



**MINUTES
ORDINARY COUNCIL MEETING**

24 APRIL 2018

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

24 APRIL 2018

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7:08 pm – The Presiding Member, President Ballard declared the meeting open.

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

Elected Members

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

Staff

Mr A Cook – Chief Executive Officer
Mr T Evans – Executive Manager Technical & Rural Services
Mr F Ludovico – Executive Manager Corporate & Community Services
Ms C Thompson – Executive Assistant
Mr E Anderson – Planning Officer

Apologies

Cr G Ballard
Mr A Awang – Executive Manager Development & Regulatory Services

Visitors

Mrs Deborah Hughes-Owen – Chair ARtS Narrogin
Ms Caitlin Stewart – ARtS Narrogin
Ms Karen Keeley – ARtS Narrogin
Miss Brooke Conway – Shire of Narrogin
Mr Joshua Pomykala – Shire of Narrogin
Mrs Wendy Russell – Shire of Narrogin

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

3.1 Financial

Nil

3.2 Proximity

The CEO Declared interest in 10.1.026. The nature of his interest was Proximity.

3.3 Impartiality

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION 0418.028 AND OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr Wiese

That Council:

Approve leave of absence for Cr Fisher for the ordinary council meeting being held on 23 May 2018.

CARRIED 8/0

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION 0418.029 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Ward

That Council:

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

CARRIED 8/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

President Ballard expressed his thanks to Shiralee Magor, our Senior Environmental Health Officer, is moving to Albany with her husband. Thank you for over 20 years of dedicated service to the Town and Shire of Narrogin.

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Presented at 6.50pm. A presentation by ARtS Narrogin outlining projects that have developed during the year and showcasing what is coming up in the next financial year.

10. MATTERS WHICH REQUIRE DECISIONS

10.1	DEVELOPMENT AND REGULATORY SERVICES.....	6
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10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.024 PROPOSED TWO-BAY SHED FOR NARROGIN DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES) INCIDENT CONTROL VEHICLE –LOT 1710 (RESERVE NO.47304) GORDON STREET, NARROGIN

File Reference:	A105188
Disclosure of Interest:	Nil
Applicant:	Shire of Narrogin
Previous Item Nos:	Nil
Date:	13 April 2018
Author:	Eric Anderson – Assistant Planning Officer
Authorising Officer:	Azhar Awang – Executive Manager Development & Regulatory Services

Attachments

- Attachment 1 – Application for Planning Consent
- Attachment 2 – Locality plan
- Attachment 3 – Site plan
- Attachment 4 – Vehicle requirements

Summary

Council is requested to consider the application for planning consent for the erection of an outbuilding for the storage of one incident control vehicle and one rescue vehicle on Lot 1710 (Reserve No. 47304) Gordon Street, Narrogin.

Background

On 9 June 2017 the Shire of Narrogin received confirmation an incident control vehicle (ICV) will become a Department of Fire and Emergency Services (DFES) asset, located in Narrogin.

The following conditions were agreed to by the Shire of Narrogin and DFES:

1. The ICV will be managed and maintained by DFES;
2. The Shire of Narrogin will be responsible for the construction of the ICV facility project and will meet all costs associated with its construction;
3. DFES will make payment from the Local Government Grants Scheme (LGGS) on completion of the facility which will cover all costs referred to in point 2 above (This grant, adjusted to \$75,000, was approved in 2011/2012 and has been carried over and the DFES Grants Committee approved its release in June 2016); and
4. DFES will meet on-going costs associated with the ICV facility upon completion.

The proposal is to construct a steel frame, Colourbond, gable roof shed (9.8mx12mx4.7m) at the SES site on Gordon Street which is currently vested with DFES and occupied by a DFES sub-centre building. The Request for Quote (RFQ) has been advertised and closes on 26 April 2018.

Comment

Zoning

The subject land is zoned 'Recreation' under the Former Town of Narrogin Town Planning Scheme (FT-TPS) and is boarded by other recreation zoned land running parallel to the Great Southern Highway and Pioneer Drive. Fire and Emergency Services Sub-Centre is a use not listed in a 'Recreation' zone meaning it is not permitted unless granted consent by Council under clause 2.2.5. Clause 2.2.5 and clause 2.2.7 of the FT-TPS apply to this development and state:

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

- a) Mentioned in the list of use classes in the development table; or*
- b) Defined in Clause 1.8; or*
- c) Defined in Appendix D to the Town Planning Regulation 1967*

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

"2.2.7 An application to the Council for its consent under Clause 2.2.5 –

- a) Shall be advertised in accordance with provisions of clause 6.3.2: and*
- b) Shall not be granted unless a resolution to do so is passed by absolute majority of the Council".*

The use of a property for the extension of the DFES sub-centre can therefore be considered on these grounds within the site in accordance with the advertising requirements prescribed in clause 6.3.2 which states:

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

- a) Notice of the proposed use and development to be sent by post or delivered to the owners and occupiers of land within an area determined by 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".*

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

“This zone includes land which is of value for all forms of recreation use from passive low intensity use to organised sporting activities. As part of its recreation planning the Council will produce a management plan of existing and future recreation areas and seek public comment upon those proposals”.

Given the existing development on site, it is recommended that Council advertise the proposal in accordance with Clause 6.3.2.

Consultation

- Azhar Awang – Executive Manager Development and Regulatory Services.
- Department of Fire and Emergency Services.

Statutory Environment

Former Town of Narrogin Town Planning Scheme No.2 – Clause 2.2.5 & Clause 6.3.2.

Policy Implications

Nil

Financial Implications

The Local Government Grant Scheme will provide funds up to the value of \$75,000 for the construction of the facility.

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

COUNCIL RESOLUTION 0418.030 AND OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr Walker

That Council:

1. Advertise the application for the outbuilding for the storage of Department of Fire & Emergency Services (DFES) vehicles at Lot 1710 (Reserve No. 47304) Gordon Street, Narrogin for public comment in accordance with Clause 6.3.2 of the FT-TPS No.2.
2. If no negative submissions are received authorise the Chief Executive Officer to issue planning approval subject to the following conditions:
 - a. 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.
 - b. 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.
 - 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. 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.
 - e. Construction of the outbuilding shall be kept clear from all service connections.
 - f. The building materials and colours used shall match existing buildings on the lot and are to be of non-reflective and muted tones i.e. not zinalume.
 - g. The proposed outbuilding is for emergency services purposes only and shall not be used for commercial or habitation purposes.

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

• Commonly-used abbreviations:	
• FT-TPS	• Former Town of Narrogin Town Planning Scheme
• DFES	• Department of Fire and Emergency Services
• ICV	• Incident Control Vehicle
• LGGS	• Local Government Grants Scheme
• RFQ	• Request for Quote

PLANNING CONSENT



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

TOWN PLANNING SCHEME NO 2 DISTRICT SCHEME

Name of Applicant	Shire of Narrogin
Correspondence Address	89 Earl Street,
Applicant Phone Number	(08) 9890 0900

I hereby apply for planning consent to

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

Existing use of land	Fire and Emergency Services Sub-Centre
Approximate cost of proposed development	\$75,000 00
Estimated time of completion	July 2018
No of persons to be housed / employed after completion	Nil

TITLES OFFICE DESCRIPTION OF LAND

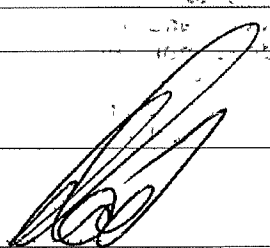
LOCALITY PLAN

House No	N/A	Lot No	1710	Location No	Reserve 47304
Plan or Diag	P26045	Street Name	Gordon Street, Narrogin		
Certificate of Title	Volume LR3122		Folio 306		

LOT DIMENSIONS

Site area		Square metres
Frontage		Metres
Depth		metres

AUTHORITY

Applicant's Signature		Date	2/3/18
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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 LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

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

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

OFFICE USE ONLY

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

Signed only as acknowledgment that a development application is being made in respect of a proposal that includes Crown land, land owned in fee simple by the Crown or a state instrumentality. Crown reserves under management for the purpose, or a road, permitting this application to be assessed under the appropriate local and/or region planning scheme. The signature does not represent approval or consent for planning purposes under the relevant local and/or region scheme. Further in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgment of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.

NAME: Alexander Mene
 TEAM LEADER
 TEAM: GEM 00025329
 19/03/2018 A. Mene

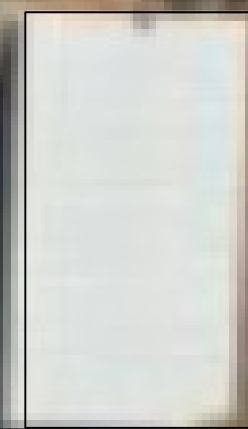


Locality Plan

36.68

14700 9800 3000

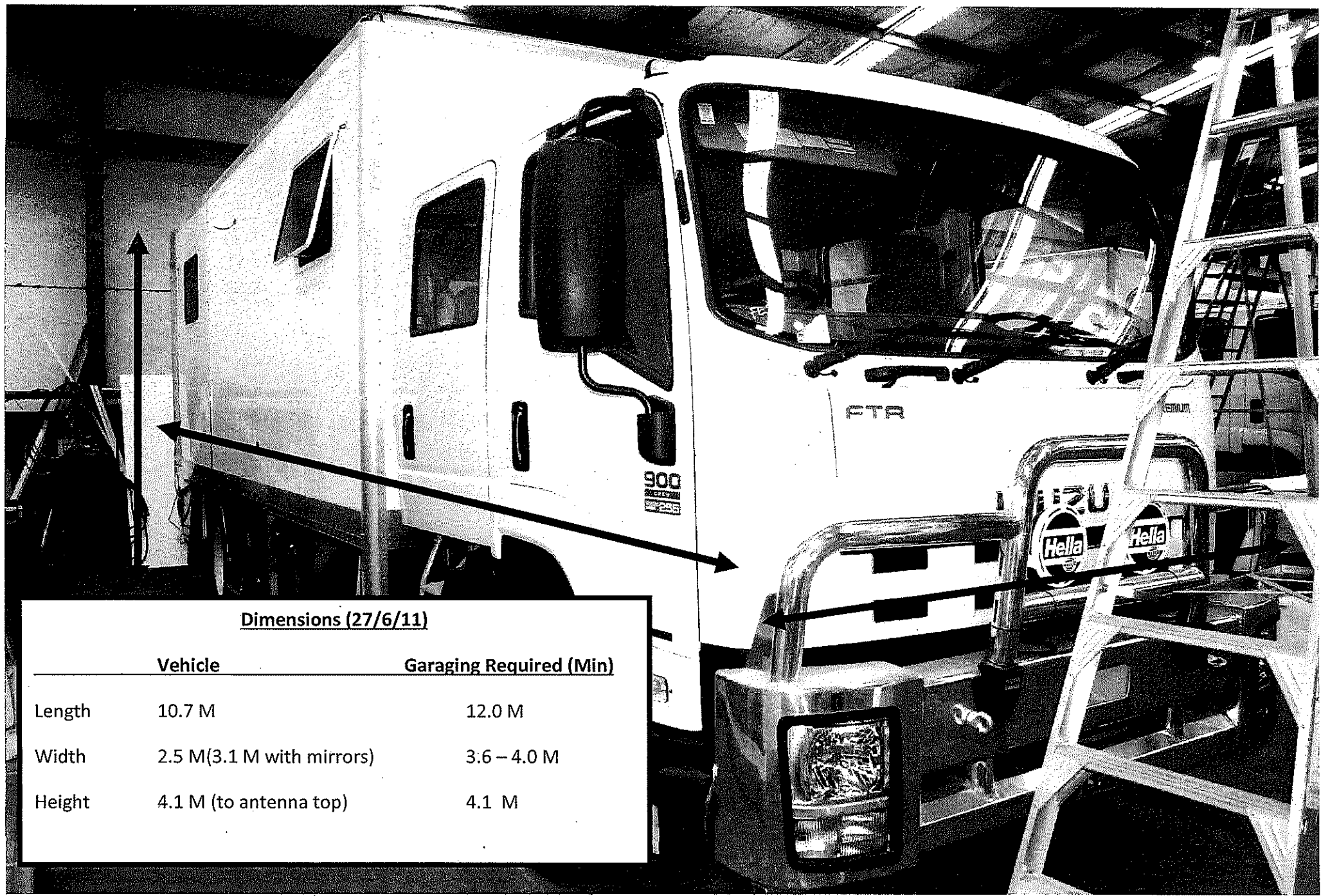
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4000 4000 600 600 600

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36.06



Dimensions (27/6/11)

	Vehicle	Garaging Required (Min)
Length	10.7 M	12.0 M
Width	2.5 M(3.1 M with mirrors)	3.6 – 4.0 M
Height	4.1 M (to antenna top)	4.1 M

**10.1.025 DRAINAGE EASEMENT – LOT 70 ON DEPOSITED PLAN 222890
PARK STREET NARROGIN**

This item was withdrawn prior to being presented to Council by officers due to requiring additional information and discussion with the applicant

7.22 pm – The CEO declared an interest and left the meeting.

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

File Reference: A105237
Disclosure of Interest: Nil
Applicant: Willem Joubert
Previous Item Nos: Item 10.1.124 – 20 December 2017
Item 10.1.002 – 28 February 2018
Date: 16 April 2018
Author: Azhar Awang – Executive Manager Development & Regulatory Services
Authorising Officer: Aaron Cook – Chief Executive Officer

Attachments

- Attachment 1 – Minutes 28 February 2018
- Attachment 2 – Side Elevation
- Attachment 3 – Schedule of Submissions

Summary

Council is requested to reconsider the application for planning consent for the grouped dwelling development (four grouped dwellings) at Lot 210 (No. 89) Forrest Street, Narrogin. Council received a number of negative submission on the development during the advertising period.

Background

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

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

After receiving the revised plans addressing the concerns of Council the application was referred to Council at its meeting held on 28 February 2018 whereby Council resolved to advertise the proposal for the Grouped dwelling in accordance with clause 6.3 of the Former Town of Narrogin Town Planning Scheme No. 2.

Condition 2 of the Council resolution stated that in the event that no negative submissions are received, the Chief Executive Officer is authorised to issue planning approval for the grouped dwelling subject to the conditions as listed in the minutes of the Ordinary Council Meeting held on 28 February 2018.

The proposal was advertised for a period of 21 days in the local paper, a sign on site and letters to adjoining land owners. At the close of the advertising period (29 March 2018), seven written submissions were received objecting to the proposed development which are included in the Schedule of Submissions attached to this report.

Given the number of negative submissions received for the proposed development, the matter is referred back to Council for its further consideration.

Comment

The submissions received during the advertising period can be summarised as follows:

- Height of retaining walls and height of boundary fencing
- Drainage and stormwater issue via the existing laneway
- Using the laneway as main vehicle access to the properties and safety concern to children living in the area
- Concern with the number of dwellings to be developed and the total number of people living in the development.
- No verge parking on Forrest Street
- Development is not consistent with the single dwelling in the area and the materials used are not consistent with the existing new houses contracted in the area.
- Devaluing of surrounding properties
- The lack of car parking spaces for the development
- Restriction that no multiple dwellings permitted, transportable homes and recycled materials to be used in this locality

In response to the objections received the following responses to the summary of issues are provided:

Height of retaining walls and height of boundary fencing

The applicant, in addressing this issue, has provided side elevations of the development which shows the height of the natural ground level and the height of the retaining wall. According to the plan provided, the height of the retaining wall from the lowest point of the property (south eastern portion of the property) is approximately 1.4m high. A Colourbond boundary fence at a height of 1.8m will be constructed on top of the retaining wall, totalling a height of 3.2m from the natural ground level. The reason for the retaining wall is due to the topography of the land which is quite steep with a fall of 2 metres from the Forrest Street side to the bottom end of the property.

It should also be noted that the existing dwelling to the western side of the property has a very high retaining wall at approximately 2 metres high and a further 1.8 metre high boundary fence.

Drainage and stormwater issue via the existing laneway

The proposal is for four grouped dwellings, two fronting Forrest Street and the remaining two facing the laneway. It is proposed to divert the water for the development facing Forrest Street via the existing stormwater runoff onto Forrest Street. The rear portion of the development will contain the water via soak well system due to the sandy soil formation as confirmed by the developer as a result of the soil testing undertaken on the site. The soil testing for the site was undertaken by Structerre Consulting Engineer. This means that the development facing the laneway will manage its stormwater runoff through the soak wells and any excessive runoff will be diverted into the laneway. Discussion with the Shire's Manager Operations confirmed that the proposal will meet the stormwater design requirements.

Using Laneway as main vehicle access to laneway and safety concern to children living in the area

The State planning policy, *Planning Bulletin 33/2017 – Rights-of-way of Laneways in Established Areas*, provide guidelines as to what can be done to right-of-ways in an established area. This includes utilising rights of way as their sole vehicular access to the dedicated street network or for rear access to narrow lots. On this basis, the proposal to use the laneway as a vehicular access to the proposed development for the two rear dwellings is consistent with these guidelines.

In respect to the safety issue, the laneway is similar to a road and has similar rights and responsibilities for all users. Given the design of the laneway, high speed should not be a factor due to its width and length.

Concern with the number of dwellings to be developed and the total number of people living in the development.

Under the former Town of Narrogin Town Planning Scheme (FT-TPS), for Grouped dwelling, the minimum lot area is 1,000m² and the minimum development requirement is as per R25 density. The subject land has a total area of 1,899.6m² which meets with the minimum requirements lot area of 1,000m². Under the R25 density the minimum lot area per dwelling is a minimum of 300m² with an average of 350m².

Based on the total site area of 1,899.6m², the subject land can accommodate a maximum of five grouped dwellings. Although there is potential for each dwelling to occupy up to eight persons per dwelling (four bedrooms) with possibility of two persons per bedroom, on average according to the WA census, a residential dwelling occupied an average of 2.6 person per dwelling.

No verge parking on Forrest Street

The applicant has proposed to provide a visitor parking on the verge. The verge is approximately 4.6m in width and would be wide enough to accommodate a 1.5m to 2m wide pedestrian path if required in the future. A footpath on the southern side of the Forrest Street is not planned due to the existing footpath on the northern side of the road.

Development is not consistent with the single dwelling in the area and the materials used are not consistent with the existing new houses constructed in the area.

The FT-TPS provides the discretion for the Council to consider development for a Grouped Dwelling on the subject site subject to the minimum site requirements and advertising. The subject site meets the minimum requirements to allow for grouped dwelling development. There is nothing in the scheme that restricts the types of materials to be used for the development of the dwelling in this area.

Devaluing of property

The devaluing of the property is not a valid Planning reasons to refuse a development.

The lack of car parking spaces for the development

Part 5 section C3.2 of the Residential Design Codes states that:

On site visitors car parking spaces for grouped and multiple dwelling developments provided at a rate of one space for each four dwellings, or part thereof in excess of four dwellings, served by a common access.

On this basis based on the number of dwellings proposed on site, the minimum visitor car bay required is one car parking space.

Restriction that no multiple dwellings permitted, transportable homes and recycled materials to be used in this locality

A search on the Certificate of Title did not show any caveat imposing restrictions on the minimum number of dwellings permitted and types of materials to be used in the construction of the development.

Although there may be an agreement of sale between the original land owner and purchaser, this is not binding to the new purchaser unless it is specified in the Certificate of Title through a caveat or memorial.

Based on the submissions received and the responses provided there are no valid planning reasons why this development for a four grouped dwelling should be refused as it complies with the minimum development requirements and design principles as outlined in the Residential Design Codes.

It is therefore recommended that Council grant Planning Approval for the proposed four grouped dwelling at Lot 89 Forrest Street, Narrogin subject to conditions as outlined in the recommendation.

Consultation

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

Statutory Environment

Former Town of Narrogin Town Planning Scheme No.2

Policy Implications

State Planning Policy – Residential Design Codes

Planning Bulletin 33/2017 – Rights-of-way of laneways in established areas

Financial Implications

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

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

Strategic Implications

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

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 0418.031 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Walker

That Council:

Approves the development for the grouped dwelling (four dwellings) at Lot 210 (No. 89) Forrest Street, Narrogin subject to the following conditions:

1. 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.
2. 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.
3. 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.
4. 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.

Cont./

5. All earthworks associated with the development shall be wholly contained within the site to the satisfaction of the Chief Executive Officer.
6. All proposed cross overs are to be constructed, drained and maintained to the satisfaction of the Chief Executive Officer.
7. Landscaping within the front setback area shall be established within 60 days of the practicable completion of the building and shall be fully reticulated and maintained to the satisfaction of the Chief Executive Officer.
8. 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.
9. All fencing abutting vehicle access points shall be no higher than 0.75 metres.
10. All fencing within the front setback areas shall be visually permeable above 1.2 metres.
11. All driveways and visitor bays are to be drained and paved to the satisfaction of the Chief Executive Officer.
12. Support the variation to the side setback of Unit C from the pedestrian access way leg to a minimum of 1 metre.
13. Support the 1.2 metre wide pedestrian access way leg between Units C and D to allow access to Units A and B.
14. No access is allowed to adjoining land owners during construction without the prior written consent of the adjoining land owners.

**CARRIED 6/2
BY ABSOLUTE MAJORITY
Cr Fisher and Cr Schutz voted against the motion.**

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

7:07 pm – The CEO declared an interest in the following item and left the meeting.

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

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

Attachments

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

Summary

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

Background

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

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

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

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

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

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

Consultation

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

Statutory Environment

Former Town of Narrogin Town Planning Scheme No.2

Policy Implications

State Planning Policy – Residential Design Codes

Financial Implications

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

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

Strategic Implications

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

Voting Requirements

Absolute Majority

- j. All driveways and visitor bays are to be drained and paved to the satisfaction of the Chief Executive Officer.
- k. Support the variation to the site setback of Unit C from the pedestrian accessway leg to a minimum of 1 metre.
- l. Support the 1.2 metre wide pedestrian accessway leg between units C and D to allow access to units A and B.

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

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

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

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

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

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

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

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

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

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

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

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

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

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

R-Codes Assessment

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

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

Voting Requirements

Absolute Majority.

COUNCIL RESOLUTION 1217.142 AND OFFICER'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Seale

That Council:

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

PLANNING CONSENT



89 Earl Street
PO Box 1145
Narrogin WA 8312

(08) 9890 0900

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

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

TOWN PLANNING SCHEME NO.2 DISTRICT SCHEME

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

I hereby apply for planning consent to:

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

Existing use of land	Residential housing
Approximate cost of proposed development	\$ 1700 000-00
Estimated time of completion	26/12/2018
No of persons to be housed / employed after completion	Up to 20

Attachment 1

TITLES OFFICE DESCRIPTION OF LAND

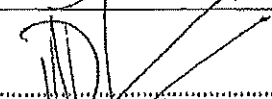
LOCALITY PLAN

House No	89	Lot No	210	Location No	
Plan or Diagram	64319	Street Name	Forrest street		
Certificate of Title	Volume: 2682	Folio: 210			

LOT DIMENSIONS

Site area	1899.60 Square metres
Frontage	28.44 Metres
Depth	67.127 Metres

AUTHORITY

Applicant's Signature  Date: 17/11/2017

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

\\users\willem.joubert\desktop\application for planning consent.2.docx



PERTHGROW
Where Dreams Come Home

Perthgrow Investments

U11, 30 Dellamarta Road, Wangara WA 6065

admin@perthgrow.com.au

ABN 973 781 893

AUTHORITY:

89 FOREST STREET NARROGIN

23/10/2017

TO WHOM IT MAY CONCERN:

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

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

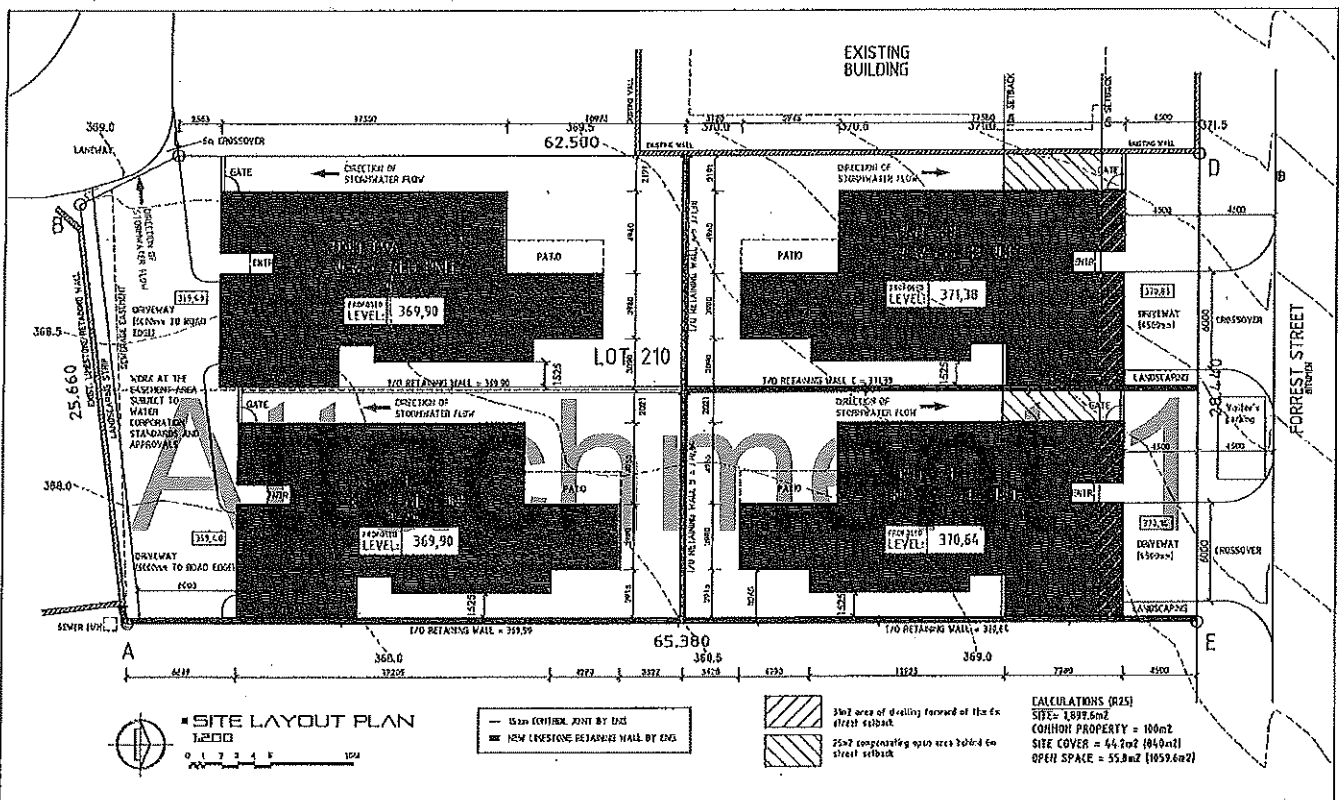
This authority will allow the Project manager to apply for Development applications, information sheets pertaining to the development of **The property**, service agreements regarding service supply to the property for the purpose of sub division, and sign such documents on my behalf.

