



AGENDA

ORDINARY COUNCIL MEETING

28 April 2020

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member & Community Members

Pursuant to resolution 1219.010 of the meeting held 18 December 2019, an Ordinary Meeting of the Shire of Narrogin will be held at 7:00 pm on Tuesday, 28 April 2020, as a Skype for Business meeting, and therefore, regrettably, the public are unable to attend this particular meeting. Questions for *Public Question Time* should be submitted in writing prior to the meeting.

A handwritten signature in black ink, appearing to read 'Dale Stewart'.

Dale Stewart
Chief Executive Officer

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Electronic copies of minutes and agendas are available for download from the Shire of Narrogin website www.narrogin.wa.gov.au

Alternative formats are also available upon request, including large print, electronic format (disk or emailed), audio or Braille



Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY PLAN

2017-27

SNAPSHOT

VISION

A leading regional economic driver and a socially interactive and inclusive community.

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

In achieving the Vision and Mission, we will set achievable goals and work with the community to maintain a reputation of openness, honesty and accountability. In doing so we will:

- Respect the points of view of individuals and groups;
- Build on existing community involvement;
- Encourage community leadership;
- Promote self-reliance and initiative;
- Recognise and celebrate achievement;
- Support the principles of social justice; and
- Acknowledge the value of staff and volunteers.

OUR VALUES

Care with Trust & Teamwork

Caring - We display kindness and concern for one another and our community

Accountability - We accept responsibility for our actions and outcomes

Respect - We treat everyone how we would like to be treated

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC



Support growth and progress, locally and regionally...

Growth in revenue opportunities

- Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
- Promote Narrogin and the Region
- Promote Narrogin's health and aged services including aged housing

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

- Maintain and improve road network in line with resource capacity
- Review and implement the Airport Master Plan

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL



Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

- Support the provision of community security services and facilities
- Advocate for mental health and social support services
- Continue and improve provision of in-home care services

Existing strong community spirit and pride is fostered, promoted and encouraged

- Develop and activate Sport and Recreation Master Plan
- Engage and support community groups and volunteers
- Facilitate and support community events
- Provide improved community facilities (eg library/recreation)
- Encourage and support continued development of arts and culture

Cultural and heritage diversity is recognised

- Maintain and enhance heritage assets
- Support our Narrogin cultural and indigenous community

A broad range of quality education services and facilities servicing the region

- Advocate for increased education facilities for the region
- Advocate for and support increased education services

ENVIRONMENT



Conserve, protect and enhance our natural and built environment...

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC



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

An efficient and effective organisation

- Continually improve operational efficiencies and provide effective services
- Continue to enhance communication and transparency

An employer of choice

- Provide a positive, desirable workplace

DISCLAIMER

Council and Committee agendas, recommendations, minutes and resolutions are subject to confirmation by the Council or Committee and therefore, prior to relying on them, one should refer to the subsequent meeting of Council or the Committee with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Narrogin for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Narrogin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Narrogin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narrogin. The Shire of Narrogin warns that anyone who has an application lodged with the Shire of Narrogin must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Narrogin in respect of the application.

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

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ORDINARY COUNCIL MEETING

28 APRIL 2020

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open, as a Skype for Business meeting, at 7:___ 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 S Lushey

Cr M Fisher

Cr G Broad

Cr C Bartron

Cr J Early

Cr B Seale

Cr G Ballard

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

Absent

Visitors

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

Name	Item No	Interest	Nature
D Stewart	COVID item	Impartiality	A member of the Board of the Narrogin Chamber of Commerce

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4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next meeting is scheduled for 26 May 2020.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 24 March 2020 be confirmed as an accurate record of the proceedings.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.1 PROPOSED AGRICULTURAL MACHINERY DEALERSHIP AND SERVICE CENTRE – LOT 21 GRAHAM ROAD, NARROGIN

File Reference	IPA 2019848, 18.8.1, 18.6.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Craig Pursey (AFGRI)
Previous Item Numbers	Nil
Date	20 April 2020
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments	<ol style="list-style-type: none">1. Application for Planning Consent2. Cover Letter (Previous Proposal)3. Amended Site Plan, Elevations and Concept Drawings4. Aerial Photograph

Summary

Council's consideration is requested in regards to the proposed Agricultural Machinery Dealership and Service Centre at Lot 21 Graham Road, Narrogin, for the purpose of public advertising in accordance with clause 6.3.2 of the Former Town of Narrogin – Town Planning Scheme No. 2.

Background

On 13 March 2019, the deposited plan for subdivision of Lot 295 and Lot 298 was endorsed by the Western Australian Planning Commission. Lot 21 was created at the north-west corner of Graham Road and Great Southern Highway as a result of this subdivision.

On 23 March 2020, an Application for Planning Consent was received by the Shire of Narrogin. The application proposes an Agricultural Machinery Dealership and Service Centre. The proposal is comprised of a showroom, offices storage area for mechanical parts and a workshop which is to be constructed of CFC (Concrete Fibre Cement) Sheet Cladding external wall for the main entrance of the building and Colorbond steel cladding for the remainder of the building and Colorbond steel roofing.

The proposed building has a gross floor area of 1,712m², with a total site area of 10,031m².

On 14 April 2020, the applicant provided an amended application. The amendments proposed minor changes to the car parking locations, slightly increased landscaping and moved the Showroom and Workshop slightly south of the previous proposal.

Comment

Zoning

Lot 21 Graham Road, Narrogin is zoned 'Rural' under the Former Town of Narrogin's Town Planning Scheme (FT-TPS) No 2. The policy statement for this zoning states:

"This zone is intended to protect the rural character and appearances of areas which are not designated for close residential development. Rural activities are permitted uses. This area is intended to protect farming areas and non-urban land from subdivisions and development."

The proposed use of 'Agricultural Machinery Dealership and Service Centre' is not listed in the use class table. The following clause under the FT-TPS No.2 provides the following:

Clause 2.2.4 of the FT-TPS No. 2 states:

"If a particular use or purpose is not mentioned in the list of use classes or is not included in the general terms of any of the use classes in the Development Table, that use or purpose is prohibited unless it is permitted by the subsequent provisions of the Scheme."

Clause 2.5 of the FT-TPS No. 2 states:

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

(a) mentioned in the list of use classes in the Development Table; or

(b) defined in Clause 1.8; or

(c) defined in Appendix D to the Town Planning Regulations, 1967

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

2.2.6 Upon application to it the Council may determine in which zone or zones a use that is not –

(a) mentioned in the list of use classes in the Development Table; or

(b) defined in Clause 1.8; or

(c) defined in Appendix D to the Town Planning Regulations, 1967

will be permitted and may impose any condition it considers necessary or desirable.

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

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

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

Clause 6.3 and 6.4 of the FT-TPS No. 2 state:

"6.3 APPLICATION FOR SPECIAL APPROVAL

6.3.1 *The Council shall in the case of an application for permission to carry on a use marked AP in the Development Table and may in the case of an application for permission to carry on a use marked PS in the Development Table or in any other case in which application is made for its approval give notice of the application in accordance with the provisions of this Clause.*

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

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

6.3.3 *The notice referred to in Clause 6.3.1 and 6.3.2 shall be in the form contained in Appendix III with such modification as circumstances require.*

6.3.4 *If notices have been given, after the expiration of 21 days from the publication of the notice and after the expiration of 21 days from the posting or delivery of the notices to the owners and occupiers whichever is the later, the Council shall consider the application and decide whether to grant or refuse its special approval or to grant approval upon conditions.*

6.3.5 *A resolution to grant special approval must be passed by an absolute majority of the Council.*

6.3.6 *The applicant shall pay to the Council upon demand the amount of all expenses incurred by the Council in giving notice in accordance with the foregoing provisions and if not so paid the Council may recover that amount in a court of competent jurisdiction.*

6.4 MATTERS TO BE CONSIDERED BY COUNCIL

6.4.1 *In considering and making its decision on applications for approval under Clauses 6.3 and 6.4 the Council shall take into consideration the following matters:*

- a) the provisions of the Scheme and of any other Town Planning Scheme affecting the land the subject of the application or affecting land in the vicinity;*
- b) the size, shape and character of the land to which the application relates and the view from the building and interruption of the view likely to be caused by the proposed building;*
- c) any plan, design, development code or policy adopted by the Council for the development of the locality, zone or use;*

- d) *the existing and likely future character and amenity of the neighbourhood, including (but without limiting the generality of the foregoing) the question of whether the proposed development is likely to cause injury thereto including injury caused by the appearance of the proposed building or due to the emission of light, noise, electrical interference, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, liquid wastes or waste products;*
- e) *the availability and adequacy of public utilities;*
- f) *the nature of roads giving access to the land;*
- g) *the provision of car parking, access for the manoeuvring of vehicles and likely traffic hazards;*
- h) *the presence of vegetation on the site, the desirability of retaining portion of that vegetation and provision of adequate landscaping;*
- i) *the submissions received by the Council including representations made by any public or statutory authority;*
- j) *the advice or recommendations made by the Advisory Panel where convened;*
- k) *the position of proposed buildings and their effect on adjoining buildings or land;*
- l) *any other matters the Council considers relevant.”*

Local Planning Strategy

The recently adopted Shire of Narrogin Local Planning Strategy sets out proposed zonings for townsite expansion. It proposes the future expansion of industrial zoning on the land bordered by Graham Road, Great Southern Highway, Mokine Road and Gibson Street, in which this proposal is located. The proposal is consistent with the vision of the Shire to increase industrial use in this area.

Car parking

There is no existing car parking standard for this type of development. The rural zoning requires a minimum of two car parking spaces per Lot. As this proposal is consistent with a General Industry, this proposal should be assessed to comply with General Industry development standards. The minimum car parking requirement that applies to the General Industry is 1 car bay for every 100m² of gross floor area or 1 car bay per 2 employees. This would require a total of 17 Car parking spaces to be provided on site. The applicant has provided a total of 31 car parking including seven staff bays and one accessible bay.

Landscaping

The 'Rural' zoning does not have a minimum landscaping requirement, however, as the proposal is to be assessed under the requirements of the 'General Industry' zoning, the development would require 20% of the site to be landscaped. The applicant has provided a total of 1488m² of the site to be landscaped which is 14.9% of the site. The applicant has requested that Council exercise discretion under Clause 3.4.2 c) of the Former Town Planning Scheme No 2 as the proposal utilises less than 50% of the allowable plot ratio and that the balance of the site will remain in its natural state (paddock).

Clause 3.4.2 c) states:

“Where a proposed development utilises less than fifty per cent of the allowable plot ratio, the Council may reduce the landscaping requirement, provided that the landscaping requirement shall be required proportionately as subsequent development occurs.”

Landscaping should be consistent with the Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018.

Consultation

The following Officers have been consulted:

- Executive Manager Development and Regulatory Services
- Senior Environmental Health Officer
- Environmental Health Officer
- Building Surveyor

The following external agencies will be contacted for comment as part of the public advertising requirement:

- Main Roads
- Water Corporation
- Western Power
- Department of Planning Lands and Heritage
- Department of Health
- Department of Fire and Emergency Services

Letters will also be sent to adjoining landowners for their comments.

The Shire is also seeking the Council’s support to publicly advertise the proposed machinery dealership for a period of 21 days in accordance with Clause 6.3.2 of the Former Shire of Narrogin - Town Planning Scheme No. 2 as quoted in the Comment section of this report.

Statutory Environment

Former Town of Narrogin – Town Planning Scheme No. 2

Clauses 2.2.4 – 2.2.7, 6.3 and 6.4

Policy Implications

Nil

Financial Implications

An Application for Planning Consent Fee of \$3,499.00 was paid to the Shire of Narrogin on 24 March 2020.

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
Strategy:	1.1.2	Promote Narrogin and the Region
Outcome:	1.4	Agriculture opportunities maintained and developed
Strategy:	1.4.1	Support development of agricultural services

Voting Requirements

Recommendation 1 of 2 – Simple Majority

Recommendation 2 of 2 – Absolute Majority

OFFICERS' RECOMMENDATION – 1 OF 2

That, with respect to the Application for Planning Consent – Agricultural Machinery Dealership and Service Centre at Lot 21 Graham Road, Narrogin, Council in accordance with Clause 2.2.7 of the Former Town of Narrogin – Town Planning Scheme No. 2, advertise the proposal in accordance with the advertising procedures of Clause 6.3.2, for a period of 21 days to be re-presented to Council following the completion of public advertising.

OFFICERS' RECOMMENDATION – 2 OF 2

In the event that no negative submissions are received after the conclusion of the advertising period, that, with respect to the Application for Planning Consent – Agricultural Machinery Dealership and Service Centre at Lot 21 Graham Road, Narrogin, Council grant planning approval subject to the following conditions:

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

3. 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.
4. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
5. Support the landscaping variation of 14.9% for the total site for this application subject to the applicant submitting a landscaping plan, detailing the plants selection as recommended in the 'Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018'. The landscaping is to be fully reticulated, established within 60 days after practicable completion of the building, provide screening to adjoining rural properties and is to be maintained at all times
6. The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
7. The subject property is subject to a Bushfire Attack Level (BAL) assessment, which will be required to be undertaken by the applicant prior to the issuing of a building permit.
8. All parking associated with the activity approved shall be wholly contained on site through the submission of a car parking plan to the satisfaction of the Chief Executive Officer.
9. Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.
10. A signage application is required to be submitted to the Shire of Narrogin should the applicant seek to erect signage on the above mentioned property.
11. Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting and not spill into any adjacent residential premises.
12. Areas for the loading and unloading of goods are to be clearly marked and clear of all streets.
13. Cross overs are to comply with Section 3.2.1c) of the Town of Narrogin's Town Planning Scheme.

Advice Notes:

1. The applicant is advised of the requirement to submit a Building Application.
2. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be a right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.

APPLICATION FOR PLANNING CONSENT



(FDRS005)

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

TOWN PLANNING SCHEME NO.2 DISTRICT SCHEME

Name of Applicant	CRAIG PURSEY
Correspondence Address	P.O. Box 431 , ALBANY WA 6331
Applicant Phone Number	[REDACTED]
Applicant email	[REDACTED]

I hereby apply for planning consent to:

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

Existing use of land	vacant
Approximate cost of proposed development	\$ 1,200,000.00
Estimated time of completion	31.03.21
No of persons to be housed / employed after completion	10-15

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

Lot No	21	House No		Street Name	Cnr Graham Rd + Great Southern Hwy				
Location No		Plan or Diag	415868	Certificate of Title	2972	Volume:	894	Folio:	

LOT DIMENSIONS

Site area	20,000	Square metres
Frontage	149.620	Metres
Depth	116.789	metres

AUTHORITY

Applicant's Signature C Pursey Date 21/3/2020

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 MSR Date 19/3/20

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 OVER.

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

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

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

OFFICE USE ONLY

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

Craig Pursey


22 March 2020

Executive Manager Development and Regulatory Services
P.O. Box 1145
NARROGIN WA 6312

Attention: Mr David Johnston

Dear David,

**RE: PROPOSED AGRICULTURAL MACHINERY DEALERSHIP AND SERVICE CENTRE
LOT 21 GRAHAM ROAD, NARROGIN**

Please find enclosed supplementary information to support a development application for an agricultural machinery dealership to be located in a purpose built building at Lot 21 Graham Road, Narrogin.

BACKGROUND

Lot 21 Graham Road, Narrogin is 2.0031ha in area, largely vacant with a small dam in the north east corner of the site. Lot 21 fronts both Graham Road and the Great Southern Highway.

Lot 21 is zoned 'Rural' by the Town of Narrogin Town Planning Scheme No.2. Following preliminary consultation with the Shire of Narrogin Planning staff an agricultural machinery dealership and service centre may be considered to be a 'Use Not Listed'.

Lastly, the draft Local Planning Strategy identifies Lot 21 as being part of DA11 and suitable for Industrial zoning in the longer term.

PROPOSAL

An agricultural machinery dealership and service centre is proposed in a new purpose-built building located on the front 1ha of Lot 21 Graham Road, Narrogin.

The development proposal includes:

- Sale of agricultural machinery and associated materials;
- Servicing of machinery sold from the premises and from elsewhere;
- A purpose built workshop, parts store, showroom and office building all located on the front half of Lot 21;
- 31 Parking bays accessed solely from Graham Road
- A display area for large agricultural machinery on the corner of Graham Road and Great Southern Highway; and
- Landscaped areas around the perimeter of the site and immediately adjacent to the building and parking area.

Plans include a site plan, floor plans and elevations.

SCHEME REQUIREMENTS

Land Use: 'Use Not Listed' (Agricultural Machinery Dealership and Service Centre)

Zone: Rural – Town of Narrogin TPS No.2

Permissibility: Discretionary, subject to advertising and assessment against the requirements of clauses 2.4 to 2.7 and 6.4.1

Provisions applicable to the proposed land use are difficult to ascertain given that the land use proposed is more industrial in character but proposed to be located in an area currently zoned 'Rural'. Therefore, given the intended zone for the area identified in the Local Planning Strategy and the nature of the business itself, the specific development requirements of the General Industry table at pages 40 & 41 of the Scheme are drawn upon for guidance.

Clause	Design Response
2.2.6	<p>Under the current zoning the proposed use of an agricultural dealership and service premises would not fit under any of the current uses contained within the Scheme as the scale, nature of services provided and also includes the servicing of machinery not sold on the site. This varies considerably from the definitions of 'Light Industry' and 'Motor Vehicle and Marie Sales Premises' which would be the closest uses under the current Scheme.</p> <p>On consultation with Shire Planning staff it is proposed that the Agricultural Machinery Dealership and Service Centre does not fit neatly into any specific land use and Council is requested to consider treating the application as a 'Use Not Listed'.</p>
2.2.7	The landowner understands that the development application would require consideration by Council and advertising in accordance with the Town Planning Scheme.
Development Standards Table (pg 40 & 41)	
Minimum Lot Area 2000m ²	Complies 2ha, 1 ha to be developed at this stage
Minimum Effective Frontage 25m	Complies 150m to Great Southern Highway 110m to Graham Road
Max Plot Ratio 0.5	Complies
Setbacks	Complies 12m 'rear' setback, 20m to Graham Road and 23.3m to Great Southern Highway (at the closest)
Car parking 1 per 100m ² GFA or at the discretion of Council.	Complies 1584m ² of floor area proposed, 31 bays provided. Exceeds 1 per 100m ² ratio, parking comparable to other similar land uses provided in other Shire's.
Landscaping 20% of site	1470m ² proposed which is the equivalent of 14.7% of the portion of Lot 21 site to be developed, the remainder of the property is to be left in its natural state. Clause 3.4.2c allows for Council to consider concessions where the "...development utilised less than 50% of the allowable plot ratio..." It is argued that considerable landscaping is proposed, the balance of the site will remain in its 'natural' state (i.e. paddock), and that there is still space for future development on the site. Therefore, Council is requested to accede to a lesser landscaping figure.
Other Requirements	
Street front colourbond/brick	Colourbond is proposed with feature colours to break up the façade.
Fencing Requirements	Fencing as required by the Scheme is proposed around the perimeter of the portion of the site to be developed.
Clause 3.2	See below
2.7 Arterial Roads	Setbacks comply and no vehicular access to Great Southern Highway is proposed.
3.2.1	Space is available for the unloading of goods within the workshop area and in the undeveloped space accessed by gates at the rear of the proposed building. All vehicles are able to enter and leave the site in a forward gear with the car parking and service areas having plenty of space for manoeuvring. The rear laneway accessing the workshop area is generally at least 10m wide with a narrower gated entry.

Clause	Design Response
3.2.3	Wall height is 8.0m.
3.2.4	Building materials are proposed to be colourbond which appears to be consistent with the requirements of the Development Table.
3.2.5	The perimeter of the site is proposed to be fenced and landscaped creating large areas for storage as required. Most goods and machines will be stored in the workshop and showroom area with some parking of large machinery elsewhere on the site.
3.4.1	The standard of the parking area shall be provided to the satisfaction of the Shire of Narrogin
3.4.2	Trees and individual planting is proposed around the perimeter of the property and immediately around the buildings and parking area. The remainder of the property is proposed as paddock and earmarked for future development (as required). Therefore a ~6% concession on the landscaped area is requested.
3.4.6	Wall height is 8.0m. Overall height to the pitch of the roof is 9.96m.

