



## MINUTES ORDINARY COUNCIL MEETING

**24 October 2018**

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Meeting of Council.

Signed:  ..... Date 25 October 2018  
(CEO)

These minutes were confirmed at the Ordinary Council Meeting held on .....

Signed: .....  
(Presiding Person at the meeting at which minutes were confirmed)

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Please note that meetings may be recorded for minute taking purposes.



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# **ORDINARY COUNCIL MEETING AGENDA**

## **24 OCTOBER 2018**

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### **1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member, President Ballard, declared the meeting open at 7:05 pm.

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

#### **Elected Members (Voting)**

Mr L Ballard – Shire President (Presiding Member)

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 D Stewart – Chief Executive Officer

Mr A Awang – Executive Manager Development & Regulatory Services

Mr T Evans – Executive Manager Technical & Rural Services

Mr F Ludovico – Executive Manager Corporate & Community Services

Ms C Thompson – Executive Assistant

#### **Leave of Absence**

Nil

#### **Apologies**

Cr G Ballard

#### **Visitors**

Mr R Shepherd

Mr D du Plessis

Mr R Blechynden

Ms T Jones

Ms J du Plessis

Miss L du Plessis

Miss M Osgood

Mr T Osgood

Mr M Traill – Narrogin Observer

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

Name	Item No	Interest	Nature
Dale Stewart	10.4.1	Impartiality	The Chief Executive Officer is a Board Member of the Narrogin Chamber of Commerce by virtue of his office held.
Shire President Leigh Ballard	10.4.1	Impartiality	The Shire President is Board Member of the Narrogin Chamber of Commerce by virtue of his office held.
Dale Stewart	10.4.2	Financial	The employee's use of annual leave and employment conditions is impacted on the decision to close the Administration Office one way or the other.
Frank Ludovico	10.4.2	Financial	The employee's use of annual leave and employment conditions is impacted on the decision to close the Administration Office one way or the other.
Azhar Awang	10.4.2	Financial	The employee's use of annual leave and employment conditions is impacted on the decision to close the Administration Office one way or the other.
Torre Evans	10.4.2	Financial	The employee's use of annual leave and employment conditions is impacted on the decision to close the Administration Office one way or the other.
Dale Stewart	10.4.3	Financial	The employee's conditions of employment are considered as part of the item.

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

Nil

### 5. PUBLIC QUESTION TIME

7:06 pm – Public Question time commenced

#### 5.1 Miss Maretta Osgood - Narrogin

##### **Off-Leash Dog Park area removal from Gnarojin Park Masterplan**

Ms Osgood queried whether it was possible to re-visit the costings of an off-leash dog park area, as this may have been a deterrent to Council in their decision as we have over 600 registered dogs in Narrogin and there is no fenced off leash area?

##### **Summary of Response**

The Shire President responded that Council's decision, on the time, was based on Narrogin already having several off leash dog park areas, and the Thomas Hogg Oval is an allocated fenced off leash dog park area. The decision was not just based on cost as

when Council advertised for public comment, in August, on a proposed off leash dog park area, only four responses were received, one of which was supportive.

## **5.2 Ms Tina Jones - Narrogin**

### **Off-Leash Dog Park area removal from Draft Gnarojin Park Masterplan**

Ms Jones stated that she was not aware of the reason why the off leash dog park area was removed from the draft Gnarojin Park Masterplan. Was cost the only reason the off leash dog park area was removed from the Draft Plan?

#### **Summary of Response**

The Shire President responded that the decision was also based on Narrogin already having several allocated off-leash dog areas including Thomas Hogg oval which is fenced.

### **Low participation numbers into the initial draft of the Gnarojin Park Masterplan**

Ms Jones queried in relation to the Draft Gnarojin Park Masterplan, that only 66 people attended a meeting to provide comment for the development of the draft Masterplan. This represents 1.4% of the whole Shire of Narrogin. Only 200 people attempted the survey but it was not well known. How can you take this draft Masterplan as truly representative of the greater Narrogin community?

#### **Summary of Response**

The Shire President explained that the Shire tried many different advertising avenues, including Facebook, Website, and posters around town. It was disappointing that the amount of public participation was low for the planned activities and survey. The Draft Plan that is being adopted tonight is another opportunity for the public to participate by providing comments on the draft.

### **Short notice about the Draft Gnarojin Park Masterplan**

Ms Jones stated that she was only aware that this paper was being considered at this Council meeting as late as last night. Similarly, other Facebook subscribers were not aware. Do you think that you can provide Narrogin with advice that this plan is being considered?

#### **Summary of Response**

The Shire President explained that the purpose of the paper going up to Council tonight is to endorse the draft to go out to the community for the Public to make comment or provide submissions for the next 30 days. Council meetings occur the fourth Wednesday of every month and the agenda is posted to the Shire's website the Friday before each meeting.

7:14 pm – The President declared Public Question Time closed and noted that no questions have been taken on notice.

## **6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

## 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 7.1 Ordinary Council Meeting

#### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1018.097**

Moved: Cr Seale

Seconded: Cr Wiese

That the minutes of the Ordinary Council Meeting held on 26 September 2018 be confirmed as an accurate record of the proceedings.

**CARRIED 8/0**

## 8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Shire President noted that residents Joan & Robert Porter from Groves Road, Narrogin requested that their thank you card be read aloud at the next Council Meeting.

Their thank you read as follows:

*"To Dale and all of the Shire Workers and Grader Driver*

*Please read this out at the Shire Council Meeting.*

*We would like to say a very Big Thank for the Fantastic work on our Road, Groves Road. They all did a Fabulous Job. Also Dale, thank you for attending to our request as soon as possible. We are fortunate to have a very good Shire once again. Thank you.*

*Joan & Robert Porter"*

## 9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

### Clayton Road Oval

Mr Rob Shepherd presented to Council on the merits of renaming Clayton Road Oval to "Apex Arena" or similar to commemorate the efforts of Apex Narrogin in constructing and placing reticulation and drainage infrastructure to the ovals.

On behalf of the Council, the Shire President thanked Mr Shepherd for his presentation and concept.

### Aboriginal Leadership Cross-Cultural Solutions

Ryan Blechynden and Dirk du Plessis, year 11 students from Narrogin Senior High School, took part in this program which aims to develop leadership skills in young people and demonstrate their capability to participate in decision making within their communities.

As part of the program, the students were engaged in local skill development sessions and attended a four-day trip in Perth where they met with key government, non-government, business and community sector stakeholders, including the Governor of Western Australia.

The group presented on the key issues they've identified that impact young people in their local community as well as solutions to help overcome these issues which are as follows:

*A summary of the presentation was:*

**Concerns identified:**

- *The impact of drugs and alcohol, especially on young people*
- *Parents that do not take responsibility for and do not support their child or children*
- *Abuse and Violence in homes and the effects that this has on youth*
- *Unneeded pressure from school such as large assignments, ATAR and school work in general*
- *Those who choose or cannot attend school*
- *Young people that struggle to keep their grades up, especially due to external issues*
- *Identifying and having positive role models in the community*
- *For the Aboriginal youth, the loss of traditional culture*
- *Being able to graduate and to find meaningful employment after this*
- *The disparity between indigenous and non-indigenous education especially due to Narrogin's distance from Perth and other metropolitan areas.*

**Broad solutions or areas to address:**

- *Having more places in the community where young people can socialise with the community and still feel safe and welcome*
  - *To establish positive support network*
  - *To be able to receive support when needed*
  - *To be able to access education and for education to be relevant and engaging*
  - *Having community events that cater to everyone, no matter their age, gender, socio-economic situation or background*
  - *Being aware of education support*
  - *Being aware of youth hubs*
  - *Being aware of mental health services in Narrogin*
  - *Decreasing the pressure that surrounds ATAR*
  - *Giving youth an opportunity to speak up in our community*
  - *To allow a greater integration between the school and wider community*
  - *To have more opportunities for cross-cultural integration and activities*
- AND**
- *To give young people opportunities to play a role in building better communities.*

**Specific ideas and strategies:**

- *Having a group of people from the high school who were consulted by the Shire Council about decisions that affect young people. This group should be selected so that as many different opinions and voices can be heard and that everyone is heard*

- *Decreasing the pressure around ATAR by emphasising that other pathways are just as acceptable and that ATAR is the most direct but it is not the only to university*
- *Getting community interaction between all different members of the community especially having a strong connection between parents/guardians and students so that these relationships can be as strong as possible.*

On behalf of the Council, the Shire President thanked Ryan and Dirk for their presentation and suggested strategies.



## 10. MATTERS WHICH REQUIRE DECISIONS

### 10.1 DEVELOPMENT AND REGULATORY SERVICES

#### 10.1.1 APPLICATION FOR PLANNING CONSENT – SOLAR FARM (ANCILLARY) AT LOT 50 (NO. 148) BOXSELL ROAD, HILLSIDE

<b>File Reference</b>	A646
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Todae Solar Pty Ltd
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	12 October 2018
<b>Author</b>	Eric Anderson – Planning Officer
<b>Authorising Officer</b>	Azhar Awang – Executive Manager Development & Regulatory Services
<b>Attachments</b> 1. Application for planning consent & covering letter 2. Plans	

#### Summary

Council is requested to consider the application for planning consent for a proposed solar farm at Lot 50 (No. 148) Boxsell Road, Hillside.

#### Background

On 2 October 2018, the Shire of Narrogin received an application for planning consent for a proposed solar farm at Lot 50 (No. 148) Boxsell Road, Hillside. The proposal is to construct a solar farm to reduce the consumption of electricity from the grid by Hillside Meat Processors Pty Ltd.

The current use of the land is 'Abattoir'. Assessment of the proposal has determined that the proposed use is ancillary to the predominate use of the land as an abattoir.

#### Comment

##### Access & Egress

The access and egress will be from the existing driveway from Boxsell Road. The proposed location for the solar farm will be in the north-eastern portion of Lot 50 (No. 148) Boxsell Road, Hillside. Currently the land is used for employee parking. It has been advised by a representative of the owner that the existing parking will be moved to the western side of the access way onto Boxsell Road. The owner has expressed interest in creating a new car park on the western side of the existing entry way. This is anticipated to be a latter application.

### Zoning

The subject land is zoned “Farming” under the former Shire of Narrogin Local Planning Scheme No 2 (FS-LPS). The adjoining properties are also zoned “Farming”. The use of a ‘Solar Farm’ is secondary to the predominate use of ‘Abattoir’. The use of ‘Abattoir’ is considered a ‘SA’ within the “Farming” zone. This means that:

*“The use is not permitted unless the Council had granted planning approval after giving notice in accordance with sub-clause 6.3.”*

It is recommended that advertising be conducted in accordance with clause 6.3. It is also recommended that in the event of no negative submissions being received that Council grant consent to conditionally approve the proposal under authority of the Chief Executive Officer.

### **Consultation**

Discussion regarding the application has been considered in consultation with

- Mr Azhar Awang – Executive Manager Development & Regulatory Services.

### **Statutory Environment**

Former Shire of Narrogin Local Planning Scheme No. 2.

### **Policy Implications**

Nil

### **Financial Implications**

The required Application for Planning Consent Fee to the value of \$474.29 has been paid. All associated advertising costs are to be borne by the applicant.

### **Strategic Implications**

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

### **Voting Requirements**

Simple Majority

## **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1018.098**

Moved: Cr Walker

Seconded: Cr Seale

That, with respect to the Application for Planning Consent – Solar Farm (ancillary) at Lot 50 (No. 148) Boxsell Road, Hillside, Council:

1. Advertise the application in accordance with Clause 6.3 of the former Shire of Narrogin Local Planning Scheme No. 2 and specifically invite submissions from Western Power.
2. Authorise the Chief Executive Officer in the event that no negative submissions are received, to issue planning approval for the proposed solar farm (ancillary) at Lot 50 (No. 148) Boxsell Road, Hillside, subject to the following conditions:
  - a. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
  - b. All drainage and run-off associated with the development shall be contained on site or connected to the Shire's stormwater drainage system to the satisfaction of the Chief Executive Officer
  - c. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
  - d. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
  - e. All earthworks associated with the development shall be wholly contained within the site to the satisfaction of the Chief Executive Officer.
  - f. All 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.

**CARRIED 8/0**

RECEIVED 02 OCT 2018

A646

IPA 1815436

## PLANNING CONSENT



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(09) 9890 0900

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

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

## APPLICATION FOR PLANNING CONSENT

TOWN PLANNING SCHEME NO.2  
DISTRICT SCHEME

Name of Applicant	Todae Solar Pty Ltd
Correspondence Address	300a Bridge Road, Forest Lodge NSW 2037

I hereby apply for planning consent to:

1. Use the land described hereunder for the purpose of install 100kW ground-mounted solar PV system.
2. Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	Meat processing/ abattoir
Approximate cost of proposed development	\$ 148,215
Estimated time of completion	3 to 4 weeks, depending on weather
No of persons to be housed / employed after completion	No additional occupancy after works are complete

### TITLES OFFICE DESCRIPTION OF LAND

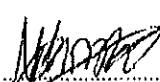
#### LOCALITY PLAN

House No	148	Lot No	50	Location No	
Plan or Diag		Street Name	Boxsell Road, Hillside		
Certificate of Title	Volume: _____	Folio: _____			

#### LOT DIMENSIONS

Site area	57468	Square metres
Frontage	150	Metres
Depth	294	metres

#### AUTHORITY

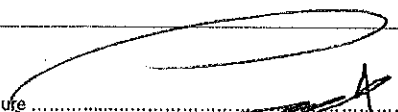
Applicant's Signature		Date	14/05/2018
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Angela Johnstone  
M5000 Coordinator

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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 22/08/2018 .....

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

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

#### PARTICULARS REQUIRED WITH APPLICATION FOR BUILDING CONSENT

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

- Indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
- 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;
- 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;
- Indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
- Indicate site contours and details of any proposed alteration to the natural contour of the area;
- Indicate car parking areas, their layout and dimensions and accessways and the position of existing and/or proposed crossovers; and
- 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	

Toda Solar Pty Ltd  
300a Bridge Road,  
Forest Lodge NSW 2037

C/O Angela Johnstone  
HSEQ Coordinator  
0425 809 620

**Tuesday, October 02, 2018**

Attention: Eric Anderson  
Shire of Narrogin  
Planning Dept.  
89 Earl Street  
PO Box 1145  
Narrogin WA 6312  
08 9890 0900  
[enquires@narrogin.wa.gov.au](mailto:enquires@narrogin.wa.gov.au)

## RE: Planning Consent Application

Land to be developed:      Lot 50  
148 Boxsell Road, Hillside WA 6312

Dear Eric Anderson,

Please find enclosed an application for planning permit for a ground-mount installation of 300 solar panels with a 99 kilowatt peak energy generation to be installed at Livestock Shipping Services. The purpose of the solar PV system is to provide energy for the existing use, livestock processing.

This application pack included:

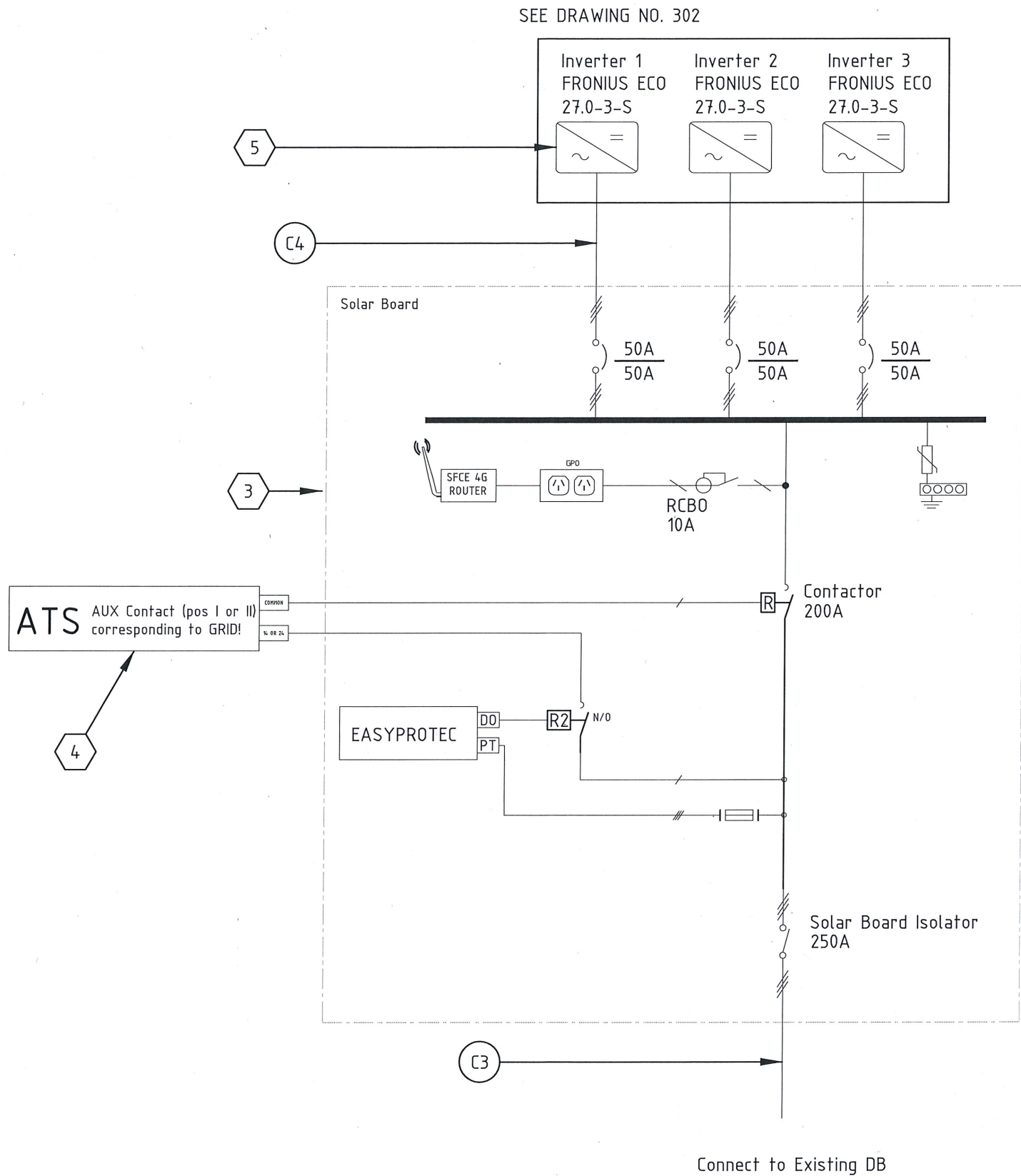
- Planning consent application form.
- New Debtor form
- Drawings
  - 100-MCPV1951 – Overall PV Layout
  - 120- MCPV1951– Grid connection layout
  - 120- MCPV1951– String layout
  - 150- MCPV1951 – Site Layout
  - 300- MCPV1951– Schematic diagram AC power supply
  - 301- MCPV1951– Solar distribution board
  - 302- MCPV1951– Schematic diagram DC power supply
- Site Plan – for exhibition & notification
- Toda Solar Electrical Contractor Licence (EC012075 exp. 16 Dec 2018) and Building Contractor 101514 (exp. 6 May 2019).
- Gamcorp. Pty Ltd – Structural Certificate
- Geotechnical Study Report
- Datasheets & Install Instructions
  - Trina TSM 330PD14 (solar panel)
  - Fronius Eco 27.0-3-S (inverter)
  - PV ezRack Solar Terrace II-A (mounting frame)

Please find enclosed New Debtor form. I understand that the Council will be sending through a tax invoice to cover planning consent fees, building permit fees and possibly fees to cover advertising the proposed development.

Kind regards,



Angela Johnstone



# AC CABLE SCHEDULE-SOLAR BOARD				
TAG	DESCRIPTION	CABLE SIZE	LONGEST RUN	VRISE
C3	Existing DB to Solar Board	1 X 4C+E 70mm <sup>2</sup>	15	0.24%
C4	Solar Board to Inverter	1 X 4C+E 16mm <sup>2</sup>	5	0.12%

# EQUIPMENT SCHEDULE		
TAG	QTY	DESCRIPTION
(3)	1	Solar Board: 1x 250A Main Isolator, 1x Easyprotec relay, 1x 200A contactor, 1x 10A RCBO + GPO, 1x 4G Router, 3x 50A MCB
(4)	1	Automatic Transfer Switch, standalon ATS Socomec 3 pole, 1250A ATyS series. Exact model to be confirmed by electrical contractor
(5)	3	Fronius Eco 27.0-3-S

GRID PROTECTION STRATEGY		
DNSP:		Western Power
PRIMARY GRID PROTECTION: INVERTER COMPLIANCE: AS 4777.2/3		
DESCRIPTION	TRIP SETTING	TIME
UNDER VOLTAGE	192.0V L-N	2 Sec
OVER VOLTAGE	258.0V L-N	2 Sec
UNDER FREQUENCY	47.0 Hz	2 Sec
OVER FREQUENCY	51.5 Hz	2 Sec
RECONNECTION		>60 Sec
BACKUP GRID PROTECTION: RELAY CONTROLLING A NORMALLY OPEN CONTACTOR AT SOLAR OUTPUT COMPLIANCE: IEC 60255		
DESCRIPTION	TRIP SETTING	TIME
OVER VOLTAGE 1	265	5 Sec
OVER VOLTAGE 2	265	5 Sec
UNDER VOLTAGE 1	5	0.45 Sec
UNDER VOLTAGE 2	216	10.45 Sec
OVER FREQUENCY 1	NA	NA
OVER FREQUENCY 2	51.5	0
UNDER FREQUENCY 1	NA	NA
UNDER FREQUENCY 2	47	10 Sec
VECTOR SHIFT	12°	-
RATE OF CHANGE OF FREQUENCY	4 Hz/s	1 Sec

Rev.	Date	Description	Drawn	Checked



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Client Name:  
Livestock Shipping Services

Project Address:  
148 Boxsell Rd  
6312 Hillside, WA, Australia  
-32.888491, 117.195776

Project No:  
MCPV1951

Title: SOLAR DISTRIBUTION BOARD

GRID CONNECTION

Scale  
N.T.S

Drawn  
TH.L

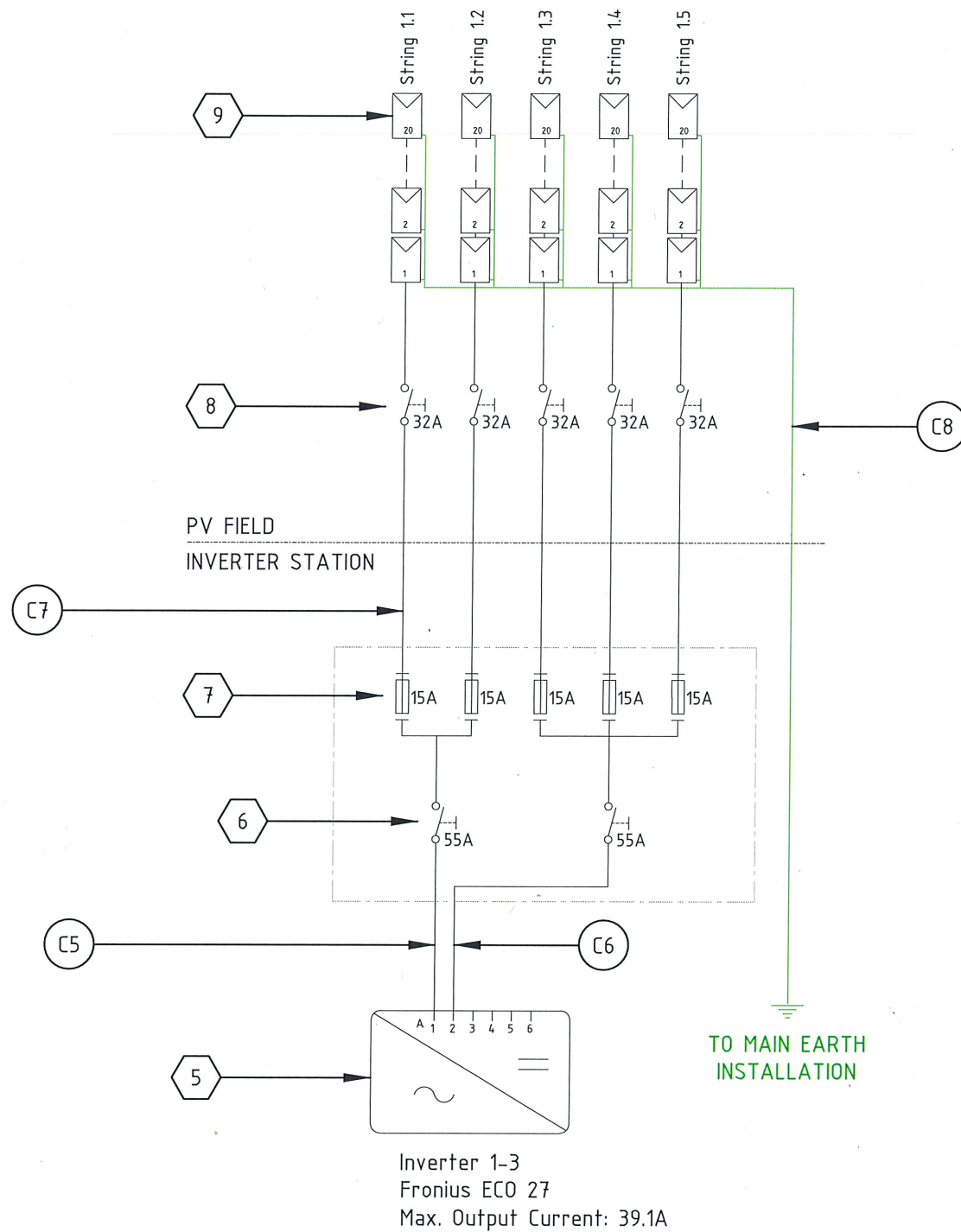
Drawing No.  
301

Date  
27/09/2018

Checked  
RD.Z

Rev.





SYSTEM ELECTRICAL SPECIFICATIONS			
SYSTEM RATING (STC)	99 kW <sub>p</sub>	TOTAL PANELS	300
PV MODULE:	Trina Solar TSM-330PD14		
STC RATING	330W	SERIES FUSE RATING	15A
OPEN CIRCUIT VOLTAGE	45.8	MAX. POWER POINT VOLTAGE	37.2
SHORT CIRCUIT CURRENT	9.28	MAX POWER POINT CURRENT	8.88
MAXIMUM ARRAY VOLTAGE (TEMP. CORRECTED)			991V
MAXIMUM SUB-ARRAY CURRENT (INCL. 1.25 S/F)			34.8
INVERTER MAKE AND MODEL	Fronius ECO 27.0-3-S		
NOMINAL VOLTAGE	3PH 400V	MAXIMUM OUTPUT CURRENT	39.1A

INVERTER CONFIGURATION					
INVERTER				STRING CONFIGURATION	
NUMBER	QTY	BRAND	SIZE (KW)	A	B
1	3	Fronius	27	5 X 20	-

#	DC CABLE SCHEDULE				
TAG	DESCRIPTION	CABLE SIZE	LONGEST RUN	VDROP	
C5	Inverter to Isolators	1 X 2C 6mm <sup>2</sup> / CU / PV2-F	5m	0.09%	
C6	Inverter to Isolators	2 X 2C 6mm <sup>2</sup> / CU / PV2-F	5m	0.06%	
C7	Inverter Station to PV Field Isolators	1 X 2C 4mm <sup>2</sup> / CU / PV2-F	85m	1.10%	
C8	Earth Cable	1 X 1C 25mm <sup>2</sup> / CU / PV1-F	80m	N/A	

#	EQUIPMENT SCHEDULE		
TAG	QTY	DESCRIPTION	
(5)	3	Fronius ECO 27.0-3-S	
(6)	6	Inverter Station DC Isolators: 55A DC Isolators	
(7)	30	1000V PV Fuses 15A W/ Fuse Holder/ IP66 Encl.	
(8)	15	PV Field DC Isolators: 32A DC Isolators	
(9)	300	Trina Solar TSM-330PD14	

Rev.	Date	Description	Drawn	Checked



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Client Name:  
Livestock Shipping Services

Project Address:  
148 Boxsell Rd  
6312 Hillside, WA, Australia  
-32.888491, 117.195776

Project No:  
MCPV1951

Title: SCHEMATIC DIAGRAM DC POWER SUPPLY

GRID CONNECTION

Scale N.T.S

Drawn TH.L

Drawing No. 302

Date 27/09/2018

Checked RD.Z

Rev.



Client Name:  
Livestock Shipping Services

Project Address:  
148 BOXSELL RD HILLSIDE  
Lot 50

Project No:

Title:  
Site Plan

Description:  
Showing entire property, detailing location of proposed solar array, and distance to boundary lines.

Scale:  
Not to scale

Drawn:  
AJ

Drawing No.  
500

Date:  
14/08/2018

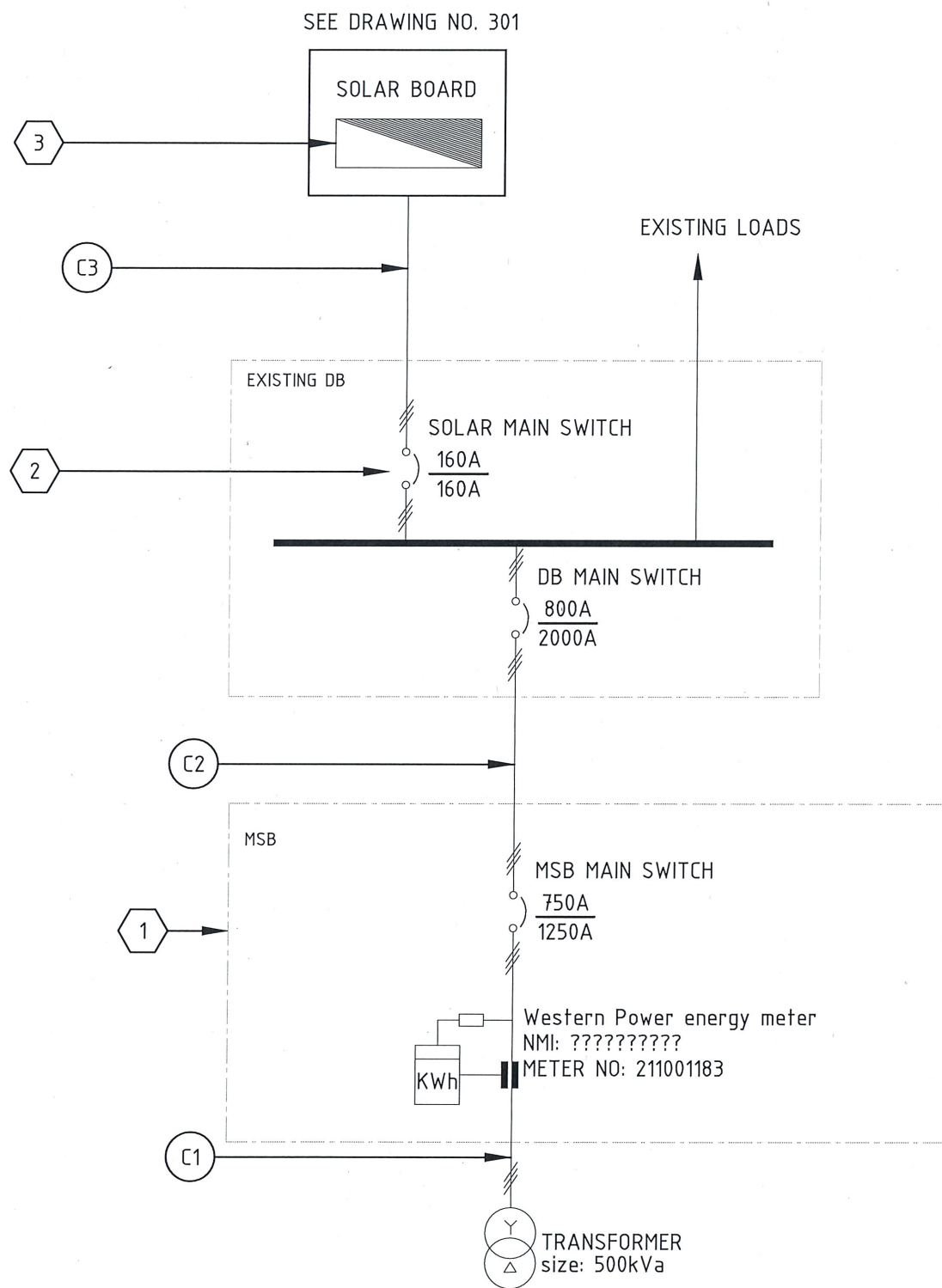
Checked:  
EM

Rev.  
1









# AC CABLE SCHEDULE-MAIN SWITCH BOARD										
TAG	DESCRIPTION	CABLE SIZE	CONDUCTOR	INSULATION	EARTH SIZE	INSTALLATION	STATUS	LONGEST RUN(M)	Current (A)	VRIFE(%)
C1	Transformer to Main Switch Board	2 X 4C 240mm <sup>2</sup>	Copper	XLPE 90°C	1 X 1C 120mm <sup>2</sup>	Underground	Existing	5	117	0.01%
C2	Main Switch Board to Existing DB	2 X 4C 240mm <sup>2</sup>	Copper	XLPE 90°C	1 X 1C 120mm <sup>2</sup>	Underground	Existing	25	117	0.07%
C3	Existing DB to Solar Board	1 X 4C 70mm <sup>2</sup>	Copper	XLPE 90°C	1 X 1C 25mm <sup>2</sup>	Cable Tray	Proposed	15	117	0.24%

# EQUIPMENT SCHEDULE		
TAG	QTY	DESCRIPTION
(1)	1	Existing Main Switch Board
(2)	1	Solar main switch, MCCB 160A
(3)	1	Solar Board: 1x 250A Main Isolator, 1x Easyprotec relay, 1x 200A contactor, 1x 10A RCBO + GPO, 1x 4G Router, 3x 50A MCB

Rev.	Date	Description	Drawn	Checked



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Client Name:  
Livestock Shipping Services

Project Address:  
148 Boxsell Rd  
6312 Hillside, WA, Australia  
-32.888491, 117.195776

Project No:  
MCPV1951

Title: SCHEMATIC DIAGRAM AC POWER SUPPLY

GRID CONNECTION

Scale N.T.S

Date 27/09/2018

Drawn TH.L

Checked RD.Z

Drawing No. 300

Rev.





SYSTEM DETAILS	
PV MODULES	(300) Trina TSM-330PD14
SYSTEM SIZE (DC STC)	99 kWp
MODULE TILT ANGLE	20°
AZIMUTH	0°
INVERTERS	3x Fronius Eco 27.0-3-S
SYSTEM SIZE (AC)	81kVA

Rev.	Date	Description	Drawn	Checked

Shire of Narrogin



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Client Name:  
Livestock Shipping Services

Project Address:  
148 Boxsell Rd, Hillside  
WA 6312, Australia  
-32.888491, 117.195776

Minutes Ordinary Council Meeting 24 October 2018

Project No:  
MCPV1951

Title:  
SITE LAYOUT

PROPOSAL

Scale	1:350	Date	27/09/2018
Drawn	RD.Z	Checked	RD.Z.
Drawing No.	150	Rev.	



SYSTEM DETAILS	
PV MODULES	(300) Trina TSM-330PD14
SYSTEM SIZE (DC STC)	99 kWp
MODULE TILT ANGLE	20°
AZIMUTH	0°
INVERTERS	3x Fronius Eco 27.0-3-S
SYSTEM SIZE (AC)	81kVA



Rev.	Date	Description	Drawn	Checked

Shire of Narrogin



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Client Name:  
Livestock Shipping Services

Project Address:  
148 Boxsell Rd, Hillside  
WA 6312, Australia  
-32.888491, 117.195776

Minutes Ordinary Council Meeting 24 October 2018

Project No:  
MCPV1951

GRID CONNECTION

Title:  
STRING LAYOUT

Scale 1:350

Drawn TH.L

Drawing No.  
120

Date 27/09/2018

Checked  
RD.Z.

Rev.

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SYSTEM DETAILS	
PV MODULES	(300) Trina TSM-330PD14
SYSTEM SIZE (DC STC)	99 kWp
MODULE TILT ANGLE	20°
AZIMUTH	0°
INVERTERS	3x Fronius Eco 27.0-3-S
SYSTEM SIZE (AC)	81kVA

POST IN TOTAL:	56
SUPPORT:	49
BRACE:	49
HEAD:	49
POST FOR ARRAY	49
POST FOR DC COMBINER	7
# of Panels:	300

Sewer Line

Disused Bore Line

Water Tank



Rev.	Date	Description	Drawn	Checked



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Client Name:  
 Livestock Shipping Services  
 Project Address:  
 148 Boxsell Rd, Hillside  
 WA 6312, Australia  
 -32.888491, 117.195776

Project No:  
 MCPV1951  
 Title:  
 OVERALL PV LAYOUT

PROPOSAL

Scale	1:350	Date	27/09/2018
Drawn	RD.Z	Checked	RD.Z.
Drawing No.	100	Rev.	



SYSTEM DETAILS	
PV MODULES	(300) Trina TSM-330PD14
SYSTEM SIZE (DC STC)	99 kWp
MODULE TILT ANGLE	20°
AZIMUTH	0°
INVERTERS	3x Fronius Eco 27.0-3-S
SYSTEM SIZE (AC)	81kVA

TO BE BUILT MAIN SWITCH BOARD  
MAIN CIRCUIT BREAKER: 750A/1250A  
EXISTING DB CIRCUIT BREAKER: 800A/2000A  
  
ENERGY METER:  
METER NO: 211001183  
NMI: ??????????  
LOCATED ON GROUND FLOOR

TRANSFORMER  
Point of Supply  
Size: 500 kVA

CONSUMER MAINS  
LENGTH: 5m  
MATERIAL: Cu  
SIZE: 240mm<sup>2</sup>  
VRC: 0.01%  
INSTALLATION: UNDERGROUND

EXISTING DB  
SOLAR MAIN SWITCH: 160A  
LOCATED ON GROUND FLOOR

MSB  
AC

SUBMAINS FROM MSB TO EXISTING DB  
LENGTH: 25m  
MATERIAL: Cu  
SIZE: 240mm<sup>2</sup>  
VRC: 0.07%  
INSTALLATION: UNDERGROUND

SOLAR DB TO INVERTERS:  
LENGTH: 5m  
MATERIAL: Cu  
SIZE: 16mm<sup>2</sup>  
VRC: 0.12%  
INSTALLATION: CABLE TRAY  
LOCATED ON GROUND FLOOR

TO BE BUILT SOLAR DISTRIBUTION BOARD  
ISOLATOR RATING: 160A  
LOCATED ON GROUND FLOOR

SUBMAINS FROM EXISTING DB TO SOLAR DB  
LENGTH: 15m  
MATERIAL: Cu  
SIZE: 70mm<sup>2</sup>  
VRC: 0.24%  
INSTALLATION: CABLE TRAY



Rev.	Date	Description	Drawn	Checked



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Client Name:  
Livestock Shipping Services

Project Address:  
148 Boxsell Rd, Hillside  
WA 6312, Australia  
-32.888491, 117.195776

Project No:

MCPV1951

GRID CONNECTION

Title:

GRID CONNECTION LAYOUT

Scale 1:350

Drawn TH.L

Drawing No. 120

Date 27/09/2018

Checked RD.Z.

Rev.



## 10.1.2 DRAFT GNAROJIN PARK MASTER PLAN RESERVE 21367 (LOT 1717) AND RESERVE 49048 (LOT 1712)

<b>File Reference</b>	18.6.1 (A318300)
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any impartiality, financial or proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	15 October 2018
<b>Author</b>	Susan Guy – Manager Community Leisure & Culture
<b>Authorising Officer</b>	Azhar Awang – Executive Manager Development & Regulatory Services
<b>Attachments</b> 1. Gnarojin Park Master Plan 2. Gnarojin Park Master Plan Estimate of Probable Costs	

### Summary

Council is requested to consider the Draft Master Plan for Gnarojin Park, located on Reserve 21367 (Lot 1717) and Reserve 49048 (Lot 1712), for the purpose of seeking public comment for a period of 30 days, with any submissions received referred to Council for final consideration prior to formal adoption.

### Background

The Shire appointed Landscape architects, Enlocus, to prepare and develop a Masterplan for Gnarojin Park, located on the east side of Pioneer Drive, and between Kipling and Herald Streets.

The land on which Gnarojin Park is situated is vested to the Shire by the Crown under a Management Order and is for “Recreation and Community Purposes”. The project brief included the need to consider matters such as urban connectivity, integration with adjoining facilities, cultural heritage, accessibility, public safety, Water Sensitive Urban Design (WSUD), the local ecology and sustainability.

In 2014 the Director General of the former Department of Sport and Recreation (DSR), in formal correspondence to all Western Australian Local Governments, communicated the Department’s strong support for the philosophy of nature based play grounds and unstructured play in the outdoors.

There has been general community interest in Gnarojin Park as a possible location for a nature based playground. However it became evident that in order for Council to give serious consideration to the installation of a nature based playground, a Masterplan for the entire Park was required to guide and inform future planning for community infrastructure, open spaces, amenities and competing uses.

## Comment

Gnarogin Park, is an award winning park, with a range of public art, a brook, foot bridges, children's playground, picnic areas, a community garden and an outdoor gymnasium. It is centrally located to many venues, being less than half a kilometre from Narrogin's CBD and in proximity to the Narrogin Regional Recreation Centre.

The Government of Western Australia has produced a range of documents to inform Local Government regarding the planning for Public Open Space (POS). It has advised:

*Parkland within a defined area should be arranged into a suite of spaces that encourage pedestrian movement, retain ecological linkages and improve neighbourhood amenity. Planning for diverse, multiple function parklands that provide opportunities for a range of formal and informal sporting activities, general recreation activities and nature conservation requirements are favoured over single-use spaces. Existing attributes and intended use will define the spatial arrangement of parkland. Other considerations like car parking, access to facilities and placement of stormwater drainage infrastructure must be considered when designing parkland. (State of Western Australia, Public Parkland, Planning and Design Guide, 2014, p. 15)*

The draft Masterplan was developed through a mix of site analysis, policy analysis, community consultation and collaboration with the Shire. A number of strategies are presented in the Masterplan and related to these, a number of associated key projects.

The strategies address a range of matters including pedestrian paths/circulation, town connection, buffer zones, cultural heritage, the Park's key use zones, lighting and the waterway. Future projects or works identified include new and realigned pathways and access upgrades, installation of lighting, horticultural planning and strengthening of wildlife habitat, water sensitive urban design (WSUD), the planning of spaces for public art, performances and events and the creation of nature based playgrounds at the Park's north and south end.

The Gnarogin Park Masterplan offers Council a planning framework, over the next 20 years, to maximise the reserve's potential use for recreational and leisure pursuits by a diverse range of user groups and identifies opportunities for future upgrades and asset renewal. It can be referenced as a key document to guide the development of the Park as an exciting, attractive, appealing and functional Public Open Space (POS) for the enjoyment of local residents, regional visitors and tourists alike.

## Consultation

### External

- Community - an online survey, a face to face survey and a community workshop, attracted over 200 participants. Details appear in the Masterplan's Appendices
- Department of Planning Lands and Heritage ( undertaken by Enlocus)

### Internal

- Elected members
- Dale Stewart – Chief Executive Officer
- Azhar Awang – Executive Manager Development and Regulatory Services
- Torre Evans – Executive Manager Technical and Rural Services

It is proposed to advertise the Plan seeking comment for a duration of 30 days. Prior to advertising officers intend to remove reference to the proposed Off-the-Leash Dog Area referenced in the

document, particularly on page 23, as the Council has recently determined that this area is not suitable for such an activity.

## Statutory Environment

Former Town Planning Scheme No.2 - Policy Statement states:

*As part of its recreation planning, the Council will produce a management plan for existing and future recreation areas and seek public comment upon those proposals.*

## Policy Implications

Nil

## Financial Implications

There are potential future financial considerations should the Gnarojin Park Master Plan be adopted by Council. At today's prices, the total estimated cost of fully implementing all projects is just over \$6.8 million with individual projects ranging from an estimated \$15,000 through to \$1.22 million. Some 20 projects are listed in Attachment 2.

Due to significant costs and resource requirements the implementation of the Masterplan would need to take place in stages with projects delivered individually or collectively, pending funding opportunities over a span of some 20 years and with due consideration given to Council's Long Term Financial Plan.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Strategy:	1.1.2 Promote Narrogin and the Region
Outcome:	1.2 Increased Tourism
Strategy:	1.2.1 Promote, develop tourism and maintain local attractions

Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2 Build a healthier and safer community
Strategy:	2.3.3 Facilitate and support community events
Strategy:	2.3.4 Provide improved community facilities (e.g. library/recreation)
Strategy:	2.3.5 Encourage and support continued development of arts and culture
Outcome:	2.4 Cultural and heritage diversity is recognised
Strategy:	2.4.1 Maintain and enhance heritage assets
Strategy:	2.4.2 Support our Narrogin cultural and indigenous community

Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1 A preserved natural environment
Strategy:	3.1.1 Conserve, enhance, promote and rehabilitate the natural environment

#### Wheatbelt Regional Investment Blueprint (Wheatbelt Development Commission 2015)

The Wheatbelt Regional Investment Blueprint is strategically relevant to Council's consideration of the Gnarojin Park Masterplan. The Blueprint provides an overview of the Region's aspirations and targets. Outcomes, focus areas and priority actions are identified to deliver stated targets. For instance:

**Aspiration:** *Diverse safe, healthy and resilient communities where services and infrastructure reflect the needs an aspiration of current and future residents.*

**Outcome:** *Community amenity contributes to community well-being and liveability and creates economic opportunity.*

**Focus Area:** *Sport and Recreation*

**Priority Action:** *Support innovative design and management of multipurpose, multi user community facilities in small towns.*

(Wheatbelt Development Commission 2015 p. 6)

#### Growing our Community - An Economic Development and Implementation Strategy for the Greater Narrogin Region" (Wheatbelt Development Commission 2015).

The report "Growing our Community - An Economic Development and Implementation Strategy for the Greater Narrogin Region" offers a vision and guiding principles to enable economic growth, prosperity and wellbeing for the communities of the Greater Narrogin Region (Cuballing, Highbury and Narrogin). The Strategy argued that to attract and retain residents, the Greater Narrogin region:

*...must look at a number of possible projects such as ...the rejuvenation of local playgrounds and parks (e.g. outdoor gyms, bushwalking trails, boardwalks, signage, picnic/barbecue areas, public facilities) and the consolidation and promotion of recreational activities other than core sports..." (p. 47).*

*...there needs to be an emphasis on improving urban places and the quality of design in public spaces. By improving areas where the community can come together it will help build a happy and thriving region where new people could come to live (p. 53).*

*Comprehensive planning is required at the local level for community infrastructure and development (p. 52).*

#### **Voting Requirements**

- Simple Majority

### **OFFICER'S RECOMMENDATION**

That, with respect to the Draft Master Plan for Gnarojin Park, located on Reserve 21367 (Lot 1717) and Reserve 49048 (Lot 1712), Council advertise the Masterplan for the purpose of seeking public comment, for a period of 30 days, with any submissions received referred to Council for final consideration prior to formal adoption, subject to removing reference to Off-the-Leash Dog Area.

### **COUNCIL RESOLUTION 1018.099**

Moved: Cr Bartron

Seconded: Cr Fisher

That, with respect to the Draft Master Plan for Gnarojin Park, located on Reserve 21367 (Lot 1717) and Reserve 49048 (Lot 1712), Council advertise the Masterplan for the purpose of seeking public comment, for a period of 45 days, with any submissions received referred to Council for final consideration prior to formal adoption, subject to removing reference to Off-the-Leash Dog Area.