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



Gert Botha Enslin

23/10/2017

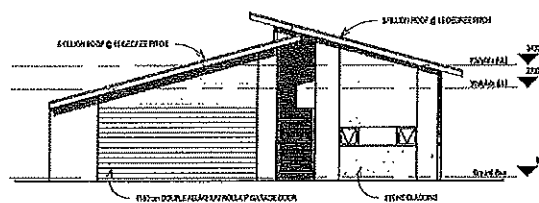


REVISIONS			CHECK	PROJECT	PARTICULARS		
No.	Date	Description		Developer	Drawn	Checked	Scale
001	2017-02-01	PRELIMINARY DESIGN		NEW PROPOSED 4 HOUSE DEVELOPMENT AT 89 FORREST STREET	REV. COLUMN	J. de A	A5:800m
002	2017-02-01	FINAL DESIGN			Drawn	J. de A	A5:800m
003	2017-02-01	FINAL DESIGN		Site	AS	AS	AS
004	2017-02-01	FINAL DESIGN		Project No.	14152	Drawn By	001
005	2017-02-01	FINAL DESIGN		Project Name	LOT 210 - 89 Forrest Str, Narrogin, WA 6312		

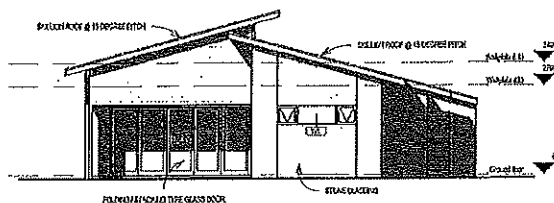
Site of Narrogin

Minutes Ordinary Council Meeting 20 December 2017

Page | 60

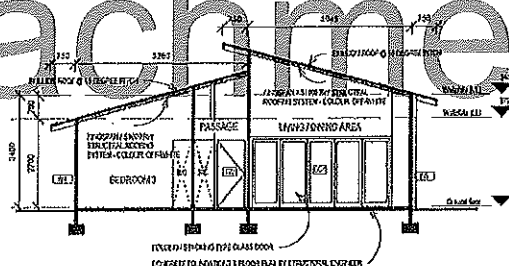


2 Elevation 4
1 : 100



1 Elevation 3
1 : 100

Attachment 1



3 Section 1
1 : 100

newline architecture

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Do not scale drawings - all dimensions to be verified by the licensee prior to commencement of any work. Reference documents on file will indicate who is to be held responsible for any incorrect information provided with this proposal.

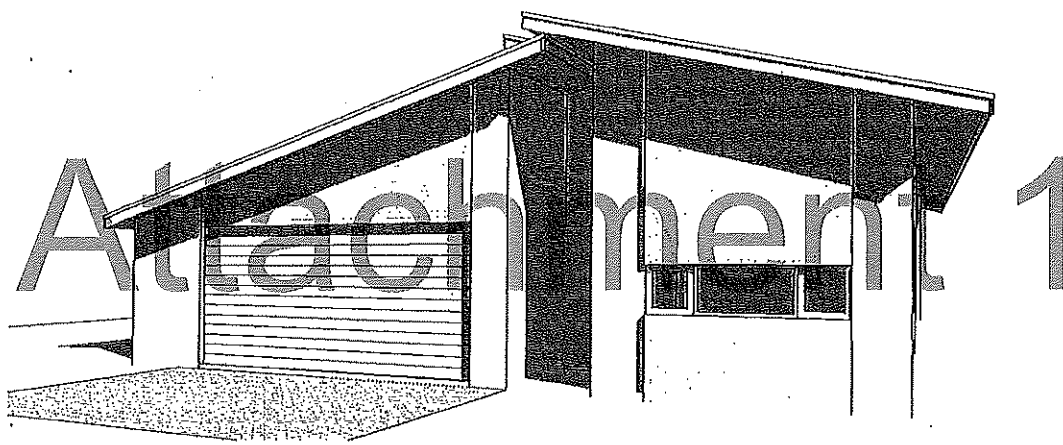
Tracey M. Harrison

1	Initial for distribution	2017-05-24
2	Final issue for planning approval	2017-05-24
4	Revised issue for planning approval	2017-07-26
6	Revised issue for planning approval	2017-09-03
8	Revised issue for planning approval	2017-09-28
10	Final issue for planning approval & Exhibition	2017-11-13

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

PARTICULARS			
Date REV. COLUMN	Drawn AS & KH/TH	Drawn JIB	Checked IWA
Project no. 14152	Drawing no. 200		

Narrogin Ordinary Council Meeting 28 December 2017



① Typical Perspective View
(Road Side)

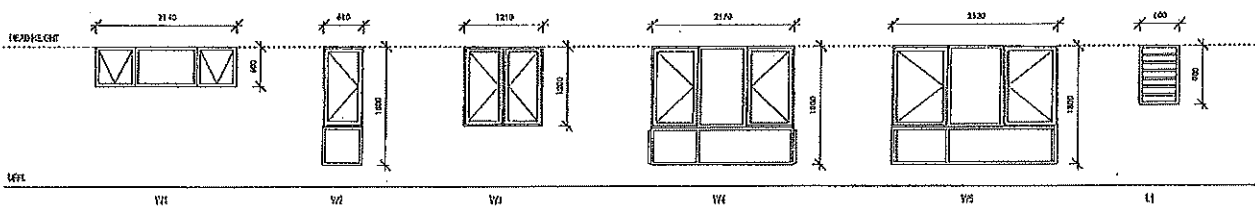
newline architecture
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 PROJECT: 171101010

1	Set Draw for discussion	2017-05-31
2	Draw issue for planning approval	2017-06-27
4	Revised issue for planning approval	2017-07-06
6	Revised issue for planning approval	2017-09-01
8	Revised tent layout - decreased size	2017-09-11
7	Work sheet updated / issues added	2017-09-26
9	Issue layout updated / issues added	2017-10-06
8	Floor layout revised as per marking	2017-10-14
10	Revised as per council requirements	2017-10-27
11	WD Set for planning approval & building set	2017-11-13

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

PARTICULARS			
Draw	Scale	Exam	DATE
REV. COLUMN	AS SHOWN	JR	[WD]
	Dated Draw	Set of sheets	DATE
	A3	1/1A	4
Project no.	Sheet no.		REVISION
14152	600		A
			Page 60

Minutes Ordinary Council Meeting 28 December 2017

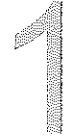


Window Elevations

1:50

Window Schedule

Type Mark	Width	Height	Manufacturer	Manufacturer Code	Description	Count	Head Height	Sill Height
VI	2140	1500	Stager or Simba	CV624	Single standard aluminium casement type window	1	1225	1120
VII	410	1800	Stager or Simba	CV626	Single standard aluminium casement type window	1	1225	1420
VIII	2140	1800	Stager or Simba	CV622	Single standard aluminium casement type window	1	1150	1550
IX	2140	1800	Stager or Simba	CV624	Single standard aluminium casement type window	1	1225	1525
X	2130	1800	Stager or Simba	CV622	Single standard aluminium casement type window	1	1155	1525
XI	1210	1800	Stager or Simba	CV622	Single standard aluminium casement type window	1	1155	1525
XII	1210	1800	Stager or Simba	CV622	Single standard aluminium casement type window	1	1155	1525
XIII	1210	1800	Stager or Simba	CV622	Single standard aluminium casement type window	1	1155	1525
XIV	1210	1800	Stager or Simba	CV622	Single standard aluminium casement type window	1	1155	1525
XV	1210	1800	Stager or Simba	CV622	Single standard aluminium casement type window	1	1155	1525
XVI	2140	1800	Stager or Simba	CV622	Single standard aluminium casement type window	1	1155	1525
XVII	2140	1800	Stager or Simba	CV622	Single standard aluminium casement type window	1	1155	1525
XVIII	2130	1800	Stager or Simba	CV622	Single standard aluminium casement type window	1	1155	1525
XIX	600	1800	Stager or Simba	CV622	Single standard aluminium casement type window	1	1155	1525
LI	600	1800	Stager or Simba	CUSTOM	Single standard aluminium casement type window	1	1155	0



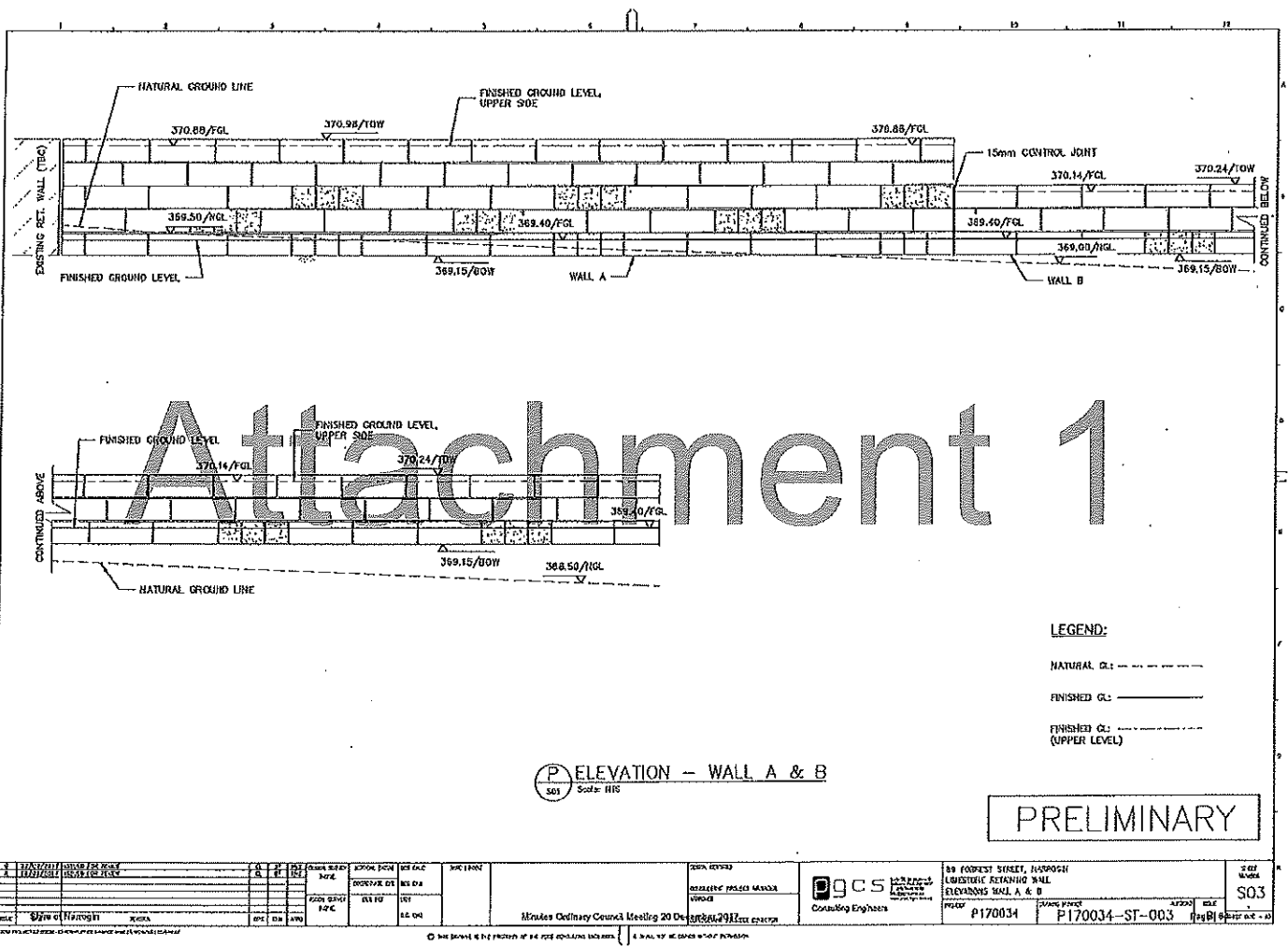
newline architecture
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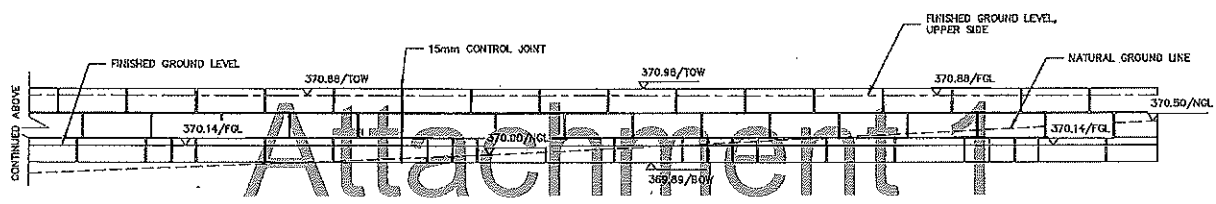
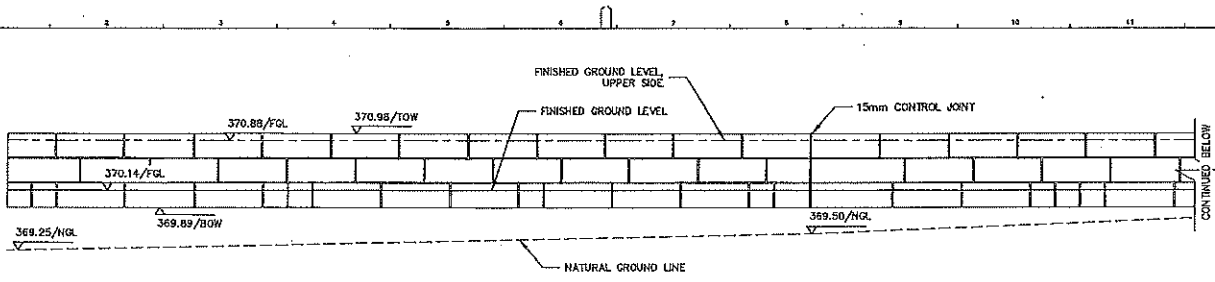
1	Tot Issue for circulation	2017-09-24
2	Draw Issues for planning approval	2017-07-21
4	Revised Issues for planning approval	2017-07-08
5	Revised Issues for planning approval	2017-06-08
6	Revised Issue for planning approval	2017-06-11
7	Window sizes updated / altered added	2017-09-21
8	Window layout, options updated	2017-10-05
9	Close layout updated as per marking	2017-10-14
10	Revised per per GRCH requirements	2017-10-20
11	WD Set for planning approval & building	2017-11-03

PROJECT: 4 HOUSE DEVELOPMENT AT 89 FORREST STREET
WINDOW SCHEDULE
 LOT 210 - 89 Forrest Str, Narrogin, WA 6312

Date	Drawn	Check	Scale
REV. COLUMN	AS SHOWN	J8	1:50
Project no.	Drawing no.	Sheet Size	Scale
14162	500	A3	N/A

ISSUE TYPE: IWD
 SCALE: 4
 REVISION: 11
 Page 1 of 2





Attachment 1

Q ELEVATION - WALL C
Scale: 1:10

- LEGEND:
- NATURAL GL: - - - - -
 - FINISHED GL: ————
 - FINISHED GL (UPPER LEVEL): ————

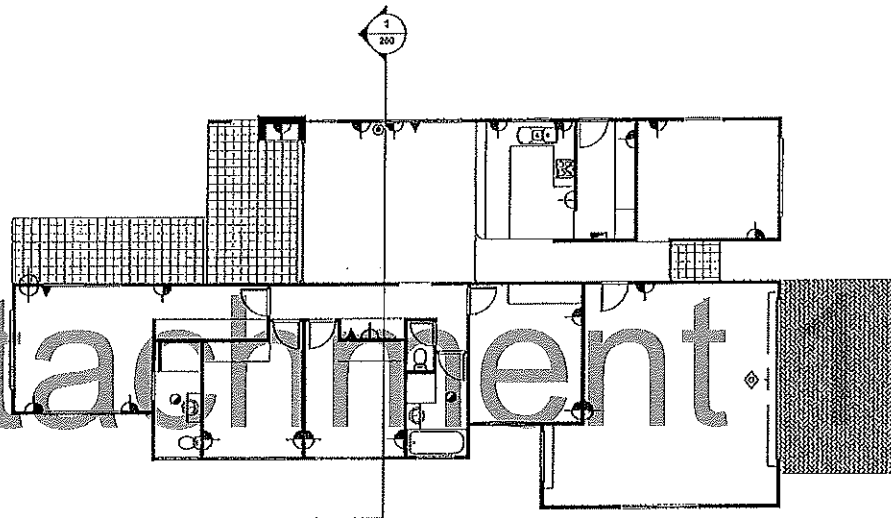
PRELIMINARY

<table border="1"> <tr> <td>NO</td> <td>DATE</td> <td>BY</td> <td>CHK</td> <td>APP</td> <td>REVISION</td> </tr> <tr> <td>1</td> <td>18/04/2018</td> <td>...</td> <td>...</td> <td>...</td> <td>...</td> </tr> <tr> <td>2</td> <td>19/04/2018</td> <td>...</td> <td>...</td> <td>...</td> <td>...</td> </tr> </table>	NO	DATE	BY	CHK	APP	REVISION	1	18/04/2018	2	19/04/2018	<table border="1"> <tr> <td>DESIGNER</td> <td>PROJECT MANAGER</td> <td>ENGINEER</td> </tr> <tr> <td>...</td> <td>...</td> <td>...</td> </tr> </table>	DESIGNER	PROJECT MANAGER	ENGINEER	<table border="1"> <tr> <td>PROJECT NAME</td> <td>PROJECT NO.</td> <td>DATE</td> </tr> <tr> <td>89 FURBEST STREET, NARROGIN LIMESTONE RETAINING WALL ELEVATIONS WALL C</td> <td>P170034</td> <td>18/04/2018</td> </tr> </table>	PROJECT NAME	PROJECT NO.	DATE	89 FURBEST STREET, NARROGIN LIMESTONE RETAINING WALL ELEVATIONS WALL C	P170034	18/04/2018	<table border="1"> <tr> <td>SHEET NO.</td> <td>TOTAL SHEETS</td> </tr> <tr> <td>S04</td> <td>48</td> </tr> </table>	SHEET NO.	TOTAL SHEETS	S04	48
NO	DATE	BY	CHK	APP	REVISION																																
1	18/04/2018																																
2	19/04/2018																																
DESIGNER	PROJECT MANAGER	ENGINEER																																			
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PROJECT NAME	PROJECT NO.	DATE																																			
89 FURBEST STREET, NARROGIN LIMESTONE RETAINING WALL ELEVATIONS WALL C	P170034	18/04/2018																																			
SHEET NO.	TOTAL SHEETS																																				
S04	48																																				

POWER INSTALLATION LEGEND
 ALL ELECTRICAL SYMBOLS ARE TO BE INSTALLED UNLESS OTHERWISE SPECIFIED.

	SOCKET RING
	DOUBLE PLUG
	TELEPHONE OUTLET
	TELEPHONE OUTLET WITH TELEPHONE JACK
	ELECTRICAL OUTLET
	SWITCH BOX
	HOT TAPS AND CONNECTIONS
	JUNCTION BOX
	CONDUIT WITH CONDUIT RUN
	CONDUIT WITH CONDUIT RUN AND CABLE
	SINGLE PLUG
	SWITCH POINT
	TELEPHONE OUTLET
	SINGLE CONNECTION
	SWITCH POINT
	TELEPHONE OUTLET WITH TV POINT

- 1. 120mm ABOVE FINISHED FLOOR LEVEL
- 2. 1200mm ABOVE FINISHED FLOOR LEVEL
- 3. 1200mm ABOVE FINISHED FLOOR LEVEL
- 4. 2200mm ABOVE FINISHED FLOOR LEVEL



① ELECTRICAL LAYOUT
 1:100

newtbe architecture
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REV.	DESCRIPTION	DATE
1	1st issue for circulation	2017-05-24
2	2nd issue for planning approval	2017-06-14
3	Revised issue for planning approval	2017-07-03
4	Revised issue for planning approval	2017-09-08
5	Revised without layout - decreased size	2017-09-11
6	WAT ideas updated / wires added	2017-09-28
7	3 loop layout details updated	2017-10-06
8	Final layout revised as per marking	2017-10-14
9	Revised as per G.R.H. (see drawings)	2017-10-20
10	W.D. Set for stamping approved & build on lot	2017-11-15

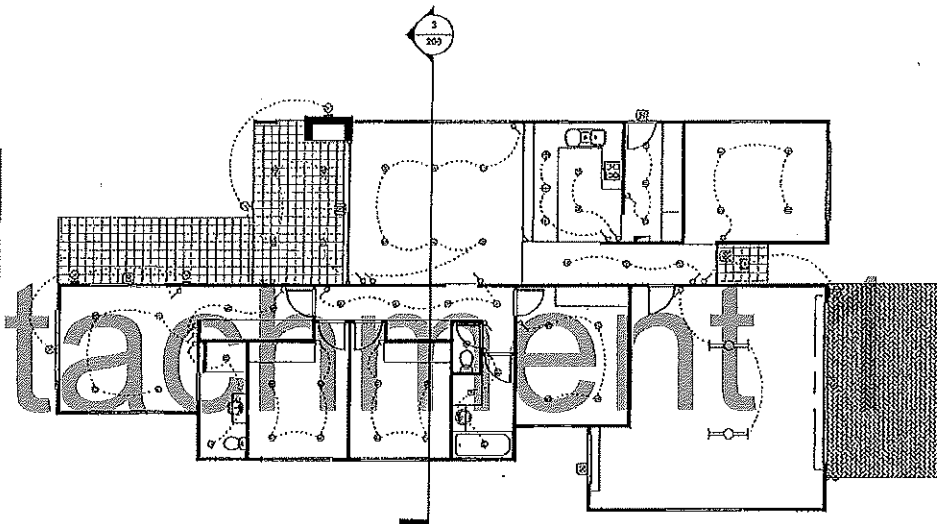
PROJECT
 4 HOUSE DEVELOPMENT AT 89 FORREST STREET
 ELECTRICAL LAYOUT
 LOT 210 - 89 Forrest Str, Narragin, WA 6312

DATE	REV.	COLUMN	SCALE	AS SHOWN	DATE	JOB	NO OF SHEETS	NO OF SHEETS	NO OF SHEETS
			A3	AS SHOWN					
14162								100-E	

LIGHTING INSTALLATION LEGEND

[Symbol]	INDICATED DIMENSIONS
[Symbol]	UPPER FLOOR DIMENSIONS
[Symbol]	CEILING FLOOR DIMENSIONS
[Symbol]	FLOOR DIMENSIONS
[Symbol]	PERIMETER EXTERNAL LIGHT FIXTURES
[Symbol]	PERIMETER INTERNAL LIGHT FIXTURES
[Symbol]	RECESSED INTERNAL LIGHT FIXTURES
[Symbol]	RECESSED EXTERNAL LIGHT FIXTURES
[Symbol]	DOWN LIGHTS
[Symbol]	UPPER FLOOR LIGHT FIXTURES
[Symbol]	CEILING FLOOR LIGHT FIXTURES
[Symbol]	FLOOR LIGHT FIXTURES
[Symbol]	PERIMETER LIGHT FIXTURES
[Symbol]	RECESSED LIGHT FIXTURES
[Symbol]	DOWN LIGHTS AT EXTERNAL DOORS
[Symbol]	DOWN LIGHTS AT EXTERNAL DOORS (SEE ABOVE SCALE SYMBOL)

1:100 SCALE FOR THIS FLOOR PLAN



① LIGHTING LAYOUT
1:100

new line architecture
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Do not make drawings - all dimensions to be verified by the licensee on site prior to construction of the works. NLA is not responsible for the accuracy of data to the NLA SITE LAYOUT FOR ANY PROPOSED DEVELOPMENT PROVIDED WITH THE ORIGINAL DRAWINGS.
Shire of Narrogin

1	1st Issue for circulation	2017-05-21
2	Draw Issue for planning approval	2017-05-21
3	Revised Issue for planning approval	2017-05-21
4	Revised Issue for planning approval	2017-05-21
5	Revised Issue for planning approval	2017-05-21
6	Site plan and layout - Section 4.4 site	2017-05-21
7	Wall area updated / types added	2017-05-21
8	Site layout options updated	2017-10-09
9	Floor layout updated as per roadmap	2017-10-11
10	Revised as per GPOH Log Elements	2017-10-23
11	100% Set for approval - Narrogin & Shire of Narrogin	2017-11-10

PROJECT: 4 HOUSE DEVELOPMENT AT 89 FORREST STREET

LIGHTING LAYOUT

LOT 210 - 89 Forrest Str, Narrogin, WA 6312

PARTICULARS		DATE	SCALE	DESIGN
REV. COLUMN	AS SHOWN			JH
	BY NLA			NLA
Project no.	14152	Drawings	100-L	

100 TYPE
WD
11
11

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

5.1.3 Lot Boundary Setback

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

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

5.2.1 Garages & Carports

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

5.2.3 Street Surveillance/Front Fence & Sightlines

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

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

5.3.7 – Site Works

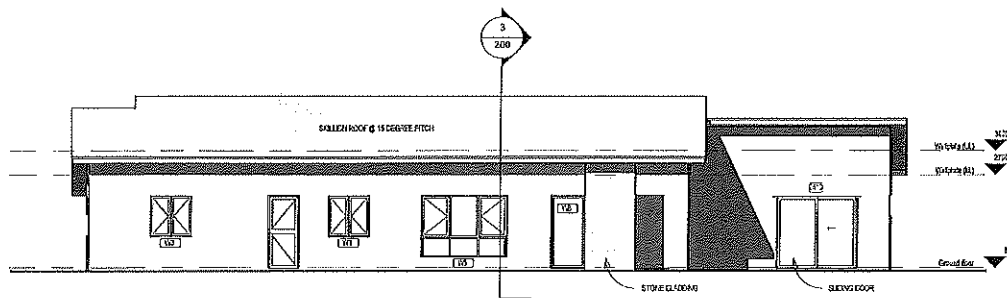
	Required	Provided	Comments
Excavation or Filling	Not exceed 0.5 metres between	Does Not Comply	Fill provided on site, retaining walls have been proposed to retain the fill on the site.

Comments/ Non-Compliances:

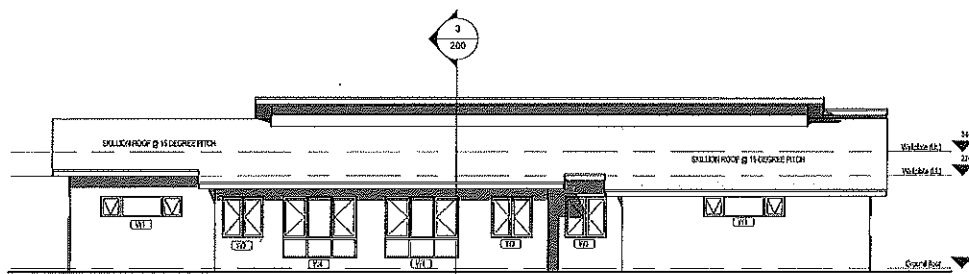
The Following Non-compliances have been found and require justification as to why they should be supported:

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

Attachment 1



2 Elevation 1
1:100



1 Elevation 2
1:100

new line architecture

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Do not scale drawings - all dimensions to be verified by the Liaison on site prior to commencement of any works. Refer any discrepancies on this architectural plan to the NLA Project Manager for any necessary clarification provided with the original drawings.

