment | 6,019 | 6,019 | 6,019 | 0 | |
| Hockey Club - Playground Equipment | 14,939 | 14,939 | 14,939 | (0) | |
| Highbury Hall - Playground Equipment | 18,300 | 18,300 | 18,300 | 0 | |
| Town Clock | 10,000 | 0 | 0 | 0 | |
| Skate Park Construction | 30,000 | 20,470 | 20,470 | 0 | |

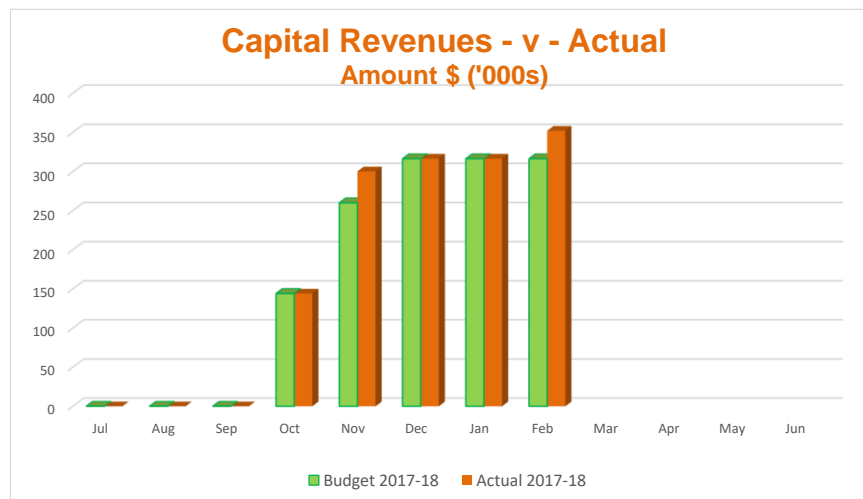
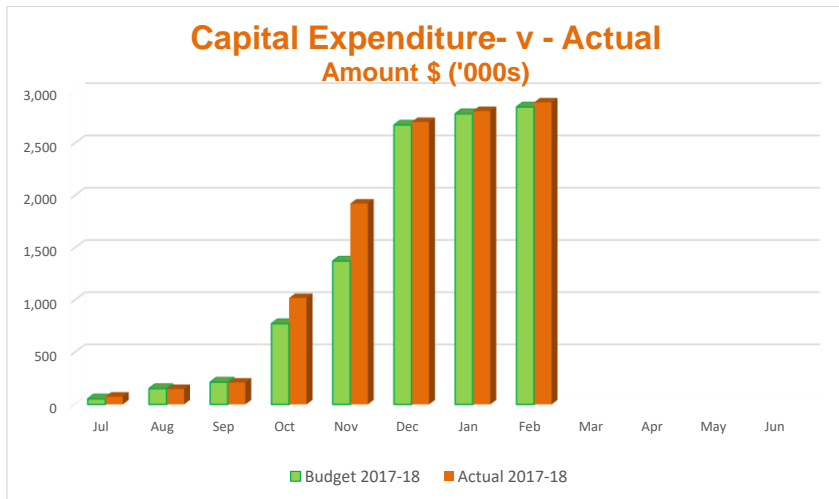
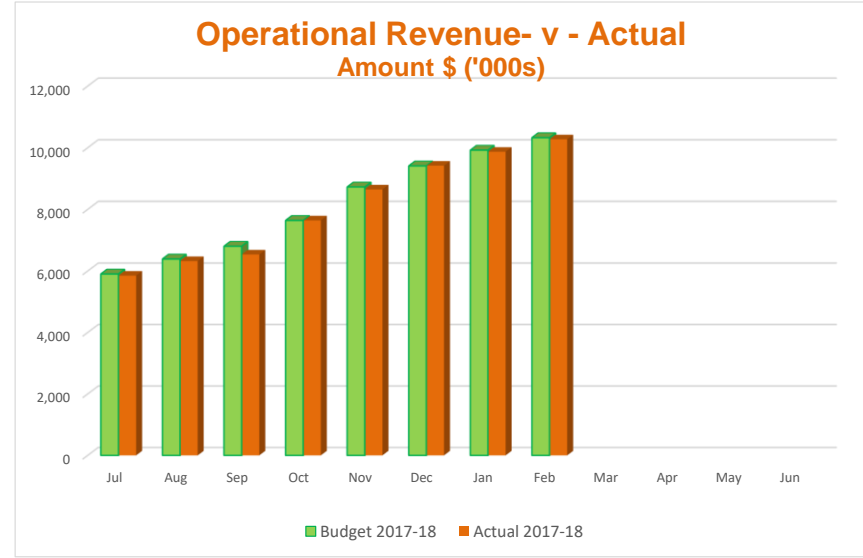
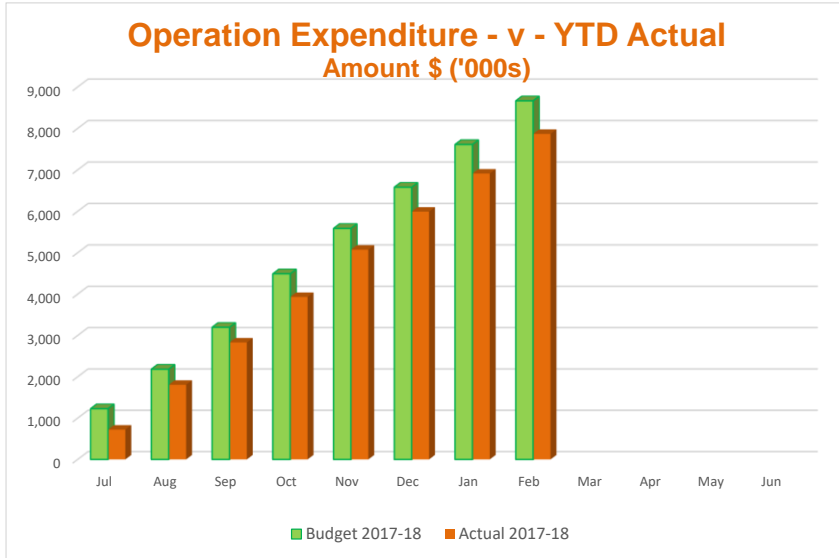
SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2018

ACQUISITION OF ASSETS

| | | | | | |
|---|----------------|----------------|----------------|--------------|---|
| Skate Park Improvements | 39,780 | 0 | 0 | 0 | |
| Sydney Hall Way - Playground Equipment | 15,000 | 0 | 0 | 0 | |
| Garfield Park - Playground Equipment | 18,000 | 0 | 0 | 0 | |
| Highbury Park - Playground Equipment | 14,000 | 0 | 0 | 0 | |
| ROADC - Infrastructure Other (Capital) | | | | | |
| Street Furniture | 21,800 | 12,000 | 15,740 | 3,740 | ▲ |
| Ensign Carpark | 60,000 | 0 | 0 | 0 | |
| CWA Carpark | 60,000 | 0 | 0 | 0 | |
| TOUR - Infrastructure Other (Capital) | | | | | |
| NCP Infrastructure Upgrade | 8,000 | 395 | 395 | 0 | |
| Caravan Park Resealing, Line Marking | 20,000 | 0 | 0 | 0 | |
| Banner Poles | 11,150 | 9,202 | 9,202 | (0) | |
| Totals | 893,480 | 379,278 | 383,020 | 3,742 | |