No specific Local Planning Policies appear to apply to the proposed development.

JUSTIFICATION & CONCLUSION

Lot 21 Graham Road, Narrogin is zoned Rural but identified as appropriate for General Industry by the Shire's Local Planning Strategy.

Whilst the land use does not fit neatly into any of the existing use classes available in Town Planning Scheme No.2 it is appropriate to the location being:

- Adjacent to an existing industrial area;
- On a site fronting the Great Southern Highway with good standard access available from Graham Road, a road that already services other industrial type land uses;
- Adequate services are available to the site to support the level of development;
- The development is reasonably buffered to nearby residences that are on larger lots themselves. There will be limited off-site impacts with no noise or dust extending from the site; and
- The development proposal itself appears to meet the specific development requirements of the Town Planning Scheme, particularly in relation to parking, landscaping, amenity and the standard of development that fronts Great Southern Highway.

Development approval is respectfully requested.

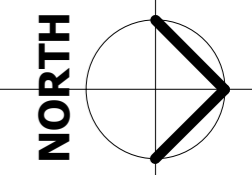
If you require any additional information please do not hesitate to contact me.

Yours faithfully



Craig Pursey
Craig Pursey Pty Ltd

Enc: *Development Application form;
Plans – Site, floor and elevations.*



BUILDING GROSS FLOOR AREA - 1712m²
 TOTAL CAR PARKING - 31 SPACES.
 TOTAL LANDSCAPING - 1488m²

No.	Description	Date
1	Issued for DA	2020-03-18

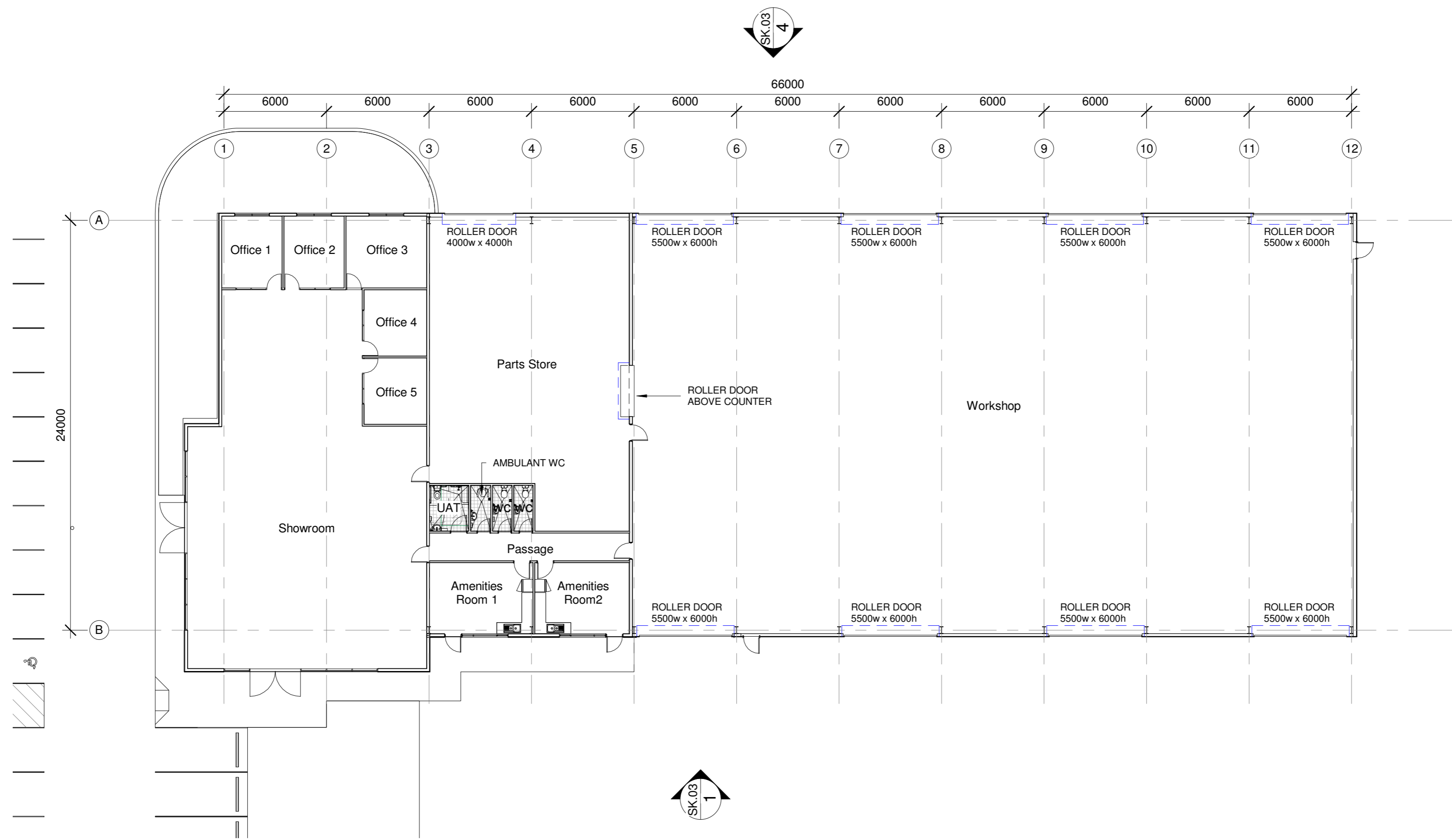
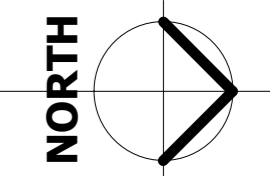
Graham Rd, Narrogin

Proposed Showroom & Workshop

Site Plan

Scale: 1 : 500 at A2
 Date: Nov. 2019

SK.01 ISSUE 1



1 00 Floor Plan
1 : 200

No.	Description	Date
1	Issued for DA	2020-03-18

Graham Rd, Narrogin

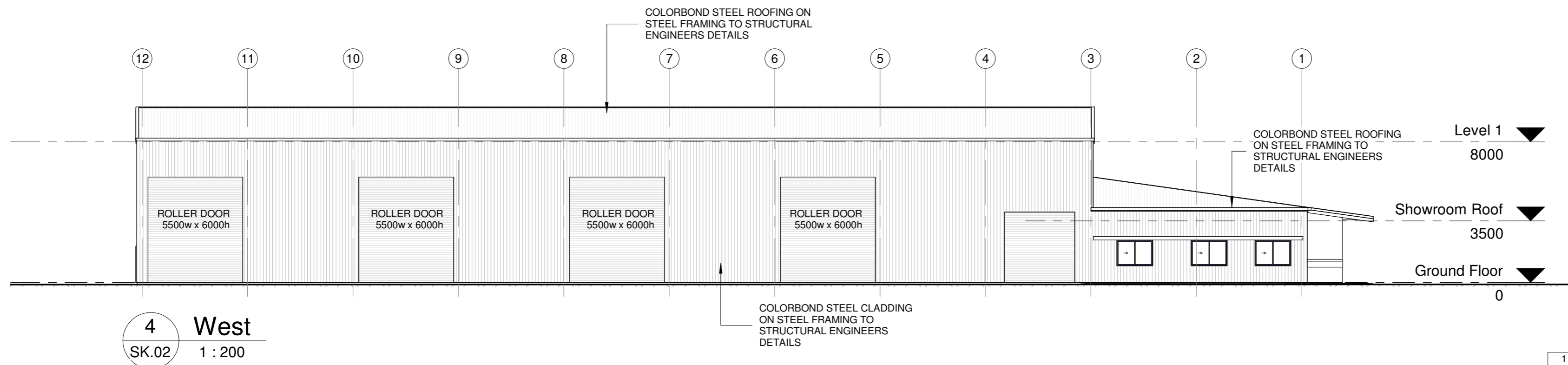
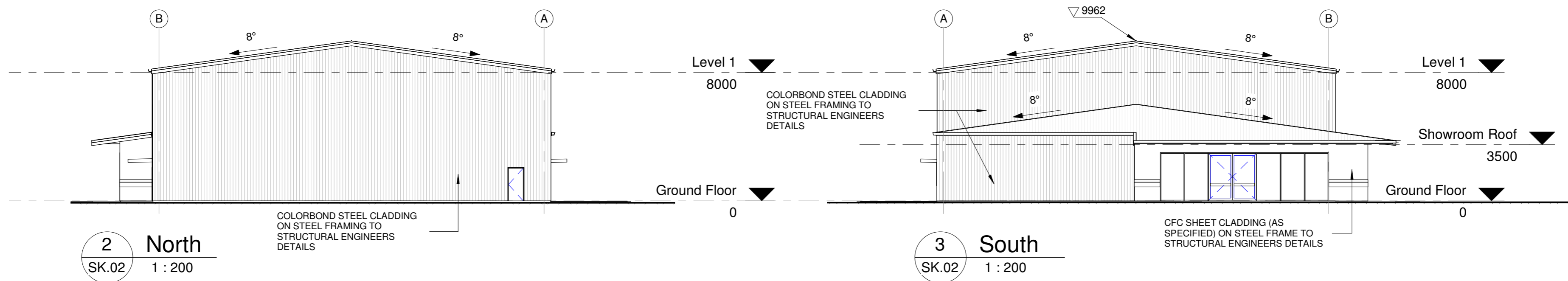
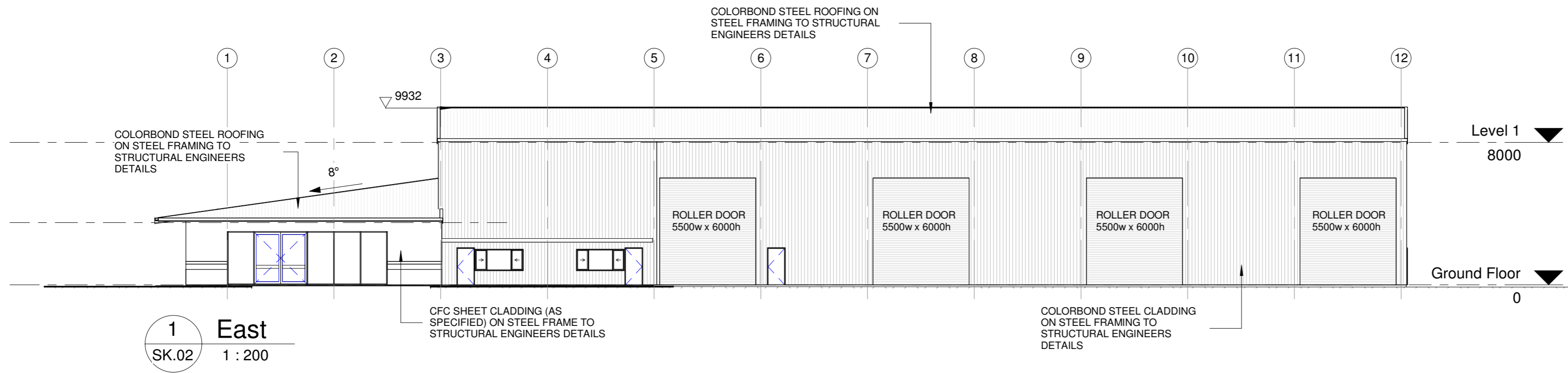
Proposed Showroom & Workshop

Floor Plan

Scale: 1 : 200 at A2
Date: Nov. 2019

SK.02 ISSUE 1

M&A STEEL FABRICATION
SERVICE • RELIABILITY
QUALITY WORKMANSHIP
20 Graham Street Albany WA 6331
T: (08) 98 425 421 F: (08) 98 425 423



No.	Description	Date
1	Issued for DA	2020-03-18

Graham Rd, Narrogin

Proposed Showroom & Workshop
Elevations

Scale: 1 : 200 at A2
Date: Nov. 2019

SK.03 ISSUE 1



Perspective View 1

No.	Description	Date
1	Issued for DA	2020-03-18

Graham Rd, Narrogin

Proposed Showroom & Workshop

Perspective View 1

Scale: at A2
Date: Nov. 2019

SK.04 ISSUE 1



Perspective View 2

No.	Description	Date
1	Issued for DA	2020-03-18

Graham Rd, Narrogin

Proposed Showroom & Workshop

Perspective View 2

Scale: at A2
Date: Nov. 2019

SK.05 ISSUE 1



10.1.2 DRAFT POLICY – COLOUR PALETTE AND SIGN GUIDE FOR DEVELOPMENTS IN THE CENTRAL BUSINESS ZONE

File Reference	18.6.5
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	15 April 2020
Author	Azhar Awang – Executive Manager Development and regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Draft Policy 2. H+H Architects Town Centre Colour Palette Guide & Signage Sign	

Summary

Council is requested to consider a recommendation by the Narrogin Townscape Advisory Committee in regards to the proposed Shire of Narrogin Draft Policy – Colour Palette and Sign Guide for development in the Central Business Zone.

Background

H+H Architects was appointed by the Shire of Narrogin to prepare the Shire of Narrogin Town Centre Colour Palette Guide & Signage Guide. H+H Architects had previously presented the draft documents to both the Narrogin District Townscape Committee meeting and at the Council’s Monthly Briefing Session and were supported.

The Colour Palette and Sign Guide was one of the recommendations identified in the 2016 Narrogin Townscape Study Review to be developed in order to improve and preserve the physical and aesthetic quality of the Central Business District.

On 31 March 2020, the proposed draft policy was presented to the Townscape Advisory Committee, whereby it was resolved as follow:

“That, with respect to the Shire of Narrogin Draft Policy Colour Palette and Sign Guide for development within the Central Business Precinct, the Committee recommend for Council consideration:

- 1. The Draft Policy for the purposes of advertising in accordance with clause 9.9 of the former Town of Narrogin Town Planning Scheme No. 2 for a minimum period of 21 days; and*
- 2. After the closing period of public advertising, any submissions received shall be presented to the Council for its further consideration.”*

Comment

Central Business Precinct

The Shire of Narrogin Draft Town Centre Colour Palette Guide & Signage Guide was developed for the Central Business Precinct consistent with the 2016 Narrogin Townscape Study Review. The Central Business District is bounded by the southern side of Clayton Road, Federal Street, Fairway Street, Park Street and Earl Street as defined in the former town of Narrogin Town Planning Scheme No.2.

Local Planning Policy

Clause 7.9.4 of the former Town of Narrogin Town Planning Scheme No. 2, in reference to local planning policy states as follows:

“A Planning Policy shall not bind the Council in respect of any application for Planning Approval but Council shall take into account the provision of the Policy and objectives which the Policy was designed to achieve before making its decision.”

The Draft Policy is to be in two parts. Part one deals with the Colour Palettes and part two deals with the Sign guidelines. The objectives of this policy are as follow:

Colour Palette:

- Create a consistent colour palette applicable to development using colours from the Town Centre Colour Palette Guide developed by H+H Architects;
- Strengthen the identity of the Central Business Zone;
- To provide guidance to council and private landowners and developers on the appropriate external colours for new or existing development;
- Where possible encourage original colour schemes to enhanced the heritage building, streetscape and the Central Business Precinct;
- To attain a high quality visual streetscape; and
- To preserve, enhance and complement the existing built environment.

Sign Guidelines:

- Ensure consistency with the sign guidelines for the Town Centre Precinct in accordance with the Town Centre Colour Palette Guide and Signage Guide prepared by H+H Architects.
- Guide the design, materials and siting of advertising structures and signs in the Town Centre Precinct.
- Ensure that signs erected on heritage buildings, or any buildings in the Town Centre Precinct, should be compatible with the character of the building, streetscape and heritage precinct.
- Ensure that signs are located in appropriate positions on the building, be clear and easy to read. Category B listing is a place of considerable cultural heritage significance to the Shire of Narrogin that is worthy of recognition and protection through provisions of the former Town of Narrogin's Town Planning Scheme No.2.

The Draft Policy provides guidelines as to how new developments within the Central Business Precinct are to be assessed and assisting new and existing property owners and developers in terms of colours and signage treatment of the building.

As the intent of the Draft Policy is to encourage business owners to paint the external front façade of their premises in appropriate colour palettes, it was considered more appropriate to adopt the Draft Policy as a Council Policy (as opposed to a Local Planning Policy) using the Colour Palette and Sign Guide as a guideline as opposed to a statutory document.

It is also recommended that in terms of promoting and encouraging the property owners to apply the Colour Palette guide, as an incentive, Council could look at allocating funds in the proposed 2020/21 Budget as a matching fund to a maximum of \$2,500 per applicant. It is recommended that the Narrogin Townscape Advisory Committee, take on the responsibility to determine the evaluation process and to prioritise the buildings to be developed.

Consultation

Clause 7.9 of the former Town of Narrogin Town Planning Scheme No.2 requires that any Local Planning Policies shall be advertised for public comment for a minimum of 21 days. After the closing of the advertising period, all submissions received will be presented to the Committee and Council for its further consideration.

It is also recommended that given the Draft Policy will be impacting the Central Business Precinct, written notification be sent to property owners of the premises for comment.

Officers have considered the Council Policy entitled '???? Community Engagement Policy' and have altered the minimum statutory provisions of the requirements of the Former Town of Narrogin Town Planning Scheme No 2, by expanding it to include written application to all relevant property owners.

Statutory Environment

Former Town of Narrogin Town Planning Scheme No. 2

- Clause 7.9 – Power to Make Policies

“7.9.1 In order to achieve the objectives of the Scheme the Council may make Planning Policies relating to parts or all of the Scheme Area and relating to one or more of the aspects of the control of development and land use.

7.9.2 Such Planning Policies shall become operative only after the following procedures have been completed:

a) The Council, having resolved to adopt a Planning Policy shall advertise a summary of the Policy once a week for two consecutive weeks in a newspaper circulating in the area giving details of where the full policy may be inspected and where, in what form and during what period (not being less than 21 days) representations may be made to Council.

b) Council shall review its Planning Policy in the light of any representations made and shall then decide to rescind the Policy or to finally adopt the Policy with or without amendments or modifications.

c) Following final adoption of a Planning Policy, details thereof shall be advertised publicly and a copy kept with the Scheme documents for inspection during normal office hours but shall not form part of the Scheme.

7.9.3 After final adoption, a Planning Policy may only be altered or rescinded by:

- a) *Preparation and final adoption of a new Policy pursuant to the Clause, specifically worded to supersede an existing Policy.*
- b) *Publication of a formal notice of rescission by the Council twice in a newspaper circulating in the area.*

7.9.4 *A Planning Policy shall not bind the Council in respect of any application for Planning Approval but Council shall take into account the provision of the Policy and objectives which the Policy was designed to achieve before making its decision.”*

Deemed Provisions for Local Planning Schemes - Planning and Development (Local Planning Schemes) Regulations 2015

- Schedule 2 Part 2 Clause 4 – Procedure for making Local Planning policy.

Policy Implications

The development of the draft Policy will provide a consistent outcome in the application of Colours and Signage guidelines within the Central Business precinct.

Financial Implications

There will be a cost for advertising the draft Policy for the amount of \$300 which has been accounted for in the Shire’s operational budget.

There has been a number of discussions over the years by Elected Members, the Townscape Committee and the Administration in providing an incentive to property owners to improve the overall aesthetic quality of the streetscape of the CBD precinct. This draft policy would provide the catalyst for property owners to improve the overall aesthetic of the streetscape by painting the external façade of the building.

It is also recommended that Council allocate a of sum, indicatively \$15,000 per annum, in the annual budget, for the purpose of implementing the objectives of the Guide and proposed Policy. It is envisaged that this would achieved via a matching contributory scheme, with funds of the property owner/s to a maximum of \$2,500 by the Shire, based on an application process, to be developed by the administration, and determined by the Narrogin Townscape Advisory Committee.