**CARRIED 8/0**

Reason for change: Council decided to extend the period for seeking public comment to 45 days



0.000

# GNAROJIN PARK MASTERPLAN

RESERVE 21367 (LOT 1717) AND RESERVE 49048 ( LOT 1712) // SHIRE OF NARROGIN WESTERN AUSTRALIA



.....

**ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

The Shire of Narrogin is situated on Wiilmen Country. The Shire and Enlocus acknowledge the Traditional Owners and pay respect to their Elders - past, present and emerging - and recognise their long and continuing connection to their Country.

**ACKNOWLEDGEMENT**

The Enlocus project team wish to thank and acknowledge the Narrogin community and the Gnarojin Community Garden Committee for enthusiastically embracing this project, Shire of Narrogin executive members of staff and elected members for their contribution and comments and Susan Guy, Manager Community Leisure & Culture for her support, advice and time as the Shire's project manager.

**GNAROJIN PARK MASTERPLAN**

**MASTERPLAN REPORT**

Prepared for Shire of Narrogin by Enlocus

.....

PROJECT No: 1802 GNAROJIN PARK MP REV E

REVISION	STATUS	DATE	BY
A	Draft: 1.01-1.04	24.07.2018	KH, MRF
B	Draft: 1.01-4.7	08.08.2018	KH, MRF
C	Draft - Full Document	05.09.2018	KH, ND, MRF
D	Full Document - Review	20.09.2018	JY, MRF
E	Draft Exhibition Issue	12.10.2018	JY, MRF

.....

**COVER IMAGE**

Gnarojin Park 11 April 2018 Photo By Michael Ford (Enlocus)

.....

ISSUE //

.....

REVISION // E

STATUS // Draft Exhibition Issue

DATE // 12.10.2018

.....

PREPARED BY //

.....



.....

IN ASSOCIATION WITH //

.....



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# 1.00 EXECUTIVE SUMMARY //

## Introduction

The preparation and development of this Gnarojin Park Masterplan by consultants Enlocus has involved a site analysis, policy analysis, community consultations and consultation with Shire of Narrogin executive staff and elected members. The site focused analysis identified the Park's existing strengths and weakness and its surrounding context. The site analysis was a significant driver in the preparation of the Masterplan supported by careful consideration of community input.

## Strategies

The Masterplan contains a number of design components or strategies and related to these, a number of associated proposed key projects.

The strategies are listed below. (The numerical listing of these strategies does not indicate a priority rating.)

The strategies are:

1. Circulation and Access - strengthen the north south axis, strengthen town connections and make them safe;
2. Town Connections - connect the Park and old railway station to the town centre;
3. Buffer and Safety - create a green buffer to the west side to suppress unregulated pedestrian movement along Great Southern Highway;
4. Key Zones - social areas, run-off water treatment, bush ecologies, green space;
5. Lighting - provision of lighting to all social/play/recreational areas and footpaths to improve safety;
6. Water Treatment and Waterway - water

purification strategies e.g. water filtration, pooling, water sensitive urban design (WSUD) and wetland establishment;

7. Recreation and Play - connect existing and new recreation areas, place recreation play areas on ends of north-south axis to promote and improve circulation;
8. Ecology and Connection to Environment - promote ecological, biodiversity and environmental typologies through information signage;
9. Noongar Dreaming Sites and Artwork/Artefacts - develop Noongar dreaming sites; and
10. Arts - extract, relocate, preserve and reinstall Centenary Walk tiles to a new path and expand current collection of tiles and consider future public art locations across the Park.

## Key Projects

Seven key projects have been identified in this Masterplan with the intention that they can be delivered as a single project or in stages over an extended 15 to 20 year period. The aim is to ensure the Masterplan is implemented through an holistic approach. A series of proposed structural and material palettes to be used and installed for all future works going forward is included.

The seven projects are listed below. (The numerical listing of these projects does not indicate a priority rating.)

The seven projects are:

1. Pathway and access upgrades - improved pedestrian movement is important to the overall functioning of the Park;
2. Lighting; Install and improve for safety;

3. Horticulture and strengthening wildlife habitat;
4. WSUD/water ecologies/erosion prevention;
5. Events/community spaces - introduce exhibition, performance and art spaces to present opportunities for small to large events, display of public art and performances;
6. Nature based playgrounds - at the Park's north and south end; and
7. Town connection.

The community consultation process attracting over 200 participants focused on the Park's current and potential usage, its current facilities and spaces and its landscape and ecology. To create a future vision for the Park, participants were given the opportunity to outline any current concerns and identify certain elements and focus areas which they saw as important or a priority in the Park's development.

The Masterplan offers a long term strategy for the Park's improvement while maintaining the significant features of the Park, familiar to and valued by, the Narrogin community. Gnarojin Park was established in 1992 to celebrate the centenary of Local Government in Narrogin. The former Town of Narrogin won an award for the Park's design. The Park is the site of a range of public art which conveys Noongar and European history. The Centenary Pathway laid out with black granite tiles, incorporates art by local school children and informs the reader of key dates in 100 years of Narrogin's history. Newton House relays the history of an early pioneering family. Works by Noongar artists have recreated some of the stories of corroboree grounds, walkabout sites, rainbow pools, campfire grounds and other sites revived from the collective memories of local Noongar people. In addition to its public

art elements, the Park features a recreational walking/cycling trail circling Narrogin Brook, the skatepark, children's playground and the Gnarojin Community Garden.

## Existing Artwork, Waterway Approvals and Heritage Approval

This Masterplan includes advice on the approval processes for future development of Narrogin Brook, the processes for any relocation of existing artwork, and processes related to the identification of potential heritage sites.

The Masterplan advises that before commencement of any works at Gnarojin Park, a desktop survey and where necessary a site survey is to be carried out. In addition the local Noongar community must be consulted to gauge their support for the proposed works. Guidance for seeking planning approval is included in this document.

## Estimate of Probable Costs

An estimate of probable costs based on current industry prices and recent project tenders by Enlocus is included within this Masterplan. At today's prices the total estimated cost of fully implementing all projects is just over \$6.8 million with individual projects ranging from an estimated \$15,000 through to \$1.22 million.

Due to significant costs and resource requirements the implementation of the Masterplan would need to take place in stages with projects delivered individually or collectively, pending funding opportunities and over a span of some 20 years.







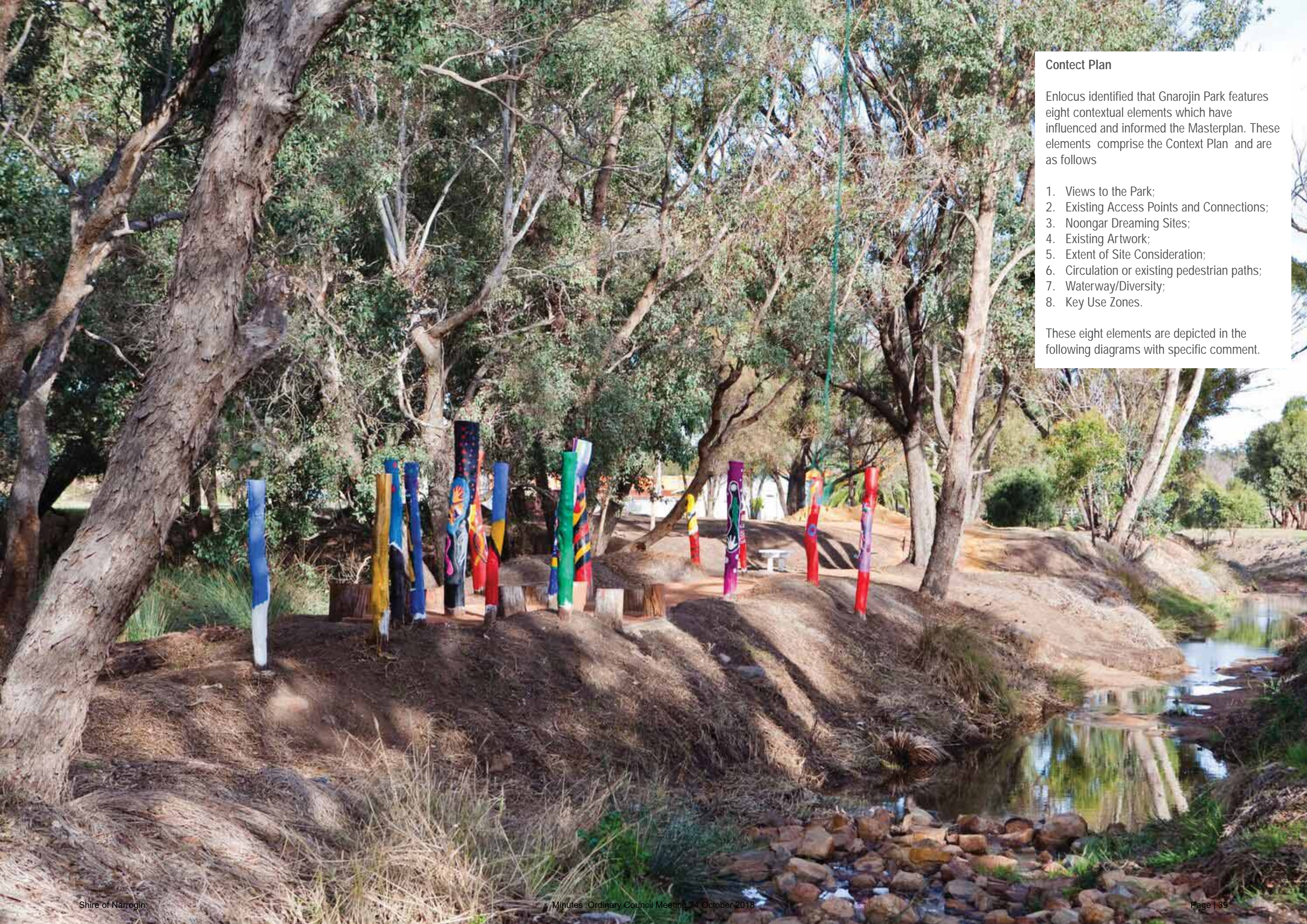


2.00

SITE

ANALYSIS





## Context Plan

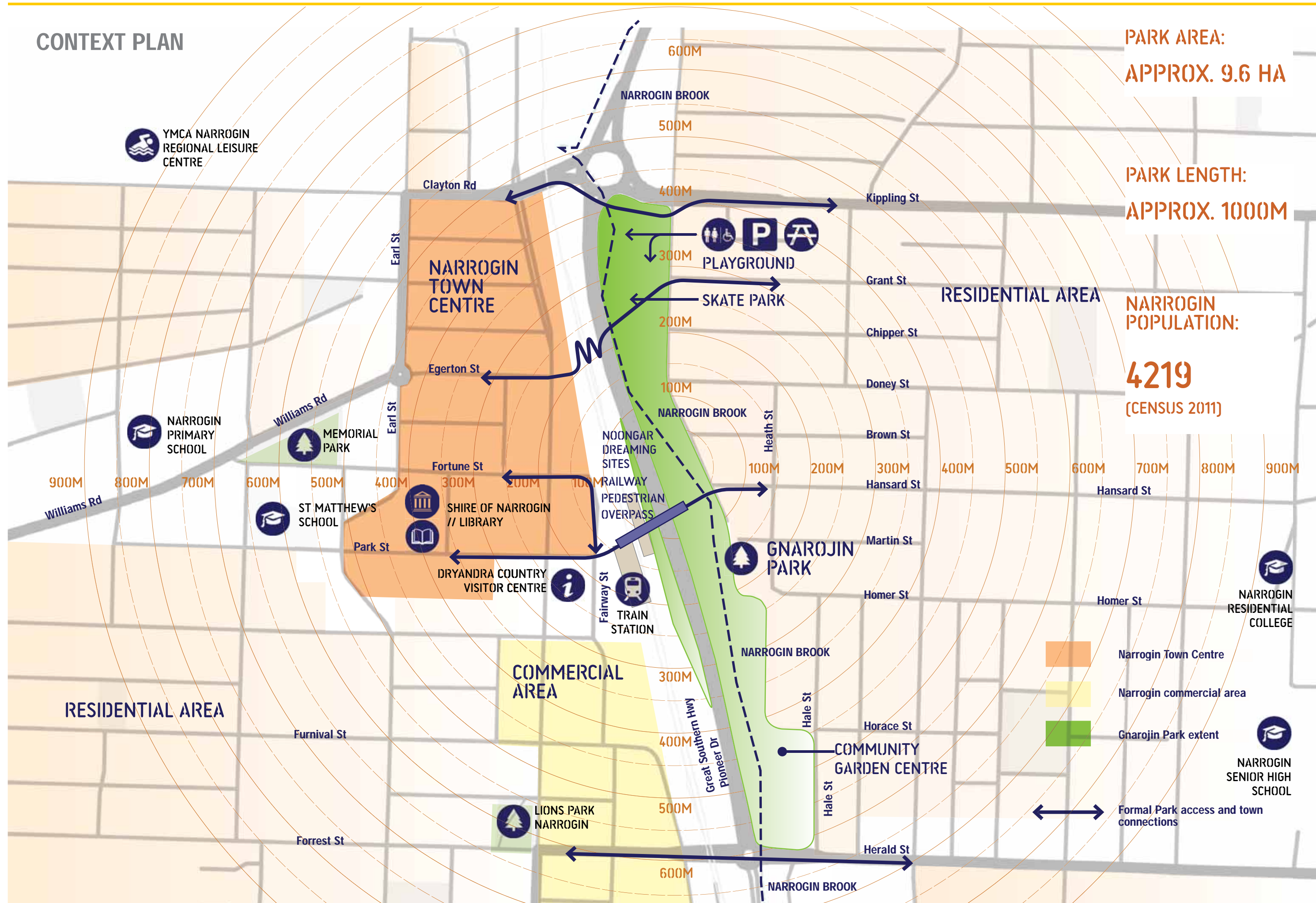
Enlocus identified that Gnarojin Park features eight contextual elements which have influenced and informed the Masterplan. These elements comprise the Context Plan and are as follows

1. Views to the Park;
2. Existing Access Points and Connections;
3. Noongar Dreaming Sites;
4. Existing Artwork;
5. Extent of Site Consideration;
6. Circulation or existing pedestrian paths;
7. Waterway/Diversity;
8. Key Use Zones.

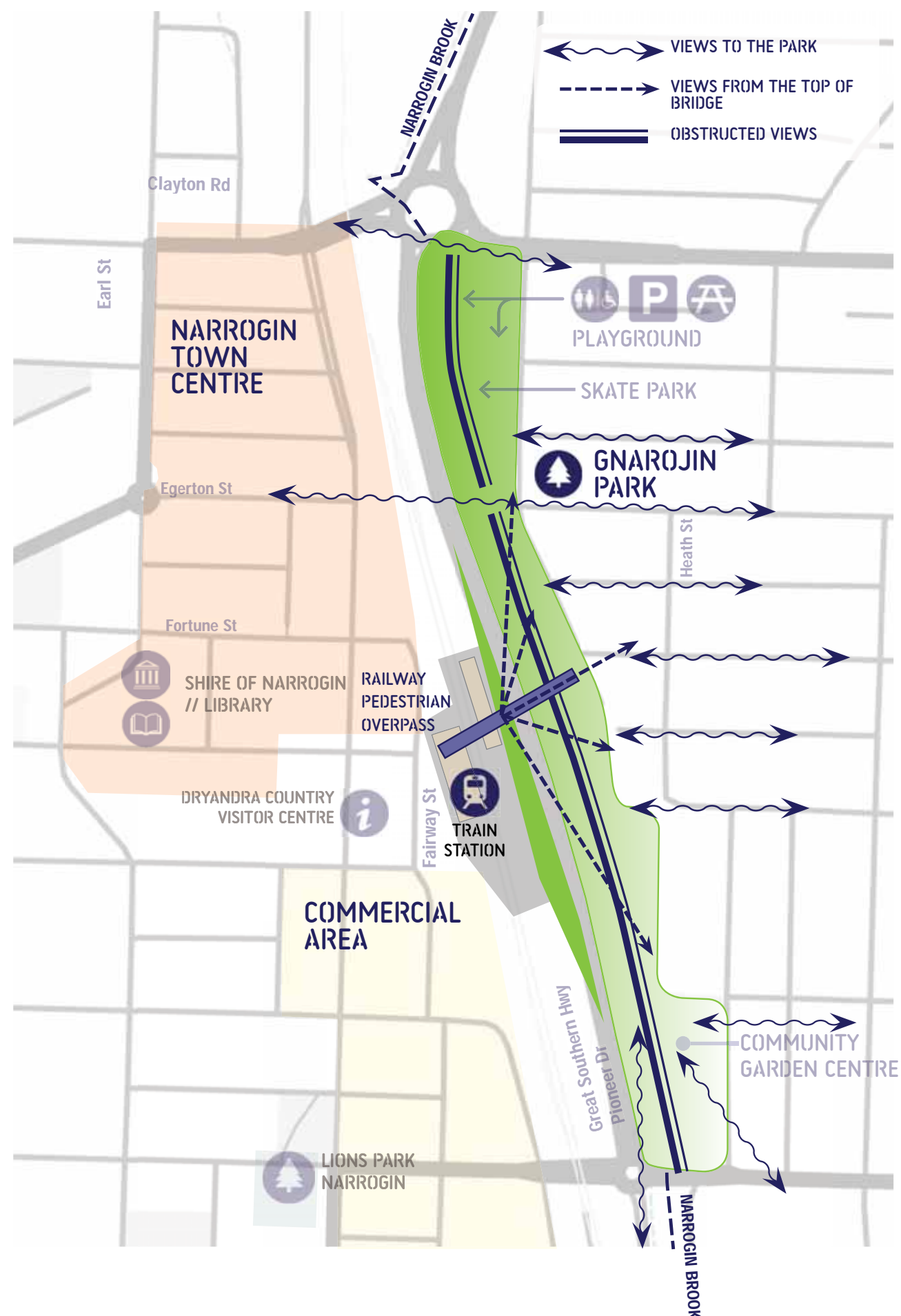
These eight elements are depicted in the following diagrams with specific comment.



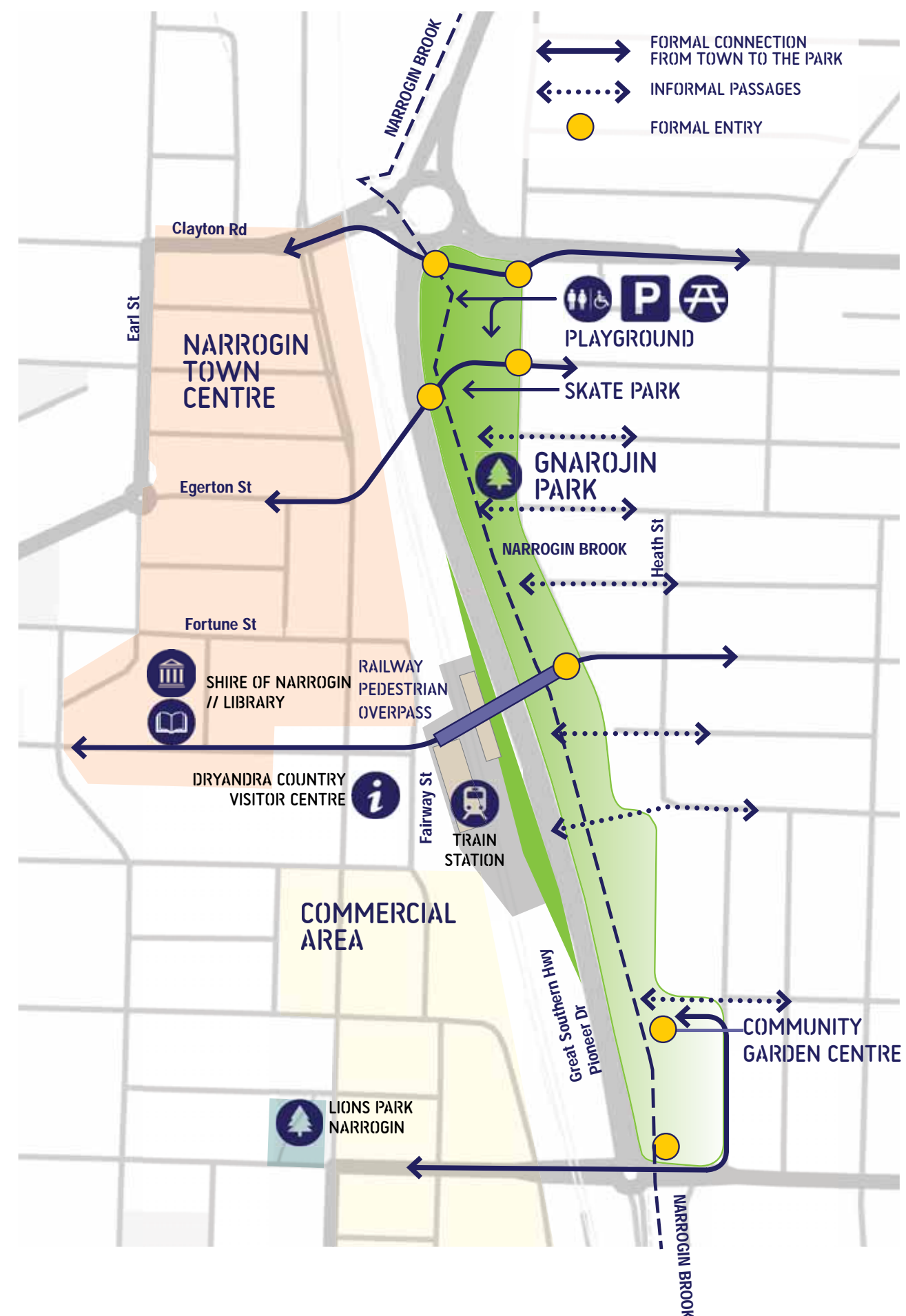
## CONTEXT PLAN



## VIEWS TO THE PARK

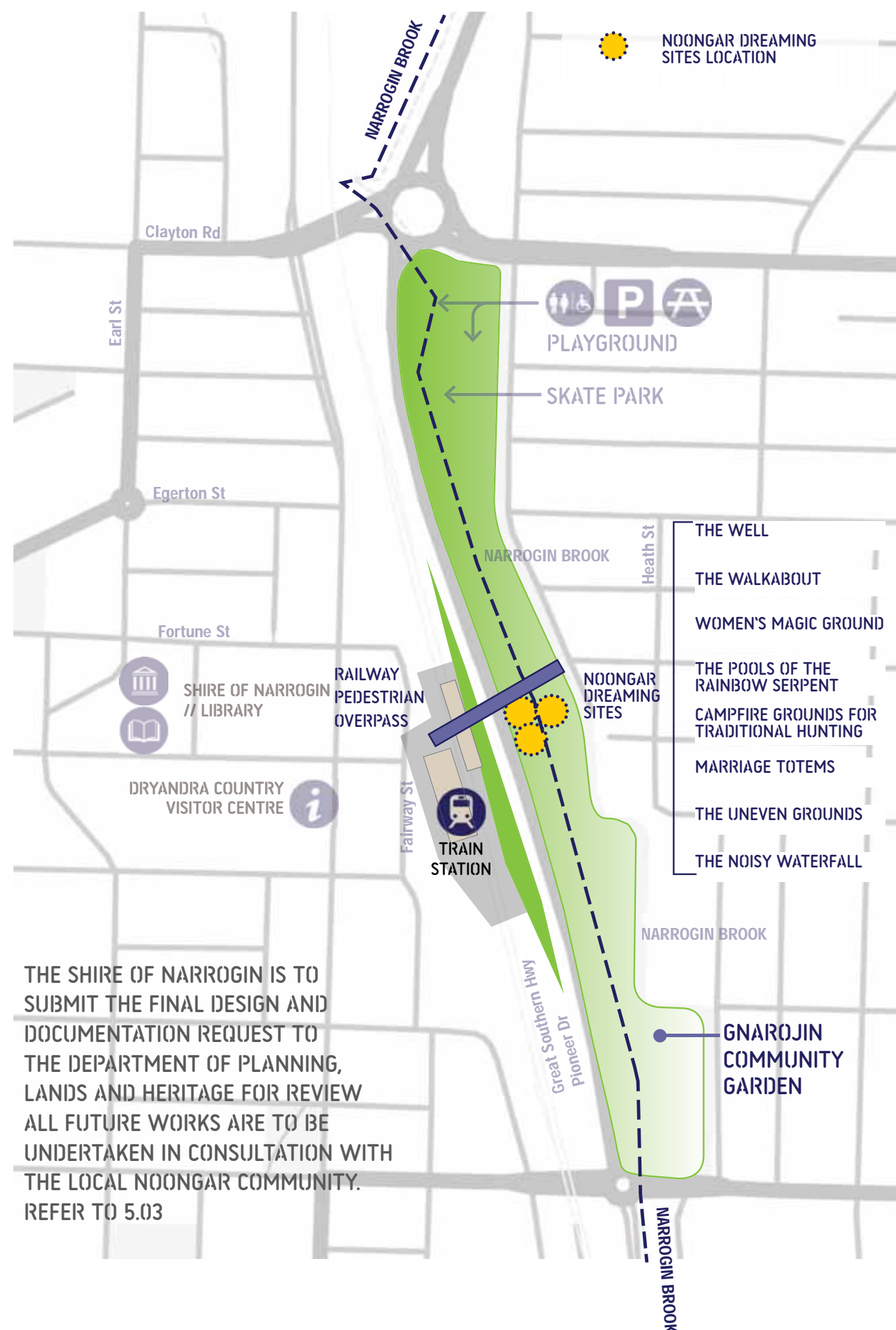


## EXISTING ACCESS POINTS AND CONNECTIONS





## NOONGAR DREAMING SITES



## EXISTING ARTWORK

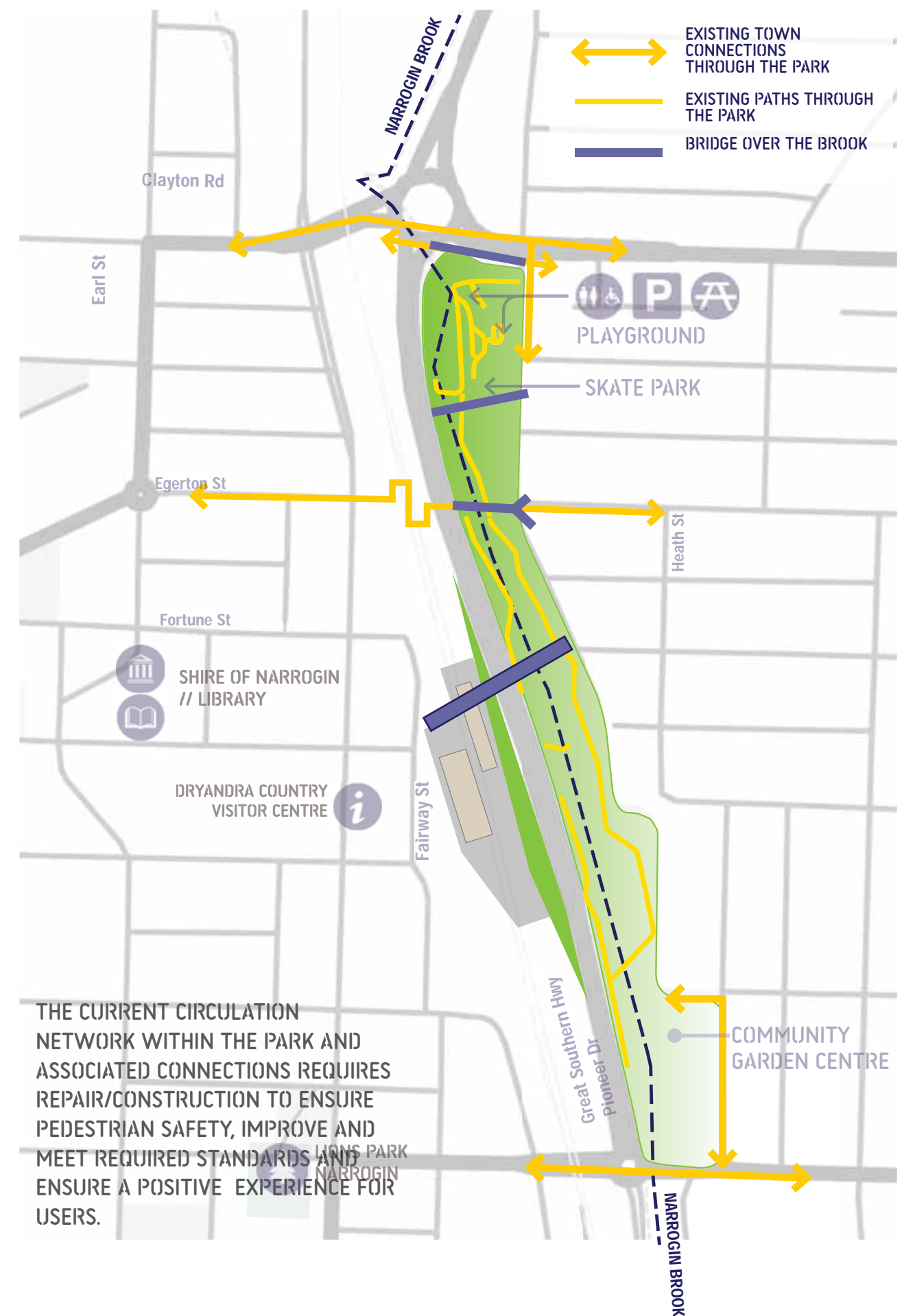




## EXTENT OF SITE CONSIDERATION



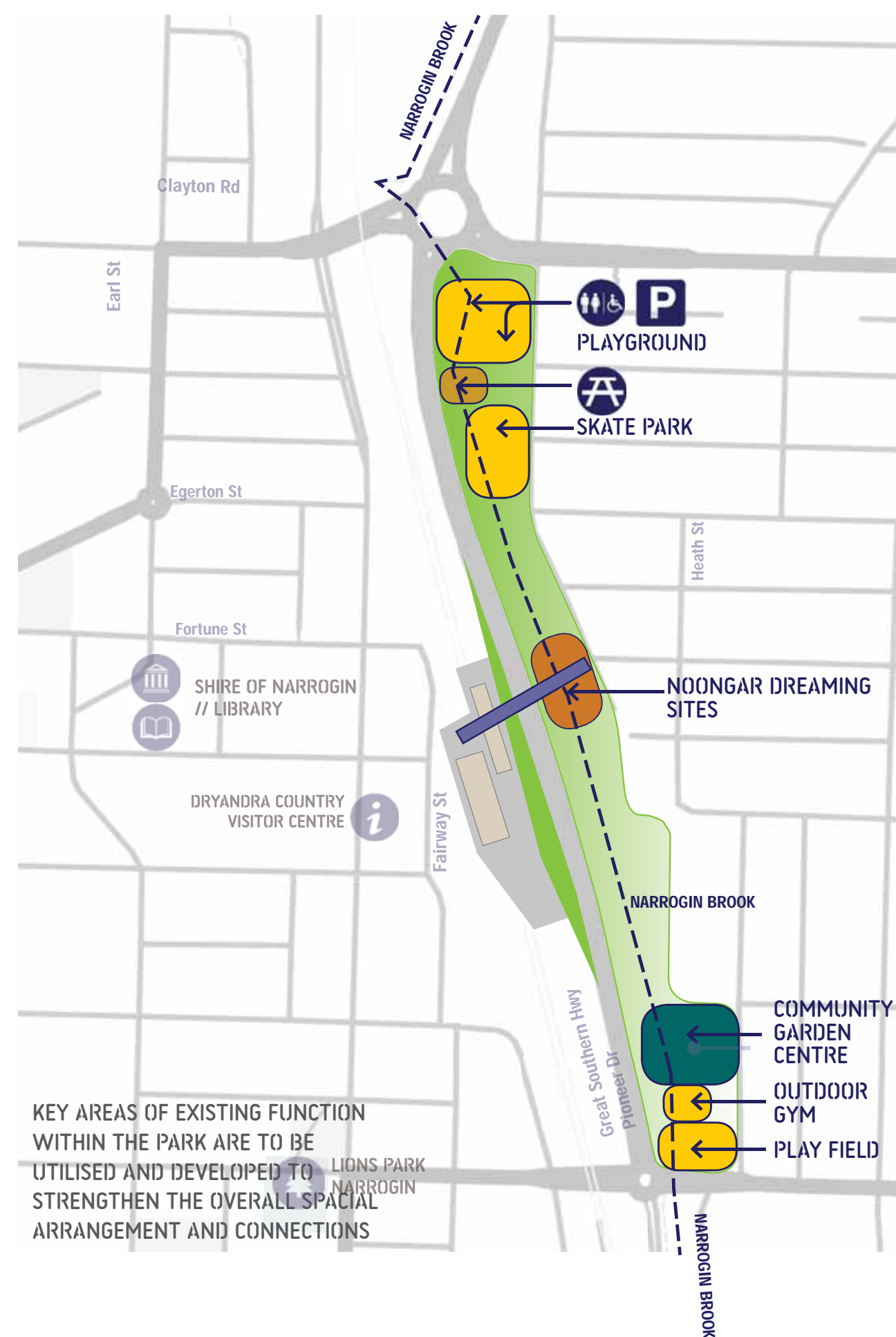
## CIRCULATION



## WATERWAY/DIVERSITY



## KEY USE ZONES





3.00

# COMMUNITY CONSULTATION







# 3.01 CONSULTATION PROCESS //

## INTRODUCTION

Extensive community consultation was conducted in three stages to determine the design direction and process for the development of Gnarojin Park.

A face to face survey and an on-line survey attracted over 190 responses. The collected data was used to define user groups, their engagement with the Park and their vision.

An on-site workshop provided an opportunity for community members to be involved directly in the design process by contributing their stories about the Park and voicing potential concerns.

## FACE TO FACE SURVEY

This survey was delivered to 62 respondents in Narrogin's CBD.

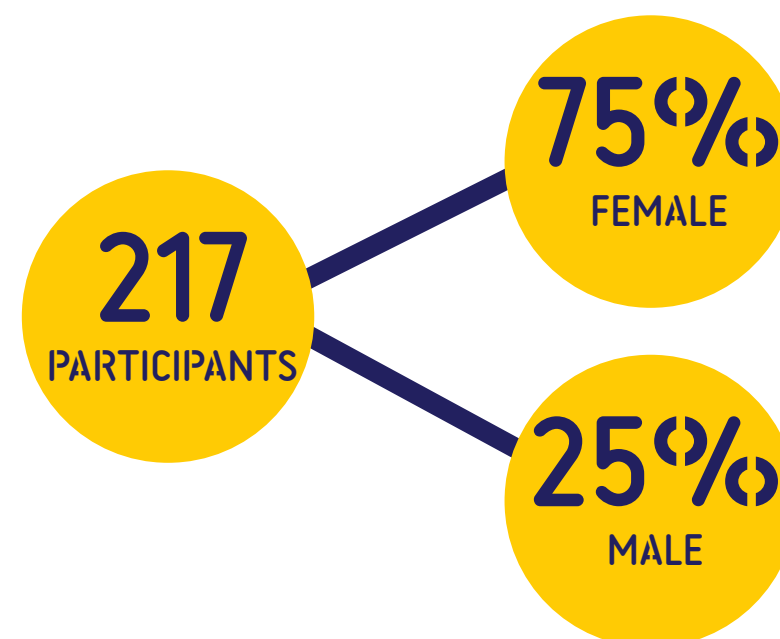
## WORKSHOP + SITE VISIT

A workshop organised by the Shire of Narrogin and Enlocus featured an introductory walk through the Park, and on-site exercises, including a survey and conversations with 22 local community members regarding the future of Gnarojin Park

## ONLINE SURVEY

An online survey widely distributed through social media attracted 133 respondents.

\* Please refer to appendices for details of consultation results.





4.00

# GNARROJIN PARK MASTERPLAN



# 4.01 MASTERPLAN STRATEGIES

Following the community consultations, a series of strategies have been developed as key components to drive the Masterplan. The following strategies have been derived from the site analysis of Gnarojin Park, and assessment of community input as well as elected member's comments and input and feedback.

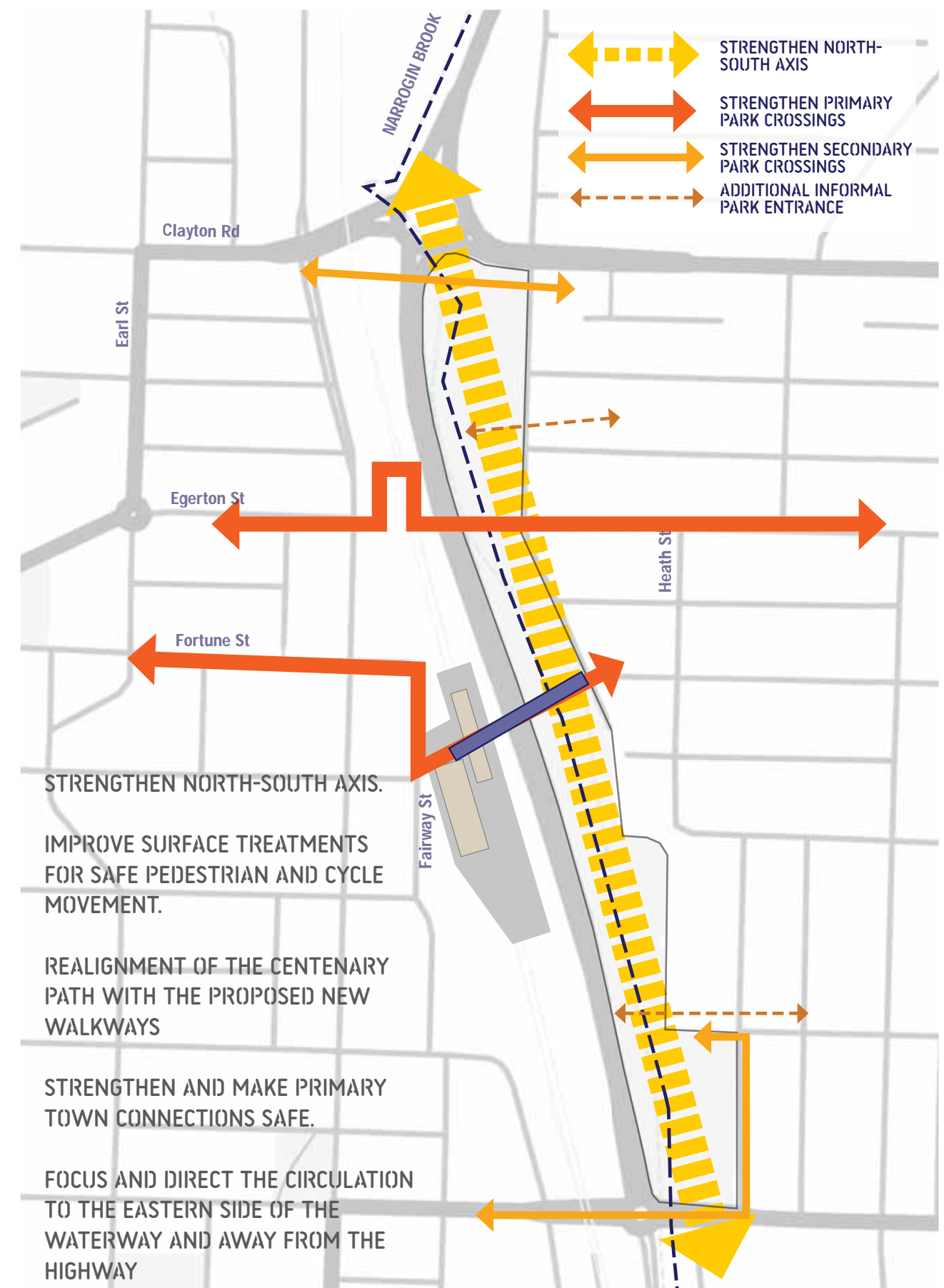
The series of strategies are:

1. Circulation and access
2. Town connections
3. Buffer and safety
4. Key zones
5. Lighting
6. Water treatment and waterway
7. Recreation and play
8. Ecology, biodiversity & connection to environment
9. Noongar Dreaming sites & artworks/artefacts
10. Public art

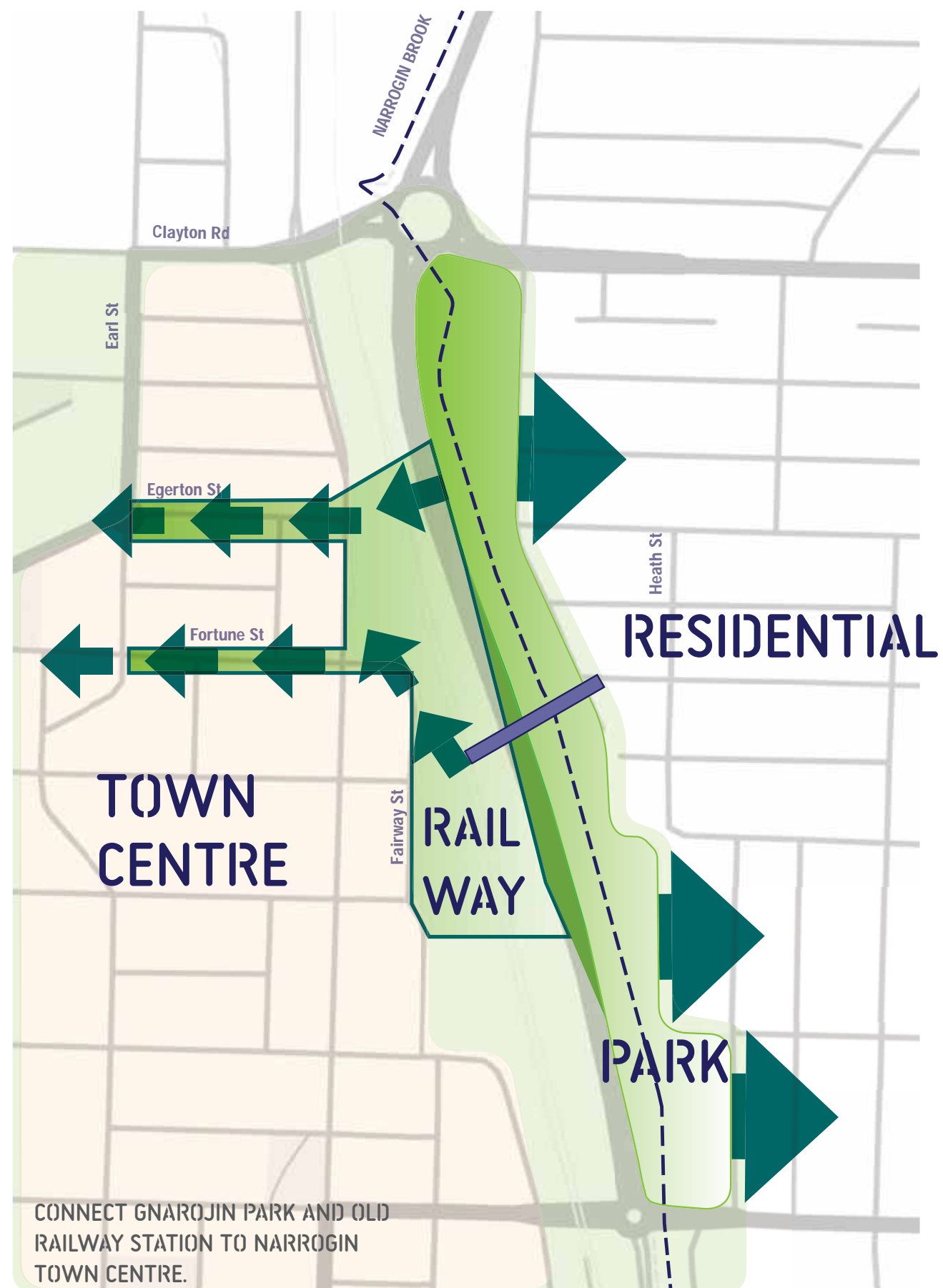
The 10 following diagrams depict these strategies.