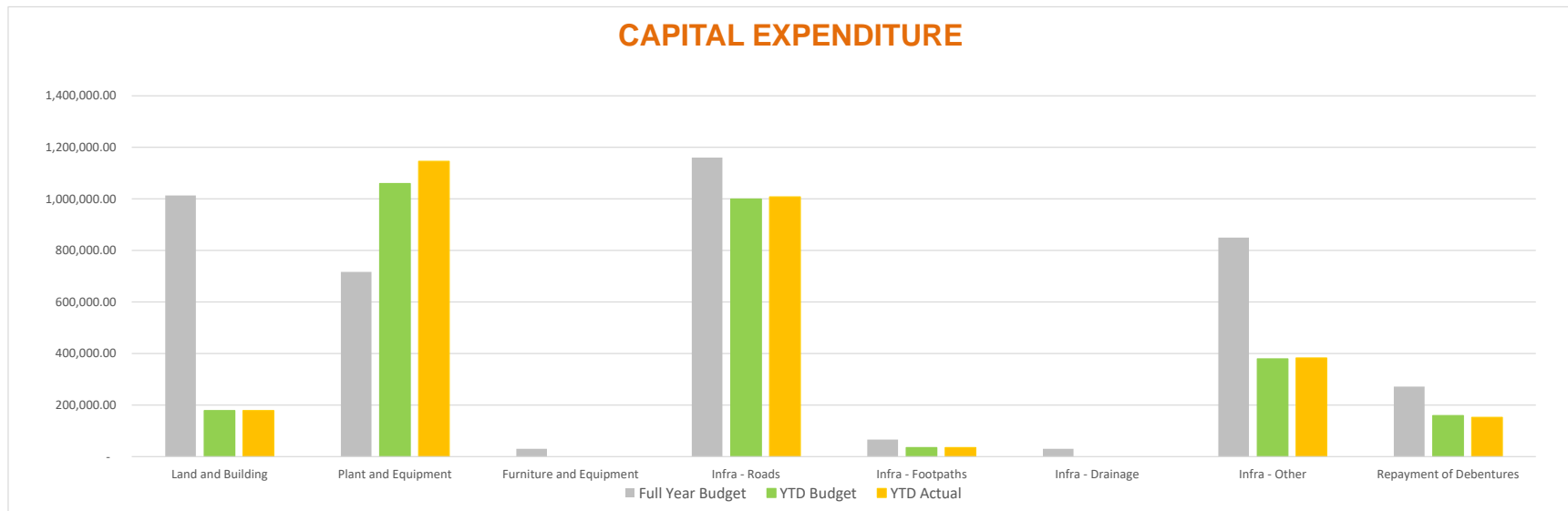
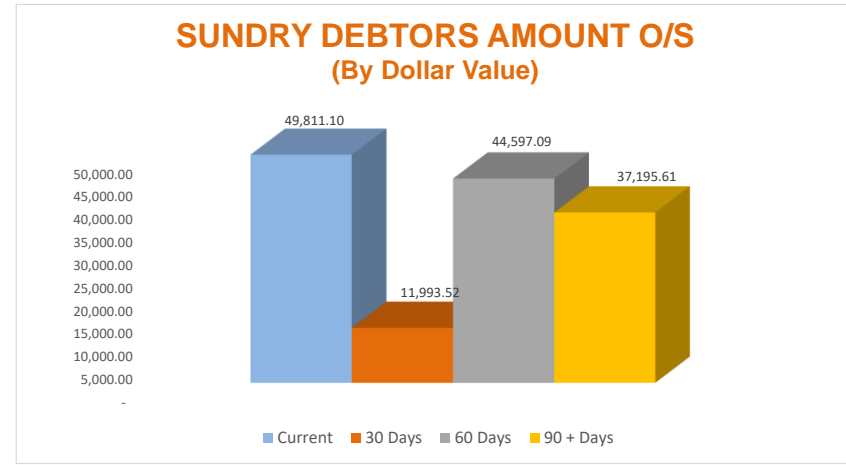
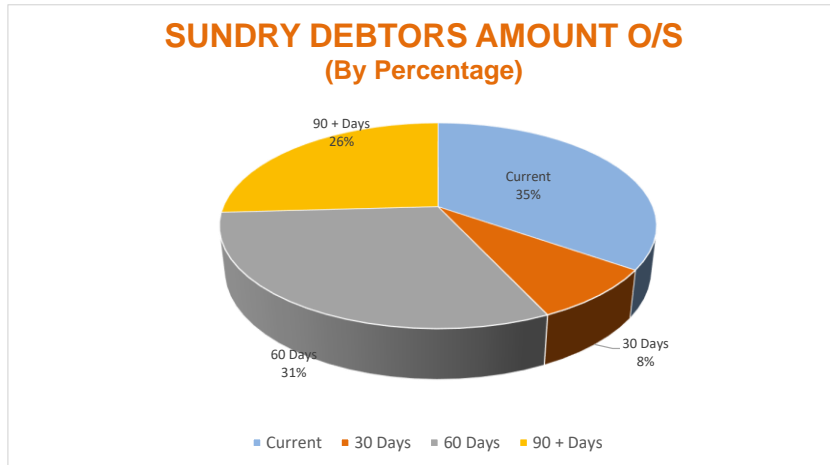
**SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2018**