Shire of Narrogin

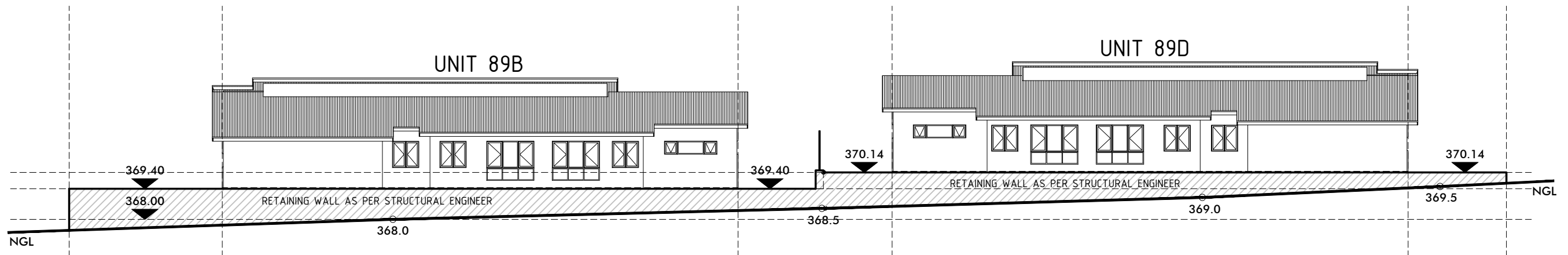
1	1st Issue for discussion	2017-05-24
3	Draft Issue for planning approval	2017-08-21
4	Revised Issue for planning approval	2017-07-06
5	Revised Issue for planning approval	2017-09-08
6	Revised unit layout - decreased size	2017-09-11
7	Wall sizes updated / stores added	2017-09-28
8	Store layout options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

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

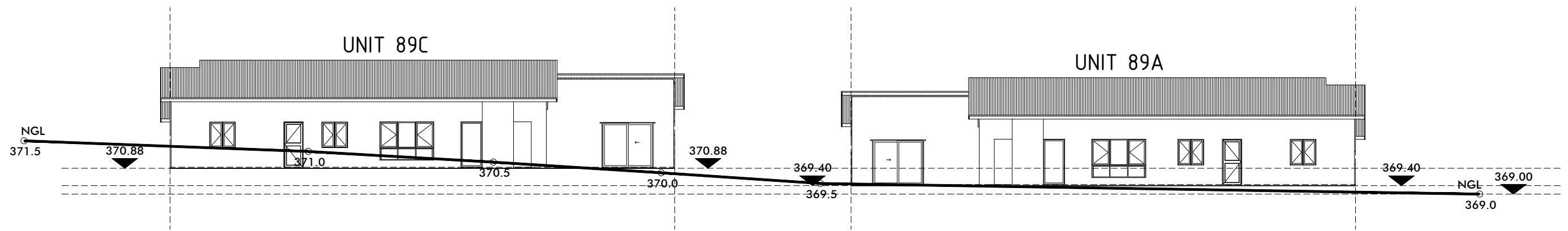
PARTICULARS	
Date	Scale
REV. COLUMN	AS SHOWN
Drawn	JB
Sheet Size	10 of sheets
A3	N/A
Project no.	Drawing no.
14152	201
ISSUE TYPE	W/D
REVISION	4
REVISION	11

Minutes Ordinary Council Meeting 28 February 2018

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■ SITE ELEVATION - EASTERN BOUNDARY
1:200



■ SITE ELEVATION - WESTERN BOUNDARY
1:200

new line architecture

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REVISIONS		
Date	No.	Variations
2017-05-24	1	1ST ISSUE FOR DISCUSSION
2017-06-14	2	REVISED ISSUE FOR DISCUSSION
2017-06-21	3	UPDATED SITEPLAN FOR PLATFORM SET-OUT
2017-07-11	4	UPDATED SITEPLAN WITH SURVEYOR TEST PITS INFO
2017-09-11	5	UPDATED SITEPLAN - NEW UNIT LAYOUTS (ALL 4-BED)
2017-09-28	6	LEVELS & GATES UPDATED
2017-10-24	7	SITEPLAN REVISED AS PER LATEST INFO
2017-11-15	8	SITEPLAN REVISED SETBACKS AND LAYOUT CHANGES
2017-11-16	11	REVISED SITEPLAN
2018-01-15	12	REVISED LAYOUT AS PER COUNCIL REQUIREMENTS Minutes Ordinary Council Meeting 24 April 2018
2018-03-19	13	REVISED LAYOUT INCL ELEVATIONS ON RETAINING WALLS.

CLIENT

PROJECT

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

Title: **SITE BOUNDARY ELEVATIONS**

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

PARTICULARS

Date: REV. COLUMN	Scale: AS SHOWN	Drawn: JB for NLA
Project No: 14152	Sheet Size: A3	Nr of sheets: N/A
Drawing No: 020	Page 43	

DOC TYPE:

WD

PHASE:

4

REVISION:

13

Submissions	Comment	Applicant's Response	Officer's Comments
Public 1	<p>The eastern retaining wall shows an elevation of 2 limestone blocks above the height of the existing southern boundary retaining wall. The proposed buildings in the southern section lot show an elevation of 1 metre above the southern boundary retaining wall. Presently there is nothing indicating how the drop in elevation from the proposed house to the southern boundary of 1 meter will be made.</p> <p>Drainage for the proposed residences on the southern side of the lot both dispense of the water into the laneway. I have previously raised the issue of inadequate drainage in this laneway and in response to this curb was installed. The curb does assist in diverting the rain water however it has not solved the problem. The additional drainage into the laneway will add to this already identified issue and further supports the need for a proper drainage system to be installed. In addition, the currently excessive drainage travelling along the laneway and meeting at Felspar Street is to the extent that it has commenced washing the road and causing damage to the curbing outside my house on Felspar Street.</p> <p>The laneway being used as a driveway. The southern two residence don't have any access to Forrest Street requiring them to use the laneway as their driveway increasing vehicle traffic. I don't believe the laneway was developed for this purpose nor should it be. The increased vehicle traffic alongside my house will be a nuisance and increase the noise levels. Children also use this laneway as a safer place to ride so they are not riding on the road in traffic. Using laneway as a driveway will reduce this as a safer option.</p>	<p>This will be addressed by building a retaining wall, see Doc type-WD Phase 4 Rev 12 for retaining wall locations</p> <p>We acknowledge your concern in this matter. However, the fact of the matter is that if we were to build one 600m² house on the property it will no more or no less affect the outcome of this statement. Our proposed sub division will halve the amount of water placed in the laneway since the Forest street facing units will place water on to Forest street. We have also concluded from the soil testing conducted that the soil below the southern 2 blocks will support drainage as the soil is classifies at sandy. Therefore, the placement of soak well will effectively assist in minimising the run of on to the laneway</p> <p>Noted, we acknowledge your concern.</p>	<p>The side elevation (Attachment 3) shows a height of 1.4m of the retaining wall which is the floor level for the proposed Unit B</p> <p>It is proposed to contain most of the water via soak well due to the sandy nature of the soil for the lower part of the property as shown through the soil testing undertaken by the applicant.</p> <p>The laneway is to be used as the main vehicular access for Units A and B which is permitted as an alternative access for vehicle without a street frontage.</p>

	<p>Four times 4 bedroom units has potential for a very high density population. Despite the proposed intention for the residences there are currently 8 bedrooms on the southern half of the block that impacts laneway and its usage. This provides for 8 individuals or couples (16) people to occupy those two houses all utilising the laneway. There are 4 car parking spots and the potential for a lot more licenced drivers' than vehicles spaces.</p>	<p>The property has been zoned for this density housing at the time of the project feasibility and therefore prompted the purchase. These dwellings are being planned and built for industry professionals and their families, Doctors, nurses, teachers and police officers.</p> <p><u>Additional Comments from Land Owner</u></p> <p>The issue of inadequate drainage is a pre-existing problem which impacts my property as well.</p> <p>We agree with Public 1, there is a need for improvement on drainage in the laneway.</p> <p>Our development proposal includes additional water management on our property. Our contribution of water into the laneway will be small.</p> <p>Laneways as access for vehicles is a widely adopted strategy in town planning, with many towns and cities allowing homeowners to access homes through rear laneways for storage of vehicles.</p> <p>It is important for children to stay safe. I believe the community in Narrogin will continue to maintain vigilance when using this laneway.</p> <p>Census results show that in WA, households have an average of 2.6 people and 1.9 vehicles per dwelling. The proposed houses are designed for professional couples and families with children. We believe the impact on density and traffic will be limited and well within standard guidelines.</p>	<p>The Former Town of Narrogin Town Planning Scheme No.2 allows grouped dwelling to be permitted on this land based on the requirements for an R25 density. Based on the average area (340m²) per dwelling for R25 (total site area 1,899.6m²), the maximum number of dwelling permitted is five grouped dwelling.</p>
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<p>Public 2</p>	<p>There is not a properly constructed stormwater drain at the moment to cope with the volume of water entering the badly constructed laneway. Also soak wells do not work in Narrogin soils.</p> <p>The six metre driveway into the double garages on the south end seems impossible to manoeuvre safely.</p> <p>The car bay on footpath on Forrest Street.</p> <p>Certainly not the ideal type of houses for Forrest Street.</p>	<p>Noted, we acknowledge and share your concern as a property owner living on the second lowest lot in the "laneway" with our property having to cope with the bulk of the water being discharged up stream of our gate.</p> <p>This is a compliant design <u>Additional Comments from Land owner</u></p> <p>The appropriate soil testing was done and indicate a sand base at the southern end of the block where soak wells will be a suitable water management option.</p> <p>This Architecturally designed development is specific to its immediate environment.</p> <p>We acknowledge your concern. Both verge and on street parking was suggested with verge parking being preferred.</p> <p>Opinion noted. I trust in time you will find these homes to be perfectly suited for the need in Narrogin.</p>	<p>The proposal is to discharge stormwater for the two front dwelling fronting Forrest Street on to this road and the rear dwelling is to contain the stormwater via a soak well due to the sandy soil formation in this part of the property.</p> <p>The 6m metre turning circle meets the requirement for a vehicle to safely reverse and manoeuvre.</p> <p>The request for a car bay to be located on the verge along Forrest Street has been supported by Council at its last meeting.</p>
<p>Public 3</p>	<p>As I have exotic and fruit bearing trees and landscaping on my property adjoining this development no access for future construction or future maintenance can be carried out from my land.</p> <p>The normal division screen type barrier or fencing is 1.8m high section of this barrier and fencing will reach a height of up to 3.5m to 4m above my existing ground level.</p> <p>No verge parking should be approved due to this verge being used daily by residents and children from the developed housing above this proposed development. The footpath on the north side of Forrest Street is not accessible for disabled persons due to steep gravel surfaced incline.</p> <p>Because this development is on the brow of a crest all vehicles have to reverse on to Forrest Street meaning any street or verge parking could lead to an unsafe situation.</p>	<p>Noted. <u>Additional Comments from Land Owner.</u></p> <p>We will not require access through your property.</p> <p>Noted thanks. Impact is minimised as far as possible. The mentioned fence height is well below the height posed by the retaining wall on the Western side of my property.</p> <p>Noted. Alternatives were proposed. The shire preferred and approved the verge parking. <u>We will pay specific attention to your point re. disabled person access.</u> <u>Thank you for raising that!</u></p>	<p>Noted. Applicant will be advised that no access is permitted to adjoining property without prior written consent of the adjoining land owners.</p> <p>The verge is wide enough to accommodate verge parking as well as a footpath should it be required. In the future.</p>

	<p>I have also concerns with stormwater being discharged onto Forrest street as no one has yet proved this is possible from the south side of Forrest Street.</p> <p>My general concerns are that this development consisted of 4 x 4 bedroom units with very little outdoor private area for families. As there are no play areas in this vicinity my belief is the proposed development is too crowded for normal country living.</p> <p>Proposed soak well DO NOT work in this type of soil meaning pits of stagnate water will be stored causing concerns for residents nearby.</p>	<p>Noted.</p> <p>Noted.</p> <p>Soak wells were a planning amendment requested by town planning officers. We obliged.</p> <p>This property is specifically designed for busy professionals and families who choose low maintenance and quality of life.</p> <p>Suitable as per soil testing</p>	<p>The proposal is for the rear dwelling to contain the water via a soak well due to the sandy soil formation in this part of the property.</p> <p>The minimum outdoor living area under the Residential Design Codes is 30m² which the development has provided.</p>
Public 4	<p>In response to the letter sent to us in regards to the above development, we would like council to please note that all new houses recently constructed in this area are single dwellings and of high visual standard. As per the plan sent with the letter, the materials chosen for these proposed units are not consistent with the new houses already constructed.</p> <p>As there are several units already on Forrest Street, and all within a close radius of Lot 210, we feel to allow four more units to be built on this one block is also not consistent.</p>	<p>The development is consistent with the zoning of the Block at the time of the purchase.</p> <p>We acknowledge your concern and hope this will remain the high standard neighbourhood that it currently is as we are endeavouring to bring safe and secure housing to the Police Officers, Nurses, Teachers and Doctors serving this community.</p>	<p>There is no requirement in the Scheme for the types of materials to be used in the construction for a new dwelling in the area.</p> <p>The Town Planning Scheme Allows for a grouped dwelling up to a maximum of five dwellings.</p>

	<p>We would like the value of our property to be maintained and feel that by allowing these units to be built that they will be a detriment to the value of our property and all the new houses recently built.</p> <p>Please consider our thoughts as we would like to live here for many more years, and hope that this will remain the high standard neighbourhood that it is today.</p>	<p><u>Additional Comments from Land owner</u></p> <p>Architecturally designed houses will be to the highest standard and visual appeal.</p> <p>Valid concern. I'm happy to propose that the opposite is more likely. This development will generate a property at the value of over \$1,800,000 which will undoubtedly increase your property value. This can be substantiated by local property experts.</p> <p>We hope to contribute greatly to the standard of our neighbourhood.</p>	<p>Devalue of a property is not a valid reason to refuse a development application.</p>
Public 5	<p>We do not under any circumstances support the plans for the use of the land next to our house.</p> <p>Below we have listed a few of our main concerns:</p> <ul style="list-style-type: none"> • The possibility of there being 20+ people at any one time living next to us (4 x 4 bedroom homes) • The noise that this will cause. • There is a proposed car park on the footpath (well one day we might get one). • The extra water running down the already damaged and dangerous back lane. • The extra traffic on an already damaged and dangerous back lane. • The lack of car spaces for more than 2 car families and the possibility of these houses having no visitor parking. 	<p>Noted.</p> <p>We acknowledge your concern, the houses planned on this block are however in line with the zoning of the block at the time of project planning.</p> <p>Planning approved.</p> <p>Noted</p> <p>Noted</p> <p>We share and acknowledge you concern. Please see comments in the response under public 1 and 2 regarding drainage in the laneway.</p> <p>Traffic loading will be negligible in measurable terms.</p> <p>Town planning criteria was met in car spaces and visitors parking on Forest street</p>	<p>The Residential Design Codes allow for a grouped dwelling. Based on the total area of the site, the maximum number of dwellings allowable is a maximum of five grouped dwellings.</p> <p>The applicant has provided the stormwater design which incorporates discharging stormwater on Forrest Street and via soak well to the rear development on the property.</p> <p>The minimum requirement for visitor parking is one parking for each four dwellings. This is to be provided on the verge parking.</p>

	<p>And with all due respect, there is a huge possibility that if these units/family homes next door to us get built, it will greatly depreciate the value of our home. If we decide to sell or move the chance of us being able to sell with the likes of Homes West next door is slim to none. We are aware that the owner does not intend on selling to Homes West/State Housing but we all know that money talks and there is no guarantee that he won't do so.</p> <p>This is a ridiculous idea and it will negatively effect everyone in all the surrounding houses.</p> <p>We did not build in this amazing part of town, with all these beautiful homes, to put up with any of the above mentioned issues. We built here because we were under the impression that these things would never be an issue. If you want to improve "Narrogin" then perhaps start by supporting its current residents and rate payers. Our rates are among the highest in Narrogin and apparently for good reason. Will rates get cheaper if we have public housing next door? I doubt it.</p>	<p>As a fellow rate payer, I acknowledge your concern. We have always endeavoured to build a quality development. We have used acclaimed architects for our house design and are employing state of the art energy efficient building methods to deliver modern architectural homes to industry professionals working in your community. We have chosen your area specifically as it was purported to be the best area for industry professionals with busy schedules to settle. The homes are built on small blocks to encourage family time for those who do not want to spend their limited free time on large labour intensive blocks.</p> <p>These blocks will most likely increase the value of surrounding properties and could very well set property prices in the area to soar, we have seen it happen.</p> <p><u>Additional Comments from Land Owner</u></p> <p>As we retain ownership of this property until sold, we are in control of who purchase the property. I assure you that the vision for this development, and the extensive planning and design is catered for professionals only. And I will ensure that the standard of our neighbourhood is maintained and only enhanced. Please contact me directly if you'd like to set your mind at ease.</p> <p>Well said. I believe in supporting your residents. We hope to do exactly that by creating beautiful homes to the hard working professionals and public servants keeping our town moving forward.</p>	<p>Devalue of property is not a valid planning reason for refusal.</p>
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<p>Public 6</p>	<p>I reside at 90 Felspar Street Narrogin my property backs onto the laneway on the South side.</p> <p>We live within view of the proposed development, and our children often use lane way for recreation.</p> <p>From observation of the plans submitted there is no is no access from Forrest street for the residence on the South end which requires them to use the lane way for main excess and storm water discharge, This lane way is already under enough stress with the current local traffic that use the laneway for private accesses and water flow.</p> <p>It will impact directly on us and our neighbours specifically in the forms of traffic, light pollution, noise pollution, water pollution and a degradation of the natural environment within which we live sympathetically.</p> <p>Increased traffic for 4 x4 town housing and population of at least 20 people living in 1800m² block in this area will cause a nuisance with noise, over population and this brings concerns as some of our neighbours are shift workers and an increase traffic in this lane way will potentially increase the noise level with the potential of at least 4 extra cars using the lane way for main access to the southern properties, not to mention an increase in vehicles if these residences have visitors. There are a number of small children who frequently use the laneway as a safe alternative to ride their bikes and scooters safely away from traffic.</p> <p>The lane way is already unable to handle the little bit of traffic that currently access the lane way not to mention, it is not able to handle excess water and has been fixed on multiple occasions .Better drainage is needed the flow of excess water frequently is an issue especially for the persons residing at 89 Felspar street.</p>	<p>We note your concerns. Refer to previous response under Public Submission 1 and 5.</p> <p>We note your concern and assure you that the development is planned to adhere to local planning laws as the planning officers has scrutinised our submission thoroughly</p> <p>Your concerns are noted and we assure you that the development was planned in line with the zoning for this area.</p> <p>The impact of vehicle traffic is limited. It's a very short distance from the homes to Felspar street.</p>	<p>The Former Town of Narrogin Town Planning Scheme with Council's discretion allows up to a maximum five grouped dwellings to be constructed on site</p> <p>The laneway is designed for local traffic in the area and stormwater where possible are contained on site.</p>
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	<p>Our fencing at the back of the property is also sinking as are parts of the lane way as it is unable to handle too much water and traffic. It is currently under repair for the fourth time right at our gate way.</p> <p>I would also like to mention that when all other blocks in this small sub division were bought there were certain clauses put on them, some of these to mention are.</p> <ul style="list-style-type: none"> • No multiple dwellings were to be built • no transportable homes and • no recycled materials to be used <p>My point is that if each and every one of us that bought these blocks from the Narrogin Shire in this Sub division were not able to build multiple dwellings on our blocks then why should other persons be able to squeeze multiple dwellings onto a block right next door and use lane that was purposely built for our sub division, which will have an impact on the area in which we reside.</p> <p>I would ask to reconsider this application on this large scale of development of 4 x4 town housing.</p>	<p>We share your concern as a property owner, in terms of water drainage.</p> <p>Noted, Second only to 86 Felspar Street, our property is the most affected by water coming down the laneway.</p> <p>Please note that no such caveat was place on the block at the time of the purchase.</p> <p><u>Additional Comments from Land owner.</u></p> <p>Thank you for all of your valid points. I believe most of them have already been addressed.</p> <p>It is a priority that the families who choose to live here can also make use of the laneway for simple access to their homes, and for their children to play safely. And we are sure that all the existing neighbours around will be equally as careful</p> <p>Agreed and we are speaking with the Shire about this issue which affects us as much as anyone else.</p>	<p>Stormwater for the development at the rear of the property is via a soak well system.</p> <p>Noted. Our Rural and Technical Services are looking into this matter.</p> <p>There was nothing on the Certificate of Title of such conditions imposed for the number of types of development permitted on site.</p> <p>The proposed for grouped dwelling meets with the requirements of the Former Town of Narrogin Town Panning Scheme and the Residential Design Codes</p>
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<p>Public 7</p>	<p>We are writing to the Shire of Narrogin to express our concerns about the proposed units being built at 89 Forrest Street, Narrogin</p> <p>Our property backs on to the rear laneway between Felspar and Forrest Street and we are very concerned about the safety of children using the laneway with the proposed two back units at 89 Forrest Street being given access to this lane way making it possible for a further 4-6 vehicles to use the laneway.</p> <p>Also we use the laneway to access our property every day and we are concerned about the danger of motor vehicles coming and going at peak times ie 5.00pm in the evening and early mornings. We also do not agree with the proposal of the front units being able to park on the footpath area as this will be a visual eyesore.</p> <p>Finally for both the families next door to these units we feel it is very unfair to suddenly have 4 units built next to them who may all possibly have dogs and 2 cars per family meaning a lot more noise and disturbance</p>	<p>We share your concern for the safety of your children, when using a road/laneway also used by vehicles. We are happy that you are able to use the laneway daily to access your property.</p> <p>We hope to do the same, just like you. Safe and simple access to our property through the very short laneway access between the homes and Felspar Street.</p> <p>Noted, this parking bay was an approved addition to the development.</p> <p>We acknowledge your concern and we would like you to consider the alternative, potentially enjoying the safety of living next to a Doctor or a nurse or a Police Officer and not next to a vacant block. Please consider the need for housing for industry professionals in Narrogin who are looking for good neighbours and safe neighbourhoods to live in while serving your community. Who deserve the right to live in quality homes designed with all the amenities possibly required for people with busy schedules</p> <p><u>Additional Comments from land owner</u></p> <p>Thank you for your valid submission. I believe all your points have already been addressed.</p> <p>Our development is carefully designed to be visually appealing.</p>	<p>The State Planning Policy allows for vehicular access via laneway as intended and for the use of local traffic.</p> <p>The concern of safety is noted and the laneway is mainly used by local traffic to access their property at reduce speed due to the width of the laneway.</p>
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7:53pm - The CEO returned to the meeting.

10.2 TECHNICAL AND RURAL SERVICES

There are no matters requiring decision by Council for the month of April.

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.027 LIST OF ACCOUNTS FOR ENDORSEMENT – MARCH 2018

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

Attachments

List of Accounts for Endorsement – March 2018

Summary

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

March 2018 Payments

Payment Type	\$	%
Cheque	485.55	0.05
EFT (incl Payroll)	893,209.11	89.84
Direct Debit	96,388.80	9.69
Credit Card	4,177.75	0.42
Total Payments	994,261.21	100

Local Spending Analysis of Total Payments

<i>Local Suppliers</i>	<i>229,467.89</i>	<i>23.08</i>
<i>Payroll</i>	<i>388,431.82</i>	<i>39.07</i>
<i>Total</i>	<i>617,899.71</i>	<i>62.15</i>

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

Consultation

Nicole Bryant – Manager Finance

Statutory Environment

Local Government Act 1995 Section 6.8 (2)(b)

Policy Implications

Nil

Financial Implications

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

Strategic Implications

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

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0418.032 AND OFFICER'S RECOMMENDATION

Moved: Cr Fisher

Seconded: Cr Seale

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement, for the month of March 2018 for the Municipal Fund totalling \$994,261.21

CARRIED 8/0

10.3.028 MONTHLY FINANCIAL REPORTS – MARCH 2018

File Reference:	12.8.1
Disclosure of Interest:	Nil
Applicant:	Nil
Previous Item Nos:	Nil
Date:	9 April 2018
Author:	Nicole Bryant – Manager Finance
Authoriser:	Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

Monthly Financial Report for the period ended 31 March 2018.

Background

Council is requested to review the March 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 March 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

COUNCIL RESOLUTION 0418.033 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Ward

That Council:

Receive the March 2018 Monthly Financial Reports as presented.

CARRIED 8/0

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2018

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

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
FOR THE PERIOD ENDED 31 MARCH 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	22,644	29,985	7,341	24%	
General Purpose Funding	1,329,125	994,557	978,158	(16,399)	(2%)	
Law, Order and Public Safety	588,935	506,472	516,655	10,183	2%	
Health	5,500	4,872	6,303	1,431	23%	
Education and Welfare	1,529,459	1,183,666	1,148,028	(35,638)	(3%)	
Housing	10,400	7,794	7,200	(594)	(8%)	
Community Amenities	1,161,102	1,088,905	1,162,262	73,357	6%	
Recreation and Culture	472,880	445,730	416,547	(29,183)	(7%)	
Transport	1,982,588	1,277,270	1,278,617	1,347	0%	
Economic Services	251,910	206,107	223,805	17,698	8%	
Other Property and Services	223,307	124,797	121,391	(3,406)	(3%)	
Total (Excluding Rates)	7,585,405	5,862,813	5,888,951	26,137	0%	
Operating Expense						
Governance	(685,489)	(458,341)	(430,361)	27,980	(7%)	
General Purpose Funding	(241,412)	(170,501)	(150,035)	20,466	(14%)	
Law, Order and Public Safety	(468,281)	(336,024)	(326,899)	9,125	(3%)	
Health	(227,576)	(164,377)	(154,045)	10,332	(7%)	
Education and Welfare	(1,872,808)	(1,477,958)	(1,182,885)	295,073	25%	▲
Housing	(33,084)	(25,856)	(21,626)	4,230	20%	
Community Amenities	(1,489,162)	(1,049,525)	(990,354)	59,171	6%	
Recreation and Culture	(3,052,739)	(2,229,542)	(1,909,321)	320,221	17%	▲
Transport	(4,359,057)	(3,269,630)	(3,547,923)	(278,293)	(8%)	
Economic Services	(718,786)	(543,765)	(443,720)	100,045	23%	▲
Other Property and Services	(30,000)	(47,368)	323,322	370,690	(115%)	
Total	(13,178,394)	(9,772,887)	(8,833,845)	939,042		
Funding Balance Adjustment						
Add back Depreciation	2,698,268	2,023,605	2,014,730	(8,875)	(0%)	
Adjust (Profit)/Loss on Asset Disposal	12 23,963	15,850	6,897	(8,953)	(130%)	
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0		
Movement in Leave Reserve (Added Back)	47,745	0	2,091	2,091	100%	
Adjust Rounding	0	0	0	0		
Net Operating (Ex. Rates)	(2,823,013)	(1,870,618)	(921,177)	949,442		
Capital Revenues						
Proceeds from Disposal of Assets	12 356,702	279,700	283,664	3,964	1%	
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	77,282	68,480	(8,802)	(13%)	
Total	1,475,386	356,981	352,144	(4,838)		
Capital Expenses						
Land Held for Resale	10 0	0	0	0		
Land and Buildings	11 (1,114,704)	(205,334)	(205,510)	(176)	(0%)	
Plant and Equipment	11 (1,339,639)	(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)	(1,124,558)	(1,134,750)	(10,192)	(1%)	
Infrastructure Assets - Footpaths	11 (111,435)	(34,935)	(34,935)	0	0%	
Infrastructure Assets - Road Drainage	11 (30,000)	(23,340)	(23,340)	0	0%	
Infrastructure Assets - Parks & Ovals	10 0	0	0	0		
Infrastructure Assets - Townscapes	10 0	0	0	0		
Infrastructure Assets - Other	11 (883,980)	(385,291)	(385,292)	(1)	(0%)	
Purchase of Investments	0	0	0	0		
Repayment of Debentures	13 (220,291)	(128,575)	(123,627)	4,948	4%	
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	10 (1,316,214)	(21,438)	(21,438)	0	0%	
Total	(6,206,554)	(2,983,326)	(3,074,366)	(91,041)		
Net Capital						
	(4,731,168)	(2,626,344)	(2,722,222)	(95,878)		
Total Net Operating + Capital						
	(7,554,181)	(4,496,963)	(3,643,399)	853,563		
Rate Revenue	4,640,116	4,647,616	4,546,003	(101,613)	(2%)	
Opening Funding Surplus(Deficit)	2,930,417	2,930,417	2,930,417	0	0%	
Closing Funding Surplus(Deficit)	3 16,353	3,081,071	3,833,021	751,950		

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

NET CURRENT ASSETS

	Positive=Surplus (Negative=Deficit)	
	2017-18	
	31/03/2018	28/02/2018
	This Period	Last Period
	\$	\$
Current Assets		
Cash Unrestricted	3,978,272	4,358,523
Cash Restricted (Reserves)	3,727,220	3,727,220
Receivables - Rates and Rubbish, ESL, Excess Rates	421,031	767,559
Receivables -Other	81,756	106,347
Inventories	52,153	48,785
	8,260,432	9,008,434
Less: Current Liabilities		
Payables	(226,716)	(220,284)
Loan Liability	(96,666)	(96,666)
Provisions	(845,116)	(845,116)
	(1,168,498)	(1,162,066)
Net Current Asset Position	7,091,934	7,846,368
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	96,666	96,666
Adjustment for Trust Transactions Within Muni	(2,814)	(1,044)
Net Current Funding Position	3,833,021	4,589,226

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

<u>Cash Unrestricted</u>		MATURITY	
Municipal Fund	2,500,000	16-May-18	2.35%pa
Municipal Fund	1,000,000	16-Apr-18	1.97%pa
<u>Cash Restricted (Reserves)</u>			
Reserve Fund	3,573,000	15-May-18	2.55%pa

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

MAJOR VARIANCES

Financial Regulation 34(1) requires reporting on variances between the year to date Budget and year to date Actual determined in the Annual Budget.