*(The strategies listed above are not listed in order of priority.)*

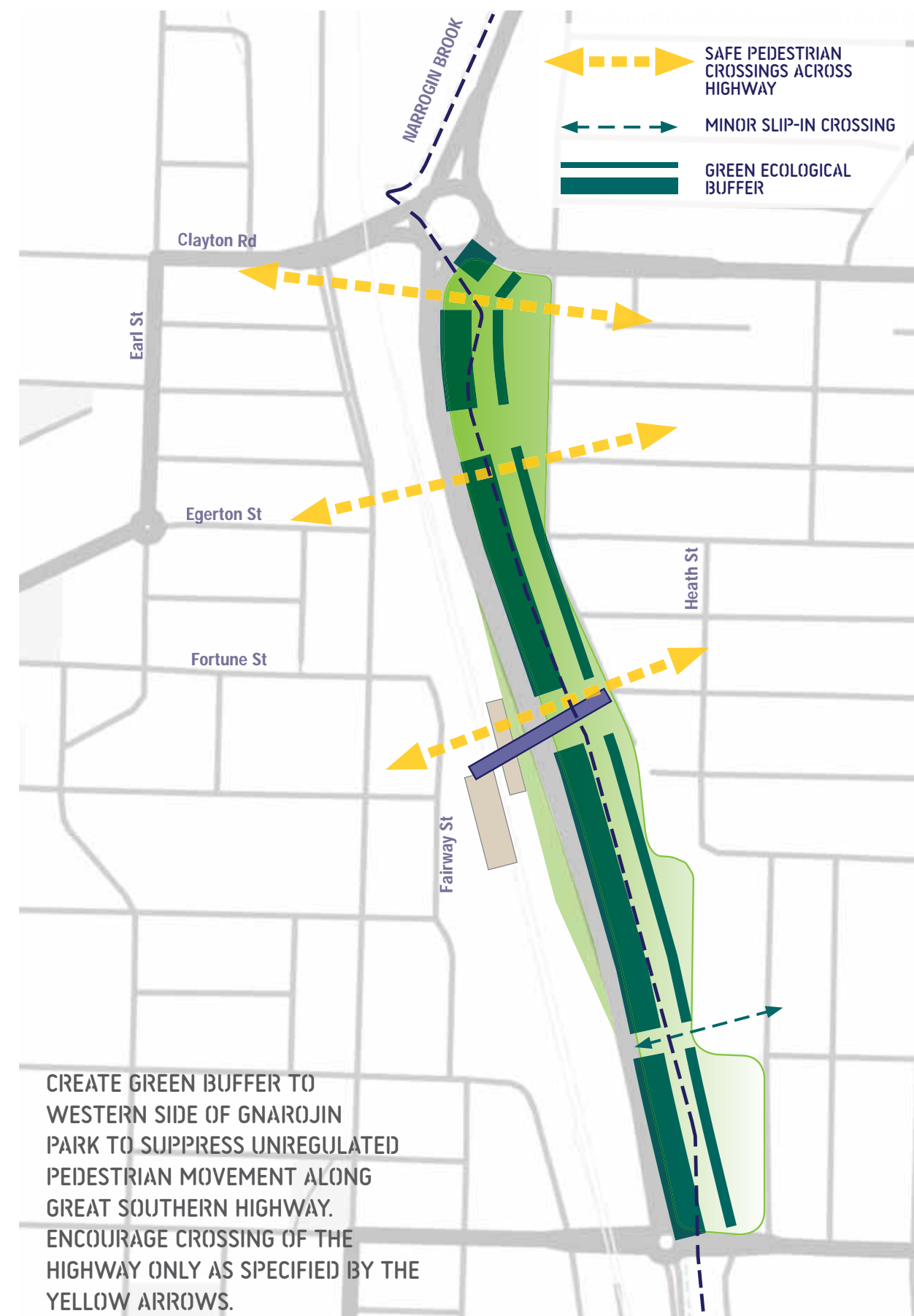
## CIRCULATION AND ACCESS



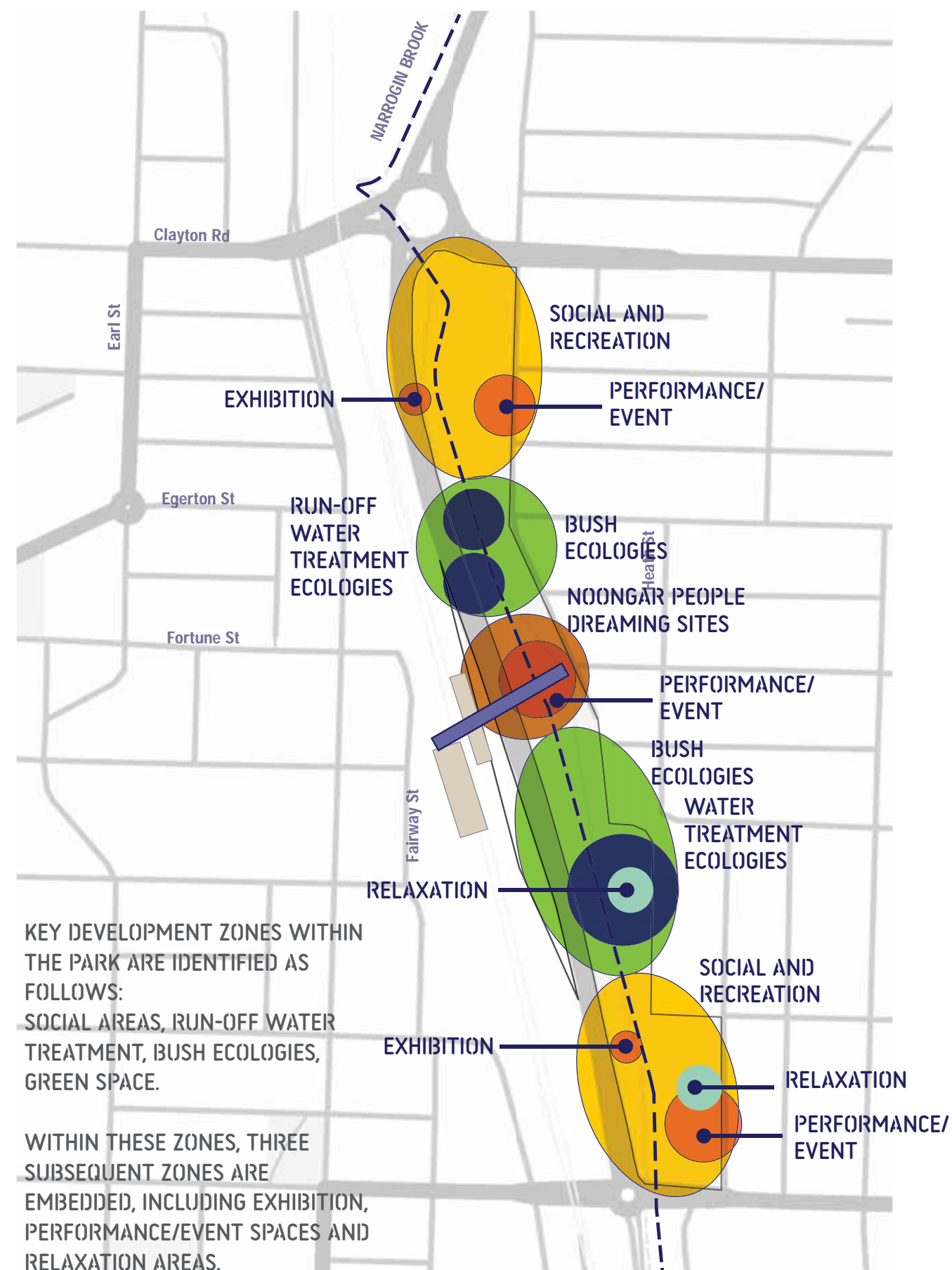
## TOWN CONNECTIONS



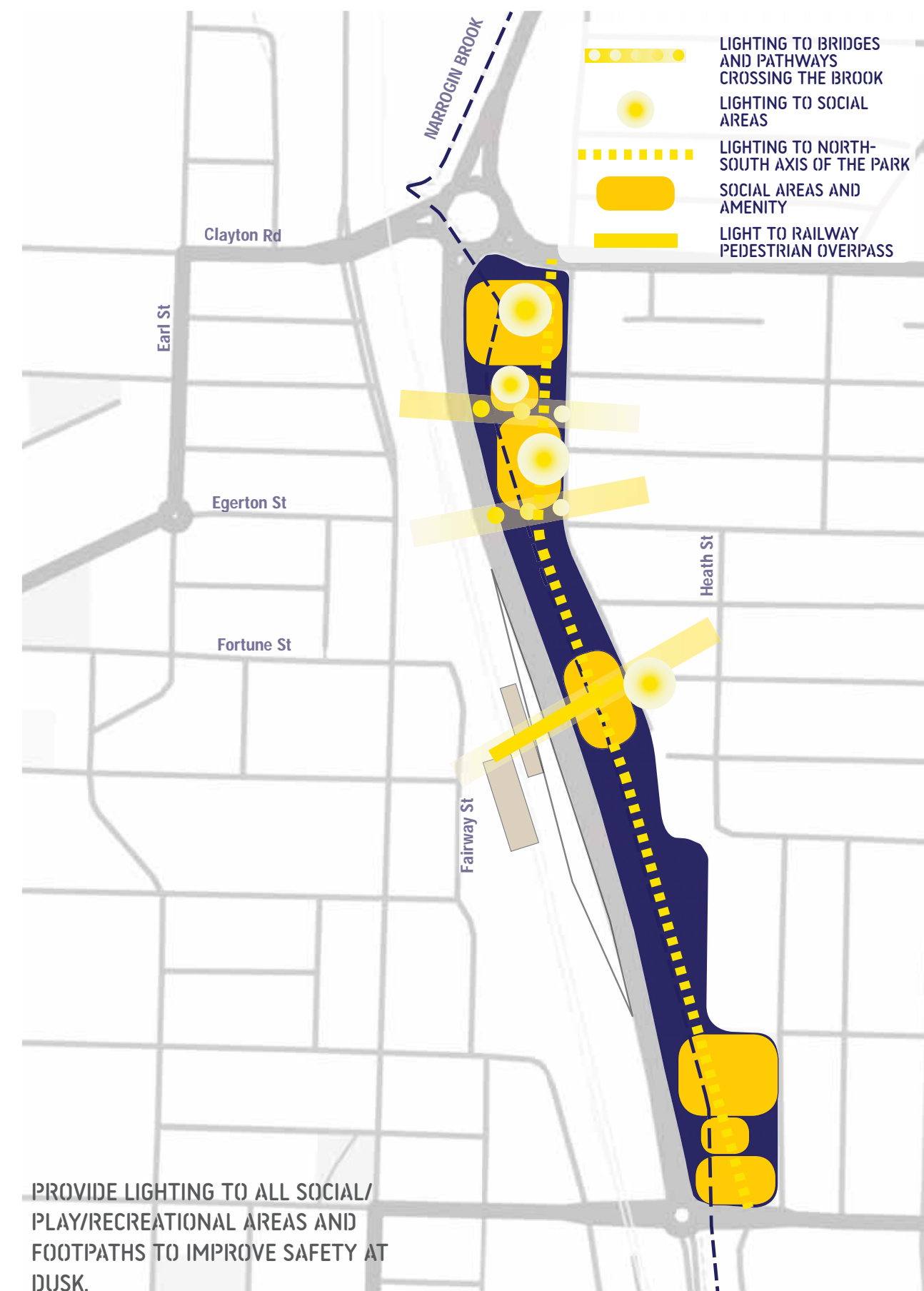
## BUFFER AND SAFETY



## KEY ZONES

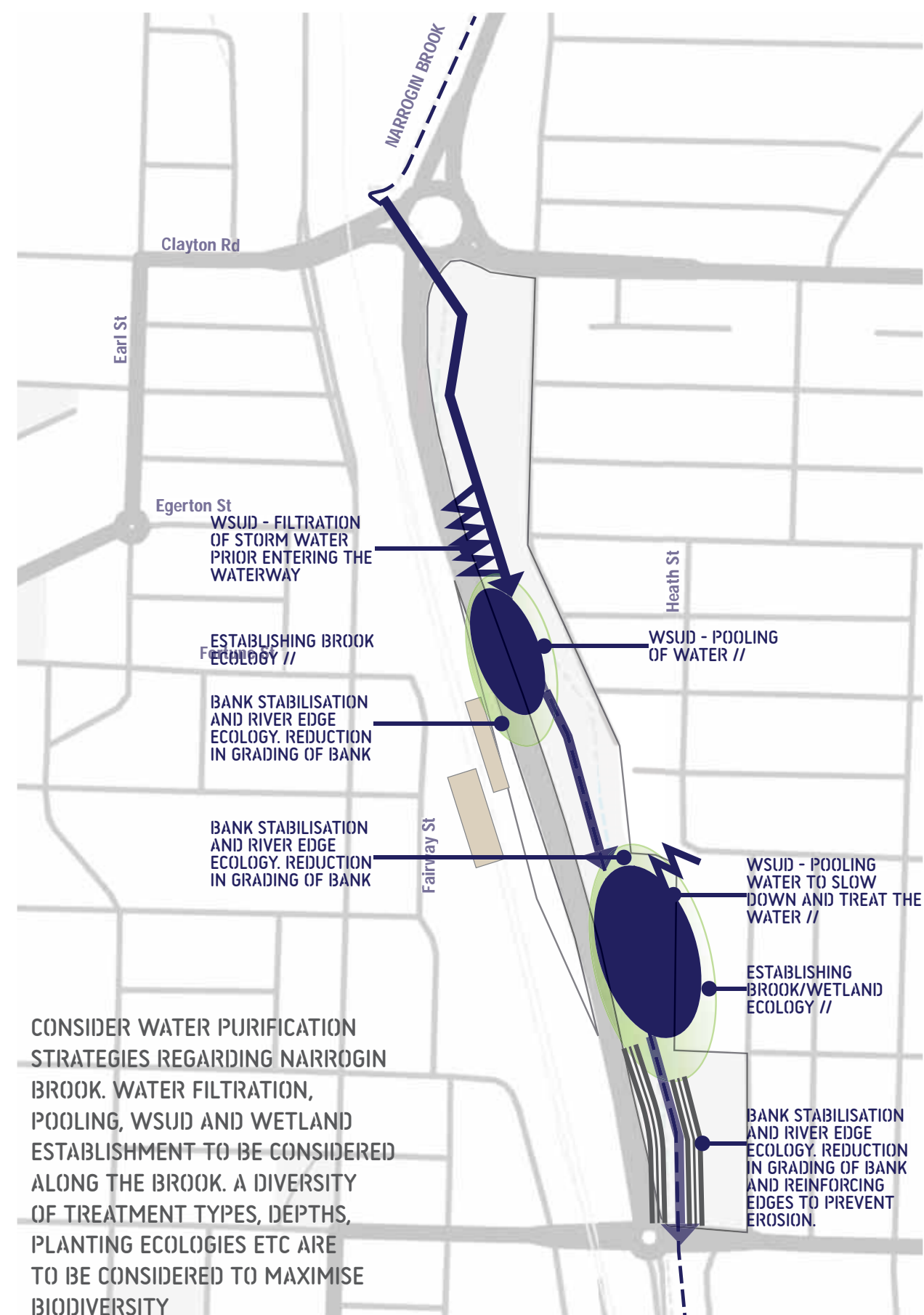


## LIGHTING

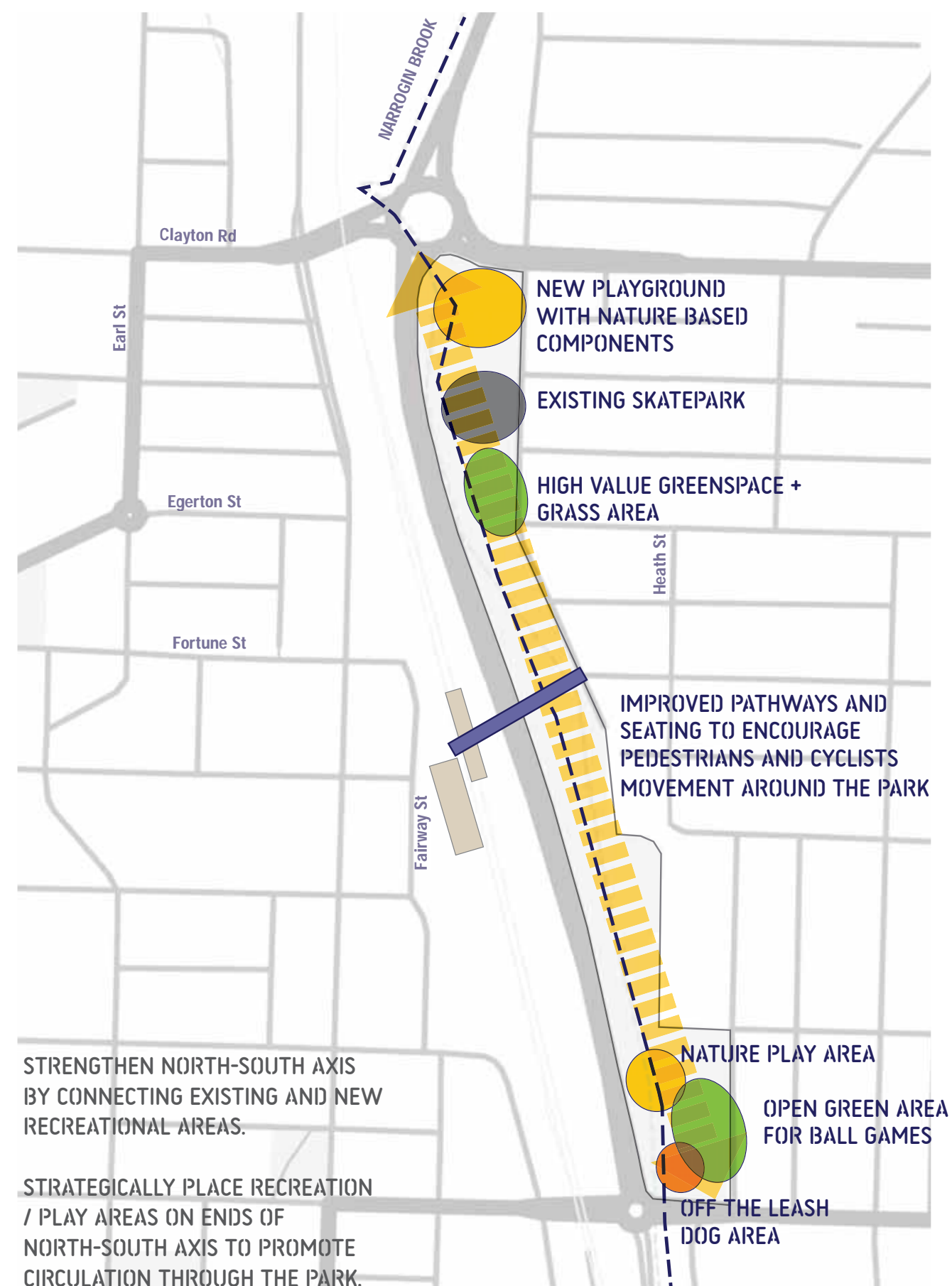




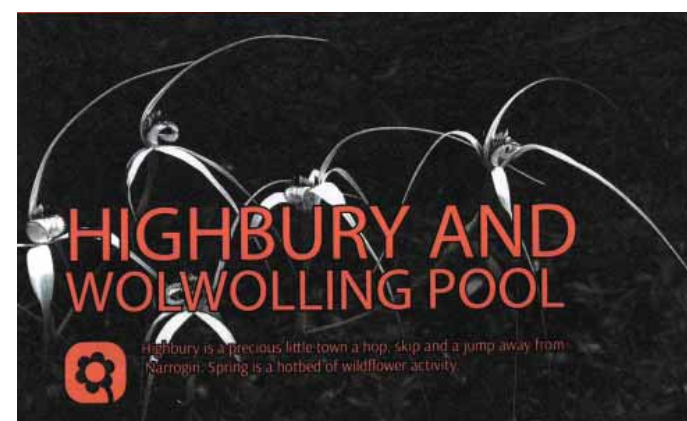
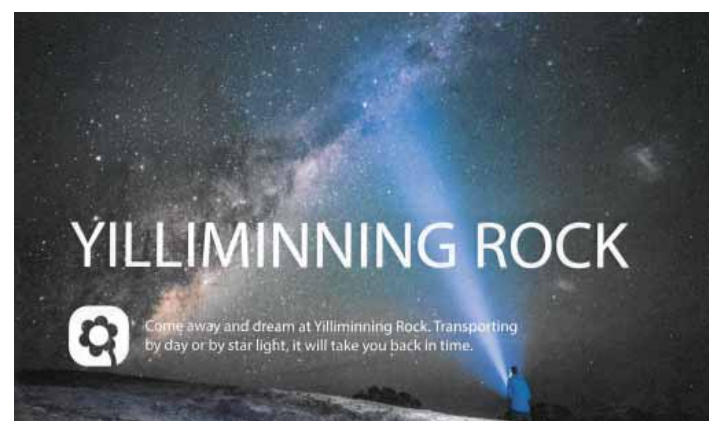
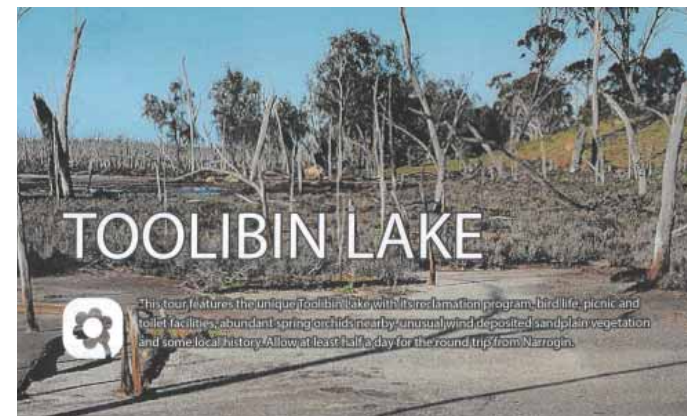
## WATER TREATMENT AND WATERWAY



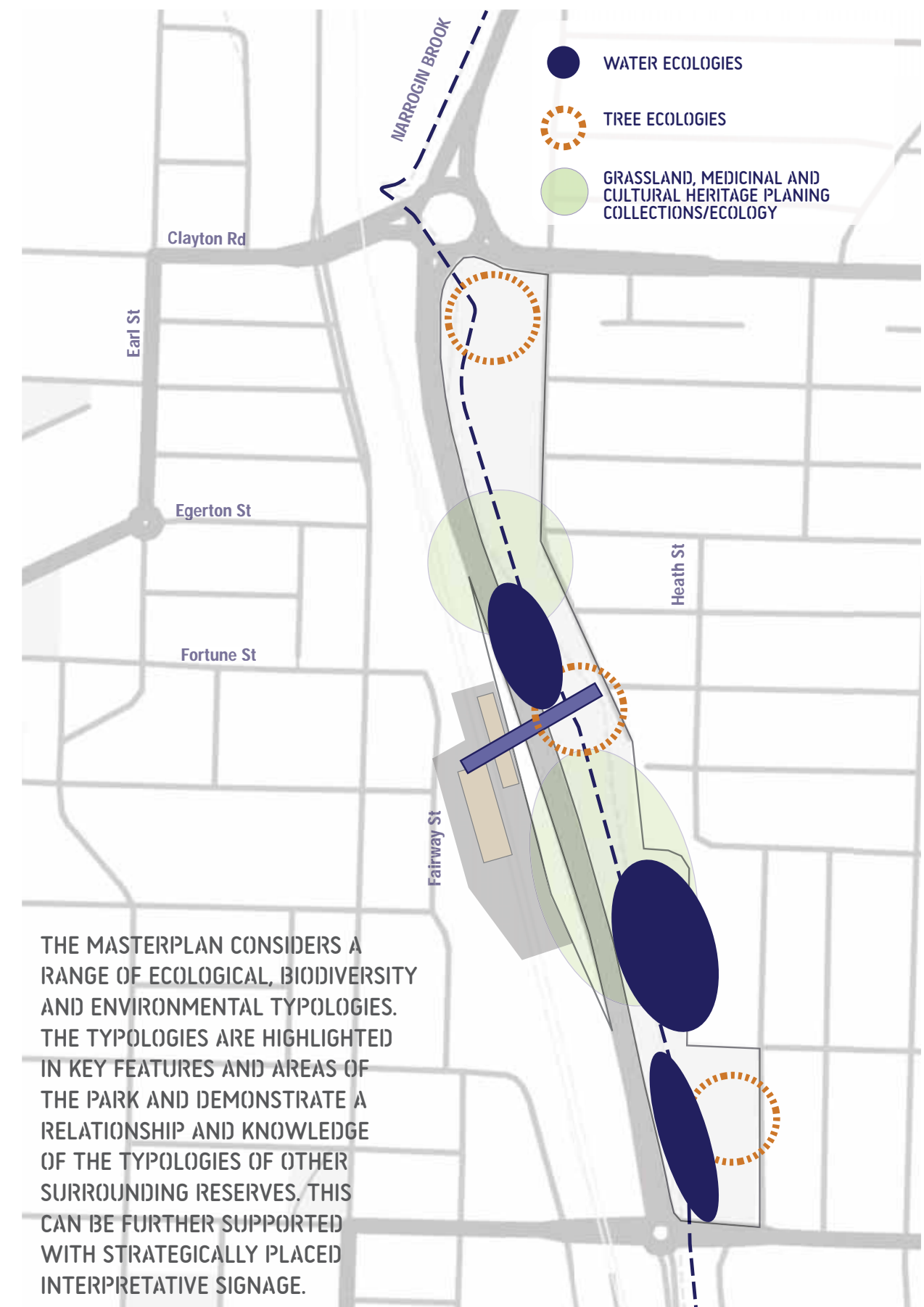
## RECREATION AND PLAY



## ECOLOGY, BIODIVERSITY + CONNECTION TO ENVIRONMENT

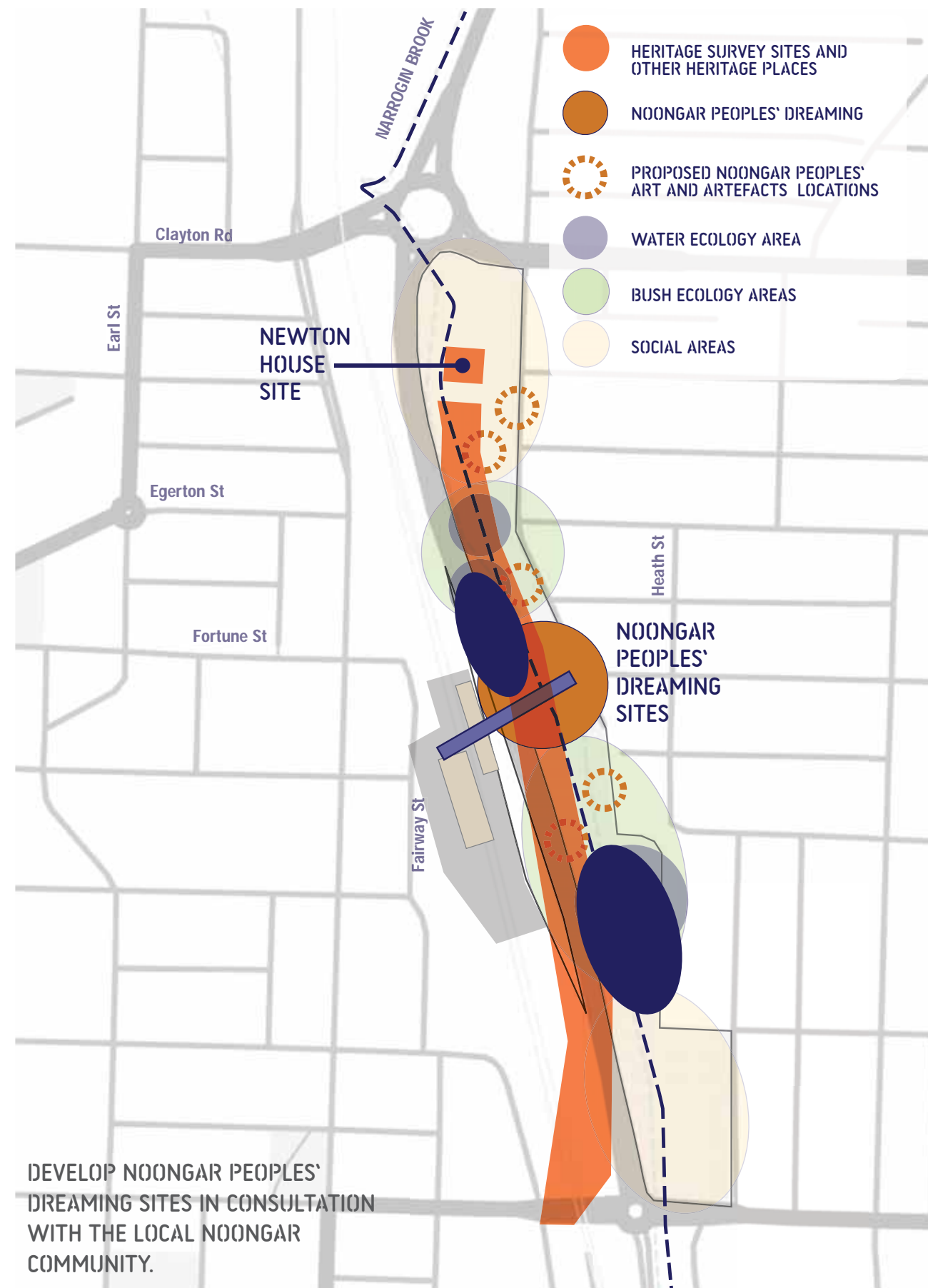


### DRYANDRA COUNTRY NATURE WALKS AND TRAILS

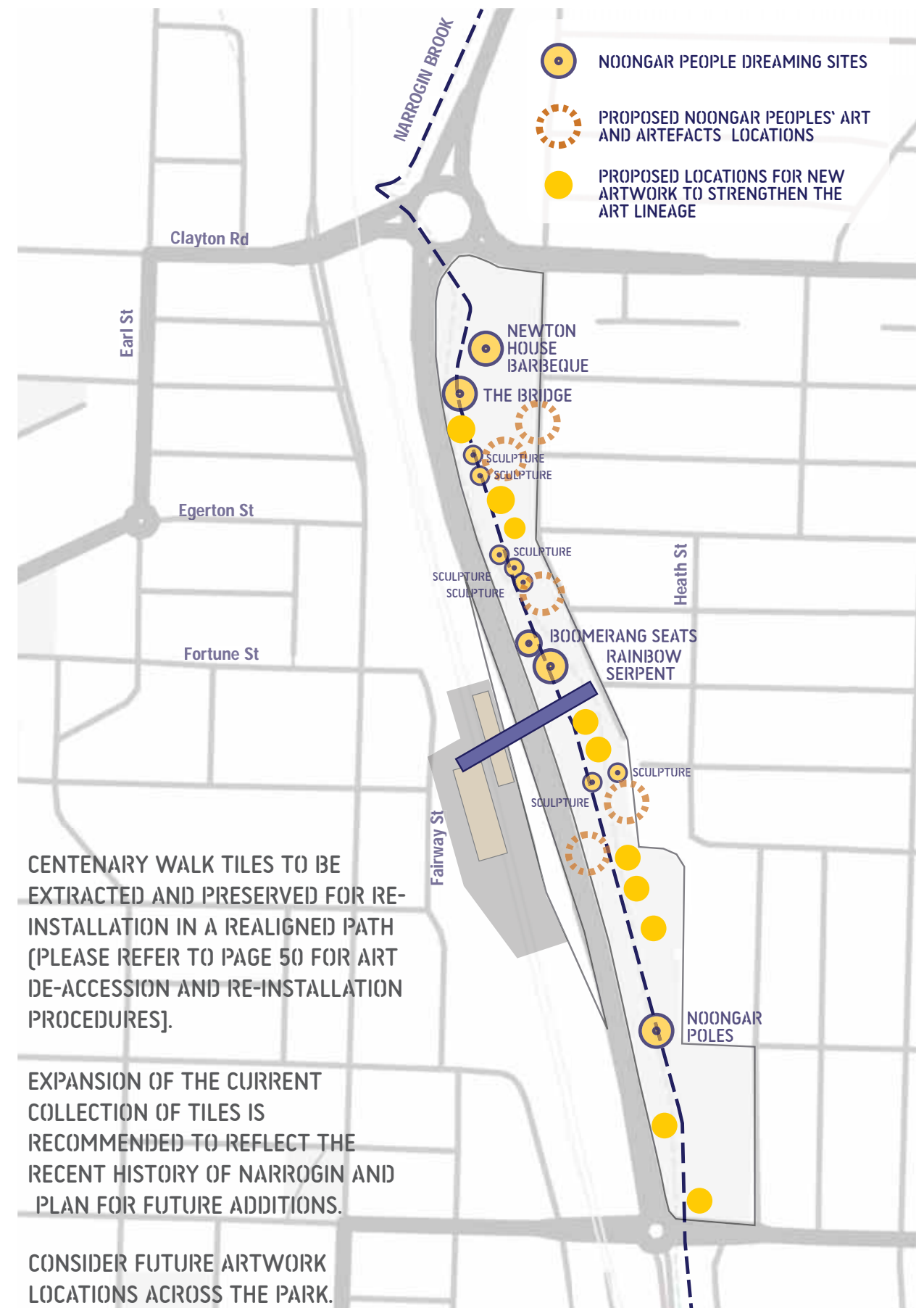




## NOONGAR DREAMING SITES & ARTWORK/ARTEFACTS



## PUBLIC ART





# 4.02 MASTERPLAN + KEY PROJECTS //

The development of the Gnarojin Park Masterplan follows a series of site visits, community consultation/engagements and site and policy analysis, and contains a series of key design deliverable as a framework for the Masterplan. All of the key considerations for the Masterplan are structured around the feedback from the consultation:

- improve the health and wellbeing of the Narrogin community,
- improve overall site safety,
- increase play and recreation opportunities,
- improve water quality,
- provide opportunities for the demonstration of local biodiversity and cultural history
- improve opportunities for exhibitions, performances and art.

“Considering key principles in designing the built environment can contribute to an individual’s propensity to be physically active and result in improved health outcomes.

When these design principles are integrated and applied correctly they can create an environment that supports greater levels of physical activity, reduces the incidence of obesity and improves mental health outcomes.

<http://www.healthyplaces.org.au/site/design.php>

## Pathways, Circulation And Town Connection

Enhancement to the overall functioning of the Park is proposed through giving consideration to circulation and pedestrian movement within the Park as well as the connection to the CBD and other areas surrounding the Park. As part of this project, a new palette of material finishes have been proposed to ensure the

new pathways are robust and improve the safety within the Park.

## Lighting

Improvement and provision of lighting to all social, play, recreational areas and footpaths to improve safety. Feature lighting to all bridges across the brook and highway have also been considered.

## Social/Event Spaces, Art, Exhibition, Furniture

This Masterplan can be read in conjunction with an endorsed public art strategy adopted by the Shire. The Masterplan identifies opportunities for exhibition performance and art (EPA) spaces.

A range of spatial typologies have been considered in the Masterplan allowing for a range of exhibition performance and art events. Opportunities for small (sculptural exhibition), medium (performances) and larger events (movie nights) have been designed into the spatial arrangement. All existing and future works are to be considered in conjunction with the community, artists and stakeholders.

All future works and development of design and detail should consider wider community and cultural input in consultation with the Noongar and wider Narrogin community. The stories, significant sites and history should always be considered and highlighted where possible and effective.

## Nature Play

Two new nature-based play spaces have been proposed at either end of the Park. The northern facility will be the major investment, located in the areas of the current play space, and extend across the northern end of the Park with a range of play equipment pieces

and nature based elements connecting to the brook, planting and environmental elements. The southern play space will be smaller in size with less elements, working in conjunction with the other social and recreational opportunities at the southern end, including the Community Garden, Farmers Market and open recreation lawn/temporary open events space.

## Ecologies

The Masterplan takes into consideration a range of ecological, biodiversity and environmental typologies. The typologies are to highlight key elements, and help shape the surrounding environmental experiences. This can be further supported with strategically placed information signage. In this way, the Park and its collections can function as a central hub explaining the experiences on offer and deliver opportunities for the town’s CBD to connect with surrounding wildlife and horticulture.

## Waterway Improvements

A major point of feedback from the community consultation was the prospect and improvement of the Narrogin Brook. The Masterplan proposal has taken into consideration and includes a range of improvements to the waterway including WSUD treatment ponds, bank stabilisation, removal of exotic weeds with revegetation of native and indigenous species to help improve water quality, and create opportunities for a range of biodiversity and ecological environments.

## Horticulture Strategies

The horticultural strategies (presented on page 45-47) are designed to highlight the biodiversity within the Park with feature planting and to encourage the curation of ecologies so as to demonstrate and exhibit a

wide range of flora and fauna. The range of typologies and the possible collection provide further opportunity to make associations with the Noongar culture and traditions, and extend connection with surrounding facilities and tourist opportunities.

The Masterplan is structured to be delivered over time, with a range of projects that can be delivered individually or collectively, pending funding opportunities.

## TIMELINE AND FUNDING

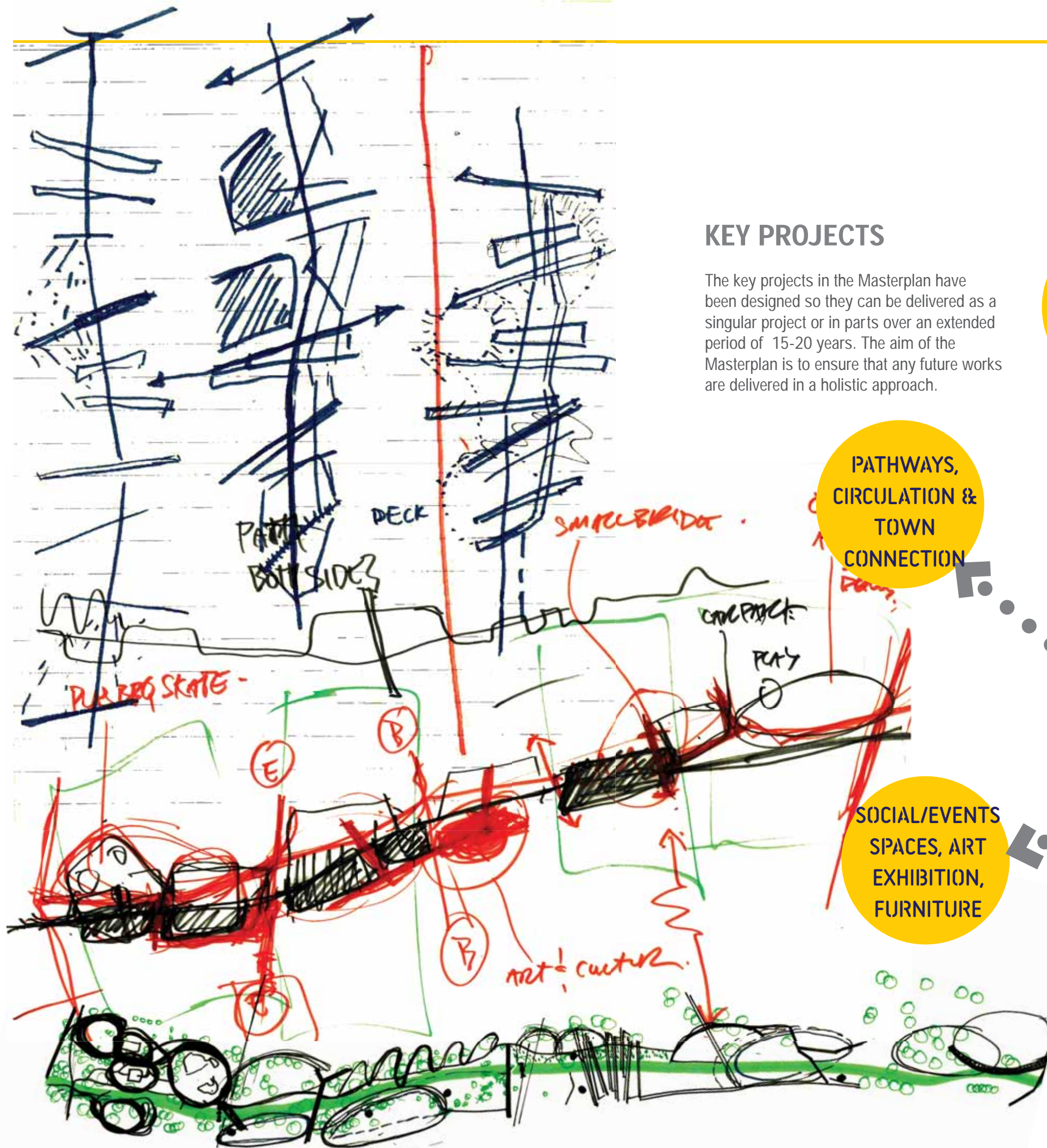
Due to significant costs and resource requirements the implementation of the Masterplan for Gnarojin Park is suggested to be delivered in stages, and over a span of up to 20 years.

A breakdown of key projects would involve:

- Pathways, circulation & town connection
- Lighting
- Social/events spaces, art exhibition, furniture
- Nature play
- Ecologies
- Waterway improvements
- Horticulture strategies

A number of Federal, State and non-government grants can support local government projects of varying scales and themes. A list of funds available to Western Australian communities can be found in 5.05.





## KEY PROJECTS

The key projects in the Masterplan have been designed so they can be delivered as a singular project or in parts over an extended period of 15-20 years. The aim of the Masterplan is to ensure that any future works are delivered in a holistic approach.

PATHWAYS,  
CIRCULATION &  
TOWN  
CONNECTION

SOCIAL/EVENTS  
SPACES, ART  
EXHIBITION,  
FURNITURE

ECOLOGIES

NATURE PLAY

WATERWAY  
IMPROVEMENTS

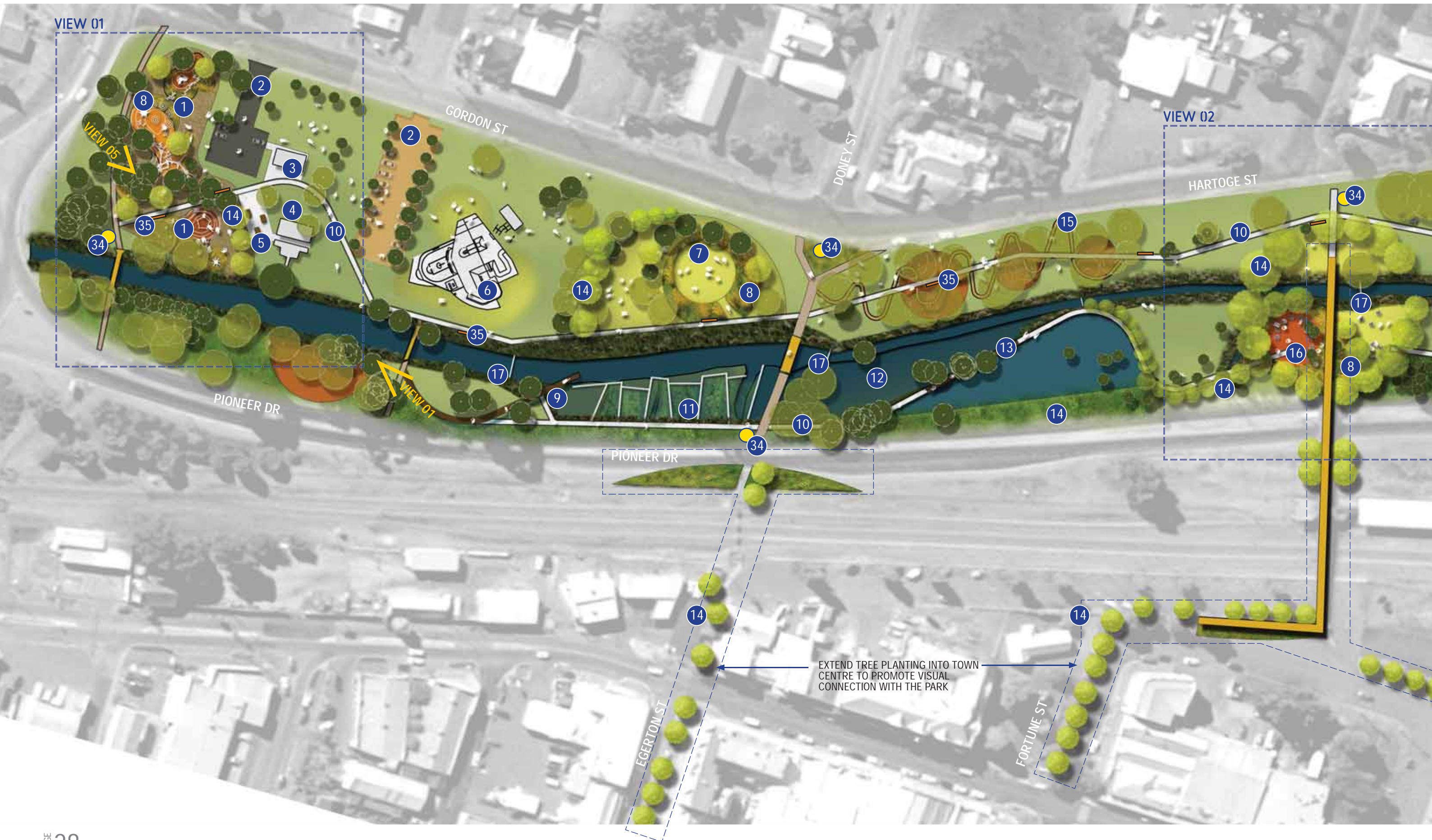
LIGHTING

HORTICULTURE  
STRATEGIES

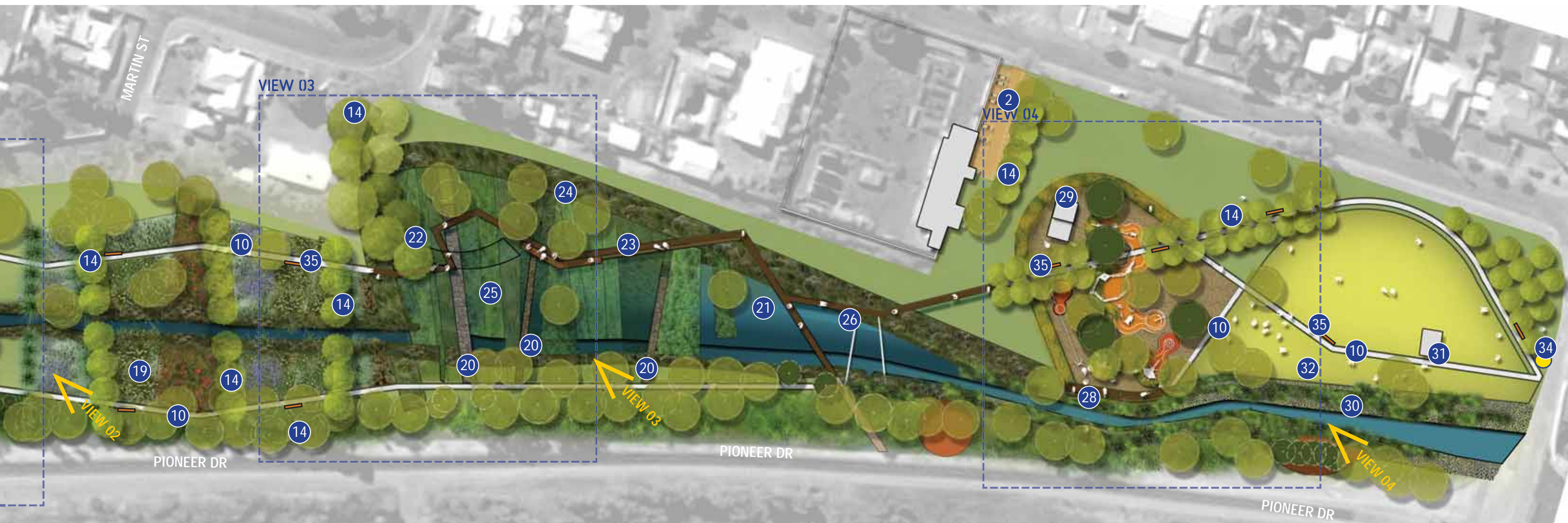
GNAROJIN PARK  
KEY PROJECTS



# GNAROJIN PARK MASTERPLAN | OVERALL PLAN







## LEGEND

- |                                   |  |  |   |
|-----------------------------------|--|--|---|
| 1 NATURE-BASED PLAYGROUND         | 10 CONCRETE PATH                                     | 19 WOOD ECOLOGIES: BANDS OF INDIGENOUS AND NATIVE PLANTING FROM FOXES LAIR | 28 DECK LOOK-OUT WITH SEATING OPPORTUNITIES   |
| 2 EXISTING CAR PARK               | 11 STORM WATER FILTRATION POOLS                      | 20 POROUS ROCK WALLS TO SLOW DOWN AND DISPERSE WATER FLOW                  | 29 EXISTING OUTDOOR FITNESS EQUIPMENT   |
| 3 PUBLIC AMENITIES BUILDING       | 12 INUNDATION AREA                                   | 21 CONSTRUCTED WETLAND AREA  | 30 STONE/GABION RETENTION WALL WITH PLANTING TO BANKS OF THE BROOK TO PREVENT EROSION |
| 4 NEWTON HOUSE                    | 13 BOARDWALK   | 22 DIVERSION OF PIPE INLET INTO THE WETLAND AREA                           | 31 EXISTING SHELTER   |
| 5 PICNIC AREA WITH SHADE TREES    | 14 PROPOSED NEW TREES                                | 23 RE-INSTATED BOARDWALK WITH LOOK-OUT POINT AND SEATING OPPORTUNITIES     | 32 LEASH-FREE DOG PARK AREA   |
| 6 EXISTING SKATEPARK              | 15 ALTERNATIVE PATH FOR CHILDREN'S PLAY              | 24 OVERFLOW AREA   | 33 GRAVEL AREAS FOR ARTWORK INSTALLATIONS   |
| 7 SOCIAL/EVENTS SPACE             | 16 TRADITIONAL LAND OWNERS' GATHERING                | 25 BANDS OF WATER TREATMENT PLANTING                                       | 34 SIGNAGE  |
| 8 NATIVE PLANTING                 | 17 STONE WEIR TO SLOW WATER FLOW AND REDUCE SEDIMENT | 26 STONE WEIRS TO SLOW WATER FLOW AND REDUCE SEDIMENT ACCUMULATION         | 35 PARK BENCH   |
| 9 BOARDWALK TO THE LOOK-OUT POINT | 18 RAILWAY PEDESTRIAN OVERPASS                       | 27 PARK ACCESS   |   |