GRAPHS



**SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2018**

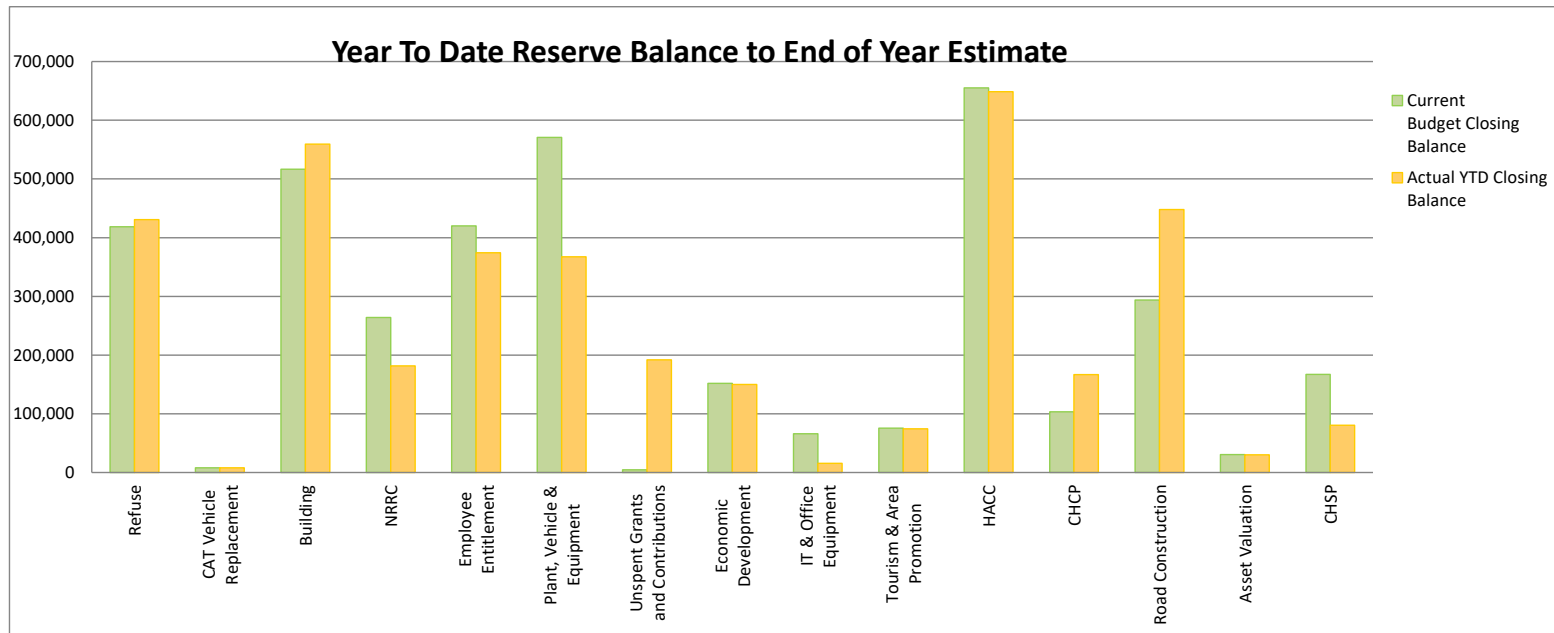
GRAPHS



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 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 | 50,119 | 24,587.16 | 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 | 131,074.50 | Azhar Awang | ● | | | | | | | |
| 8 | CBD Bin surrounds (C/Fwd: \$20,000 plus \$20,000) Approx. 40. | 40,000 | 1,065.88 | 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 | 20,097.94 | 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 | 10,792.41 | 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 | 35,000 | 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 | 39,780 | 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 | 21,800 | 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 |
| 39 | Felspar Street - Renewal (Local) (R2R): Reseal | 49,982 | 25,826.42 | Torre Evans | ● | | | | | | | |
| 59 | Williams Road - Footpath Construction | 22,000 | 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 | 19,485.92 | 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 | 18,549.13 | Azhar Awang | ● | | | | | | | RFQ awarded |
| 79 | Smith St Public Toilets (Coles Carpark) Maintenance - Smith St Public Toilets (Coles Carpark) Maintenance | 14,905 | 5,193.11 | Azhar Awang | ● | | | | | | | RFQ awarded |
| 80 | Harris St Public Toilets (Museum) Maintenance - Harris St Public Toilets (Museum) Maintenance | 4,790 | 5,708.47 | Azhar Awang | ● | | | | | | | |
| 81 | Highbury Public Toilets Maintenance - Highbury Public Toilets Maintenance | 11,000 | 2,088.50 | Azhar Awang | ● | | | | | | | |
| 82 | Highbury Townscape \$8,000 | 8,000 | 435.00 | 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 | 15,000 | 8,640.00 | Torre Evans | ● | | | | | | | |
| 85 | Management plan Foxes Lair & Railway Dam \$20,000, PG Main \$10,000 | 39,917 | 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 | 5,000.00 | Aaron Cook | ● | | | | | | | |
| 87 | Museum Building Maintenance \$6,450.00, Modify existing doorway \$1,000 | 8,993 | 2,648.47 | Azhar Awang | ● | | | | | | | |
| 88 | Public Art Strategy | 40,000 | 0.00 | Azhar Awang | ● | | | | | | | |
| 90 | Roadworks - WANDRRA Claim works | 784,723 | 523,152.00 | 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 | ● | | | | | | | |
| 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 | 288,242 | 79,947.37 | Torre Evans | ● | | | | | | | Program shortened due to Wandrara 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 | 38,409.09 | 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 | ● | | | | | | | |
| | | 3,222,100 | 999,515 | | | | | | | | | |

| | 2017/18 Annual Budget | 2017/18 YTD Actual | Responsible Officer | 2018 | | | | | | Comments |
|---------------------------|-----------------------------|-----------------------|---------------------|----------------|----------|-------|-------|-----|------|---------------------------------------|
| | | | | January | February | March | April | May | June | |
| COMPLETED PROJECTS | | | | | | | | | | |
| 2 | | 112,788 | 112,787.50 | Azhar Awang | ● | | | | | |
| 4 | | 59,000 | 54,794.27 | Azhar Awang | ● | | | | | |
| 5 | | 10,968 | 11,142.61 | Azhar Awang | ● | | | | | |
| 14 | | 5,178 | 5,177.82 | Azhar Awang | ● | | | | | |
| 20 | | 30,000 | 20,470.40 | Torre Evans | ● | | | | | |
| 23 | | 6,952 | 6,952.00 | Torre Evans | ● | | | | | |
| 24 | | 42,599 | 42,599.34 | Torre Evans | ● | | | | | |
| 25 | | 13,660 | 13,660.42 | Torre Evans | ● | | | | | |
| 26 | | 45,000 | 45,000.00 | Torre Evans | ● | | | | | |
| 27 | | 6,019 | 6,019.08 | Torre Evans | ● | | | | | |
| 28 | | 14,939 | 14,938.85 | Torre Evans | ● | | | | | |
| 29 | | 18,300 | 18,300.00 | Torre Evans | ● | | | | | |
| 32 | | 5,000 | 2,690.00 | Azhar Awang | ● | | | | | |
| 36 | | 30,000 | 23,074.18 | Torre Evans | ● | | | | | |
| 37 | | 11,009 | 7,770.96 | Torre Evans | ● | | | | | |
| 38 | | 33,064 | 35,497.38 | Torre Evans | ● | | | | | |
| 40 | | 14,061 | 14,646.06 | Torre Evans | ● | | | | | |
| 41 | | 8,244 | 8,410.69 | Torre Evans | ● | | | | | |
| 42 | | 6,548 | 6,662.52 | Torre Evans | ● | | | | | |
| 43 | | 4,050 | 3,995.00 | Torre Evans | ● | | | | | |
| 44 | | 11,322 | 13,128.20 | Torre Evans | ● | | | | | |
| 45 | | 6,048 | 4,499.52 | Torre Evans | ● | | | | | |
| 46 | | 6,480 | 6,506.76 | Torre Evans | ● | | | | | |
| 47 | | 12,240 | 8,882.94 | Torre Evans | ● | | | | | |
| 48 | | 13,020 | 11,345.18 | Torre Evans | ● | | | | | |
| 49 | | 1,485 | 1,725.90 | Torre Evans | ● | | | | | |
| 50 | | 5,040 | 6,300.08 | Torre Evans | ● | | | | | |
| 51 | | 285,522 | 199,540.63 | Torre Evans | ● | | | | | |
| 52 | | 18,036 | 18,421.96 | Torre Evans | ● | | | | | |
| 53 | | 37,091 | 38,337.12 | Torre Evans | ● | | | | | |
| 54 | | 21,600 | 21,054.95 | Torre Evans | ● | | | | | |
| 55 | | 7,965 | 8,209.22 | Torre Evans | ● | | | | | |
| 56 | | 607,486 | 567,128.74 | Torre Evans | ● | | | | | |
| 57 | | 15,900 | 15,900.00 | Torre Evans | ● | | | | | |
| 58 | | 19,035 | 19,035.00 | Torre Evans | ● | | | | | |
| 61 | | 22,455 | 22,454.55 | Torre Evans | ● | | | | | |
| 62 | | 57,831 | 57,831.46 | Torre Evans | ● | | | | | |
| 63 | | 9,745 | 9,744.98 | Torre Evans | ● | | | | | |
| 64 | | 260,000 | 216,100.00 | Torre Evans | ● | | | | | |
| 65 | | 32,140 | 32,140.00 | Torre Evans | ● | | | | | |
| 66 | | 90,190 | 90,190.00 | Torre Evans | ● | | | | | Gas BBQ Purchased instead of electric |
| 71 | | 8,000 | 394.55 | Frank Ludovico | ● | | | | | |
| 74 | | 9,000 | 7,761.80 | Azhar Awang | ● | | | | | |
| 78 | | 41,309 | 17,590.46 | Azhar Awang | ● | | | | | |
| 89 | | 35,000 | 35,000.00 | Azhar Awang | ● | | | | | |
| 98 | | 8,000 | 4,024.34 | Torre Evans | ● | | | | | |
| 99 | | 60,000 | 38,899.00 | Frank Ludovico | ● | | | | | |
| | | 2,179,317 | 1,926,736 | | | | | | | |

Attachments

Monthly Financial Report for the period ended 28 February 2018.

10.3.022 BUDGET AMENDMENT / VARIATION

File Reference: 12.4.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 15 March 2018
Author: Nicole Bryant – Manager Finance
Authoriser: Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

Nil

Summary

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

Background

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

Comment

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

| 1. Transport | | | | |
|---------------|------------------------------|----------------|------------------|----------------|
| GL/Job Number | General Ledger Description | Current Budget | Variation Amount | Revised Budget |
| IO087 | CWA Carpark | 60,000 | (35,000) | 25,000 |
| IO090 | Ensign / Earl Street Carpark | 0 | 25,500 | 25,500 |
| IF003 | Ensign Street Footpath | 0 | 9,500 | 9,500 |
| | TOTAL | 60,000 | 0 | 60,000 |

Reason: Budget 2017/18 included capital works expenditure of \$60,000 for the re-construction of the car park on Park Street adjoining the Country Women's Association (CWA) building (IO087). These works required specialised contractors to perform asphaltting and kerbing works and were subsequently advertised for request for quote (RFQ). Due to a significant decrease in the price of asphalt there will be savings totalling \$35,000 for this project.

The Ensign / Earl Street Carpark (IO090) has been identified for re-construction as an additional project due to its poor condition and run-down appearance. The car park is located in the Narrogin CBD and is considered high profile. Re-constructing the carpark with new asphalt and new kerbing, will preserve the existing pavement for years to come, and enhance the overall appearance of Ensign Street within Narrogin's CBD.