The material variance adopted by Council for the 2016/17 year is \$10,000 or 10%.

REPORTABLE OPERATING REVENUE VARIATIONS

NIL

REPORTABLE OPERATING EXPENSES VARIATIONS

GENERAL PURPOSE FUNDING

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

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: Contract management invoice for March not received

TIMING - NRRC: Gas and electricity expenditure lower than anticipated

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

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

ECONOMIC SERVICES

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

TIMING - Building & Control: Expenditure lower than budget due to timing, estimated evenly over 12 month period.

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

OTHER PROPERTY and SERVICES

TIMING - PWO - Roadwork activities have increased recovery rate.

REPORTABLE CAPITAL REVENUE VARIATIONS

NIL

REPORTABLE CAPITAL EXPENSES VARIATIONS

NIL

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

ACQUISITION OF ASSETS

Summary Acquisitions	Current Budget				
	This Year				
	Original Budget	YTD Budget	Actual	Variance (Under)Over	
	\$	\$	\$	\$	
Inventories					
Land for Resale	0	0	0	0	
Property, Plant & Equipment					
Land and Buildings	1,013,558	205,334	205,510	176	
Plant & Equipment	716,613	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	1,124,558	1,134,750	10,192	▲
Footpaths	66,000	34,935	34,935	0	
Road Drainage	30,000	23,340	23,340	0	
Parks & Ovals	0	0	0	0	
Townscape	0	0	0	0	
Other Infrastructure	859,747	385,291	385,292	1	
Totals	3,876,210	2,833,313	2,929,302	46,878	

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

ACQUISITION OF ASSETS

Land & Buildings	Current Budget					
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
	\$	\$	\$	\$	\$	
OTHGOV - Capital Administration Building Building Renovation Administration	40,119	50,119	24,587	24,587		0
ANIMAL - Building (Capital) Other Law & Order Building (Capital)	0	85,000	0	0		0
AGEDSNRS - Building (Capital) Senior Citizen Centre Building (Capital)	0	7,500	6,700	6,700		0
WELFARE - Building (Capital) Disability Toilet - Changing Places	59,000	59,000	54,794	54,794		0
STF HOUSE - Building (Capital) Staff Housing Building (Capital)	20,000	10,968	10,968	11,143		175
COM AMEN - Building (Capital) - Other Community Amenities Memorial Park Public Toilets Capital	20,000	20,000	0	0		0
HALLS - Building (Capital) Town Hall (Federal St) Building Capital Highbury Hall Building Capital	94,000 7,500	94,000 5,178	20,098 5,178	20,098 5,178		0 0
NRRC - Building (Capital) NRRC Building (Capital)	50,000	50,000	10,792	10,792		0
REC - Other Rec Facilities Building (Capital) Thomas Hogg Oval Buildings Capital	25,000	35,000	0	0		0
LIB - Building (Capital) Library Landscape - Stage 1A Accessable Ramp	80,000	80,000	0	0		0
HERITAGE - Building (Capital) Museum Building (Capital)	5,000	5,000	2,690	2,690		0
ROADC - Building (Capital) Lydeker Depot Building (Capital)	30,000	30,000	23,074	23,074		0
TOUR - Building (Capital) Accommodation Units (NCP) Caravan Park Renovations	350,000 152,939	350,000 152,939	0 0	0 0		0 0
ADMIN - Building (Capital) Old Shire Office Building Capital	80,000	80,000	46,453	46,453		0
Totals	1,013,558	1,114,704	205,334	205,510		176

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

ACQUISITION OF ASSETS

Plant & Equipment	Current Budget				Variance (Under)Over	
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual		
FIRE - Plant & Equipment (Capital)	\$	\$	\$	\$	\$	
1QCA051 Isuzu FTS800 Fire Unit	0	372,197	372,197	372,197	0	
ANIMAL - Plant & Equipment (Capital)						
Light Bar Fixing Ranger Vehicle	2,500	2,104	2,104	2,104	0	
OLOPS - Plant & Equipment (Capital) - OLOPS						
CCTV Upgrade	109,113	112,788	112,787	112,788	1	
CCTV Installation Refuse Site	0	15,000	0	0	0	
HACC - Plant & Equipment (Capital)						
NGN10179 Toyota Hiace 2018	0	56,272	0	0	0	
AGEDOTHER - Plant & Equipment (Capital)						
NGN219 CATS Vehicle 2017	0	26,500	0	0	0	
PLAN - Plant & Equipment						
NGN00 EMDRS Vehicle 2017	0	35,268	35,268	35,268	0	
NGN00 EMDRS Vehicle 2018	0	0	0	0	0	
NRRC - Plant & Equipment (Capital)						
NRRC Airconditioner	70,000	70,000	1,000	1,000	0	
PLANT - Plant & Equipment (Capital)						
Tipper Truck 3 Tonne	25,000	22,455	22,455	22,455	(0)	
10,000L Emulsion Storage Tank	75,000	57,831	57,831	57,831	0	
John Deere Ride on Mower 2017	10,000	9,745	9,745	9,745	(0)	
24 Tonne Excavator	260,000	260,000	216,100	216,100	0	
Irrigation Pump	35,000	32,140	32,140	32,140	0	
8T Side Tipping Truck	110,000	90,190	90,190	90,190	0	
Trailer & Signs(Event Traffic Management)	10,000	10,000	0	0	0	
ON0 EMTRS Vehicle 2017	0	36,389	36,389	36,389	(0)	
N001 MO Vehicle 2017	0	36,998	36,998	36,998	(0)	
ON0 EMTRS Vehicle 2017(B)	0	0	0	36,508	36,508	▲ 111
TOUR - Plant & Equipment (Capital)						
CCTV Installation NCP	10,000	10,000	0	0	0	
COMMUNITY - Plant & Equipment (Capital)						
0NGN EMCCS Vehicle 2017	0	34,652	34,652	34,652	0	
1NGN CEO Vehicle 2017	0	49,111	49,111	49,111	0	
1NGN CEO Vehicle 2018	0	0	0	0	0	
Totals	716,613	1,339,639	1,059,855	1,145,475	36,508	

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

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

ACQUISITION OF ASSETS

Roads	Current Budget				Variance (Under)Over	
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual		
ROADC - Roads (Capital) - Council Funded	\$	\$	\$	\$	\$	
Heath Street - Renewal (Local)	11,009	11,009	7,771	7,771	0	
ROADC - Roads (Capital) - Roads to Recovery						
Doney Street - Renewal (Local) (R2R)	33,064	33,064	33,064	35,497	2,433	
Felspar Street - Renewal (Local) (R2R)	49,982	49,982	25,826	25,826	0	
Glyde Street - Renewal (Local) (R2R)	14,061	14,061	14,061	14,646	585	
Garfield Street - Renewal (Local) (R2R)	8,244	8,244	8,244	8,411	167	
Homer Street - Renewal (Local) (R2R)	6,548	6,548	6,544	6,663	119	
Fairway Street - Renewal (Local) (R2R)	4,050	4,050	3,995	3,995	0	
Hale Street - Renewal (Local) (R2R)	11,322	11,322	11,322	13,128	1,806	▲
Hillman Street - Renewal (Local) (R2R)	6,048	6,048	4,500	4,500	0	
Marsh Street - Renewal (Local) (R2R)	6,480	6,480	6,480	6,507	27	
May Street - Renewal (Local) (R2R)	12,240	12,240	8,883	8,883	0	
Gibson Street - Renewal (Local) (R2R)	13,020	13,020	11,345	11,345	0	
Cresswell Street - Renewal (Local) (R2R)	1,485	1,485	1,484	1,726	242	
Narrakine Road - Renewal (Local) (R2R)	5,040	5,040	5,040	6,300	1,260	▲
Whinbin Rock Road - Renewal (Rural) (R2R)	285,522	285,522	285,522	199,541	(85,981)	▼
Wagin-Wickepin Road - Renewal (Rural) (R2R)	18,036	18,036	18,036	18,422	386	
Narrogin Valley Road - Renewal (Rural) (R2R)	37,091	37,091	37,091	38,337	1,247	
Highbury West Road - Renewal (Rural) (R2R)	21,600	21,600	21,055	108,712	87,657	▲
Rowe Street - Renewal (Local) (R2R)	7,965	7,965	7,965	8,209	244	
ROADC - Roads (Capital) - Regional Road Group						
Narrogin-Harrismith Road - Renewal (Local) (RRG)	607,486	607,486	606,331	606,331	0	
Totals	1,160,292	1,160,292	1,124,558	1,134,750	10,192	

Footpaths	Current Budget				Variance (Under)Over	
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual		
ROADC - Footpaths (Capital)	\$	\$	\$	\$	\$	
Daglish Street Footpath Construction	27,000	15,900	15,900	15,900	0	
Felspar Street Footpath Construction	27,000	19,035	19,035	19,035	0	
Williams Road - Footpath Construction	12,000	22,000	0	0	0	
Lefroy Street - Footpath Construction	0	45,000	0	0	0	
Ensign St Footpath Construction	0	9,500	0	0	0	
Totals	66,000	111,435	34,935	34,935	0	

Road Drainage	Current Budget				Variance (Under)Over	
	This Year					
	Original Budget	Revised Budget	YTD Budget	Actual		
ROADC - Drainage (Capital)	\$	\$	\$	\$	\$	
Drainage Works	30,000	30,000	23,340	23,340	0	
Totals	30,000	30,000	23,340	23,340	0	

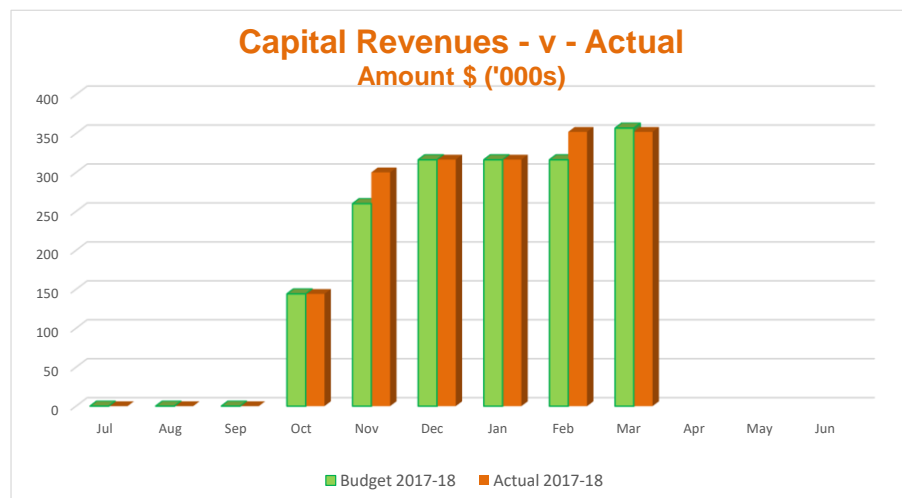
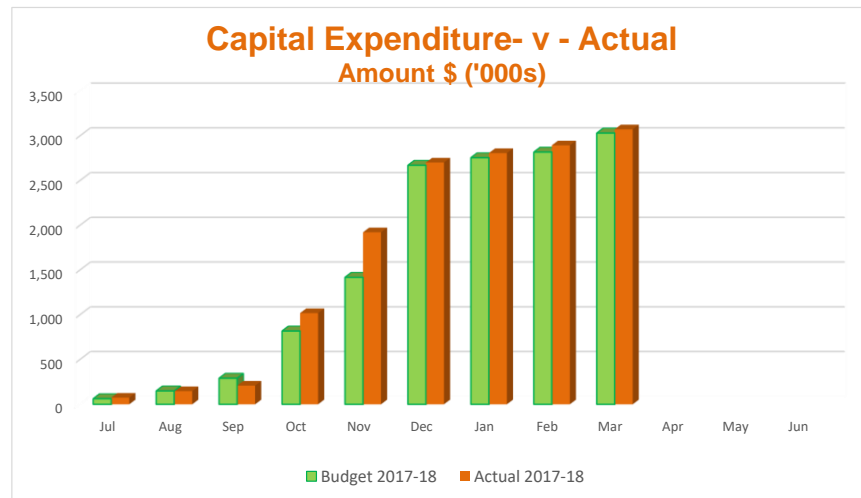
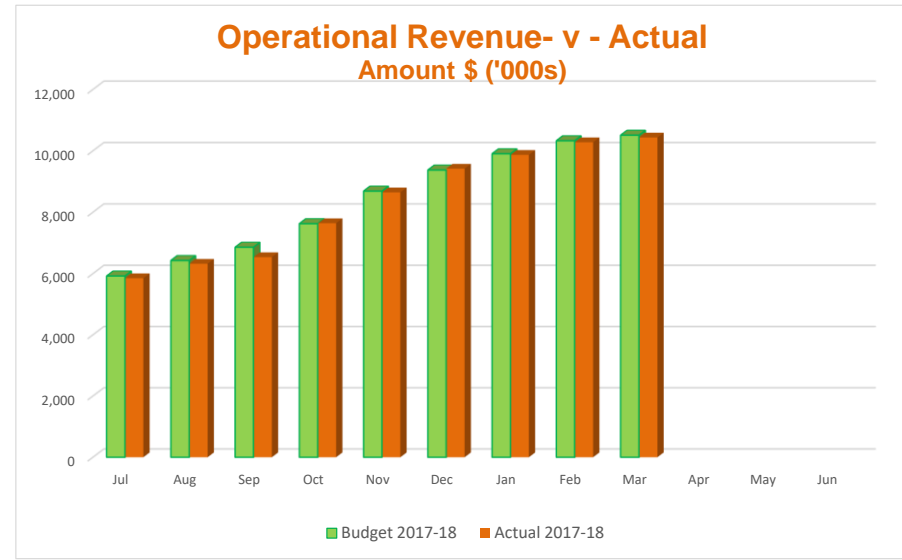
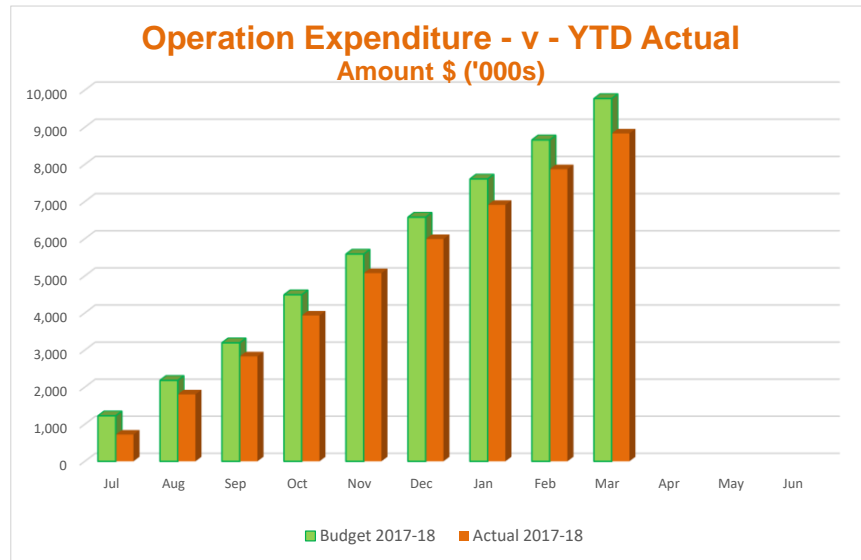
SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2018

ACQUISITION OF ASSETS

Other Infrastructure	Current Budget				Variance (Under)Over
	This Year				
	Original Budget	Revised Budget	YTD Budget	Actual	
	\$	\$	\$	\$	\$
ANIMAL - Infrastructure Other (Capital)					
Animal Pound Exercise Area	2,944	3,258	3,258	3,258	0
SAN - Infrastructure Other (Capital)					
White Road Refuse Site Upgrade	15,000	15,000	0	0	0
Refuse Site Transfer Station	148,000	148,000	131,075	131,075	0
Bin Surrounds	40,000	40,000	1,066	1,066	0
SEW - Infrastructure Other (Capital)					
TWIS Dams	20,000	20,000	0	0	0
COM AMEN - Infrastructure Other (Capital) - Other Community Amenities					
Cemetery Upgrade	85,000	85,000	1,554	1,554	0
Gnarrojin Park Master Plan	30,000	30,000	0	0	0
CBD Enhancement	55,023	55,023	36,942	36,942	0
NRRC - Infrastructure Other (Capital)					
NRRC Infrastructure Other (Capital)	30,000	30,000	15,848	15,848	0
REC - Infrastructure Other (Capital)					
Heritage Trail	12,000	12,000	0	0	0
Memorial Park Paving Upgrade	25,000	6,952	6,952	6,952	0
Lions Park - Playground Equipment	50,000	42,599	42,599	42,599	0
Jersey Park - Playground Equipment	16,000	13,660	13,660	13,660	0
Northwood Park - Playground Equipment	45,000	45,000	45,000	45,000	0
Ashworth Park - Playground Equipment	8,000	6,019	6,019	6,019	0
Hockey Club - Playground Equipment	16,000	14,939	14,939	14,939	(0)
Highbury Hall - Playground Equipment	22,000	18,300	18,300	18,300	0
Town Clock	10,000	10,000	0	0	0
Skate Park Construction	30,000	30,000	20,470	20,470	0
Skate Park Improvements	39,780	39,780	2,273	2,273	0
Sydney Hall Way - Playground Equipment	0	15,000	0	0	0
Garfield Park - Playground Equipment	0	18,000	0	0	0
Highbury Park - Playground Equipment	0	14,000	0	0	0
ROADC - Infrastructure Other (Capital)					
Street Furniture	12,000	21,800	15,740	15,740	0
Ensign Carpark	60,000	60,000	0	0	0
CWA Carpark	60,000	25,000	0	0	0
Ensign / Earl Street Carpark	0	25,500	0	0	0
TOUR - Infrastructure Other (Capital)					
NCP Infrastructure Upgrade	8,000	8,000	395	395	0
Caravan Park Resealing, Line Marking	20,000	20,000	0	0	0
Banner Poles	0	11,150	9,202	9,202	(0)
Totals	859,747	883,980	385,291	385,292	1

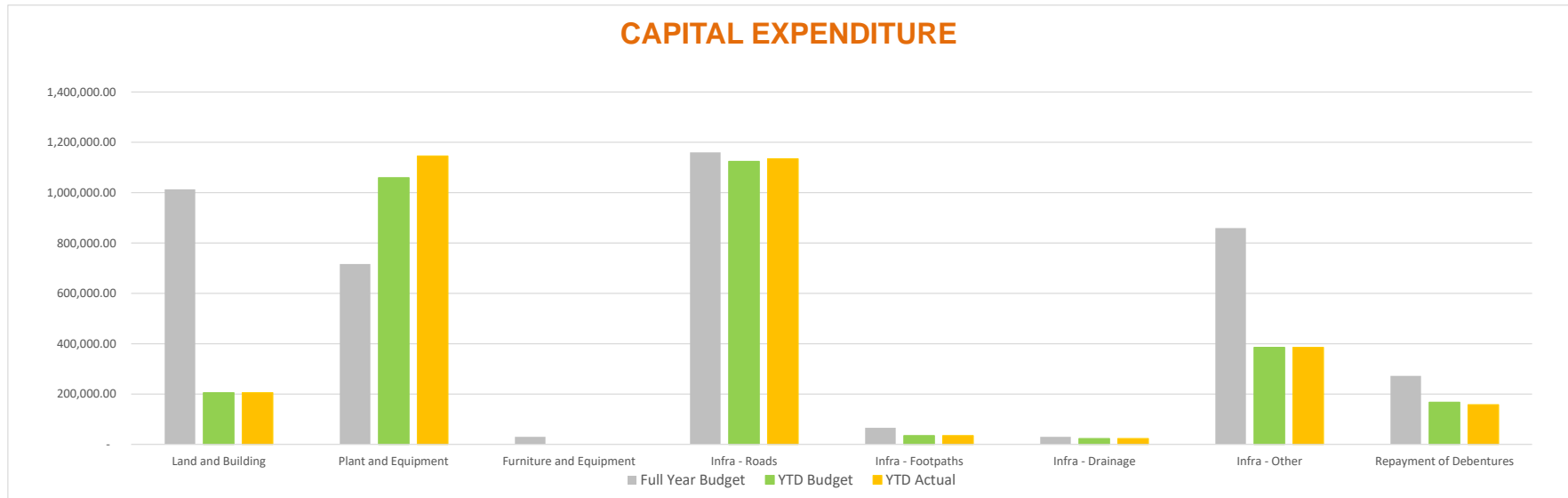
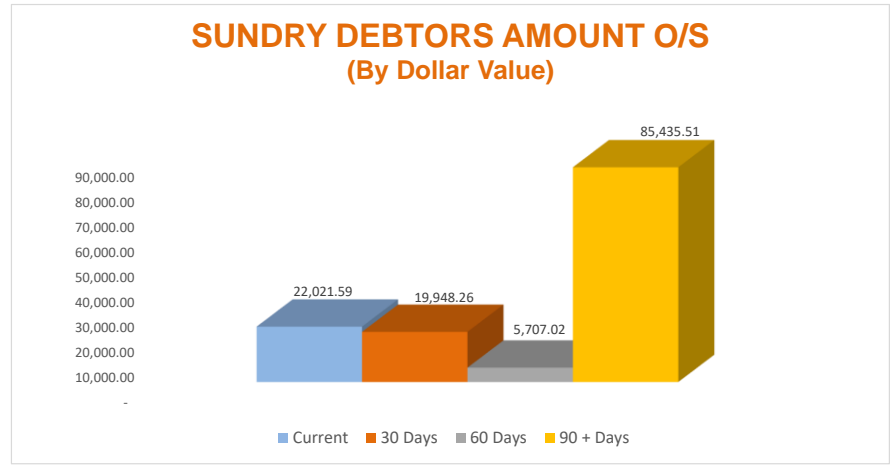
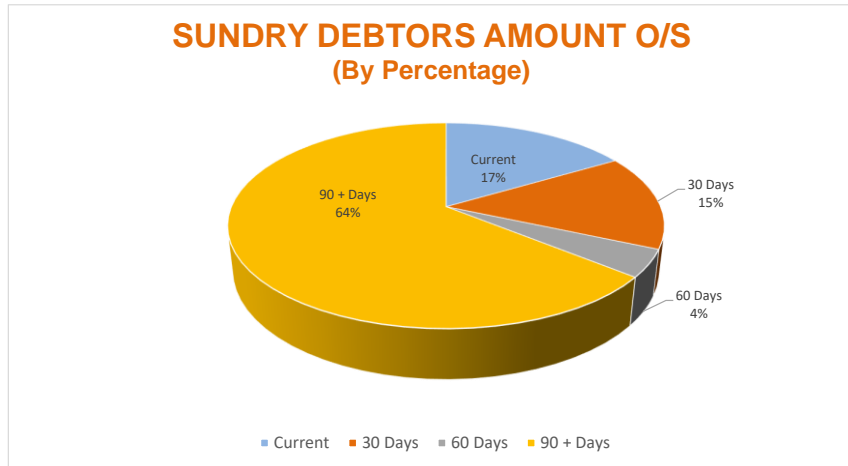
**SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2018**

GRAPHS



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

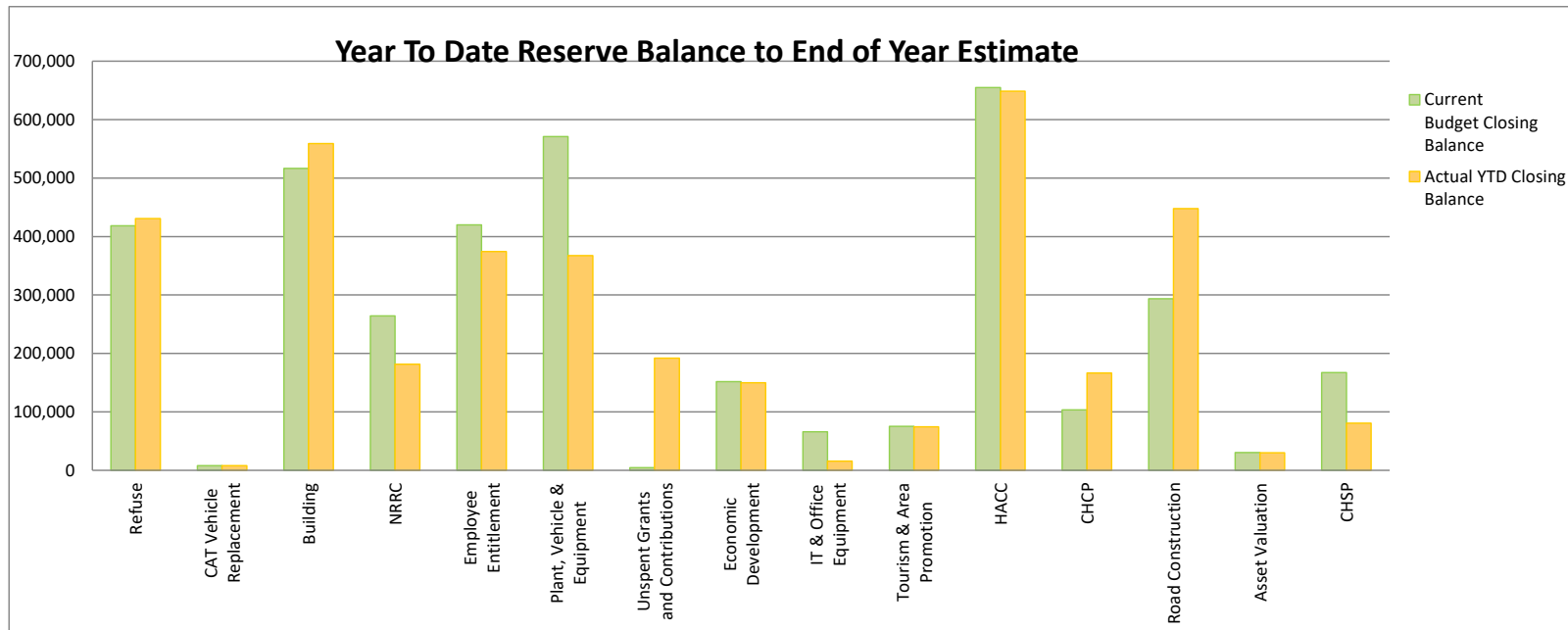
GRAPHS



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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	●							
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	2,272.73	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	25,000	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	23,340.00	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	●							Deferred until accommodation units completed
73	Old Shire Building: Paining & Internal upgrades (carpet etc)	80,000	46,453.24	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	18,694.13	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	5,828.47	Azhar Awang	●							
81	Highbury Public Toilets Maintenance - Highbury Public Toilets Maintenance	11,000	11,521.50	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	●							
85	Management plan Foxes Lair & Railway Dam \$20,000, PG Main \$10,000	39,917	5,108.64	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	2,860.71	Azhar Awang	●							
88	Public Art Strategy	40,000	0.00	Azhar Awang	●							
90	Roadworks - WANDRRA Claim works	784,723	588,546.00	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	111,462.86	Torre Evans	●							Program shortened due to Wandrra 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	42,780.45	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	●							Quotes exceed budget by significant margin. Will be brought forward to 2018/19 Budget
		3,024,100	1,023,680									

	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	●					
7		148,000	131,074.50	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	108,712.39	Torre Evans	●					
55		7,965	8,209.22	Torre Evans	●					
56		607,486	606,330.99	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	●					
84		15,000	8,640.00	Torre Evans	●					
89		35,000	35,000.00	Azhar Awang	●					
98		8,000	4,024.34	Torre Evans	●					
99		60,000	42,731.50	Frank Ludovico	●					
		2,342,317	2,197,143							

10.3.029 SHIRE OF NARROGIN RECORDKEEPING PLAN

File Reference:	16.3.2
Disclosure of Interest:	Nil
Applicant:	Shire of Narrogin
Previous Item Nos:	Nil
Date:	13 April 2018
Author:	Joshua Pomykala – Records Management Officer
Authorising Officer:	Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

- Attachment 1 – 2018 Shire of Narrogin Recordkeeping Plan
- Attachment 2 – Approval from the State Records Commission

Summary

Council is asked to endorse the new Shire of Narrogin Recordkeeping Plan (RKP) March 2018 – March 2023, and approve the policies and procedures within the plan.