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

Objective	2 Social Objective (To provide community facilities and promote social interaction)
Outcome	2.4 Cultural and heritage diversity is recognised

	2.4.2 Maintain and enhance heritage assets
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

That, with respect to the Shire of Narrogin Draft Policy - Colour Palette and Sign Guide for development within the Central Business Precinct, Council:

1. Support the Draft Policy for the purposes of public advertising in accordance with clause 7.9 of the former Town of Narrogin Town Planning Scheme No. 2 for a minimum period of 21 days, including written notification to property owners, lessee and relevant state agencies (Department of Planning, Land and Heritage, Local Chamber of Commerce).
2. After the closing period of public advertising, any submissions received shall be presented to the Council for its further consideration.
3. Request the Chief Executive Officer to formulate and implement a funding application process including guidelines, selection criteria and application form, consistent with the concepts in this agenda report, for the consideration and approval of the Townscape Advisory Committee, subject to all applications being determined by the Council.
4. Consider an allocation of \$15,000 per annum, commencing in the 2020/21 Annual Budget, as contributory funding to assist achieve the objectives of the Policy and Colour Palette and Sign Guide.

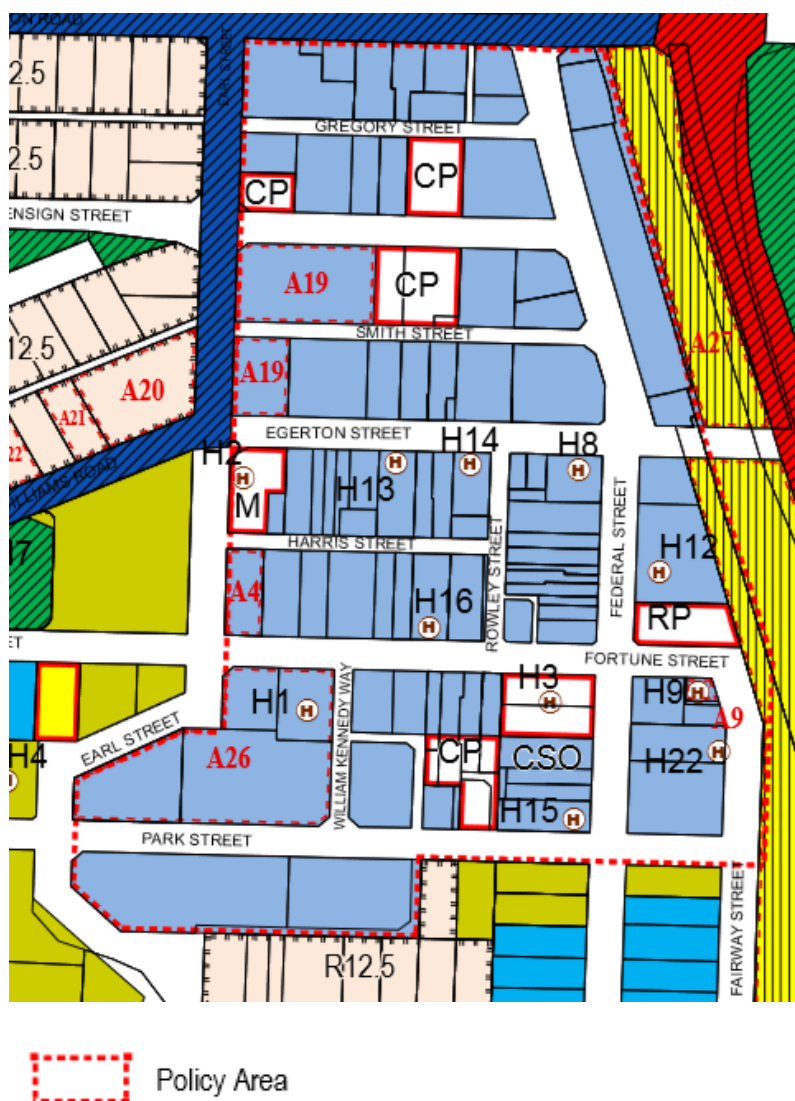
Colour Palette and Sign Guide (Central Business Precinct)

Statutory context	Nil
Corporate context	Nil
History	Adopted dd mmmm yyyy

Policy Statement

The Central Business Precinct

This Policy applies to the Central Business District (CBD). The Central Business Precinct is bounded by the southern side of Clayton Road, Federal Street, Fairway Street, Park Street and Earl Street as defined in the former Town of Narrogin Town Planning Scheme No.2 as depicted in the plan below.



Former Town of Narrogin Town Planning Scheme No. 2 – Scheme Map

1.0 COLOUR PALETTE

1.1 Objectives

The objectives of this policy are to:

- Require proponents within the CBD Precinct, if they intend painting their exterior of the property or affixing or altering signage to their property, to lodge a Development Application to the Shire for assessment in accordance with this Policy.
- Create a consistent colour palette applicable to development using colours from the Town Centre Colour Palette Guide developed by H+H Architects;
- Strengthen the identity of the Central Business Zone;
- Provide guidance to Council, private landowners and developers on the appropriate external colours for new or existing development;
- Encourage where possible, original colour schemes to enhanced the heritage building, streetscape and the Central Business Precinct;
- Attain a high quality visual streetscape; and
- Preserve, enhance and complement the existing built environment.

1.2 Policy Statement

An integral part of the '2016 Narrogin Townscape Study Review' undertaken by H+H Architects and Malone Design is the adoption of a "colour palette" to be used as a guide by Council when it assesses new and existing development, and when it selects colours for application to public street furniture and public buildings.

The colours are considered appropriate to the Shire of Narrogin environment, and have the potential to introduce an exciting new element into the town's character.

H+H Architects has been commissioned to develop the Shire of Narrogin 'Town Centre Colour Palette Guide and Sign Guide', which is to be used as a basis for guiding developments within the Central Business Precinct and to be read in conjunction with this policy.

1.3 Policy Provisions

Colours Guidelines

- 1.3.1. Development Applications lodged that propose the treatment of the external surface of a building shall include the following information:
- Demonstrate that the type of paint, as well as the preparation of the building and application of the paint will contribute to the conservation of the building, and will not significantly compromise the significant heritage fabric of the building.
 - Evidence of research into original colour schemes in the form of a paint scraping and/or historical research into the style of building.
- 1.3.2. Where possible, colours selected shall be consistent with the original colour schemes of the building.
- 1.3.3. Where it is not possible to determine the original colour scheme, colour selection shall be consistent with the following key principles and the Colour Palette Guide based on the era of the development (Federation, Inter-War and Post War):
- The main body of the wall shall be natural wall colours that suggest the natural materials underneath (i.e. brick, stone or render).
 - Where it is proposed to paint brick or stone quoining, colours shall be consistent with the natural materials underneath.
 - Decorative elements - including cement rendered dressings (stucco), architraves, friezes, cornices, and pilasters – shall be highlighted with the use of no more than two muted tones in a lighter colour than the main body of the wall.
 - Outer window frames shall be painted in dark colours (browns, deep reds, or dark greens), with light cream or white highlights accentuated in window sashes, and dividing joinery between individual window panes.

- In the case of verandahs and awnings, structural elements shall be dark tones (browns, deep reds, or dark greens) while decorative elements shall be highlighted with the use of light muted tones (cream or white).
- In the case of buildings with external timber cladding, paint colours shall be consistent with the original colour schemes of the building.

1.3.4. In addition to clause 1.2., Council shall have regard to the following:

- Any established conservation management plan relating to the site;
- Any statement of heritage impact relating to the site; and
- Any advice received from the Heritage Council of Western Australia relating to the site.

1.4 Face brickwork and Limestone Fabric

1.4.1 Council will not approve the rendering or painting of face brickwork or limestone fabric for buildings of recognised heritage significance unless it can be demonstrated by the applicant that it is not possible to conserve the face brickwork or limestone fabric in its current form, and painting or rendering the face brickwork or limestone fabric is the only suitable conservation treatment in the circumstances.

1.4.2 The sealing of exposed face brickwork or limestone fabric of buildings with recognised heritage significance is not considered appropriate and will not be supported.

1.4.3 In cases where treatment of face brickwork and limestone fabric is proposed, an application shall be accompanied by a technical report from a suitably qualified expert in support of the methodology to ensure that the treatment will be beneficial for the ongoing conservation of the building.

1.5 Treatment of Existing Buildings Listed in the Shire of Narrogin Local Heritage Survey 2019

1.5.1 Paint colours shall be compatible and complimentary to the heritage character of the existing building.

1.5.2 Where the external building is constructed of face brickwork and limestone fabric, treatment of external surfaces shall be in accordance with clause 1.2 of this policy.

1.6. New and Infill Development

1.6.1 Proposed colour schemes and finishes are to be consistent with the Colour Palette Guide and have regard to the following criteria:

- Whether the colour scheme and/or building finishes are consistent with the streetscape.
- Whether the colour scheme and/or building finishes are likely to have any significant impact on any abutting or immediately adjacent property with recognised heritage significance.
- The colour palette shall be used as a guide for applicants when assessing new and existing development including street furniture and public buildings within the Shire of Narrogin Central Business Precinct.
- Applicants will be strongly encouraged to use the colour palette that reflect the era of development (Federation, Inter War and Post War periods).
- Any request by an applicant to deviate from the adopted colour palette must be accompanied by detailed reasons. The CEO may approve alternative colours which are reasonably close to those contained within the colour palette, and where the overall visual intent will not be compromised.

2.0 Sign Guidelines

2.1 Objectives

The objectives of this policy are to:

- Ensure consistency with the sign guidelines for the Town Centre Precinct in accordance with the Town Centre Colour Palette Guide and Signage Guide prepared by H+H Architects.
- Guide the design, materials and siting of advertising structures and signs in the Town Centre Precinct.
- Ensure that signs erected on heritage buildings, or any buildings in the Town Centre Precinct, should be compatible with the character of the building, streetscape and heritage precinct.
- Ensure that signs are located in appropriate positions on the building, be clear and easy to read from the street and not to visually dominate the building or area.

2.2 Policy Statement

This policy has been prepared to support and to be read in conjunction with Part V – Control of Advertisements of the former Town of Narrogin Town Planning Scheme No. 2 and the Shire of Narrogin Public Places and Local Government Property Local Law 2016. The scheme requires the submission of an application for Development Approval for non-exempt advertisements.

2.3 Policy Provisions

Signs above Verandah Level

Advertising panels on parapets should be used in preference to other locations. Parapet signs are to be of appropriate size and do not dominate the façade.

Only one line of advertising space should be encouraged.

Signs on Verandah and Awnings

Signs on Verandahs and Awnings should not obscure architectural detailing. A sign fixed to the outer or return fascia of a verandah or awning is appropriate provided that:

- It does not project beyond the outer metal frame or the surround of the fascia; and
- It does not obscure architectural detailing.

Signs Painted onto Display Windows

Permanent signs on windows of retail premises should cover no more than 30% of the display window and should not clutter or dominate the shopfront window.

Signs below Verandahs

Suspended signs under the verandah at right angles to the building should not exceed 250mm x 1800mm and should be at least 2.4 m above the ground level.

A sign under the verandah shall:

- Have a headway clearance of at least 2.4m
- Restricted to one (1) sign per shop; and
- Have a minimum setback of 750mm from the kerb.

Signs on Buildings without Verandahs

Signs should be restricted to:

- Parapet signs;
- Shop window signs;
- Suspended signs off wrought/cast iron brackets, maximum size 400mm x 400mm;
- Tenancy boards flat to wall adjacent to doorways.

Signs on Building Walls

Signs on side walls of buildings should be designed to complement the building expression and colour scheme.

Colour

Colours of signs should complement the overall colour scheme of the building.

– End of Policy

Notes

Shire of Narrogin

Town Centre
Colour Palette Guide & Signage Guide



Enquiries (08) 9890 0900
89 Earl Street
PO Box 1145
Narrogin WA 6312
www.narrogin.wa.gov.au



Shire of
Narrogin
Love the life

DRAFT - MARCH 2019
REV 0 - Client review
REV 1 - Planning Review

Introduction

These Colour Scheme & Signage Guidelines have been developed to be read in conjunction with the broader principles outlined in the *Development Guidelines for Narrogin Town Centre Precinct* and are designed to reflect upon the core values and objectives that were identified in the Narrogin Townscape Study Review (2016), particularly with regard to:

Liveability – making Narrogin a nice place to live and visit
Retaining Unique Character
Consolidating the CBD

Intent

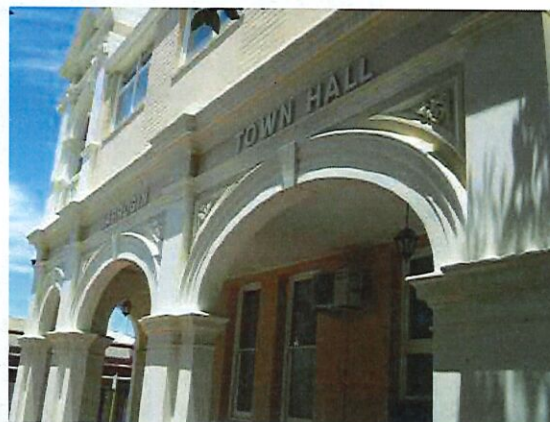
The intention of this document is to provide visual guidance when developing external colour schemes and signage strategies for buildings in the Town Centre of Narrogin to ensure that the individual expression of buildings meets the needs of owners and tenants, whilst also contributing to the creation of a harmonious streetscape and the preservation of the aesthetic and historic values of the Central Heritage Precinct.

The Importance of Colour & Materials

The visual presentation of a building can impact on the way people interact with the built environment and connect with their community. Places that are well cared for and well presented can be enjoyed by the general public and often have a long history of ongoing use, making them an important part of the fabric of the town. Buildings in the Town Centre were usually built to last and often remain long after the businesses or tenants they once housed are in operation. They were often built to represent the ambitions of the original owners, and their architectural expression is typically representative of design trends of that era, as well as local skills and availability of labour. Because of their role in creating the public realm, buildings need to retain an identity which is separate to the corporate branding of their tenants, and should not be treated as billboards. Buildings should make a positive contribution to the streetscape and the public realm, and when viewed as a streetscape, should work together to create a cohesive and attractive appearance.

Colour and materials used in buildings can make a strong contribution to our 'sense of place'. For example, in Narrogin we see widespread use of local stone and bricks, and the traditional mortars used in masonry construction utilised local sand which is different from materials used in other places. The taste for architectural styles is often a reflection of the people and organisations who commissioned the buildings, and the skills of local builders and trades who built them. In Narrogin, there are a number of notable examples of buildings from different eras built in different styles.

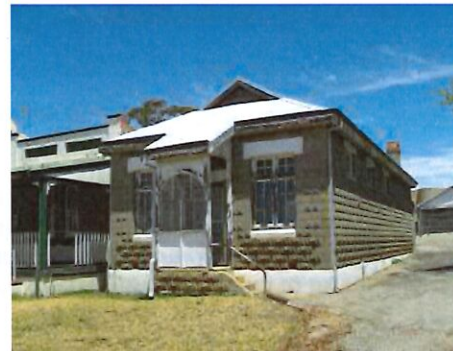
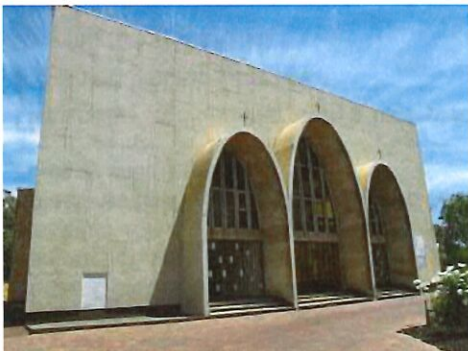
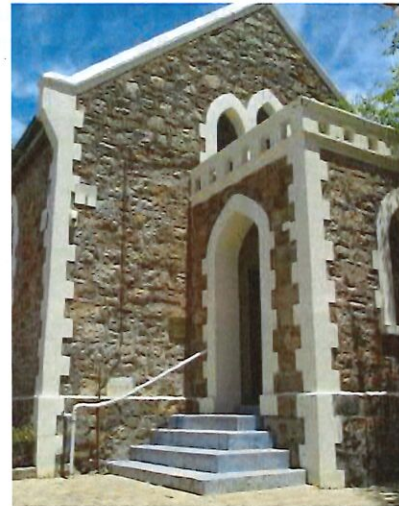
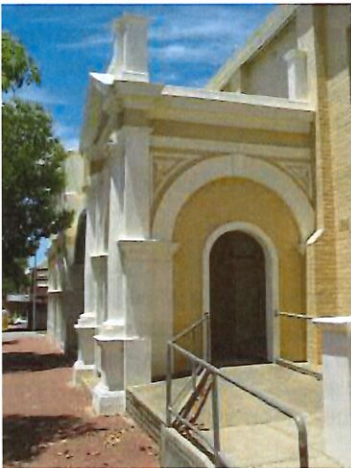
Buildings provide unique insights into eras past, and should be valued for what they represent about these different phases. Different architectural styles have had different levels of popularity, and often a building becomes 'ugly' when we don't respect the design intent of the original building and try and make it look like something which it is not. It is important to recognise and work with the design intent of a building, and to make sure that any new development respects the context and setting of existing fabric. Development Guidelines for the Town Centre recommend that areas of face brick and blockwork remain unpainted and unrendered, as this protects the integrity of the original building expression, and often also prevents future issues associated with rising damp and deteriorating masonry. Buildings don't all need to look the same to make an attractive and cohesive streetscape, and a harmonising streetscape can still be achieved with some individual expression. The individual expression should not be at the expense of the other buildings in the precinct.



Town Character – what is the architectural character of Narrogin?

The Central Business District of Narrogin has a distinct architectural character which demonstrates the primary periods of economic development in the town, namely the Federation era (1890-1915) and the Inter-War era (1915-40) with some examples of Post War architecture (1940-1960) and other more recent infill developments from the 1970s onwards.

It is desirable to retain and enhance the character of Narrogin, and to ensure that the Town Centre is visually appealing and attractive. There should be a precinct-based approach, to make sure that all the buildings in the Town Centre are maintained, developed and used in a consistent way, not just those that are identified as heritage buildings. All the buildings are reflective of different eras and stages of development in Narrogin, and all have the ability to contribute positively to the streetscape character of the Town Centre.



Federation Era

The Federation era buildings are highly expressive of the optimism of this era, which was a period of growth for regional settlements in Western Australia, mostly linked with the gold boom and the expansion of the rail network. The buildings creatively use elements of classical architecture to create grandeur and status for civic and commercial buildings, without slavishly following the classical “rules”. There is considerable use of decorative devices and materials including the following features that can be found throughout Narrogin:

Building character

- Face brickwork with contrasting rendered banding and classical details
- Decorative face brick and natural stone with rendered quoining
- Original shopfront glazing & framing, stained glass and obscured glass elements, tessellated tile thresholds, glazed tiles to dado height/lower walls of shopfronts, suspended shop signage, re-entrant doorways
- Archways and porches and shady arcade spaces that clearly define the entry and transitional public spaces
- Nil setback to the footpath
- Garden settings and low fences to buildings that included residential functions
- Shady verandahs and awnings to the footpaths
- Underside of awnings featuring decorative pressed metal

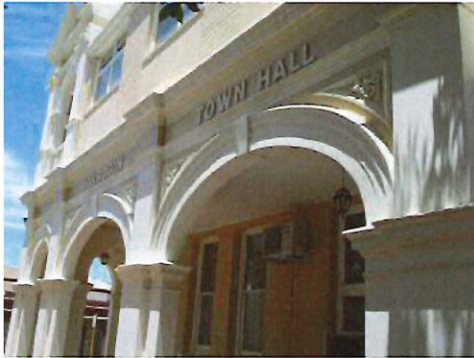


Notable local examples:

Mardoc Building (1908)
Courthouse (1894-1905)
Town Hall (1908)
Union Bank of WA (1905)
Roads Board Office (1905)
Masonic Hall 1907
Narrogin Post Office (1912)
Narrogin Trading & Agency Co. (1909/1922)

These buildings represent a period of ‘place building’ in Narrogin, demonstrating the hopes and aspirations of the town as an agricultural centre for the Wheatbelt. All aspects of civic function are strategically placed in the main streets of the town, which is positioned close to the railway line, typically symbolic of the main supply and communication routes connecting regional towns and centres.