## MASTERPLAN CONCEPT IMAGES

### JOURNEY THROUGH THE PARK



### CREEK WATER TREATMENT



### HORTICULTURE





## NATURE-BASED PLAYGROUND



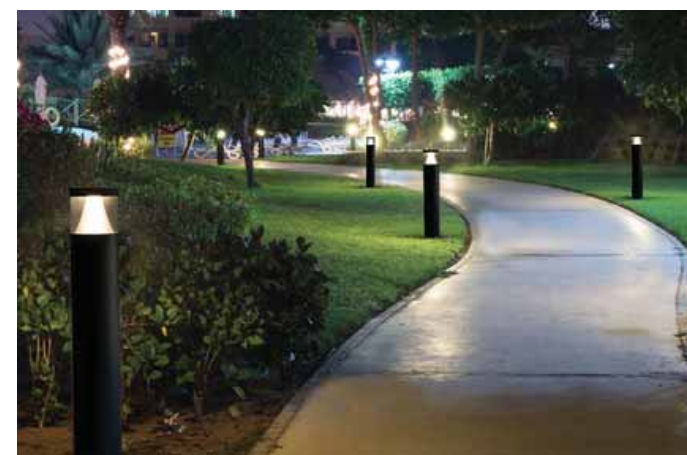
## COMMUNITY/EVENTS SPACES



## LIGHTING

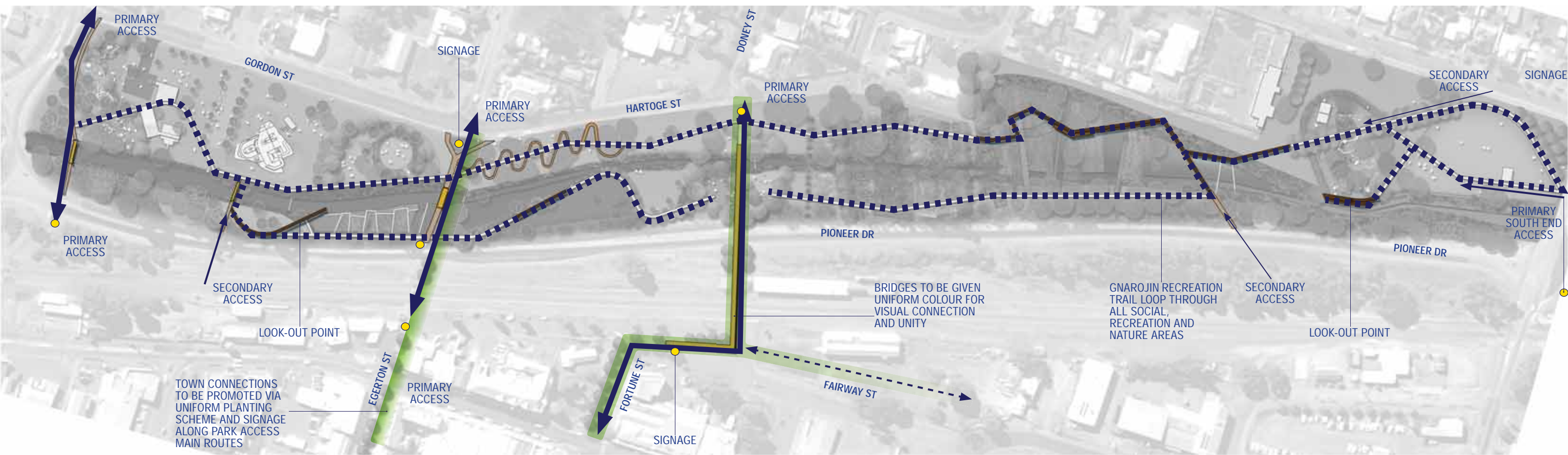


## FURNITURE





KEY PROJECT // Pathways, Circulation & Town Connection



PATHWAY PALETTE



BOARDWALK



CONCRETE

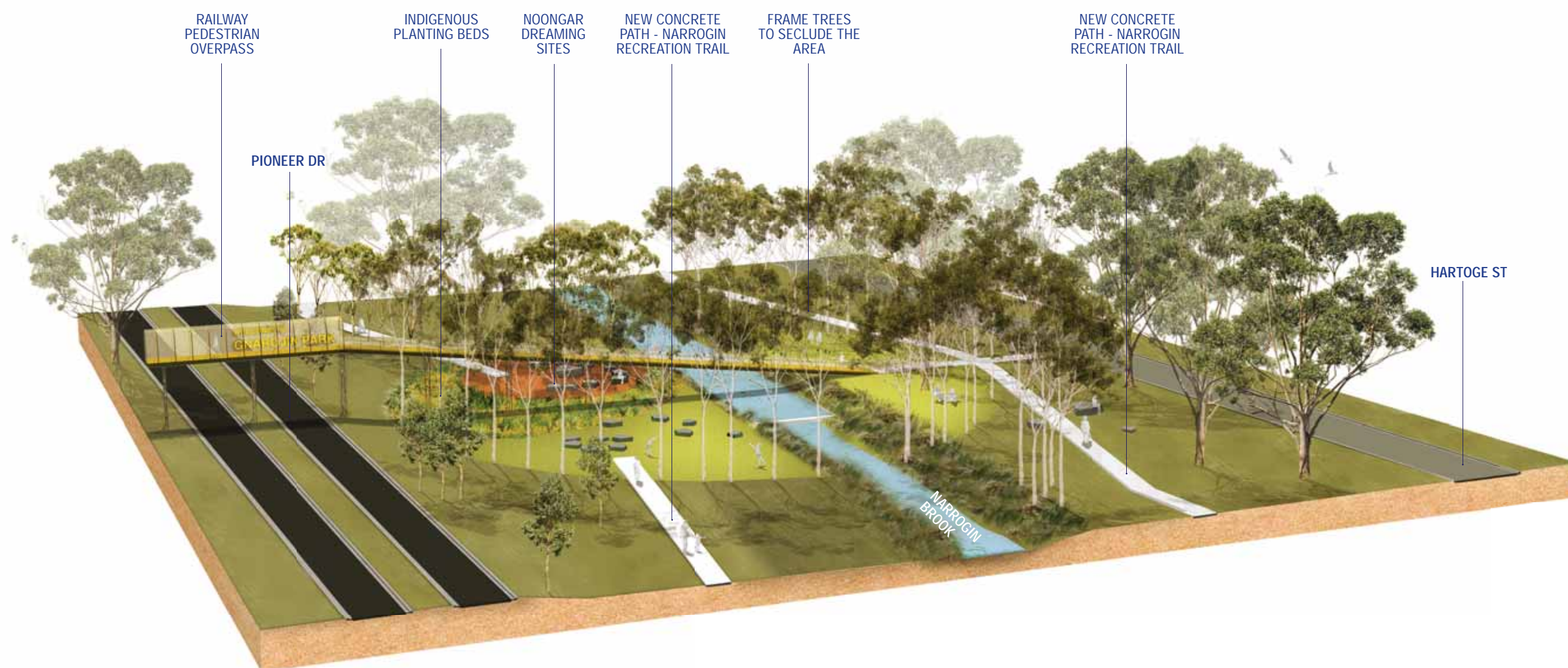


GRAVEL



PAINTED

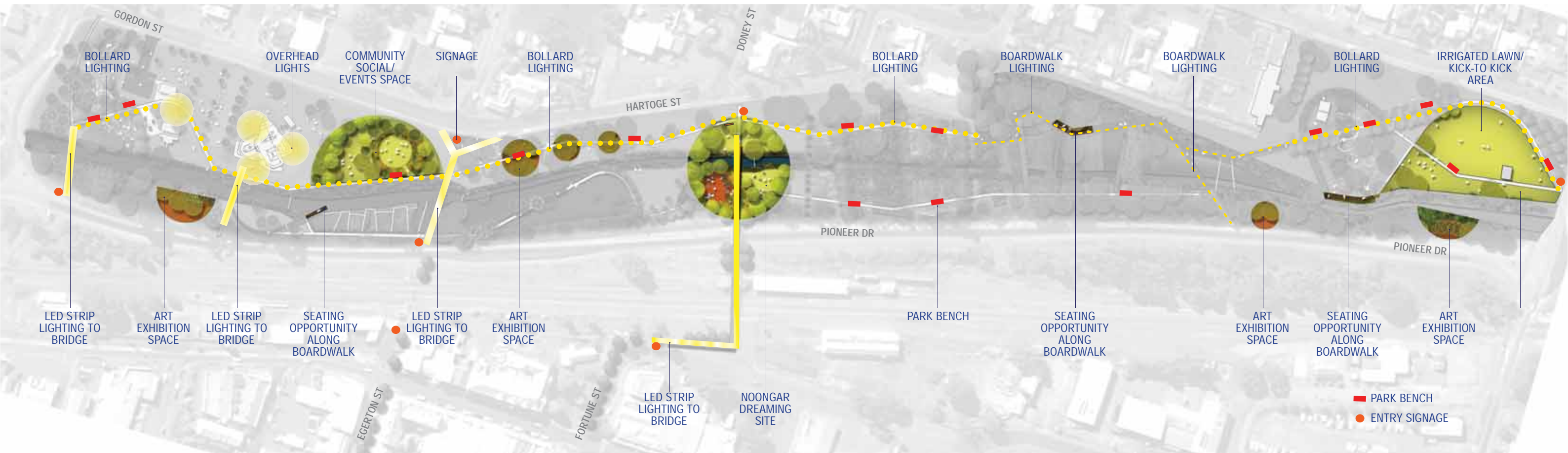




GNAROJIN PARK MASTERPLAN VIEW 02



KEY PROJECT // Social/Event Spaces, Art, Exhibitions, Furniture + Lighting



EVENTS, PERFORMANCE AND CONTEMPLATION AREAS



COMMUNITY EVENT SPACE



GATHERING PLACE



MANICURED GRASS AREAS FOR EVENTS AND PLAY



## SOCIAL/GATHERING SPACE



## SIGNAGE



ENTRY SIGNAGE

## FURNITURE



PICNIC SEATING

## LIGHTING



OVERHEAD LIGHTING



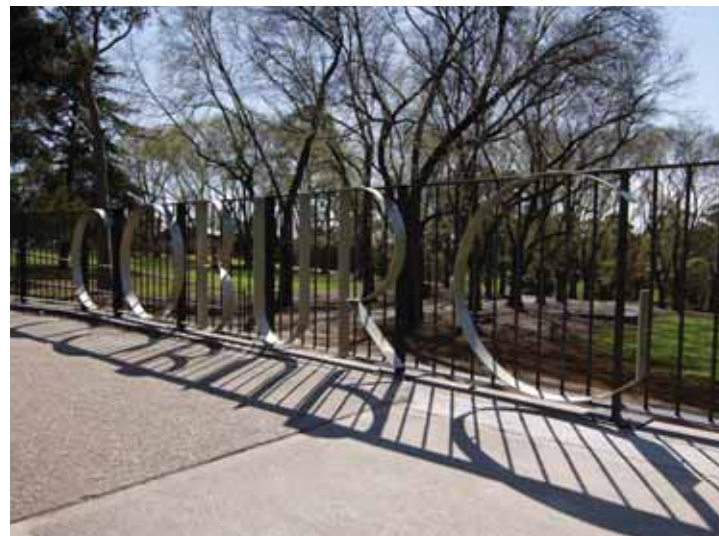
INFORMATION SIGNAGE



BENCH SEATING



BOARDWALK / PATH LIGHTING



GATEWAY SIGNAGE AND LIGHTING FOR BRIDGE



BOARDWALK SEATING



FEATURE LIGHTING



KEY PROJECT // Nature Play



CHALLENGING EXPLORATIVE PLAY EQUIPMENT



SIMPLE SENSORY NATURE PLAY



FUN ELEMENTS TO ORDINARY THINGS



TEXTURES AND COLOURS TO PLAY SURFACES



## NATURE-BASED PLAY







GNAROJIN PARK MASTERPLAN VIEW 01





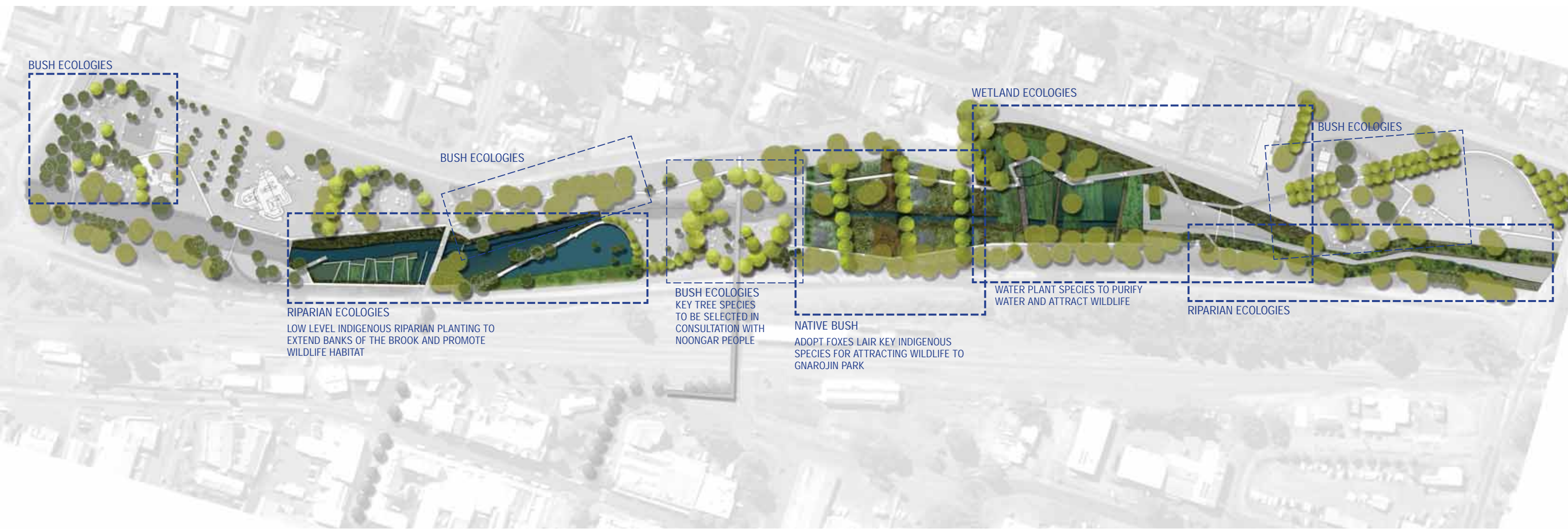




GNAROJIN PARK MASTERPLAN VIEW 04



# KEY PROJECT // Ecologies



MAN-MADE BIRD BOXES



MAN-MADE WILDLIFE NEST



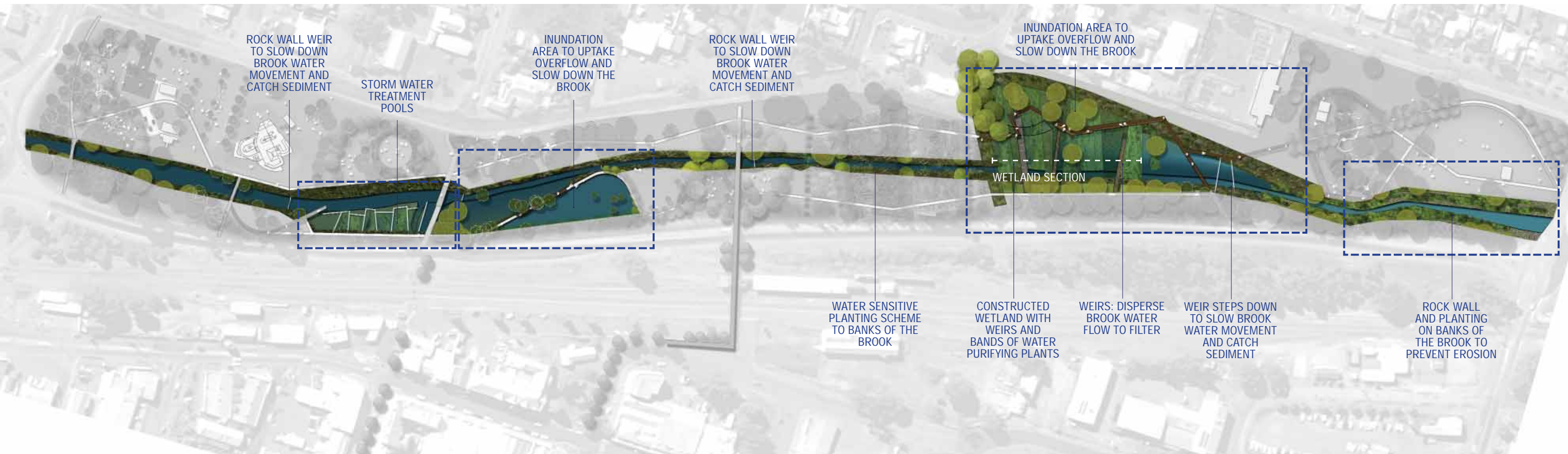
DISCREET HABITATS



WILDLIFE-SPOTTING LOCATIONS



KEY PROJECT // Waterway Improvements



STORM WATER TREATMENT POOLS



WEIRS DISPERSING WATER FLOW



PLANTING AND WATER PURIFICATION



BANK RETENTION



## WETLAND AND WSUD

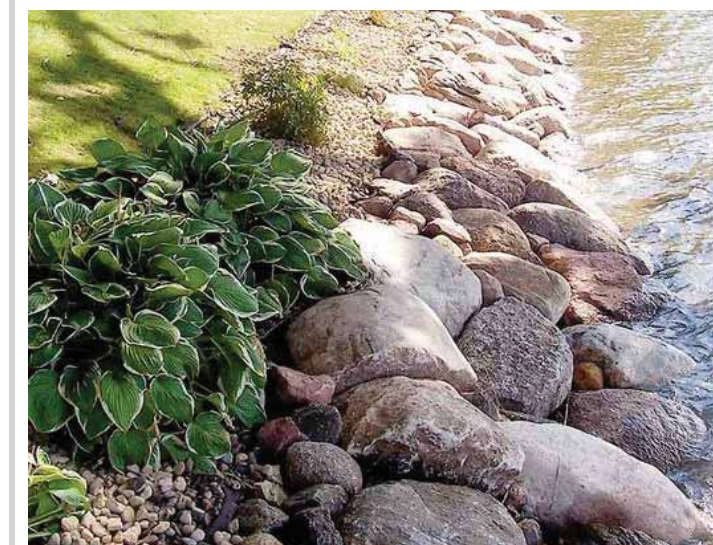
### WATER PURIFYING PLANTS



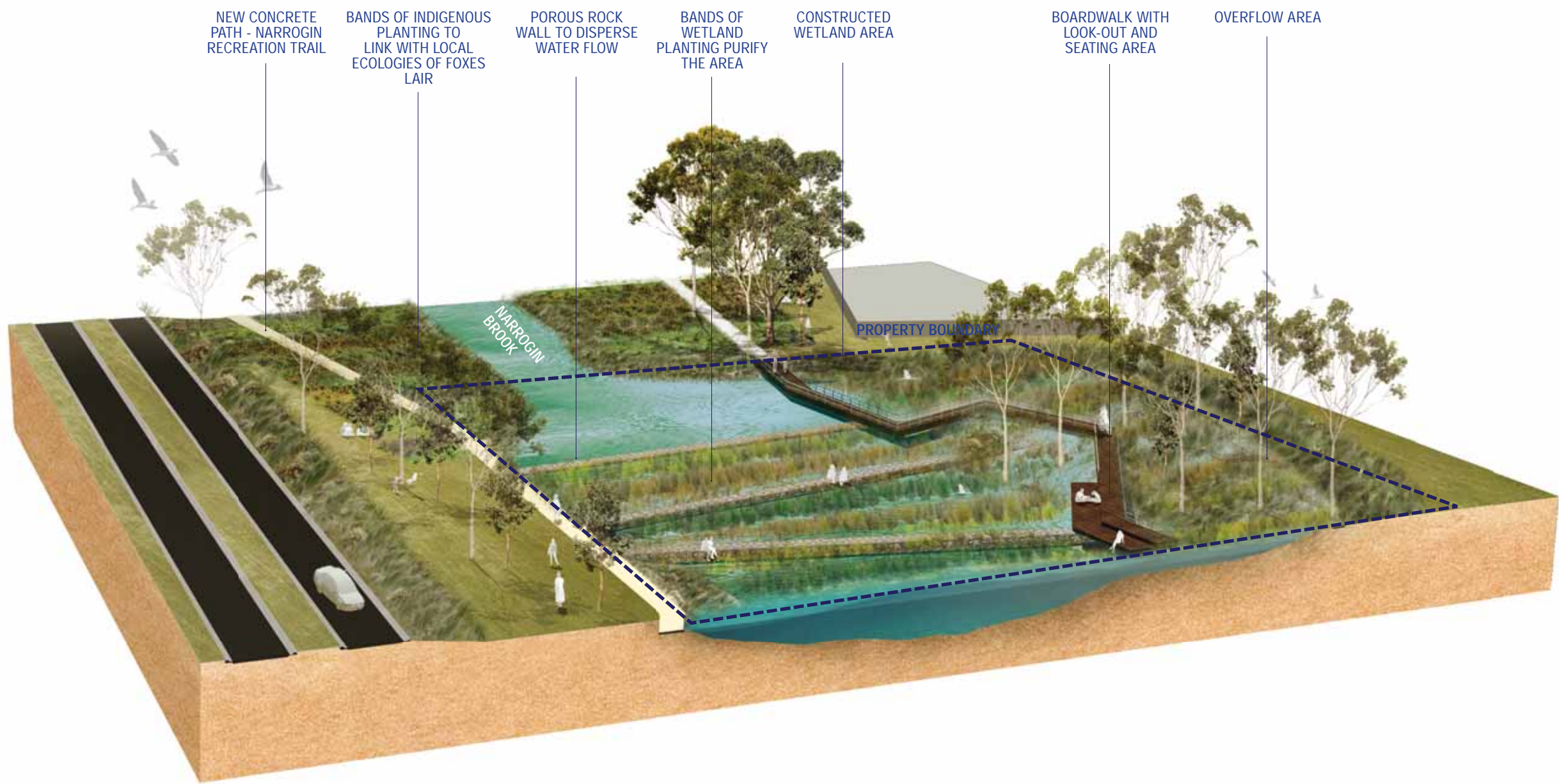
### WATER TREATMENT



### ANTI-EROSION TREATMENT



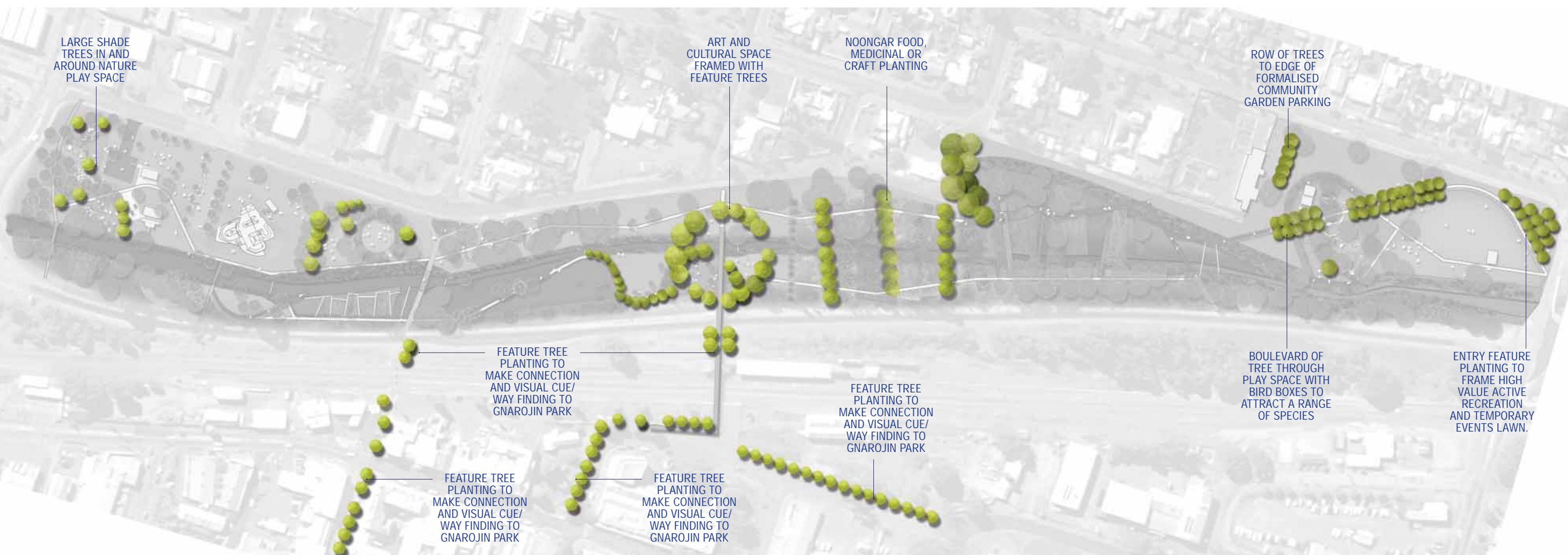




GNAROGIN PARK MASTERPLAN VIEW 03



## HORTICULTURE STRATEGIES - Trees //



MARRI *Corymbia calophylla*

Shire of Narrogin



BROWN MALLET *Eucalyptus astringens*



POWDERBARK *Eucalyptus accedens*

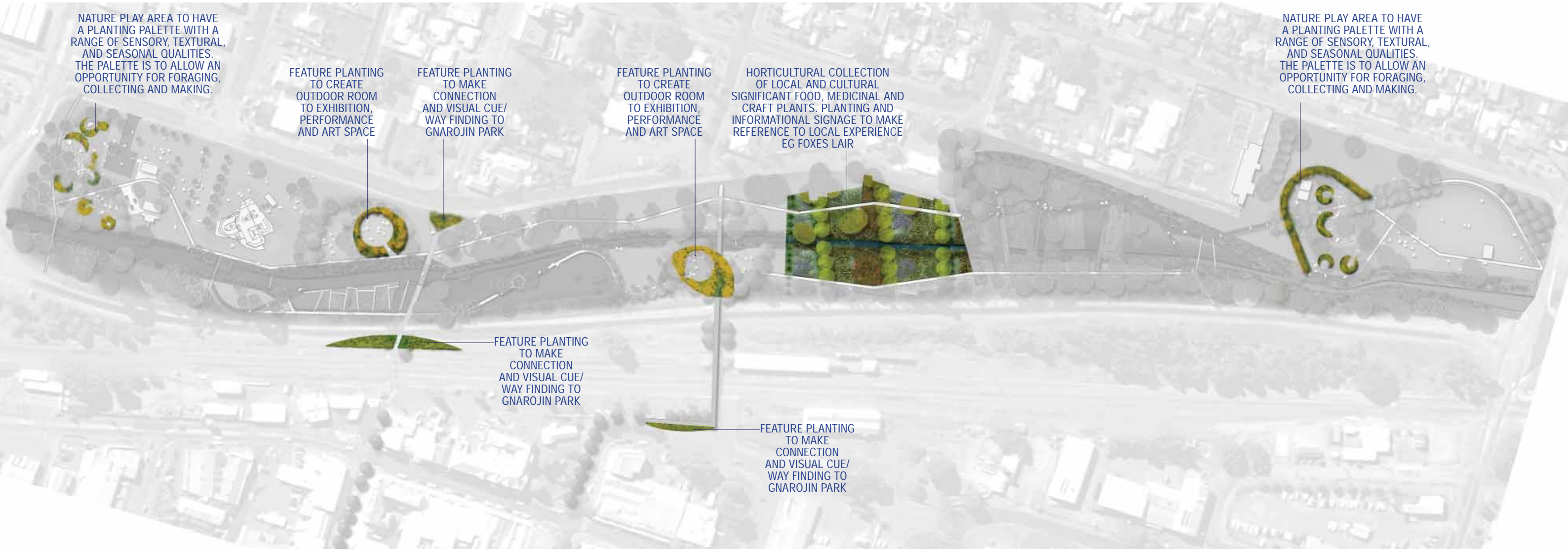


SALMON GUM *Eucalyptus salmonophloia*

\*\*\* All of the above species occur in Foxes Lair Bushland Reserve



HORTICULTURE STRATEGIES - Planting And Cultural Methods//



COLOURFUL AND RICH IN TEXTURE BANDS OF NATIVE PLANTS



INCIDENTAL POPS OF COLOUR



PATCHES OF WILD NATIVE PLANTS



FORMAL PLANTING BEDS SUGGESTING CONTAINMENT OF ACTIVITY



## SHRUBS AND PLANTS









# 5.00 MOVING FORWARD



# 5.01 WATERWAY APPROVALS //

## PROCESS

All future developments for the waterway are to meet State, Federal and Local Government policy and planning requirements. Future development of the Gnarojin Park is to refer to the following documents:

Government of Western Australia:  
'Public Parkland Planning & Design Guide'

Government of Western Australia's  
Department of Water:  
'Stormwater Management Manual for Western Australia'  
'Better Urban Water Management'  
'Water Sensitive Urban Design'

# 5.02 EXISTING ARTWORK //

## PROCESS

As part of the Gnarojin Park Masterplan implementation, public artwork relocation may be inevitable, particularly in regard to the black granite Centenary Path tiles. It is strongly advised that all artwork is treated with respect and preserved for future re-installation.

All tiles are to be extracted, restored where needed, and re-installed in the new path. Expansion of the tile collection, with additional tiles that reflect Narrogin's recent history, is recommended.

The following are recommended steps for public artwork relocation and deaccession. The Shire of Narrogin may choose its own steps and procedures regarding public artwork.

## PROCESS FOR RELOCATION OR CURATION OF ARTWORK\*

**Make intentions to relocate or remove the artwork known to the artist or their representative.**

- Make reasonable enquiries to the identity and location of the artist or their representative. If after making reasonable enquiries the Shire does not identify or locate the artist or artist's representative, the work may be removed, relocated or destroyed and demolished at its discretion.
- If the Shire is able to identify and locate the artist or their representative, a written statement of intention to relocate/deaccession the artwork if the procedure is approved by community must be issued to the artist or their representative.

**Community consultation regarding public artwork relocation/removal:**

- Reach out to the wider community and relevant stakeholders regarding intentions to relocate/remove public artwork and seek approval.
- If the artwork is to be relocated, present the community with intended location options or let the community agree on the most suitable location.

**If the community agrees to the proposed plan to relocate or remove the artwork:**

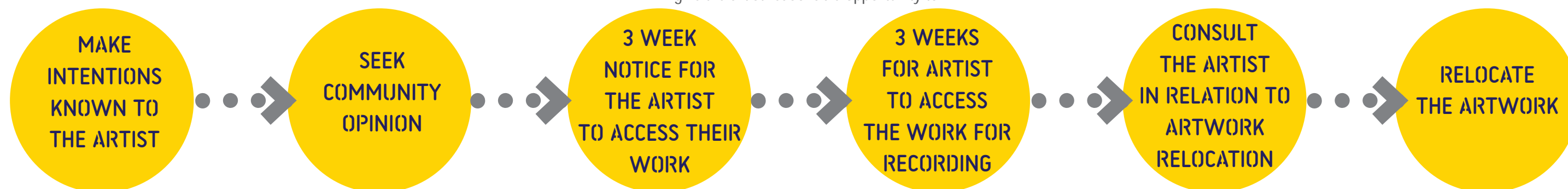
- Issue a written statement to the artist (or their representative) of the community decision and that the artist may, within three weeks of the notice, have access to the artwork for making a record of the artwork; and/or consult in good faith with the Shire about its relocation or removal.
- If the artist notifies the Shire about their intention to access the artwork (for recording or consulting), the Shire will give the artist reasonable opportunity to

access the artwork within a further three week period.

- The artist must be given the opportunity to consult in good faith with the Shire in relation to relocation or removal. The Shire has no obligation to agree to any demands or requests of the artist, whether they are reasonable or not.
- If the public artwork is movable, the artist should be given reasonable opportunity to remove the artwork from the location.
- If the artist requests that the Shire does not reveal the identity of the artist after the artwork is relocated, the Shire will comply with such a request.
- If the artwork is to be disposed of, it should be done in a responsible manner.

\* The above process for relocation and deaccession of public art is after 'Guidelines: Public Art Acquisitions and Deaccessions' (City of Sydney, 2010).

Please refer to 'Public Art, Copyright & Moral Right Guidelines' (Legal Services, 2006) for more information.









# 5.03 HERITAGE APPROVAL //

## PROCESS

Narrogin is situated within the Gnaala Karla Booja region in Noongar Booja - the land of Noongar People. Several Noongar sites in Dryandra Woodland have been registered for their significance to the heritage of the people - dreaming sites, stone arrangements, rock art, ochre quarry and others. It is important to understand that these artefacts may be scattered anywhere and present an invaluable importance to the Aboriginal people of Narrogin and surrounds, and the national heritage of Australia. Before commencement of works on site, a desktop survey analysis, and if required, site survey, must be carried out in order to avoid any impact to the site's heritage. It is also important to make sure that the local Noongar community supports the proposed project and that their vision is considered and complied with.

## ABORIGINAL HERITAGE

A desktop analysis of the site has been carried out in order to determine whether any further exploration of the site is required to be sought regarding heritage remnants.

1. A check of the Western Australia Government Department of Planning Lands and Heritage (DPLH) for heritage survey overlays has been undertaken for existing records.
2. A check with Narrogin Shire records for any existing requests to Western Australia Government Department of Planning Lands and Heritage (DPLH), and any reports from previous surveys regarding Gnarojin Park site has been under taken.

**From the DPHL and Narrogin Shire the currently listed site survey of Gnarojin Park location is listed as (See page 53 for location plan):**

*Heritage Survey Area 20374(1) Aboriginal Heritage Survey for the Narrogin Link Road Realignment, Narrogin-Western Australia.  
Survey report id: 20374*

**Area number: 1**

**Area Description:** Narrogin Link Road Realignment, Narrogin. Approx. 1400m of road works and realignment of Narrogin Brook for a distance of 200m to the South of Herald Street.

*Survey type: Ethnographic*

*Field of survey: Yes*

*Desktop survey: Yes*

*Boundary last update: 14/10/2005*

*\*\*\* The above references are from the Department of Planning Lands and Heritage (DPLH) heritage survey overlays*

Enlocus made preliminary contact with Heritage Support Officer - Sharon Zapelli from the DPLH on 16.08.2018 to seek heritage map clarifications.

3. If a formal query regarding Gnarojin Park is required, he query is to be made with the DPLH via [HeritageEnquiries@daa.wa.gov.au](mailto:HeritageEnquiries@daa.wa.gov.au) the query is to include the following information with the application:

**Map of the site**

- **Site id: 21934 – Loco Shed Camps**
- **Lot ownership information (R21637 / 1717 & R49048 / 1721)**
- **Detailed site plan with proposed scope of works**

There is no requirement to submit a heritage survey at this point, unless it is required and requested by DPLH for decision making. Please refer to: <https://www.daa.wa.gov.au/heritage/aboriginal-heritage/aboriginal-heritage-surveys/> for application forms and requirements.

**DPLH will guide Narrogin Shire going forward through the process of acquiring permission from Aboriginal Cultural Material Committee (ACMC).**

4. There has been allowance made in the costing to undertake a Cultural Heritage Management Plan (CHMP). The CHMP will only be required following advice from the DPLH and Shire of Narrogin.

The written report, prepared by a Heritage Advisor will contain the results from an assessment of the potential impact of the proposed activity on Aboriginal cultural heritage. A CHMP is required for any activity (the development or use of land) if all or part of the activity is a high impact activity, and all or part of the activity area is an area of cultural heritage sensitivity. It outlines measures to be taken before, during and after an activity to manage and protect Aboriginal cultural heritage in the activity area. A CHMP determines how the proposed activity can be carried out while avoiding harm to any Aboriginal cultural heritage present. If this is not possible, it considers how to conduct the activity in a way that minimises harm.

5. If permission to proceed with design implementation is granted by the DPHL. It is suggested that regardless of the decision made by ACMC, the Shire seeks approval from the Indigenous community for the proposed works.

## OTHER HERITAGE

Newton House Site in Gnarojin Park located at the corner of Kipling and Grant Streets is listed as a heritage building since 30 December 1996.

**Statement of Significance:**

The building is significant on the following grounds;  
Erected as private dwelling  
Developed into boarding house  
Achieved prominence during diphtheria epidemic of 1909  
Site now marked by professionally designed barbeque facilities.

Place reference number: 04774

*\*\*\* The above references are from the The Heritage Council of Western Australia  
<http://inherit.stateheritage.wa.gov.au/Public/Inventory/Details/e46f4f79-671e-49b9-bfe9-ca7a4690c7c1>*

The design proposal by Enlocus does not directly affect the Newton House site, however, Narrogin Shire is encouraged to conduct a check on the exact boundary markers for Newton House to ensure no damage is done to heritage construction.

REVIEW OF  
INTERNAL  
RECORDS

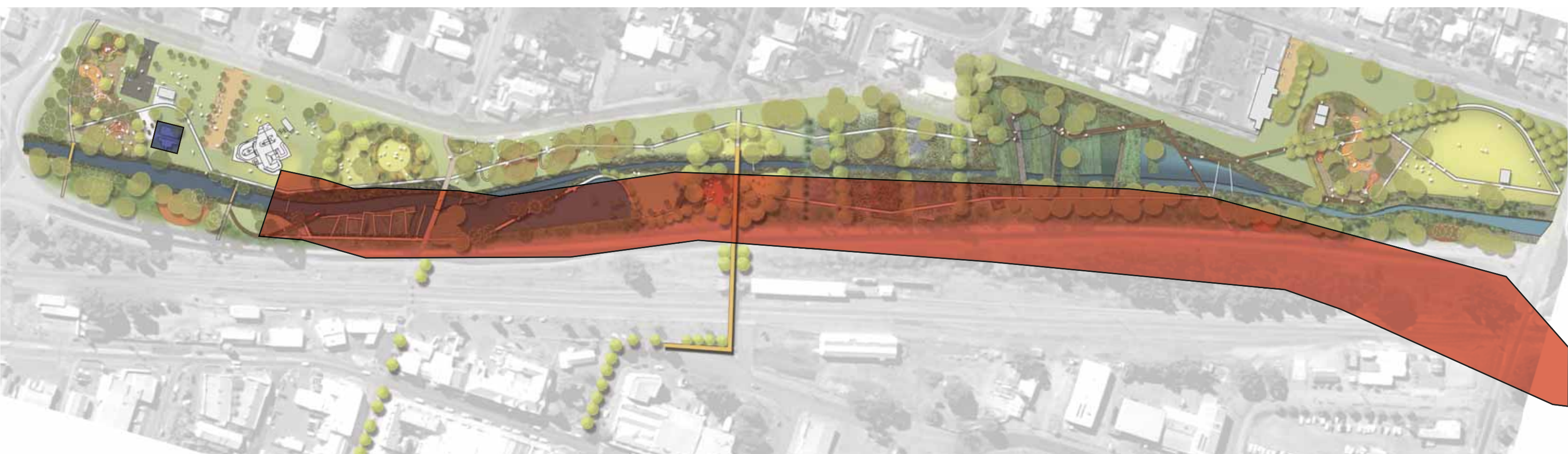
CONTACT  
DPLH FOR  
STATE RECORDS

SUBMIT  
APPLICATION  
FOR ALTERATION  
OF SITE  
APPROVAL

SEEK  
INDIGENOUS  
COMMUNITY  
ADVICE

AMEND  
THE PLAN AS PER  
COMMUNITY'S  
FEEDBACK





*Heritage Survey Area 20374(1) Aboriginal  
Heritage Survey for the Narrogin Link Road  
Realignment, Narrogin-Western Australia.*

*Survey report id: 20374*



located at Cnr Kipling & Grant Streets is listed  
as a heritage building since 30 December  
1996.

Place reference number: 04774



# 5.04 TIMELINE //

Due to significant costs and resource requirements, the implementation of the Masterplan for Gnarojin Park is suggested to be delivered in stages and over a span of up to 20 years.

- A breakdown of key projects would involve:
- Pathway and access upgrades
  - Lighting
  - Horticulture and strengthening wildlife habitat
  - WSUD/water ecologies/erosion prevention
  - Events/community spaces
  - Nature-based playgrounds
  - Town connection

A number of grants are available through State and National Governments, as well as independent funds which support local projects of different scales and themes and which can potentially provide financial support for parts of the implementation of this Gnarojin Park Masterplan.

Below is a list of funds available to Western Australian communities. The Shire of Narrogin is encouraged to plan for, and seek opportunities/sponsorships, as they become available.

# 5.05 AVAILABLE GRANTS //

## OPPORTUNITIES

The following list presents options for available grants to Western Australian communities and is applicable to funding different stages of the Gnarojin Park Masterplan. The following list should be treated as a guide only as funding guidelines, funding availability and eligibility criteria may change.

## Funding Local Environmental Projects

Australian Government Department of the Environment and Energy (\$5,000 - \$50,000)

The grant is to provide support in dealing with invasive pests and weeds.

## Lottery West Grants

Lottery West (Various amounts)

Lottery West Grants schemes provide support to local governments for community spaces outdoors, including but not limited to creation of skate parks, playground development, memorials marking Australian culture, heritage and community sentiment, design of community gardens for sustainability, earthworks, play equipment, shade facilities and temporary infrastructure that may make public spaces more welcoming for people.

## Royalties for Regions

Department of Primary Industries

## Wheatbelt Regional Grants Scheme and Community Chest Fund

Wheatbelt Development Commission (WRGS - \$50,001 - \$300,000) (WCCF - up to \$50,000)

The aim of Wheatbelt Regional Grants Scheme (WRGS) and Community Chest Fund (WCCF) is to assist the development of infrastructure, services and community projects, and contribute to the broad development of the community, including the establishment of services and programs. Funding is intended to support the development of resilient communities and contribute to regional areas being vibrant and interesting places in which to live.

## Creating Age Friendly Communities Small Value Grant Scheme

Wheatbelt Development Commission (Various amounts)

The Creating Age Friendly Communities Small Value Grant Scheme aims to improve age friendly community infrastructure and services in the Wheatbelt through funding projects that enhance the quality of life as people age.





- A NORTHERN NATURE PLAY SPACE
- B SOCIAL AND EVENTS LAWN
- C WSUD POND A
- D PERFORMANCE AND CULTURAL EXHIBITION
- E HORTICULTURAL EXHIBITION COLLECTION
- F BOARDWALK AND INUNDATION AREA
- G BOARDWALK, SEATING AND INUNDATION ECOLOGY

- H GRAVEL FORMALISATION COMMUNITY GARDEN CARPARK
- I SOUTHERN PLAY SPACE
- J CREEK SEATING DECK
- K EVENTS AND RECREATION LAWN
- L SOUTHERN CREEK STABILISATION AND ECOLOGY
- M LIGHTING (New Lighting to be LED Solar Powered) (Park Wide Strategy)
- N PATHWAYS AND CIRCULATUON (Park Wide Strategy)

- O FURNITURE AND AMENITY (Park Wide Strategy)  
 P1 BRIDGE RENOVATION - Bridge A  
 P2 BRIDGE RENOVATION - Bridge B  
 P3 BRIDGE RENOVATION - Overpass  
 Q HORTICULTURE PALLET (Park Wide Strategy)  
 R CREEK IMPROVEMENT AND STABILISATION







6.00

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# APPENDICES

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# 6.01 FACE TO FACE SURVEY //

## FACE TO FACE SURVEY DELIVERED TO PEDESTRIANS IN THE CBD

The research into public needs and perceptions began with a preliminary face to face survey in the streets of Narrogin. The intent of this survey was to gain knowledge of the local demographic, people's vision of Narrogin, and to inform residents of the upcoming consultation, where local community members would have the opportunity to voice their ideas regarding the Gnarojin Park Masterplan. The survey results indicated that the majority of respondents were happy with currently available social and recreational facilities in Narrogin, with 44 out of 62 respondents stating they were satisfied or very satisfied. Respondents were asked to provide suggestions for improvements to Gnarojin Park.

Responses included:

- "more public art and greater involvement by the Shire"
- "outdoor water play Park"
- "outdoor pool, more community events"
- "more services regarding Autism spectrum disorder (ASD), mental health"
- "weekend all day cafe/restaurant"
- "public amenities, baby change facilities, kids activities, water services"
- "access for people with disabilities (with mention to autistic and/or non-verbal individuals) - more visual signs/prompts"
- "50m pool, nature-based playground"

Narrogin locals highlighted the sense of community, friends and family, community groups and sports facilities as the best aspects of living in Narrogin.

A question on frequency of visiting Gnarojin Park revealed that the majority of respondents rarely visit the Park. Improvements to public amenities, recreation facilities, green environment, town connection and play and sports facilities were all listed as top priorities for Gnarojin Park. When asked how residents would like to use the Park, the majority were inclined towards social, health and well-being oriented activities, prioritising spaces for picnics and BBQs, relaxation, trail walks, exercising and outdoor fitness (three options received an equal number of votes), play and dog walking.

Creating more opportunities for the children of Narrogin to enjoy the Park was one of the key themes that emerged in relation to additional play and recreation facilities at the Park. A number of respondents suggested nature play and more activities for children and teenagers.

The general health and state of Narrogin Brook was a topic of some concern to the community and raised across survey responses.

PLEASE SAVE THE DATE FOR THE  
'GNAROJIN PARK' COMMUNITY  
CONSULTATION ON **11 APRIL 2018**  
3.30-5PM @ GNAROJIN COMMUNITY  
GARDEN



**MY... GNAROJIN PARK**

**TELL US A LITTLE BIT ABOUT YOURSELF...**

NAME .....	AGE .....	GENDER .....	CONTACT DETAILS [EMAIL OR PHONE NUMBER] .....
ARE YOU LOCAL? [IF NOT, PLEASE WRITE WHERE ARE YOU FROM] .....		OCCUPATION .....	
DO YOU HAVE CHILDREN? [IF YES, WHAT AGE?] .....		HOW DO YOU LIKE TO SPEND YOUR FREE TIME? .....	

**... AND A LITTLE ABOUT YOUR TOWN**

WHAT IS THE BEST THING ABOUT LIVING IN NARROGIN? [PICK TOP 3]

<input type="checkbox"/> sense of community	<input type="checkbox"/> friends and family	<input type="checkbox"/> surrounding landscape	<input type="checkbox"/> events and festivals
<input type="checkbox"/> social aspects	<input type="checkbox"/> community groups	<input type="checkbox"/> sports facilities	<input type="checkbox"/> other (please write) .....

HOW SATISFIED ARE YOU WITH CURRENTLY AVAILABLE SOCIAL AND RECREATION FACILITIES IN NARROGIN?

<input type="checkbox"/> very satisfied - Narrogin offers a great range of high quality facilities that cater to all my/ my family needs	<input type="checkbox"/> satisfied - my/my family needs are met by the current offer but I would suggest .....
<input type="checkbox"/> unsatisfied [what is missing?] .....	

PLEASE TURN OVER THE PAGE

### YOUR GNAROJIN PARK

HOW OFTEN DO YOU VISIT GNAROJIN PARK?

- |   |  |                                |
|---|--|--------------------------------|
| <input type="checkbox"/> every day            | <input type="checkbox"/> a couple of times a month | <input type="checkbox"/> never |
| <input type="checkbox"/> several times a week | <input type="checkbox"/> a few times a year        |                                |

WHAT WOULD YOU LIKE TO DO AT GNAROJIN PARK? [PICK TOP 5]

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> trail walk                   | <input type="checkbox"/> sports/active games               | <input type="checkbox"/> socialise                               |
| <input type="checkbox"/> exercise/<br>outdoor fitness | <input type="checkbox"/> relaxation/<br>fresh air          | <input type="checkbox"/> community events                        |
| <input type="checkbox"/> picnic/<br>bbq               | <input type="checkbox"/> play                              | <input type="checkbox"/> celebrations:<br>fairs/festivals        |
| <input type="checkbox"/> take dog for a walk          | <input type="checkbox"/> ride (bike/skate/<br>scooter etc) | <input type="checkbox"/> be part of community<br>garden projects |

other [please specify] .....

WHAT CAN BE DONE BETTER AT GNAROJIN PARK [RATE 1-8, WHERE 1 IS HIGHEST PRIORITY]

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> green environment   | <input type="checkbox"/> recreation facilities (incl. seating, equipment, shelters etc) | <input type="checkbox"/> town connection            |
| <input type="checkbox"/> public amenities (incl. restrooms, drinking fountains, lighting, signage, rubbish bins) | <input type="checkbox"/> play and sport facilities                                      | <input type="checkbox"/> access throughout the park |
| <input type="checkbox"/> trails  | <input type="checkbox"/> stage/outdoor exhibition                                       | comments .....                                      |

DO YOU THINK GNAROJIN PARK NEEDS ADDITIONAL PLAY AND RECREATIONAL FACILITIES? [PLEASE SPECIFY] .....