Background

All local governments are required to have a RKP which is to be reviewed at least once every five years. The Shire was required meet the requirement of the *State Records Act 2000* and provide an updated RKP to the State Records Office (SRO) in 2016. An extension was granted by the SRO due to the merger of the Town of Narrogin and previous Shire of Narrogin.

The draft RKP was approved by the State Records Commission on 13 March 2018 and is now submitted to Council for endorsement. The next review of the RKP is required by 23 March 2023.

Comment

The review of RKP considered the recordkeeping practices of the former Town and Shire, and suggest recommendations to further the organisation's efficiency.

The Shire has recently taken steps to increase the efficiency of the organisation's recordkeeping practices, including the update of procedures and the development of a Recordkeeping induction for all staff members.

There are a number of records management-based projects that will ensure all records of the former Town and Shire are integrated into the current system. These efficiencies are viewed as a necessary step for the purposes of Freedom of Information and auditing.

Consultation

- Aaron Cook – Chief Executive Officer
- Frank Ludovico – Executive Manager Corporate and Community Services
- Carolyn Thompson – Executive Assistant
- State Records Office
- City of Vincent – Records Management Department

Statutory Environment

State Records Act 2000 – Part 3 — Record keeping plans for government organisations

State Records Act 2000 Schedule - 1— Government organisations

Policy Implications

Policy 1.9 Elected Member Records – Capture and Management

Financial Implications

There are no known meaningful financial implications relative to this matter other than officer time and administrative cost.

The expenditure is wholly contained in the current and future budgets.

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
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0418.034 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Schutz

That Council:

Approve the Shire of Narrogin 2017 Recordkeeping Plan including Records Management Policies and Procedures contained in the document

CARRIED 8/0



Shire of Narrogin

RECORDKEEPING PLAN

2017

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Introduction

This document is presented to the State Records Commission in accordance with Section 19 of the *State Records Act 2000* (the Act), which requires each government organisation to have a Recordkeeping Plan that has been approved by the State Records Commission.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Narrogin and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organisation, including information regarding the organisation's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organisation.

The objectives of the Shire of Narrogin RKP are to ensure:

- Compliance with Section 19 of the *State Records Act 2000*;
- Recordkeeping within the organization is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the organisation's records.

In accordance with Section 17 of the Act, the Shire of Narrogin and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all:

- Shire of Narrogin employees;
- Shire of Narrogin contractors;
- Organisations performing outsourced services on behalf of the Shire of Narrogin; and
- Elected members

NOTE: The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:

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

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

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

Local Governments are to address the management of elected members' government records in accordance with this policy, in their Recordkeeping Plan.

This Recordkeeping Plan supersedes RKP2013062 (former Shire of Narrogin) and RKP2010005 (former Town of Narrogin) and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning “any record of information however recorded” and includes:

- a) anything on which there is writing or Braille;
- b) a map, plan, diagram or graph;
- c) a drawing, pictorial or graphic work, or photograph;
- d) anything on which there are figures, marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- e) anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.”

(State Records Act, 2000)

1 Principle One: Proper and Adequate Records

Government organisations ensure that records are created and kept which properly and adequately record the performance of the organisation's functions and which are consistent with any written law to which the organisation is subject when performing its functions.

1.1 Historical Background

Narrogin, derived from the Nyoongar word “gnargagin” – translating to “place of water” – was inhabited by the Wilman people, who have been the traditional owners of the region for thousands of years.

European contact to the current town site of Narrogin was in 1835 by Alfred Hillman and his party, who surveyed the track between Albany and Perth. Narrogin was officially declared a town fifty two years later, in June 1887.

The Town of Narrogin was gazetted as a municipality on 13 April 1906, and had responsibility for the town. The Narrogin Road Board, which existed from 19 May 1892 until 01 July 1961, was the local government authority responsible for the rural area of the Narrogin district. In 1961, the Roads Board became the Shire as a result of the Local Government Act 1960.

On 01 July 2016 the two entities – the Town of Narrogin and the Shire of Narrogin – merged to become one, keeping the latter's name. It was the last local government in Western Australia to do so.

The current Shire of Narrogin has an estimated population of 5,400 residents, which has remained as a stable figure for the past 20 years.

The new Shire of Narrogin has maintained the previous Town of Narrogin's recordkeeping practices through the SynergySoft system, and all previous Shire of Narrogin records have been transferred to the administration building to amalgamate with the previous Town of Narrogin records.

1.2 Mission Statement

The Shire of Narrogin's mission, quoted in the Strategic Community Plan 2017-2027, states, “To be a leading regional economic driver and a socially interactive and inclusive community.”

1.3 Strategic Focus

The Shire of Narrogin's vision statement and/or main strategic focus is:

- Economic: Support growth and progress, locally and regionally;
- Social: To provide community facilities and promote social interaction;
- Environment: Protect and enhance our natural and built environment; and

- Civic leadership: Continually enhance the Shire's organisational capacity to service the needs of a growing community.

1.4 Business Activity

The Corporate Business Plan is currently being developed by the Shire of Narrogin.

1.5 Outsourced Functions

The Shire of Narrogin services are available to all customers, free from discrimination. For the "Functions of Local Government" – what is outsourced and what is performed by the Local Government – refer to *Appendix 1*.

1.6 Major Stakeholders

The Shire of Narrogin's community is made up of the people who live, invest, work, and visit the Shire. The community is the public, and the public is any individual or group of individuals, organisation or political entity with an interest in the outcome of a decision that Council may make. Collectively, the many decisions Council is required to make, ultimately shapes the identity and culture of Narrogin as a town, the lifestyle and well-being, its community and economic prosperity.

Broadly, the stakeholder groups for the Shire of Narrogin include:

- Councillors
- Committees and Reference Groups of Council
- Management
- Staff:
- Volunteers
- Contractors
- Suppliers/Service Providers
- Residents and Ratepayers:
- Businesses
- Media
- State / Federal Government
- Neighbouring Shires
- Visitors/Tourists
- Potential Residents
- Potential Investors
- Community; Sporting; Business; and Education Groups

1.7 Enabling Legislation

The Shire of Narrogin was established under, and operates in accordance with the *Local Government Act 1995*. The general function of a local government is to provide good government to the people living and working within its district, and includes legislative and executive powers and responsibilities.

Using its legislative powers, a local government may make local laws deemed necessary or convenient to be so prescribed for it to perform any of its functions under the Local Government Act.

The local government's executive powers involve administering its local laws and taking action that is necessary or convenient to be done for, or in connection with, performing its functions under the Local Government Act 1995, including the provision of services and facilities.

For "Legislation Administered by the Shire of Narrogin" refer to *Appendix 2*.

1.8 Other Legislation

Other legislation and regulations affecting the functions and operations of Shire of Narrogin, or administered by the Shire of Narrogin includes:

- *Bush Fires Act 1954*
- *Dog Act 1976*
- *Cat Act 2011*
- *Health Act 1911*
- *Planning and Development Act 2005*
- *State Records Act 2000;*

An extensive list of the – "Other Legislation and Regulations Affecting the Functions and Operations of the Local Government" - refer to *Appendix 3*.

1.9 Major Government Policy and/or Industry Standards

For "Government and Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government" refer to *Appendix 4*.

2 Principle Two: Policies and Procedures

Government organisations ensure that recordkeeping programs are supported by policy and procedures.

2.1 Records Management and Business Information Systems

The Shire of Narrogin uses the SynergySoft system, provided by ITVision, for all records management and corporate records. This is used as a hybrid system, with both electronic records and hardcopies held. The system uses the Keyword AAA Thesaurus for language control.

2.1.1 Records Management System

The current records management system in place at the Shire of Narrogin is an electronic document and records management system (eDRMS), Synergy Central Records. This system was introduced into the (former) Town of Narrogin in 2012. All incoming hard copy records are scanned and registered into the system, with hardcopy files maintained in the records room, situated at the administration building of the Shire of Narrogin. All electronic records received are also recorded into the Synergy Central Records system.

The creation and management of incoming records is carried out by the Records Management Officer, and all outgoing records are recorded by the appropriate officer sending the correspondence.

Prior to 2012, the former Town of Narrogin operated a hybrid system, using the system Civica. Prior to the amalgamation in 2016, the former Shire of Narrogin operated a manual, hard copy recordkeeping system. All records created prior to the implementation of SynergySoft are maintained in hard copy, and to date, have not been transferred to the electronic system. It is the plan of the Records Department to rectify this, and transfer all documents dating prior to 2012, for both the former Town of Narrogin and Shire of Narrogin, to the current electronic system of SynergySoft.

2.1.2 Business Information Systems

The Shire of Narrogin uses SynergySoft for all business information such as human resource management; rates; financial management; regulatory services; and technical services. The system TRELIS is used for transport licensing matters. This system is not integrated in the SynergySoft system.

2.2 Records Management Policy and Procedures

The creation and management of the Shire of Narrogin's records is coordinated by the organisation's Records Management Officer.

Recordkeeping Activities for the Management of	YES	NO
Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions.	✓	
Digitization – including categories of records digitized; disposal of source records; digitization specifications (NB: This procedure is only required where the organization intends to destroy source records prior to the expiration of the approved minimum retention period after digitizing, in accordance with the General Disposal Authority for Source Records).		✓
Mail distribution – including frequency, tracking mechanisms and security measures.	✓	
File creation and closure – including assigned responsibility and procedures for both physical and automated file creation.	✓	
Access to corporate records – including procedures for access to and security of corporate records.	✓	
Authorised disposal of temporary records and transfer of State archives (whether hard copy or electronic) to the State Records Office – any assigned responsibilities.	✓	
Electronic records management – including the organisation's approach and methodology for the capture and management of its electronic records (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).	✓	
Email management – including the capture, retention and authorised disposal of email messages to ensure accountability. Should indicate whether the organization is utilising a document management system or hard copy records system (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).	✓	
Website management – including the purpose of the site (e.g. whether informational/transactional), capture of all information published to the website within the corporate system, and mechanisms for recording website amendments.	✓	
Metadata management – including requirements for capture of metadata in information systems, whether automatic or manual.	✓	

System/s management – including any delegations of authority for the control and security of systems utilised by the organisation (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).	✓	
Migration strategy – strategies planned or in place for migrating electronic information and records over time (e.g. through upgrades in hardware and software applications) and any assigned responsibilities for long-term retention and access.		✓

2.3 Certification of Policies and Procedures

Evidence of formal authorisation that the policies and procedures are in place and promulgated throughout the Shire of Narrogin is provided by the copy of the certification document signed by the CEO and Records Management Officer.

For “Shire of Narrogin Records Management Procedures” refer to *Appendix 5*.

2.4 Evaluation of Policies and Procedures

The recordkeeping policies and procedures for the Shire of Narrogin cover all categories identified in Principle 2 of SRC Standard 2 and are assessed as operating efficiently and effectively across the Shire of Narrogin.

Creation of Records:

All staff, elected members and contractors will create full and accurate records in the appropriate format, regarding the Shire of Narrogin’s business decisions and transactions, to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture and Control of Records:

All records created and received in the course of Shire of Narrogin business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems that are managed in accordance with appropriate recordkeeping principles.

Security and Protection of Records:

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Note: The Shire of Narrogin has recently implemented a security level system in the SynergySoft program which enables only the officer deemed appropriate, and management, to view the record, which has been recorded as sensitive information. The security level is set at the discretion of the Records Management Officer.

Access to Records:

Access to the Shire of Narrogin's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Narrogin's records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire of Narrogin policy. Access to the Shire of Narrogin's records by elected members will be through communication to the CEO in accordance with the Local Government Act 1995.

Appraisal, Retention and Disposal of Records:

All records kept by the Shire of Narrogin will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of Western Australia.

3 Principle Three: Language Control

Government organisations ensure that appropriate controls are in place to identify and name government records.

3.1 Keyword for Councils Thesaurus Implemented

The Shire of Narrogin has adopted and implemented the Keyword for Councils thesaurus in 2012 for the titling of administrative records. All existing records, created prior to the implementation of the Keyword for Councils Thesaurus, will remain open and retain their original titling.

3.2 Assessment of its Effectiveness

The thesaurus of authorised headings operated effectively within the Shire of Narrogin. It covers both administrative and functional activities, and provides an efficient structure to the retrieval of documents. This thesaurus will be adjusted to reflect changes to the functions and activities of the Shire of Narrogin as they may occur in particular instances.

3.3 Identified Areas for Improvement

Due to the newly merged entity, there have been inconsistencies in the capture and creation of records, particularly in the former Shire of Narrogin. The new entity, also named the Shire of Narrogin, will continued to rectify this until all previous records have been adequately captured and recorded into one consistent system.

The Records Department of the Shire of Narrogin is working to rectify the subject filing system, which has not been addressed previously. The Records Department is currently auditing the filing system, which includes the eDRMS, to ensure that documentation is efficiently recorded into the correct subject file, ensuring a quality process for the responsible officer for that record.

The Records Department of the Shire of Narrogin is:

- **Auditing the filing system, which includes the eDRMS, to ensure that documentation is efficiently recorded into the correct subject file, ensuring a quality process for the responsible officer for that record**
- **Rectifying the subject filing system.**
- **Integrated documentation prior to the implementation of SynergySoft in 2012, into the current electronic system.**

4 Principle Four: Preservation

Government organisations ensure that records are protected and preserved, and being disposed of in accordance with an approved disposal authority.

4.1 Assessment of Risks

The following table details the major risks affecting the Shire of Narrogin recordkeeping system. The event level refers to the level of severity of the disaster, should it occur. Level 1 details the highest, and level 5 details the lowest severity. The chance of the disaster occurring has been estimated in terms of low, moderate or high likelihood.

RISK	DESCRIPTION	LEVEL	LIKELIHOOD
Significant storm	Hardcopies or electronic records destroyed.	3	Low
Fire	Hardcopies destroyed.	1	Low
Fire	Electronic records inaccessible.	3	Low
Servers destroyed	Electronic records inaccessible.	4	Low
Vandalism	Hardcopies or electronic records destroyed.	5	Low
Vermin/Pests	Hardcopies destroyed.	3	Low
Water damage	Hardcopies destroyed or electronic records inaccessible.	3	Low

For the Records Management system as set out in the “Shire of Narrogin Crisis Management and Business Continuity Plan” refer to *Appendix 6*.

4.1.1 On Site Storage

The Shire of Narrogin has its current and active records located in onsite storage at administration building. The storage facility includes:

- Metal shelving;
- Fire retardant safe;

There is one fire retardant safe, which is only accessible to appropriate staff members. The Shire of Narrogin is currently looking at purchasing two fire retardant, lockable cabinets, where all legal documentation will be kept.
- Secure premises;

The premises is secured by an alarm monitoring system, with swipe key access, allowing only for authorised persons to access the facility.
- Fire detection system; and

- Air conditioning;
The air conditioning system provides stabilising air temperature between the hours of 8:00am and 5:30pm.

Server room is air-conditioned 24/7.

The main disaster threatening records stored onsite comes from a fire or storm. With the storage conditions as described here the risk is assessed as **low**.

4.1.2 Offsite Storage

The Shire of Narrogin has all non-current, inactive and archival records located in an offsite storage facility on Felspar Street, Narrogin. This storage facility includes:

- Locked premises, with authorised entry only;
- Brick storage unit, concrete floor, no windows and a metal door;
- Fire detection;
- Metal shelving;
- Building is inspected on a monthly basis; and
- Regular vermin/pest treatment.

The main disaster threatening records stored offsite comes from fire and storms. With the storage conditions as described here the risk is assessed as low.

4.1.3 Storage of Archives

The Shire of Narrogin utilises the off-site storage facility to store archives that are awaiting appropriate disposal or transfer.

The Shire of Narrogin has not yet identified a suitable location for the placement of archives that are awaiting transfer to the State Records Collection. The archives are currently held in the Shire of Narrogin depot administration building, with the intent to identify a suitable location that meets all standards by the State Records Office. The storage facility is environmentally controlled, secure and a fire alarm system is in place, however it is situated near a heavy machinery site. It is the intention that this will be rectified in the coming year.

4.1.4 Storage of Backups

Electronic backups of the Shire of Narrogin's electronic information are held offsite at the Narrogin Town Hall and are transferred there on a daily basis.

4.1.5 Quantity of Records

The Shire of Narrogin has custody of:

- 19 linear metres of temporary hard copy records stored onsite;
- 40 linear metres of temporary hard copy records stored offsite;
- 40 linear metres of hard copy State archives stored offsite;
- 515 Gb of digital records/information/data

4.1.6 Security and Access

The following measures are in place at the Shire of Narrogin to ensure the security of its records, both hard copy and electronic, are accessible only by authorised persons:

- Only authorised staff can access the compactus (hard copy storage);
- Implementation of a security level system on the SynergySoft program, enabling the Records Management Officer to determine the necessary security level for any documentation of a confidential nature.
- All personnel files are kept in a locked filing cabinet in the office of the Payroll Officer. This will be changed to the fire retardant, lockable cabinets in the Records Management Officer's office when purchased.
- Security system installed at the administration building, only accessible by key swipe authority.

4.2 Assessment of the Impacts of Disasters

As stated previously, the risk of a disaster occurring to the records of the Shire of Narrogin has been assessed as low. The impact of a disaster on the organisation's records has therefore been assessed as low. There are sufficient strategies in place to ensure that business activities of the organisation are not unduly affected in the event of the more likely disaster occurring.

4.3 Strategies in Place for Preservation and Response

For the "Shire of Narrogin Crisis Management and Business Continuity Response Plan" see *Appendix 6*.

4.3.1 Vital Records Program

All vital records at the Shire of Narrogin are stored in a fire resistant strong room. These include leases, agreements, contracts, loans, minute books, and elected members and executive management employee annual returns. In 2017, an audit of all legal documents kept in the strong room was completed by the Records Management Officer, and the following outcomes were achieved:

- All legal documents were scanned and electronically recorded to the Synergy Central Records system.
- Appropriate copies were made of the documents for the use of staff.
- A procedure was created, ensuring the original legal document is not removed from the strong room unless by authorised persons.
- Budgetary approval for the purchase of fire retardant lockable cabinets. When acquired, all legal documents will be placed in the cabinets, which will be situated in the records office

4.3.2 Backup Procedures for Electronic Records

Electronic records of the Shire of Narrogin are backed up daily. The back-ups are stored onsite in the server room, located next to the office of IT. A back-up server is located at

the Narrogin Town Hall, in the Mayor's Parlour. All back-ups are audited on a monthly basis by a local technology company. Full back-ups are currently kept for three months.

4.3.3 Security

The following security measures have been implemented by the Shire of Narrogin to prevent unauthorised access to records:

- Hard copy records are stored in the records office, and can only be accessed by request only. The Shire of Narrogin is currently assessing the office to be locked from both entry points, with no unauthorised staff entry.
- Hard copy records stored offsite are located at the Shire of Narrogin's storage unit on Felspar Street, accessible by swipe card only, and appropriate key.
- Electronic records have varying degrees of electronic access depending on delegations assigned to staff within the organisation. Electronic records are backed up on a regular basis as described previously.

4.3.4 Storage Reviews

The records storage facilities utilised by the Shire of Narrogin are reviewed regularly, to ensure that conditions are appropriate for the organisation's records.

- The Shire of Narrogin's onsite storage is reviewed daily, while the Records Management Officer's administrative requirements are undertaken.
- Records held offsite by the Shire of Narrogin are reviewed on a fortnightly basis, while retrieval is being undertaken. It is the intention of the Shire of Narrogin to transfer all archiving that is held offsite, to another location which follows State Records regulations more closely. This will be done within the timeframe of 2018.

4.3.5 Recovery of Lost Information

The Shire of Narrogin has developed a set of quick response strategies to recover lost information, in all formats, should a disaster occur.

- Vital records have been scanned and are stored as electronic records on the SynergySoft program;
- The Shire of Narrogin has a number of locations conducting administrative tasks. In the event of a disaster, which is considered low, one of these sites can be utilised to maintain business continuity;
- Re-introduction of all tape backups are stored in the strong room;
- The backup server is on an offsite location, at the Narrogin Town Hall;
- Recovery of hard copies is limited to those documents that have been recorded electronically. The Shire of Narrogin is currently working to record all records of the former Shire of Narrogin, to ensure that in the event of a disaster, the records are electronically accessible;

4.4 Identified Areas for Improvement

A detailed Disaster Recovery Plan will be developed by the Shire of Narrogin in the instance of loss or significant damage to its administrative building. The plan is to be completed by the 2020 RKP review.

There are still many records onsite that have not been scanned and stored electronically, predominantly the former Shire of Narrogin's records. The current Shire of Narrogin records department is currently working to rectify this.

5 Principle Five: Retention and Disposal

Government organisations ensure that records are retained and disposed of in accordance with an approved disposal authority.

5.1 General Disposal Authority for Local Government records

The Shire of Narrogin uses the General Disposal Authority for Local Government Records, produced by the State Records Office, for the retention and disposal of its records. The General Disposal Authority for Source Records RD 2010046 was implemented in 2015.

5.2 Existing Ad Hoc Disposal Authorities

The Shire of Narrogin does not have any existing Ad Hoc disposal authorities.

5.3 Existing Disposal Lists

The Shire of Narrogin does not have any approved Disposal Lists.

5.4 Restricted Access Archives

The Shire of Narrogin does not have any State archives to which it intends to restrict access when they are transferred to the State Records Office.

5.5 Transfer of Archives

An Archives Transfer Request form has not been submitted to the SRO.

The Shire of Narrogin will transfer State archives to the State Archives Collection for permanent preservation when requested by the SRO.

5.6 Disposal Program Implemented

The Shire of Narrogin is currently reviewing previous practices, and is currently working toward the implementation of a regular disposal program on a bi-annual basis with the approval of the Retention and Disposal Schedule which is a component of this Recordkeeping Plan.

5.7 Authorisation for Disposal of Records

Before any records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is reviewed by the Records Management Officer and the Chief Executive Officer and authorised for destruction or transfer.

5.8 Identified Areas for Improvement

The Former Shire of Narrogin did not digitize any records. The current Shire of Narrogin records department is working to rectify this and merge these records into our eDMRS.

A regular disposal program, to be carried out on a bi-annual basis, is to be implement to ensure the Shire of Narrogin complies with practices set out by the State Records Commission.

6 Principle Six: Compliance

Government organisations ensure their employees comply with the record keeping plan.

6.1 Staff Training, Information Sessions

The Shire of Narrogin has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

- Staff induction presentation is currently being implemented to ensure that any new members to the organisation understands their responsibilities in recordkeeping. The induction manual has been recently developed, for staff to abide by records registration practices set out by the Shire of Narrogin;
- Plans for presentations and in-house training on various aspects of the Shire of Narrogin's recordkeeping program are to be delivered on a regular basis to all staff within the organisation by the Records Management Officer; and
- Support from management within the organisation to attend external training for recordkeeping, with travel funded by the Shire of Narrogin.

For the "Shire of Narrogin Records Registration Induction" refer to *Appendix 7*.

6.2 Induction Programs

New employees will be provided with the following information to ensure they are aware of their role and responsibilities in terms of recordkeeping within the Shire of Narrogin:

- Induction manual - please refer to *Appendix 7*;
- Training program provided by the Records Management Officer;

Induction programs will be provided for all staff coming into the organisation.

6.3 Performance Indicators

An annual staff survey is planned to be implemented by the Shire of Narrogin. Within this survey, questions relating to records will be asked to gather feedback on the use and effectiveness of the Shire's recordkeeping systems and training. These questions will be included biennially in the survey.

6.4 Agency's Evaluation

On the basis of the progress made within the last twelve months, the recordkeeping systems are assessed as being efficient and effective within the organisation. It is viewed that the development of measures to ensure the Shire of Narrogin's recordkeeping processes is compliant with the State Records Commission, are beneficial to the organisation and progresses the Records Department's practices.

The Shire of Narrogin Records Department believes that there is room for improvement in its recordkeeping practices, and has begun to develop procedures and inductions for all staff, Elected Members and contractors in the organisation.

6.5 Annual report

An excerpt from the Shire of Narrogin's latest Annual Report is attached, demonstrating the organisation's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff.

Refer to *Appendix 8*.

6.6 Identified Areas for Improvement

The Shire of Narrogin identifies the following as areas of improvement:

- Development of an efficient staff induction process for new members to the organisation, which outlines their responsibilities regarding recordkeeping.
- Presentations to be created and in-house training available to staff members of the organisation on various aspects of the Shire of Narrogin's recordkeeping program, to be delivered on a regular basis.
- The reiteration and implementation of recording all business transactions and activities regarding the organisation.
- Assess the "subject filing" system and progress to a more efficient system that continues to incorporate the Keywords for Councils.