Colour Schemes for Federation era Buildings

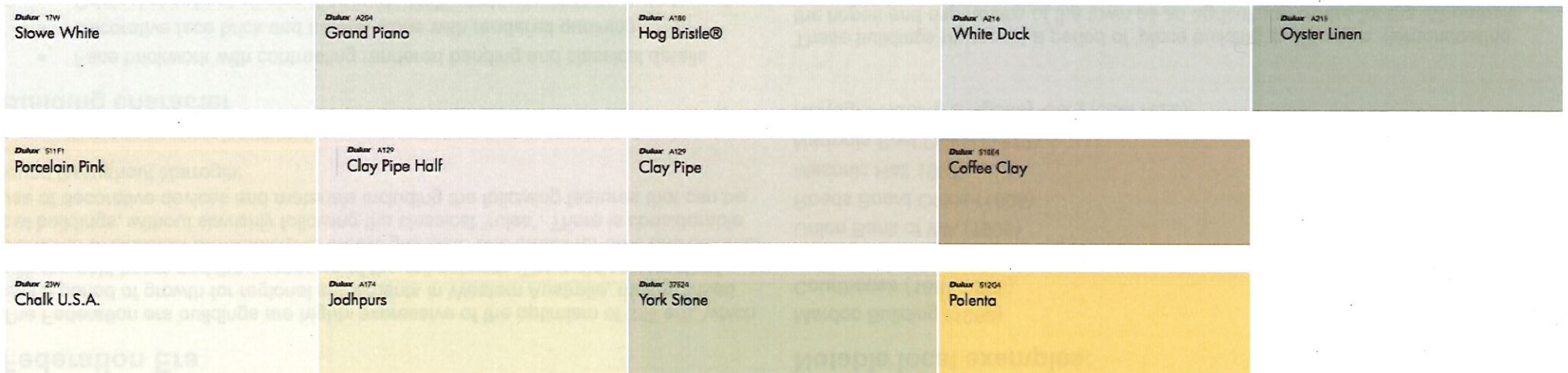
Colour schemes for Federation era buildings can vary, but colours that were popular for exterior colour schemes in this era included dark greens and red oxides, blue greys and charcoals, as well as beige and buff (pale orange-brown) with highlights of cream and white. Tonal contrast was important to provide visual interest and to help highlight key features and architectural devices. The buildings often have a mix of masonry and timber work, providing many opportunities to use colour schemes of three or four complementary colours.

External walls:

- Warm-coloured (red) face-brick walls with contrasting cream or white-coloured rendered banding, sills and cornice details.
- Natural local stone with quoining to the external walls and window/door surrounds. The quoining could be in natural face-brick or painted render, usually in a neutral beige or buff colour similar in tone to the natural colours of the stone.
- Rendered and painted masonry walls, usually painted in two tones of colours. Small mouldings were often picked out in a third colour. Rendered and painted walls could be in a range of beige, buff, ochre or pink tones, usually derived from the natural colours of clay and ochre.
- Decorative skyline featuring classical elements including pediments, cornices and balustrades to the parapet, or dramatic gable roof forms with dormer windows and roof line features. Roofs were often terracotta tile or corrugated galvanised iron (sometimes painted oxide red or green) with vertical chimney elements.



External wall colours - examples



External doors:

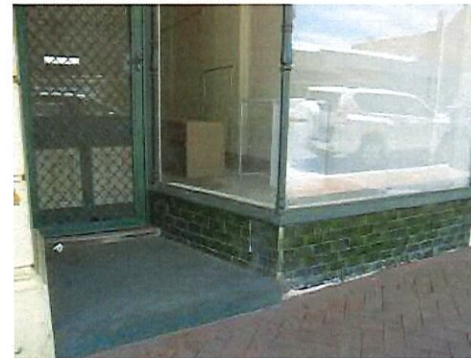
- Front doors were often four-panelled doors and painted in two tones, usually variations on red oxide or forest green with lighter highlight colours like olive green for example. Dark tones were more popular than light tones, and could also include dark blues and greys.
- Sometimes bold feature colours can be used on front doors to provide individuality and contrast with the predominant wall colours, provided the colours themselves are complementary

Window frames:

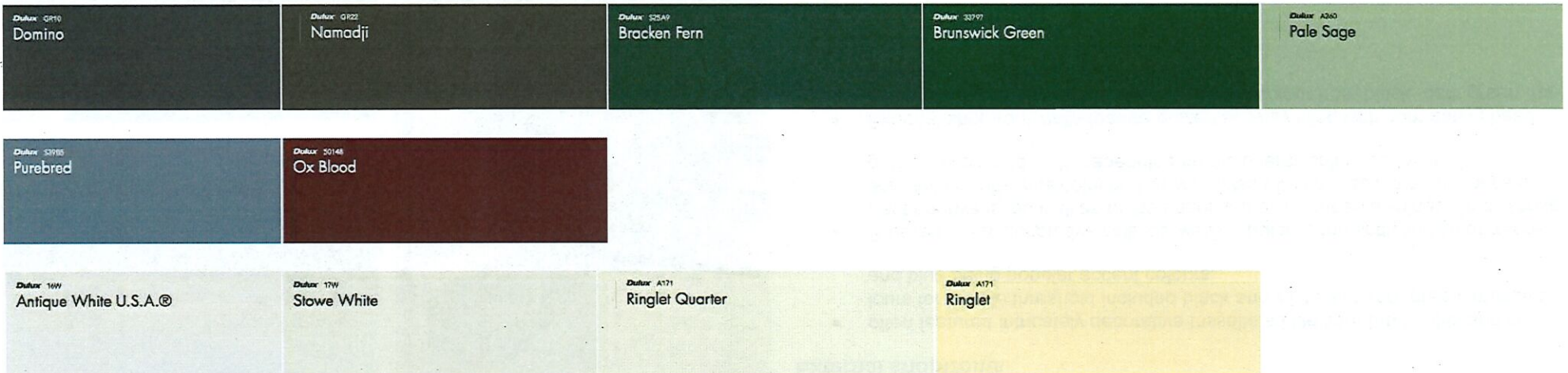
- Often in a dark tone (ie. Venetian red, Indian red, dark burgundy, charcoal, or brown) or a white/cream colour

Verandahs

- Verandah posts and beams could be painted in a dark, mid or light tone, usually depending on achieving a tonal contrast with the main walls. If the external walls are a light colour, then the verandah posts should be mid or dark toned. If the walls are a mid tone, either light or dark tones to the verandah posts and beams. Dark tone walls (ie. Face brick) would usually have light or mid tones used on the verandah posts.
- Verandah lacework or brackets were sometimes painted in a colour tone that contrasted with the main timber work of the verandah, often using a complementary colour



Joinery colours - examples





External shopfronts

- often featured intricately decorative tessellated tile floor thresholds and colours for the tile threshold included black and white with red, green, mustard and blue being popular accent colours.
- Pressed metal decorative ceilings were popular to the soffit linings of re-entrant doorways, as well as to the underside of verandah awnings. Often these are white or off-white colours, but were also often painted in a mid tones of green, yellow and pink, depending on the overall colour scheme.
- External shopfront walls feature glazed subway tiling with contrasting bead trims to the shopfront walls. Tiles ranged in colour from black, dark green, forest green, burgundy

Setting

- With its classical forms and inherent grandeur, many of the commercial and civic buildings were designed to engage directly with the street, with buildings constructed right up to the boundary, and verandahs and awnings placed over the footpaths.
- Some buildings were setback slightly from the street, particularly those that incorporated residential functions (such as banks and church buildings) which frequently had domestic-style fencing (picket or wire or brick) and low gardens. Where these elements are still extant they should be retained, as they reflect the original 'mixed use' character of the Town Centre. Fences were often painted white or in dark tones, to match in with the colour scheme of the main building.



Examples of Federation era colour schemes

Rendered Details Main wall colour

Dulux A204 Grand Piano Quarter	Dulux A204 Grand Piano	Dulux GR10 Domino	Dulux 17W Stowe White
Dulux A174 Jodhpurs	Dulux S1204 Polenta	Dulux 14W Antique White U.S.A.®	Dulux S25A9 Bracken Fern
Dulux S10E4 Coffee Clay	Dulux A12P Clay Pipe	Dulux S0148 Ox Blood	Dulux A171 Ringlet Quarter
Dulux A100 Hog Bristle®	Dulux A100 Hog Bristle® Quarter	Dulux 33797 Brunswick Green	Dulux A240 Pale Sage
Dulux S11F1 Porcelain Pink	Dulux 17W Stowe White	Dulux S0148 Ox Blood	Dulux 23W Chalk U.S.A.
Dulux A174 Jodhpurs Quarter	Dulux A174 Jodhpurs	Dulux 14W Antique White U.S.A.®	Dulux S25A9 Bracken Fern
Dulux A216 Oyster Linen	Dulux A216 White Duck	Dulux S3985 Purebred	Dulux GR22 Namadji

Joinery



OR





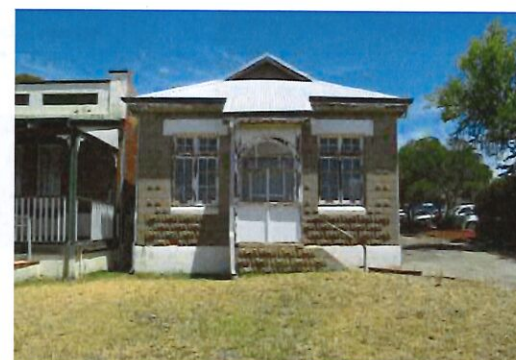
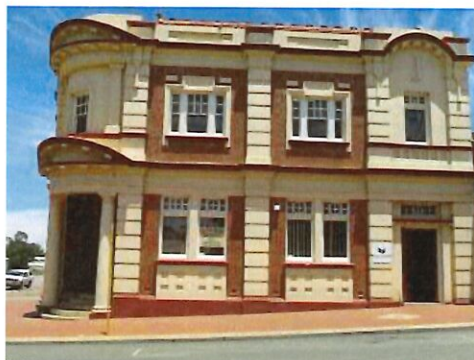
Inter-War Period

By the 1920s, the Wheatbelt was experiencing another period of growth and prosperity following the end of World War I and there was a number of buildings that were built or expanded during this time that are still extant in Narrogin. Despite the impact of the Depression in the 1930s, Narrogin remained as a major rural centre, and the buildings of this era, although somewhat modest and simplified in expression, still demonstrate the general prosperity of the region. The Inter-War period included the popular architectural styles such as Art Deco and some Freestyle and Stripped classical styles which are evident in Narrogin.



Building character

- Face brickwork with contrasting rendered banding and simplified classical details
- Rendered and painted masonry walls with stylised detailing
- Decorative face brick and concrete masonry to create visual interest
- Original shopfront glazing & framing, stained glass and obscured glass elements, tessellated tile thresholds, glazed tiles to dado height/lower walls of shopfronts, suspended shop signage, re-entrant doorways
- Archways and porches and shady arcade spaces that clearly define the entry and transitional public spaces
- Nil setback to the footpath
- Shady verandahs and awnings to the footpaths
- Underside of awnings featuring decorative pressed metal



Notable local examples:

- Hordern Hotel (1922)
- National Bank (1905/1925)
- AMP Building (1927)
- Commonwealth Bank (1940)
- Soldiers Memorial Hall (1924)
- CWA Hall (1920s)
- Bushalla's House (1922)
- Ambulance Hall (1937)
- Infant Health Clinic (1940)

Colour Schemes for Inter War era Buildings

Colour schemes in the Inter War period were influenced by artistic and decorative movements of the era. Some themes of the Federation era persisted, but usually the design elements of this period were more stylised and streamlined than their predecessors. There was still considerable use of face brick with contrasting rendered detail, particularly in commercial buildings, but full rendered masonry facades became more popular and the classical detailing was replaced with more modern decorative devices. Accent colours used were typically warm tones, in shades of warm red, ochre and cream (less of the dark reds and burgundy popular in the previous era) sometimes with shades of green and blue.

Art Deco was a popular trend in the Inter-War era and Art Deco colour schemes utilised graduated colour patterns to accent the architectural features, and often included bold use of black contrasted against pastel pinks, yellows, greens and blues, or muted greys, browns and whites.

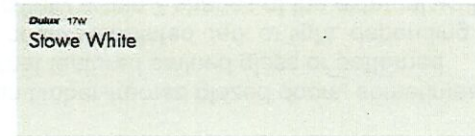
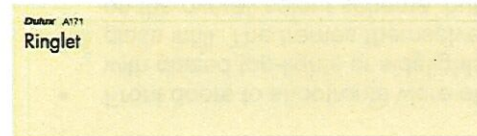
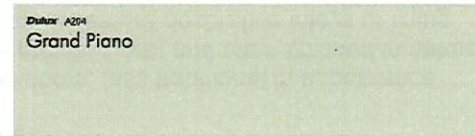
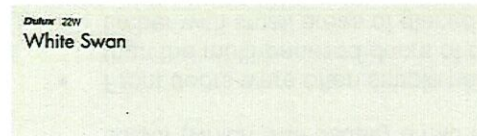
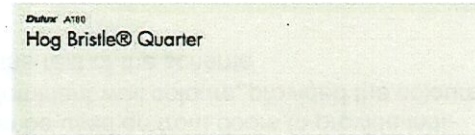
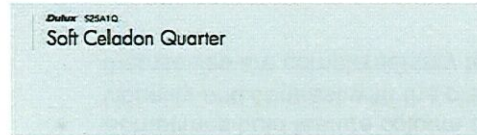
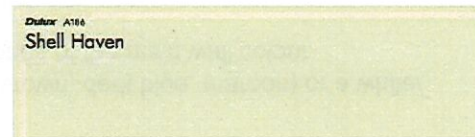
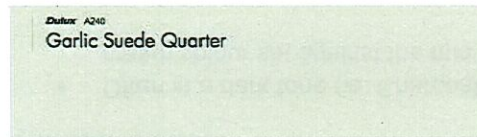
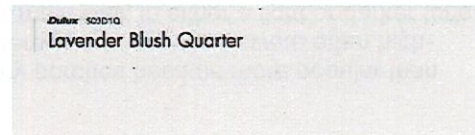
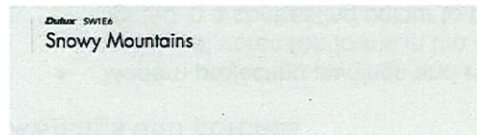
There was new experimentation in modern building materials, including greater use of glass, concrete blocks and feature tiles or masonry elements. Visual interest was achieved using the textures and patterns of the materials themselves (ie. Decorative concrete blocks or bricks), or in creating contrast between different building materials arranged artfully.

External walls:

- Warm-coloured (red) face-brick walls with contrasting cream or white-coloured rendered banding, sills and simplified classical details.
- Unpainted decorative concrete block-work arranged to create visual interest and surface patterning
- Rendered and painted masonry walls, usually painted in a mid tone with slightly lighter or darker tones used to accentuate features. Colours were often pastel or muted colours applied in graduated tones to emphasise patterns and decoration. Plain whites and creams were not common except on buildings in the Functionalist or Spanish Mission styles.
- Decorative skyline with parapet walls that included simplified motifs inspired by the art influences of the era, often painted in graduated colours.

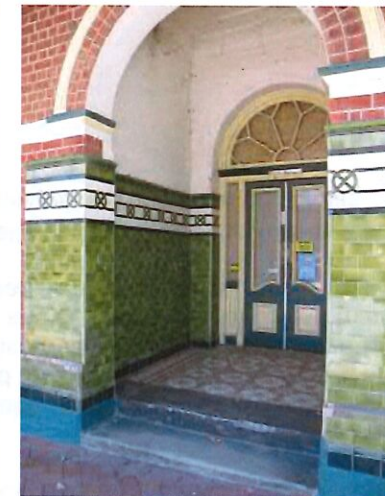
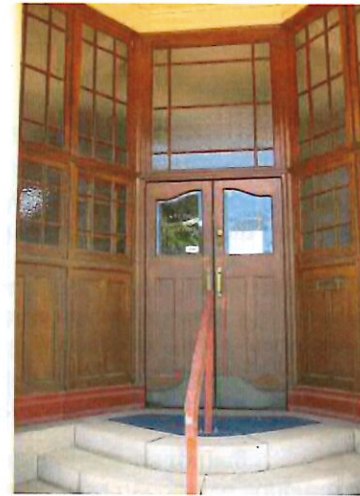


External wall colours



External doors:

- Front doors to shopfronts were often timber-framed glazed doors, sometimes with glazed top-lights or sidelights that featured stained glass or patterned glass infill. The frames themselves could be painted dark or light, depending on the overall colour scheme, but usually within 2 shades of the external wall colour (which was usually a mid tone)
- Front doors were often simple panel doors, less traditional in appearance than the multi-panelled doors of the previous era, and often finished in natural timber with small areas of glazed infill, or feature decorative inlays or lining
- Sometimes bold feature colours can be used on front doors to provide individuality and contrast with the predominant wall colours, provided the colours themselves are complementary to the rest of the scheme

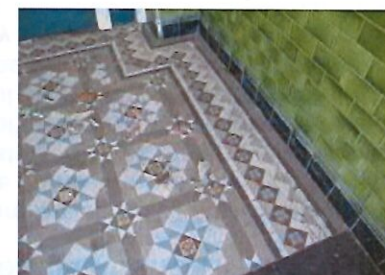


Window frames:

- Often in a dark tone (ie. Charcoal, brown, dark blue, maroon) or a white/cream colour set against the mid tones of the main wall colour.

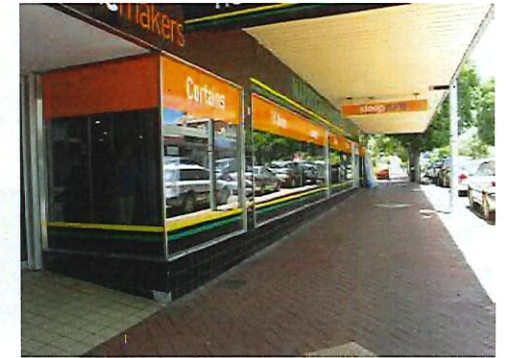
Awnings and porches

- Modern projecting awnings and entry porches became more popular than traditional verandah forms in the Interwar era, and these were often highlighted in a contrasting colour to the main wall, in either a light or darker tone to create depth and contrast to the front facade.



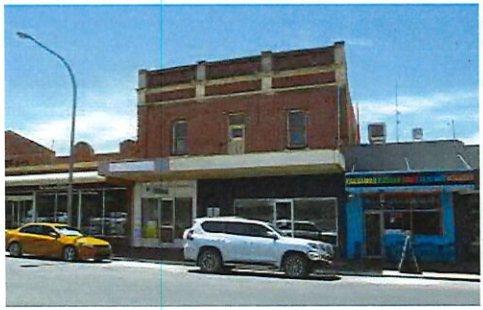
External shopfronts

- often featured intricately decorative tessellated tile floor thresholds and colours for the tile threshold included black and white with red, green, mustard and blue being popular accent colours.
- Pressed metal decorative ceilings were popular to the soffit linings of re-entrant doorways, as well as to the underside of awnings and entry porches. Often these are white or off-white colours, but were also often painted in a mid tones of green, yellow and pink.
- External shopfront walls feature glazed subway tiling with contrasting bead trims to the shopfront walls. Tiles ranged in colour from black, dark green, forest green, burgundy through to lighter browns and pink.



Setting

- Commercial and civic buildings were often placed with the main building facade set slightly back from the projecting entry porch element.



Examples of Inter War era colour schemes

Graduated colour to wall details & architectural features

Main wall colour

Joinery

Dulux S25A1 Sea Palm	Dulux S25A1H Soft Celadon Half	Dulux S25A1Q Soft Celadon Quarter	Dulux 22W White Swan	Dulux 14W Antique White U.S.A.®	Dulux S25A9 Bracken Fern
		Dulux GR12 Silkwort	Dulux SW1E6 Snowy Mountains	Dulux A171 Ringlet	Dulux GR1 Double Bass
Dulux A210 Backyard	Dulux A210 Pale Sage	Dulux A211 French Limestone	Dulux A210 Garlic Suede Quarter	Dulux 17W Stowe White	Dulux A171 Ringlet
Dulux S39B6 Blue Metal	Dulux S39B8 Purebred	Dulux S39B3 Blue Heeler	Dulux A204 Grand Piano	Dulux 14W Antique White U.S.A.®	Dulux GR10 Domino
Dulux 135R9 Mission Brown	Dulux A184 Goldie	Dulux S15F4 Germania	Dulux A156 Shell Haven	Dulux A171 Ringlet Quarter	
Dulux S01D9 Pa Red	Dulux S01D2 Smoked Lavender	Dulux S03D10 Lavender Blush Quarter	Dulux A190 Hog Bristle® Quarter	Dulux GR1 Double Bass	
		Dulux A70 Murray Red	Dulux A171 Ringlet	Dulux 14W Antique White U.S.A.®	

Post War period

Following World War II, Narrogin continued to grow steadily and traditional agricultural practices of the region were changing and there was a rapid introduction of mechanisation and modern technology applied to farming as well as architectural style, which is reflected in the buildings of the era. Decoration and artifice are replaced with simple lines and geometric forms, and many of the buildings have a simple palette of materials, including textured or feature brick contrasted with large areas of glazing. With their minimalist and modern style, the buildings often have timeless appeal but can often be under-appreciated due to their stripped back expression.