The footpath on the northern side of Ensign Street (IF003) is of poor condition and appearance and has also been identified as an additional project. It potentially poses a hazard to pedestrian safety due to potholing from vehicles travelling over it to gain access to businesses. Regular patching has been conducted along the footpath, however due to the age of the existing seal, this has only ever been a temporary solution. If the footpath was to be upgraded in red asphalt, it would be able to cater for both vehicles and pedestrians and would also match the existing footpaths in the street aesthetically.

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

2. Law Order and Public Safety

| GL/Job Number | General Ledger Description | Current Budget | Variation Amount | Revised Budget |
|---------------|-------------------------------|----------------|------------------|----------------|
| 2050409 | OLOPS – CCTV Maintenance GEN | 20,000 | (15,000) | 5,000 |
| PE054 | CCTV Installation Refuse Site | 0 | 15,000 | 15,000 |
| | TOTAL | 20,000 | 0 | 20,000 |

Reason: Following the recent completion of the Transfer Station at the Shire of Narrogin refuse site, there is now a requirement for increased security. The proposed Budget amendment will allow CCTV is to be installed and linked into the central database as per previous installations.

Currently there is only one employee attending to the landfill and during the busy period the officer does not have the ability to check the waste for incorrect disposals into allocated bays. This will be through the installation of a computer monitoring the movement of vehicles within the transfer station. This also provides the ability to review the footage at a later stage when issue arises.

The CCTV Refuse upgrade will also include the area of the dog pound that is not currently monitored. The pole that the CCTV is connected too is not high enough to capture the pound area.

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

Consultation

John Warburton – Manager Operations

Torre Evans – Executive Manager Technical and Rural Services

Daniel Evans – IT Officer

Azhar Awang – Executive Manager Regulatory and Development Services

Statutory Environment

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

(b) is authorised in advance by resolution *

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

- Requires an absolute majority of Council

Policy Implications

Nil

Financial Implications

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

Strategic Implications

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

Voting Requirements

Absolute Majority

OFFICER’S RECOMMENDATION

That Council:

Approves the required budget variations to the Current Budget for 2017/18 as outlined below.

| 1. Transport | | | | |
|---------------|------------------------------|----------------|------------------|----------------|
| GL/Job Number | General Ledger Description | Current Budget | Variation Amount | Revised Budget |
| IO087 | CWA Carpark | 60,000 | (35,000) | 25,000 |
| IO090 | Ensign / Earl Street Carpark | 0 | 25,000 | 25,000 |
| IF003 | Ensign Street Footpath | 0 | 9,500 | 9,500 |
| | TOTAL | 60,000 | 0 | 60,000 |

Cont./

2. Law Order and Public Safety

| GL/Job Number | General Ledger Description | Current Budget | Variation Amount | Revised Budget |
|----------------------|-----------------------------------|-----------------------|-------------------------|-----------------------|
| 2050409 | OLOPS – CCTV Maintenance GEN | 20,000 | (15,000) | 5,000 |
| PE054 | CCTV Installation Refuse Site | 0 | 15,000 | 15,000 |
| | TOTAL | 20,000 | 0 | 20,000 |

10.3.023 C.A.T.S. STAKEHOLDER REFERENCE GROUP MEETING – MINUTES AND CLARIFICATION OF PROCEDURES

File Reference: 24.6.9
Disclosure of Interest: Nil
Applicant: C.A.T.S Stakeholder Reference Group
Previous Item Nos: Nil
Date: 14 March 2018
Author: Frank Ludovico Executive Manager Corporate and Community Services
Authorising Officer: Aaron Cook – Chief Executive Officer

Attachments

Minutes of 13 February 2018 Community Assisted Travel Service (C.A.T.S) Stakeholder Reference Group meeting.

Summary

The minutes of the 13 February 2018 Community Assisted Travel Service (C.A.T.S) Stakeholder Reference Group meeting are presented for Council to receive.

The Group has asked Council to consider amending the procedures for determining eligibility for vehicle use.

Background

The Community Assisted Transport Service (CATS) has been operating successfully since September 2007 with volunteer drivers transporting patients who lack transportation to out-of-town medical specialists. The service is managed by Narrogin Regional Homecare.

Due to an overwhelming response from community-based organizations including Rev Heads Foundation, Narrogin Lions Club, the former The Town of Narrogin, The Shire of Cuballing, The Narrogin Cottage Homes and the Narrogin and Districts Senior Citizens Centre a vehicle was purchased in August 2007 and has been in use almost daily since.

Initially it was important to ensure guidelines were established and observed to ensure clients using the service did not have expectations that could not be delivered, i.e. all users of the vehicles were aware of the boundaries established, and the vehicle is only to be used for medical appointments and not to visit relatives, to shop, etc.

The CATS brochures advertising the service originally stated: “The CAT Service is for members of the community who require assistance with transport to specialist medical appointments outside the Narrogin area. (subject to assessment)”.

In recent years the CATS brochures have read “This service is for members of Narrogin and District community requiring transport to specialist medical appointments and services not available in Narrogin”.

The issue that arose at the Stakeholder meeting on 13 February 2018 was whether the C.A.T.S vehicle should be used to transport an individual to a funeral or for any other reason other than a medical appointment.

As explained in the minutes, another agency had requested our support as their client had no other means of attending a funeral.

The Stakeholder Group felt that the use of the C.A.T.S vehicle should only be used for medical purposes, and so this item has been prepared for Council to consider this request.

Comment

At its recent meeting, the Stakeholder Group requested that Council consider this matter thus is presented to Council for discussion. However, it should be noted that this matter does not require a decision of Council as this is an administrative procedure that falls under the responsibility of the Chief Executive Officer.

In 2017 the C.A.T.S vehicle was used on 192 occasions. Since 2007 usage has fluctuated between 173 in 2016 to a high of 329 in 2013. Overall in the 10 years of operation total usage has been 2,361 with an average usage per year of 236. In those ten years there are 3 known usages of the vehicle other than medical appointments, two trips to the airport for funerals interstate, and one other trip recently where a wife needed to attend her husband's funeral in Perth.

The Manager Community Care Services, on those 3 occasions, used her discretion considering all the facts, the availability of the vehicle (ie it was not required to transport clients to medical appointments), the willingness of a volunteer driver to transport the client and the social and emotional situation of the client, to allow the C.A.T.S vehicle to be used.

In effect supporting Council's Strategic outcome of building a healthier and safer community.

A discussion about precedent is warranted. If Council's vision is "To be a leading regional economic driver and socially interactive and inclusive community", then managers, providing that a decision is not illegal and not in contravention of Council Policy, are required to assess the circumstances of a situation in the light of that vision. Each circumstance will be different. Whilst 80% of circumstances can neatly fit into a procedure, 20% cannot, so a judgement call is required. It is the view of the Administration the correct judgement was made on those 3 occasions.

In order to clarify the situation, it is considered appropriate to amend the current procedure by including the following requirements:

The C.A.T.S vehicle may be used for services not available in Narrogin if:

- The booking does not conflict with vehicle availability for medical appointments
- Volunteer drivers are available and willing to transport the client, and
- A contribution of \$100 plus volunteer allowance (currently \$15) is made.

Consultation

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

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The Council makes a substantial financial contribution to the C.A.T.S Service in managing the service. However, in respect to this item, there are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost.