PLEASE SAVE THE DATE FOR THE 'GNAROJIN PARK'  
COMMUNITY CONSULTATION ON **11 APRIL 2018**  
3.30-5PM @ GNAROJIN COMMUNITY GARDEN



Fig. 01 Street drop-in survey

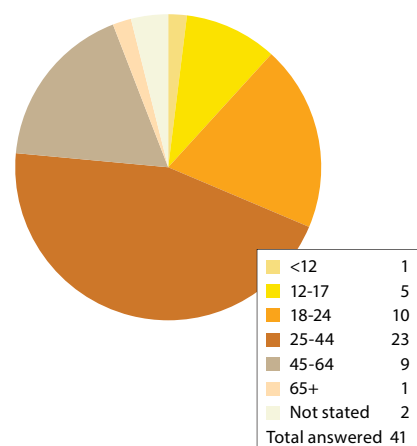
PARTICIPANTS  
**62**

STREET DROP-IN

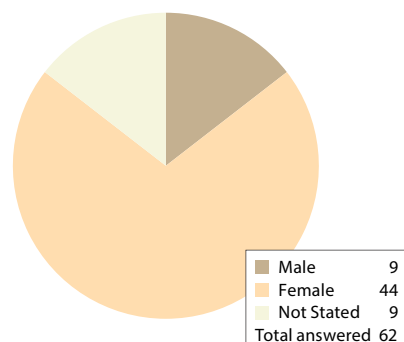


## SURVEY RESPONSES

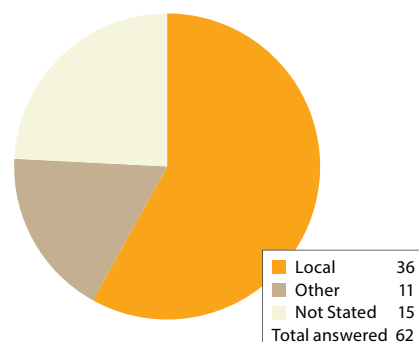
RESPONDENTS' AGE



RESPONDENTS' GENDER



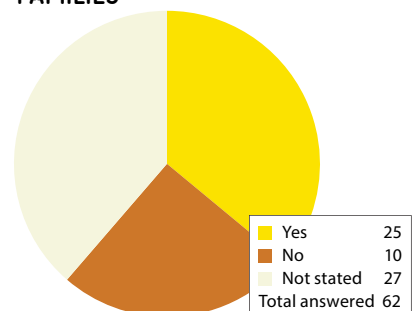
WHERE RESPONDENTS COME FROM



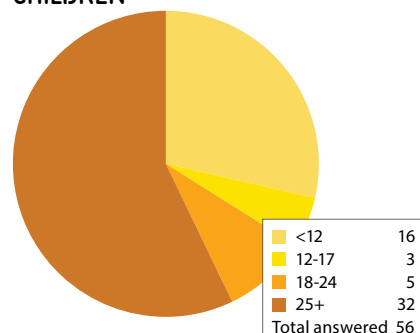
OCCUPATION

COMMUNITY SERVICES	11	SERVICES	2
RETAIL	7	GOVERNMENT	2
MANAGEMENT	6	SELF-EMPLOYED	2
RETIRED	4	HOSPITALITY	2
CUSTOMER SERVICE	3	STAY-AT-HOME MOTHER	2
HEALTHCARE	3	UNEMPLOYED	1
STUDENT	3	NOT STATED	3
<b>TOTAL</b>	<b>47</b>		

CHILDREN IN RESPONDENTS' FAMILIES



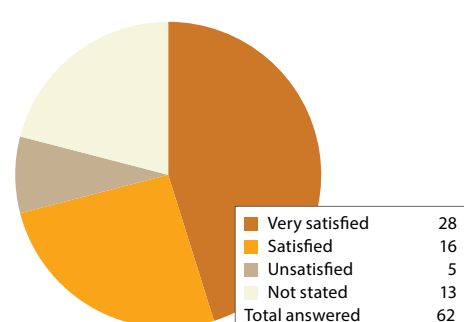
AGE OF RESPONDENTS' CHILDREN



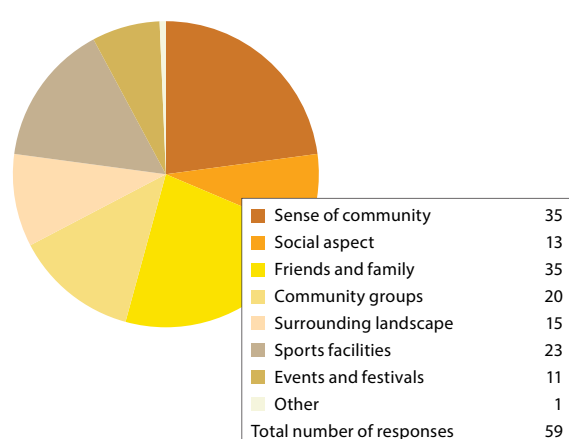
TOP INTERESTS OUTSIDE OF WORK

EXERCISING  
GARDENING  
CAMPING & OUTDOORS  
READING  
WALKING  
SPORTS

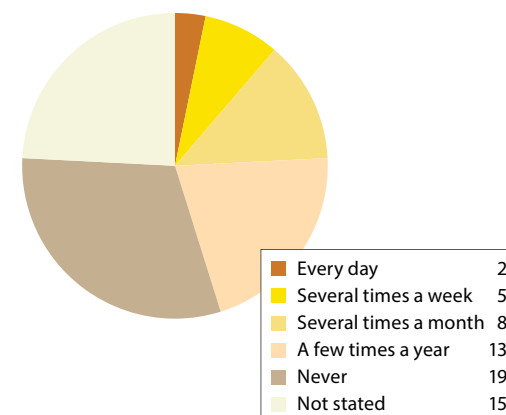
HOW SATISFIED ARE RESPONDENTS WITH EXISTING SOCIAL AND RECREATIONAL FACILITIES IN NARROGIN



WHAT ARE THE BEST ASPECTS OF LIVING IN NARROGIN



HOW OFTEN RESPONDENTS VISIT GNAROJIN PARK



WHAT RESPONDENTS THINK CAN BE DONE BETTER AT GNAROJIN PARK (IN ORDER OF PRIORITY HIGH TO LOW)

- ① PUBLIC AMENITIES
- ② RECREATION FACILITIES
- ③ GREEN ENVIRONMENT
- ④ TOWN CONNECTION
- ⑤ PLAY AND SPORTS FACILITIES
- ⑥ ACCESS THROUGH PARK
- ⑦ TRAILS
- ⑧ STAGE

WHAT RESPONDENTS WOULD LIKE TO DO AT GNAROJIN PARK (TOP 5)



PICNIC//BBQ 24 VOTES



RELAXATION // FRESH AIR 21 VOTES



TRAIL WALK // EXERCISE // OUTDOOR FITNESS 19 VOTES



PLAY 18 VOTES



DOG WALKING 14 VOTES

OTHER COMMENTS REGARDING NARROGIN SOCIAL AND RECREATIONAL FACILITIES AND GNAROJIN PARK

NATURE PLAY CLEANER WATERWAY  
COMMUNITY EVENTS COMMUNITY EVENTS MORE PLAY  
KIDS ACTIVITIES OUTDOOR WATER PLAY ACCESSIBILITY BABY CHANGE-ROOMS  
MORE VISUAL SIGNS/PROMPTS FOR NON-VERBAL COMMUNITY MEMBERS SOMETHING FOR THE TEENS



# 6.02 WORKSHOP + SITE VISIT //

## WORKSHOP + SITE VISIT

The Gnarojin Park Masterplan community workshop was held at Gnarojin Community Garden on 11 April 2018. Prior to the workshop, a consultant from Enlocus undertook a site visit of the Park with the Shire of Narrogin's project manager.

Enlocus prepared introductory material and feedback for the workshop to start the conversation with locals regarding their usage of the Park. Questions asked of participants included how they arrive at, and access the Park, what they do at the Park and where they spend most of their time whilst in it. Participants were prompted with visuals of activities they may enjoy doing at the Park, which may or may not be available at Gnarojin Park. Participants were also offered a number of visuals showing Park elements that could be incorporated to invigorate the image of Gnarojin Park.

In addition to the workshop activities, workshop participants were asked to complete a more detailed survey asking for their vision for the Park and input on potential improvements. The data collected from the community workshop and surveys is presented in this appendix.



Fig. 02 Invitation to Gnarojin Park Masterplan Consultation



Fig. 03 Consultation day posters.

PARTICIPANTS

22

WORKSHOP



## WHAT IS MOST IMPORTANT FOR THE FUTURE OF GNAROJIN PARK

01

10 VOTES



Walking trails

02

8 VOTES



Performance space

03

7 VOTES



Diverse native planting collection



Socialising



Relaxation/fresh air

04

6 VOTES



Community events



Dog walking



Visit Gnarojin Community Garden

05

5 VOTES



Picnic/BBQ



Alternative routes

WORKSHOP PARTICIPANTS, WHEN ASKED WHAT IS IMPORTANT FOR THE FUTURE OF THE PARK, PUT A HIGH PRIORITY ON WALKING TRAILS AND PERFORMANCE SPACE. OTHER PREFERENCES WITH AN ALMOST EQUAL SCORE INCLUDED NATIVE PLANTINGS, SOCIALISING, RELAXATION/FRESH AIR, COMMUNITY EVENTS, DOG WALKING, VISITING THE GNAROJIN COMMUNITY GARDEN AND PICNIC/BBQ AREAS.

## GNAROJIN PARK FUTURE AESTHETICS

01

15 VOTES



02

10 VOTES



03

7 VOTES



04

5 VOTES



05

5 VOTES



RESPONDENTS WERE ASKED TO SELECT TWO IMAGES OF THE FUTURE AESTHETIC FOR GNAROJIN PARK'S THEY HAD A PREFERENCE FOR.

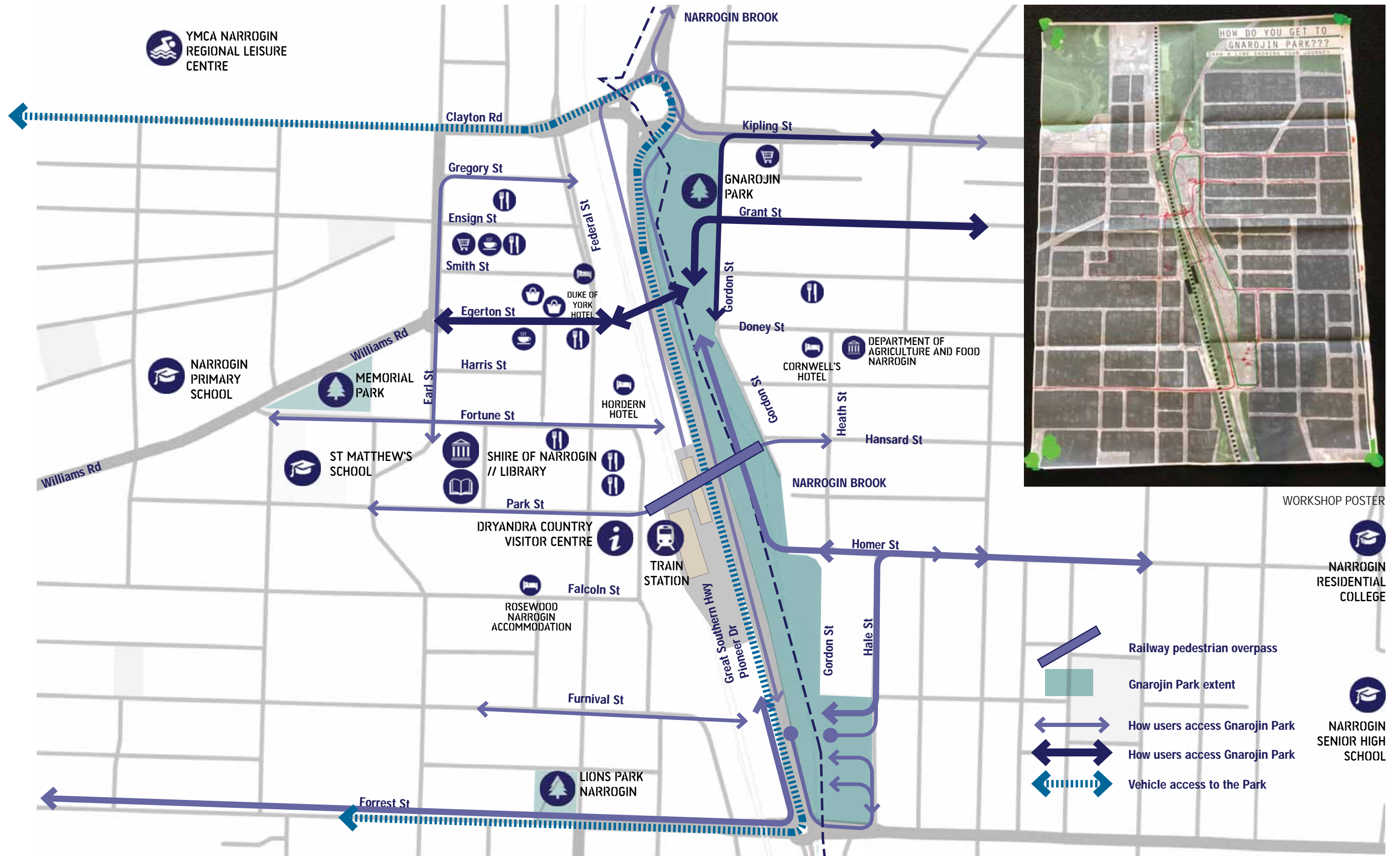


## EXISTING FORMAL ACCESS AND POINTS OF INTEREST





## PARK-RELATED MOVEMENT





# 6.03 ONLINE SURVEY //

## ONLINE SURVEY FEEDBACK COLLECTION

My Gnarojin Park survey was launched online for three weeks and was available in a hard copy version during the community workshop on 11 April.

The focus of this survey was to support conversation at the workshop concerning Park usage and areas for improvement of Gnarojin Park for the community.

The digital survey attracted 110 respondents. Combined with hard copies of the same survey distributed at the workshop, a total of 133 responses were received. Respondents' comments revealed concerns for the deteriorating conditions of Narrogin Brook and maintenance of the Park, degraded public amenities and safety during visits to the Park.

Respondents would like to see upgrades to Centenary Pathway where necessary, and improved connections from town to the Park, particularly from the railway and Hale St sides. A common theme was improving accessibility

and amenity for the aged and people with disabilities (including mental), and including all-weather seating along the paths. Parents and grandparents expressed their interest in additional play opportunities (frequently referring to nature play) for children and teenagers.

Multiple choice questions regarding future Park elements revealed the need for more engaging activities for all members of the community. Beside trail upgrades, respondents prioritised fun spaces for all ages, comfortable seating and a diverse native planting palette across the Park. Alternative routes and grassed areas for rest and play also scored high across the survey. Some of the comments suggested the need for enclosed areas for letting dogs off leash.

Safety was amongst the highest concerns for Gnarojin Park. Respondents were of the view that anti-social behaviour in areas lacking surveillance deter the public from visiting the Park and taking children to the playground. However, it is evident that the community is passionate about the future state of Gnarojin Park and eager to have input into its development.

**MY GNAROJIN PARK**

FIRST NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ GENDER: \_\_\_\_\_ CONTACT DETAILS: (EMAIL) \_\_\_\_\_

WHERE ARE YOU FROM? (LOCALITY) \_\_\_\_\_ DO YOU HAVE CHILDREN UNDER 18? ☐ Yes ☐ No

HOW OFTEN DO YOU VISIT GNAROJIN PARK

☐ Every day ☐ A few times a week ☐ A few times a month

☐ A few times a year ☐ Never

WHAT DO YOU USUALLY DO AT GNAROJIN PARK? (pick top 5)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HOW DO YOU GET TO THE GNAROJIN PARK?

☐ Walk ☐ Ride

☐ Drive ☐ Other \_\_\_\_\_

ON A SCALE 1 TO 10 (WITH 10 BEING THE HIGHEST) HOW SATISFIED ARE YOU WITH THE OVERALL QUALITY OF GNAROJIN PARK FACILITIES?

1 2 3 4 5 6 7 8 9 10

WHAT NEEDS TO BE IMPROVED? (Please rate 1-8, where 1 is the highest priority)

☐ Green environment

☐ Recreation facilities (incl. seating, equipment, shelters etc.)

☐ Public amenities (incl. restrooms, drinking fountains, lighting, signage, rubbish bins)

☐ Play and sports facilities

☐ Outdoor exhibition space/performance stage

☐ Trails

☐ Town connection

☐ Access through the park

WHAT ELSE WOULD YOU LIKE TO SEE IMPROVED AT GNAROJIN PARK?

WHAT PARK ELEMENTS WOULD YOU LIKE TO HAVE IN GNAROJIN PARK? (pick top 5)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DO YOU THINK GNAROJIN PARK NEEDS ADDITIONAL PLAY & RECREATIONAL FACILITIES?

GENERAL COMMENTS

PLEASE RETURN YOUR SURVEY BY FRIDAY 20 APRIL 2018 TO THE SHIRE OF NARROGIN ADMINISTRATION OFFICE, BUILDING 89, EARL ST, NARROGIN

Fig. 04 Consultation and on-line survey

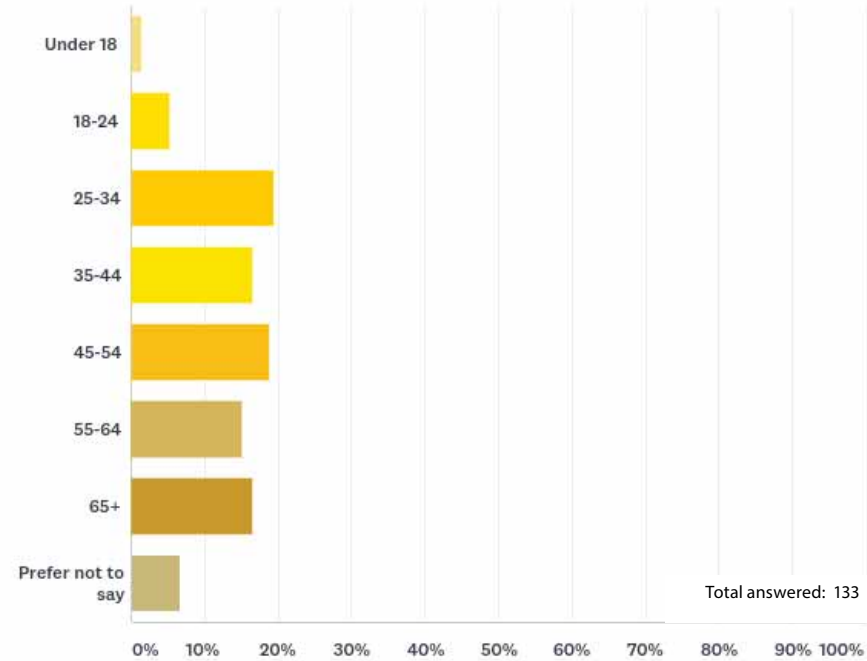
PARTICIPANTS  
**133**

ONLINE SURVEY

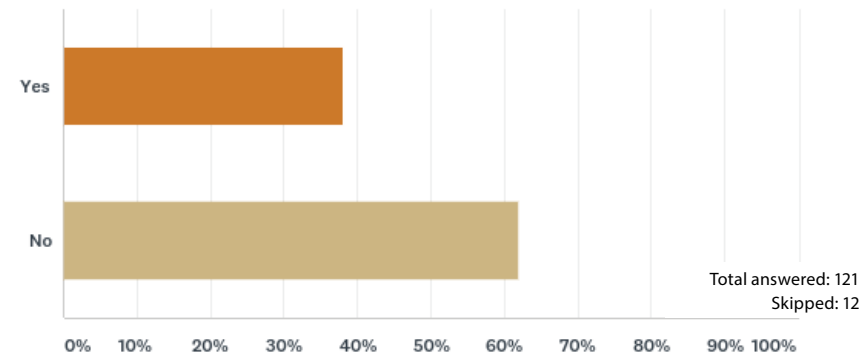


## ONLINE CONSULTATION SURVEY

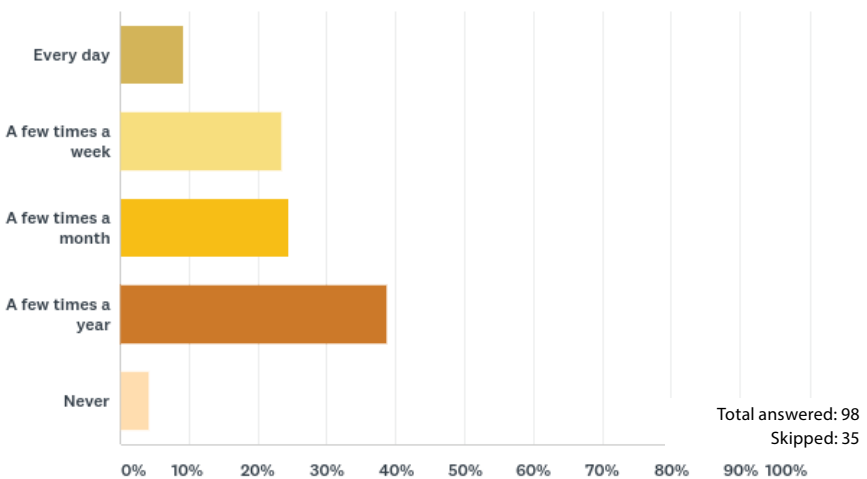
### RESPONDENTS' AGE



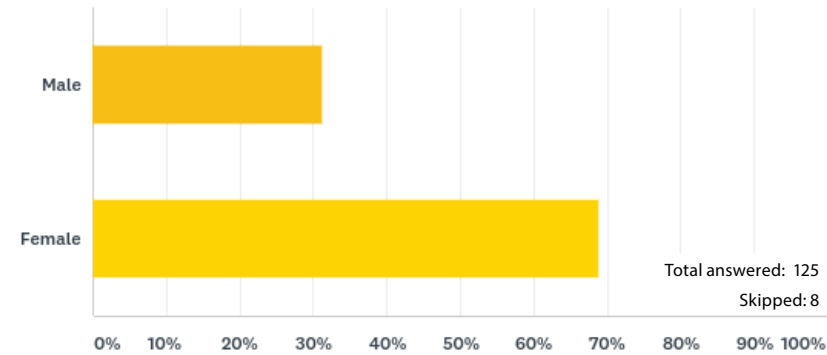
### CHILDREN UNDER 18 YEARS OF AGE



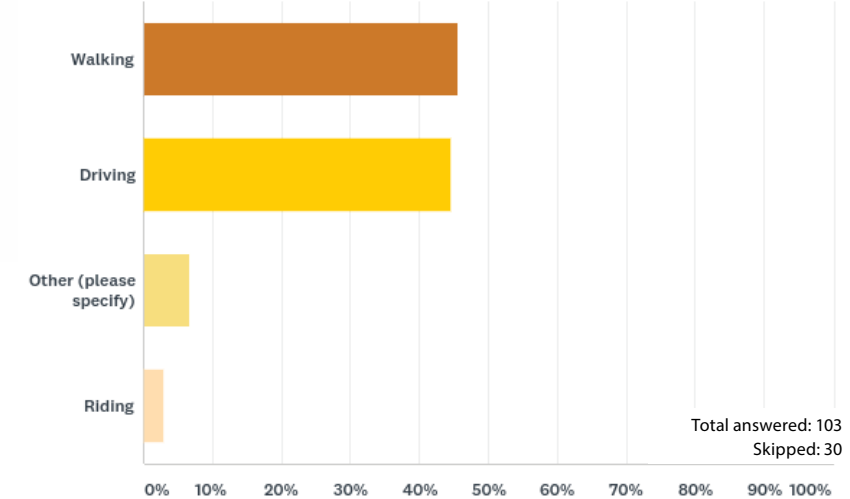
### HOW OFTEN DO RESPONDENTS VISIT GNAROJIN PARK.



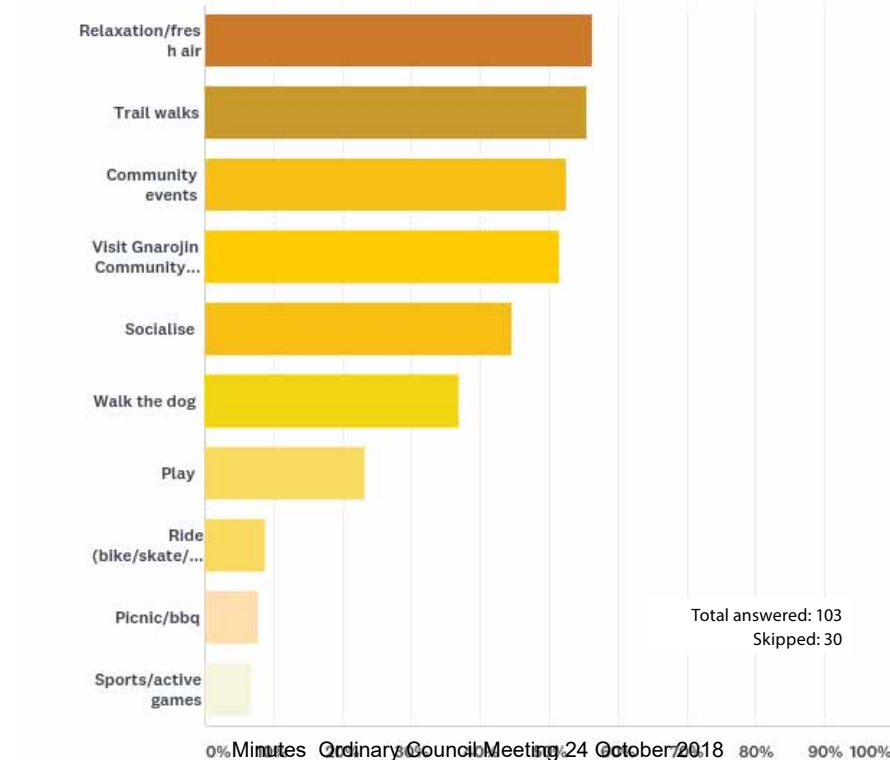
### GENDER



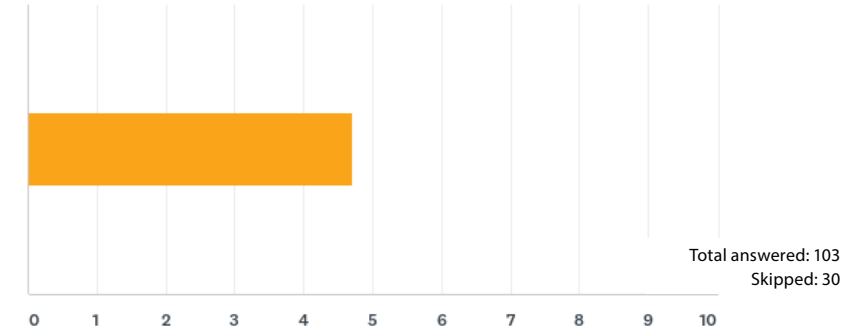
### HOW DO RESPONDENTS GET TO THE PARK



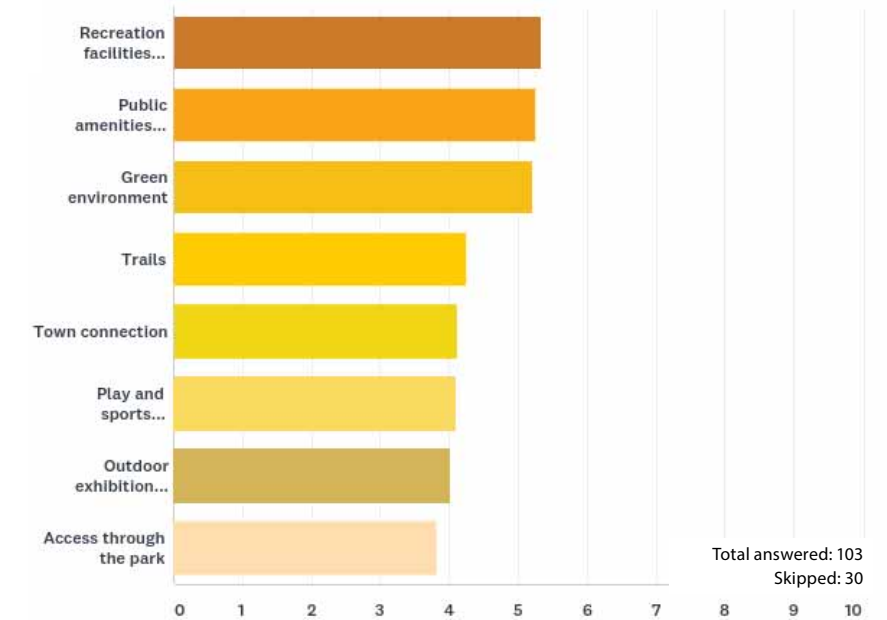
### WHAT DO RESPONDENTS USUALLY DO AT GNAROJIN PARK



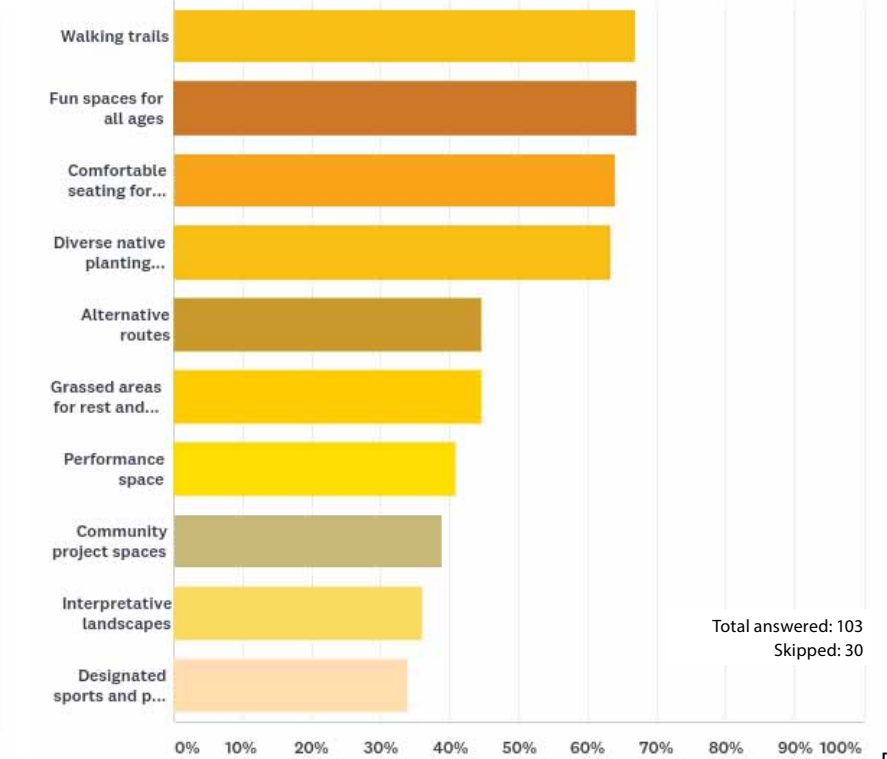
### RESPONDENTS' RATING OF GNAROJIN PARK FACILITIES (ON A SCALE 1 TO 10, WHERE 10 IS THE HIGHEST RATE).



### RESPONDENTS' RATING OF ITEMS THAT NEED TO BE IMPROVED AT GNAROJIN PARK (ON A SCALE 1 TO 8, WHERE 1 IS THE HIGHEST)



### WHAT PARK ELEMENTS WOULD RESPONDENTS MOST LIKE TO HAVE IN GNAROJIN PARK





\*\*\* RESPONDENTS COMMENT ON OTHER ADDITIONAL PLAY AND RECREATIONAL FACILITIES THEY WOULD LIKE TO HAVE AT GNAROJIN PARK.

## YES PLAYGROUND CLEANLINESS

PROPER SHADE NATURE PLAY MAINTENANCE  
 PLAY FOR YOUNG CHILDREN PERFORMANCE AREA CLIMBING FRAMES FOR ADULTS  
 RECREATIONAL FACILITIES FOR ADULTS/FAMILY MAINTAINED BBQ AREA WELL-BUILT  
 GYM EQUIPMENT DOG LEASH-FREE AREA PERFORMANCE SPACE SPORTS FIELD  
 FLYING FOX

Total answered: 80  
 Skipped: 53

\*\*\* RESPONDENTS COMMENT ON OTHER THINGS THEY WOULD LIKE TO SEE IMPROVED APART FROM THE ITEMS LISTED IN PREVIOUS QUESTION.

## WATERWAYS CLEANLINESS

WALKWAY NATURE PLAYGROUND SECURITY

PLAY SAFETY OUTDOOR WATER PLAY LITTER REMOVAL  
 NATIVE FLORA AND FAUNA HABITAT RESTORATION NOONGAR AESTHETICS WALKING TRAILS  
 SIGNAGE PET FRIENDLY UPGRADE FOR STABILITY

Total answered: 88  
 Skipped: 45

\*\*\* GENERAL COMMENTS FROM RESPONDENTS

## CLEAN THE CREEK

ANTI-SOCIAL BEHAVIOUR IS ONE OF THE MAIN DETERRENTS FROM USING THE PARK

## BETTER CONNECTION BETWEEN TOWN AND THE PARK

CONNECTION TO RAILWAY AND VISITORS CENTRE

## MORE NOONGAR CULTURE

## MORE HABITATS FOR FLORA AND FAUNA

PROVIDE FACILITIES TO ATTRACT YOUNG FAMILIES TO TOWN

## CELEBRATE GREAT HISTORY AND CULTURAL TRADITIONS

IMPROVE SIGNAGE AND INFORMATION BOARDS

CREATE OWNERSHIP AND PRIDE

PARK ACCESS REQUIRED BETWEEN HERALD ST AND THE RAILWAY STATION

MORE SEATING

Total answered: 52  
 Skipped: 81

PLEASE NOTE: QUESTIONS MARKED WITH \*\*\* ARE EXCERPTS OF THE MOST COMMON ITEMS RESPONDENTS HAVE COMMENTED ON. FOR ORIGINAL ANSWERS, PLEASE REFER TO THE APPENDIX SECTION OF THIS DOCUMENT.









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# GNARROJIN PARK MASTERPLAN

RESERVE 21367 (LOT 1717) AND RESERVE 49048 ( LOT 1712) // SHIRE OF NARROGIN WESTERN AUSTRALIA

## CONFIDENTIAL ESTIMATE OF PROBABLE COST



Note : This estimate is based on current industry prices (2018). Enlocus have based the costs on recently tendered projects. This is an estimate of probable costs only, all components of which are subject to escalation in construction, labour and material costs. All prices and rates are exclusive of GST. Rates include preliminaries, margins and associated materials and labour. Assume and allow for construction cost increase each year.

## KEY AREAS AND PROJECTS

CF-01 Aboriginal Cultural Heritage Management Plan (CHMP) (Consultants Fees - 01)				
Item	Qty	Unit	Rate	Total
1 Undertaking a cultural heritage assessment ('the services') including a review of the heritage implications of the Aboriginal Heritage Act 2006, the Heritage Act 1995 and the Environment Protection and Biodiversity Act 1999	1	Item	\$ 15,000.00	\$ 15,000.00

A NORTHERN NATURE PLAY SPACE				
Item	Qty	Unit	Rate	Total
1 Softfall Mulch	2064	m2	\$ 84.60	\$ 174,614.40
2 Rubberised softfall	1294	m2	\$ 197.40	\$ 255,435.60
3 Edging	380	l/m	\$ 35.25	\$ 13,395.00
4 Play Equipment	1	Item	\$ 750,000.00	\$ 750,000.00
5 Planting including mulch, topsoil and soil improvment	404	m2	\$ 52.17	\$ 21,076.68
6 Tree planting	7	Item	\$ 352.50	\$ 2,467.50
7 Seatiing area	27	m2	\$ 155.10	\$ 4,187.70
8 Seating	3	Item	\$ 846.00	\$ 2,538.00
			<b>\$</b>	<b>1,223,714.88</b>

B SOCIAL AND EVENTS LAWN				
Item	Qty	Unit	Rate	Total
1 Lawn	2400	m2	\$ 14.10	\$ 33,840.00
2 Irrigation	2400	m2	\$ 14.10	\$ 33,840.00
3 Planting including mulch, topsoil and soil improvment	1463	m2	\$ 52.17	\$ 76,324.71
4 Tree planting, including topsoil, mulch and staking	9	item	\$ 352.50	\$ 3,172.50
5 Edging	290	l/m	\$ 35.25	\$ 10,222.50
			<b>\$</b>	<b>157,399.71</b>

C WSUD POND A				
Item	Qty	Unit	Rate	Total
1 Civil Works and excavation	1	Item	\$ 7,500.00	\$ 7,500.00
2 WSUD Profile	1142	m2	\$ 133.95	\$ 152,970.90
3 Walls	220	l/m	\$ 775.50	\$ 170,610.00
4 Planting including mulch, topsoil and soil improvment	1142	m2	\$ 35.25	\$ 40,255.50
			<b>\$</b>	<b>371,336.40</b>



<b>D PERFORMANCE AND CULTURAL EXHIBITION</b>					
Item	Qty	Unit	Rate		Total
1 Lawn	1215	m2	\$	14.10	\$ 17,131.50
2 Irrigation	1215	m2	\$	14.10	\$ 17,131.50
3 Gravel area	496	m2	\$	63.45	\$ 31,471.20
4 Planting	1074	m2	\$	35.25	\$ 37,858.50
5 Tree planting	34	item	\$	352.50	\$ 11,985.00
6 Mulch, topsoil and soil improvment	1074	m2	\$	52.17	\$ 56,030.58
7 Edging	385	l/m	\$	35.25	\$ 13,571.25
				<b>\$</b>	<b>185,179.53</b>

<b>E HORTICULTURAL EXHIBITION COLLECTION</b>					
Item	Qty	Unit	Rate		Total
1 Civil Works and excavation	1	item	\$	7,200.00	\$ 7,200.00
2 Edging	500	lm	\$	35.25	\$ 17,625.00
3 Planting including mulch, topsoil and soil improvment	9030	m2	\$	14.10	\$ 127,323.00
4 Tree planting	16	item	\$	352.50	\$ 5,640.00
5 Planting labels and information signage	1	item	\$	7,500.00	\$ 7,500.00
				<b>\$</b>	<b>165,288.00</b>

<b>F BOARDWALK AND INUNDATION AREA</b>					
Item	Qty	Unit	Rate		Total
1 Civil Works and excavation	1	Item	\$	7,200.00	\$ 7,200.00
2 Topsoil and seeding	1500	m2	\$	10.00	\$ 15,000.00
3 Timber deck/boardwalk	112	m2	\$	423.00	\$ 47,376.00
				<b>\$</b>	<b>69,576.00</b>

<b>G BOARDWALK, SEATING AND INUNDATION ECOLOGY</b>					
Item	Qty	Unit	Rate		Total
1 Civil Works and excavation	1	Item	\$	8,500.00	\$ 8,500.00
2 Timber deck/boardwalk	998	m2	\$	423.00	\$ 422,154.00
3 WSUD Profile	819	m2	\$	133.95	\$ 109,705.05
4 Walls	169	l/m	\$	775.50	\$ 131,059.50
5 Planting	8190	m2	\$	14.10	\$ 115,479.00
				<b>\$</b>	<b>786,897.55</b>

<b>H GRAVEL FORMALISATION COMMUNITY GARDEN CARPARK</b>					
Item	Qty	Unit	Rate		Total
1 Gravel carpark	714	m2	\$	176.25	\$ 125,842.50
2 Edging	119	lm	\$	35.25	\$ 4,194.75
3 Drainage	1	Item	\$	5,000.00	\$ 5,000.00
				<b>\$</b>	<b>135,037.25</b>



<b>I SOUTHERN PLAY SPACE</b>					
Item	Qty	Unit	Rate		Total
1 Softfall Mulch	3395	m2			
			\$	84.60	\$ 287,217.00
2 Rubberised softfall	997	m2			
			\$	197.40	\$ 196,807.80
3 Edging	380	lm			
			\$	35.25	\$ 13,395.00
4 Play Equipment	1	item			
			\$	125,000.00	\$ 125,000.00
5 Planting, mulch and topsoil	942	m2			
			\$	52.17	\$ 49,144.14
6 Tree planting	33	item			
			\$	352.50	\$ 11,632.50
7 Seating	3	m2			
			\$	846.00	\$ 2,538.00
				<b>\$</b>	<b>685,734.44</b>

<b>J CREEK SEATING DECK</b>					
Item	Qty	Unit	Rate		Total
1 Civil Works and excavation	1	item			
			\$	7,000.00	\$ 7,000.00
2 Timber deck/boardwalk	226	m2			
			\$	423.00	\$ 95,598.00
3 Seat	5	item			
			\$	846.00	\$ 4,230.00
				<b>\$</b>	<b>106,828.00</b>

<b>K EVENTS AND RECREATION LAWN</b>					
Item	Qty	Unit	Rate		Total
1 Lawn	6570	m2			
			\$	9.87	\$ 64,845.90
2 Irrigation	6570	m2			
			\$	9.87	\$ 64,845.90
3 Edging	210	lm			
			\$	35.25	\$ 7,402.50
				<b>\$</b>	<b>137,094.30</b>

<b>L SOUTHERN CREEK STABILISATION AND ECOLOGY</b>					
Item	Qty	Unit	Rate		Total
1 Civil Works and excavation	1	Item			
			\$	25,000.00	\$ 25,000.00
2 Boulders and stabilisation fabrics	500	m2			
			\$	352.50	\$ 176,250.00
3 Water way and ecology - Planting	2000	m2			
			\$	36.52	\$ 73,038.00
				<b>\$</b>	<b>274,288.00</b>

<b>M LIGHTING (New Lighting to be LED Solar Powered) (Park Wide Strategy)</b>					
Item	Qty	Unit	Rate		Total
1 Over head lighting	4	Item			
			\$	5,400.00	\$ 21,600.00
2 Renovated overhead lighting	1	Item			
			\$	50,000.00	\$ 50,000.00
3 Bollard Lighting	267.8	Item			
			\$	1,000.00	\$ 267,800.00
4 Boardwalk lights	50	Item			
			\$	1,140.00	\$ 57,000.00
				<b>\$</b>	<b>396,400.00</b>



N PATHWAYS AND CIRCULATUON (Park Wide Strategy)					
Item	Qty	Unit	Rate		Total
1 Concrete pathway with reinstalled and curated centenary tiles	4524	m2			
			\$	124.08	\$ 561,337.92
2 Deck Boardwalk	224	m2			
			\$	423.00	\$ 94,752.00
3 Gravel path including edging	1232	lm			
			\$	133.95	\$ 165,026.40
				<b>\$</b>	<b>821,116.32</b>

O FURNITURE AND AMENITY (Park Wide Strategy)					
Item	Qty	Unit	Rate		Total
1 Seat	6	Item			
			\$	846.00	\$ 5,076.00
2 Bench Seat with back and arms	8	Item			
			\$	1,015.20	\$ 8,121.60
3 Picnic table	4	Item			
			\$	1,184.40	\$ 4,737.60
4 Bins	10	Item			
			\$	1,080.00	\$ 10,800.00
5 Drinking Fountain including connections	3	Item			
			\$	7,080.00	\$ 21,240.00
				<b>\$</b>	<b>49,975.20</b>

P BRIDGE RENOVATION					
Item	Qty	Unit	Rate		Total
1 Bridge A - feature painting of all steelwork, hand rails and balustrade	1	Item			
			\$	4,500.00	\$ 4,500.00
2 Bridge B - feature painting of all steelwork, hand rails and balustrade	1	Item			
			\$	4,500.00	\$ 4,500.00
3 Overpass - feature painting of all steelwork, hand rails and balustrade and branding letters	1	Item			
			\$	38,000.00	\$ 38,000.00
				<b>\$</b>	<b>47,000.00</b>

Q HORTICULTURE PALLET (Park Wide Strategy)					
Item	Qty	Unit	Rate		Total
1 Tree planting	33	Item			
			\$	352.50	\$ 11,632.50
2 Planting area including plants, mulch, topsoil and soil improvements	5000	m2			
			\$	35.25	\$ 176,250.00
				<b>\$</b>	<b>187,882.50</b>

R CREEK IMPROVEMENT AND STABILISATION					
Item	Qty	Unit	Rate		Total
1 Civil Works and excavation	5104	m2			
			\$	15.00	\$ 76,560.00
2 Boulders and stabilisation fabrics	5104	m2			
			\$	70.50	\$ 359,832.00
3 Water way and ecology - Planting	5104	m2			
			\$	26.09	\$ 133,137.84
				<b>\$</b>	<b>569,529.84</b>

TOTAL PROJECT CAPITAL WORKS BUDGET \$ 6,385,277.92

CF-02 DESIGN AND ENGINEERING CONTINGENCY (Consultants Fees - 02)					
Item	Qty	Unit	Rate		Total
1 Design and engineering contingency for SD, DD and CD (7%) of construction value for each project (Excludes CA assume 3% if full CA is required)	1	Item			
<b>NOTE : Above percentage costs need to be applied to each Project</b>					
			\$	446,969.45	\$ 446,969.45
				<b>\$</b>	<b>446,969.45</b>

TOTAL PROJECT COST \$ 6,832,247.37



### 10.1.3 REQUEST FOR TENDER (RFT 18/19-04) – NARROGIN REGIONAL RECREATION CENTRE ROOFING REPAIRS – LOT 1561 (NO. 50) CLAYTON ROAD, NARROGIN

<b>File Reference</b>	A115340, RFT18/19-04
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	25 September 2018
<b>Author</b>	Azhar Awang – Executive Manager Development and Regulatory Services
<b>Authorising Officer</b>	Dale Stewart – Chief Executive Officer
<b>Attachments</b> Tender submissions are intended to be presented to the Council as a late addendum to this report (Confidential – separate cover)	

#### Summary

Council is requested to consider the Request for Tender (RFT) for the Roofing Repairs and resultant budget amendment for the proposed works to the Narrogin Regional Recreation Centre (NRRC) at Lot 1561 (No. 50) Clayton Road, Narrogin.

#### Background

In the 2018/2019 Shire of Narrogin adopted budget, an amount of \$197,859 has been allocated for the capital works at the NRRC building. This works include:

- Trophy Cabinet (\$10,000);
- Exhaust System upgrade (\$40,000);
- Re tiling of Dry side change rooms (\$20,000);
- Boiler Repairs (\$30,000);
- The replacement of some of the metal roofing (624.9m<sup>2</sup>) and the replacement of gyprock lined aquatic ceiling (375.3m<sup>2</sup>) as outlined in the Building Asset Management program (\$64,259); and
- External painting work (\$33,600) carry over from last financial year.

Recently, a number of leaks have been detected and during this winter, Narrogin experienced several significant rainfall events. These leaks resulted in some indoor sporting events being cancelled.

A local building contractor (Tim Yuen Contractor) was appointed to undertake an inspection of the roof to the NRRC with a report provided to the Shire to undertake the necessary works. The areas affected included the squash courts, south netball courts, north netball courts and the indoor pool/foyer.

A request for quote was prepared and advertised through the Shire's website and local paper inviting local contractors to submit their quotes for the works. During the mandatory site inspection, two (2)



contractors attended the site meeting. At the closing date of the submission however, only one (1) quote was received, that being from Tim Yuen Construction.

The quotes received for the works came in over the Budget allocation by a significant margin. The budget allocation for the work is currently \$64,259. Furthermore, the quotations for the works exceeded the tender threshold of \$150,000 and therefore required the works to be advertised as a Request for Tender, with the closing date for the tender being 19 October 2018.