Building character

- Rectilinear forms expressed with large areas of plain walling using special brickwork, blockwork or textured render, often with contrasting textures
- Expression of structural frame and removal of artifice and unnecessary decoration
- Large areas of glazing, sometimes using different glass colours to create visual interest
- Expressive curvilinear forms often contrasted against the predominant rectangular building forms
- Flat or low-pitched roofs
- Recessed openings or external sun-control devices to control light and shade
- Natural landscaping used as a decorative foil against the plain walling

Notable local examples:

Anglican Church of the Resurrection (1901; remodelled in 1956)

Railway Institute Hall (1959)

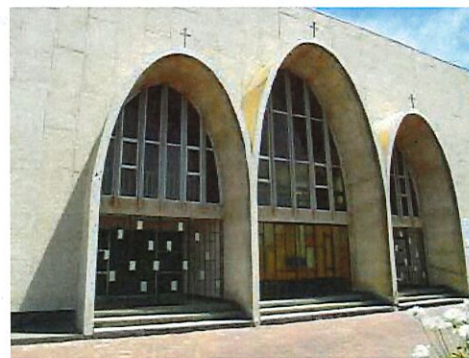
Police Station (1968)

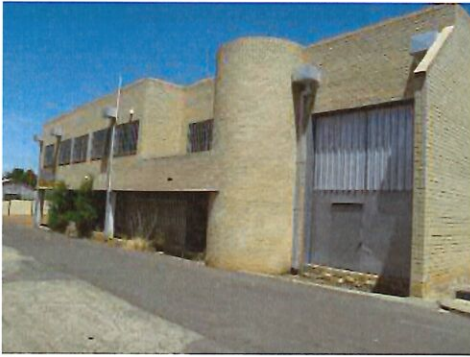
Bankwest

Telecom Building (1972)

St Mathews Church (1964)

Duke of York Hotel (1899; remodelled 1960s)





Colour Schemes for Post War era Buildings

Colour schemes in the Post War period were typically representative of the new trend towards honest expression of materials, so timber and brick was left natural, and colour was usually explored in elements like glazing or small features, often using primary colours. The International style that was popular at the time favoured white and off-white set against the natural materials, with perhaps a single dark colour (often brown or black) to define linear elements.

There was more experimentation in modern building materials, including greater use of glass, concrete blocks and feature tiles or masonry elements. Visual interest was achieved using the textures and patterns of the materials themselves (ie. Decorative concrete blocks or bricks), or in creating contrast between different building materials arranged artfully. Decorative colour tones and/or textures created during firing of bricks gave rise to the use of large areas of feature masonry to create simple architectural forms. Similarly, buildings that were remodelled in this period were often transformed by painting and rendering traditional masonry walls to create plain, smooth wall areas, with classical elements like plinths and cornices converted to modern devices.



External walls:

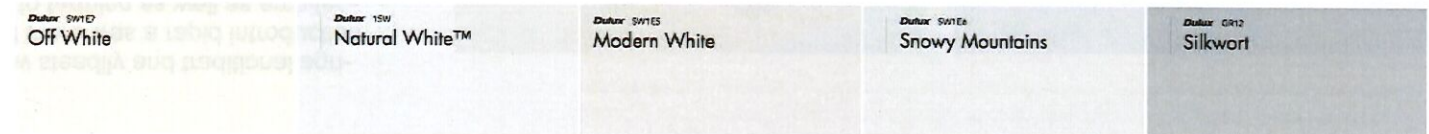
- Large expanses of unpainted brick or blockwork selected for its interesting texture or colour, with contrasting areas of textured render or feature cladding.
- Rendered and painted masonry walls, usually painted in light tones as inspired by Post War international styles.
- The walls often incorporated sculptural curves and recesses to create depth to the facade and a play of light and shade on the building which was previously achieved with ornate decoration



External doors:

- Front doors were typically large plain doors that were glazed or unpainted timber, often with stylised ornate decoration.

Main wall colour



Window frames:

- Timber window frames of this era were typically white painted. Those that had a dark tone were most likely painted in dark burgundy, black or Mission Brown
- With the widespread introduction of aluminium and steel-framed fenestrations, painting of timber window frames became less of a consideration. Plain anodised aluminium or bronze-anodised frames were popular in this period.

Awnings and porches

- Entry porches were often expressed as a recessed element to the main facade, rather than a projecting element in the Post War period. The reveal was often consistent with the simple modern building elements, but could often be lined with natural timber or an unexpected 'pop' of colour applied discretely.



External shopfronts

- Shopfronts were usually very simple and without artifice, often comprising large glazed panels set within framed fenestrations, sometimes with the structure expressed. Colour could be employed in the signage or shopfront display, but the shopfront structure itself was typically quite plain.



Setting

- The Post War period saw a renewed interest in creating a deliberate and formal setting for the building, often with a forecourt or external patio created to define the site. Landscaping elements also became more common in commercial and civic buildings, with dramatic use of strong formal plantings (such as palms or gum trees) placed to contrast against the rectilinear building forms.

Joinery

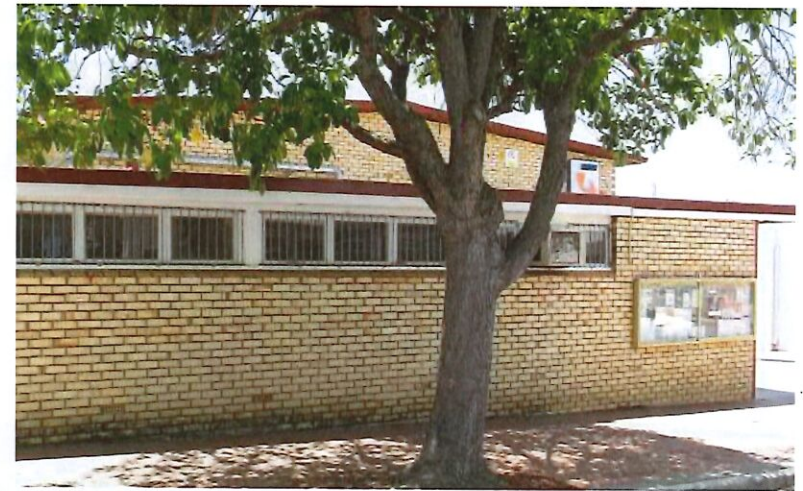
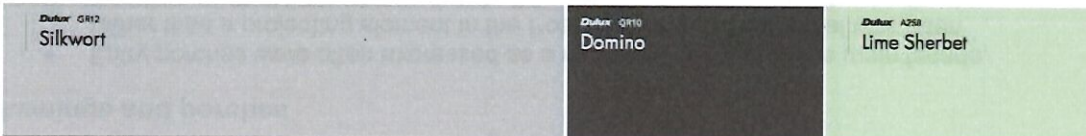
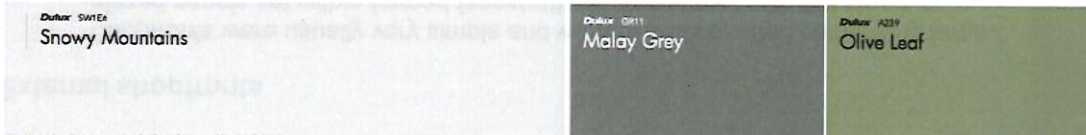
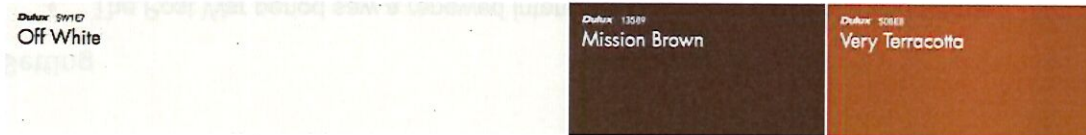
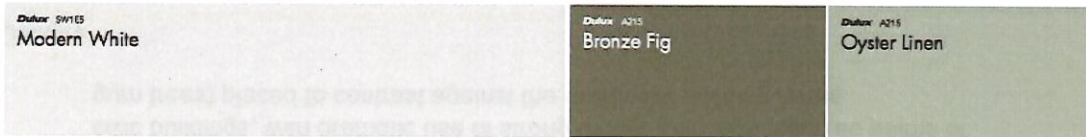
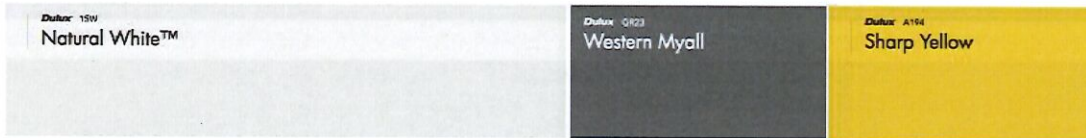
Dulux A215 Bronze Fig	Dulux A238 Bronze Icon	Dulux A215 Antique	Dulux A215 Oyster Linen	Dulux A239 Olive Leaf	Dulux A258 Lime Sherbet	
Dulux GR10 Domino	Dulux GR22 Namadji	Dulux GR11 Raku	Dulux GR23 Western Myall	Dulux GR11 Malay Grey	Dulux A194 Sharp Yellow	Dulux S068 Very Terracotta

Examples of Post War era colour schemes

Main wall colour

Joinery

Architectural features



Signage

'Signposting' is an integral part of good urban design, so it is essential that it is compatible with the overall character of the Town Centre Precinct. The Shire of Narrogin requires planning approval for all signage in the Town Centre Precinct.

It is important for signs to be located in appropriate positions and for lettering to be suitable for the period of the building. Modern lettering styles and large hoardings should be avoided as they dominate the building and obliterate the detailing and building elements that make the building important.

Intent

The intention of this document is to provide guidance when assessing proposed signage strategies for buildings located in the Town Centre Precinct. A visual guide can be useful for understanding the objectives of the Signage Policy, and to illustrate the desired outcomes.

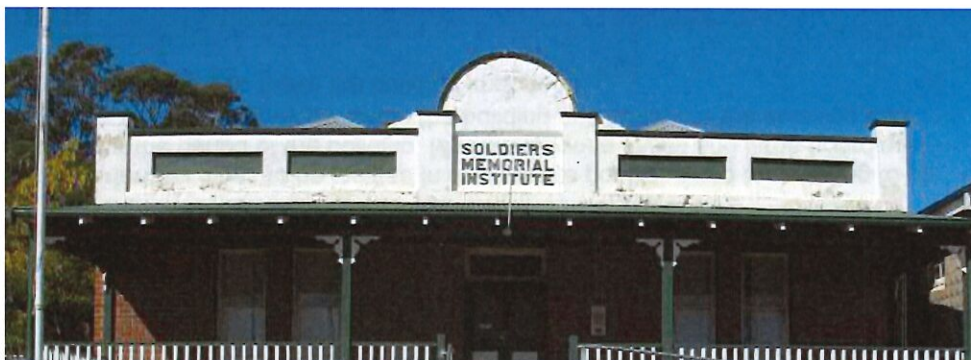
Location

- Signs are to be positioned and design to fit within any spaces created by architectural elements on the proposed buildings. Signage should not cover architectural features or detailing of a building and should be carefully sized in proportion with parapets, panels, windows and wall areas. For example, signs should not extend across windows, or beyond the width of awnings or verandahs.
- Original building signs and dates were often included to mark the date of construction and the original owner/use of the building. This signage is a significant part of the building fabric and the streetscape and should not be removed, modified or concealed.

Proportion and Design

- The proportional shape and design of signs should reflect and complement the period of the construction of the building and should not dominate the expression of the building facade or the streetscape.
- Signage in the Town Centre Precinct should be designed primarily for visual access by pedestrians. The main streets of the Town Centre are not designed to accommodate 'strip mall' style signage which is designed to suit people in vehicles, which are typically larger style banners that can be seen from a distance.





Colour

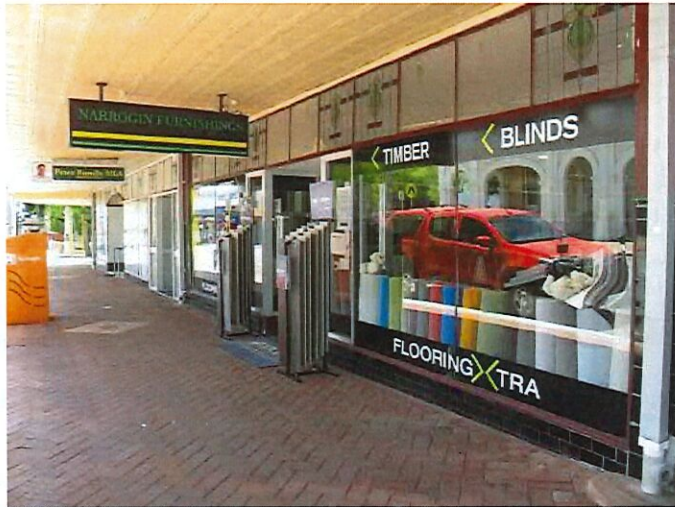
- Signage should preferably complement the overall approved colour scheme for the building so that the visual appearance of the place is attractive and consistent.
- Consideration should be given to tonal contrast to ensure that signage is legible and assists in way-finding.
- Corporate branding and colours on signs is preferable to applying these colour schemes to building facades, as signs are readily removable when tenancies change

Illumination

- Illuminated neon signs and flashing lights are generally not permitted to the exterior of buildings in the Town Centre Precinct as they can cause a nuisance to motorists and residents
- Signs which have internal illumination should have low intensity. Concealed spotlights can be used where signage above the verandah/awning requires illumination.

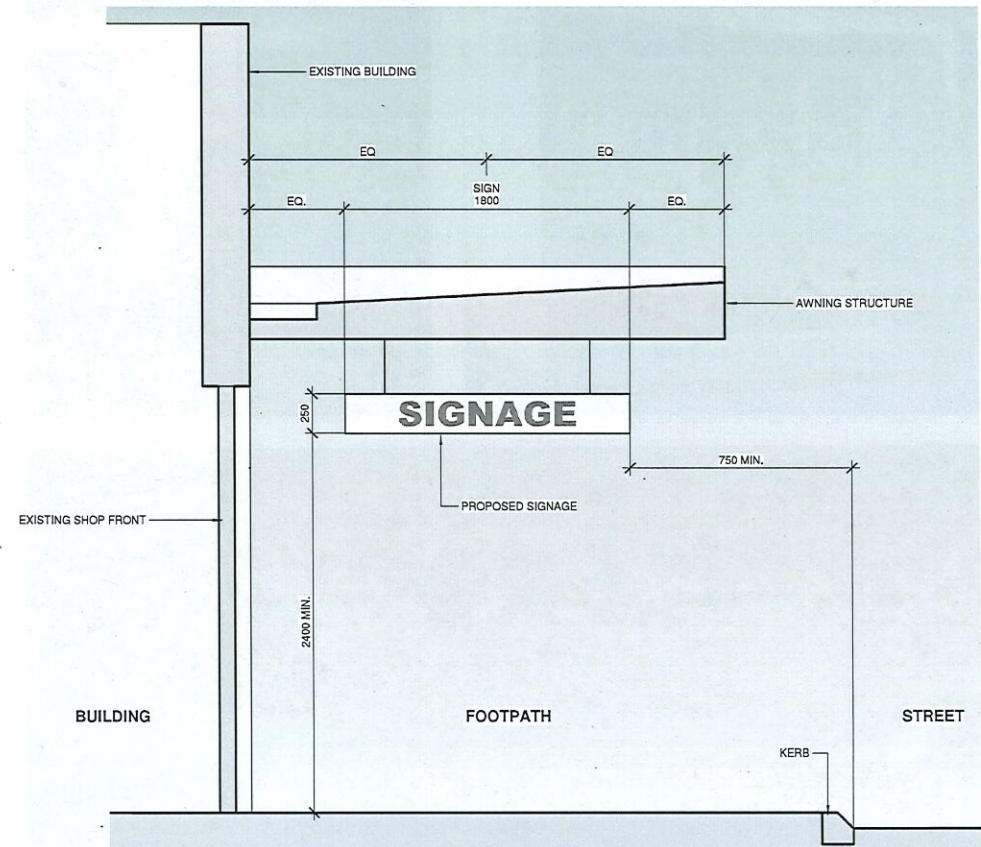
Signs on Verandahs and Awnings

- Awnings and verandah structures to commercial buildings were typically designed with a fascia panel to accommodate signage. Signage fixed to the outer or return (side) fascia of a verandah/awning is appropriate provided it does not project beyond the outer metal frame or the surround of the fascia and does not obscure architectural detailing
- Where there is inadequate space on the fascia, or in residential style buildings which have been converted to commercial buildings, a suspended sign from the verandah beam is appropriate. This should be designed specifically to match the proportion of the verandah design. Signwriting incorporated onto verandah beams or end panels is acceptable if there is adequate space.
- Any verandah hoarding (above the verandah sign) should only be considered where there is historical precedence (ie. reference to historic photographs of the place) and should be carefully detailed so as not to detract from the overall expression of the building.



Suspended Signs under Verandahs and Awnings

- Suspended signs under the verandah shall be sized and positioned to maintain clear headway for pedestrians and to limit the opportunity of being hit by vehicles parked near the kerb.
- Refer to the diagram showing the recommended sizes and setout of suspended signs
- Suspended signs contribute to the character and way-finding for pedestrians in the Town Centre and are preferable to footpath signs or sandwich boards



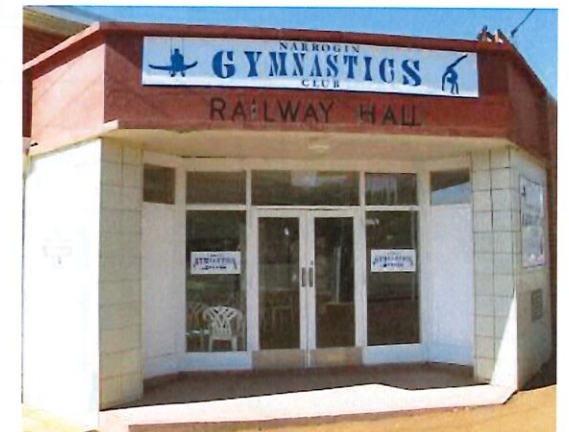
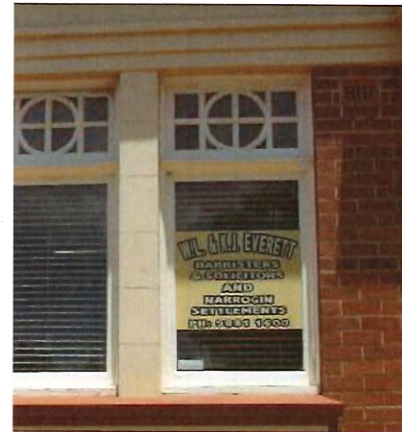
Signs above Verandah Level (to parapets and roof lines)

- Many commercial buildings were designed to accommodate signage to the parapet and this can be an appropriate location for larger format signs, provided they do not dominate the facade or obscure architectural detailing
- Original bas-relief lettering and signage to building parapets often show the original building name and construction date and should be retained and conserved. Ideally, these signs should not be covered over by new signage, as they contribute to the aesthetic and historic values of the place and the broader streetscape
- Parapet signs should be sized and detailed to ensure they do not conflict with windows or decorative elements
- Signwriting in upper windows can be appropriate, and in some cases, preferable to large banner signs across the facade



Display Window Signage

- Many commercial buildings with retail functions were designed with large glazed shopfronts for the display of goods and often included painted signwriting.
- Permanent signs on windows of commercial buildings should preferably not cover more than 30% of the display window, allowing for views into the building and out to the street
- Historic photographs are a good reference for examples of traditional window signage in the Town Centre



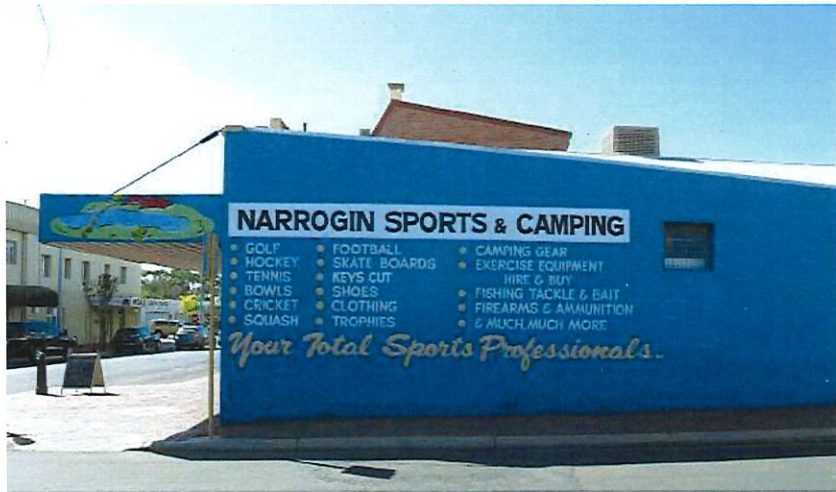
Signs on Buildings without Verandahs or Awnings

- Buildings without awnings or verandahs can install signs suspended off wall brackets, provided these do not impede clear headway for pedestrians. Typically these should be restricted to a maximum size of 400 x 400mm



Signs on Building Walls

- Signs were traditionally painted onto the side walls of buildings and there are numerous examples in Narrogin of wall signage or murals. They can make a positive contribution to the streetscape and should be assessed and approved on their artistic merit
- Signage on side walls of buildings should be designed to complement the building expression and colour scheme



10.1.3 DRAFT ITINERANT VENDOR POLICY

File Reference	File No 24.4.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.1.2, 22 May 2019, Res. 1519.003, Item 11.1.1, 23 October 2019, Res. 1019.002
Date	15 April 2020
Author	Robert Powell – Senior Environmental Health Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments	1. Itinerant Vendor Policy 2. Correspondence from Narrogin Chamber of Commerce.