Strategic Implications

| Shire of Narrogin Strategic Community Plan 2017-2027 | |
|--|---|
| Objective | 2. Social Objective - To provide community facilities and promote social interaction |
| Outcome: | 2.2 Build a healthier and safer community |
| Strategy: | 2.2.2 Advocate for mental health and social support services |
| Strategy: | 2.2.3 Continue and improve provision of in-home care services |

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Receive the minutes of the C.A.T.S Stakeholder Reference Group held on 13 February 2018.
2. Acknowledge the proposed changes to current procedures covering the usage of the C.A.T.S vehicle conform with Council's strategic vision.

| Commonly-used abbreviations: | |
|------------------------------|--------------------------------------|
| C.A.T.S | Community Assisted Transport Service |



MINUTES

C.A.T.S Stakeholder Reference Group Meeting

Tuesday 13 February 2018

1. OFFICIAL OPENING

The meeting was opened at 5:35pm

2. RECORD OF ATTENDANCE AND APOLOGIES

Committee Members

Cr C Bartron – Elected Member Shire of Narrogin
Mr Allan Corner – Narrogin Lions Club
Mr Stuart Meldrum – Narrogin Revheads
Cr Sheryl Chilcott – Shire of Wagin
Mrs Lorraine Larment – Narrogin & District Senior Citizens

Staff

Mr Frank Ludovico – Executive Manager Corporate & Community Services
Ms Lynne Yorke – Manager Community Care Services

Observers

Cr P Schutz – Shire of Narrogin

Apologies

Gary Sherry – Shire of Cuballing
Jim Curnow – Volunteer Drivers' representative

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved: Allan Corner

Seconded: Lorraine Larment

Accept the minutes of the CATS Stakeholder Committee Meeting held 2 March 2016 and the notes of discussion held on 16 September 2016 be confirmed as an accurate record of proceedings

CARRIED 5/0

4. MATTERS FOR DISCUSSION

4.1. Financial Statement 31 December 2017 (copy attached)

The Group discussed the financial statements, and the points arising from the discussion were:

- The current financial year had sufficient funds to enable a vehicle change over.
- Next financial year would require an injection of funds.
- Currently users contribute \$60 for the vehicle use and \$15 for driver meals. Patient Assisted Travel (PATs) reimburses about \$61. There could be an avenue to increase revenue in this area.
- Members were not keen to increase user charges, because it was an important service to that sector of the community, many of whom may not be able to afford an increase in costs.
- It was important to raise the profile of the Service so it could garner additional financial support from the community.
- The Shires of Narrogin and Wagin should approach neighbouring Shires with clients who use the Service (Cuballing, Wickopin, Williams and Brookton) asking them to consider financially supporting the Service. In the future.
- The Lions Club and Narrogin Revheads would discuss organising fund raising events to support the Service.

4.2. Replacement of Community Assisted Transport Service (CATS) Vehicle

The Group discussed the replacement of the current CATS vehicle, and the points arising from the discussion were:

- There were sufficient funds to meet the current change-over.
- The Request for Quotation asked for submissions for an arrangement for minimum cost change-overs over 2-3 years. No submissions were received on that matter.
- Only local suppliers were asked to provide quotes.

5. MATTERS THAT DO NOT REQUIRE A DECISION (FOR INFORMATION PURPOSES ONLY)

5.1. Community Assisted Transport Service (CATS) Stakeholder Reference Group Terms of Reference

The Group discussed Stakeholder Reference Group Terms of Reference, and the points arising from the discussion were:

- Concern was expressed over the \$1,000 qualification for Stakeholder membership as some members of the Group did not make a financial contribution.
- It was explained the note in the Terms of Reference provided historical background and the current membership was designed to receive input from various organisations using the Service.

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

6.1. CATS Car Usage

The Group was advised the CATS vehicle was used to take a client to a funeral. It was felt that this was an inappropriate use of the vehicle.

It was explained another Agency had requested our support as their client had no other means of attending the funeral.

There were concerns this may create a precedent.

Moved: Allan Corner

Seconded: Lorraine Larment

That the CATS Stakeholder Reference Group recommend to Council the CATS vehicle should only be used for medical purposes.

CARRIED 4/1

7. NEXT MEETING

The next meeting is scheduled to be held in September/October 2018

8. CLOSURE OF MEETING

The meeting closed at 6:43pm.

10.3.024 ANNUAL COMPLIANCE AUDIT RETURN 2017

| | |
|--------------------------------|--------------------------------------|
| File Reference: | 14.1.1 |
| Disclosure of Interest: | Nil |
| Applicant: | Aaron Cook - Chief Executive Officer |
| Previous Item Nos: | Nil |
| Date: | 16 February 2018 |
| Author: | Niel Mitchell – Governance |
| Authorising Officer: | Aaron Cook – Chief Executive Officer |

Attachments

Attachment 1 - Department of Local Government Annual Compliance Return 2017.

Attachment 2 - Minutes of the Audit Committee held on the 14 March 2018.

Summary

The completed Annual Compliance Return for 2017 is presented to Council for consideration and adoption.

Background

It is a requirement of all local governments to complete the Annual Compliance Audit Return as part of its statutory obligations under the *Local Government Act 1995*.

Comment

The Compliance Audit Return has been completed for the 2017 year and is presented for adoption. The Chief Executive Officer reviewed the practices and procedures of the administration, and as per the report attached, did not identify any noncompliance issues.

As per the local government regulations, this item was presented to the Audit Committee on 14 March 2018. A small number of minor amendments were made and the Return is recommended to Council for endorsement.

Following endorsement by Council, the information will be finalised on the Department of Local Government, Sporting and Cultural Industries' website and lodged prior to 31 March as required.

Consultation

- Shire of Narrogin Executive Team

Statutory Environment

Local Government (Audit) Regulations 1996 –

- *Regulation 14 – Compliance audit return to be reviewed by Audit Committee and report to Council*
- *Regulation 15 – once considered by Council, the return is to be signed by President and CEO and lodged with the Department by 31 March*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

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

Voting Requirements

Simple Majority

COMMITTEE RECOMMENDATION

That Council:

1. Adopt the recommendation of the Audit Committee held 14 March 2018 being the endorsement of the Annual Compliance Audit Return for the 2017 calendar year, as presented;
2. Approve the Shire President and the Chief Executive Officer to sign the Compliance Audit Return; and
3. Authorise the Compliance Audit Return being submitted to the Department of Local Government, Sporting and Cultural Industries before 31 March 2018.



Narrogin - Compliance Audit Return 2017

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

| Commercial Enterprises by Local Governments | | | | | |
|--|-----------------------------------|---|-----------------|-----------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s3.59(2)(a)(b)(c) F&G Reg 7,9 | Has the local government prepared a business plan for each major trading undertaking in 2017. | N/A | | Niel Mitchell |
| 2 | s3.59(2)(a)(b)(c) F&G Reg 7,10 | Has the local government prepared a business plan for each major land transaction that was not exempt in 2017. | N/A | | Niel Mitchell |
| 3 | s3.59(2)(a)(b)(c) F&G Reg 7,10 | Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2017. | N/A | | Niel Mitchell |
| 4 | s3.59(4) | Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017. | N/A | | Niel Mitchell |
| 5 | s3.59(5) | Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority. | N/A | | Niel Mitchell |



| Delegation of Power / Duty | | | | | |
|-----------------------------------|--------------------------------|--|-----------------|------------------------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s5.16, 5.17, 5.18 | Were all delegations to committees resolved by absolute majority. | N/A | No delegations to committees | Niel Mitchell |
| 2 | s5.16, 5.17, 5.18 | Were all delegations to committees in writing. | N/A | | Niel Mitchell |
| 3 | s5.16, 5.17, 5.18 | Were all delegations to committees within the limits specified in section 5.17. | N/A | | Niel Mitchell |
| 4 | s5.16, 5.17, 5.18 | Were all delegations to committees recorded in a register of delegations. | N/A | | Niel Mitchell |
| 5 | s5.18 | Has Council reviewed delegations to its committees in the 2016/2017 financial year. | Yes | | Niel Mitchell |
| 6 | s5.42(1),5.43 Admin Reg 18G | Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act. | Yes | | Niel Mitchell |
| 7 | s5.42(1)(2) Admin Reg 18G | Were all delegations to the CEO resolved by an absolute majority. | Yes | | Niel Mitchell |
| 8 | s5.42(1)(2) Admin Reg 18G | Were all delegations to the CEO in writing. | Yes | | Niel Mitchell |
| 9 | s5.44(2) | Were all delegations by the CEO to any employee in writing. | Yes | | Niel Mitchell |
| 10 | s5.45(1)(b) | Were all decisions by the Council to amend or revoke a delegation made by absolute majority. | Yes | | Niel Mitchell |
| 11 | s5.46(1) | Has the CEO kept a register of all delegations made under the Act to him and to other employees. | Yes | | Niel Mitchell |
| 12 | s5.46(2) | Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year. | Yes | | Niel Mitchell |
| 13 | s5.46(3) Admin Reg 19 | Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required. | Yes | | Niel Mitchell |

| Disclosure of Interest | | | | | |
|-------------------------------|------------------|---|-----------------|------------------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s5.67 | If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68). | Yes | See Minutes & Register | Carolyn Thompson |
| 2 | s5.68(2) | Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings. | Yes | | Carolyn Thompson |