During the 2018 winter, the NRRC also experienced a major problem with the heating system of the swimming pool and as a result it was no longer capable of maintaining consistent water temperature to the pool. A specialist contractor, Aquatic Services was called in to provide a detailed report on the issues.

In carrying out the inspection of the plant heating system of the NRRC, the following issues were uncovered:

- The heating system was not maintaining the pool temperature;
- The spa jet pump had been removed and requires replacing;
- The feature pump had been removed and requires replacing;
- The pool solar heating system was faulty and leaking and was switched off and isolated;
- The Evac solar heating system was switched off and isolated and therefore provided no water circulation;
- Faulty chlorine gas injector;
- Ultra Violet (UV) system questionable and status unknown; and
- Electronic Building Management System (BMS) faulty and unable to access and communicate with software.

As a matter of priority, it was agreed to proceed with Aquatic Services undertaking the works to get the pool back in operation. The proposal was to undertake the works in two (2) stages as follow:

#### Stage 1

This involved the repair, service and replacing of the following equipment to bring the pool filtration online. The total cost for Stage 1 was \$37,900, excluding GST. The works included:

- Check and bleed all lines for a possible air lock.
- Supply and install a new air release and purge on the header pipe (pool supply line).
- Check all settings and adjust parameters on the boiler, check all temperature sensors and replace as required and to set boiler system to operate in auto mode.
- Supply and install temperature gauges and pressure gauges on heating line.
- Strip, inspect for blockage and service the heat exchanger and increase the heat exchanger capacity by adding additional plates.
- Supply and install a new spa jet pump to replace the existing.
- Supply and install a new feature pump to replace the existing.
- Supply and install a new commercial solar heating controller complete with new roof and pool sensors.
- Supply and install new vacuum relief valve pump to replace existing.
- Check Evac solar heating system on all functions and settings as the system has been turned off and isolated.



- Supply and install new chlorine gas injector. The work also included the supply and installation of 1x chlorine solenoid control valve required to protect the chlorine gas line from flooding the rota meter and vacuum regulator.
- Servicing all reticulation pumps.

### Stage 2

This involved the decommissioning of the existing UV Chamber and cabinet. The finding on the existing system is the wiper motor has not worked for five (5) years and there are no spare parts available as the system is obsolete. It is important to note that if the UV system is not operational or fully functional for a prolonged period of time, the pool will no longer be compliant with the Department of Health requirements and WA Code of Practice. This will result in the pool being prone to contamination by pathogens and will no longer be able to destroy chloramines, which may cause major corrosion, eye irritation and pool water quality.

The total cost of stage 2 was \$43,450.

Out of the \$197,859 allocated in the budget, \$33,600 has been committed to the external painting work, leaving the remainder works for the exhaust system upgrade (\$40,000), retiling of dry side change rooms (\$20,000), trophy cabinet (\$10,000) and boiler repairs (\$30,000).

Due to the urgent need to repair and service the plant heating system to maintain the pool temperature, works to stage 1 and 2 had to take priority and the funds were allocated to undertake this work, which cost a total of \$81,350 (Budgeted \$30,000). Thus a shortfall exists depending upon the value of the Tenders received.

In addition, the existing Building Management System (BMS) is no longer functional and cannot be accessed as confirmed by the Shire's IT Officer, Great Southern Electrical and Aquatic Services. Furthermore, the supplier to the system is no longer in business and therefore unable to source a replacement for the system software. The recommendation is to obtain a new BMS system for the NRRC building. This will be at an additional estimated cost of \$30,000.

The purpose of the BMS system in simple terms, is to link the functionality of individual pieces of building equipment, so that they operate as one complete integrated system. This would include, temperature control of the water to the pool, chlorine level, security, access control, temperature control within the building, fire and other safety systems.

The current practice in managing the heating pool system is undertaken manually and the staff have to physically check the various items of plant and equipment.

### **Comment**

The Narrogin Regional Recreation Centre and the indoor swimming pool was completed in 2002, which included the plant and equipment. Typically a 16 year old aquatic facility will require major maintenance about this time and similarly so would the plant and equipment a major repair and service regime. In this regard, the current maintenance issues being faced by the NRRC is therefore not unexpected and considered a normal lifespan for this type of facility. The YMCA, who manage similar facilities throughout WA, have experienced similar issues at other venues.

The Narrogin Regional Recreation Centre is currently contracted to the YMCA with the initial contract term expiring on 30 June 2019 and initial extension for a further five (5) years commencing on 1 July 2019 and expiring on 30 June 2024.



Under clause 9.17(2)(b) and (c) of the contract agreement, the YMCA is not required to affect any repairs or replacement where the repairs or replacement are of capital or structural nature, or the cost is expected to exceed \$5,000.

#### Repair to Roof and Ceiling

The Request for Tender has been advertised in accordance with the Local Government Act 1995, section 3.58. Tenders close at 4.00 pm on 19 October 2018 with submissions intended to be presented to the Council as a late addendum to this report.

The works requested for tender consists of:

The work for the roof and ceiling covers the squash courts, netball courts, indoor pool/foyer and the fitness room entry. The works include the replacement of all clear sheeting with polycarbonate sheeting, installing larger flashings to wall roof junction, installation of additional downpipes and slot relief overflows, removal of existing insulation, and the supply and installation of roof insulation. The scope of works also require the removal of the solar array to allow the roof works to be undertaken and the advice received from the roof contractor is that the solar array is falling apart and would be difficult to be salvaged, with no guarantee of it being subsequently able to be practically reused.

At the close of Tender submission period, four (4) submissions were received from the following contractors:

- Tim Yuen Construction:
- Safeway Building and Renovations Pty Ltd;
- Air Roofing Co; and
- C.E.M. Alliance Pty Ltd

The Selection Criteria used in assessing the preferred contractors were as follows:

- Value for Money (Price) lump sum excluding GST (50%);
- Completion date for works (10%)
- OSH (30%)
- Previous Work Experience (10%)

All the submissions received complied with the tender submission checklist and addressed the selection criteria.

The proposed budget amendment for the roof works to the NRLC received as part of the Request for Quotes was \$235,000 and of the four (4) submissions received, only one was below the proposed budget amount. The price received for the works ranges from \$153,668 to \$391,700 excluding GST.

Safeway Building and Renovations Pty Ltd ranked highly and the selection panel was impressed with the level of details and quality of the submission.

The next ranked tenderer is Tim Yuen Construction who is a local contractor and even after applying the 5% reduction available through Policy 3.2 Purchasing – Regional Price Preference for Construction Services could not match the price quoted by Safeway Buildings and Renovations Pty Ltd.

It is therefore recommended that Safeway Building and Renovations Pty Ltd be awarded the contract work to the Roofs works at the NRRC.



#### Retiling of Dry Change room

A budget allocation has been included in this year's budget of \$20,000 to retile the dry change room at the NRRC. However, due to the significant cost incurred carrying out the repair and service of the plant heating system, the remaining funding to undertake the retiling to the dry change room is insufficient.

#### Exhaust System

An amount of \$40,000 has been allocated to upgrade the existing exhaust system to the NRRC building. The proposal is to control air throughout the building. Some of the initial assessment by the electrical contractor included:

- Repairs to ventilation system for male and female change rooms;
- Supply and install 2 x new motors;
- Repair 2 x old 3 phase motors;
- Repair belts and pulleys system;
- Install timers to control exhaust fans;
- Existing ducts and ceilings; and
- Repair bearings.

As the priority works were redirected on the plant heating system, the funding to this project had been spent on priority areas and therefore resulting in insufficient remaining funds to complete the works on the existing exhaust system.

#### Pool Cover

The Shire's Administration, in consultation with the YMCA, have also investigated installing a pool blanket, which will further improve the energy efficiency of the heating of the pool when it is not in use. The quotes received from the pool cover suppliers ranges as follows:

- Pool (25m x 20m) cover with manual rollers -\$16,477.00 to \$24,000 +GST
- Pool (25m x 20m) cover with auto rollers - \$23,969 to \$38,969 +GST

#### Closing of pool area for scheduled works to roof and ceiling

The Tender for the roof and ceiling to the NRRC closes on 19 October 2018 with works proposed to be completed by 31 March 2019. The Tender document requires the roof works to the pool area to be completed between 1 November to 30 November 2018, or 1 March to 31 March 2019.

The Shire's CEO had discussion with a member of the Narrogin Swimming Club, also confirmed in writing by the Club, as to the preferred closing period of the pool whilst the required work is done to the roof and ceiling. The preferred month for the closing of the pool is March or April 2019 as the school VacSwim programs are not affected, as they are usually held on the last term and first term of the school program. Furthermore, the Country Pennants are held on the long weekend of the 3-5 March 2019 and the closing of the pool after that period will not affect their training programs.

Closing the pool over the December period may not be appropriate as there will still be training sessions and most families may have paid the fees upwards of \$250 per child. It is recognised that most families go away during this period, however given the fees paid for the training session for this period, it is not favourable by the Swimming Club to close the pool during this period. The month of December is also the beginning of the holiday season and the pool provides a good holiday activity.



Consultation will also need to occur with Narrogin schools to understand their scheduling for swimming programs and carnivals.

### Budget Variations

Below is the table outlining the required works and additional works proposed to be undertaken to the NRRC.

GL/Job Number	Description	Current Budget \$	Variation Amount \$	Revised Budget \$
<b>4110260 BC160</b>	<b>NRRC – Building Capital</b>	<b>123,600</b>		<b>229,950</b>
(Committed)	External painting carried forward	33,600	0	33,600
(Committed)	Boiler Repairs stage 1	30,000	7,900	37,900
(Committed)	Boiler repairs stage 2	0	43,450	43,450
(Pending)	Exhaust System	40,000	0	40,000
(Pending)	Retile dry side change rooms	20,000	0	20,000
(Pending)	Pool Cover	0	25,000	25,000
(Pending)	Building Management System	0	30,000	30,000
<b>4110260 BC161</b>	<b>NRRC Building Capital</b>	<b>64,259</b>		
	Roofing and ceiling to Squash courts, south netball courts, north netball courts, indoor pool foyer and fitness room entry.	64,259	89,409	153,668
<b>4110065 IO160</b>	<b>Trophy Cabinet</b>	<b>10,000</b>	0	10,000
<b>Totals</b>		<b>\$197,859</b>	<b>\$195,759</b>	<b>\$393,618</b>

The total additional costs required to complete all the above works is \$195,759.

There is a forecast total of \$268,656 available in the NRRC Reserve Fund (at 30 June 2019), of which \$100,000 has been allocated specifically towards the Shire's stated maximum \$250,000 contribution for the eventual replacement of the hockey turf in, approximately 5 years.

The priority now is to complete the roof, ceiling and insulation which, from tenders received, will be in the vicinity of \$153,668. The budget allocation for this project is \$64,259, thereby resulting in a shortfall of approximately \$89,409 without considering the overrun on the heating plant and the other required works.

### **Consultation**

A community meeting was held on 16 August 2018 by the YMCA with the Shire's Chief Executive Officer, discussing the progress of works to be undertaken to address the roof leaks and the heating of the pool.



Further consultation occurred between:

- Dale Stewart – Chief Executive Officer
- Tabitha Nicholls – Technical Officer
- Frank Ludovico – Executive Manager Corporate and Community Services
- Nicole Bryant – Manager Finance
- Glenn Paddick – Centre Manager, Narrogin Regional Recreation Centre

## Statutory Environment

Local Government Act 1995 Part 6 Division 4 section 6.8(1):

*A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –*

*(b) is authorised in advance by resolution\**

*\*(Requires and Absolute Majority of Council).*

*"additional purposes" means a purpose of which no expenditure estimate is included in the local government's annual budget.*

## Policy Implications

Policy 3.2 – Purchasing – Regional Price Preference. This policy allows a maximum 5% discount on construction services. Note, this is in accordance with Regulation 24D Local Government (Functions and General) Regulations 1996. Financial Implications

In conclusion, the works desired to be undertaken, committed or completed are listed below and total \$393,618, with a current Budget expenditure approved of \$197,859, predicted to be some \$195,759 short (if we include the trophy cabinet \$10,000).

The balance of the NRRC Reserve Fund forecast at 30 June 2019, with the approved budgeted works of \$197,859, is \$268,656. The balance of the Building Reserve fund forecast at 30 June 2019 is \$498,626, and some of these funds could be utilised if the Council so preferred and didn't wish to defer any part of the projects.

Project	Value	Status
Boiler Stage 1	\$37,900	Committed and completed
Boiler Stage 2	\$43,450	Committed and mostly completed
Pool Blanket	\$25,000	Quoted
BMS	\$30,000	Estimated
Exhaust System	40,000	Estimated
External Painting carried forward	\$33,600	Committed
Dry Side Ablutions Retiling	\$20,000	Estimated
Trophy Cabinet	\$10,000	Estimated
Roof Repairs, Insulation and Ceiling	\$153,668	Tender closing 19/10/18
Total	\$393,618	



## Options to proceed in the current Budget

### Option 1 - Utilise the NRRC Reserve to the full extent and undertake all the proposed works

- Undertake all proposed works totalling \$393,618. Authorise a Budget amendment drawing down \$ \$195,759 reducing the forecast balance of the NRRC Reserve to about \$72,897.
- This acknowledges that the balance of this Reserve includes \$100,000 intended as the Shire's contribution to the Hockey Turf replacement in approximately 5 years' time.
- The Council would need to replenish the Reserve either at the Budget Review in January 2019 (assuming funds are identified at that time) (likely that this will be the case), or next financial year. Given the Council adopted a Budget with net capital expenditure (and transfers to / from reserve) of the NRRC this year of \$251,754, this should not be considered a concern.

### Option 2 - Utilise the NRRC Reserve leaving a balance of \$100,000 and defer some works

- Undertake works totalling \$288,618, deferring the trophy cabinet, pool blanket, BMS and exhaust system (saving \$105,000) until the next financial year or the Budget Review.
- This acknowledges that the balance of this reserve includes \$100,000 intended as the Shire's contribution to the Hockey Turf replacement in approximately 5 years' time and that the Council does not wish to deplete it at this time.
- Authorise a Budget amendment drawing down all bar \$100,000 of the NRRC Reserve.

### Option 3 - Utilise portion of the NRRC Reserve and a portion of the Building Reserve and undertake all of the proposed works

- Undertake all proposed works totalling \$393,618(including the trophy cabinet worth \$10,000).
- This acknowledges that the balance of this reserve includes \$100,000 intended as the Shire's contribution to the Hockey Turf replacement in approximately five years' time and that the Council does not wish to deplete it at this time.
- Authorise a Budget amendment drawing down all bar \$100,000 of the NRRC Reserve.
- Authorise a Budget amendment drawing down \$29,103 from the Building Reserve.

On balance, officers have recommended Option 3, undertaking all the proposed works. The end of year financial position will be known on completion of the audit in several weeks' time and, at this time, officers are confident that a sufficient surplus, greater than budgeted, exists to quickly replenish the proposed draw down of the funds from the Building Reserve.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2 Build a healthier and safer community
	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.4 Provide improved community facilities (eg library/recreation)

## Voting Requirements

Absolute Majority



## **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1018.100**

Moved: Cr Seale

Seconded: Cr Schutz

That, with respect to the proposed Capital works to the Narrogin Regional Recreation Centre (NRRC) at Lot 1561 (No. 50) Clayton Road, Narrogin, Council:

1. Approve Budget variations as follows:
  - a. Increase GL 4110260 Job BC161 NRRC Building Capital (Roof, Ceiling and Insulation) by \$89,409 to \$153,668;
  - b. Increase GL 4110260 Job BC160 NRRC Building Capital (General) by \$106,350 to \$229,950;
  - c. Increase GL 5110253 Transfer from NRRC Reserve by \$166,656 to \$256,656, leaving an estimated end of financial year balance in that Reserve of \$102,000; and
  - d. Increase GL 5110253 Transfer from Building Reserve by \$29,103 to \$309,103 leaving an estimated end of financial year balance in that Reserve of \$469,523.
2. Consider replenishing the Building Reserve by at least \$29,103 during the Budget Review process in the first quarter of the 2019 calendar year.
3. Award the Request for Tender (RFT 18/19-04) contract for the roofing and ceiling repair to the Narrogin Regional Recreation Centre, to Safeway Buildings and Renovations Pty Ltd for the sum of \$153,668 plus GST in accordance with the above budget variation.

**CARRIED 8/0  
BY ABSOLUTE MAJORITY**



## 10.2 TECHNICAL AND RURAL SERVICES

### 10.2.1 DRAFT STREET TREE POLICY 15.3

<b>File Reference</b>	28.2.5
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	20 August 2018
<b>Author</b>	Niel Mitchell – Governance Consultant
<b>Authorising Officer</b>	Torre Evans – Executive Manager Technical & Rural
<b>Attachments</b> 1. Draft Street Trees Policy 15.3 2. Street Tree Planning: Selections and Recommendations Guide 2018	

#### Summary

Council is requested to consider endorsing the draft Street Tree Policy 15.3 as per Attachment 1 inclusive of the Street Tree Planning: Selections and Recommendations Guide 2018 as per Attachment 2. The draft Street Tree Policy 15.3 is intended to direct staff in the management of street trees within the Shire of Narrogin.

#### Background

The presented draft Street Tree Policy 15.3 is based on the Street Tree Policy used by the former Town of Narrogin that was adopted at its Ordinary Meeting on 25 May 2010. The presented Street Tree Policy 15.3 has been reviewed by the Executive Manager Technical & Rural Services (EMTRS) and was presented to the Townscape Committee for consideration and comment.

#### Comment

The draft Street Tree Policy was considered in depth by the Townscape Committee at their meeting on 29 March 2018 when some minor amendments were recommended and it was subsequently resolved at the Townscape Committee meeting held 28 June 2018 as follows:

*“That the Committee recommend that the Council:*

*Accept and endorse the 2017 Street Tree Policy with the following amendment:*

- 1. Section 3. Tree Planning and Replacement (b) Trees will be chosen by the Executive Manager Technical and Rural Services from the approved species list in the Street Tree Planning: Selections and Recommendations Report 2010.”*

Attachment 2, Street Tree Planning: Selections and Recommendations Guide 2018, was presented to the Townscape Committee at its meeting held on 16 August 2018 for the purpose of updating the document. The Committee resolved as follows:



*“That in respect of the draft Street Tree Policy, the Narrogin District Townscape Committee:*

- 1. Endorse the draft Shire of Narrogin Street Tree Planning Selections and Recommendations Guide 2018 incorporating the following;*
  - a. The recommendations made in the 2010 Town of Narrogin Street Tree Planning: Selections and Recommendations;*
  - b. The recommendations contained in Mr Whites’ summary dated 31 July 2018; and*
  - c. The street tree planting recommendations documented by H+H Architects in the 2016 Townscape Study Review, and, the 2017 Highbury Townscape Plan.*
- 2. Recommend that Council adopt the Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018 as an attachment to the Street Tree Policy.*
- 3. Recommend that the five entry roads into Narrogin as outlined in the draft Shire of Narrogin Street Tree Planning Selections and Recommendations Guide 2018, are recorded as priority locations for street tree planting within the 2018/2019 financial year.”*

In reviewing the draft Street Tree Policy, the following matters require further consideration:

- A policy on its own cannot be enforced on members of the public. The proposed policy is an instruction to staff about how they are to administer or implement certain actions, including giving approval for discretionary actions.
- However, there is a process that can be undertaken that does mean it can be enforced on members of the public by linking it to approvals that may be given under the Public Places & Local Government Property Local Law 2016 using delegated authority.
- The proposed policy is written so that it will not apply to the whole Shire, so as to apply only to the specified areas of Narrogin and Highbury town sites.

The provisions of the Shire of Narrogin Public Places and Local Government Property Local Law 2016 that apply are:

- Clause 3.1 – Activities requiring a licence
  - (e) Plant any plant or sow any seeds on local government property
- Clause 6.1 – General prohibitions

A person must not pant or damage except as permitted by the local law or with the approval of an authorised person
- Clause 6.7 – Permitted verge treatments
  - (3)(b) Planting and maintenance of a garden
  - (3)(d) Other treatments approved by the local government
- Clause 6.8 – Obligations of owner or occupier
  - (a) Keeping the permitted verge treatment in a good and tidy condition



The adoption of this Policy would be consistent with Clause 6.7 (3) (d) in that it provides staff with the requirements of an approved treatment.

The attached draft Policy is as presented and considered by the Townscape Committee and is recommended to Council. A number of minor amendments were included in order to:

- Restrict the application of the policy to the Narrogin and Highbury town sites.
- Incorporate the operation of the draft policy into the Local Laws and delegations framework.

### **Consultation**

Consultation for the draft policy was undertaken with:

- Torre Evans – Executive Manager Technical and Rural Services
- Townscape Committee – meetings of 29 March 2018, 28 June 2018 and 16 August 2018.

### **Statutory Environment**

Shire of Narrogin Public Places and Local Government Property Local Law 2016:

- Clause 3.1 – Activities requiring a licence
- Clause 6.1 – General prohibitions
- Clause 6.7 – Permitted verge treatments
- Clause 6.8 – Obligations of owner or occupier

### **Policy Implications**

This policy is intended to give staff guidance for the management of street trees.

### **Financial Implications**

The day to day maintenance of street trees is contained within the current Budget. Future landscaping requirements as recommended by the Townscape Committee in the Street Tree Planning Selections and Recommendations Guide 2018 will need to be considered at either the 2018/19 Budget Review or future Budgets.

### **Strategic Implications**

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)	
Outcome:	3.1	A preserved natural environment
Strategy:	3.1.1	Conserve, enhance, promote and rehabilitate the natural environment

### **Voting Requirements**

Simple Majority



### **OFFICERS' RECOMMENDATION**

That, with respect to draft Street Tree Policy 15.3, Council:

1. Adopt the Policy as per Attachment 1;
2. Adopt the Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018 as an attachment to the Street Tree Policy 15.3; and
3. Consider funding to implement the priority planting locations as referred to in the Street Tree: Selection and Recommendations Guide 2018 in the 2018/19 Budget Review process.

### **COUNCIL RESOLUTION 1018.101**

Moved: Cr Schutz

Seconded: Cr Walker

That, with respect to draft Street Tree Policy 15.3, Council:

1. Adopt the Policy as per Attachment 1 subject to amendment of 3 c) vi) to delete the words "in a storm";
2. Adopt the Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018 as an attachment to the Street Tree Policy 15.3.

**CARRIED 8/0**

Reason for change: Part 3 of the Officer's recommendation was removed as the Council preferred to consider the costings relative to Part 3 in the fullness of time as part of the 2019/20 Budget and Long Term Financial Plan.



## 15.3 Street Trees

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**Statutory context** Shire of Narrogin Public Places and Local Government Property Local Law 2016

**Corporate context** Delegation 11.3 Public Places and Local Government Property Local Law 2016

**History** Adopted (date adopted by Council)

### Policy Statement

#### Purpose

1. To manage the planting, maintenance and care of street trees in public places and on local government property, in particular but not limited to road reserves, within the townsites of Narrogin and Highbury.
2. Trees are a valuable community asset, enhancing both the built and the natural environment of the Shire. They contribute to the well-being of the community and through their longevity serve as a cultural link through generations.
3. The Shire of Narrogin recognises these values and is committed to the protection and maintenance of trees whilst maintaining its obligations to provide a safe environment.

#### Application

##### 1. Area of Application

This policy applies to –

- a) Narrogin townsite, and
- b) Highbury townsite

##### 2. Tree Protection

- a) All trees on land under the care and control of the Shire of Narrogin will be protected in accordance with relevant local laws, regulations and acts and these guidelines.
- b) Significant trees on Shire and public property will be recorded in the *Street Tree Planning: Selections and Recommendations Guide 2018*.
- c) For development applications, retention of mature trees or trees of significance on public property may be included as a condition of approval.
- d) Trees on private property are the responsibility of the land owner.

##### 3. Tree Removal

- a) Authorisation:  
Removal of any tree on Shire of Narrogin controlled property can only be given by the Executive Manager, Technical and Rural Services (EMTRS), or the Chief Executive Officer (CEO). Disputes may be subject to formal referral to Council. Applications for tree removal must be in writing stating the reason why the tree should be removed.
- b) Replacement:  
In most instances of tree removal and where practicable, a replacement tree will be planted in a suitable location at the discretion of the EMTRS with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018*.



c) Removal not justified:

Tree removal will not be justified by any of the following reasons:

- i) Tree obscuring commercial advertising signs
- ii) The growth of the tree is obstructing views
- iii) Tree litter/leaf fall/debris
- iv) Tree casting unwanted shade
- v) Resident requests an alternate species
- vi) A perceived danger a tree might fall in a storm

d) Removal justified:

Tree removal may be justified by any of the following reasons:

- i) The tree is dead or dying and remedial techniques are not possible
- ii) The tree is causing damage to property, infrastructure or public utilities and the cost of remedial works outweighs the value of the tree
- iii) Where, subsequent to a risk assessment undertaken by the Shire of Narrogin, the tree presents an immediate danger to the public

#### **4. Tree Planting and Replacement**

- a) The Shire shall be responsible for the planting and replacement of all street trees, trees in parks and trees on land under the care and control of the Shire of Narrogin.
- b) Trees will be chosen from the approved species list in the *Street Tree Planning: Selections and Recommendations Guide 2018*, by the EMTRS.
- c) Trees under power lines whether new or replacement planting, will only be low growth species as listed in the *Street Tree Planning: Selections and Recommendations Guide 2018*, with the aim of reducing pruning costs and making better use of the Shire's resources.
- d) Well established trees will continue to be pruned as required, unless they are deemed as an unsuitable species by EMTRS whereby they may be removed.
- e) All tree planting near assets such as footpaths, roads, fences, installations such as electricity, water and other utilities where root invasion may cause damage to such asset will include the installation of root guards, to reduce or eliminate damage to other assets and property
- f) Trees should be planted in winter, preferably June and July
- g) Local native species will be used when planting in rural or bushland areas.

#### **5. Street Tree Pruning and Maintenance**

- a) Pruning and maintenance of trees will be undertaken by the Shire of Narrogin in an annual program which gives priority to under powerline pruning, the Central Business District (CBD), parks and other significant public spaces, and attends to other trees on an as needs basis.
- b) Tree pruning will only be authorised to be undertaken by personnel approved by the Shire of Narrogin who have suitable training and practical experience in arboricultural techniques. Trees under powerlines will be pruned to meet clearance requirements as directed by Western Power or other electrical utilities of the day.
- c) Pruning will not be carried out for purposes such as to improve views, reduction of leaf fall debris, to provide visual access to commercial signs reduction of shade or other reasons that may detract from the natural amenity and purpose of the tree or where pruning will affect the health and structural integrity of the tree.
- d) The Shire of Narrogin may water new tree planting through the first two years on an as needs basis. Should a resident wish to water and care for a new street tree that is directly in front of or adjoining their property then the EMTRS may approve this.

#### **6. Development Requests**

- a) Where tree removal is approved in a development plan at the request of private land owners or commercial developers, the full cost of the tree removal including stump grinding and site remediation will be met by the applicant. All attempts must be made to retain healthy suitable trees in the first instance.



- b) Where the relocation of a crossover or a request for vehicular access requires tree removal the applicant must meet the cost of the tree removal as in 6(a). All attempts must be made to retain healthy suitable trees including finding an alternative location for a crossover so as to retain a tree.
- c) Where trees are indicated for removal on a streetscape plan, landscape plan or works program approved by the Shire, an equal number of trees may be planted in other suitable sites at the discretion of the EMTRS.
- d) All trees to be provided as a result of development requests will be chosen with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018* and authorised by the EMTRS.

## **7. Public Awareness & Community Responsibility**

- a) The Shire of Narrogin will encourage property owners to retain trees on private property, particularly where they contribute to the skyline or streetscape.  
Residents wishing to extend garden planting onto their verge must seek permission from the Shire, ensuring thoroughfare is retained, and site lines are not hindered. The applicant will supply plan/design to the EMTRS for approval. The maintenance of verge plantings will be by the private land owner. The Shire reserves the right to remove the verge planting at any time due to disputes, the planting representing a hazard or at the discretion of the EMTRS.
- b) Businesses, schools and government organisations will be encouraged to develop and maintain appropriate plantings particularly on the street front verge. The maintenance of verge plantings will be by the private land owner. The Shire reserves the right to remove the verge planting at any time due to disputes, the planting representing a hazard or at the discretion of the EMTRS.
- c) Residents will be encouraged to monitor the needs of newly planted trees adjacent to their property and provide additional watering when required.
- d) Disputes between neighbours over trees that are not under the jurisdiction of the Shire will not be entered into, unless the tree presents a hazard, whereby the Local Government Act 1995 will be referred to.
- e) Annual street tree planting will be undertaken by the Shire. Residents will be able to request street trees to be planted on their verge by contacting the Shire. The tree species will be determined by the Shire of Narrogin with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018*.

– End of Policy

## **Notes**

### **Abbreviations**

EMTRS – Executive Manager, Technical and Rural Services  
 CEO – Chief Executive Officer  
 CBD – Central Business District





## Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018

This guide contains information researched and documented in the 2010 report by the then Town of Narrogin Townscape Committee comprising Peter White, Lee Thomson, Mike Brown and Mary Silverman.

The 2010 report was the subject of a review by H+H Architects as part of the 2016 Narrogin Townscape Review which was adopted by Council on 22 February 2017 and contains the recommendations for the Narrogin CBD and Highbury townsite.



Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018 Page 1 of 26

1. The underlying themes in all areas is that of suitability to site, which includes soils, moisture quality and availability, growing space, etc
2. Impact and aesthetic appeal can be achieved through many plant characteristics and / or layout and density
3. Historic category difficult to quantify — many historic trees no longer deemed suitable

1. Location: CBD	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Fortune St.  (Federal St to Earl St)	Shelter, form, manageability, uniformity	<i>Ulmus parviflora</i> -Todd or Green English  <i>Syzygium</i> Blaze or Aliens magic) / <i>Westringia</i> <i>fruticosa</i> selections	Existing spacing satisfactory	All existing trees in centre of road way to be removed. Trees on pathways could be removed gradually once new trees become established  Garden beds to be replenished
Fortune St  (Earl St to Williams Rd)	Shelter, screening, colour	<i>Ulmus parviflora</i> -Todd or <i>Green English</i>	Nth Side  Sth Side	Continue planting up to Park (see suggestions for Memorial Park)  Some older trees under powerlines may need to be removed
Egerton St  (Federal St to Earl St)	Form, view (taller trees to match building height)	<i>Pyrus calleryana</i> / Bradford -spreading crown	-alongside existing shops  -shops to roundabout.  Variable spacing according to available sites	Options  Planting mainly to the west of the shops -avoid problems with verandahs.  Plant <i>Populus</i> or similar spp. off verge in front of Bottle shop and RSL / Old Ambulance Hall  Remove palms from near Bintamilling Arcade
Park St  (Federal St to Kennedy St)  (Kennedy St to Earl St)	Colour, consistency  Shelter, colour, screening	<i>Jacaranda mimosifolia</i>   <i>Eucalyptus. newbeyi</i> <i>Eucalyptus tenera</i>	Maintain existing spacing, some additional plants in Govt Offices  Nth Side Sth Side	This species suited only to lower slope (note: pruning schedule necessary for best visual results)  Shallow soils require change of species 8 - 10m depending on space



1. Location: CBD	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Park St  (Federal St to Fairway St)	Planned, structured, historic link	<i>Agonis flexuosa</i> (after dark) / <i>Melaleuca bracteata</i> (Revolution Gold) with <i>Alyogyne hakeafolia</i>	Planter boxes "Collie" style	Links to railway goods shed and RI. Both sides of street (may be limited near Chicken Treat). Small picnic site near CT to be developed at same time
Smith St	Not assessed			Need to develop specific recommendations should the project be approved
Earl St  (Council Offices to Fortune St)  (Fortune St to Egerton St)  (Egerton St to Smith St)  (Smith St to Ensign St)  (Ensign St. to Clayton Rd)	Form, uniformity, colour	<i>Prunus nigra</i>      <i>Pyrus calleryana:</i> Bursnozam "Burgundy Show"	W Side   In nibs. Most line up, some offset, but still in straight lines  E Side	Discuss landscaping options with Police Dept and Masonic Lodge to link in with streetscape work  Remove existing trees from alongside Coles  Remove and replace existing trees up to council office  Library Lawn — reduce lawn size, some paving and seating
Earl St  (Clayton Rd to Exeter St)	Form, colour	<i>Melaleuca lineariifolia</i> (Snow in summer), <i>Allocasuarina torulosa</i> (Rose sheoak)	Opposite Bowling Club only	Increase size of verge, create angle parking



1. Location: CBD	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Federal St (Clayton Rd to Exeter St)	Stature, form, uniformity	<i>Eucalyptus maculata</i> (Spotted Gum)	Group planting, no lines	Clean trunks and stature will create and attractive feature, may attract people to use the area, trees can develop to maturity without causing any problem. May need to negotiate with several interest groups. Good location for "historic" tree plantings
Federal St. (Clayton Rd to Edgerton St)	Uniformity, colour, form	<i>Ulmus glabra</i> (Golden Elm)	In nibs	Remove <i>Hymenosporum</i> . Remove <i>Populus</i> from under street lamp. Retain <i>Ficus</i> sp.
Federal St. (Edgerton St. to Park St)	Form, stature	<i>Tipuana tipu</i> on corners, <i>Lophostemon</i> / <i>Populus</i> on street	Maintain existing species and spacing	Develop a more sympathetic pruning regime for <i>Lophostemon</i> , instigate pruning on <i>Populus</i> .
Federal St. (Park St to Falcon St)	Form, stature	Maintain existing species	Maintain existing species and spacing	Develop a more sympathetic pruning regime for <i>Lophostemons</i>
Federal St. (Falcon to Forrest)	Form, colour, continuity	<i>Prunus nigra</i>  <i>Ulmus glabra</i> (Golden Elm)	W Side, under power lines, will need closer spacings  E Side, no powerlines	Some existing trees white ant affected trees will need to be removed and replaced
Federal St. (Forrest St to Butter Factory)	Form, colour, continuity	<i>Prunus nigra</i>  <i>Ulmus glabra</i> (Golden Elm)	W Side, under power lines, will need closer spacings  E Side, no powerlines	Some existing trees white ant affected trees will need to be removed and replaced



1. Location: CBD	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Federal St. (Butter Factory to town outskirts)	Neatness	Maintain existing species	Various	Remove fence from planted area near MRWA, removed dead trees / slash both sides of road
2. Location: Entry Roads	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Roundabout	Colour, visual impact	Maintain existing species	Maintain existing layouts	Establish and maintain maintenance program
Williams Road  (Earl St to Johnston St)	Form, visual impact	<i>Jacaranda mimosifolia</i> <i>Prunus nigra</i>	As available	Northern side, powerlines, access to additional moisture. Some existing trees to be removed  Southern side, no powerlines site Some existing trees to be removed
Williams Road  (Johnson St. to Daglish St)	Form, visual impact	<i>Callistemon viminalis</i>  <i>Eucalyptus tenera</i> , <i>E.</i> <i>erythronema</i>	Northern side, (powerlines)  Southern side	Limited access to additional moisture. Some existing trees to be removed  Very harsh site. Some existing trees to be removed. Closer spacings to match tree stature



2. Location: Entry Roads	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Williams Road  (Daglish St to Narrakine Rd)	Form, visual impact	<i>Prunus nigra</i>  <i>Jacaranda mimosifolia</i> <i>Melaleuca lineariifolia</i>	Northern Side   Southern Side	Shorter species under powerlines. Some existing trees may need to be removed  Taller trees on southern side with no powerlines  Maintain planting pattern of alternate Jacaranda / Melaleuca
Williams Road (Narrakine Rd to Cemetery)	Neatness	Maintain existing species	Maintenance of bush / existing trees, clumps, not rows	See Section on Car Parks and Grounds for Cemetery options  Need signposts for truck parking  Information bay needs some tree pruning Ongoing pruning / slashing of verges



2. Location: Entry Roads	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Clayton Rd (Federal St to May St)	Colour, order, form	<i>Eucalyptus leucoxylon</i> <i>subsp. leucoxylon</i>  <i>Callistemon viminalis</i>  <i>Melia azedarach</i> (Caroline)  <i>Eucalyptus maculata</i>	Nth Side of road  Sth Side of road, trees at closer spacings  Plantings on verge of parking area at JH centre	Broken landscape, powerlines Need to link planting to Earl St.  Few good trees remaining No trees near tennis court  No trees near swimming pool  No trees near bowling green Remove and replace trees near hockey fields  Entrance signs needed on road verge for John Higgins, Rec Centre and Watercourse Café  Consider planting some larger trees behind the John Higgins centre to break up the outline of the building
Clayton Rd (May St - Lefroy St)	Colour, uniformity	<i>Eucalyptus leucoxylon</i> <i>subsp. leucoxylon</i> <i>Callistemon viminalis</i>	Nth Side of road  Sth Side of road, trees at closer spacings	Some trees of each species already growing, new trees can be matched in with these
Lefroy St (Clayton Rd to Williams Rd)				Not assessed yet



Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018 Page 7 of 26

2. Location: Entry Roads	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Roundabout Link Road, Clayton Road, Kipling St	Colour, form	Mixed species	Dependent on species	Difficult site See MRWA re species choice
Kipling St Roundabout to Wickepin Rd	Form, impact, feature	<i>Callistemon viminalis</i> <i>Eucalyptus leucoxylon</i> subsp. <i>leucoxylon</i>	Nth Side. Up to 3 /house frontage Sth Side. 3 / house frontage	Variable spacing to fit circumstances Most existing trees in poor condition and will need to be removed (poss keep <i>Brachychitons</i> ) Clean up and slash road verge to 90 km sign Very irregular spacings with some good trees, may need to phase changes in gradually.
Gt. Stn H'way (Nth)	Form, impact	<i>Melaleuca leucodendron</i> or <i>M lanceolate</i> Increase number in park	W Side. Up to 3 per house frontage E Side. Planting in Park, not road verge	Hard site, needs good preparation. No room for plants between Northwood and Kipling St Clean up and slash road verge to 80 km sign Check out species in park and match to these
Gt. Stn H'way (Sth) — see Federal St				
Link Road (Section 2)	Colour, form, impact	<i>Melaleuca strobophylla</i>	Clumps in open areas at either end of road	Limited options, alignment broken by gutters, bridge, fences and existing vegetation. Need to focus more on health of existing verge plantings. It may be possible to plant some trees in the median strip (very limited space) Consider some matching plantings



2. Location: Entry Roads	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Herald St (Federal St to Havelock St)	Colour, form	<i>Callistemon viminalis</i> (red flowers) <i>Melaleuca lineariifolia</i> / <i>M quinquinervia</i>	N Side (powerline)  S Side	More open area, needs some larger trees, sight lines important near major intersections and railway line, some useful existing trees to match species, some buildings to consider
Herald St (Havelock St to Argus St)	Colour, from, uniformity	<i>Callistemon viminalis</i> (yellow flowers ) <i>Ulmus parviflora</i>	N Side (powerline)  S Side	A few good trees remaining that could be retained
2. Location: Entry Roads	Design Aims 123	Species recommendations	Layout /spacing recommendations	Comments on site
Herald St (Argus St to Outskirts)	Colour, form, impact	<i>Callistemon viminalis</i> (pink flowers) <i>Eucalyptus stricklandii</i>	N Side (powerline)  S Side, 2-3 per block frontage	Not much space, some existing garden plantings, needs some smaller sized trees
Forrest St (Federal St to Glyde St)	Colour, uniformity	<i>Prunus nigra</i>  <i>Callistemon viminalis</i> , <i>Callistemon salignus</i> and <i>Melaleuca lineariifolia</i>	Nth Side (powerlines)  Sth Side	Many specimens of these species already growing. Closer spacing for smaller sized trees, Callistemons would do well in the moist site
Forrest St (Glyde St to Floreat St)	Colour, stature	<i>Callistemon viminalis</i>  Mixed <i>Eucalyptus</i> spp. E.g. <i>torquata</i> and <i>leucoxydon</i>	Nth Side (powerlines )  Sth side	Scattered specimens already present, very little of anything else  Retain small patch of resident planted <i>Jacaranda mimosifolia</i> outside Karinya



2. Location: Entry Roads	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Forrest St (Floreath St to Narrakine Rd)	Colour, stature	<i>Callistemon viminalis</i>  Mixed <i>Eucalyptus</i> spp. E.g. <i>torquata</i> and <i>leucoxylon</i>  <i>Allocasuarina turolosa</i>	Nth Side (powerlines)  Sth Side  Sth Side	Note: very limited planting opportunities McKenzie St to Narrakine Rd  Many specimens already present, very little of anything else  Forrest St block verge (Need to make recommendations for the Forrest Street development)
Narrakine Rd (Williams Rd to Forrest St)	Colour	No plantings required <i>Eucalyptus torquata</i>	W Side (powerlines) E Side	Foxes Lair reserve  Very limited space between path road, driveways etc
Narrakine Rd (Williams Rd to Clayton Rd)	Colour, shade	<i>Callistemon viminalis</i>  <i>Eucalyptus</i> spp e.g. <i>torquata</i>	W Side  (powerlines) E Side	No planting options from Williams road to Hough St on W side alongside Motel and reserve  Continue theme on E side, but with smaller stature rough barked trees  Pathway on E side could compromise planting, need to assess site carefully
Narrakine Rd (Clayton Rd to Elliott St)	Structure	Occasional <i>Callistemon viminalis</i>  See comments	W Side (powerlines)  E Side	Some good plantings exist on the adjacent private land which could obviate the need for other planting  Careful selection needed to match in with existing plantings, needs more detailed assessment, very variable site, multiple crossovers



2. Location: Entry Roads	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Narrakine Rd (Elliott St to Fleay Rd)	Uniformity	No plantings required <i>Eucalyptus scoparia</i>	W Side (powerlines)  E Side	There are many obstructions, soil type changes etc under the powerlines making establishing trees difficult  Some good plantings exist on the adjacent private land which could obviate the need for other planting Need to remove underperforming mallee species  Large York gums on E side make successful planting very unlikely Need to assess quality of landholder verge plantings
3. Location: Minor Roads	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Gray St (Kipling St to Doney St)	Colour, shade	<i>Eucalyptus nicholli</i> <i>Callistemon viminalis</i>	W side E side (powerlines)	Many existing trees, occasional spaces
Gray St (Doney St to Hansard St)	Colour, continuity, diversity	<i>Brachychiton acerifolia</i> <i>Eucalyptus</i> spp e.g. <i>E. forrestiana</i> , <i>E. erythronema</i> , <i>E. olivacea</i>	W Side, 2 per road frontage E Side, 4 per road frontage	Difficult area, soil type limitations Spacing dependent on species
Gray St (Hansard St to High School)	Shade, colour, statement, screening	<i>Jacaranda mimosifolia</i> <i>Lophostemon confertus</i> <i>Eucalyptus sideroxylon</i>	W Side  Centre	Some existing Lophostemon to be retained  Bus stop area



3. Location: Minor Roads	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
		(Red Ironbark) <i>Eucalyptus argyphaea</i> (Silver mallet)  <i>Callistemon</i> sp.	E Side (powerline)	Tub plantings on verge May need sturdy tree guards
Burns St (Kipling St to Doney St)	Colour, Uniformity	<i>Prunus nigra</i>  <i>Fraxinus pennsylvanica</i> Urbanite <i>Jacaranda mimosifolia</i>	W Side 4 per house frontage  E Side	Open area. Few interruptions Some sections have existing Jacarandas
Moore St (Kipling St to Doney St)	Colour, uniformity, shade	<i>Lophostemon confertus</i> <i>Fraxinus griffithii</i>	W Side E Side	Continuations of existing planting, some new planting
Homer St Havelock st to Gray St	Shade, uniformity	<i>Lophostemon confertus</i> <i>Callistemon viminalis</i>  Mixed <i>Eucalyptus</i> spp	N Side (powerline) 3 per house frontage  S Side 3/1	See comment in point 6 Infill of existing plantings Some planting possible outside school Very limited planting alongside District Education Office
Furnival St Federal St - Narrakine Rd	Colour, form	<i>Callistemon viminalis</i> <i>Eucalyptus sideroxylon</i> / <i>nicholli</i>	N Side, 2 -3 per house frontage S Side, 1 per house frontage	Note: no planting alongside the Lewis St bush block. Match in with existing planting



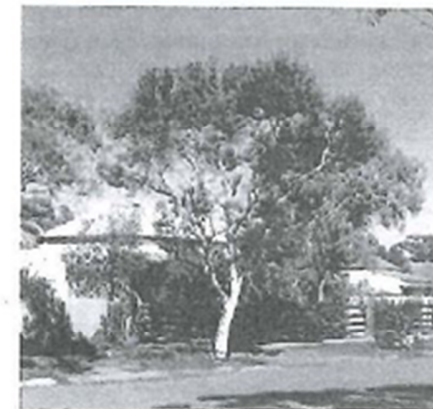
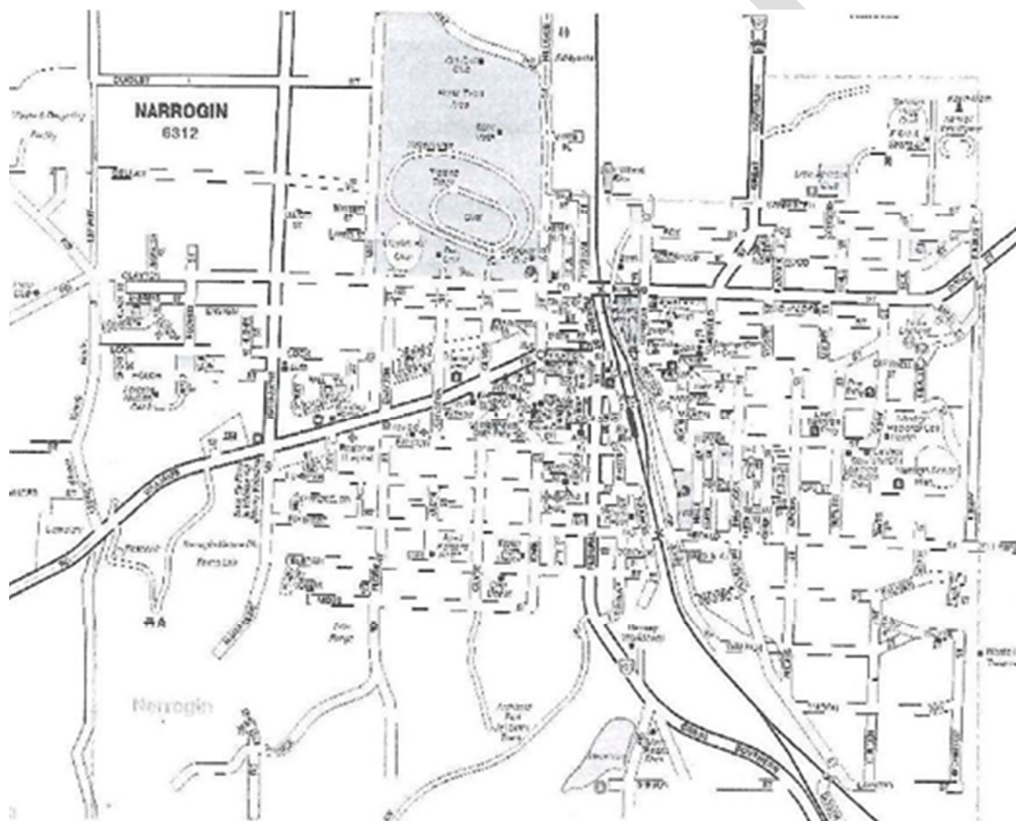
4. Location: Main Parks	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Memorial Park	Ambience, restful, shade, historic / commemorative	E.g. <i>Cedrus libani</i> <i>Pinus halopensis</i> <i>Acacia</i> sp. <i>Rosemary officialis</i> <i>Papaver rhoeas</i> (Flanders Poppies)	As appropriate	Choice of trees that have historical significance e.g. pine from lone pine hill, Acacia as Australia's floristic emblem.  Site comprises three sections which for detailed plans are required — need to engage with the RSL  Screening structures for water tank required also shadow figure from Gnarojin Park bridge. Consider grant monies / artist in residence
Mackie Park	Functional	Limited scope for additional species. Roses in garden beds	Need to keep open spaces	Replanting of roses with same species.  Repairs needed to rotunda.  Artwork on walls facing park.  Possible relocation / removal of rotunda.
Gnarojin Park	Various	See original plan	As appropriate	Pruning and other mtc required, repairs to Newton House, some redesign of planting layouts possible
Lions Park	Ambience, restful, shade, family use	Multiples of existing species	As appropriate	Consider removal of selected <i>Eucalyptus cladocalyx</i>



5. Location: Car Parks and Grounds	Design Aims <sup>123</sup>	Species recommendations	Layout /spacing recommendations	Comments on site
Railway Carpark	Functional	<i>Eucalyptus maculata</i> Spotted gum	Two trees evenly spaced between street lights, with one only on the northern end of the row	Need species that will survive in bitumen, give tall shade and not interfere with street lighting
Council Carpark (Council Offices / Library)	Shade, function, colour	<i>Eucalyptus erythronema</i> , <i>E. eremophila</i> , <i>E. newbeyana</i>	Where appropriate in nibs	Existing trees and some surrounding trees to be removed e.g. <i>Pinus radiata</i> , <i>Eucalyptus cladocalyx</i> .
Council Carpark (CWA)	Shade, uniformity	See original plan <i>Eucalyptus steadmanii</i> , <i>E. newbeyana</i>	Approx 15 m spacing	Some existing trees to be removed e.g. <i>Brachychiton</i> sp. 2 <i>E. torquata</i> could be retained
Leisure Centre	Colour, visual impact, shade, form	<i>Zelkova serrata</i> (Green Vase)	4 trees, approx 10m spacing	Some existing trees need to be removed
Museum / Old Courthouse and carpark	Shade, aesthetics	<i>Liquidambar styraciflua</i> <i>Prunus nigra</i>  <i>Eucalyptus leucoxylon</i> subsp. <i>leucoxylon</i>	Spacing to match existing trees	Remove old <i>Melaleucas</i> (and fence) on E side of parking area  Expand garden beds, plant trees SE corner from building; need new pots, etc  Needs detailed plan developed  Consider redevelopment of south side carpark; e.g. development of island and angle parking layout.
Cemetery	Shade, function	Mixed white trunked Eucalypts, E.g. <i>E. camaldulensis</i> , <i>E. leucoxylon</i> , <i>E. scoparia</i>	On existing spacing	W side of road to be developed for parking

Recommended list of suburban streets with historic planting to be maintained in spite of high maintenance

6. Location	Species	Comments
Homer St (Havelock to Argus)	<i>Lophostemon confertus</i>	Maintain trees on both sides of the road in this section
Kipling St (near Hillman St)	<i>Plantanus acerifolius</i>	Trees on Nth side, under powerlines – could be retained in the short term, but with gradual removal



*Eucalyptus erythronema* Red flowered  
mallee [Image © John Colwill 2010]



The following guide contains the recommendations by H+H Architects for the Narrogin CBD and forms part of the 2016 Townscape Study Review.