Since the merger process of the former Shire of Narrogin and Town of Narrogin, the Records Department has been working toward an efficient recordkeeping system that will comply with state standards.

7 SRC Standard 6: Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organisations with persons to perform any aspect of record keeping for the organisation.

State organisations may enter into contracts or other arrangements whereby an individual or an organisation is to perform a function or service for the State organisation, or act as the State organisation's agent to deliver services to clients, or for the State organisation's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organisation's legislative, business and accountability requirements.

7.1 Outsourced Functions identified

For a list of functions outsourced by the Shire of Narrogin, please refer to *Appendix 1*.

7.1.1 Planning

The Shire of Narrogin includes the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the planning process for the outsourced functions.

7.1.2 Ownership

The Shire of Narrogin will ensure that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract/agreement.

7.1.3 Control

The Shire of Narrogin will ensure that the contractor creates and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines stipulated by the Shire of Narrogin.

The records created will be sent to the Records Management Officer, where they will be recorded in the electronic system of SynergySoft. It is the responsibility of the liaising officer with the contractor to ensure all records are to be sent to the Records Management Officer, or for the officer to record electronically.

7.1.4 Disposal

The disposal of all State records which are the product of or are involved in any contract/agreement with the Shire of Narrogin and a contractor/agent will be disposed of in accordance with the General Disposal Authority for State Government Information published by the SRO.

7.1.5 Access

Conditions for the provision of access to any State records produced in the course of the contract/agreement will be agreed between the Shire of Narrogin and the contractor(s).

7.1.6 Custody

Custody arrangements between the Shire of Narrogin and the contractor(s) for State records stored on and off site by the contractor will be specified in the contract.

7.1.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contract(s) will be specified in the contract(s).

7.2 Identified Areas for Improvement

When entering into contracts previously, the Shire of Narrogin has not specified the position of records, including all records that are created. In the new contracting process that has been developed by the Records Management Officer and the Executive Assistant, the importance of records creation will be specified.

APPENDIX 1

Function	Functions of the Local Government	Performed by the LG	Performed by an external agency
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	✓	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	✓	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	✓	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	✓	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	✓	
Customer Service	The function of planning, monitoring, and evaluating services provided to customers by the council.	✓	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae etc. covered by the Building Code of Australia and the Environmental Protection Authority (EPA).	✓	
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	✓	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.		✓

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Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		✓
Environmental Management	The function of managing, conserving, and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.		✓
Financial Management	The function of managing the LG's financial resources.	✓	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	✓	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business, such as Land Use and Planning or Environment Management.	✓	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	✓	
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	✓	
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.	✓	
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	✓	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the LG's regulatory role.	✓	
Legal Services	The function of providing legal services to the LG.		✓

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Parks & Reserves	The function of acquiring, managing, designing, and constructing parks and reserves, either owned or controlled and managed by the LG.	✓	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	✓	
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicle assets, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	✓	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	✓	
Rates & Valuations	The function of managing, regulating, setting and collecting income through valuation of rateable land and other changes.	✓	
Recreation & Cultural Services	The function of LG arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	✓	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment, and risks to personnel.	✓	
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	✓	
Sewerage & Drainage	The function of designing and constructing, maintaining and managing liquid waste systems, including drainage sewerage collection and treatment, stormwater and flood mitigation works.	✓	
Traffic & Transport	The function of planning for transport infrastructure and the	✓	

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	efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.		
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.		✓
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.		✓

APPENDIX 2

Principle Legislation and Regulations that may be wholly or partly administered by Local Government <i>Legislation, Regulations and Local Laws</i>	Administered by the LG
Building Regulations 1989	✓
Bush Fires Act 1954	✓
Bush Fire Regulations	✓
Caravan Parks and Camping Grounds Act 1995	✓
Caravan Parks and Camping Grounds Regulations 1997	✓
Cat Act 2011	✓
Disability Services Act 1993	✓
Dog Act 1976	✓
Dog Regulations	✓
Environmental Protection Act 1986	✓
Environmental Protection (Noise) Regulations 1997	✓
Freedom of Information Act 1992	✓
Freedom of Information Regulations 1993	✓
Health Act 1911	✓
Health (Air Handling and Water Systems) Regulations 1994	✓
Health (Asbestos) Regulations 1992	✓
Health (ANZ Food Standards Code adoption) Regulations 2001	✓
Health Act (Carbon Monoxide) Regulations 1975	✓
Health (Cloth Materials) Regulations 1985	✓
Health (Food Hygiene) Regulations 1993	✓
Health (Food Standards Administration) Regulations 1987	✓
Health (Garden Soil) Regulations 1998	✓
Health (Laundries and Bathrooms) Regulations	✓
Health (Meat Hygiene) Regulations 2001	✓
Health (Pesticides) Regulations 1956	✓
Health (Pet Meat) Regulations 1990	✓
Health (Poultry Manure) Regulations 2001	✓
Health Act (Prescribing the annual report forms to be used by local authorities) Regulations	✓
Health (Public Buildings) Regulations 1992	✓

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Health Act (Sewerage, Lighting, Ventilation and Construction) Regulations 1971	✓
Health Act (Smoking in enclosed public places) Regulations 1999	✓
Health (Swimming Pools) Regulations 1964	✓
Health (Temporary Sanitary Conveniences) Regulations 1997	✓
Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974	✓
Heritage of Western Australia Act 1990	✓
Land Administration Act 1997	✓
Land Valuation Tribunals 1978	✓
Litter Act 1979	✓
Local Government Act 1995	✓
Local Government (Miscellaneous Provisions) Act 1960	✓
Local Government Grants Act 1978	✓
Local Government Regulations	✓
Main Roads Act 1930	✓
Parks and Reserves Act 1895	✓
Planning and Development Act 2005	✓
Rates and Charges (Rebates and Deferments) Act 1992	✓
Residential Design Codes of WA 2002	✓
Road Traffic Act 1974	✓
Strata Titles Act 1985	✓
Town Planning and Development 1928	✓
Transfer of Land Act 1893	✓
Valuation of Land Act 1978	✓

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Other Legislation and Regulations Affecting the Functions and Operations of the Local Government <i>Other Legislation and Regulations</i>	Administered by the LG
Builders Registration Act 1939	✓
Equal Opportunity Act 1984	✓
Forests Act 1919	✓
Industrial Awards	✓
Industrial Relations Act (State and Federal)	✓
Interpretation Act 1984	✓
Library Board of Western Australia Act 1951	✓
Occupational Safety and Health Act 1984	✓
Occupational Safety and Health Regulations 1996	✓
Parliamentary Commissioner Act 1971	✓
State Records Commission Principles and Standards 2002	✓
Swan River Trust Act 1988	✓
Workers Compensation and Injury Management Act 1981	✓

APPENDIX 4

Government and Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government <i>Government's Industry Standards and Codes of Practice</i>	Administered by the LG
Australian Records Management Standard ISO/AS 15489	✓
Australian Accounting standards	✓
National Competition Policy	✓
State Records Commission Principles and Standards	✓
WA Government Policy, Premier's Instructions and Public Sector Commissioner's Circulars	✓
National Standards – Home and Community Care	✓
Australian Records Management Standard ISO/AS 15489	✓
Australian Accounting standards	✓

SHIRE OF NARROGIN RECORDS MANAGEMENT POLICIES AND PROCEDURES

Last updated: 17 October 2017

APPENDIX 5

POLICY

1. Scope

This policy applies to all Shire business and relates to both physical and electronic Shire records. It applies to all Shire employees, and contractors undertaking outsourced functions on behalf of the Shire.

2. Definitions

2.1. Record:

A record can be defined as any record of information, in any medium, including letters, files, emails, word processed documents, databases, photographs and social media messages.

2.2. State Record:

A State Record means a record created or received by:

- a) A government organisation; or
- b) A government organisation employee in the course of the employee's work for the organisation, but does not include an exempt record.

2.3. Employee:

An employee means all people employed by the Shire of Narrogin, whether permanent, fixed term or casual contract of service, apprentice or trainee.

3. Policy Principles

3.1. Creation of Records:

All staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Narrogin's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

3.2. Capture and Control of Records:

All records created and received in the course of the Shire of Narrogin business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems that are managed in accordance with sound recordkeeping principles.

3.3. Security and Protection of Records:

All records are categorised according to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

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3.4. Access to Records:

Access to the Shire of Narrogin's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Narrogin's records by the general public will be in accordance with the Freedom of Information Act 1992, Local Government Act 1995 and the Shire of Narrogin's policy. Access to the Shire's records by Elected Members will be via the Chief Executive Officer, in accordance with the Local Government Act 1995.

3.5. Appraisal, Retention and Disposal of Records:

All records kept by the Shire of Narrogin will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

4. Recordkeeping Responsibilities

4.1. All Shire employees must be aware of recordkeeping requirements. The recordkeeping obligations of Shire staff and Elected Members include:

- a) Learning how and where records are kept;
- b) Making records to support the conduct of business activities;
- c) Creating records as evidence of Shire operations that are otherwise not created;
- d) Forwarding records to the Central Records for capture into the official recordkeeping system;
- e) Not destroying Shire records;
- f) Following appropriate records management procedures.

4.2. All Elected Members are to follow the Shire of Narrogin Council Policy 1.9 Elected Member Records – Capture and Management. Policy 1.9 states:

1. Each elected member is responsible for determining which records are required for capture and management, and submission of the record to the CEO, for storage.

- 2. The Shire as an organisation, in meeting its obligations to facilitate the capture and management of elected member records will – Provide a collection point readily accessible to each elected member to deposit the required materials.
- Materials collected will be separated according to elected member and financial year of deposit.
- For electronic records (emails, digital photos etc.), a CD suitable for backup of all electronic records will be provided at least once per year.
- The CD then to be deposited with other required materials.
- Where a copy of the record is to be retained by the elected member, photocopying or other duplicate as necessary, will be provided without charge.

3. Access to the records created may be required, and is to be facilitated by the CEO –

- As permitted under various legislation such as the Local Government Act, the Freedom of Information Act etc.
- By order of an authorised body such as the Standards Panel or a Court of Law etc.
- By a representative of an authorised body such as the Ombudsman or Crime and Corruption Commission etc.

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5. Outsourcing of Service Delivery

5.1. Contracts should provide that the contractor create records that meet the Shire's accountability requirements, in relation to the functions performed or services provided for the Shire. Such contracts should also provide that the contractor maintain those records according to standards acceptable to the Shire, for as long as the records are required and return them to the Shire when the contract expires.

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PROCEDURE

CORRESPONDENCE CAPTURE AND CONTROL

The Shire of Narrogin uses a SynergySoft recordkeeping system to manage all items received. The various forms of records received are treated in the recordkeeping system as follows:

Incoming:

- Incoming mail includes hardcopy mail, faxes, emails, courier deliveries and hand delivered items.
- The mail will be opened and assessed by the Records Management Officer, and sorted into appropriate categories (e.g. correspondence, ephemeral, cheques, and invoices).
- All mail is date stamped as received on the given date.
- All cheques are recorded into a register and then given to the Customer Services Officer for receipting.
- Invoices are given to the Accounts Officer for circulation and authorising.
- All ephemeral items are distributed (loose leaf) to the relevant officer and are not retained within the records system.
- Correspondence items are recorded on the incoming mail register, before being recorded onto SynergySoft. The unique chronological number assigned is placed onto the hard copy, along with the subject file or assessment file number, and the electronic copy is sent to the assigned correspondent via SynergySoft.
- Once recorded, the hard copy item is placed onto the relevant file.
- When the staff member is finished with the correspondence item, it is the individual's responsibility to mark it as completed within the system. The record can be accessed for future purposes, if required.

Outgoing:

All outgoing correspondence is signed by the relevant issuing staff member, and an electronic copy is created in the SynergySoft system. The Records Officer will add the outgoing document to the outgoing mail register. A green copy of all outgoing correspondence is taken and placed on the hard file in the compactus, complementing the electronic record.

Agendas and Minutes:

- The official signed copy of the Council Minutes is filed in the strong room for archival purposes and sent to the SRO when possible.
- Each Agenda item has its own file number and a copy is placed onto the relevant file by the Executive Assistant to the CEO.
- Council Meeting minutes are recorded into the SynergySoft recordkeeping system, once approved at the following council meeting.

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Other

Email:

To assist in the capture of electronic mail, the Shire of Narrogin has put in place the following measures:

- Incoming: In recognising that email communication is often more urgent than written mail, the Records Officer will immediately forward all ephemeral emails addressed to the Shire's primary email address (enquiries@narrogin.wa.gov.au) to the appropriate officer for action. Any correspondence received in the Shire's primary email is to be recorded by the Records Officer, and allocated to the appropriate officer.
- Outgoing: All non-ephemeral emails will be recorded in SynergySoft by the responsible staff member.

Faxes:

To assist in the distribution and capture of faxes, the same procedures as outlined for Emails will be followed for faxes.

File Creation and Closure

Creation of any new files or the closure of existing files can only be undertaken by the Records Officer. This should occur infrequently and only reflect changes to the functions and activities of the Shire, or for the progression of the records management of the Shire of Narrogin.

Access to Corporate Records

The CEO and the Payroll Officer are the only staff members to have direct access to **all** personnel files. Each Executive Manager will have access to all personnel files within their department. Subsequently, all managers will have access to personnel files within their own department.

The CEO and Records Officer are the only staff members with complete access to **all** records. Each record is secured with a security level based on its content, at the discretion of the Records Officer.

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Personnel Access:

Level	Personnel Access
1	All staff
2	
3	EHO and EMDRS only
4	DRS department, EMCCS and finance
5	TRS, EMCCS and finance
6	Library, EMCCS and finance
7	HACC, EMCCS and finance
8	Finance and EMCCS only
9	EMCCS, Payroll, Manager of Finance, Finance Support Officer
10	HR officer, Executive Assistant
11	Manager of Operations and EMTRS
12	EMTRS
13	Manager of Leisure & Culture and EMDRS
14	EMDRS
15	Manager of Finance and EMCCS
16	Manager of Library Services and EMCCS
17	Manager of Community Care Services and EMCCS
18	EMCCS
19	EMCCS, EMDRS and EMTRS
20	CEO and Records

Synergy Security Level:

Level	Level Description	Legend
1	General correspondence	Environmental matters (confidential)
2		Finance block
3	Environmental health	HR – Industrial Relations
4	DRS finance	EMTRS HR block
5	TRS finance	EMDRS HR block
6	Library finance	EMCCS HR block
7	HACC finance	Executive managers block
8	Finance only	CEO only
9	Payroll	
10	HR - Industrial Relations	
11	Operations (HR)	
12	EMTRS only (HR)	
13	Leisure & Culture HR	
14	EMDRS only (HR)	
15	Finance HR	
16	Library HR	
17	Homecare HR	
18	EMCCS only (HR)	
19	Executive managers only	
20	High confidential	

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Disposal and Retention of Records

The Shire of Narrogin has implemented the General Disposal Authority for Local Government Records, and conducts a regular disposal program every four months. Before any records are destroyed or State archives are transferred to the State Records Office, a list of those records due for destruction or transfer will be reviewed by the CEO and authorised, prior to the action taken.

Ephemeral records have no continuing value to the Shire of Narrogin, and are not required to be kept indefinitely, or for long periods of time. Shire of Narrogin employees, contractors or Elected Members may dispose of such ephemeral records once reference ceases.

Website Management

The Shire of Narrogin website resides on a network server and is maintained in-house by the Executive Assistant. The website contains information material only. Changes to website information are approved prior to publication by an authorised officer, following the approval of the Communication Plan. The entire website is backed up by the provider and available at all times.

Systems Management

The Shire of Narrogin's network computer system is controlled by Windows Active Directory Users & Computers. Users have individual accounts protected by a confidential password, and password changes are enforced every 100 days. Their accounts enable access to Windows workstations connected to the Shire's domain, SynergySoft and email.

The Shire of Narrogin runs two servers which retain documents created by officers. Documents created by officers are stored on premise and mapped to workstations on the W:\, R:\ and S:\ drives. The data for the Shire's recordkeeping system, accounting, rating and payroll software is stored within the SynergySoft database, which is held on the administration premises.

The IT Officer is responsible for the general maintenance, upgrades and security of these servers. All critical servers are recorded daily via two backup appliances – one is housed onsite in the administration building, located in the server room, and the other is located offsite at the Town Hall.

Metadata Management

The Shire of Narrogin ensures that all metadata (a set of data that describes and gives information about other data; describing who, what, where and why records about a business activity or transactions were created) associated with its recordkeeping system are captured, stored and made accessible.

Incoming:

Correspondence that is directed to the Shire of Narrogin is captured in SynergySoft with the following metadata being recorded:

- Unique record identifier (record number automatically generated by the recordkeeping system);
- Record type;
- Date the document was created;
- Author of the document;
- Title/Subject – this includes content, the correspondent and any other additional information that may be required;
- File Reference; and

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- Name of officer the record has been allocated to.

Outgoing:

Correspondence that is officially from the Shire of Narrogin (employee, Elected Member or contractor) is recorded in SynergySoft with the following metadata being recorded:

- Unique record identifier (record number automatically generated by the recordkeeping system);
- Record type;
- Date the document was created;
- Addressee;
- Title/Subject – this includes content, the addressee and any other additional information that may be required;
- File Reference; and
- Name of officer who created the record.

Migration Strategy

The Shire of Narrogin is currently working towards an up-to-date Migration Policy to establish an official commitment to the ongoing management and preservation of electronic records when data needs to be migrated. This will be implemented along with the conversion to a manual fully electronic recordkeeping system.

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Compliance

The Shire of Narrogin is required to comply with a number of pieces of legislation, which ensures all non-ephemeral records are to be recorded and retained. It is the role of the Records Management Officer to maintain the records system at the Shire of Narrogin. This includes advising the Chief Executive Officer of appropriate recordkeeping measures, destruction or transfer of records, and the overall management of the recordkeeping system.

All staff, Elected Members and contractors are to comply with the recordkeeping practices of the Shire of Narrogin. The recordkeeping practices of the Shire of Narrogin are constantly developed and updated, to comply with the State Records Office standards.

State Records Act 2000

The State Records Act 2000 is legislation that all State Government departments and local governments in Western Australia must abide by. The Act strengthens public sector accountability through effective recordkeeping; provides for standard-setting, monitoring and investigative functions reportable directly to Parliament; and takes into account technological and administrative trends in recordkeeping.

The Act provides for an independent State Records Commission with standard-setting, auditing and reporting responsibilities. The State Records Commission is accountable directly to Parliament. The four members of the Commission are the Auditor General, the Information Commissioner, the Ombudsman, and an appointee with recordkeeping experience from outside Government.

State Records Commission Standards

Principles and standards established by the State Records Commission in accordance with its requirements under the *State Records Act 2000*, aim to formalise best practice recordkeeping requirements for State and local government agencies.

The principles and standards approved by the Commission are published in the Government Gazette and are effectively Government regulations, as defined in the *Interpretation Act 1984 (WA)*, that must be complied with by all State organisations subject to the *State Records Act 2000*.

Development of the principles and standards has been carried out by the State Records Commission in consultation with State and local government agencies.

There are currently seven State Records Commission Standards that all governmental agencies are to comply with:

- SRC Standard 1: Government Recordkeeping
- SRC Standard 2: Recordkeeping Plans
- SRC Standard 3: Appraisal of Records
- SRC Standard 4: Restricted Access Archives
- SRC Standard 5: Compulsory Transfer of Archives (rescinded)
- SRC Standard 6: Outsourcing
- SRC Standard 7: State Archives Retained by Government Organisations and associated Archival Storage Specification
- SRC Standard 8: Managing Digital Information

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State Records Commission Policy Statement

The State Records Commission's policy for recordkeeping requirements for local government elected members is as follows:

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

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

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

Recordkeeping Plan

Every state organisation is to have and operate under an approved Recordkeeping Plan, which is to set out the matters about which records are to be created by the organisation, how those records are to be managed, and for how long records are to be kept.

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This document accurately provides Procedures of the Records Management of the Shire of Narrogin. This document is to be reviewed every six months, to ensure any changes in practice is accurately recorded and all procedures are updated.



Chief Executive Officer



Date



Records Management Officer



Date

Time-Sensitive Business Functions

Recovery Time Objective: 1 Day
Office of the CEO
Accident investigation and incident reporting
Councillor liaison
Media liaison and official media releases
Provision of safety equipment
Upcoming Events and Festivals
Community
Home & Community Care (medication, food services, transport, emotional support) & evacuation of the aged if required
Making services and facilities accessible to the aged (provide medication)
Work with other respite service providers
Prepare the Recreation Centre for use as an emergency evacuation centre when required
Corporate
Financial management (cash control investment)
Payroll
Security of critical applications and data
Supervision of contractors
Development
Animal control
Bushfire mitigation
Local & district emergency management
Prioritised response to urgent building maintenance requests (safety)
Prioritised response to urgent Environmental health issues and public health complaints (food safety, effluent disposal, noxious odours, poultry, lead levels, water sampling, etc.)
Prioritised response to urgent Ranger-controlled issues (parking, animal pound, abandoned vehicles, traffic management, injuries, etc.)
Prepare the Recreation Centre for use as an emergency evacuation centre when required
Works
Maintain airport facility
Plant and equipment maintenance
Prioritised response to urgent requests regarding roads, drainage, footpaths, trees, etc. (safety)
Supervision of contractors

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Recovery Time Objective: 3 Days
Office of the CEO
None
Community
None
Corporate
Community communications & coordination
Telecommunications
Development
None
Works
None

Recovery Time Objective: 5 Days
Office of the CEO
None
Community
Manage respite facility
Corporate
Filing, retrieving and archiving of files
Maintenance and support of I.T. infrastructure
Registration & distribution of incoming and outgoing hard copy and digital correspondence
Registration of building and planning applications
Development
Environmental compliance and complaints
Manage abattoir operations
Manage contracted waste and recycling services for domestic and commercial collection
Manage waste management facilities
Management of controlled waste disposal
Waste collection complaints and missed bins
Works
None

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Recovery Time Objective: 10 Days
Office of the CEO
None
Community
None
Corporate
Burials
Maintaining burial register
Processing insurance claims
Development
Certified building permits.
Advice to customers and internal Stakeholders on planning matters
Works
None

Recovery Time Objective: 20 Days
Office of the CEO
None
Community
None
Corporate
Complaints and dispute handling
Customer Services (general)
Financial management (general)
Purchasing / Procurement of goods and services
Development
None
Works
None

SHIRE OF NARROGIN RECORDKEEPING INDUCTION

Last updated: 09 October 2017

For staff members of the Shire of Narrogin

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APPENDIX 7

1. Introduction

This induction serves as a tool for all Shire of Narrogin employees, Elected Members and contractors, who are all responsible for the creation of records regarding business activity of the Shire.

1.1. What is a record?

A record can be defined as any record of information, in any medium, including letters, files, emails, word processed documents, databases, photographs and social media messages.

1.2. Why do we register records?

Records are an essential part to making sure we leave a trail of information that can be traced and utilised. When we register records, we ensure that the correspondence or information being registered is available for future use, if required. All non-ephemeral outgoing correspondence from the Shire of Narrogin should be recorded by the person who is sending the correspondence.

1.3. When we create records, we ensure:

- Emails, documents or information can be located efficiently when needed.
- Future use of already established valuable work that you, or someone else, has done in the past.
- The most recent version of a document can be determined.
- Evidence can be produced as to why a particular decision was made.
- Protection of employees, Elected Members, contractors and clients of the Shire of Narrogin.

1.4. Who creates a record

All Shire of Narrogin employees, Elected Members and contractors are responsible for capturing and recording any correspondence that they receive regarding the Shire's business activity. It is the responsibility of the individual to ensure that it is recorded accurately, and that if they are unable to do so, they acquire the appropriate assistance to.

Elected Members are required to forward any correspondence regarding the business activity of the Shire of Narrogin to the Records Management Officer, who will then record it on the SynergySoft system.

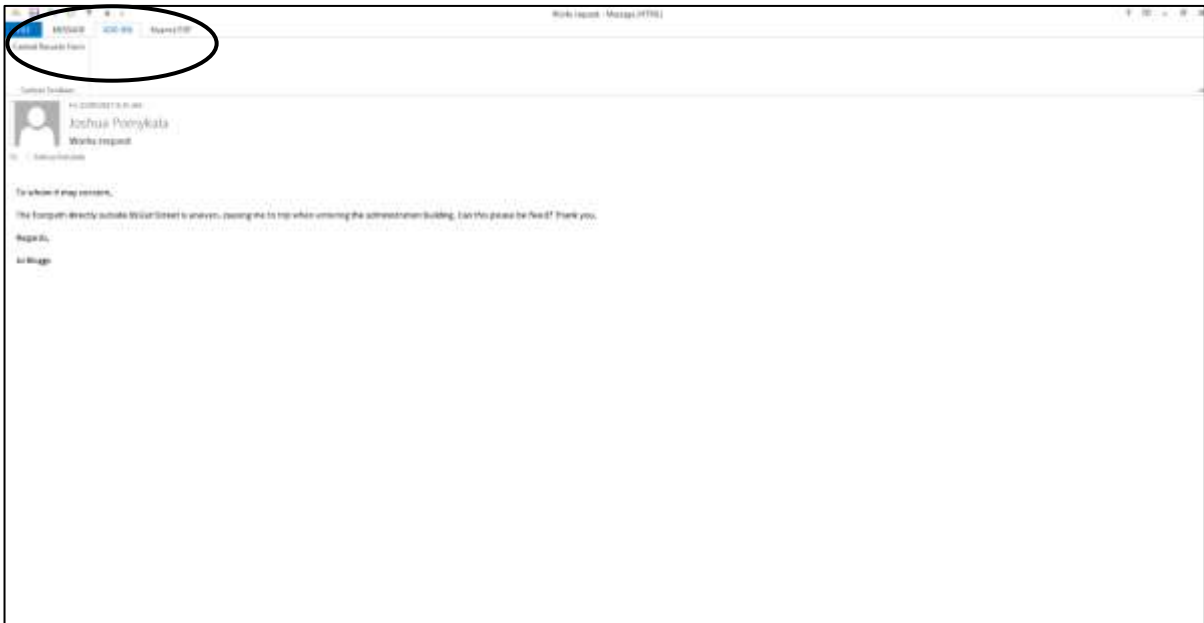
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2. Incoming Correspondence

- All hard copy, non-ephemeral correspondence that is received is recorded on the incoming mail register, followed by electronic recording on the SynergySoft system, and allocation to the appropriate officer. This is done by the Records Officer.
- Incoming correspondence to the Shire of Narrogin's primary public email (enquiries@narrogin.wa.gov.au) is recorded into the SynergySoft recordkeeping system by the Records Officer.
- All non-ephemeral correspondence via email, to the officer's work email, is to be recorded in Synergy by the officer. It is the officer's responsibility to ensure that it is recorded accurately. This can be done through the "add-in" feature in Outlook, which is linked to the SynergySoft system.
- All correspondence regarding a particular property must be linked to the assessment file. Any other correspondence is to be linked to the appropriate subject file.