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| No | Reference | Question | Response | Comments | Respondent |
|----|--|---|----------|----------|------------------|
| 3 | s5.73 | Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made. | Yes | | Carolyn Thompson |
| 4 | s5.75(1) Admin Reg 22 Form 2 | Was a primary return lodged by all newly elected members within three months of their start day. | Yes | | Carolyn Thompson |
| 5 | s5.75(1) Admin Reg 22 Form 2 | Was a primary return lodged by all newly designated employees within three months of their start day. | Yes | | Carolyn Thompson |
| 6 | s5.76(1) Admin Reg 23 Form 3 | Was an annual return lodged by all continuing elected members by 31 August 2017. | Yes | | Carolyn Thompson |
| 7 | s5.76(1) Admin Reg 23 Form 3 | Was an annual return lodged by all designated employees by 31 August 2017. | Yes | | Carolyn Thompson |
| 8 | s5.77 | On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return. | Yes | | Carolyn Thompson |
| 9 | s5.88(1)(2) Admin Reg 28 | Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76 | Yes | | Niel Mitchell |
| 10 | s5.88(1)(2) Admin Reg 28 | Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28. | Yes | | Niel Mitchell |
| 11 | s5.88 (3) | Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76. | Yes | | Carolyn Thompson |
| 12 | s5.88(4) | Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee. | Yes | | Carolyn Thompson |
| 13 | s5.103 Admin Reg 34C & Rules of Conduct Reg 11 | Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes. | Yes | | Carolyn Thompson |
| 14 | s5.70(2) | Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report. | Yes | | Carolyn Thompson |



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| No | Reference | Question | Response | Comments | Respondent |
|----|-------------------------|---|----------|----------|------------------|
| 15 | s5.70(3) | Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee. | Yes | | Carolyn Thompson |
| 16 | s5.103(3) Admin Reg 34B | Has the CEO kept a register of all notifiable gifts received by Council members and employees. | Yes | | Niel Mitchell |

Disposal of Property

| No | Reference | Question | Response | Comments | Respondent |
|----|-----------|---|----------|----------|---------------|
| 1 | s3.58(3) | Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)). | Yes | | Niel Mitchell |
| 2 | s3.58(4) | Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property. | N/A | | Niel Mitchell |

Elections

| No | Reference | Question | Response | Comments | Respondent |
|----|-------------------|--|----------|----------|---------------|
| 1 | Elect Reg 30G (1) | Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates. | Yes | | Niel Mitchell |

Finance

| No | Reference | Question | Response | Comments | Respondent |
|----|--------------|---|----------|----------|---------------|
| 1 | s7.1A | Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act. | Yes | | Niel Mitchell |
| 2 | s7.1B | Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority. | N/A | | Niel Mitchell |
| 3 | s7.3 | Was the person(s) appointed by the local government to be its auditor, a registered company auditor. | Yes | | Niel Mitchell |
| 4 | s7.3, 7.6(3) | Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council. | Yes | | Niel Mitchell |



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| No | Reference | Question | Response | Comments | Respondent |
|----|--------------|--|----------|----------|----------------|
| 5 | Audit Reg 10 | Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit. | Yes | | Frank Ludovico |
| 6 | s7.9(1) | Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017. | Yes | | Frank Ludovico |
| 7 | S7.12A(3) | Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken. | N/A | | Frank Ludovico |
| 8 | S7.12A (4) | Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken. | N/A | | Frank Ludovico |
| 9 | S7.12A (4) | Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time. | N/A | | Frank Ludovico |
| 10 | Audit Reg 7 | Did the agreement between the local government and its auditor include the objectives of the audit. | Yes | | Niel Mitchell |
| 11 | Audit Reg 7 | Did the agreement between the local government and its auditor include the scope of the audit. | Yes | | Niel Mitchell |
| 12 | Audit Reg 7 | Did the agreement between the local government and its auditor include a plan for the audit. | Yes | | Niel Mitchell |
| 13 | Audit Reg 7 | Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor. | Yes | | Niel Mitchell |
| 14 | Audit Reg 7 | Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor. | Yes | | Niel Mitchell |

Attachment 1



| Integrated Planning and Reporting | | | | | |
|--|--------------------------|---|-----------------|---|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s5.56 Admin Reg 19DA (6) | Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond. | N/A | CBP for new entity currently being finalised | Frank Ludovico |
| 2 | s5.56 Admin Reg 19DA (6) | Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond. | N/A | CBP for new entity currently being finalised | Frank Ludovico |
| 3 | s5.56 Admin Reg 19C (7) | Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond. | Yes | 24 May 2017 | Frank Ludovico |
| 4 | s5.56 Admin Reg 19C (7) | Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond. | No | | Niel Mitchell |
| 5 | S5.56 | Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond. | N/A | AMP for new entity currently being finalised | Frank Ludovico |
| 6 | S5.56 | Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond. | N/A | LTFP for new entity currently being finalised | Frank Ludovico |
| 7 | S5.56 | Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond. | N/A | WFP has been reviewed by Council | Frank Ludovico |



| Local Government Employees | | | | | |
|-----------------------------------|-------------------------------------|---|-----------------|-----------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | Admin Reg 18C | Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised. | N/A | | Niel Mitchell |
| 2 | s5.36(4) s5.37(3), Admin Reg 18A | Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A. | N/A | | Niel Mitchell |
| 3 | Admin Reg 18F | Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4). | N/A | | Niel Mitchell |
| 4 | Admin Regs 18E | Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only). | N/A | | Niel Mitchell |
| 5 | s5.37(2) | Did the CEO inform council of each proposal to employ or dismiss a designated senior employee. | Yes | | Niel Mitchell |

Attachment 1



| Official Conduct | | | | | |
|-------------------------|------------------|--|-----------------|-----------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s5.120 | Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer. | N/A | | Niel Mitchell |
| 2 | s5.121(1) | Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c). | Yes | | Aaron Cook |
| 3 | s5.121(2)(a) | Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made. | Yes | | Aaron Cook |
| 4 | s5.121(2)(b) | Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint. | Yes | | Aaron Cook |
| 5 | s5.121(2)(c) | Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred. | Yes | | Aaron Cook |
| 6 | s5.121(2)(d) | Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c). | Yes | | Aaron Cook |

| Tenders for Providing Goods and Services | | | | | |
|---|---------------------|--|-----------------|-------------------------------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s3.57 F&G Reg 11 | Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)). | Yes | | Niel Mitchell |
| 2 | F&G Reg 12 | Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract. | N/A | No multiple contracts | Torre Evans |
| 3 | F&G Reg 14(1) & (3) | Did the local government invite tenders via Statewide public notice. | Yes | via WALGA Preferred supplier quotes | Torre Evans |
| 4 | F&G Reg 14 & 15 | Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16. | Yes | | Torre Evans |



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| No | Reference | Question | Response | Comments | Respondent |
|----|------------------------|---|----------|---|---------------|
| 5 | F&G Reg 14(5) | If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation. | Yes | | Niel Mitchell |
| 6 | F&G Reg 16 | Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16. | Yes | | Niel Mitchell |
| 7 | F&G Reg 18(1) | Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender. | N/A | | Torre Evans |
| 8 | F&G Reg 18 (4) | In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria. | Yes | | Torre Evans |
| 9 | F&G Reg 17 | Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17. | Yes | | Torre Evans |
| 10 | F&G Reg 19 | Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted. | Yes | WALGA eQuotes service only advises suppliers where successful or not. Request can be made by suppliers for further details of the successful provider | Torre Evans |
| 11 | F&G Reg 21 & 22 | Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22. | N/A | | Torre Evans |
| 12 | F&G Reg 23(1) | Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice. | N/A | | Torre Evans |
| 13 | F&G Reg 23(4) | After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services. | N/A | | Torre Evans |
| 14 | F&G Reg 24 | Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24. | N/A | | Torre Evans |
| 15 | F&G Reg 24AD(2) | Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice. | N/A | | Torre Evans |
| 16 | F&G Reg 24AD(4) & 24AE | Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE. | N/A | | Torre Evans |