1. Location: CBD	Design Aims <sup>123</sup>	Species recommendations	Layout / spacing recommendations	Comments on site
<b>East West Streets</b>				
Park St (Earl St – Willaim Kennedy St)	Shelter, colour, screening	<i>Eucalyptus newbeyi</i> <i>Eucalyptus tenera</i> <i>Eucalyptus torquata</i>	Nth Side Sth Side (Power Lines)	Shallow soils require change of species. 8 – 10m depending on space
Park St (Kennedy St - Federal St)	Colour, consist	<i>Jacaranda mimosifolia</i>	Maintain existing spacing, some additional plants in Govt Office	This species suited only to lower slope and will need irrigation in summer (note: pruning schedule necessary for best visual results.)
Park St (Federal St – Fairway St)	Planned, structured, historic link	<i>Jacaranda mimosifolia</i>  <i>Eucalyptus torquata</i>	Nth Side may require planting in the roadway Sth Side (Power Lines)	Links to railway goods shed and RI. Both sides of street (may be limited near Chicken Treat) Small picnic site near Chicken Treat to be developed at same time
Fortune St (Williams Rd to Earl St)	Shelter, screening, colour	<i>Ulmus parviflora – Todd</i> <i>or Green English</i> <i>Prunus cerasifera nigra</i>	Nth Side Sth Side (Power lines)	Continue planting up to Park (see suggestions for Memorial Park)  Some older trees under powerlines may need to be replaced with Prunus

1. The underlying themes in all areas is that of suitability to site, which includes soils, moisture quality and availability, growing space, etc
2. Impact and aesthetic appeal can be achieved through many plant characteristics and / or layout and density
3. Historic category difficult to quantify – many historic trees no longer deemed suitable

1. Location: CBD	Design Aims <sup>123</sup>	Species recommendation	Layout / spacing recommendations	Comments on site
Fortune St. (Earl St.to Federal St)	Shelter, form, manageability, uniformity	<i>Ulmus parviflora</i> – Todd or Green English  <i>Pyrus</i> sp. for locations with less space	<i>Ulmus</i> currently planted in median 'containers'.	<i>Lephostemon</i> trees in footpath could be removed incrementally if necessary, and replaced with <i>Pyrus</i> or <i>Ulmus</i> sp.. <i>Tipuana Tipu</i> at Fortune/Earl and Fortune/Federal intersections to remain
Fortune St (Federal to Fairway)	Shelter, form, manageability, uniformity	Continue above planting style. Retain <i>Tipuana Tipu</i>		Easternmost <i>Lephostemon</i> showing branch die back Review and remove and replace with new tree species if failing
Mackie Park	Civic space, frame views to Town Hall, summer shade and winter sun	See Federal and Fortune, and Mackie Park Enhancement concept		Existing trees in the park include 2 x <i>Platanus</i> (Plane trees) 1 x <i>Liquidambar</i> <i>styraciflua</i> (Liquidamber) and 1 x <i>Fraxinus</i> likely to be 'Raywood' (Ash). Verge trees adjacent to the park include <i>Lephostemon</i> and <i>Tipuana tipu</i>



1. Location: CBD	Design Aims <sup>123</sup>	Species recommendation	Layout / spacing recommendations	Comments on site
Harris St	Pedestrian shade, screening, colour	Match existing species where these are thriving	Plant to maintain rear loading / crossover access	
Williams Road (Glyde St to Earl St)	Form, visual impact	<i>Jacaranda mimosifolia</i>  <i>Prunus nigra</i>	Closer spacings to compensate for crossovers etc.  Northern side, powerlines	Jacaranda will require supplementary watering, better achieved adjacent to the park.  Some existing trees to be removed  Prunus for under power lines
Egerton St (Earl St – Federal St)	Form, view (tallertrees to match building height)  Gateway planting contrast	<i>Pyrus calleryana</i> /Bradford. – spreading Crown  <i>Callistemon viminalis</i> to entry nibs adjacent to Earl and Federal Sts.	- alongside existing Shops  – shops to roundabout  Variable spacing according to available sites	See Townscape Review detail drawing  Remove palms from near Bintamilling Arcade
Smith St	Pedestrian comfort and screen rear yards	<i>Prunus cerasifera nigra</i>	Aim for dense shade to link pedestrian access from carpark to arcades	New kerbed garden beds to provide better growing conditions – ensure road base is removed

1. Location: CBD	Design Aims <sup>123</sup>	Species recommendation	Layout / spacing recommendations	Comments on site
Ensign St	Shelter, screening, colour	<i>Calistemon viminalis</i> south side  <i>Eucalyptus nicholii</i> Or <i>Agonis flexuosa</i> north side	Power Lines to south side.  Plant 5m centres to offset gaps for crossovers	Aim to screen blank wall, unless a significant mural project is funded  Assess soil type and condition for suitability of <i>A.flexuosa</i> – <i>E. nicholii</i> may be the better option
Gregory St	Shelter, greening, colour	<i>Eucalyptus sideroxylon</i> <i>rosea</i> or <i>E. tricarpa</i>	Plant down one kerbline, ideally the northern edge.  Plant 8m centres to offset gaps for crossovers	Trees will need to be planted in the roadway. Allow for protective bollards / wheel stops and to remove all road base for the tree pit
Clayton Rd (Earl to Federal Sts)	Shade, 'gateway' planting, colour	<i>Eucalyptus leucoxylon</i> <i>subsp. leucoxylon</i> <i>Eucky Dwarf</i> (cultivar of <i>leucoxylon</i> ) under power lines  <i>Eucalyptus torquata</i> at nib adjacent to Bargain Barn and paired at car yard	Nth Side of road (power lines west of Eston St)  Sth Side of road, trees at closer spacings  Construct generous tree pits / nibs for <i>E.</i> <i>torquata</i>	Broken landscape, powerlines  Need to link planting to Earl St  Few good trees remaining
Clayton Rd (Federal to Railway crossing)	Shade, 'gateway' planting, colour, screening	<i>Eucalyptus torquata</i> in verge	Planted as two "groves" for maximum impact	Signage review in future may recommend a Town Centre direction sign - allow viewlines to sign in tree set out



1. Location: CBD	Design Aims <sup>123</sup>	Species recommendation	Layout / spacing recommendations	Comments on site
<b>North South Streets</b>				
Earl St (Council Offices to Fortune St)	Form, uniformity, colour	<i>Prunus nigra</i> and <i>Liquidambar</i>	W Side	Liquidambar is only for the lawn area adjacent to the Freemason's Lodge.  Negotiate with landowner to allow a stately shade tree to be planted in this location
(Fortune St to Egerton St)	Form, uniformity, colour		In nibs. Most line up, some offset, but still in straight lines	Discuss landscaping options with Narrogin Police on their grass verge to link in with streetscape work
(Egerton St to Smith St)	Form, uniformity, colour	<i>Pyrus calleryana</i> : Bursnozam "Burgundy Snow" or <i>Betulaeufolia</i>	Power lines Egerton to Clayton West side	Retain existing trees alongside Coles' wall

<b>1. Location: CBD</b>	<b>Design Aims <sup>123</sup></b>	<b>Species recommendation</b>	<b>Layout / spacing recommendations</b>	<b>Comments on site</b>
(Smith St to Ensign St)	Form, uniformity, colour	<i>Pyrus calleryana</i> : Bursnozam “Burgundy Snow” or <i>Betulaefio</i>		
(Ensign St. to Clayton Rd)	Form, uniformity, colour			Replant fall ailed / vandalised trees Clayton Rd to Shire office.  Retain <i>Tipuana Tipu</i> at Fortune St entry)
Rowley St	Pedestrian shade	<i>Pyrus calleryana</i> Bursnozam “Burgundy Snow”	Aim to provide a shaded pedestrian link between Egerton and Fortune Sts	Some negotiation will be needed with land owners  Trees may need to be planted in the roadway  Allow for protective bollards / wheel stops and to remove all road base for the tree pit
Federal St. (Clayton Rd to Smith St)	Uniformity, colour, form	<i>Callistemon viminalis</i>	New planting in nibs	Retain healthy <i>Ulmus glabra</i> (Golden Elm)  Remove <i>Hymenosporum</i> .  Retain <i>Ficus sp.</i>
Federal St. (Smith St. to Fortune St)	Colour, shelter at nibs	<i>Calistemon viminalis</i>	In nibs and proposed islands	Retain <i>Tipuana Tipu</i> south east corner Federal and Egerton Sts



1. Location: CBD	Design Aims <sup>123</sup>	Species recommendation	Layout / spacing recommendations	Comments on site
Federal St (Fortune St to Park St.)	Form, stature (see also Fortune St notes)	Maintain existing species	Maintain existing species and spacing	Develop a more sympathetic pruning regime for <i>Lophostemons</i> .
Federal St. (Park St to Falcon St)	Form, stature	Maintain existing species	Maintain existing species and spacing	Develop a more sympathetic pruning regime for <i>Lophostemons</i> .
Fairway Street (Fortune to Park Sts.)	Shelter, uniformity	Maintain existing trees. Where new planting is possible use; <i>Eucalyptus scoparia</i>	Various to accommodate cross overs, power lines and walkway	Existing trees on this street are <i>Lephostemon</i> .
Railway Carpark (EgertonSt - Park St)	Shade, structure, frame town edge	<i>Continue existing species: Eucalyptus maculata</i> Spotted gum	Two trees evenly spaced between street lights, with one only on the northern end of the row Look at opportunities to plant a matching avenue on the west side of the road	Need species that will survive in bitumen, give tall shade and not interfere with street lighting

Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018 Page **22** of **26**

The following tree species recommendations for the Highbury townsite are taken from the 2017 Highbury Townscape Plan which was prepared by H+H Architects and adopted by Council on 28 March 2018 and are considered suitable for local conditions and in keeping with the 2016 Narrogin Townscape Study Review streetscape recommendations.


1. Location:	Species recommendation	Comments on site
Burley St	<i>Eucalyptus newbeyi</i> <i>Eucalyptus tenera</i> <i>Eucalyptus torquata</i> <i>Callistemon viminalis</i> Eucky Dwarf (cultivar of <i>leucoxylon</i> )	South Verge (under power lines)
North Verge (adjacent to footpath)	<i>Eucalyptus leucoxylon</i> subsp. <i>Leucoxylon</i> <i>Eucalyptus nicholii</i> <i>Eucalyptus sideroxylon</i> rosea or <i>E. tricarpa</i> <i>Eucalyptus scoparia</i>	



Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018 Page **23** of **26**


The recommendations below were documented on 31 July 2018 by Mr P White and Cr Clive Bartron of the Narrogin District Townscape Committee.

Site	Discussion points	Suggestions
West side of Clayton rd. oval, May St entrance	Over the years, many trees have been lost from around the oval, but there is an opportunity to plant some either side of the May St. gates	Species such as <i>Eucalyptus tricarpa</i> or <i>Corymbia maculata</i>
Clayton Rd from Narrakine to Federal St	Over the years, there have been many trees removed from this street and it looks forlorn for a major thoroughfare.	Revisit the 2010 plan which had suggestions for tree planting
Recreation Centre parking area	This is a major expanse of concrete and bitumen, roastingly hot in summer and bleak in winter.	Consider planting deciduous tree, in conjunction with porous pavement, every third or fourth parking bay
Narrogin Library	Whilst it would be good to keep some of the existing trees, there are a number of factors weighing against them e.g., the species are renowned for their stature, there is likely to be considerable leaf / fruit drop, all three trees show signs of previous pruning damage / stem rot or mechanical weakness, their proximity to buildings or other infrastructure.	Remove the three trees and replace with the correct species in the proper location  Do not damage the <i>Arbutus unedo</i>

Site	Discussion points	Suggestions
Council Office parking area – east side of buildings	This was a missed opportunity to demonstrate good streetscape practise. It should still be possible to retro fit the area with trees and porous concrete.	An example from UWA that should be implemented 
Chicken Treat grounds	There is a small patch of ground to the east of the Chicken Treat parking area and Fairway St. (opposite the visitors centre). Whilst it is not council land, previously there have been discussions about some joint development of the site that would be of benefit visitors as well as patrons.	Explore the notion of a memorandum of understanding with Chicken Treat and install shade and picnic tables
Fairway St. Pines	The once proud line of <i>Pinus radiata</i> var. <i>binata</i> has been reduced to one heritage listed tree – which is in poor condition. The trees were an important part of the landscape and early history and are likely to be lost completely. However it is possible to collect and propagate seed from the remaining tree and the original row replanted. The wood from the remaining tree could be salvaged and turned into furniture for public venues, thus perpetuating the history and memory of the plantings.	Collect seed and commence propagation work



Site	Discussion points	Suggestions
Federal St	There are a number of sites along Federal Street between Egerton and Clayton Rd. where additional trees could be planted.	Suggest continuing the <i>Ulmus glabra</i> which can be seen outside the Duke bottleshop
Federal St	The section of Federal St between Fortune and Egerton Streets was briefly discussed for tree planting options. However even if nibs were developed alongside the footpath, the presence of shop verandahs would preclude successful tree establishment	The vista could be improved by painting the verandah / awning front and sides
Railway parking area	This was an example of a successful planting with a species that is the correct stature for the landscape position, planted at the correct distance apart	
Southern roundabout	Seedlings now planted and site mulched	Follow on from this matter as an exercise in planning for good plant establishment, plan the event well in advance, order the plants in plenty of time for the nursery to source the correct size root stock, plant at the optimal time of the year
Northern roundabout	The question was raised if the site was suitable for trees to be planted in the centre of the roundabout. There would be few issues such as line of sight to deal with, but the potential salinity / winter waterlogging of the site would need to be investigated.	Discuss planting conditions and options with the MRWA. <i>Casuarina obesa</i> , <i>Melaleuca strobophylla</i> and <i>M. halmaturorum</i> may be suitable options
Old nursery site	Since the old nursery has been removed, it has left a large expanse of nothingness at one of the main entrances to town. It is uncertain who owns the property or what the intention is for its development. However it is at the entrance to town and represents an opportunity to enhance the look of this part of town. It could be a site for tree planting or public art (or both)	Investigate site ownership and possibilities for site development

Site	Discussion points	Suggestions
Town entrance / artwork panels, Makit Hardware	The Makit Hardware fence dominates the streetscape at that end of town and makes for an unattractive entrance to the town. Understandably the proprietors may not want art work painted onto their fence. However artwork could be applied to large panels that could be attached to the wall and removed when necessary without damage to the wall or cost to the proprietors	Discuss options with Makit Hardware, table as agenda item for Narrogin District Townscape Committee, discuss as part of a Public Art strategy
Kipling street	There are many gaps in the plantings from the outskirts of town to the roundabout	Revisit 2010 suggestions, carry out inventory of surviving trees and devise replacement plan for one or both sides of the road
Coles carparks x 2	As with the Council carpark, both of these sites lack adequate shade and attempts should be made to increase vegetative cover in the parking area rather than just around the edge	 <p>Trial a planting based on this City of Fremantle example</p>



## 10.3 CORPORATE AND COMMUNITY SERVICES

### 10.3.1 SCHEDULE OF ACCOUNTS PAID – SEPTEMBER 2018

<b>File Reference</b>	12.1.1
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	15 October 2018
<b>Author</b>	Agatha Prior – Finance Officer Accounts
<b>Authorising Officer</b>	Frank Ludovico – Executive Manager Corporate & Community Services
<b>Attachments</b> 1. Schedule of Accounts Paid – September 2018 is provided separately.	

#### Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – September 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 Schedule of Accounts Paid – September 2018 is presented to Council for notation. Below is a summary of activity.

September 2018 Payments		
Payment Type	\$	%
Cheque	525.95	0.06
EFT (incl Payroll)	830,067.23	93.56
Direct Debit	48,463.36	5.46
Credit Card	8,173.65	0.92
Trust	0	0.00
Total Payments	887,230.19	100

Local Spending Analysis of Total Payments		
Local Suppliers	246,474.88	27.78
Payroll	396,531.95	44.69
Total	643,006.83	72.47

The payment schedule has been provided to Elected Members separately and are not published on the Shire of Narrogin website owing to potential fraudulent activity that can arise from this practice.

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 2018/2019 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

#### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1018.102**

Moved: Cr Seale                      Seconded: Cr Fisher

That, with respect to the Schedule of Accounts Paid for September 2018, Council note the Report as presented.

**CARRIED 8/0**



### 10.3.2 MONTHLY FINANCIAL REPORTS – SEPTEMBER 2018

<b>File Reference</b>	12.8.1
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	15 September 2018
<b>Author</b>	Nicole Bryant – Manager Finance
<b>Authorising Officer</b>	Frank Ludovico – Executive Manager Corporate & Community Services
<b>Attachments</b> 1. Monthly Financial Report for the period ended 30 September 2018.	

#### 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 notation by Council.

#### Background

Council is requested to review the September 2018 Monthly Financial Reports.

#### Comment

The September 2018 Monthly Financial Reports are presented for review.

#### Consultation

Frank Ludovico – Executive Manager Corporate and Community Services.

#### Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulation 34 applies.

#### Policy Implications

Nil

#### Financial Implications

All expenditure has been approved via adoption of the 2018/19 Annual Budget or resulting from a Council motion for a budget amendment.

During the month we were advised of the failure of an air-conditioning unit at Jessie House. The replacement unit is anticipated to cost in the vicinity of \$7,000. Funding is available from the HACC Reserve, accumulated through retained earnings from Commonwealth Grants.

## Strategic Implications

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

## Voting Requirements

Absolute Majority

### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1018.103**

Moved: Cr Fisher                      Seconded: Cr Wiese

That, with respect to the Monthly Financial Reports for September 2018, Council:

1. Note the Reports as presented; and
1. Authorise a Budget Amendment as follows:
  - a. Increase Capital Expenditure Job FE030 Jessie House air-conditioner by \$7,000; and
  - b. Increase GL 5080352 HACC – Transfer from Reserves by \$7,000 to \$146,916.

**CARRIED 8/0  
BY ABSOLUTE MAJORITY**



**MONTHLY FINANCIAL REPORT**  
(Containing the Statement of Financial Activity)  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2018**

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

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2018

## MONTHLY SUMMARY INFORMATION

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 15 October 2018

Prepared by: Manager of Finance

Reviewed by: Executive Manager of Corporate & Community Svcs

### BASIS OF PREPARATION

#### REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement.

### SIGNIFICANT ACCOUNTING POLICIES

#### GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

#### ROUNDING OFF FIGURES

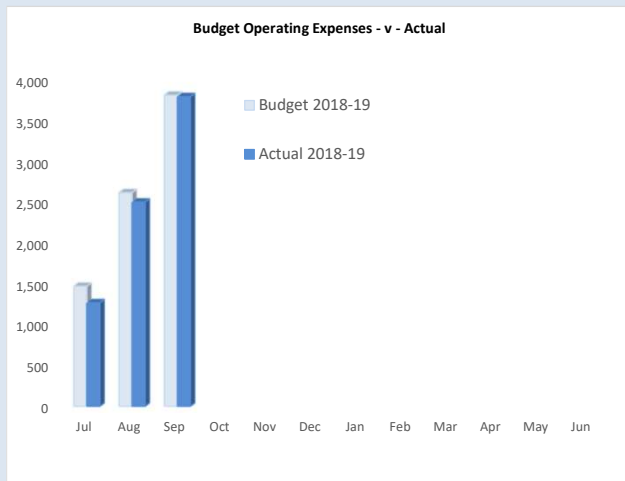
All figures shown in this statement are rounded to the nearest dollar.



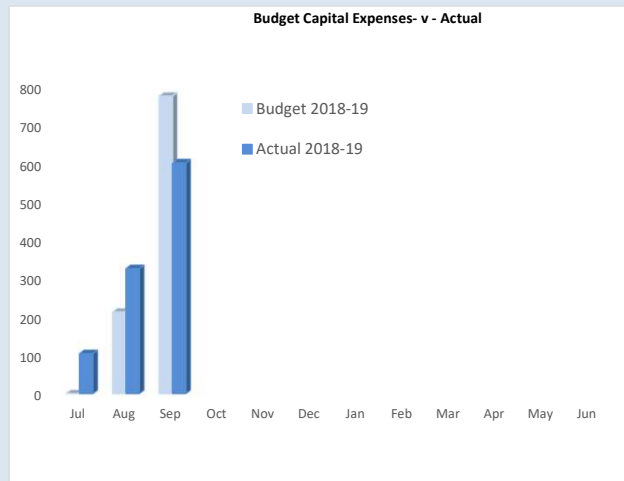
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 SEPTEMBER 2018**

**MONTHLY SUMMARY INFORMATION  
GRAPHS**

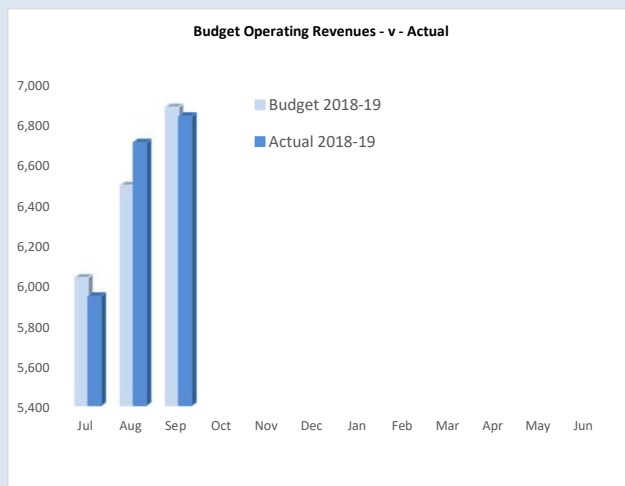
**OPERATING EXPENSES**



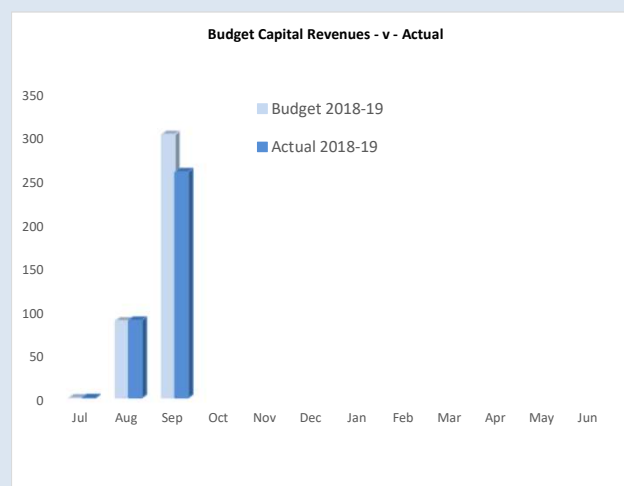
**CAPITAL EXPENSES**



**OPERATING REVENUE**

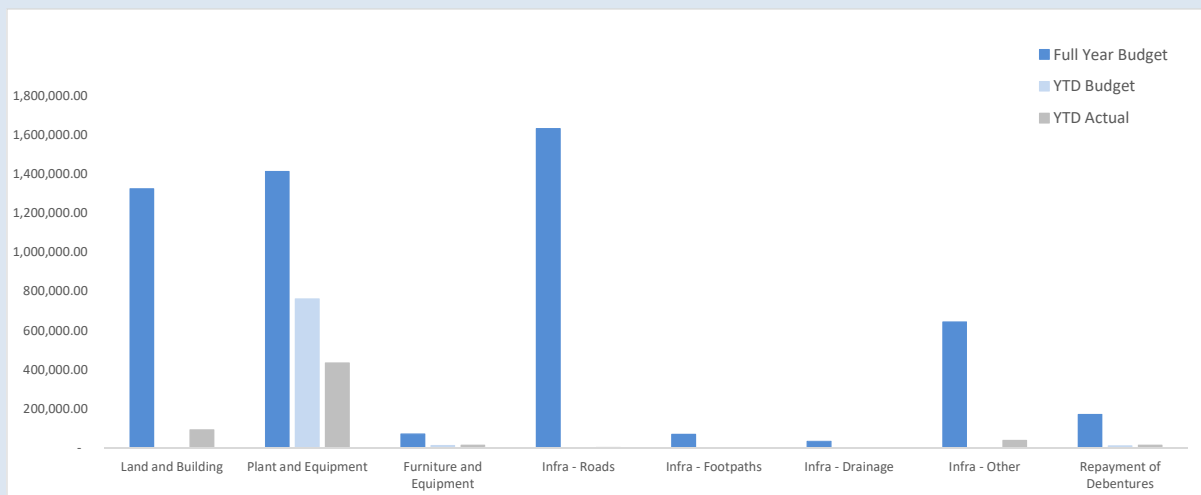


**CAPITAL REVENUE**



\* Budget profiles were not loaded by completion of this report. Budget totals are still to be finalised for Capital \*

**CAPITAL EXPENSES BY ACTIVITY**



## STATEMENT OF FINANCIAL ACTIVITY

## STATUTORY REPORTING PROGRAMS

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 SEPTEMBER 2018

	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3,686,159	3,854,939	3,854,939	0	0%	
<b>Revenue from operating activities</b>						
Governance	5,100	24	344	320	93%	
General Purpose Funding - Rates	4,788,695	4,788,694	4,689,508	(99,186)	(2%)	
General Purpose Funding - Other	1,285,132	356,524	363,270	6,746	2%	
Law, Order and Public Safety	52,070	10,131	7,319	(2,812)	(38%)	
Health	11,500	5,121	5,628	507	9%	
Education and Welfare	1,505,434	379,146	340,905	(38,241)	(11%)	▼
Housing	11,700	2,922	2,012	(910)	(45%)	
Community Amenities	1,058,504	906,932	910,086	3,154	0%	
Recreation and Culture	98,854	18,453	42,171	23,718	56%	▲
Transport	924,093	104,870	161,615	56,745	35%	▲
Economic Services	258,407	64,590	66,127	1,537	2%	
Other Property and Services	95,024	23,751	30,379	6,628	22%	
	<b>10,094,513</b>	<b>6,661,158</b>	<b>6,619,363</b>	<b>(41,796)</b>	<b>(1%)</b>	
<b>Expenditure from operating activities</b>						
Governance	(673,307)	(191,442)	(130,272)	61,170	(47%)	
General Purpose Funding	(277,818)	(58,202)	(45,389)	12,813	(28%)	
Law, Order and Public Safety	(621,664)	(166,866)	(157,156)	9,710	(6%)	
Health	(266,696)	(71,447)	(50,082)	21,365	(43%)	
Education and Welfare	(1,808,377)	(462,782)	(374,996)	87,786	23%	▲
Housing	(34,294)	(9,773)	(6,819)	2,954	43%	
Community Amenities	(1,501,758)	(381,870)	(343,441)	38,429	11%	▲
Recreation and Culture	(2,893,082)	(787,953)	(903,394)	(115,441)	(13%)	▼
Transport	(4,440,065)	(1,476,606)	(1,655,921)	(179,315)	(11%)	▼
Economic Services	(664,439)	(175,111)	(174,482)	629	0%	
Other Property and Services	(47,778)	(26,654)	52,294	78,948	(151%)	
	<b>(13,229,277)</b>	<b>(3,808,706)</b>	<b>(3,789,657)</b>	<b>19,048</b>		
<b>Operating activities excluded from budget</b>						
Add back Depreciation	2,508,848	627,177	1,290,613	663,436	51%	▲
Adjust (Profit)/Loss on Asset Disposal	123,754	30,936	36,073	5,137	14%	
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	963	963	100%	
Adjust Rounding	0	0	0	0		
<b>Amount attributable to operating activities</b>	<b>(502,163)</b>	<b>3,510,566</b>	<b>4,157,355</b>	<b>646,789</b>		
<b>Investing Activities</b>						
Non-Operating Grants, Subsidies and Contributions	846,982	212,422	210,000	(2,422)	1%	
Purchase of Investments	0	0	0	0		
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,325,039)	(454)	(92,169)	(91,715)	(100%)	▼
Plant and Equipment	(1,413,335)	(760,779)	(433,957)	326,822	75%	▲
Furniture and Equipment	(71,210)	(12,210)	(13,665)	(1,455)	(11%)	
Infrastructure Assets - Roads	(1,632,644)	0	(3,480)	(3,480)	(100%)	
Infrastructure Assets - Footpaths	(69,000)	0	0	0		
Infrastructure Assets - Road Drainage	(33,589)	0	(1,100)	(1,100)	(100%)	
Infrastructure Assets - Other	(644,114)	0	(37,695)	(37,695)	(100%)	▼
Proceeds from Disposal of Assets	742,570	300,526	257,800	(42,726)	(17%)	▼
Proceeds from Sale of Investments	0	0	0	0		
<b>Amount attributable to investing activities</b>	<b>(3,599,379)</b>	<b>(260,495)</b>	<b>(114,267)</b>	<b>146,229</b>		
<b>Financing Activities</b>						
Proceeds from New Debentures	350,000	0	0	0		
Proceeds from Advances	0	0	0	0		
Repayment of Debentures	(129,977)	0	(7,925)	(7,925)	(100%)	
Self-Supporting Loan Principal	0	0	0	0		
Transfer from Reserves	1,033,367	0	0	0		
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	(838,009)	0	(9,826)	(9,826)	(100%)	
<b>Amount attributable to financing activities</b>	<b>415,382</b>	<b>0</b>	<b>(17,751)</b>	<b>(17,751)</b>		
<b>Net Capital</b>	<b>(3,183,996)</b>	<b>(260,495)</b>	<b>(132,018)</b>	<b>128,477</b>		
<b>Total Net Operating + Capital</b>	<b>(3,686,159)</b>	<b>3,250,071</b>	<b>4,025,337</b>	<b>775,266</b>		
<b>Closing Funding Surplus(Deficit)</b>	<b>(0)</b>	<b>7,105,010</b>	<b>7,880,276</b>	<b>775,266</b>		



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****NET CURRENT ASSETS****FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 SEPTEMBER 2018****SIGNIFICANT ACCOUNTING POLICIES****CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**EMPLOYEE BENEFITS**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave  
*(Short-term Benefits)*

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**PROVISIONS**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**INVENTORIES**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

## OPERATING ACTIVITIES

## FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 SEPTEMBER 2018 ADJUSTED NET CURRENT ASSETS

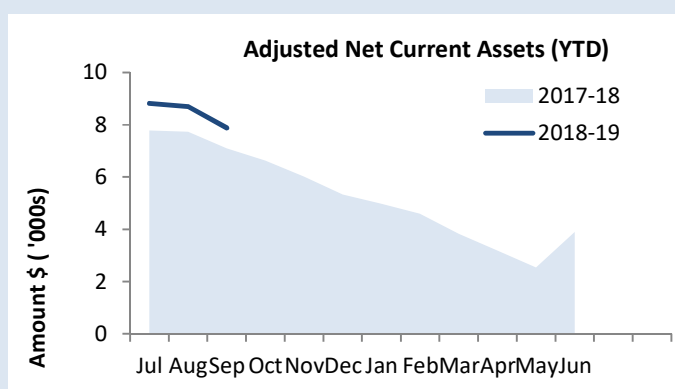
	Previous Period Actual	Year to Date Actual
	31 Aug 2018	30 Sep 2018
<b>Adjusted Net Current Assets</b>	\$	\$
<b>Current Assets</b>		
Cash Unrestricted	4,104,727	6,551,730
Cash Restricted (Reserves)	3,964,624	3,964,624
Receivables - Rates and Rubbish, ESL, Excess Rates	4,362,340	1,986,522
Receivables -Other	985,764	281,193
Inventories	66,576	69,622
	13,484,031	12,853,691
<b>Less: Current Liabilities</b>		
Payables	(605,958)	(798,555)
Loan Liability	(212,368)	(212,368)
Provisions	(596,311)	(596,311)
	(1,414,636)	(1,607,233)
<b>Net Current Asset Position</b>	12,069,395	11,246,458
Less: Cash Restricted	(3,964,624)	(3,964,624)
Add Back: Component of Leave Liability not Required to be funded	388,539	388,539
Add Back: Current Loan Liability	212,368	212,368
Adjustment for Trust Transactions Within Muni	(1,195)	(2,464)
<b>Net Current Funding Position</b>	8,704,482	7,880,276

## SIGNIFICANT ACCOUNTING POLICIES

Please see page 4 for information on significant accounting policies relating to Net Current Assets.

## KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



## Year YTD Actual

## Surplus(Deficit)

**\$7.88 M**

## Last Period Actual

## Surplus(Deficit)

**\$8.7 M**

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

Cash Unrestricted

Municipal Fund

2.0m - Maturity 27/3/19 2.70% NAB

Municipal Fund

2.0m - Maturity 23/12/18 2.67% Westpac

Cash Restricted (Reserves)

Reserve Fund

1.8m - Maturity 27/6/19 2.71% NAB

Reserve Fund

1.8m - Maturity 23/6/19 2.71% Westpac



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 SEPTEMBER 2018**

**EXPLANATION OF  
MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is an Actual Variance exceeding 10% and a value greater than \$15,000.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Recreation and Culture	23,718	56%	▲	Permanent	Insurance claim income received for Town Hall
Transport	56,745	35%	▲	Permanent	Direct Road Grant received higher than anticipated
<b>Expenditure from operating activities</b>					
Education and Welfare	87,786	23%	▲	Timing	HACC, CHSP, HCP & Aged Other - Expenditure estimated evenly over 12 months
Community Amenities	38,429	11%	▲	Timing	WWT, Town Planning, Cemetery, Public Conveniences - Expenditure estimated evenly over 12 months
Recreation and Culture	(115,441)	(13%)	▼	Permanent	Other Recreation & Sport - Depreciation expenses higher than budget due to revaluation in June 2018 Other Culture - expenditure estimated evenly over 12 months P&G - budget under spent for September Town Oval - Budget under spent for September Sundry Dry Parks - Budget underspent for September
Transport	(179,315)	(11%)	▼	Permanent	Depreciation expenses higher than budget due to revaluation in June 2018
<b>Investing Activities</b>					
Proceeds from Disposal of Assets	(42,726)	(17%)	▼	Timing	Not all plant acquisitions and disposals completed during September as per budget profile
Capital Acquisitions	191,376	(335%)	▼	Timing	Refer to Capital Acquisitions Note
<b>Financing Activities</b>					

**KEY INFORMATION**

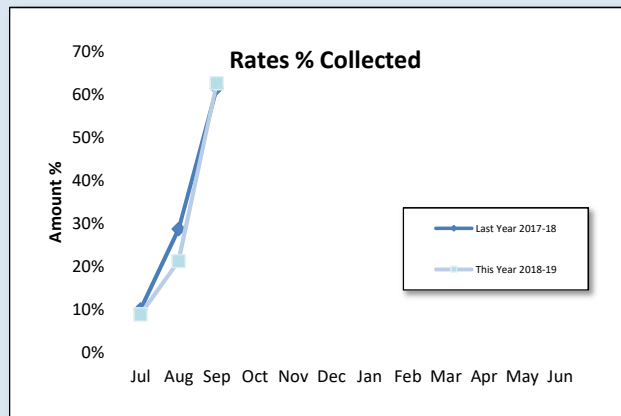
## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 SEPTEMBER 2018

Rates Receivable	30 Jun 18	30 Sep 18
	\$	\$
Opening Arrears Previous Years	492,340	492,340
Levied this year		4,780,240
Movement in Excess Rates		(90,732)
Domestic Refuse Collection Charges		470,984
Domestic Services (Additional)		3,390
Commercial Collection Charge		44,583
Commercial Collection Charge (Additional)		45,287
Total Rates and Rubbish (YTD)	5,153,240	5,253,752
Less Collections to date	(5,153,240)	(3,599,253)
<b>Net Rates Collectable</b>	<b>492,340</b>	<b>2,146,839</b>
% Collected	91.28%	62.64%
Pensioner Deferred Rates		(153,532)
Pensioner Deferred ESL		(6,786)
<b>Total Rates and Rubbish, ESL, Excess Rates</b>		<b>1,986,522</b>

## KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



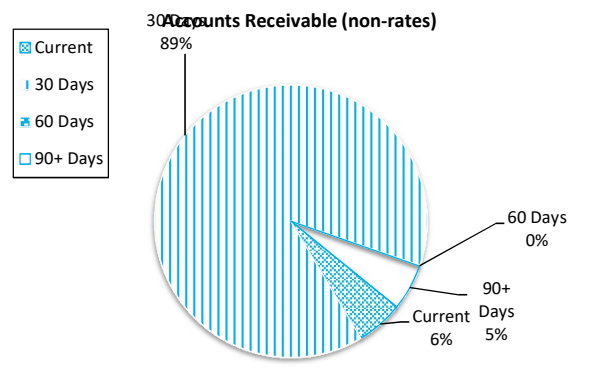
<b>Collected</b>	<b>Rates Due</b>
<b>63%</b>	<b>\$1,986,522</b>

OPERATING ACTIVITIES  
RECEIVABLES

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	14,724	234,212	235	14,435	263,606
Percentage	6%	89%	0%	5%	
<b>Balance per Trial Balance</b>					
Rates Pensioner Rebate Claims					3,658
GST Input					50,897
Provision For Doubtful Debts					(37,776)
<b>Total Receivables General Outstanding</b>					<b>280,385</b>
Amounts shown above include GST (where applicable)					

## SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due

**\$280,385**

Over 30 Days

**94%**

Over 90 Days

**5%**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 SEPTEMBER 2018**

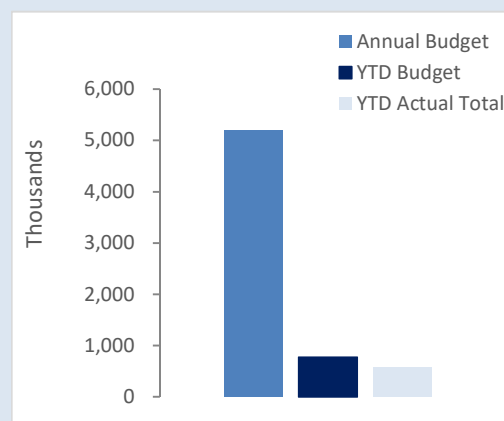
**INVESTING ACTIVITIES**  
**CAPITAL ACQUISITIONS**

Capital Acquisitions	Annual Budget	Revised Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	1,325,039	1,325,039	454	92,169	(91,715)
Plant & Equipment	1,413,335	1,413,335	760,779	433,957	326,822
Furniture & Equipment	71,210	71,210	12,210	13,665	(1,455)
Roads	1,632,644	1,632,644	0	3,480	(3,480)
Footpaths	69,000	69,000	0	0	0
Road Drainage	33,589	33,589	0	1,100	(1,100)
Other Infrastructure	644,114	644,114	0	37,695	(37,695)
<b>Capital Expenditure Totals</b>	<b>5,188,930</b>	<b>5,188,930</b>	<b>773,443</b>	<b>582,067</b>	<b>191,376</b>

**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**KEY INFORMATION**



Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$5.19 M</b>	<b>\$.58 M</b>	<b>11%</b>






















































To be read in conjunction with Strategic Projects Tracker

\* Budget profiles were not loaded by completion of this report. YTD Budget totals are still to be finalised for Capital \*

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 SEPTEMBER 2018**

**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion














































	Original Budget	YTD Budget	YTD Actual	Variance (Under)Over
	\$	\$	\$	\$
<b>Capital Expenditure</b>				
<b>Land and Buildings</b>				
 Building Renovation Administration	190,060	0	2,200	(2,200)
 Animal Pound Building (Capital)	7,781	0	0	0
 Other Law & Order Building (Capital)	455	454	455	(1)
 HACC - Building (Capital)	50,500	0	0	0
 Mackie Park Public Toilets and Office - Capital	15,000	0	0	0
 Memorial Park Public Toilets Capital	100,000	0	0	0
 Highbury Public Toilets (Capital)	10,000	0	0	0
 Town Hall (Federal St) Building Capital	75,760	0	17,336	(17,336)
 Railway Institute Hall & Office Building Capital	3,096	0	0	0
 Highbury Hall Building Capital	15,000	0	5,937	(5,937)
 NRRC Building (Capital)	123,600	0	0	0
 NRRC Building Capital 2018-19	64,259	0	545	(545)
 Library Landscape - Stage 1	100,000	0	0	0
 Railway Station Building (Capital)	6,641	0	0	0
 Museum Building (Capital)	5,000	0	0	0
 Accommodation Units (NCP)	351,364	0	1,800	(1,800)
 Caravan Park Renovations	183,896	0	63,896	(63,896)
 Visitor Information Bay Upgrade (Williams Road)	20,000	0	0	0
 Sale Yard (Showmen's) Toilets Building Capital	2,627	0	0	0
	<b>1,325,039</b>	<b>454</b>	<b>92,169</b>	<b>(91,715)</b>
<b>Plant and Equipment</b>				
 Fire Truck (Highbury)	50,000	0	0	0
 NO05 Ranger Vehicle 2018	42,606	42,606	36,535	6,071
 EHO Vehicle 2018	21,000	21,000	18,602	2,398
 NGN10179 Toyota Hiace 2018	58,000	0	0	0
 Lawn Mower 2018	2,000	2,000	0	2,000
 Brush Cutter 2018	1,000	1,000	0	1,000
 NGN839 CHCP Vehicle	27,000	0	0	0
 NGN219 CATS Vehicle 2019	26,500	0	0	0
 CCTV Installation Refuse Site	10,000	0	0	0
 NGN00 EMDRS Vehicle 2018(2)	35,755	35,755	35,134	621
 NGN00 EMDRS Vehicle 2019	35,755	0	0	0
 NGN00 EMDRS Vehicle 2019(2)	35,755	0	0	0
 CCTV Installation Old Courthouse Museum	7,500	0	0	0
 ONO EMTRS Vehicle 2018 (3)	36,508	36,508	36,389	119
 ONO EMTRS Vehicle 2019	36,508	0	0	0
 ONO EMTRS Vehicle 2019 (2)	36,508	0	0	0
 ONO EMTRS Vehicle 2019 (3)	36,508	0	0	0
 N001 MO Vehicle 2018(2)	36,870	36,870	0	36,870
 N001 MO Vehicle 2019	36,870	0	0	0
 N001 MO Vehicle 2019(2)	36,870	0	0	0
 Works Supervisor Vehicle 2018	43,000	43,000	35,416	7,584
 1N0 CF Vehicle 2018	43,000	43,000	35,316	7,684
 NGN802 Gardener Vehicle 2018	28,000	28,000	23,677	4,323
 NO1 2018 UD 6 Wheeler Nissan Diesel Tip Truck	226,000	226,000	0	226,000
 NO592 PG LH Vehicle PG 2018	32,000	32,000	27,368	4,632
 NGN677 Toro Mower 2018 (WORKS) (PE041)	35,000	35,000	33,000	2,000
 NO2731 Four Axle Side Tipping Trailer - Additions	25,000	0	0	0
 NO2706 Four Axle Side Tipping Trailer - Additions	25,000	0	0	0
 Workshop Tool Purchase (Mechanic)	15,000	15,000	14,206	794
 New VHF Radios x 15	15,000	15,000	0	15,000
 NGN6121 1982 Twin Drum Turf Roller (WORKS)	35,000	35,000	34,850	150
 CCTV Installation NCP	10,000	10,000	8,500	1,500
 1NGN CEO Vehicle 2018(2)	53,040	53,040	51,593	1,447
 1NGN CEO Vehicle 2019	49,440	0	0	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 SEPTEMBER 2018**