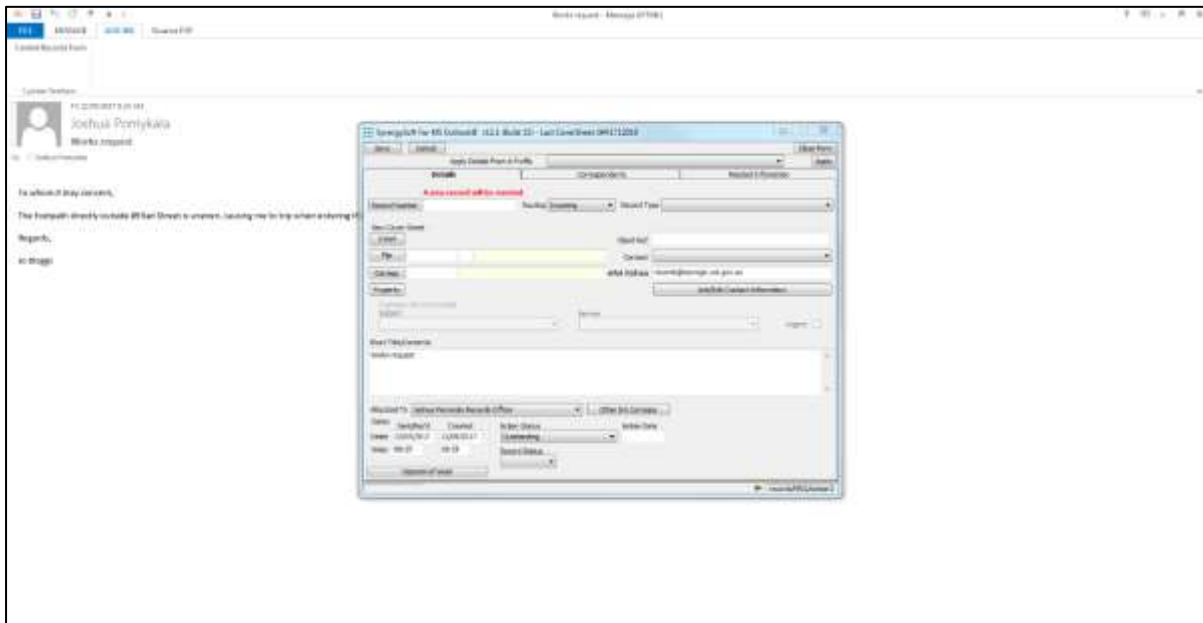
2.1. Email Correspondence

- 1) To add an email into the SynergySoft system, the "add-in" feature will need to be used. This can be found in the top tool bar, within the email. Click "Central Records Form" to open the feature.



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- 2) A small window will emerge on the screen, which is the “add-in” feature of SynergySoft. When completed, this will record the email into the SynergySoft system, and become an electronic record.



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3) **Routing:** What type of correspondence it is (**incoming**, outgoing or internal).

Record type: What is in the content of the record? (general correspondence, planning, works request, financial matters etc.)

File:

Property file: If the record is related to a particular property, it will go on the assessment file. The assessment number can be found by typing the address in the yellow box beside "file" with an asterisk beside it (e.g. 89 Earl*).

Subject file: If the record is not related to a particular property, it will go on a subject file. The subject file spreadsheet can be found:

R:\16. Information Management\16.3 Records Management\16.3.1 Control of Records

Alternatively, if you do not know the file number, go to the yellow box and type in a keyword, then an asterisk (*). Press <enter> and select the appropriate file.

Correspondent: The correspondent is who the email is from. The correspondent can be found by typing the individual's last name, or the company name, followed by an asterisk (*). If the correspondent is not on the system, the officer must retrieve the following details from them:

- Full name
- Residential address
- Postal address
- Phone number

Once these details have been retrieved, the Records Officer, Rates Officer or Debtors Officers will put the new correspondent in the system. (Note: Only these officers are able to create new correspondents).

If there are multiple correspondents under the one name, the officer must ensure that the chosen correspondent is correct (e.g. correct contact details).

Short Title/Contents: This section must be detailed, in order for easy accessibility in finding the record in the future.

Line 1: Should consist of a detailed description of the content.

Line 2: Should consist of the name of the correspondent.

Allocated To: The officer who is dealing with the particular record.

Action Status: Is the record still ongoing? Or has it been completed? (e.g. outstanding, no further action, recall etc.)

Record Status: This should always be set to "Draft" in order for attachments to be added if required.

APPENDIX 7

SynergySoft For MS Outlook® v11.1 (Build 15) - Last CoverSheet: IHR1712019

Save Cancel Clear Form

Apply Details From A Profile

Details Correspondents Related Information

A new record will be created

Record Number Routing Incoming Record Type Customer Services

New Cover Sheet

X-Ref Client Ref.

File A105194 1 89 Earl Street, NARROGIN WA 6312 Contact

Corresp Jo Bloggs eMail Address records@narrogin.wa.gov.au

Property Add/Edit Contact Information

Customer Services Details

Subject ROADS Service ROADS - FOOTPATHS Urgent

Short Title/Contents

Works request - footpath outside of 89 Earl Street is uneven, causing her to trip. Requested that this be fixed
Jo Bloggs

Allocated To John Warburton Manager Operations Other Int Corresps

Dates	Sent/Rec'd	Created	Action Status	Action Date
Dates	22/09/2017	22/09/2017	Outstanding	<input type="text"/>
Times	08:25	08:25	Record Status	
			Draft	

Disposal of email

records/NRG/sonser2

APPENDIX 7

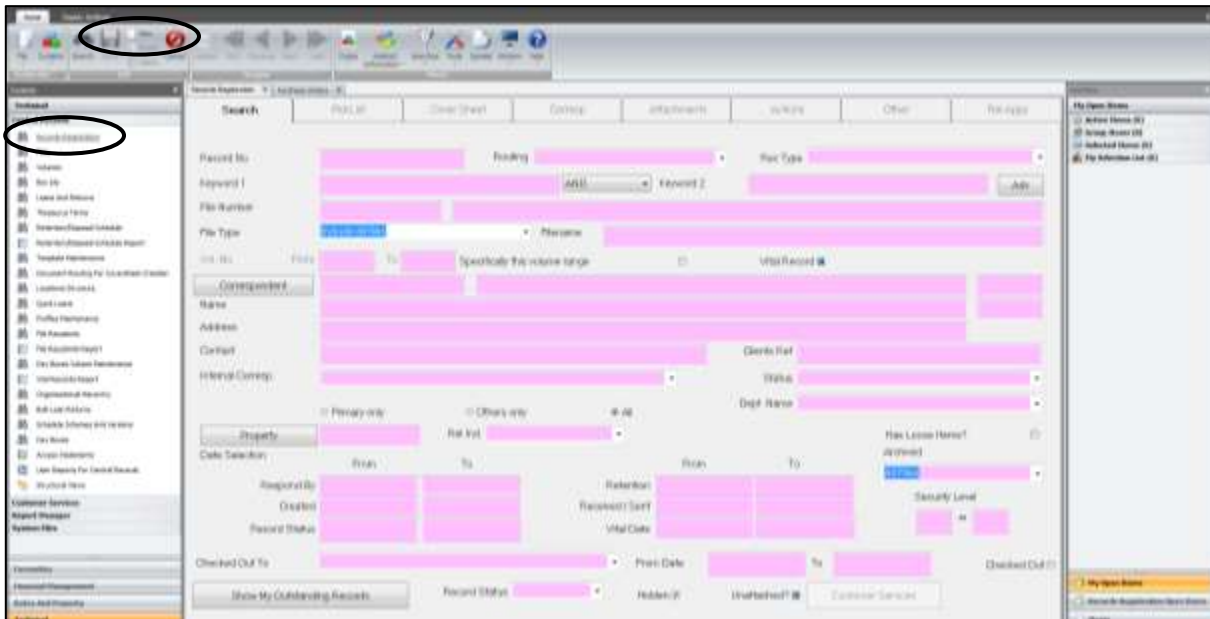
3. Outgoing Correspondence

It is the responsibility of all employees, Elected Members and contractors of the Shire of Narrogin to ensure that all outgoing correspondence regarding business activity of the Shire, is recorded into the SynergySoft system. This is to ensure that a records trail is present for any future developments.

3.1. Letters

1) Create the new record:

Open Synergy → Technical → Central Records → Records Registration and select “New”



2) **Routing:** What type of correspondence it is (incoming, **outgoing** or **internal**).

Record Type: What is in the content of the record? (general correspondence, planning, works request, financial matters etc.)

File:

Property file: If the record is related to a particular property, it will go on the assessment file. The assessment number can be found by typing the address in the yellow box beside “file” with an asterisk beside it (e.g. 89 Earl*).

Subject file: If the record is not related to a particular property, it will go on a subject file. The subject file spreadsheet can be found:

R:\16. Information Management\16.3 Records Management\16.3.1 Control of Records

Alternatively, if you do not know the file number, go to the yellow box and type in a keyword, then an asterisk (*). Press <enter> and select the appropriate file.

Correspondent: The correspondent is who the letter being sent to. The correspondent can be found by typing the individual’s last name, or the company name, followed by an asterisk (*). If the correspondent is not on the system, the officer must retrieve the following details from them:

- Full name
- Residential address
- Postal address
- Phone number

APPENDIX 7

Once these details have been retrieved, the Records Officer, Rates Officer or Debtors Officers will put the new correspondent in the system. (Note: Only these officers are able to create new correspondents).

If there are multiple correspondents under the one name, the officer must ensure that the chosen correspondent is correct (e.g. correct contact details).

Short Title/Contents: This section must be detailed, in order for easy accessibility in finding the record in the future.

Line 1: Should consist of a detailed description of the content.

Line 2: Should consist of the name of the correspondent that it is going to.

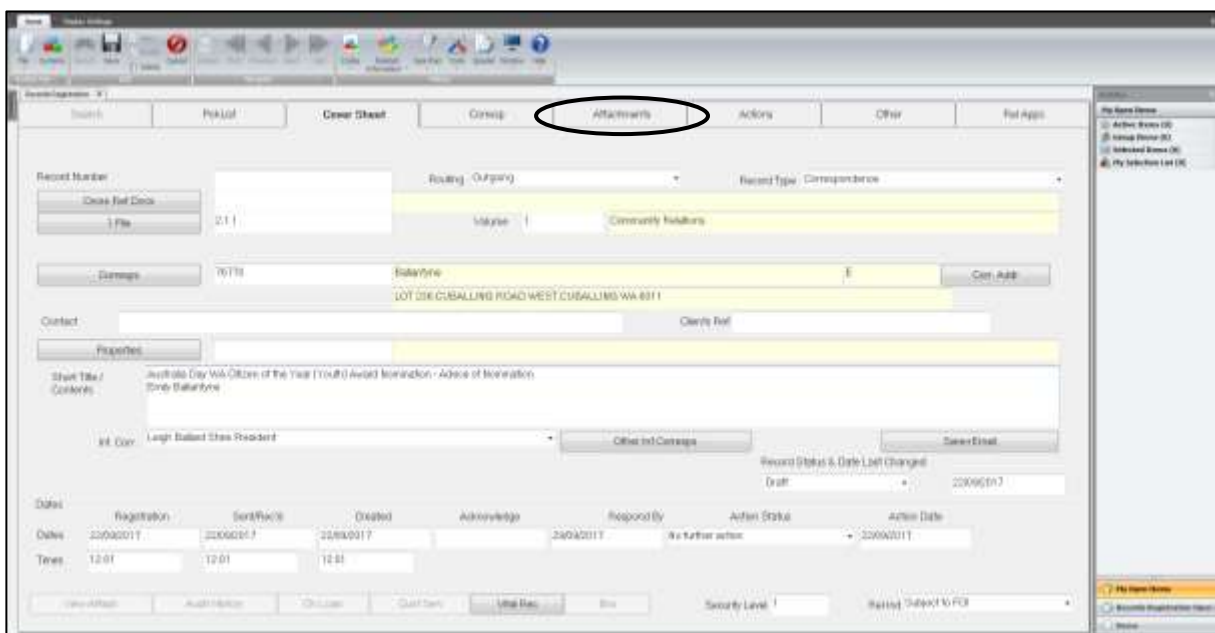
Allocated To: The officer who has created the correspondence and record.

Action Status: Is the record still ongoing? Or has it been completed? (e.g. outstanding, no further action, recall etc.)

Note:

- Ensure that the Short Title/Content is descriptive enough for future employees, Elected Members or contractors to find.
- Is the chosen file accurate?
- Is the correspondent correct? If the correspondent is not on the system, you will need to ask the Records Officer, Rates Officer or Debtors Officer to create the correspondent – only these officers are able to create the correspondent.
- The internal correspondent is the staff member, Elected Member or contractor responsible for the content of the record.
- Security levels are only available to the finance department, managers, executive managers, the CEO and the Records Officer. If you are in these categories, you will be given a security level spreadsheet for reference. You can then set the security level so that only your department can see it. This is not to be used for general correspondence.

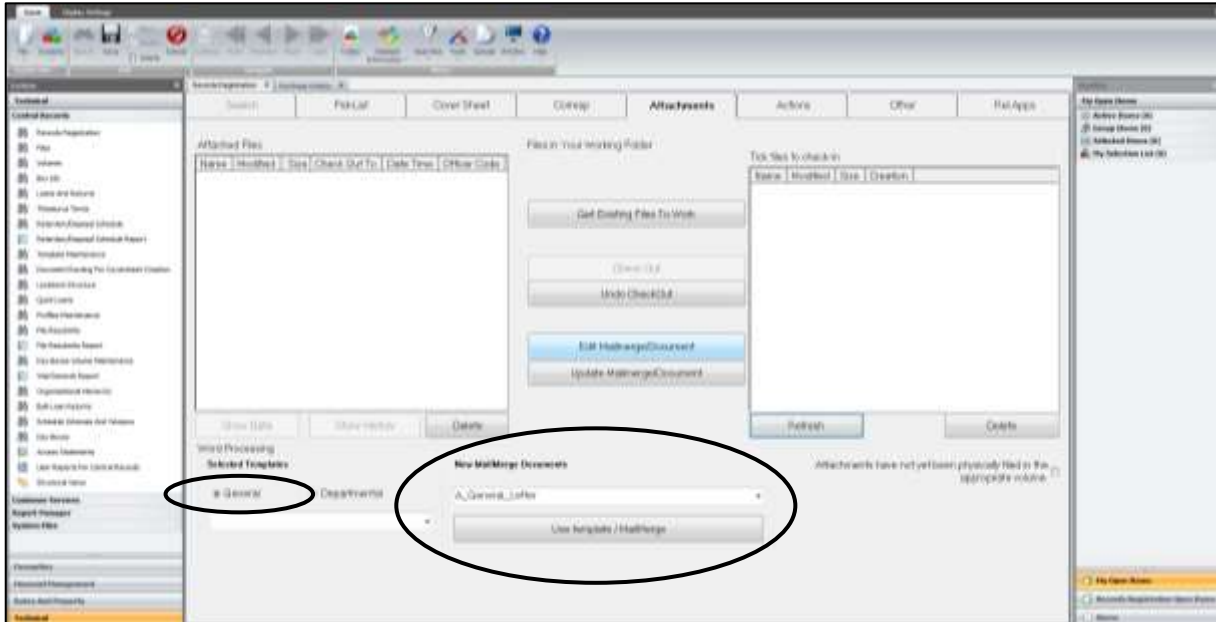
3) To attach the letter to the record, select the “Attachments” tab.



APPENDIX 7

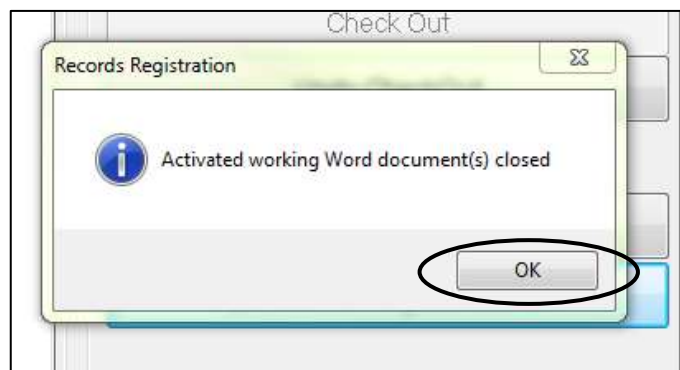
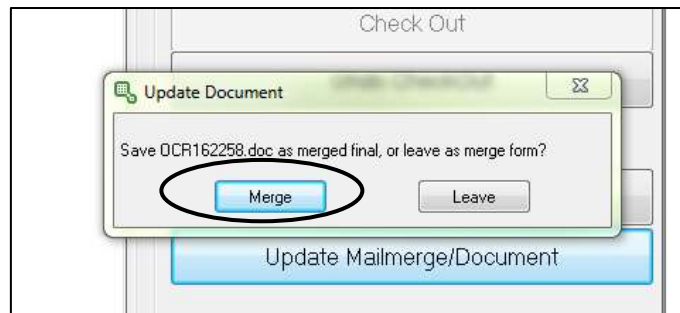
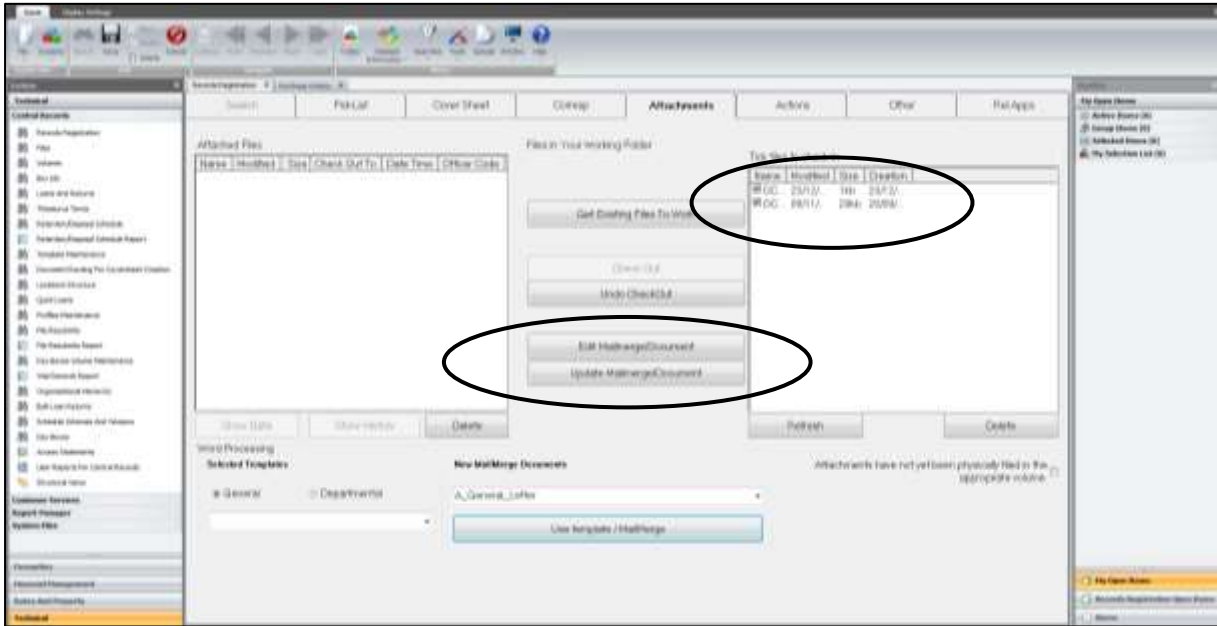
4) Create the attachment:

- Select the “Attachments” tab
- Templates – choose “General”
- New “Mailmerge” Documents – Choose A_General_Letter → hit “Use template/Mailmerge. (This will result the opening of 2 documents in your working folder – one contains the document and one contains the extracted data from Synergy). Merge them together.



APPENDIX 7

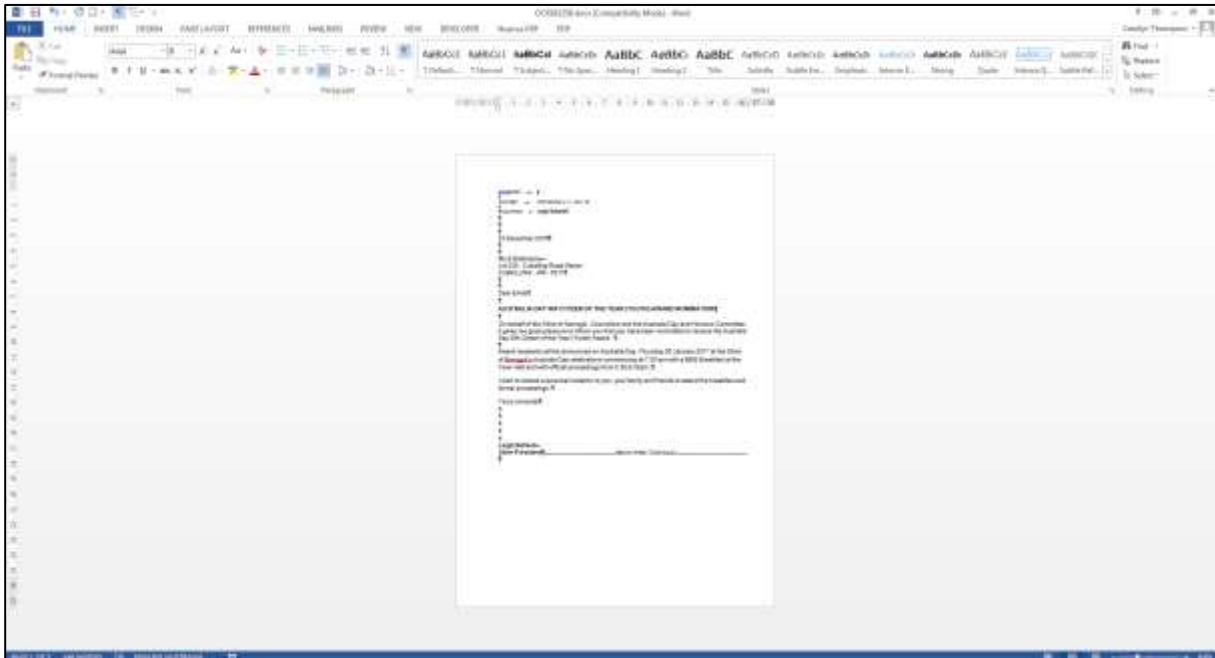
5) Select "Update Mailmerge/Document" and it will combine into one document.



APPENDIX 7

6) Edit, save and print the attachment:

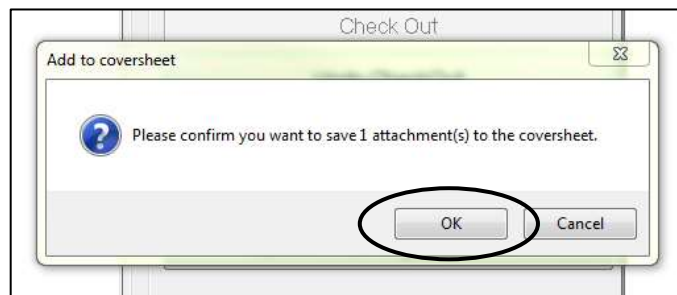
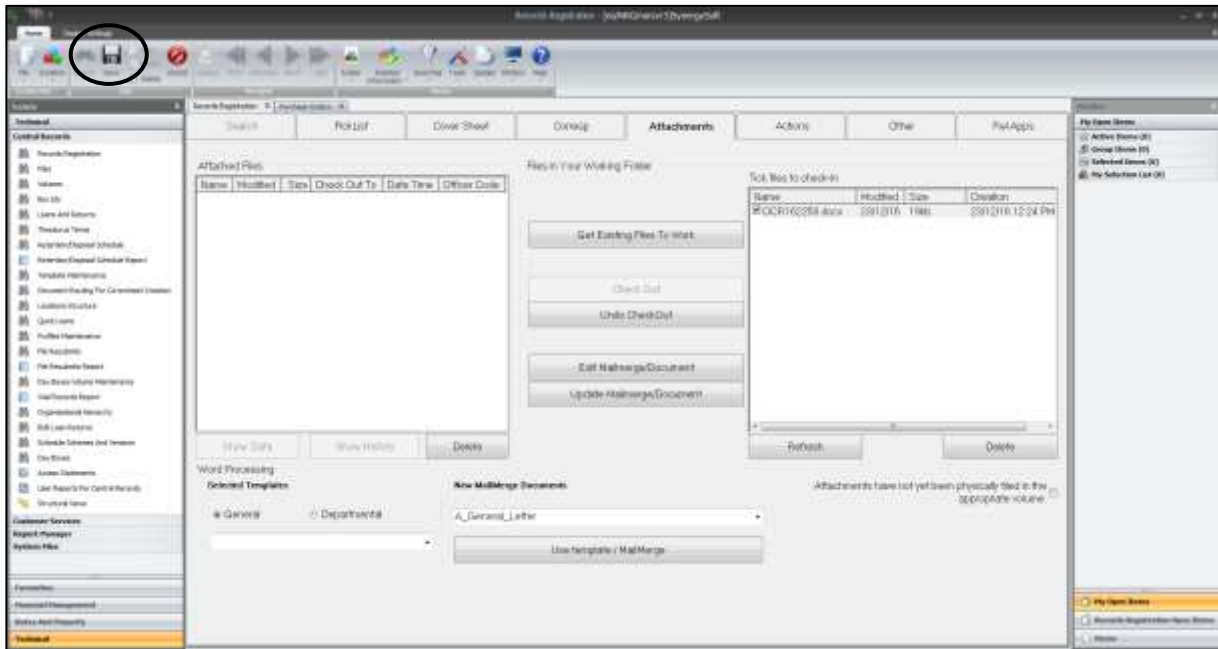
- Double-click on the attachment in the working folder to edit it in Word. All the data will not come across correctly according to how it was input. The letter style must comply with the Shire of Narrogin's letter layout style guide and this template assists.
- You can type directly onto the template or cut and paste text into your template from another source. Once you are satisfied with the document, save it → send it to the printer → close.



APPENDIX 7

7) Save the record:

- Ensure the document is ticked in your working folder and select the “save” icon.



APPENDIX 7

3.2. Outgoing Emails

Correspondence sent via email, regarding Shire business activities with external parties, should always be recorded. It is the responsibility of the staff member to record such correspondence, and the responsibility of Elected Members to forward this correspondence to the Records Management Officer for recording.

- 1) When email correspondence has finished, the officer should use the “add-in” feature to record it in the SynergySoft system. This can be found in the top tool bar within the email. Click “Central Records Form” to open the feature.



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2) **Routing:** What type of correspondence it is (incoming, **outgoing** or internal).

Record type: What is in the content of the record? (general correspondence, planning, works request, financial matters etc.)

File:

Property file: If the record is related to a particular property, it will go on the assessment file. The assessment number can be found by typing the address in the yellow box beside "file" with an asterisk beside it (e.g. 89 Earl*).

Subject file: If the record is not related to a particular property, it will go on a subject file. The subject file spreadsheet can be found:

R:\16. Information Management\16.3 Records Management\16.3.1 Control of Records

Alternatively, if you do not know the file number, go to the yellow box and type in a keyword, then an asterisk (*). Press <enter> and select the appropriate file.

Correspondent: The correspondent is who the email correspondence is with. The correspondent can be found by typing the individual's last name, or the company name, followed by an asterisk (*). If the correspondent is not on the system, the officer must retrieve the following details from them:

- Full name
- Residential address
- Postal address
- Phone number

Once these details have been retrieved, the Records Officer, Rates Officer or Debtors Officers will put the new correspondent in the system. (Note: Only these officers are able to create new correspondents).