Summary

Council is requested to consider the Shire of Narrogin Itinerant Vendor Policy for final adoption. The Itinerant Policy was advertised for public comments for a period of 30 days. At the conclusion of the public advertising period, one submission had been received from the Narrogin Chamber of Commerce (Attachment 2).

Background

This matter has been considered previously by Council on two occasions.

Firstly at a meeting held on 22 May 2019. Council at that meeting resolved as follows:

“That Council request the CEO to prepare for consideration by 30 September 2019, an Itinerant Vendor Policy defining acceptable areas that the Council or its officers, under delegation, might be prepared to support outside of the defined CBD area.”

Subsequently a Draft Itinerant Vendor Policy was prepared for Council and considered at its meeting on the 23 October 2019. Council at that meeting resolved as follows:

“That, with respect to the Draft Itinerant Vendor Policy, as amended, Council advertise the document for the purpose of seeking public comment for a minimum period of 30 days, and specifically invite feedback from the Narrogin Chamber of Commerce, with any submissions received being referred to Council for final consideration.”

The Shire of Narrogin Itinerant Vendor Policy was advertised requesting submissions to be lodged by Friday, 3 April 2020. A letter was also forwarded to the Narrogin Chamber of Commerce requesting their comments. Only one submission was received, this was from the Chamber of Commerce (Attachment 2).

Comment

The policy sets out how itinerant vending is to operate and the conditions under which an Itinerant Vendor Licence can be issued. The policy aims to protect existing businesses in the CBD and specifies locations where trading is permitted, subject to conditions.

The policy does not apply to privately owned land or to events organised by or through the Shire. An application for itinerant vending on private land is managed under the town planning process.

Currently two itinerant vendors operate on private property, within the town area. Both are located at the Caltex service station, on Clayton Road and both were approved under town planning legislation.

The expected demand for itinerant vending, based on historical data, is assessed as low.

Consultation

Internal departmental consultation has occurred with the Draft Itinerant Vendor Policy.

The Council's community engagement was considered and specific engagement with the Narrogin Chamber of Commerce occurred. The Narrogin Chamber of Commerce advised that they support the proposed policy.

Statutory Environment

- The Local Government Act 1995;
- Food Act 2008, Food Regulations 2009 and Food Safety Standards;
- Public Places and Local Government Property Local Law 2016;
- Council's Planning Scheme current at that time – currently the Former Town of Narrogin Town Planning Scheme Number 2 and the Former Shire of Narrogin Town Planning Scheme Number 2.

Policy Implications

Policy 1.14 - Community Engagement Policy, as adopted by Council, was used as a guide when consulting with the public and other stakeholders.

This policy fits within the Shires policy framework and sets out the criteria to be used by staff when assessing Itinerant Vendor applications prior to the issuing of a licence.

Financial Implications

The financial costs associated with implementing and managing the Policy have been assessed as minimal with the fee expected to cover most expenses associated with assessing applications and issuing licences. The current adopted fee for an itinerant vendor licence is \$250 p/a or pro rata.

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:	1.1.2	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:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.3	Facilitate and support community events

Voting Requirements

Simple majority.

OFFICERS' RECOMMENDATION

That Council adopt the Itinerant Vendor Policy, as per Attachment 1.

6.1 ITINERANT VENDOR POLICY

Statutory context	Local Government Act 1995 Public Places and Local Government Property Local Law 2016 Food Act 2008 – Food Regulations 2009 Food Safety Standards 3.2.2 and 3.2.3 Council's Planning Scheme current at that time – currently the Former Town of Narrogin Town Planning Scheme No. 2 and the Former Shire of Narrogin Town Planning Scheme No. 2
Corporate context	Shire of Narrogin Strategic Community Plan.
History	Adopted dd mmmm yyyy

Policy Statement

The Shire of Narrogin:

- Encourages the use of parks and reserves for itinerant vending activities as a means of enhancing community activity that flows from the activation of community public spaces;
- Encourages business proprietors to activate parks and reserves with appropriate itinerant vending activities;
- Recognises that granted rights over the relevant public space does not exclude the general public from using that public space;
- Supports itinerant vendors who consider the needs of all users of the area, including consumers and pedestrians; and
- Supports itinerant vendors selling food who practice safe food handling in accordance with the *Food Act 2008*, *Food Regulations 2009* and *Food Safety Standards*.

Policy objectives

To allow outdoor unique and high quality itinerant vending activities in a manner that improves access, usage, quality and image of the Shire's public areas whilst managing the competing needs and interests of the public, pedestrians, consumers and local business proprietors.

Policy scope

This policy applies to all itinerant vending businesses that wish to operate within the Shire's local government area. Where it is proposed to sell food a minimum setback is required from an existing fixed food premises. This policy does not apply to events approved by the Shire.

Summary

An Itinerant Vending Licence (Licence) is required prior to operating as an itinerant vendor. The Licence is only valid in the park or reserve nominated on the licence. The parks and reserves where itinerant vending is permitted are listed in Schedule One. Planning approval may be required, from the Shire, should itinerant vending be proposed on land not mentioned in Schedule One. Licences can be either day specific (one off) or an annual licence. Licences are obtained from the Shire's Environmental Health Services, Development and Regulatory Services Department.

Making an application

To be able to operate as an itinerant vendor the applicant is to:

1. Submit a current Public Liability insurance certificate of cover. For further information refer to the Public Risk Management section below;
2. Ensure they are compliant with local laws and this policy's objectives and requirements;
3. For a food business, be a registered food business within the State of Western Australia and hold a current Food Business Registration Certificate;
4. Pay the application Fees (as per the Shire of Narrogin's Fees and Charges schedule as current at that time) – determined annually by Council;
5. Nominate the park or reserve which they wish to trade and indicate the approximate location within that park or reserve, trading dates and times; and
6. Submit a completed application form, together with applicable fees, if any, to the Shire of Narrogin, 89 Earl Street, Narrogin WA 6312 or by email enquiries@narrogin.wa.gov.au.

Licences

Licences will only be issued to applicants after a written application has been made. Completed applications will be assessed by the Shire's Environmental Health Officer. All applications will be assessed against the Assessment Criteria.

Location and siting

Trading by itinerant vendors is only permitted in the parks and reserves listed in Schedule One.

General location and siting requirements include:

- Itinerant vendor, if a mobile food van, is not to be placed within 100 metres of a fixed or permanent Food Business;
- Itinerant vending is not to impede pedestrian access including prams, wheelchair and mobility scooter access;
- Itinerant Vending, where food is sold is not permitted within the Central Business District (CBD) zone; and
- Itinerant vending will not be supported for activities where vehicle size or layout may compromise public access, circulation, safety, or other park or street activities. Should concerns be raised by local businesses or the community regarding the operation or location of an Itinerant Vendor, the Shire may require the Itinerant Vendor to relocate.

Maintenance and cleaning

The Itinerant Vendor is required to comply with all maintenance and cleaning aspects of the entire operation, including the conditions of the Licence. The following requirements also apply:

1. The Itinerant Vendor's Vehicles and fixtures must be kept in a safe, well maintained and road worthy condition at all times;
2. The trading area (including food preparation areas) must be regularly cleaned during all hours of operation presenting a well-cared for image and free of refuse and litter;
3. No waste or litter may be disposed of into the Shire's refuse bins;
4. Licence holders must provide bins for their own and their patrons use and remove such waste to a licenced waste management facility under the control of the Shire at the licence holders cost; and
5. The licence holder is responsible for the care, appearance, maintenance and operation of their activity area and the effect on other park, reserve and street activities. It must be understood that the trading zone remains a public space. This means that operators and patrons do not have exclusive occupancy of this area.

Assessment criteria and licence conditions:

The licence holder is advised that:

1. Permanent fixtures and elements are not permitted;
2. Trading times are to be between 7:00am and 9:00pm, 7 days per week;
3. Following trade, the Itinerant Vendor's vehicle and all related temporary fixtures must be removed from the site;
4. The licence holder must have a vehicle whose presentation contributes to the character and amenity of the area;
5. Only vehicles with a maximum weight of up to 2 tonnes will be permitted on a park or reserve;
6. Any fixtures relating to the itinerant vending (for example: signs, umbrellas, waste bins etc) should be sturdy and windproof, made of quality materials and be well designed and constructed to be safe to use, without sharp edges or other features likely to cause injury;
7. The licence holder must not obstruct, cover, remove, relocate or modify trees, public art, benches, refuse bins or other Shire owned infrastructure as a result of itinerant vending activities;
8. The licence holder must not sell alcohol or tobacco products at any time;
9. The licence holder must ensure all advertising is fixed to the vehicle and does not encroach onto the public space;
10. The licence holder is restricted to trade ONLY in the park or reserve nominated in the Licence – refer to Schedule One of this policy for permitted locations;
11. Fixtures must not be placed anywhere by the licence holder where they present a barrier and/or danger to pedestrians crossing the street or kerbside usage by motorists;
12. The licence holder and the licence holder's vehicle and/or fixtures must not be positioned where they would block access to service covers and existing services;
13. All items belonging to the licence holder positioned within their trading zone are the licence holders responsibility;
14. The licence holder must vacate the site when trading has ceased for the day;
15. The licence holder is responsible for their own security and the security of their site area;
16. The licence holder's vehicle and/or fixtures are to be self-contained and self-sufficient and must not require external power, gas, sewer or water connections;
17. The licence holder is permitted to play background music provided the noise levels comply with the Assigned Levels prescribed in the *Environmental Protection (Noise) Regulations 1997*;
18. If operating generators, the licence holder must ensure that the noise level of the generator complies with the Assigned Levels in the *Environmental Protection (Noise) Regulations 1997*;
19. Should justified complaints be received regarding noise, including amplified music, generators or other operational noise from itinerant vending activities, the Shire reserves the right to prohibit the emission of noise from that site;
20. The licence holder and the licence holder's vehicle and fixtures are to be sited at least 15 metres away from a road or footpath construction zone during the period of the project;
21. The licence holder is strongly encouraged to provide seating for patrons in trading areas, where there is sufficient space;
22. When a community event, approved by the Shire, is being held within the trading area (for example community fairs and concerts), any Itinerant Vending licences allocated to that park or reserve will be rendered null and void for the duration of that event;
23. Licences will only be granted for a period of up to 12 months. The licence is to be renewed annually with all licences expiring on 30 June of each year; and
24. The licence holder must at all times comply with the Act and the local laws.

Conditions for itinerant food vendors

Itinerant Vendors who intend to sell food are only permitted to trade within the Shire if the following requirements are met:

1. The Itinerant Vendor must hold a valid Shire of Narrogin Itinerant Vending Licence;
2. The itinerant Vendor must hold a current *Food Act 2008* Food Business Registration Certificate from a Western Australian Local Government;
3. Mobile food vans are not to be placed within 100 metres of a fixed or permanent Food Business or within the town of Narrogin CBD;
4. Licence holders selling food are to ensure that all food products are kept under lock and key at all times when the vending unit is not attended (for example: for bathroom breaks); and
5. Itinerant vehicles and marques must be self-sufficient and not require an external power, water, sewer or gas connection.

Public Risk Management

1. Licence Holders must take out and keep current public and product liability insurance policy in the names of the Shire of Narrogin and the Licence Holder, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the local government property by the itinerant vendor. The indemnity insurance policy must be for the amount of at least TEN MILLION DOLLARS (\$10,000,000) and must cover injury, loss or damage to persons or property arising out of the activity carried out under this Licence or the granting of this Licence by the Shire. A lesser amount of public and product liability insurance might be accepted by the Shire but this decision will be subject to a risk assessment process. A Certificate of Currency for the policy must accompany the application or renewal of an 'Itinerant Vending Licence';
2. Safety measures may be required in trading zones and will be assessed on a case-by-case basis by the Shire. If public safety cannot be reasonably addressed, licences will not be issued. It is the licence holders responsibility to ensure that the public remain safe in their licenced area;
3. BBQs, grills and heat sources must be protected to prevent public access and accidental burning and fire risk. External BBQs, grills and other heat sources using a naked flame will be banned from use during fire bans;
4. Licence holders are required to comply with all work place Safety and Health legislation as well as Public Health and food safety aspects of the entire operation as required by the legislation; and
5. The licence holder assumes responsibility for any liability issues which arise from their itinerant vending activities.

Compliance

Failure to comply with this policy may result in the cancelation of the Itinerant Vending Licence or an existing licence not being renewed, as provided in the *Public Places and Local Government Property Local Law 2016*.

Objection and review rights

Division 1 of Part 9 of the Act applies to a decision under the local law and this policy in respect of the grant, renewal, transfer, amendment, suspension or cancellation of a licence or consent

Forms and Templates

Itinerant Vendor Application (to be developed).

– End of Policy

SCHEDULE ONE

Parks and reserves within the Shire of Narrogin where Itinerant Vending is permitted with an Itinerant Vending Licence:

Gnarojin Park – south of the skate rink area;

Memorial Park – opposite Narrogin TAFE College;

Clayton Road – carpark adjacent to the entrance to the Race and Pace track entrance;

Clayton Road – carpark adjacent to the YMCA Regional Leisure Centre; and

Lions Park – in the car park area off Leake Street.

24.4.2/OCR208089

Mr Azhar Awang
Executive Manager
Development & Regulatory Services
Shire of Narrogin
PO Box 1145
NARROGIN WA 6312

Dear Azhar

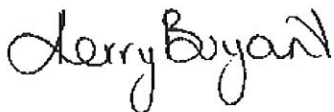
DRAFT ITINERANT VENDOR POLICY

Thank you for the opportunity to provide feedback regarding the Shire of Narrogin's Draft Itinerant Vendor Policy.

The Draft Policy was emailed to all committee members with no adverse responses received.

Please accept this letter as confirmation the Narrogin Chamber of Commerce supports the Draft Policy.

Kind regards



Kerry Bryant
Executive Officer
25 March 2020

10.1.4 SHIRE OF NARROGIN DRAFT PUMP TRACK & MOUNTAIN BIKE TRAIL FEASIBILITY STUDY 2019

File Reference	26.8.3
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	10.1.6, 24 July 2019
Date	22 February 2020
Author	Susan Guy – Manager Community Leisure & Culture
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Shire of Narrogin Draft Pump Track & Mountain Bike Trail Feasibility Study 2019 2. Public Comments Schedule 3. Proposed Alternate Network of Shared Use Cycle Trails - Foxes Lair	

Summary

Council is requested to endorse the Shire of Narrogin Draft Pump Track & Mountain Bike Trail Feasibility Study 2019, following the public submission period which closed on 21 October 2019.

Background

A Western Australian Mountain Bike Strategy published in 2015, represented the culmination of some three years' work by WestCycle, the West Australian Mountain Bike Association, the mountain bike community, the Department of Parks and Wildlife and the former Department of Sport and Recreation.

The Strategy set out a number of findings including:

- 19% of Western Australians own a mountain bike;
- Mountain biking is one of the world's fastest growing recreational and tourism activities with WA following this global trend;
- Demand for mountain biking experiences significantly exceed supply offering opportunities for forward thinking local governments to target mountain bikers seeking diverse and quality experiences;
- The South West is emerging as an area of long term international level potential but there will remain a need for quality trails and facilities closer to Perth; and
- The nature of recreation is changing with a move away from structured sport towards recreation activities, such as mountain biking which can be undertaken informally and at any time.

See:

<https://westcycle.org.au/wpcontent/uploads/2017/08/WesternAustralianMountainBikeStrategy.pdf>

Recognising these significant industry trends, the Shire appointed Common Ground Trails (Common Ground) to prepare a Pump Track and Mountain Bike Trail Feasibility Study (Feasibility Study) with the intention of identifying opportunities which may exist for the Shire to provide mountain biking

experiences locally for tourists, visitors and residents alike. (The Feasibility Study was commissioned prior to the announcement that the State had allocated some \$10 million for trails development in Collie. Work is currently now underway to turn Collie and Dwellingup into world-class trail towns).

In early discussions with Common Ground, it was decided to also explore the feasibility of a pump track as a possible additional recreational infrastructure for the Shire. Common Ground advised a pump track can be used for bicycle, skateboard, in-line skates and scooter riders and is a scaled down BMX track which does not require pedalling. Common Ground advised that the Shire's current BMX track site (on Earl Street immediately north of the Narrogin Bowling Club) should not be subject to the feasibility study as BMX freestyle racing is also trending and has become a popular international sport. (BMX freestyle made its debut into the Olympics in 2008 and will be included in the Olympic Games in 2020). Therefore it was agreed that the Shire should keep its BMX facility for its community of BMX enthusiasts, rather than consider turning it over to a pump track site.

The Draft Pump Track & Mountain Bike Trail Feasibility Study 2019 was presented at the Ordinary Council Meeting on 12 July 2019 for the purpose of seeking public comment with any submissions received referred to Council for final consideration prior to formal adoption. Council resolved at that meeting:

"That, with respect to the Draft Shire of Narrogin Draft Pump Track & Mountain Bike Trail Feasibility Study Council advertise the document of the purpose of seeking public comment for a minimum period of 60 days, with any submissions received being referred to Council for final consideration."

The public comment period commenced on 15 August 2019 and closed on 21 October 2019. Public Notices were placed in the Narrogin Observer, on the Shire's website and Facebook page as well as on public noticeboards. Comments were to be submitted to Council in writing by mail or email to the Chief Executive Officer. A copy of the Feasibility Study was made available for download from the Shire's website and hard copies were available for viewing at the following locations:

- Shire of Narrogin Administration offices, 89 Earl Street Narrogin
- The R W (Bob) Farr Memorial Library, Fortune Street Narrogin.