**INVESTING ACTIVITIES**  
**CAPITAL ACQUISITIONS (CONTINUED)**


















% of Completion

	Original Budget	YTD Budget	YTD Actual	Variance (Under)Over
 1NGN CEO Vehicle 2019(2)	49,440	0	0	0
 ONGN EMCCS Vehicle 2018(2)	35,251	0	0	0
 ONGN EMCCS Vehicle 2019	34,651	0	0	0
 002 NGN MF Vehicle 2018	25,000	25,000	21,804	3,196
 NGN 0 MLC Vehicle 2018	25,000	25,000	21,568	3,432
	<b>1,413,335</b>	<b>760,779</b>	<b>433,957</b>	<b>326,822</b>
<b>Furniture and Equipment</b>				
 Airconditioner Upgrade - DRS	20,000	0	0	0
 Replace Pelments and Drapes, Jessie House	4,000	0	0	0
 Mobile Works Solution (HACC)	20,000	0	13,665	(13,665)
 Town Hall Airconditioner	15,000	0	0	0
 Library Software Upgrade	12,210	12,210	0	12,210
	<b>71,210</b>	<b>12,210</b>	<b>13,665</b>	<b>(1,455)</b>
<b>Infrastructure - Roads</b>				
 Earl Street - Renewal (Local)	49,813	0	0	0
 Egerton Street - Upgrade (Local)	171,494	0	1,144	(1,144)
 Whinbin Rock Road - Renewal (Rural)	70,618	0	0	0
 Wagin-Wickepin Road - Renewal (Local)	99,625	0	0	0
 Wangeling Gully Road - Renewal (Rural)	90,792	0	0	0
 Quarry Road - Renewal (Rural)	85,627	0	0	0
 Gordon Street - Renewal (Local) (R2R)	9,300	0	0	0
 Earl Street North - Renewal (Local) (R2R)	25,800	0	0	0
 Floreat Street - Renewal (Local) (R2R)	14,640	0	0	0
 Hough Street - Renewal (Local) (R2R)	16,815	0	0	0
 Park Street - Renewal (Local) (R2R)	11,655	0	0	0
 Northwood Street - Renewal (Local) (R2R)	12,240	0	0	0
 Palmer Street - Renewal (Local) (R2R)	7,875	0	0	0
 Watt Street - Renewal (Local) (R2R)	6,900	0	0	0
 Short Street - Renewal (Local) (R2R)	2,850	0	0	0
 Horace Street - Renewal (Local) (R2R)				
 Harper Street - Renewal (Local) (R2R)	8,910	0	0	0
 Falcon Street - Renewal (Local) (R2R)	10,260	0	0	0
 Argus Street - Renewal (Local) (R2R)	12,000	0	0	0
 Quigley Street Short Street - Renewal (Local) (R2R)	4,050	0	0	0
 Narrakine Road South - Renewal (Rural) (R2R)	8,880	0	0	0
 Herald Street - Upgrade (Local) (RRG)	123,027	0	0	0
 Congelin - Narrogin Road - Renewal (Local) (RRG)	637,565	0	0	0
	151,908	0	2,336	(2,336)
	<b>1,632,644</b>	<b>0</b>	<b>3,480</b>	<b>(3,480)</b>
<b>Infrastructure - Footpaths</b>				
 Mackie Park - Footpath Construction	10,000	0	0	0
 Earl St Footpath Construction	9,000	0	0	0
 Doney Street Footpath Construction	50,000	0	0	0
	<b>69,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Drainage</b>				
 Drainage - Butler Street	33,589	0	1,100	(1,100)
	<b>33,589</b>	<b>0</b>	<b>1,100</b>	<b>(1,100)</b>
<b>Infrastructure - Other</b>				
 Refuse Site Transfer Station	10,000	0	0	0
 Bin Surrounds	21,600	0	18,912	(18,912)
 Cemetery Upgrade	57,440	0	0	0
 Gnarojin Park Master Plan	23,248	0	13,825	(13,825)
 CBD Design - Colour Palette and signage	10,000	0	0	0
 Townscape - Highbury	5,000	0	0	0
 Townscape - Narrogin	10,000	0	0	0
 NRRC Infrastructure Other (Capital)	10,000	0	(60)	60

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 SEPTEMBER 2018**

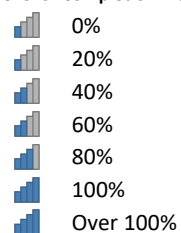
**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

	Original Budget	YTD Budget	YTD Actual	Variance (Under)Over
 Foxes Lair	17,000	0	0	0
 Heritage Trail	28,015	0	0	0
 McKenzie Park - Playground Equipment	10,000	0	0	0
 Pine Park - Playground Equipment	12,000	0	0	0
 Ashworth Park - Playground Equipment	20,000	0	0	0
 Highbury Tennis Court	75,000	0	0	0
 Narrogin Walk Trails Master Plan	16,000	0	3,180	(3,180)
 Mountain Bike & Pump Track Feasibility Study	9,000	0	0	0
 Skate Park Improvements	69,811	0	0	0
 Gnarojin Community Garden Carpark & Driveway Upgrade	10,000	0	0	0
 Museum Carpark	60,000	0	0	0
 Pioneer Drive Carpark	50,000	0	0	0
 Aerodrome Infrastructure Other (Capital)	30,000	0	0	0
 Caravan Park Resealing, Line Marking	20,000	0	0	0
 Local Tourism Planning Strategy	20,000	0	0	0
 Site Inspection Report - Felspar St Depot	20,000	0	1,838	(1,838)
 Economic Development Strategy	30,000	0	0	0
	<b>644,114</b>	<b>0</b>	<b>37,695</b>	<b>(37,695)</b>

**Capital Expenditure Total**

**Level of Completion Indicators**



Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

Variance is calculated on:  
YTD Budget vs YTD Actual



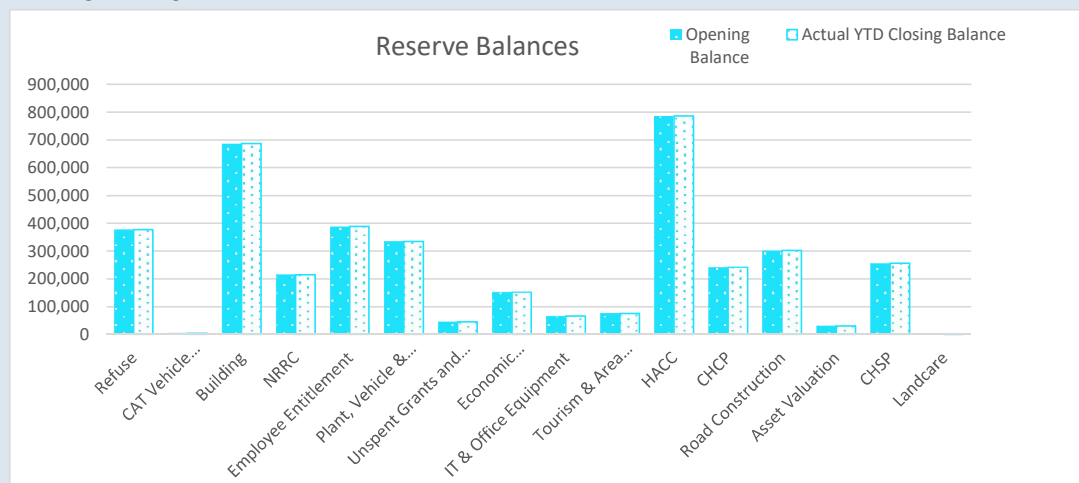
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 SEPTEMBER 2018**

**OPERATING ACTIVITIES  
CASH AND INVESTMENTS**





**Cash Backed Reserve**




































Reserve 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	376,475	6,827	935	50,000	0	0	0	433,302	377,410
CAT Vehicle Replacement	4,297	78	10	7,125	0	11,500	0	0	4,307
Building	686,182	12,444	1,705	80,000	0	280,000	0	498,626	687,887
NRRC	214,761	3,895	534	140,000	0	90,000	0	268,656	215,295
Employee Entitlement	387,576	7,029	963	0	0	0	0	394,605	388,539
Plant, Vehicle & Equipment	333,984	6,057	830	425,000	0	442,500	0	322,541	334,814
Unspent Grants and Contributions	44,816	811	113	0	0	4,724	0	40,903	44,929
Economic Development	152,014	2,757	377	18,552	0	0	0	173,323	152,391
IT & Office Equipment	66,049	1,198	164	5,000	0	0	0	72,247	66,213
Tourism & Area Promotion	75,469	1,369	188	0	0	0	0	76,838	75,657
HACC	784,351	14,224	1,948	0	0	139,916	0	658,659	786,299
CHCP	241,070	4,372	599	0	0	53,213	0	192,229	241,669
Road Construction	301,328	5,465	749	42,332	0	0	0	349,125	302,077
Asset Valuation	30,610	555	76	0	0	0	0	31,165	30,686
CHSP	255,816	2,919	399	0	0	11,514	0	247,221	256,215
Landcare	0	0	236	0	0	0	0	0	236
	<b>3,954,799</b>	<b>70,000</b>	<b>9,826</b>	<b>768,009</b>	<b>0</b>	<b>1,033,367</b>	<b>0</b>	<b>3,759,441</b>	<b>3,964,624</b>

**KEY INFORMATION**



Shire of Narrogin  
Strategic Projects 2018/19

Project Progress	
Complete	
On Track	
Off Track	
In Trouble	

Line No	COA Description	Project Type	Project Title	Project Description	2018/19 Annual Budget	2018/19 YTD Actual	Responsible Officer		2018						Comments
									July	August	September	October	November	December	
	<b>Governance</b>														
1	OTHGOV - Capital Furniture & Equipment		Airconditioner Upgrade - DRS	New air conditioner for the DRS area	20,000.00	-	Azhar Awang								
2	OTHGOV - Capital Administration Building		Building Renovation Administration	Toilets \$30,000, reception \$50,000, Covered Entry \$100,000	190,060.00	2,200.00	Azhar Awang								
	<b>Law, Order &amp; Public Safety</b>														
3	FIRE - Plant & Equipment (Capital)	Cr	Fire Truck (Highbury)	Purchase 2nd hand fire truck to be placed in Highbury	50,000.00	-	Azhar Awang								
4	ANIMAL - Building (Capital)		Animal Pound Capital	Noise control upgrade	7,781.00	-	Azhar Awang								
5	ANIMAL - Plant & Equipment (Capital)		NO05 Ranger Vehicle 2018		42,606.00	36,535.13	Azhar Awang								
6	SAN - Infrastructure Other (Capital) GEN	C/FWD	CCTV Installation Refuse Site		10,000.00	-	Azhar Awang								
	<b>Education &amp; Welfare</b>														
7	HEALTH - Plant & Equipment (Capital)		EHO Vehicle 2018	New Senior EHO Vehicle	21,000.00	18,602.18	Azhar Awang								
8	HACC - Furniture & Equipment (Capital)		Replace Pelments and Drapes, Jessie House	Replace pelmets and drapes at Jessie House	4,000.00	-	Frank Ludovico								
9	HACC - Plant & Equipment (Capital)		Lawn Mower 2018	Lawn Mower	2,000.00	-	Frank Ludovico								
10	HACC - Plant & Equipment (Capital)		Brush Cutter 2018	Brush Cutter	1,000.00	-	Frank Ludovico								
11	HACC - Building (Capital)		HACC - Building (Capital)	Install Electric sliding doors at Jessie House \$13,000.	13,000.00	-	Frank Ludovico								
12	HACC - Building (Capital)		HACC - Building (Capital)	Supply & install bathroom vinyl floor covering \$2,500, Floor covering activity area \$23,000, Repainting of Jessie House \$12,000	50,500.00	-	Frank Ludovico								
13	HACC - Plant & Equipment (Capital) GEN	C/FWD	HACC - Plant & Equipment (Capital) GEN	Replacement HiAce Bus	58,000.00	-	Frank Ludovico								
14	CHCP - Furniture & Equipment (Capital)	C/FWD	Mobile Works Solution (HACC)	Alchemy Technology Interface and IT purchase of Mobile Works solution	20,000.00	13,665.22	Frank Ludovico								
15	CHCP - Plant & Equipment (Capital) GEN		NGN 839 Toyota Altise		27,000.00	-	Frank Ludovico								
16	AGEDOTHER - Plant & Equipment (Capital)		NGN219 CATS Vehicle 2019		26,500.00	-	Frank Ludovico								
	<b>Community Amenities</b>														
17	SAN - Infrastructure Other (Capital)		Refuse Site Transfer Station	Installation of Safety railing at transfer station (OHS Audit Report)	10,000.00	-	Azhar Awang								
18	SAN - Infrastructure Other (Capital)	C/FWD	Installation on Bin Surrounds	Installation of Bin Surrounds - Townscape	21,600.00	18,912.46	Azhar Awang								
19	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2018(2)		35,755.00	35,134.27	Torre Evans								
20	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2019		35,755.00	-	Torre Evans								
21	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2019(2)		35,755.00	-	Torre Evans								
22	COM AMEN - Building (Capital) - Other Community Amenities		Mackie Park Public Toilets and Office (Capital)	Refurb baby changeroom \$15,000.	15,000.00	-	Azhar Awang								
23	COM AMEN - Building (Capital) - Other Community Amenities	2017/18	Memorial Park Public Toilets Capital	Design, planning & demolition. Construction new Public Toilet	100,000.00	-	Azhar Awang								
24	COM AMEN - Building (Capital) - Other Community Amenities		Highbury Public Toilets (Capital)	Retaining wall and infill around new leach drains installed	10,000.00	-	Azhar Awang								
25	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities	C/FWD	Cemetery Upgrade	C/F: Design, survey, stormwater & road design for extension of the cemetery \$57,440.	57,440.00	-	Azhar Awang								
26	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities	C/FWD	Gnarojin Park Master Plan	Completion of Plan	23,247.73	13,825.00	Azhar Awang								
27	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities		Townscape - Highbury	Highbury Townscape annual allocation	5,000.00	-	Azhar Awang								
28	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities		Townscape - Narrogin	Narrogin Townscape annual allocation	10,000.00	-	Azhar Awang								
	<b>Recreation &amp; Culture</b>														
29	HALLS - Furniture & Equipment (Capital) GEN	Comm	Town Hall Airconditioner	Humidifier and air cond of Art Collection	7,500.00	-	Azhar Awang								
30	HALLS - Furniture & Equipment (Capital) GEN		Town Hall Airconditioner	Relocate Air conditioner	7,500.00	-	Azhar Awang								
31	HALLS - Building (Capital)	C/FWD	Town Hall (Federal St) Building Capital	Repitching of Mayors parlour roof.	75,760.00	17,336.00	Azhar Awang								
32	HALLS - Building (Capital)	CBP	Railway Institute Hall & Office Building Capital	As per Corporate Business Plan replace 72m timber roof fascia \$3,096	3,096.00	-	Azhar Awang								
33	HALLS - Building (Capital)		Highbury Hall Building Capital	Rewire Highbury Hall \$10,000	15,000.00	5,937.00	Azhar Awang								
34	NRRC - Building (Capital)		NRRC Building (Capital)	Exhaust system upgrade \$40,000, Re-tile dry side changerooms \$20,000, Boiler repairs \$30,000	123,600.00	-	Azhar Awang								
35	NRRC - Building (Capital)	CBP	NRRC Building Capital 2018-19	Replace 624.9m2 metal roofing \$44,368, replace 375.3m2 gyprock lined ceiling \$19,891.	64,259.00	545.46	Azhar Awang								



Line No	COA Description	Project Type	Project Title	Project Description	2018/19 Annual Budget	2018/19 YTD Actual	Responsible Officer		July	August	September	October	November	December	Comments
36	NRRC - Infrastructure Other (Capital)	C/FWD	NRRC Infrastructure Other (Capital)	Multiple Club trophy cabinet \$10,000	10,000.00	- 60.00	Azhar Awang	●							Pending financial input from Keedac
37	REC - Infrastructure Other (Capital)		Foxes Lair	Repair washouts to Foxes Lair tracks \$10,000, Signage \$7,000	17,000.00	-	Azhar Awang	●							
38	REC - Infrastructure Other (Capital)	Cr	Highbury Tennis Court	Resurface Highbury Tennis Court (Shire contribution of 30%)	75,000.00	-	Azhar Awang	●							
39	REC - Infrastructure Other (Capital)		Skate Park Improvements	Landscaping, shades and furniture \$10,000 C/F: \$18,080 (MRWA already received) Skate park urban art project, Shade sails \$20,000, skate park bins and surrounds \$3,000, seating \$12,000	69,810.91	-	Azhar Awang	●							
40	REC - Infrastructure Other (Capital)	C/FWD	Heritage Trail	Heritage Plaques Production Stage 2 - 10 additional plaques \$12,000, QR code development & production \$2,000, Plaque installation \$3500.	28,015.00	-	Azhar Awang	●							
41	REC - Infrastructure Other (Capital)		McKenzie Park - Playground Equipment	Shade shelter, table & seating \$10,000,	10,000.00	-	Azhar Awang	●							
42	REC - Infrastructure Other (Capital)	2017/18	Pine Park - Playground Equipment	Basketball half court \$12,000 Councillor request	12,000.00	-	Torre Evans	●							
43	REC - Infrastructure Other (Capital)	2017/18	Ashworth Park - Playground Equipment	Ashworth Park Shade Structure	20,000.00	-	Torre Evans	●							
44	REC - Infrastructure Other (Capital)		Narrogin Walk Trails Master Plan	Narrogin Walk Trails Master plan	16,000.00	3,180.00	Azhar Awang	●							
45	REC - Infrastructure Other (Capital)		Mountain Bike & Pump Track Feasibility Study	Mountain bike & pump track feasibility study	9,000.00	-	Azhar Awang	●							
46	LIB - Furniture and Equipment	C/FWD	Library Software Upgrade	Completion of software installation	12,210.00	-	Frank Ludovico	●							
47	LIB - Building (Capital)	C/FWD	Library Landscape - Stage 1A	Library Landscape - Stage 1	100,000.00	-	Frank Ludovico/Keenan	●							
48	HERITAGE - Building (Capital)	CBP	Museum Building (Capital)	Install disability access at the Old Courthouse Museum \$5,000.	5,000.00	-	Azhar Awang	●							
49	HERITAGE - Building (Capital)		CCTV Installation Old Courthouse Museum	Install CCTV Old Courthouse Museum \$7,500.	7,500.00	-	Azhar Awang	●							
50	OTHCUL - Gnarojin Community Garden Carpark & Driveway Upgrade		Gnarojin Community Garden Carpark & Driveway Upgrade	Upgrade carpark with blue metal to make more durable during winter, upgrade driveway and rear access with blue metal	10,000.00	-	Azhar Awang	●							
51	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities		CBD Design - Colour Palette and signage	CBD Design - Colour palette and signage recommendations Part of \$20,000 Townscape annual allocation	10,000.00	-	Azhar Awang	●							
52	ROADC - Infrastructure Other (Capital)		Museum Carpark	Renew with asphalt and kerbing (many cracked and lifted areas)	60,000.00	-	Torre Evans	●							
53	ROADC - Infrastructure Other (Capital)		Pioneer Carpark	Preliminary Carpark Earthworks (Cr request)	50,000.00	-	Torre Evans	●							
54	ROADC - Roads (Capital) - Council Funded		Earl Street - Renewal (Local)	Stabilising and seal	49,813.00	-	Torre Evans	●							
55	ROADC - Roads (Capital) - Council Funded		Egerton Street - Upgrade (Local)	Reconstruction	171,494.00	1,144.40	Torre Evans	●							
56	ROADC - Roads (Capital) - Council Funded		Whinbin Rock Road - Renewal (Rural)	Resheet	70,618.00	-	Torre Evans	●							
57	ROADC - Roads (Capital) - Council Funded		Wagin-Wickepin Road - Renewal (Local)	Reconstruct Stabilise and seal	99,625.00	-	Torre Evans	●							
58	ROADC - Roads (Capital) - Council Funded		Wangeling Gully Road - Renewal (Rural)	Resheet	90,792.00	-	Torre Evans	●							
59	ROADC - Roads (Capital) - Council Funded		Quarry Road - Renewal (Rural)	Resheet	85,627.00	-	Torre Evans	●							
60	ROADC - Roads (Capital) - Roads to Recovery		Gordon Street - Renewal (Local) (R2R)	Reseal	9,300.00	-	Torre Evans	●							
61	ROADC - Roads (Capital) - Roads to Recovery		Earl Street North - Renewal (Local) (R2R)	Reseal	25,800.00	-	Torre Evans	●							
62	ROADC - Roads (Capital) - Roads to Recovery		Floreat Street - Renewal (Local) (R2R)	Reseal	14,640.00	-	Torre Evans	●							
63	ROADC - Roads (Capital) - Roads to Recovery		Hough Street - Renewal (Local) (R2R)	Reseal	16,815.00	-	Torre Evans	●							
64	ROADC - Roads (Capital) - Roads to Recovery		Park Street - Renewal (Local) (R2R)	Reseal	11,655.00	-	Torre Evans	●							
65	ROADC - Roads (Capital) - Roads to Recovery		Northwood Street - Renewal (Local) (R2R)	Reseal	12,240.00	-	Torre Evans	●							
66	ROADC - Roads (Capital) - Roads to Recovery		Palmer Street - Renewal (Local) (R2R)	Reseal	7,875.00	-	Torre Evans	●							
67	ROADC - Roads (Capital) - Roads to Recovery		Watt Street - Renewal (Local) (R2R)	Reseal	6,900.00	-	Torre Evans	●							
68	ROADC - Roads (Capital) - Roads to Recovery		Short Street - Renewal (Local) (R2R)	Reseal	2,850.00	-	Torre Evans	●							
69	ROADC - Roads (Capital) - Roads to Recovery		Horace Street - Renewal (Local) (R2R)	Reseal	8,910.00	-	Torre Evans	●							
70	ROADC - Roads (Capital) - Roads to Recovery		Harper Street - Renewal (Local) (R2R)	Reseal	10,260.00	-	Torre Evans	●							
71	ROADC - Roads (Capital) - Roads to Recovery		Falcon Street - Renewal (Local) (R2R)	Reseal	12,000.00	-	Torre Evans	●							
72	ROADC - Roads (Capital) - Roads to Recovery		Argus Street - Renewal (Local) (R2R)	Reseal	4,050.00	-	Torre Evans	●							
73	ROADC - Roads (Capital) - Roads to Recovery		Quigley Street Short Street - Renewal (Local) (R2R)	Reseal	8,880.00	-	Torre Evans	●							
74	ROADC - Roads (Capital) - Roads to Recovery		Narrakine Road South - Renewal (Rural) (R2R)	Reconstruction and Seal	123,027.00	-	Torre Evans	●							
75	ROADC - Roads (Capital) - Regional Road Group		Herald Street - Upgrade (Local) (RRG)	Reconstruction	637,565.00	-	Torre Evans	●							
76	ROADC - Roads (Capital) - Regional Road Group		Congelin - Narrogin Road - Renewal (Local) (RRG)	Stabilise and Seal	151,908.00	2,335.96	Torre Evans	●							
77	ROADC - Footpaths (Capital)		Mackie Park - Footpath Construction	Replace broken, cracked concrete footpath with new	10,000.00	-	Torre Evans	●							
78	ROADC - Footpaths (Capital)		Earl St Footpath Construction	To improve safety of footpath in front of ABC Kindergarten	9,000.00	-	Torre Evans	●							
79	ROADC - Footpaths (Capital)	2017/18	Doney Street Footpath Construction	Part of 5 year footpath program Full length	50,000.00	-	Torre Evans	●							
80	ROADC - Drainage (Capital)		Drainage - Butler Street	December 2017 Council meeting Resolution 1217.141	33,589.00	1,100.00	Azhar Awang	●							
81	AERO - Infrastructure Other (Capital) - Aerodromes	CBP	Aerodrome Infrastructure Other (Capital)	Sealed apron off runway next to water tank for refilling water bombers \$10,000.	10,000.00	-	Torre Evans	●							

Line No	COA Description	Project Type	Project Title	Project Description	2018/19 Annual Budget	2018/19 YTD Actual	Responsible Officer		July	August	September	October	November	December	Comments	
82	AERO - Infrastructure Other (Capital) - Aerodromes	CBP	Aerodrome Infrastructure Other (Capital)	As per Corporate Business Plan Airport Master Plan \$20,000 (Total of \$30,000 to be spent)	20,000.00	-	Torre Evans									
83	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2018 (3)		36,508.00	36,388.81	Torre Evans									
84	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019		36,508.00	-	Torre Evans									
85	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019 (2)		36,508.00	-	Torre Evans									
86	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019 (3)		36,508.00	-	Torre Evans									
87	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2018(2)		36,870.00	-	Torre Evans									
88	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2019		36,870.00	-	Torre Evans									
89	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2019(2)		36,870.00	-	Torre Evans									
90	PLANT - Plant & Equipment (Capital)		Works Supervisor Vehicle 2018		43,000.00	35,415.91	Torre Evans									
91	PLANT - Plant & Equipment (Capital)		1N0 CF Vehicle 2018		43,000.00	35,315.91	Torre Evans									
92	PLANT - Plant & Equipment (Capital)		NGN802 Gardener Vehicle 2018	28,000.00	23,677.28	Torre Evans										
93	PLANT - Plant & Equipment (Capital)		NO1 2018 UD 6 Wheeler Nissan Diesel Tip Truck	226,000.00	-	Torre Evans										
94	PLANT - Proceeds from Disposal of Asset		Proceeds on Disposal - NO2776 2013 eCombi Broons Roller	-	-	Torre Evans										
95	PLANT - Plant & Equipment (Capital)		NO592 PG LH Vehicle PG 2018	32,000.00	27,368.18	Torre Evans										
96	PLANT - Plant & Equipment (Capital)		NGN677 Toro Mower 2018 (WORKS) (PE041)	35,000.00	33,000.00	Torre Evans										
97	PLANT - Plant & Equipment (Capital)		NO2731 Four Axle Side Tipping Trailer - Additions	Refurbishment	25,000.00	-	Torre Evans									
98	PLANT - Plant & Equipment (Capital)		NO2706 Four Axle Side Tipping Trailer - Additions	Refurbishment	25,000.00	-	Torre Evans									
99	PLANT - Plant & Equipment (Capital)		Workshop Tool Purchase (Mechanic)		15,000.00	14,205.64	Torre Evans									
100	PLANT - Plant & Equipment (Capital)		New VHF Radios x 15		15,000.00	-	Torre Evans									
101	PLANT - Plant & Equipment (Capital)		NGN6121 1982 Twin Drum Turf Roller (WORKS)		35,000.00	34,850.00	Torre Evans									
Economic Services																
102	TOUR - Plant & Equipment (Capital)	C/FWD	CCTV Installation NCP		10,000.00	8,500.00	Frank Ludovico									
103	TOUR - Building (Capital)	C/FWD	Accommodation Units (NCP)		351,363.64	1,800.00	Frank Ludovico									
104	TOUR - Building (Capital)	C/FWD	Caravan Park Renovations	Retiling of ablution block 1 \$60,000, Universal access toilet \$60,000	183,896.00	63,896.00	Frank Ludovico									
105	TOUR - Building (Capital)		Visitor Information Bay Upgrade (Williams Road)	Remove old signs, repaint, install new signs	20,000.00	-	Azhar Awang									
106	TOUR - Infrastructure Other (Capital)	C/FWD	Caravan Park Resealing, Line Marking	Resealing of Caravan Park, Line marking	20,000.00	-	Frank Ludovico									
107	TOUR - Infrastructure Other (Capital)		Local Tourism Planning Strategy	The preparation of a plan exploring options for the development of tourism in the Shire	20,000.00	-	Azhar Awang									
108	COM AMEN - Building (Capital) Other Community Amenities	CBP	Sale Yard (Showmen's) Toilets Building Capital	As per Corporate Business Plan replace 37m2 metal roofing \$2,627	2,627.00	-	Azhar Awang									
109	ECONOM - Infrastructure Other (Capital)		Site Inspection Report - Felspar St Depot	Detailed Site Inspection report for contamination Felspar St Depot Part 1 of Stage 2	20,000.00	1,837.50	Azhar Awang									
110	ECONOM - Infrastructure Other (Capital)		Economic Development Strategy	The preparation of a plan exploring options for Economic development in the Shire	30,000.00	-	Dale Stewart									
Other Property & Services																
111	ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2018(2)		53,040.00	51,592.73	Torre Evans									
112	ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2019		49,440.00	-	Torre Evans									
113	ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2019(2)		49,440.00	-	Torre Evans									
114	ADMIN - Plant and Equipment (Capital)		ONGN EMCCS Vehicle 2018(2)		35,251.00	-	Torre Evans									
115	ADMIN - Plant and Equipment (Capital)		ONGN EMCCS Vehicle 2019		34,651.00	-	Torre Evans									
116	ADMIN - Plant and Equipment (Capital)		002 NGN MF Vehicle 2018		25,000.00	21,803.57	Torre Evans									
117	COMMUNITY - Plant & Equipment (Capital)		NGN 0 MLC Vehicle 2018		25,000.00	21,567.73	Torre Evans									
118			Great Southern Regional Business Association	Donation of \$18,551.61	18,551.00	-	Dale Stewart									



### 10.3.3 PROPOSED SALE OF LAND LOT 1431 (NO. 40) NORTHWOOD STREET NARROGIN, ASSESSMENT NO. A289900, DUE TO UNPAID RATES

<b>File Reference</b>	A289900
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	11 October 2018
<b>Author</b>	Toni Reitmajer – Finance Officer Rates
<b>Authorising Officer</b>	Frank Ludovico – Executive Manager Corporate and Community Services
<b>Attachments</b> 1. Locality Plan	

#### Summary

Council is requested to consider engaging AMPAC Debt Recovery Services to sell land located at 40 Northwood Street Narrogin, under section 6.64 of the Local Government Act 1995, due to the property owners being in arrears by seven (7) years or more. The outstanding current balance is \$18,253.81. It is anticipated that there will be disposal costs of approximately \$5,000.

It is also recommended that Council consider approval to undertake the required bush fire compliance matters that should occur during this process, to ensure the property is bush fire ready and conforms to Shire Bush Fire provisions.

#### Background

The property has rates outstanding in excess of seven (7) years. It has not been possible to locate the owner or enter into any kind of payment arrangement for the payment of the balance owing.

#### Comment

Every effort has been made to contact the property owner and subsequently the Executors of the Estate with no success.

Since 2011, the original Rates Notices have been issued to the current property owner, final notices and demand letters from the Shire's debt collection agencies Austral Mercantile and AMPAC to the last known addresses of both the owner and subsequently Executors and various other addresses. General Procedure Claims (Summons) have also been issued on the Shire's behalf to no avail and subsequently returned unserved. Unserved summons have hindered the next steps of debt collection and the ability to move to Judgement Default or Property Seizure of Goods.

Two "skiptraces" have been conducted by AMPAC on our behalf to locate the current owner and the Executors of the Estate in both Western Australia and New South Wales.

Probate searches in Western Australia and New South Wales have revealed the current owner passed away in October 2010 and the property was not included in the probate listings.

A Title Search of the property has confirmed that the ownership is still in the name of the deceased with no encumbrances, ie mortgage.

It should also be noted that the property is considered to be a fire risk to neighbouring properties. On this basis, it is recommended that control measures are undertaken to mitigate the fire risk.

Pursuant to Bush Fires Act 1954, Section 33 and Section 34(8), any amount recoverable by a Local Government under this section as a debt due from the owner or occupier of land is, until paid in full – (b) a charge against the land and the sale consequences as if it were a charge under the Local Government Act 1995 for unpaid rates.

Extensive investigation and debt collection has been continually conducted on this property with no results to clear the debt. All efforts have now been exhausted.

An appraisal of the property from Ray White Narrogin has been provided with an estimated sale value of \$8,000 - \$15,000.

### **Consultation**

Extensive consultation has been undertaken with the following agencies and employees:

- Austral Mercantile
- AMPAC Debt Recovery
- Baycorp (WA) Pty Ltd
- Price Sierakowski Corporate Solicitors
- Ray White Real Estate Narrogin
- Andrew Borrett – Senior Project Officer, Department of Local Government, Sport and Cultural Industries
- Nicole Bryant – Manager Finance
- Frank Ludovico – Executive Manager Corporate & Communities Services
- Azhar Awang – Executive Manager Development and Regulatory Services
- A site visit has been undertaken by Shire Rangers

### **Statutory Environment**

Section 6.64(1)(b) of the Local Government Act 1995 provides that, if any rates or service charges due to a local government in respect of any rateable land have been unpaid for at least three (3) years, the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold as against a person having an estate or interest on the land and to sell the land.

Section 6.68(1) of the Local Government Act 1995 prevents the local government from exercising the power of sale unless the local government has at least once attempted to recover money due to it under 6.56 of the Local Government Act 1995.

In order to take possession of the property and proceed with its sale, Council must cause notice requiring the payment of rates under Schedule 6.3 of the Local Government Act 1995.



Such notice is also to be served on any party with an interest in the land. This includes the mortgagee and is to be posted on the Shire official notice board for a period of not less than 35 days. It, at the expiration of three (3) months from the date of issue of this notice the rates remain unpaid, the Shire of Narrogin may proceed with selling the land by public auction, with such auction to occur not more than 12 months from date of the notice.

If the matter takes this course, and the property is sold by public auction, under Clause 5 of Schedule 6.3 of the Local Government Act 1995, the outstanding rates, any additional legal expenses and the cost of the sale of incidental to the sale of the property can be recovered by the Shire in the event of the owners or associated parties making a claim.

If there are surplus funds from the sale of the property and are not claimed after 12 months after the sale, the residual funds are to be paid to the Supreme Court under Section 99 of the Trustees Act 1962.

The Department of Local Government and Communities – Local Government Operational Guidelines Number 22 – May 2012 “Possession of Land for Recovery of Rates and Service Charges”, has been used to develop this item.

### **Policy Implications**

Nil

### **Financial Implications**

The recovery of these rates will reduce our outstanding rates debtors, therefore providing cash flow for Council activities.

It is proposed to use Ampac Debt Recovery Services (our current WALGA preferred Debt Collection Agency) to process this matter. Anticipated cost is approximately \$5,000. This will be recoverable through the sale.

Should there not be sufficient funds to clear the debt the following options are available to Shire:

- Section 6.47 of the Local Government Act 1995 allows a local government to waive (by absolute majority) rates at any time, including after they have been raised.
- Section 6.44(1) If Council chose not to waive any rates left owing after a sale for non-payment, the amount owing would follow the land to the new owner.
- Clause 3.6 of Local Government Guidelines Number 22 and Section 6.71 Local Government Act 1995, if the land remains unsold an option is to have it transferred to the Local Government or the Crown.

### **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

### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1018.104**

Moved: Cr Seale

Seconded: Cr Ward

That with respect to proposed sale of Land Lot 1431 (Number 40) Northwood Street Narrogin due to unpaid rates that Council, pursuant to section 6.64(1)(b) of the Local Government Act 1995, proceed to dispose of the lot, being Assessment Number A289900, to recover rates and charges in arrears of three (3) or more years.

**CARRIED 8/0**



PROPOSED SALE OF LAND LOT 1431 (NO. 40) NORTHWOOD STREET NARROGIN, ASSESSMENT NO. A289900- DUE TO UNPAID RATES.



## 10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

The Chief Executive Officer brought to the attention of the Meeting his declaration of Impartiality Interest as a Board Member of the Narrogin Chamber of Commerce.

The Shire President noted that he too had an Impartiality Interest also as a Board Member of the Chamber.

### 10.4.1 CHRISTMAS AND NEW YEAR RETAIL TRADING HOURS 2018

<b>File Reference</b>	8.1.3
<b>Disclosure of Interest</b>	The Chief Executive Officer is a Board Member of the Narrogin Chamber of Commerce and therefore declares an Impartiality Interest.
<b>Applicant</b>	Narrogin Chamber of Commerce
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	12 October 2018
<b>Author</b>	Dale Stewart – Chief Executive Officer
<b>Authorising Officer</b>	Dale Stewart – Chief Executive Officer
<b>Attachments</b>	1. Letter and list of dates from the Narrogin Chamber of Commerce Inc.

#### Summary

Council is being requested to consider the endorsement of the proposed extended retail trading hours for the month of December 2018, as requested by the Narrogin Chamber of Commerce (Inc.).

#### Background

Each year the Narrogin Chamber of Commerce requests that Council make an application to the Department of Mines, Industry Regulation and Safety (DMIRS) to extend the business operating hours for the Christmas period, being the month of December. If approved by Council, officers then make application to the DMIRS for this to be considered and formally approved.

#### Comment

As in previous years, it is presented to Council to endorse the proposed dates and times for the Christmas trading hours extension for the month of December 2018. The dates and times have been developed by the Narrogin Chamber of Commerce, in consultation with its members and was resolved at its Committee Meeting held on 1 October 2018.

Should Council approve the attached dates and times, application is then made to the DMIRS for formal approval. Once the approval has been received from the DMIRS, the Christmas trading hours will be advertised by the Narrogin Chamber of Commerce.

It should be noted that the increase in operating hours does not commit any business to opening extended hours, however provides the ability to do so, if they choose.



## Consultation

Discussion has been held with:

- Kerry Bryant – Executive Officer of the Narrogin Chamber of Commerce.

## Statutory Environment

The Retail Trading Hours Act 1987 applies to retail shops in Western Australia south of the 26th parallel. It sets out the trading hours and rules covering various categories of retail outlets.

The trading hours of the following store types are not covered by the Act:

- restaurants
- cafes
- takeaway food shops
- short-term markets (set up and dismantled in one day); and
- shops on Rottnest Island.

## Policy Implications

Nil

## Financial Implications

Nil

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective:	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1 Growth in revenue opportunities
Strategy:	1.1.1 Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business

## Voting Requirements

Simple Majority

<b>OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1018.105</b>	
Moved: Cr Seale	Seconded: Cr Schutz
That with respect to the extended retail trading hours for the month of December 2018, Council endorse the proposed hours for 2018 as per the request of the Narrogin Chamber of Commerce Inc., consistent with Attachment 1.	
<b>CARRIED 8/0</b>	

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

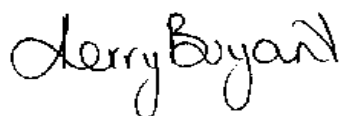
Dear Dale

**PROPOSED TRADING HOURS FOR 2018 / 2019 CHRISTMAS / NEW YEAR PERIOD**

At the committee meeting held on the 1<sup>ST</sup> October 2018 the attached proposed Narrogin Christmas/New Year retail trading hours for 2018-2019 was felt to meet the needs of both shoppers and retailers in our region.

When the dates applied for by the Shire of Narrogin are approved, would you please advise the chamber so that we can forward this information to our members?

Kind regards



Kerry Bryant  
**Executive Officer**

03 October 2018

Enc: 2018-2019 Proposed Hours



## PROPOSED Narrogin Christmas/New Year retail trading hours 2018/2019

Day and Date	Trading Hours
Saturday 1 December 2018	8.00 am to 5.00 pm
<b>Sunday 2 December 2018</b>	<b>10.00 am to 5.00 pm</b>
Monday 3 December 2018	8.00 am to -6.00 pm
Tuesday 4 December 2018	8.00 am to -6.00 pm
Wednesday 5 December 2018	8.00 am to -6.00 pm
Thursday 6 December 2018	8.00 am to 9.00pm
Friday 7 December 2018	8.00 am to -6.00 pm
Saturday 8 December 2018	8.00 am to 5.00pm
<b>Sunday 9 December 2018</b>	<b>10.00 am to 5.00 pm</b>
Monday 10 December 2018	8.00 am to -6.00 pm
Tuesday 11 December 2018	8.00 am to -6.00 pm
Wednesday 12 December 2018	8.00 am to -6.00 pm
Thursday 13 December 2018	8.00 am to 9.00 pm
Friday 14 December 2018	8.00 am to -6.00 pm
Saturday 15 December 2018	8.00 am to 5.00 pm
<b>Sunday 16 December 2018</b>	<b>10.00 am to 5.00 pm</b>
Monday 17 December 2018	8.00 am to -6.00 pm
Tuesday 18 December 2018	8.00 am to -6.00 pm
Wednesday 19 December 2018	8.00 am to -6.00 pm
Thursday 20 December 2018	8.00 am to 9.00 pm
Friday 21 December 2018	8.00 am to -6.00 pm
Saturday 22 December 2018	8:00 am to 5.00 pm
<b>Sunday 23 December 2018</b>	<b>10.00 am to 5.00 pm</b>
Monday 24 December 2018	8.00 am to -6.00 pm
<b>Tuesday 25 December 2018 (public holiday)</b>	<b>CLOSED</b>
<b>Wednesday 26 December 2018 (public holiday)</b>	<b>CLOSED</b>
Thursday 27 December 2018	8.00 am to 9.00 pm
Friday 28 December 2018	8.00 am to -6.00 pm
Saturday 29 December 2018	8.00 am to 5.00 pm
<b>Sunday 30 December 2018</b>	<b>CLOSED</b>
Monday 31 December 2018	8.00 am to -6.00 pm
<b>Tuesday 1 January 2019 (public holiday)</b>	<b>CLOSED</b>

The Chief Executive Officer brought to the attention of the Meeting his and the other senior staff members declarations of Financial and Impartiality Interests as employees of the Shire of Narrogin.

#### 10.4.2 ANNUAL CLOSURE DURING CHRISTMAS PERIOD

<b>File Reference</b>	13.5.4
<b>Disclosure of Interest</b>	The Author has an Impartiality and Financial Interest that requires disclosure, as the matter relates to conditions of his employment (the taking of leave).
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	15 October 2018
<b>Author</b>	Dale Stewart – Chief Executive Officer
<b>Authorising Officer</b>	Dale Stewart – Chief Executive Officer
<b>Attachments</b>	

#### Summary

This report is presented for Council to consider to the closing of the Administration Office, Works Depot, Library and Jessie House during the Christmas and New Year break as per previous years other than a rostered skeleton crew.

#### Background

Each year, during the Christmas and New Year break, the Shire closes its Administration Offices, Library and Jessie House/Homecare Office, and a skeleton crew operates from the Works Depot.

#### Comment

So that adequate notice can be given to the community, and employees can plan their holiday break, the Administration Office, Depot, Library and Jessie House/Home Care Office will be closed for Public Holidays, 25, 26 December 2018 and 1 January 2019 and three working days 27, 28 and 31 December 2018. For the three working days, employees will be required to utilise accrued leave.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10 Dec	11	12	13	14	15	16
17	18	19	20	21	22	23
24 Close at end of Business	25 Public Holiday	26 Public Holiday	27	28	29	30
31	1Jan Public Holiday	2	3	4	5	7



Note: Homecare will continue to provide services to its clients during this period but the office will be closed to the public.

It is proposed that Senior Staff, skeleton outside crew and law enforcement presence will still be available via telephone should emergency or other essential contact require to be made.

### **Consultation**

Dates of closure have been considered by the Shire of Narrogin Executive Management Team.

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

The closing of the Administration Office, Works Depot, RW (Bob) Farr Memorial Library and Jessie House/Homecare Office during a period that traditionally produces few customer enquiries or transactions makes good business sense to reduce overheads and reduce accrued leave.

### **Strategic Implications**

<b>Shire of Narrogin Strategic Community Plan 2017-2027</b>	
<b>Objective</b>	<b>4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)</b>
Outcome:	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2 Continue to enhance communication and transparency

Outcome:	4.2 An employer of choice
Strategy:	4.2.1 Provide a positive, desirable workplace

### **Voting Requirements**

Simple Majority

## **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1018.106**

Moved: Cr Walker

Seconded: Cr Ward

That with respect to the annual closure during the Christmas period, Council approve the Administration Office, Works Depot, RW (Bob) Farr Memorial Library and Jessie House/Homecare Office operating dates as being:

Monday, 24 December 2018	–	Open
Tuesday, 25 December 2018	–	Closed - Christmas Day Public Holiday
Wednesday, 26 December 2018	–	Closed - Boxing Day Public Holiday
Thursday, 27 December 2018	–	Closed
Friday, 28 December 2018	–	Closed
Monday 31 December 2018	–	Closed
Tuesday 1 January 2019	–	New Year's Day Public Holiday
Wednesday, 2 January 2019	–	Open

**CARRIED 8/0**



**OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1018.107**

Moved: Cr Wiese

Seconded: Cr Ward

That with respect to Item 10.4.3 Chief Executive Officer's Contract Review, the Council, pursuant to Section 5.23 (2)(a) of the Local Government Act 1995, close the meeting to the public to discuss an employment related matter.

**CARRIED 8/0**

8:59 pm – All members of the public and employees left the meeting.

**10.4.3 CHIEF EXECUTIVE OFFICER CONTRACT REVIEW**

<b>File Reference</b>	Personal File
<b>Disclosure of Interest</b>	The Author has a Financial Interest that requires disclosure being the person's contract of employment.
<b>Applicant</b>	Dale Stewart
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	18 October 2018
<b>Author</b>	Dale Stewart – Chief Executive Officer
<b>Authorising Officer</b>	Dale Stewart – Chief Executive Officer
<b>Attachments</b>	
1. Confidential attachment – Contract of Employment	

**Summary**

The Chief Executive Officer seeks agreement from the Council as to determination of the choice of Reviewer and to authorise the Shire President to sign variations to the Remuneration Package from time to time to permit to salary sacrificing activities to occur, subject to at all times, relevant taxation law and Council Policies.

**Background**

The Chief Executive Officer commenced employment with the Shire of Narrogin on 31 May 2018, on a five-year fixed term performance-based Employment Contract.

**Comment**

Clause 3.3 of the Employment Contract, requires the Council and the Chief Executive Officer to agree who the Reviewer of the officer is to be. The Chief Executive Officer is comfortable (agrees) with the Council as a whole being the Reviewer.

Choices for the Council and the Chief Executive Officer to agree on include

- The Council or;
- A committee of the Council so set up or established, or
- A person or body authorised by the Council.

Clauses 4.1 and 4.3 of the contract requires the Council to approve variations to the officer's Remuneration Package including salary sacrifice elements such as acquiring under novated lease a vehicle or vehicles, a mobile telephone, laptop, brief case etc.

The Officer seeks to effect salary sacrifice options from time to time and requests that this be permitted, inclusion converting the current Chief Executive Officer nominated vehicle to a novated lease vehicle. The current vehicle would then be sold and the proceeds returned to the Council's Budget.

The Council's Strategic Plan notes that the Shire of Narrogin wishes to be considered an employer of choice and permitting salary sacrifice options to all employees (as it currently does) is considered part and parcel of being considered an employer of choice. The Chief Executive Officer, by virtue of his employment contract however, requires the prior approval of the Council, unlike all other employees, wherein the Chief Executive Officer's approval only is required.

### **Consultation**

The Chief Executive Officer has consulted with the Shire President and Deputy Shire President.

### **Statutory Environment**

The Chief Executive Officer's Contract of Employment, contract law, employment law and relevant taxation law relates.

### **Policy Implications**

Council Policy *8.18 Salary Sacrifice* relates to and is consistent with the request.

All employees of the Shire of Narrogin are equally able to access this right, with the approval of the Chief Executive Officer, bar the Chief Executive Officer, whose contract of employment requires approval of the Council.

### **Financial Implications**

The provisions of the Chief Executive Officer's Remuneration Package are contained within the Council's Budget and any variations to the Remuneration Package, pursuant to the request, must not increase the value of that Package.

### **Strategic Implications**

The proposed contribution is supported by the following components of the Shire of Narrogin Strategic Community Plan:



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:	4.2 An employer of choice
Strategy:	4.2.1 Provide a positive, desirable workplace

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1018.108

Moved: Cr Ward                      Seconded: Cr Seale

That with respect to the Chief Executive Officer's Contract of Employment with the Shire of Narrogin, the Council,

1. Pursuant to clauses 4.1 and 4.3 of that contract, authorise the Shire President to sign individual variations to the Officer's Remuneration Package, to permit salary sacrificing for eligible items from time to time such as a vehicle for work and personal uses, laptop, mobile telephone, brief case etc, subject to the following:
  - a. The total value of the Council's approved Remuneration Package remaining the same; and
  - b. There is no additional cost to the Shire of Narrogin; and
  - c. It complies with any relevant Council Policies; and
  - d. It complies with any relevant taxation legislation and Australian Taxation Office Rulings.
2. Pursuant to clauses 3.3 of that contract, agree that the entire Council is to be the Reviewer.

**CARRIED 8/0**

### COUNCIL RESOLUTION 1018.109

Moved: Cr Ward                      Seconded: Cr Walker

That Council proceed in public.

**CARRIED 8/0**

9:16 pm – The employees returned to the meeting.

**11. ELECTED MEMBERS' 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**

There being no further business to discuss, the Presiding Member declared the meeting closed at 9:17 pm and pursuant to Resolution 10.3.135 of 20 December 2017, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on 28 November 2018, at this same venue.