If there are multiple correspondents under the one name, the officer must ensure that the chosen correspondent is correct (e.g. correct contact details).

Short Title/Contents: This section must be detailed, in order for easy accessibility in finding the record in the future.

Line 1: Should consist of a detailed description of the content.

Line 2: Should consist of the name of the correspondent.

Allocated To: The officer who is dealing with the particular email correspondence.

Action Status: Is the record still ongoing? Or has it been completed? (e.g. outstanding, no further action, recall etc.)

Record Status: This should always be set to "Draft" in order for attachments to be added if required.

APPENDIX 7

The screenshot displays the SynergySoft For MS Outlook v11.1 (Build 15) interface for creating a new record. The window title is "SynergySoft For MS Outlook® v11.1 (Build 15) - Last CoverSheet: ICR1712171". The interface includes a "Save" button, a "Cancel" button, and a "Clear Form" button. A dropdown menu "Apply Details From A Profile" is set to "Apply". The form is divided into three tabs: "Details", "Correspondents", and "Related Information".

Details Tab:

- A red message states: "A new record will be created".
- Record Number: [Empty]
- Routing: Outgoing
- Record Type: Correspondence
- New Cover Sheet:
 - X-Ref: [Empty]
 - Client Ref.: [Empty]
 - File: 14.9.6 | 1 | GOVERNMENT RELATIONS - STATE LIAISO
 - Contact: [Empty]
 - Corresp: 77235 | Department of Local Government, Sport and Cul
 - eMail Address: renata.mlinar@dlgsc.wa.gov.au
 - Property: [Empty]
 - Add/Edit Contact Information: [Button]
- Customer Services Details:
 - Subject: [Empty]
 - Service: [Empty]
 - Urgent:
- Short Title/Contents:
 - Local Government Act Review - Consultation, 11 November 2017
 - Department of Local Government, Sport and Cultural Industries
- Allocated To: Joshua Pomykala Records Officer | Other Int Corresps: [Button]
- Dates:

Sent/Rec'd	Created
02/10/2017	02/10/2017
15:02	15:02
- Action Status: No further action
- Action Date: [Empty]
- Record Status: Draft
- Disposal of email: [Button]

The status bar at the bottom right shows "records/NRG/sonser2".

- 3) Once the correct details have been filled in, click "save". A new record number will be allocated, which will appear on the screen. It will also remain in the email subject line.
- 4) If future correspondence is received regarding the matter, the email can be attached to the already existing record. Simply use the "add-in" feature. When the new window appears, type the record number in the top box that states "Record Number."
Hit <enter>
The details of the already existing record will pre-fill the required information.
Hit <save>
The email correspondence which has been continued will now be in the SynergySoft system, part of the record that was created previously.

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- 5) If correspondence is received in the future regarding the matter, however should be its own record, the “X-Reference” feature can be used in the add-in. This feature will allow the information to be pre-filled, however the record you are creating will be a completely new one, meaning it will also be allocated a different record number when saved.

SynergySoft For MS Outlook® v11.1 (Build 15) - Last CoverSheet: ICR1712171

Save Cancel Clear Form

Apply Details From A Profile

Details Correspondents Related Information

A new record will be created

Record Number Routing Incoming Record Type

New Cover Sheet

X-Ref Client Ref.

File Contact

Corresp eMail Address renata.mlinar@dlgsc.wa.gov.au

Property Add/Edit Contact Information

Customer Services Details

Subject Service Urgent

Short Title/Contents

RE: Local Government Act Review - Consultation

Allocated To Joshua Pomykala Records Officer Other Int Corresps

Dates Sent/Rec'd Created

Dates 02/10/2017 02/10/2017

Times 15:02 15:02

Action Status Outstanding Action Date

Record Status

Disposal of email

records/NRG/sonser2

APPENDIX 7

Type the record number in the box indicated "Record #", and press <enter>.

The record will be pre-filled to match the record that has been cross referenced. Click "save".

Find Existing Coversheet

Save Cancel

Select All Deselect All Remove Highlighted Line Clear List

Record #	Ext Corresp	Title/Contents
LM1711909	Department of Local Government, Sport and Cultural Industries	Local Government Act Review 2017 - ConsultationDepar

Show My Outstanding Records Search New Search

Record # **LM1711909** Routing Incoming Type Legal Matters

Files 19.6.3 File Keywords Laws and Enforcement

Ext Corresp Department of Local Government, Sport Post Addr C/- Sport and Recreation PO Box 329 LEEDERVILLE WA 6903
Resi Addr 140 William Street PERTH WA 6000

Assess #

Short Title/ Contents Local Government Act Review 2017 - Consultation
Department of Local Government, Sport and Cultural Industries

Keyword 1 AND Keyword 2 Adv

Int Corresp Aaron Cook Chief Executive Officer Action Status No further action

Date Selection From To From To
Received / Sent 13/09/2017 13/09/2017 Respond By 20/09/2017 20/09/2017 Rec Status Draft

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Ensure that the “record type” and “record status” is changed. Once all information is correct, including the changes that may need to be made to the short title/content, click “save”.

The screenshot shows the SynergySoft For MS Outlook v11.1 (Build 15) interface. The window title is "SynergySoft For MS Outlook® v11.1 (Build 15) - Last CoverSheet: ICR1712171". The interface includes a "Save" button, a "Cancel" button, and a "Clear Form" button. A dropdown menu "Apply Details From A Profile" is set to "Apply". The main content area is divided into three tabs: "Details", "Correspondents", and "Related Information". The "Details" tab is active and shows a red message: "A new record will be created". The "Record Number" field is empty, and the "Routing" dropdown is set to "Incoming". The "Record Type" dropdown menu is circled in black. Below this, the "New Cover Sheet" section contains fields for "X-Ref" (LM1711909), "File" (19.6.3), "Corresp" (77235), "Client Ref.", "Contact", and "eMail Address" (renata.minar@dlgsc.wa.gov.au). The "Property" section includes "Customer Services Details" with "Subject" and "Service" dropdowns, and an "Urgent" checkbox. The "Short Title/Contents" section displays "Local Government Act Review 2017 - Consultation" and "Department of Local Government, Sport and Cultural Industries". The "Allocated To" dropdown is set to "Aaron Cook Chief Executive Officer". The "Dates" section shows "Sent/Rec'd" (02/10/2017) and "Created" (02/10/2017) at "15:02". The "Action Status" dropdown is set to "Outstanding", and the "Record Status" dropdown menu is circled in black. A "Disposal of email" button is at the bottom left. The bottom right corner shows the path "records/NRG/sonser2".

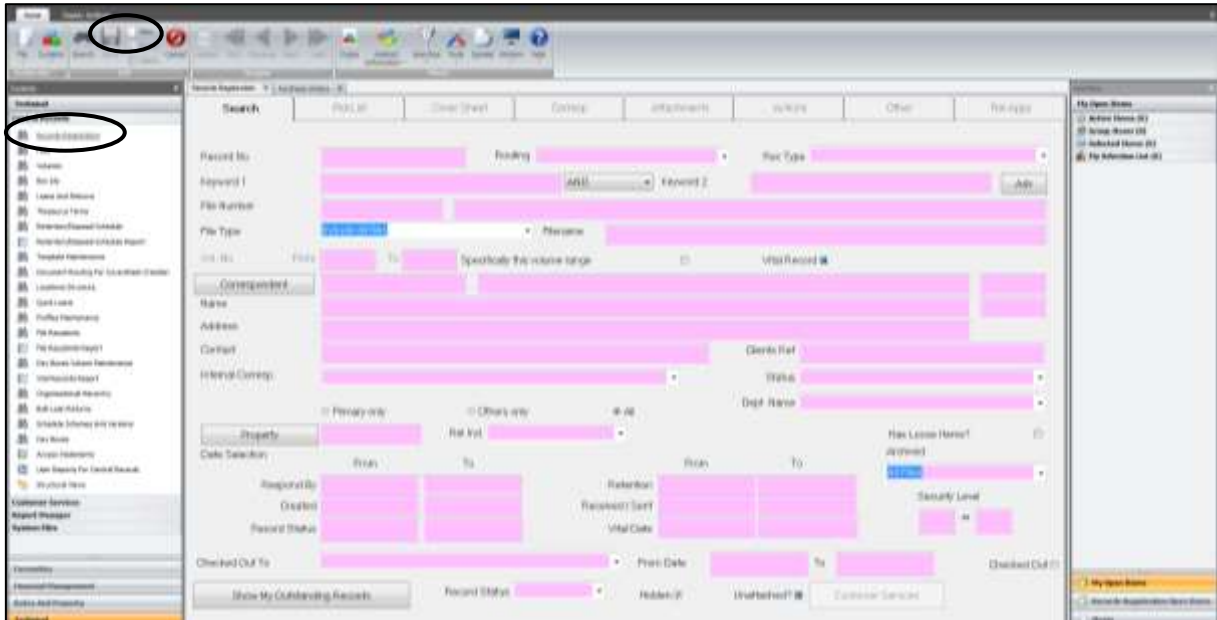
APPENDIX 7

4. Internal Correspondence

Internal correspondence should be recorded if it involves business activity of the Shire of Narrogin. For example, the annual report of the Shire of Narrogin should be recorded into the SynergySoft system. To do this, you need to create a new record in “Records Registration”.

1) Create the new record:

Open Synergy → Technical → Central Records → Records Registration and select “New”



Routing: What type of correspondence it is (incoming, outgoing or **internal**).

Record Type: What is in the content of the record? (general correspondence, planning, works request, financial matters etc.)

File:

Property file: If the record is related to a particular property, it will go on the assessment file. The assessment number can be found by typing the address in the yellow box beside “file” with an asterisk beside it (e.g. 89 Earl*).

Subject file: If the record is not related to a particular property, it will go on a subject file. The subject file spreadsheet can be found:

R:\16. Information Management\16.3 Records Management\16.3.1 Control of Records

Alternatively, if you do not know the file number, go to the yellow box and type in a keyword, then an asterisk (*). Press <enter> and select the appropriate file.

Correspondent: The correspondent is the Shire of Narrogin, and the contact for the correspondent is the author of the particular document.

Short Title/Contents: This section must be detailed, in order for easy accessibility in finding the record in the future.

Line 1: Should consist of a detailed description of the content.

Allocated To: This is either the author of the content, or the officer who created the record. The record should be allocated to whoever is going to take action on the content next.

Action Status: Is the record still ongoing? Or has it been completed? (e.g. outstanding, no further action, recall etc.)

Note:

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- Ensure that the Short Title/Content is descriptive enough for future employees, Elected Members or contractors to find.
- Is the chosen file accurate?
- Security levels are only available to the finance department, managers, executive managers, the CEO and the Records Officer. If you are in these categories, you will be given a security level spreadsheet for reference. You can then set the security level so that only your department can see it. This is not to be used for general correspondence.

The screenshot shows a web-based records management system. The main form contains the following fields and data:

- Record Number:** 422
- Routing:** Internal
- Record Type:** Financial/HQ/IES
- File Name:** 422 - Finance Management
- Comments:** Town of Narrogin Annual report 2015/2016
- Author:** Admin Clerk
- Created Date:** 10/10/2017
- Classification:** Public
- Security Level:** 1
- Subject:** Selected Subject to PO

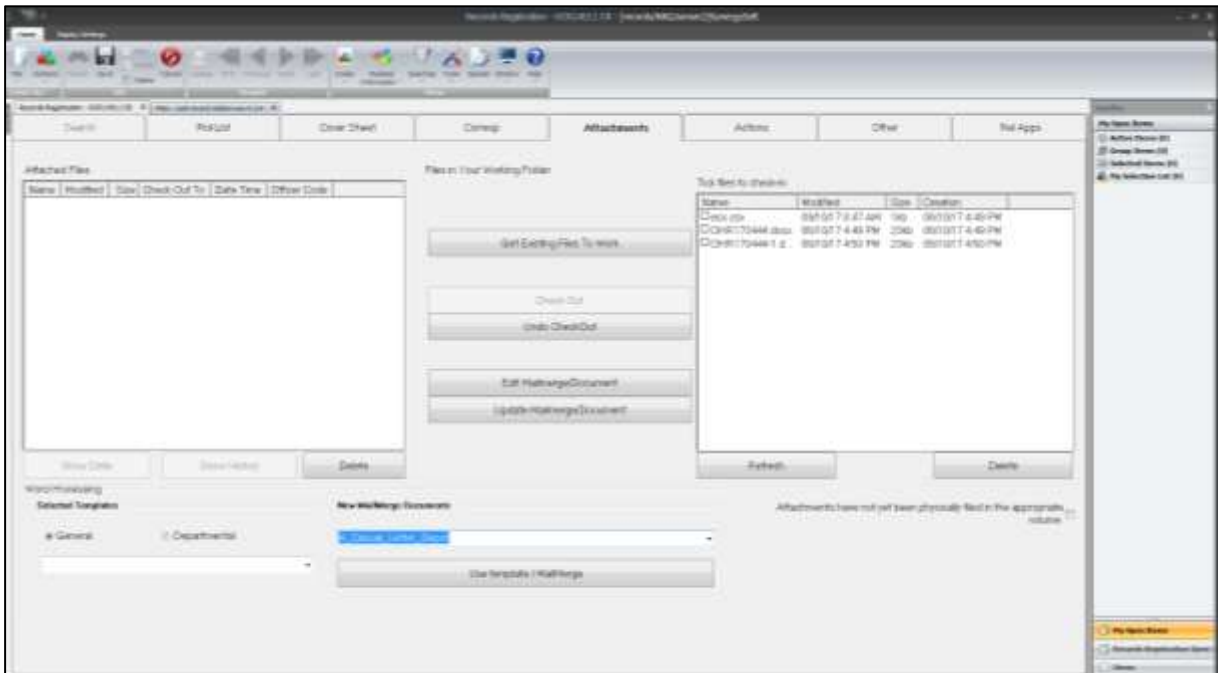
At the bottom of the form, there is a table for tracking actions:

Date	Registration	Sent Rec'd	Deleted	Acknowledge	Respond By	Action Status	Action Date
10/10/2017	10/10/2017	10/10/2017			10/10/2017	No further action	10/10/2017
10/11/2017	10/11/2017	10/11/2017					

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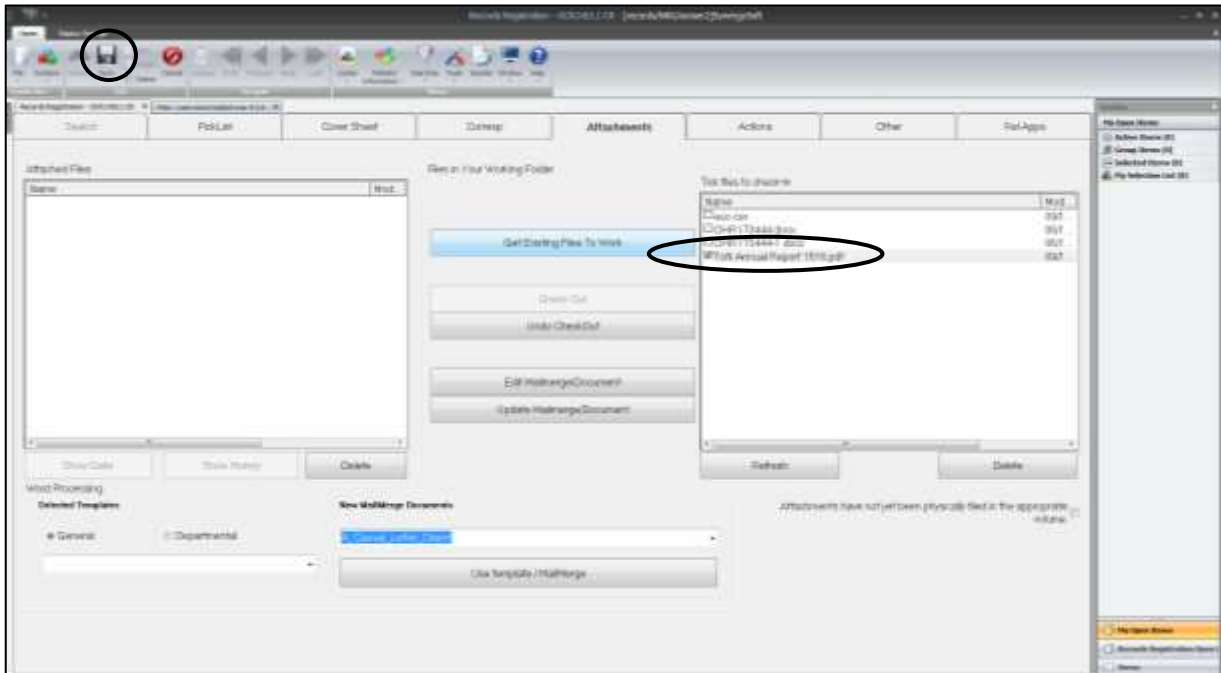
2) Attaching the document:

To attach the document to the record, go to the “Attachments” tab. Once there, click “Get Existing Files To Work”. This will open up a new window, where you can select the file you wish to attach to the record.



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- 3) Once you have selected the file you wish to attach, it will be displayed in the “File to check-in” box. It will automatically be ticked.
Click “save”.



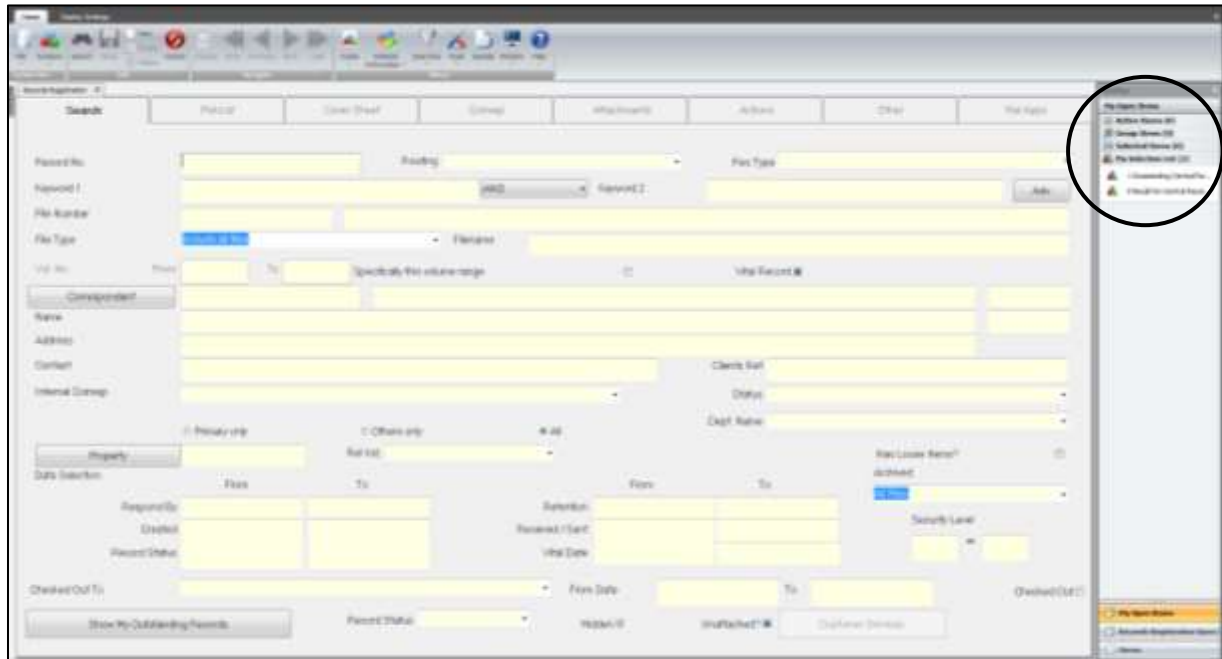
APPENDIX 7

5. Workflow

The workflow function allows staff members to see what records may be outstanding, which they need to address. The tab is located on the right of the screen. If a staff member has any outstanding records, it will be indicated under “My Selection List”.

Outstanding records will be recorded in the staff member’s workflow until the action status is changed from “outstanding” to “no further action”.

It is the officer’s responsibility to ensure that all outstanding records are attended to.



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6. Compliance

The Shire of Narrogin is required to comply with a number of pieces of legislation, which ensures all non-ephemeral records are to be recorded and retained. It is the role of the Records Management Officer to maintain the records system at the Shire of Narrogin. This includes advising the Chief Executive Officer of appropriate recordkeeping measures, destruction or transfer of records, and the overall management of the recordkeeping system.

All staff, Elected Members and contractors are to comply with the recordkeeping practices of the Shire of Narrogin. The recordkeeping practices of the Shire of Narrogin are constantly developed and updated, to comply with the State Records Office standards.

6.1. State Records Act 2000

The State Records Act 2000 is legislation that all State Government departments and local governments in Western Australia must abide by. The Act strengthens public sector accountability through effective recordkeeping; provides for standard-setting, monitoring and investigative functions reportable directly to Parliament; and takes into account technological and administrative trends in recordkeeping.

The Act provides for an independent State Records Commission with standard-setting, auditing and reporting responsibilities. The State Records Commission is accountable directly to Parliament. The four members of the Commission are the Auditor General, the Information Commissioner, the Ombudsman, and an appointee with recordkeeping experience from outside Government.

6.2. State Records Commission Standards

Principles and standards established by the State Records Commission in accordance with its requirements under the *State Records Act 2000*, aim to formalise best practice recordkeeping requirements for State and local government agencies.

The principles and standards approved by the Commission are published in the Government Gazette and are effectively Government regulations, as defined in the *Interpretation Act 1984 (WA)*, that must be complied with by all State organisations subject to the *State Records Act 2000*.

Development of the principles and standards has been carried out by the State Records Commission in consultation with State and local government agencies.

There are currently seven State Records Commission Standards that all governmental agencies are to comply with:

- SRC Standard 1: Government Recordkeeping
- SRC Standard 2: Recordkeeping Plans
- SRC Standard 3: Appraisal of Records
- SRC Standard 4: Restricted Access Archives
- SRC Standard 5: Compulsory Transfer of Archives (rescinded)
- SRC Standard 6: Outsourcing
- SRC Standard 7: State Archives Retained by Government Organisations and associated Archival Storage Specification
- SRC Standard 8: Managing Digital Information

6.3. State Records Commission Policy Statement

The State Records Commission's policy for recordkeeping requirements for local government elected members is as follows:

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

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

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

6.4. Recordkeeping Plan

Every state organisation is to have and operate under an approved Recordkeeping Plan, which is to set out the matters about which records are to be created by the organisation, how those records are to be managed, and for how long records are to be kept.

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State Records Act 2000

The *State Records Act 2000* requires that the Shire maintains and disposes of all records in the prescribed manner. The *State Records Act 2000* also requires all local authorities to produce a Record Keeping Plan to be endorsed by the State Records Commission.

Principle 6 – Compliance with the State Records Commission Standard 2 requires that government organisations ensure their employees comply with the Record Keeping Plan and include within its Annual Report a section that addresses points 1-4 of the Principle.

Specifically the Record Keeping Plan is to provide evidence to cite that:

1. The efficiency and effectiveness of the organisation's record keeping systems is evaluated not less than once in every 5 years.

The Shire is reviewing its records keeping methods on a continual basis after implementing new procedures.

2. The organisation conducts a record keeping training program.

The Shire has performed this on several occasions for management and staff who deal with records.

3. The efficiency and effectiveness of the record keeping training program is reviewed from time to time.

The record keeping procedures are under constant review after new procedures have been implemented.

4. The organisation's induction program addresses employee roles and responsibilities in regard to their compliance with the organisation's record keeping plan.

The induction program for new staff includes an overview of the responsibilities regarding records management.



STATE RECORDS COMMISSION

Our Ref: RKP/L/2016/001
Your Ref: OCR184157-16.3.2
Enquiries: Joyce Steveni 9427 3667
joyce.steveni@sro.wa.gov.au

9 April 2018

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

Shire of Narrogin RECEIVED	
Directed to	<u>Aaron/Frank/Nicole</u>
11 APR 2018	
Ref No	<u>10813743</u>
Property File	_____
Subject File	<u>16.3.2</u>
Ref	_____

Dear Aaron

Recordkeeping Plan RKP 2018003

At its meeting on 23 March 2018 the State Records Commission (the Commission) APPROVED the amended Recordkeeping Plan (the Plan) for the Shire of Narrogin (the Shire).

I acknowledge that the Plan indicates a strong commitment to address certain matters within specific timeframes and I expect that the review will reflect progress towards those improvements. In addition, the Commission would be pleased to receive a copy of the Disaster Recovery Plan as soon as possible.

Please note that the State Records Office has produced a video which outlines Local Government Elected Members' recordkeeping responsibilities which will assist in the development of the Shire's procedures. The video is available on the SRO website - <http://www.sro.wa.gov.au/news-events/news/local-government-elected-members-induction-video-1>.

In accordance with section 28 of the *State Records Act 2000*, the Plan for the Shire is to be reviewed within five years of its approval date. Once completed, a report of the review must be submitted to the SRO by **23 March 2023**.

Please contact my officer, Mrs Joyce Steveni, if you require further assistance or clarification.

Yours sincerely

Cathrin Cassarchis
State Archivist and Executive Director State Records

COUNCIL RESOLUTION 0418.035

Moved: Cr Ward

Seconded: Cr Bartron

That Council:

Close the meeting to members of the public, as per the *Local Government Act 1995 s5.23 – Meetings generally open to the public*, to consider the appointment on an Acting Chief Executive Officer.

CARRIED 8/0

8.18 pm – Officers and the members of the gallery left the meeting.

10.3.030 CONFIDENTIAL ITEM – ACTING CHIEF EXECUTIVE OFFICER

File Reference: 22.7.3
Disclosure of Interest: Nil
Applicant: Shire of Narrogin
Previous Item Nos: N/A
Date: 16 April 2018
Author: Aaron Cook - Chief Executive Officer
Authorising Officer: Aaron Cook - Chief Executive Officer

Due to the confidential nature of this agenda item the detail of this agenda item was discussed behind closed doors and background information as provided by the author to Council has been omitted from this public set of minutes.

OFFICER'S RECOMMENDATION

That Council:

1. In accordance with the *Local Government Act 1995 s.5.36(2)* appoint _____ as Acting Chief Executive Officer for a period commencing on Thursday, 1 June 2018, and ceasing at the commencement of the new CEO on a date to be agreed.
2. Authorise the President and Deputy President to finalise arrangements with the Acting CEO –
 - a. in accordance with the submission made and discussed by Council.
 - b. arrangements for handover from the current CEO, and then to the new CEO.

Commonly-used abbreviations:

CEO	Chief Executive Officer
SAT	Salaries and Allowances Tribunal

COUNCIL RESOLUTION 0418.036

Moved: Cr Seale

Seconded: Cr Wiese

That Council:

1. In accordance with the *Local Government Act 1995* s.5.36(2) appoint Niel Mitchell as Acting Chief Executive Officer for a period commencing on Thursday, 1 June 2018, and ceasing at the commencement of the new CEO on a date to be agreed.
2. Authorise the President and Deputy President to finalise arrangements with the Acting CEO –
 - a in accordance with the submission made and discussed by Council.
 - b arrangements for handover from the current CEO, and then to the new CEO.

COUNCIL RESOLUTION 0418.037

Moved: Cr Seale

Seconded: Cr Walker

That Council:

Re-open the meeting to the public at 8.21 pm.

CARRIED 8/0

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

Nil

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

Nil

13. CLOSURE OF MEETING

8.22 – President Ballard declared the meeting closed.