Comment

The Feasibility Study stated there is currently a shortage of pump and jump track facilities in the Wheatbelt Region and that there is demand for a facility in Narrogin, identified through the online community engagement process. Common Ground recommended that a challenge park be developed adjacent to the existing skate park in Gnarojin Park. Challenge Parks are larger scaled developments featuring multiple bike-related facilities and are used to improve riding skills. While the Shire's Gnarojin Park Masterplan, does not include a pump track as a form of recreational infrastructure, the possible installation of a pump track in this location fits with the Masterplan's allocation of recreational space/play areas at each end of the Park's north-south axis. Common Ground has advised there is sufficient space adjacent to the existing skate park for a pump track facility as well as a bike playground and beginner/ intermediate jump lines.

Common Ground's research found that compared to the Western Australian average, the population of the Shire of Narrogin (and the town of Narrogin itself) has a higher proportion of young people under 24 and a lower proportion between 24 and 55. However it referenced 2019 Department of Planning Lands and Heritage research which predicts Narrogin's population to decline from 5,162 (2016 ABS

Census) to 4,725 by 2031. Common Ground acknowledged that the Shire has been proactive in developing a number of plans and strategies which aims to arrest this forecast decline. Examining the feasibility of bike trails and pump tracks is an example of these initiatives as is the development of the Shire's Walk Trails Master Plan. Common Ground stated that recreational infrastructure such as mountain bike trails and pump tracks may well impact positively on retention rates of young families in rural towns as well as presenting a tourist attraction.

In 2017/18 Council allocated a budget to support the development of the Narrogin Walk Trails Masterplan with the aim of capitalising on its natural reserves through walk trails and to explore the ways in which a revamped CBD heritage walk could be connected to trails in the reserves on Narrogin's doorstep. The Walk Trails Master Plan was endorsed by Council in April 2019. It recommends formalising five existing walk trails within Foxes Lair and two trails within the Railway Dam Reserve with general trail maintenance and installation of standardised signage and interpretation along each route. Common Ground recommended these five trails in total, be taken into account during concept development for mountain bike trails and be maintained as walk trails only.

Mountain bike trails are purpose built trails in varying terrain and the terrain available will typically dictate the style of trail built. Having assessed potential mountain bike trail sites within the Shire and undertaken community and stakeholder consultations, Common Ground recommended Foxes Lair, the Commonage and Railway Dam as the most appropriate locations for the development of purpose designed mountain bike trails, advising this terrain is most suitable for cross country style trails. Cross country mountain biking utilises a broad variety of track types such as dirt roads, dedicated paths, single tracks and short or long circuits - anywhere from one kilometre to hundreds of kilometres.

Common Ground identified that the scale of the combined Foxes Lair, Commonage and Railway Dam sites could comfortably accommodate up to 20 kilometres of purpose built mountain bike single track. It recommended that corridor evaluation, detailed design and construction be staged. It advised that approximately ten kilometres of trail will adequately service the current Shire population with a staged development where ten kilometres of trail be built initially, which will show the social benefits of mountain bike trails for Narrogin as well as demonstrate the minimal environmental impact of sustainably built trails. Common Ground advised that any trail development should follow best practice development procedures as outlined in the Western Australian Mountain Bike Management Guidelines. See: <https://parks.dpaw.wa.gov.au/connect/mountain-bike-guidelines-draft>.

A total of four public submissions were received at the close of the Shire's call for public comment on the Feasibility Study. These are documented in Attachment 2. The following stakeholders provided comment:

- The Department of Local Government Sport & Cultural Industries (DLGSC);
- The Department of Biodiversity Conservation & Attractions (DBCA);
- The Narrogin Cycling Collective (NCC) – a recently formed and unincorporated group; and
- Friends of Foxes Lair (FFL) – a long standing unincorporated volunteer group, with a history in contributing to the management, conservation and promotion of the Foxes Lair.

Some of the more salient comments recorded across the four submissions are presented below.

DLGSC

- Any mountain bike trail development should follow the State's "Trail development Process". See <https://www.dpaw.wa.gov.au/management/trails>.
- There are obvious competing land-use values and care should be taken to avoid polarising the community in the implementation of this study. One example of this could be the dissatisfaction of

walkers and mountain bike riders in sharing environments where adequate education, planning and management have not been considered.

- Mountain biking is a growing activity that is physically active, low cost and can be an adventurous pursuit that is exciting and engaging for people of all ages.
- The claims for Narrogin as a mountain bike trail tourism destination should be considered in light of very recent announcements for major developments in Collie and Dwellingup. Narrogin should consider the development of mountain bike trails as a local community development resource and design the trails for local community use.

DBCA

- The Department encourages the Shire, with any new proposals, to ensure that a number of important conservation values are taken into consideration in the planning and development of any new facilities.

FFL

- Narrogin like most towns located away from the coast, is not a tourist destination, but a stopping point for tourists travelling between iconic destinations such as Perth, Avon Valley, Dryandra Woodland, Wave Rock, and the coast but is increasingly being recognised as a wildflower destination.
- Purpose built mountain bike trails will not attract enough visitors to justify the high construction and maintenance costs.
- Shire initiatives on history and ecotourism with greater collaboration with other Shires is more likely to encourage visitors to stay longer than expensive dedicated mountain bike facilities.
- The Shire's Foxes Lair Management Plan indicates that a single purpose mountain bike track is not suitable in the reserve. Adding such a track to the existing trail and road system would have severe consequences to the valuable wildlife and flora values, and other users including bushwalkers, bird watchers, wildflower lovers, families, and dog walkers. There will also be safety risks arising from cyclists and walkers moving between designated trails and internal roads, and more trail bike incursions.

NCC

- The Shire should investigate shared walking/family cycling opportunities that fit in with existing plans as these will benefit residents, particularly families with young children.
- Designate trail corridors through the portion of the property formerly known as Archibald Park on the Railway Dam Reserve at an easy level for family walkers, people with disability and weekend cyclists.
- NCC has clear ideas on how the trail should be designed, constructed and maintained, with designated shared access for different user groups including people with disability and seniors. Suggests NCC be included as part of a holistic design team, to provide design and direction to Council, of location of trails and use.
- The mountain bike trail track should be included as part of a broader tourist heritage cycling/walking/ orienteering /wheelchair friendly information trail, with different grades of trails available.
- All trails be shared with the exception of trails in Foxes Lair due to the need to protect rare flora from bicycles on some trails. Recommends where flora requires protection to investigate construction for an alternate cycle /exercise path.

These comments recorded above in addition to other comments in the Public Comments Schedule, draw attention to the critical need for the Shire to be clear about the rationale or reason for the proposal

for any mountain bike trail in its reserves and for further consultation. The objectives for any mountain bike trail project need to define the overall aims and outcomes and set out the economic, environmental, social and community outcomes. In particular, the Shire needs to confirm the community's preference for family oriented and dual use trails versus purpose built mountain bike single track as recommended by Common Ground.

The Shire sought public comment on Common Ground's draft Feasibility Study at a time when Brighthouse Consulting was drafting the Shire's Tourism Strategy. The Shire is now in receipt of this draft Tourism Strategy.

Brighthouse, was generally in agreement with the proposals set out in Common Ground's Feasibility Study. In conducting community consultations regarding the Tourism Strategy, Brighthouse sought information and comments from the FFL regarding Foxes Lair and the opportunities it presented for tourism. Brighthouse has reported in the Draft Narrogin Tourism Strategy that it concurs with FFL's proposal to create an alternate and integrated network of family cycle/walk trails from the existing walking trails and fire access tracks within Foxes Lair. FFL has explained that the overall purpose of this alternate proposal is to encourage low speed cycling and for users to enjoy the environment rather than to encourage high-speed technical racing. It would appear that NCC's request to investigate shared walking/family cycling opportunities would also be supported by Brighthouse from a tourism perspective.

Brighthouse included a map of the proposed alternate network of shared use cycle trails in Foxes Lair in the draft Tourism Strategy. This network consists of three (3) interconnected circuits (one around each picnic area) which allows access to the town. A map is presented in this agenda item as Attachment 3.

FFL claims these proposed circuits require minimal upgrades or construction work. They are described as follows:

- Circuit 1 (1.2 km) based on the Arboretum picnic area is ideal for beginner cyclists and well suited to the child-friendly picnic area requiring minimal construction cost and environmental disturbance.
- Circuit 2 (1.8 km) based on the clay pit picnic area requires no construction as it follows existing fire access tracks. This circuit only requires clear signage to be installed. This circuit is mainly low slope with two steep slopes.
- Circuit 3 (3 km) based on the Marri picnic area is mostly sloping ground with four steep sections. Most of the circuit is wide enough for a shared use trail but more construction work is required than the other two circuits.

Apart from flagging the need to establish the preference for single use versus shared trails, the public comments clearly highlight the value placed by the community on flora and fauna. The nature of such comments align with recommendations related to ecotourism within the Shire's Draft Tourism Strategy. (For instance, Brighthouse points to the significant visitation to the Dryandra Reserve for 2018 which totalled 96,000 persons according to DBCA data).

Common Ground states sustainable trails are ones which will meet users' needs, reduce environmental impact and require less maintenance and the way to achieve this is to develop the right trail, in the right area, the right way and for the right reasons. As reported previously to Council, it is a given that there are significant environmental, land use and heritage issues that need to be carefully considered by any local government embarking on a trails project. A site assessment (flora and fauna studies, Aboriginal

cultural heritage study and a Phytophthora Hygiene study) for all three sites - Foxes Lair, Commonage and Railway Dam have been recommended by Common Ground as a first stage to any further work.

The State has produced a range of documents which Council can utilise and rely on moving forward. DLGSC has referred the Shire to Parks and Wildlife Services resources comprising a suite of documents which include guides to the trail development process and community consultation processes and templates for a Trail Development Framework, Impact Evaluation and Detailed Design. See: <https://www.dpaw.wa.gov.au/management/trails>. Adopting and applying the Trail Development Framework will ensure clarity with all stakeholders working towards agreed objectives and outcomes, along with assisting and informing the trail planning, design, construction and management stages through the establishment of a stakeholder steering group.

A significant amount of planning for trails development in the Perth region has largely been driven by DLGSC and DBCA and the Shire would need to ensure extensive consultation is undertaken with these two State Government Departments along with identified communities of interest and key stakeholders. DLGSC has advised in its comments on the Feasibility Study that it is interested in being involved in processes aimed at further development of the mountain bike trails concept for Narrogin. It would seem critical that DLGSC be an active member of a future steering group. DBCA has advised the Shire that it would assist during any design stages with the provision of information to ensure that conservation values such as Carnaby cockatoo habitat and threatened flora species are not impacted by the design.

The overall conclusion drawn concerning the direction of the Shire's work regarding proposed cross country mountain bike trails for Narrogin is that the public is in support of the concept however the Shire should proceed under the guidance of DLGSC and that Shire officers should become familiar with all State documents and resources which can contribute to a systematic and orderly approach to moving forward. This preliminary work will ultimately form the foundations for any future grant applications in relation to the project.

The public comments regarding the proposal for a Challenge Park located at Gnarojin Park were favourable. For example, DLGSC stated the pump track/bike park concept, along with accessible mountain bike tracks, would be ideal to service the needs of youth in Narrogin. The recommended positioning of the pump track near the skate park will make for an ideal youth precinct that can be enjoyed by families with children of varying ages.

Consultation

Prior to the public comment period an online community survey was conducted and 161 responses received. An opportunity was also offered to community members to discuss ideas with Common Ground staff in person.

Discussions to determine opportunities and constraints took place with Shire of Narrogin staff and key stakeholders.

- Chief Executive Officer
- Executive Manager, Development and Regulatory Services
- Senior Ranger
- Ranger
- Former Trainee Building Surveyor
- Steve Bennett – Senior Policy Officer, Outdoor Recreation - DLGSC
- Chris Stewart – Regional Operations Manager - Wheatbelt Region DBCA

Statutory Environment

Nil

Policy Implications

The Community Engagement was undertaken consistent with the Council's adopted policy entitled 1.14 Community Engagement Policy.

The following plans have also been referenced:

- Railway Dam (Reserve # 20939) Management Plan 2018
- Shire of Narrogin Walk Trails Master Plan 2018 (Transplan Pty Ltd)
- Foxes Lair Management Plan (2014)

Financial Implications

The financial implications for a mountain bike trail network will be influenced to a good degree by the options chosen between shared use and dedicated trails. For instance, a network of shared use cycle trails in Foxes Lair proposed by FFL, if viewed as an acceptable option by the community for recreational use for walkers and cyclists, would translate to minimal construction and maintenance costs, compared to the proposed \$870,000, estimated by Common Group for stages 1-4 to build dedicated Mountain Bike Trails. However, the estimated costs associated with shared use cycle trails have not been accurately calculated to date.

As DLGSC has stated in its public comments, the indicative cost of building a mountain bike trail is around \$45 per metre and so every opportunity of funding, staging and volunteering should be considered. NCC, in its public comments, has indicated that its members are willing to volunteer in various ways.

Common Ground has offered its opinion of probable cost on the basis of dedicated single use mountain bike tracks.

The opinion of probable cost (corridor evaluation, detailed design and construction) for the first 10 kilometres of mountain bike trail recommended for the Commonage and Railway Dam sites is \$435,000. Site assessment and concept planning costs add an additional \$50,000 but are initial and shared costs for all three recommended sites (i.e. Foxes Lair, the Commonage and Railway Dam). An additional 10 kilometres of trail in Foxes Lair (corridor evaluation, detailed design and construction) is estimated to cost \$435,000. Maintenance is estimated at \$20,000 per annum for 10 kilometres of trail. See table immediately below.

STAGE	MOUNTAIN BIKE TRAILS - ELEMENTS	OPC* (\$)
1	Site Assessment (Flora and Fauna studies, Aboriginal Cultural Heritage study and Phytophthora Hygiene study) for all three sites - Foxes Lair, Commonage and Railway Dam.	30,000
2	Concept planning for all three sites to determine trail network style and extent. Includes audit of existing trails and consideration of other trail users.	20,000
	Sub Total Stages 1&2	50,000
3	For up to 10 km of trail in Commonage and Railway Dam sites. Corridor evaluation	5,000

STAGE	MOUNTAIN BIKE TRAILS - ELEMENTS	OPC* (\$)
	Detailed Design	30,000
	Construction	400,000
	Sub Total Stage 3	435,000
4	For up to 10 km of trail in Foxes Lair:	5,000
	Corridor evaluation	30,000
	Detailed Design	400,000
	Construction	
	Sub Total Stage 4	435,000
	TOTAL	920,000

*Opinion of probable costs

The opinion of probable costs for the concept development design and construction costs for the challenge park (pump track, jump track and small bike playground) is \$570,000 as detailed in the table below. Annual maintenance costs are estimated at \$25,000 per annum.

CHALLENGE PARK ELEMENTS	OPC (\$) DESIGN	OPC (\$) CONSTRUCTION	OPC (\$) MAINT. P/A	NOTES
Concept development	30,000			For entire site to determine final site layout.
Pump track	20,000	200,000	10,000	Surrounding landscape design is a separate cost
Jump track	15,000	200,000	10,000	Beginner and intermediate lines set to fit comfortably within the site.
Small bike playground	5,000	100,000	5,000	
TOTAL	70,000	500,000	25,000	

*Opinion of probable costs

CEO Comment

*While appropriate site assessments and concept development can be considered by Council during 1920/21 budget deliberations, Council should be cognisant of what appears to be, as an outcome of public comments, a community preference for shared trails. These are likely to require significantly less capital investment. Proceeding along this path will require a significantly lower investment both from the Shire of Narrogin and potential funding contributors and be more easily accommodated in the Shire's Long Term Financial Plan. **However further consultation with the community is required to fully explore the opportunities presented in the Feasibility Study.***

The investments supported by the State Government in relation to dedicated mountain bike trails aimed at the tourism market in nearby Dwellingup and Collie are indicatively not going to be replicated in Narrogin.

The DLGSC feedback and community input both appear to be more supportive of the concept of local scale and shared use cycling, hiking and walking trails, notwithstanding the need to manage the potential of conflict between users through good design, education and appropriate signage.

Proceeding along this path will require a significantly lower investment both from the Shire of Narrogin and potential funding contributors, and more easily be able to be accommodated in the Shire's Long Term Financial Plan.

Strategic Implications

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
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:	2.1 Provision of youth services
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)
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 the Shire of Narrogin Draft Pump Track & Mountain Bike Trail Feasibility Study 2019, Council endorses the Study, subject to the following:

1. Note the submissions received during the public advertising period as per the Public Comments Schedule (Attachment 2) and thank them for their input and advise them of the outcome.
2. Support the recommendation for the design and construction for a Challenge Park comprising of a pump track, bike playground and beginner/intermediate jump lines adjacent to the existing Skate Park in Gnarojin Park and include the concepts in the latter years of the Long Term Financial Plan, including the need to identify significant grant funds to undertake the works.
3. Not support the recommendation for the design and construction of dedicated mountain bike trails in Foxes Lair and Railway Dam Reserve, due to the community indicating their preference for utilising existing paths and trails where practical, for local scale and use shared paths.
4. Consider in the 2020/21 Budget the resources or funding necessary to undertake additional community consultation and reviews of the existing comprehensive public domain site specific studies relating to Flora and Fauna, Cultural Heritage and Phytophthora Hygiene studies) of Foxes Lair, Commonage and Railway Dam, for local scale shared use paths, consistent with point 3 above and Attachment 3.
5. Include the concepts at point 4 in the Long Term Financial Plan, including the need to identify appropriate grant funds to undertake the works.



DRAFT
SHIRE OF NARROGIN
PUMP TRACK &
MOUNTAIN BIKE
TRAIL
FEASIBILITY STUDY
2019

Prepared by Common Ground Trails Pty Ltd for the Shire of Narrogin, June 2019.

ACKNOWLEDGEMENTS

Common Ground Trails wishes to acknowledge the contribution of the Project Manager, Susan Guy (Manager Community Leisure and Culture, Shire of Narrogin) Shire of Narrogin staff, project stakeholders as well as the valuable input from, organisation representatives, users and individuals.

The Shire of Narrogin is located on the tribal lands of the Noongar People. We acknowledge the Noongar People as traditional owners of the land and recognise their continuing connection to Country.

DISCLAIMER

Common Ground Trails Pty Ltd, its employees, directors and associated entities shall not be liable for any loss, damage, claim, costs, demands and expenses for any damage or injury of any kind whatsoever and howsoever arriving in connection with the use of this Plan or in connection with activities undertaken in mountain biking generally.

While all due care and consideration has been undertaken in the preparation of this report, Common Ground Trails Pty Ltd advise that all recommendations, actions and information provided in this document is based upon research as referenced in this document.

Common Ground Trails Pty Ltd and its employees are not qualified to provide legal, medical or financial advice. Accordingly, detailed information in this regard will require additional professional consultation in order to adequately manage and maintain the facilities and reduce risk.

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EXECUTIVE SUMMARY

Common Ground Trails have been engaged by the Shire of Narrogin to undertake a detailed feasibility study for the development of a pump track facility within Narrogin and a network of mountain bike trails within the vicinity of the town site.

The demand for mountain bike facilities is growing as evidenced by national and local studies. Studies into children's participation in cultural and leisure activities, undertaken by the Australian Bureau of Statistics, indicate the rising popularity of wheeled sports over organised sports. Targeted surveys to determine interest in mountain bike facilities undertaken by Common Ground Trails for both the Shire of Narrogin and other local government authorities in the Perth region indicate a strong interest in purpose designed facilities.

Stakeholder and community engagement involved discussions with key stakeholders, an online community survey and opportunity to discuss ideas with Common Ground Trails staff in person. Meetings to determine opportunities and constraints were held with staff from the Shire of Narrogin, the Department of Local Government, Sport and Cultural Industries (DLGSCI), the Department of Biodiversity, Conservation and Attractions (DBCA) and local community members with a keen interest in mountain biking. The online community survey received 161 responses with a vast majority in favour of mountain bike facilities.

Assessment of potential sites within the Shire was undertaken considering tenure, location, scale, strengths and weaknesses of each site.

Following stakeholder and community engagement and assessment of potential sites within the Shire of Narrogin, Common Ground Trails recommend that development of a pump track (or challenge park) facility and purpose designed mountain bike trails are feasible. Cycling facilities have been proved to offer a multitude of social and economic benefits to communities and Narrogin is well placed to reap these benefits.