Department of
**Local Government, Sport
and Cultural Industries**

| No | Reference | Question | Response | Comments | Respondent |
|----|-----------------|---|----------|----------|---------------|
| 17 | F&G Reg 24AF | Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application. | N/A | | Torre Evans |
| 18 | F&G Reg 24AD(6) | If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation. | N/A | | Torre Evans |
| 19 | F&G Reg 24AH(1) | Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications. | N/A | | Torre Evans |
| 20 | F&G Reg 24AH(3) | In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria. | N/A | | Torre Evans |
| 21 | F&G Reg 24AG | Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG. | N/A | | Torre Evans |
| 22 | F&G Reg 24AI | Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted. | N/A | | Torre Evans |
| 23 | F&G Reg 24E | Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council). | Yes | | Torre Evans |
| 24 | F&G Reg 24F | Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy. | Yes | | Niel Mitchell |
| 25 | F&G Reg 11A | Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less. | Yes | | Niel Mitchell |



Department of
**Local Government, Sport
and Cultural Industries**

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Narrogin

Signed CEO, Narrogin

Attachment 1



MINUTES AUDIT COMMITTEE MEETING

14 March 2018

**Council Chambers
Shire of Narrogin
89 Earl Street
Narrogin WA 6312**

AUDIT COMMITTEE MEETING - MINUTES

14 MARCH 2018

1. OFFICIAL OPENING

5.42 pm – The Shire President declared the meeting open.

2. RECORD OF ATTENDANCE AND APOLOGIES

Mr L Ballard – Shire President
Cr T Wiese – Deputy Shire President
Cr N Walker
Cr B Seale
Cr G Ballard
Cr C Ward
Cr P Schutz – arrived 5.56 pm
Cr C Bartron – arrived 6.00 pm

Apologies

Cr M Fisher

Staff

Mr A Cook – Chief Executive Officer
Mr F Ludovico – Executive Manager Corporate & Community Services

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

Nil

4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

| |
|-----------------------------|
| COMMITTEE RESOLUTION |
|-----------------------------|

Moved: Cr Seale

Seconded: Cr Ward

That the Committee:

Accepts the minutes of the Audit Committee Meeting held 13 December 2017 and they be confirmed as an accurate record of proceedings.

CARRIED 6/0

6. MATTERS WHICH REQUIRE DECISION

6.1 – 2017 Annual Compliance Audit Return

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

8. CLOSE OF MEETING

5:56 pm – Cr Schutz entered the meeting

6:00 pm - Cr Bartron entered the meeting

6.1 ANNUAL COMPLIANCE AUDIT RETURN 2017

File Reference: 14.1.1
Disclosure of Interest: Nil
Applicant: Aaron Cook - Chief Executive Officer
Previous Item Nos: Nil
Date: 20 February 2018
Author: Niel Mitchell – Governance
Authorising Officer: Aaron Cook – Chief Executive Officer

Attachments

- Attachment 1 - Department of Local Government Annual Compliance Return 2017.

Summary

The completed Annual Compliance Return for 2017 is presented to the Committee for consideration.

Background

It is a requirement of all local governments to complete the Annual Compliance Audit Return as part of its statutory obligations in the *Local Government Act 1995*.

Comment

The Compliance Audit Return has been completed for the 2017 year and is submitted for review. The Chief Executive Officer reviewed the practices and procedures of the administration, and as per the report attached, did not identify any noncompliance issues.

As per the Local Government (Audit) Regulations, this item is presented to the Audit Committee to make appropriate recommendation to Council.

Consultation

- Shire of Narrogin Executive Team

Statutory Environment

Local Government (Audit) Regulations 1996 –

- *Regulation. 14 – Compliance audit return to be reviewed by Audit Committee and report to Council*
- *Regulation. 15 – once considered by Council, the return is to be signed by President and CEO and lodged with the Department by 31 March*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

Moved: Cr Wiese

Seconded: Cr Seale

That the Audit Committee recommend to Council:

- endorsement of the Annual Compliance Audit Return for the 2017 calendar year, as modified;
- approval for the Shire President and the Chief Executive Officer to sign the Compliance Audit Return 2017.

CARRIED 8/0



Narrogin - Compliance Audit Return 2017

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

| Commercial Enterprises by Local Governments | | | | | |
|--|-----------------------------------|---|-----------------|-----------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s3.59(2)(a)(b)(c) F&G Reg 7,9 | Has the local government prepared a business plan for each major trading undertaking in 2017. | N/A | | Niel Mitchell |
| 2 | s3.59(2)(a)(b)(c) F&G Reg 7,10 | Has the local government prepared a business plan for each major land transaction that was not exempt in 2017. | N/A | | Niel Mitchell |
| 3 | s3.59(2)(a)(b)(c) F&G Reg 7,10 | Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2017. | N/A | | Niel Mitchell |
| 4 | s3.59(4) | Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017. | N/A | | Niel Mitchell |
| 5 | s3.59(5) | Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority. | N/A | | Niel Mitchell |



| Delegation of Power / Duty | | | | | |
|-----------------------------------|--------------------------------|--|-----------------|------------------------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s5.16, 5.17, 5.18 | Were all delegations to committees resolved by absolute majority. | N/A | No delegations to committees | Niel Mitchell |
| 2 | s5.16, 5.17, 5.18 | Were all delegations to committees in writing. | N/A | | Niel Mitchell |
| 3 | s5.16, 5.17, 5.18 | Were all delegations to committees within the limits specified in section 5.17. | N/A | | Niel Mitchell |
| 4 | s5.16, 5.17, 5.18 | Were all delegations to committees recorded in a register of delegations. | N/A | | Niel Mitchell |
| 5 | s5.18 | Has Council reviewed delegations to its committees in the 2016/2017 financial year. | Yes | | Niel Mitchell |
| 6 | s5.42(1),5.43 Admin Reg 18G | Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act. | Yes | | Niel Mitchell |
| 7 | s5.42(1)(2) Admin Reg 18G | Were all delegations to the CEO resolved by an absolute majority. | Yes | | Niel Mitchell |
| 8 | s5.42(1)(2) Admin Reg 18G | Were all delegations to the CEO in writing. | Yes | | Niel Mitchell |
| 9 | s5.44(2) | Were all delegations by the CEO to any employee in writing. | Yes | | Niel Mitchell |
| 10 | s5.45(1)(b) | Were all decisions by the Council to amend or revoke a delegation made by absolute majority. | Yes | | Niel Mitchell |
| 11 | s5.46(1) | Has the CEO kept a register of all delegations made under the Act to him and to other employees. | Yes | | Niel Mitchell |
| 12 | s5.46(2) | Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year. | Yes | | Niel Mitchell |
| 13 | s5.46(3) Admin Reg 19 | Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required. | Yes | | Niel Mitchell |

| Disclosure of Interest | | | | | |
|-------------------------------|------------------|---|-----------------|------------------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s5.67 | If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68). | Yes | See Minutes & Register | Carolyn Thompson |
| 2 | s5.68(2) | Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings. | Yes | | Carolyn Thompson |



| No | Reference | Question | Response | Comments | Respondent |
|----|--|---|----------|----------|------------------|
| 3 | s5.73 | Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made. | Yes | | Carolyn Thompson |
| 4 | s5.75(1) Admin Reg 22 Form 2 | Was a primary return lodged by all newly elected members within three months of their start day. | Yes | | Carolyn Thompson |
| 5 | s5.75(1) Admin Reg 22 Form 2 | Was a primary return lodged by all newly designated employees within three months of their start day. | Yes | | Carolyn Thompson |
| 6 | s5.76(1) Admin Reg 23 Form 3 | Was an annual return lodged by all continuing elected members by 31 August 2017. | Yes | | Carolyn Thompson |
| 7 | s5.76(1) Admin Reg 23 Form 3 | Was an annual return lodged by all designated employees by 31 August 2017. | Yes | | Carolyn Thompson |
| 8 | s5.77 | On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return. | Yes | | Carolyn Thompson |
| 9 | s5.88(1)(2) Admin Reg 28 | Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76 | Yes | | Niel Mitchell |
| 10 | s5.88(1)(2) Admin Reg 28 | Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28. | Yes | | Niel Mitchell |
| 11 | s5.88 (3) | Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76. | Yes | | Carolyn Thompson |
| 12 | s5.88(4) | Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee. | Yes | | Carolyn Thompson |
| 13 | s5.103 Admin Reg 34C & Rules of Conduct Reg 11 | Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes. | Yes | | Carolyn Thompson |
| 14 | s5.70(2) | Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report. | Yes | | Carolyn Thompson |



Department of
**Local Government, Sport
and Cultural Industries**

| No | Reference | Question | Response | Comments | Respondent |
|----|-------------------------|---|----------|----------|------------------|
| 15 | s5.70(3) | Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee. | Yes | | Carolyn Thompson |
| 16 | s5.103(3) Admin Reg 34B | Has the CEO kept a register of all notifiable gifts received by Council members and employees. | Yes | | Niel Mitchell |

Disposal of Property

| No | Reference | Question | Response | Comments | Respondent |
|----|-----------|---|----------|----------|---------------|
| 1 | s3.58(3) | Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)). | Yes | | Niel Mitchell |
| 2 | s3.58(4) | Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property. | N/A | | Niel Mitchell |

Elections

| No | Reference | Question | Response | Comments | Respondent |
|----|-------------------|--|----------|----------|---------------|
| 1 | Elect Reg 30G (1) | Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates. | Yes | | Niel Mitchell |

Finance

| No | Reference | Question | Response | Comments | Respondent |
|----|--------------|---|----------|----------|---------------|
| 1 | s7.1A | Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act. | Yes | | Niel Mitchell |
| 2 | s7.1B | Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority. | N/A | | Niel Mitchell |
| 3 | s7.3 | Was the person(s) appointed by the local government to be its auditor, a registered company auditor. | Yes | | Niel Mitchell |
| 4 | s7.3, 7.6(3) | Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council. | Yes | | Niel Mitchell |



Department of
**Local Government, Sport
and Cultural Industries**

| No | Reference | Question | Response | Comments | Respondent |
|----|--------------|--|----------|----------|----------------|
| 5 | Audit Reg 10 | Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit. | Yes | | Frank Ludovico |
| 6 | s7.9(1) | Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017. | Yes | | Frank Ludovico |
| 7 | S7.12A(3) | Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken. | N/A | | Frank Ludovico |
| 8 | S7.12A (4) | Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken. | N/A | | Frank Ludovico |
| 9 | S7.12A (4) | Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time. | N/A | | Frank Ludovico |
| 10 | Audit Reg 7 | Did the agreement between the local government and its auditor include the objectives of the audit. | Yes | | Niel Mitchell |
| 11 | Audit Reg 7 | Did the agreement between the local government and its auditor include the scope of the audit. | Yes | | Niel Mitchell |
| 12 | Audit Reg 7 | Did the agreement between the local government and its auditor include a plan for the audit. | Yes | | Niel Mitchell |
| 13 | Audit Reg 7 | Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor. | Yes | | Niel Mitchell |
| 14 | Audit Reg 7 | Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor. | Yes | | Niel Mitchell |

Attachment 2



| Integrated Planning and Reporting | | | | | |
|--|--------------------------|---|-----------------|---|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s5.56 Admin Reg 19DA (6) | Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond. | N/A | CBP for new entity currently being finalised | Frank Ludovico |
| 2 | s5.56 Admin Reg 19DA (6) | Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond. | N/A | CBP for new entity currently being finalised | Frank Ludovico |
| 3 | s5.56 Admin Reg 19C (7) | Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond. | Yes | 24 May 2017 | Frank Ludovico |
| 4 | s5.56 Admin Reg 19C (7) | Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond. | No | | Niel Mitchell |
| 5 | S5.56 | Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond. | N/A | AMP for new entity currently being finalised | Frank Ludovico |
| 6 | S5.56 | Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond. | N/A | LTFP for new entity currently being finalised | Frank Ludovico |
| 7 | S5.56 | Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond. | N/A | WFP has been reviewed by Council | Frank Ludovico |



| Local Government Employees | | | | | |
|-----------------------------------|-------------------------------------|---|-----------------|-----------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | Admin Reg 18C | Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised. | N/A | | Niel Mitchell |
| 2 | s5.36(4) s5.37(3), Admin Reg 18A | Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A. | N/A | | Niel Mitchell |
| 3 | Admin Reg 18F | Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4). | N/A | | Niel Mitchell |
| 4 | Admin Regs 18E | Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only). | N/A | | Niel Mitchell |
| 5 | s5.37(2) | Did the CEO inform council of each proposal to employ or dismiss a designated senior employee. | Yes | | Niel Mitchell |

Attachment 2



| Official Conduct | | | | | |
|-------------------------|------------------|--|-----------------|-----------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s5.120 | Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer. | N/A | | Niel Mitchell |
| 2 | s5.121(1) | Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c). | Yes | | Aaron Cook |
| 3 | s5.121(2)(a) | Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made. | Yes | | Aaron Cook |
| 4 | s5.121(2)(b) | Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint. | Yes | | Aaron Cook |
| 5 | s5.121(2)(c) | Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred. | Yes | | Aaron Cook |
| 6 | s5.121(2)(d) | Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c). | Yes | | Aaron Cook |

| Tenders for Providing Goods and Services | | | | | |
|---|---------------------|--|-----------------|-------------------------------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s3.57 F&G Reg 11 | Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)). | Yes | | Niel Mitchell |
| 2 | F&G Reg 12 | Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract. | N/A | No multiple contracts | Torre Evans |
| 3 | F&G Reg 14(1) & (3) | Did the local government invite tenders via Statewide public notice. | Yes | via WALGA Preferred supplier quotes | Torre Evans |
| 4 | F&G Reg 14 & 15 | Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16. | Yes | | Torre Evans |



Department of
**Local Government, Sport
and Cultural Industries**

| No | Reference | Question | Response | Comments | Respondent |
|----|------------------------|---|----------|---|---------------|
| 5 | F&G Reg 14(5) | If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation. | Yes | | Niel Mitchell |
| 6 | F&G Reg 16 | Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16. | Yes | | Niel Mitchell |
| 7 | F&G Reg 18(1) | Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender. | N/A | | Torre Evans |
| 8 | F&G Reg 18 (4) | In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria. | Yes | | Torre Evans |
| 9 | F&G Reg 17 | Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17. | Yes | | Torre Evans |
| 10 | F&G Reg 19 | Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted. | Yes | WALGA eQuotes service only advises suppliers where successful or not. Request can be made by suppliers for further details of the successful provider | Torre Evans |
| 11 | F&G Reg 21 & 22 | Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22. | N/A | | Torre Evans |
| 12 | F&G Reg 23(1) | Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice. | N/A | | Torre Evans |
| 13 | F&G Reg 23(4) | After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services. | N/A | | Torre Evans |
| 14 | F&G Reg 24 | Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24. | N/A | | Torre Evans |
| 15 | F&G Reg 24AD(2) | Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice. | N/A | | Torre Evans |
| 16 | F&G Reg 24AD(4) & 24AE | Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE. | N/A | | Torre Evans |



Department of
**Local Government, Sport
and Cultural Industries**

| No | Reference | Question | Response | Comments | Respondent |
|----|-----------------|---|----------|----------|---------------|
| 17 | F&G Reg 24AF | Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application. | N/A | | Torre Evans |
| 18 | F&G Reg 24AD(6) | If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation. | N/A | | Torre Evans |
| 19 | F&G Reg 24AH(1) | Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications. | N/A | | Torre Evans |
| 20 | F&G Reg 24AH(3) | In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria. | N/A | | Torre Evans |
| 21 | F&G Reg 24AG | Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG. | N/A | | Torre Evans |
| 22 | F&G Reg 24AI | Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted. | N/A | | Torre Evans |
| 23 | F&G Reg 24E | Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council). | Yes | | Torre Evans |
| 24 | F&G Reg 24F | Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy. | Yes | | Niel Mitchell |
| 25 | F&G Reg 11A | Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less. | Yes | | Niel Mitchell |



Department of
**Local Government, Sport
and Cultural Industries**

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Narrogin

Signed CEO, Narrogin

Attachment 2

- 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**