Of the sites assessed it is recommended that a pump track (or challenge park including a pump track, bike playground and beginner/intermediate jump lines) be developed adjacent to the existing skate park in Gnarrogin Park. Opportunity to capitalise on existing support infrastructure such as shelter, toilets and access paths as well as proximity to town and complimentary neighbouring recreation uses make this site ideal for a challenge park.

Foxes Lair, the Commonage and Railway Dam are recommended as the most appropriate sites for development of purpose designed mountain bike trails. Proximity to town and scale of the sites together with existing use of the reserves by mountain bikers suggest formal development of mountain bike trails would provide a valuable recreation resource. The scale of the site could comfortably accommodate up to 20km of purpose built mountain bike single track.

Common Ground Trails recommend following the development process as outlined in the **Western Australian Mountain Bike Management Guidelines** (link below)^A. Preliminary costings for each development stage are outlined in the report. The risks to the Shire of Narrogin in developing mountain bike facilities are mainly connected to the use of the track, rather than the planning, design and construction phase and can be managed with appropriate design and management.

^A. <https://www.dpaw.wa.gov.au/management/trails>

INTRODUCTION

Recognising the increasing popularity of mountain bike facilities and their economic and social benefits the Shire of Narrogin engaged Common Ground Trails to undertake a detailed feasibility study for the development of a pump track facility within Narrogin and a network of mountain bike trails within the vicinity of the town site.



Precedent image: Kingsley Pump and Jump Trail - City of Joondalup

CONTEXT

SITE CONTEXT

Located approximately 200km south east of Perth, the Shire of Narrogin is a thriving rural community. With a population of just over 5000¹ the Shire acts as a regional centre providing many services to other communities in the South Central Wheatbelt.

DEMOGRAPHICS

When compared to the Western Australian average, the population of the Shire of Narrogin (and the town of Narrogin itself) has a higher proportion of young people under 24 and a lower proportion between 24 and 55 (refer to Figure 1). In terms of population growth Narrogin is predicted to decline from 5,162 recorded in the 2016 census to 4,725 by 2031². The Shire of Narrogin, aware of this projection, has been proactive in developing a suite of plans and strategies aimed to arrest this forecast decline. The proposal to explore the feasibility of bike trails and pump tracks is an example of these initiatives. Recreational infrastructure such as mountain bike trails and pump tracks may well impact positively on retention rates of young families in rural towns as well as present as a tourist attraction.

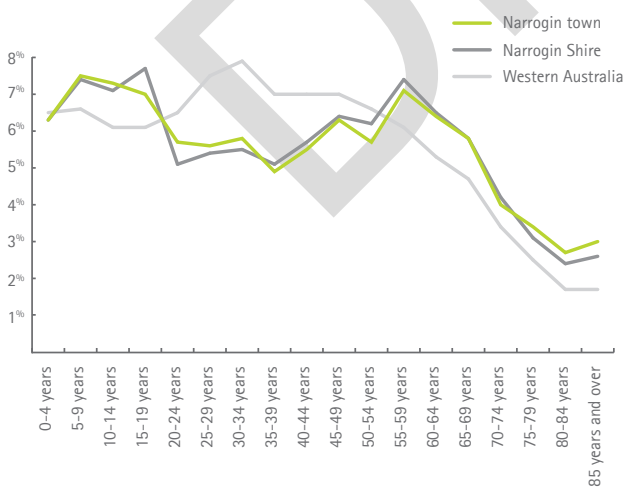


Figure 1. Narrogin townsite, Shire of Narrogin and Western Australia – Age Distribution¹.

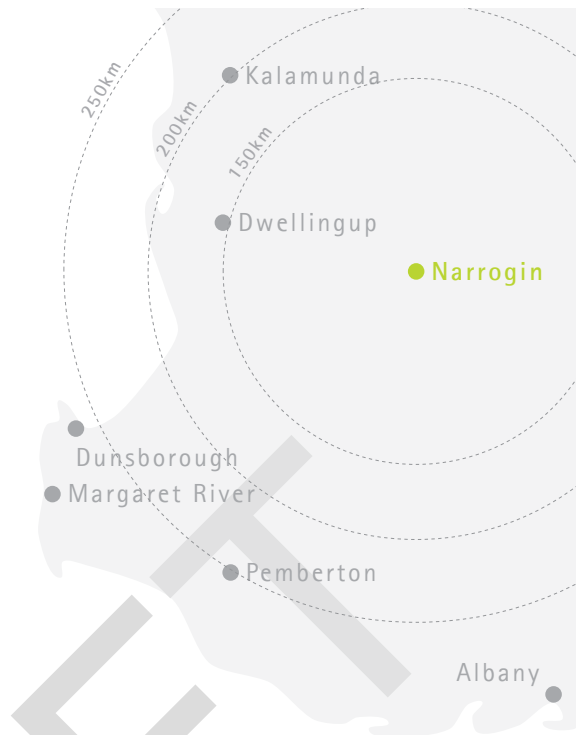


Figure 2. Existing mountain bike destinations

EXISTING CYCLING FACILITIES

The skate and active wheeled sports scene is highly activated and popular within the Perth Region and the greater WA context.

Figure 2 shows the existing mountain bike destinations in WA and in the vicinity of Narrogin. The closest is Dwellingup 150km to the north west.

There is currently a shortage of pump and jump track facilities in the Wheatbelt Region. There is demand for a facility in Narrogin, as indicated by the results of the community engagement undertaken for this feasibility study (refer to consultation section on page 12).

1. ABS (2019), 2016 Census data. https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA56460?opendocument. Accessed 17 May 2019

2. DPLH (2019), WA Tomorrow population forecasts. <https://www.dplh.wa.gov.au/information-and-services/land-supply-and-demography/western-australia-tomorrow-population-forecasts>. Accessed 17 May 2019

FACILITY TYPES AND TRENDS

In order to assess the suitability and the appropriateness of a cycling facility within Narrogin, it is important that a sound understanding of the potential facilities is established. Within urban interface sites there are a range of facilities that can be developed including; BMX tracks, Pump Tracks, Jump Tracks, Skills Tracks and Safety Tracks. Where there is appropriate land available longer purpose built mountain bike trails may also be appropriate.

PUMP TRACKS

A pump track is a 1-3 metre wide track that can be used for bicycle, skateboard, in-line skates and scooter riders to practice skills on a series of features, such as berms and rollers placed in quick succession. Essentially they are scaled down BMX tracks which do not require pedaling. 'Pump' refers to the action made by riders pushing down with their arms and legs to manoeuvre the bike or board over features to maintain momentum without pedaling or pushing-off the ground. Typically, tracks can be ridden continuously, and different combinations of features can be linked to provide a varied challenge. Bike handling skills can be transferred to other mountain bike tracks. Well designed pump tracks cater for all abilities, with all features being roll-able for beginners, and allowing for progression to pumping, and even jumping for more advanced riders. Riding a pump track is easy and children are typically comfortable using them within 10-20 minutes.

A well designed pump track provides enough challenges to stay attractive for years, because the rollers and berms can be combined and transitioned in different directions, creating opportunity for skilled riders to do jumps and maneuvers. Pump tracks can be made from natural soil, hardened surfaces, wood, fibreglass, concrete or asphalt. Historically pump tracks were constructed from natural soil blends and required significant ongoing maintenance. More recently, world's best practice is tending toward lower maintenance surfacing techniques and materials, such as asphalt, which are inclusive for a larger user base of wheeled-sports including skateboarding, scooters, in-line skates and non-off road bikes.



JUMP TRACKS

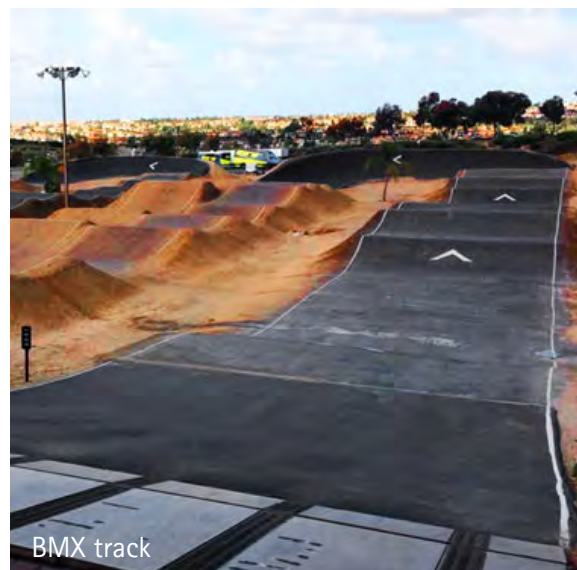
Jump tracks typically feature a series of jumps of various size and technicality in multiple lines. Provision of jump tracks is a vital inclusion allowing for progression for young people through to adults who seek an alternate and often more challenging experience than a pump track. Jumps are developed so that they allow for progression while always keeping safety in mind. Featuring all types of jumps, including table-tops, gaps, step-ups, step-downs and hips, with features linked so riders flow immediately from one to the next. Ideally, a rider will not have to brake between jumps. Well designed jump tracks offer a wide variety of challenges, from easy rollers to big jumps. A diversity of lines will allow riders to build their skills gradually and will create a park that is fun for all abilities. Typically, jump lines are arranged side-by-side in increasing difficulty, all starting at a common roll-in hill and traveling in the same direction. Jump tracks are primarily constructed of soil, however increasingly jump take offs and entire jump lines are being made from hardened surfaces, such as wood, concrete and asphalt. This significantly reduces ongoing maintenance and improves rideability.

BMX TRACKS

BMX tracks typically consist of a single lap track usually between 300-400m, constructed from compacted dirt or asphalt, with a start ramp and features such as tabletops, gap jumps and rhythm sections. BMX racing rewards strength, quickness, and bike handling. BMX tracks are typically used in a structured and organised setting rather than unstructured play.



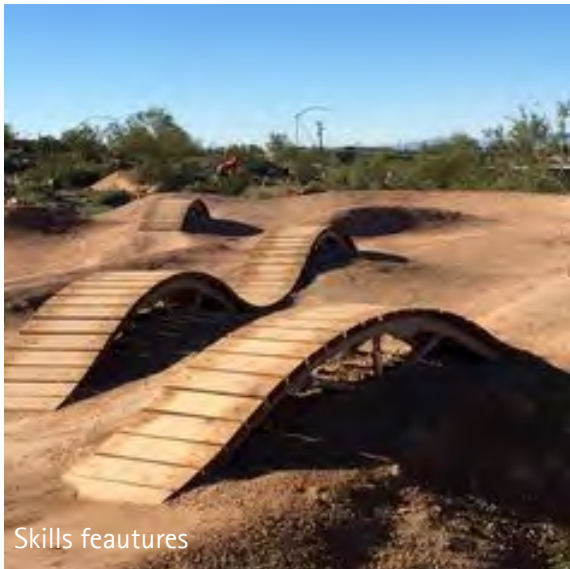
Jump lines



BMX track

SKILLS TRACKS

Skills tracks feature man-made technical trail features that test the skills of a rider and allow them to try features that they may encounter on trails in the region. Typical features may include log rollovers, log rides, balance planks, rock drops and other technical features. They can also incorporate street features such as rails and wall rides, or freeride stunts like ladder bridges, skinnys, teeters and drops. Importantly all features are built with progression allowing users to start small and build their confidence up to larger features. Successfully executed skills park areas feature a diverse range of materials and can look like well landscaped areas or 'nature play' areas with natural features such as timber, logs and rocks.



Skills features

SAFETY TRACK

Road and Cycle Safety Tracks makes learning road rules fun for young people on bikes and scooters. A Safety Track features a miniature road network giving real-life experiences while learning essential safety skills. Safety Tracks are designed to enable; reading traffic signals, crossing railways and school crossings, negotiating roundabouts and gutters, recognising traffic signs and line marking, and cycling on roads or footpaths. Safety tracks are typically constructed using materials and features as they would be encountered in the real world including asphalt and concrete combined with various line marking and road safety signage. To improve the enjoyment of these tracks, features like fuel stations and parking areas are included for diversity.

The Shire of Narrogin recently installed a small safety track at Ashworth Park which should prove popular with local kids.



Safety Track

BIKE PLAYGROUND

Bike playgrounds include features such as tunnels, ramps, walls, and balance planks and are designed to suit a more playful riding style, incorporating tricks and highly skilled riding. Typically bike playgrounds have a more urban character, with constructed elements rather than more natural features.



Bike Playground

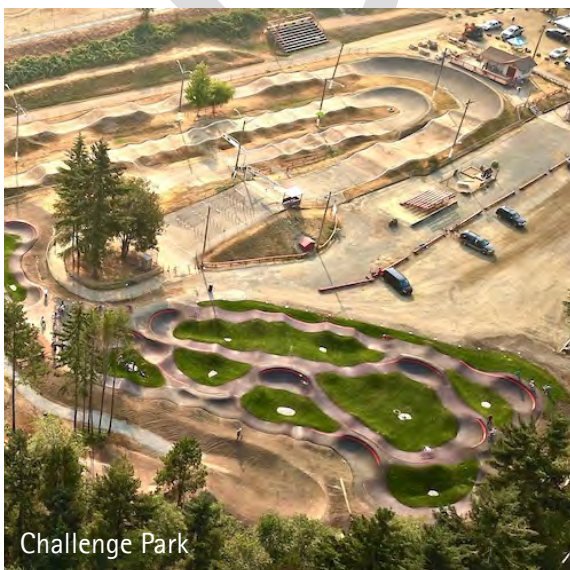
CHALLENGE PARKS

Pump, jump, skills and safety tracks are often integrated into one, larger-scale, seamless facility under the banner of challenge parks. Challenge parks are larger scaled developments featuring multiple bike related facilities and are used to improve riding skills. Their combined facilities provide an excellent entry point into bike riding while offering technical riding features for more advanced riders all within one convenient and safe location.

Challenge parks are typically developed with soft landscaping, hardscaping and site improvements turning the area into an aesthetically pleasing community hub and making them suitable for urban interface developments. Due to their offerings, challenge parks also often act as a trailhead or hub for the area's greater trail networks. Urban interface challenge parks provide significant community benefit with extensive use from youth, but also recreation enthusiasts and, when of significant scale, tourists. Such facilities have proven extremely successful nationally and internationally.

MOUNTAIN BIKE TRAILS

Mountain bike trails are purpose built trails in varying terrain. The terrain available will typically dictate the style of trail built (Refer to Appendix A for full list of different trail types). The terrain in the Shire of Narrogin will suit cross country style trails. Cross country mountain biking utilises a broad variety of track types such as dirt roads, dedicated paths, single tracks and short or long (anywhere from 1 km to hundreds of km's) circuits. Usually, this type of track involves climbing and descending, and depending on the location can cover various degrees of steepness and includes a wide variety of terrain. Cross country riding is one of the most popular and caters to both recreational and competitive riders.



Challenge Park

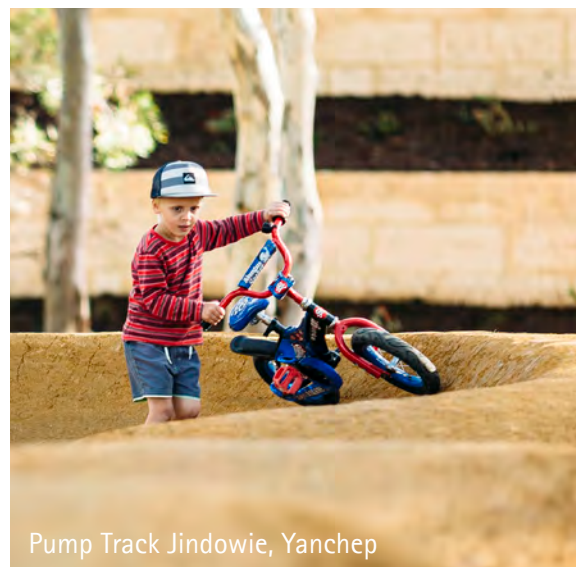


Mountain Bike Trail

BENEFITS OF CYCLING FACILITIES

Due to their ability to cater for people of all ages and families, the demand for pump tracks and challenge parks is quickly growing (refer to Participation and Consultation sections of this report for participation statistics). Challenge parks and mountain bike trails offer a range of benefits. These are set out below:

- Challenge parks cater for the growing trend in cycling as a recreation activity and provide a safe and fun environment for young people to learn bike handling skills. Local mountain bike networks often connect to pump track facilities in parks and public open space where adults and children can ride in a safe environment;
- Provide a low cost recreation opportunity for under privileged community members;
- Attract visitors to the local area, particularly families looking for activities on school holidays;
- Promote physical activity improving health and wellbeing;
- Pump tracks can be built in small areas connecting with existing sporting precincts, parks, trails and even lakes, beaches and golf courses;
- If designed appropriately, pump tracks can cater for a range of users, such as scooters and skateboards but only if surfaced with concrete or asphalt;
- Pump tracks can create passive surveillance through use by community members in otherwise quiet or unused areas;
- Pump tracks can be ridden by people of all ages, from toddlers on pedalless balance-bikes, to teenagers, through to over-55s and older people; and
- Mountain bike trails with a suitable range of classification can be ridden by people of all ages and abilities.



PARTICIPATION

Wheeled sports have recently been shown to be growing in popularity over organised sports across Australia. Research undertaken by the ABS into Children's Participation in Sport and Physical Recreation found that participation rates for physical recreation activities such as skateboarding, bike riding and roller blading were much higher than organised sports (Refer to Table 1). The research also indicated increasing participation rates for both males and females (Refer to Table 2). Note data relating to skateboarding and roller blading in the years 2009 and 2012 also incorporates scooter riding. More recent data is yet to be released however in the 6 years since this study anecdotally the popularity of wheeled sports has continued to grow.

Table 1. Comparison of organised sport vs wheeled sports 2012.³

Males	No ('000)	Participation
Soccer	309.7	21.7
Bike riding	998.8	69.9
Skateboarding or roller blading	857.8	60.0
Females	No ('000)	Participation
Dancing	367.4	27.1
Bike riding	770.6	56.8
Skateboarding or roller blading	640.0	47.2

Table 2. Growth in wheeled sports participation rates across Australia 2009-2012.³

	Males		Participation	
	No ('000)		2009	2012
	2009	2012	2009	2012
Bike riding	992.5	998.8	66.1	69.9
Skateboarding or roller blading	780.4	857.8	55.9	60.0
Females	No ('000)		Participation	
	2009	2012	2009	2012
Bike riding	721.1	770.6	54.4	56.8
Skateboarding or roller blading	562.2	640.0	42.4	47.2

Participation in BMX racing has increased dramatically since the discipline made its Olympic debut at the 2008 Beijing Games and Australia is now the second largest BMX nation in the world⁴. Membership of BMX Sports Western Australia has more than doubled since 2005 (1,156 members in 2005 2,810 members in 2017)⁴. BMX club membership in Western Australia has a young demographic, with 72% of riders under 17⁵. BMX and pump track facilities are widely recognised as a primary gateway into cycling (in particular mountain biking) for young people, with participation building skills, physical attributes and tactical knowledge transferable to other cycling disciplines.

Mountain biking in Western Australia is growing in popularity. The Western Australian Mountain Bike Strategy identified young people as being underrepresented in mountain bike participation⁶. Increasing availability and accessibility of different styles of trail offering different levels of technical difficulty is one of the recommendations aimed at reducing barriers to participation⁶.

Anecdotal evidence from recently opened facilities around Perth indicates there is a need locally for more purpose designed facilities. Kingsley Pump and Jump Park in City of Joondalup opened in 2017 and includes a pump track, jump track, and safety track. This facility consistently draws crowds especially on weekends, with people traveling large distances to visit the facility. Dwellingup recently opened a pump track and skate facility, located in the town, adjacent to the existing playground and oval. Locals are enjoying the facility during the week and large crowds are visiting on weekends and during holiday periods. This pump track is the largest in WA currently (approx 800sqm) and features beginner, intermediate and advanced line options.

3. ABS (2012), Children's Participation in Cultural and Leisure Activities, Australia, 2012, code 4901.0.

4. Western Australia Strategic Cycling Facilities Review (2017)

5. BMX Sports Western Australia. (2017). 2016-2017 Annual Report.

6. Western Australian Mountain Bike Strategy 2015 - 2010
Unlocking the potential.

CONSULTATION

As part of determining the feasibility of mountain biking facilities in Narrogin, comprehensive community and stakeholder engagement was carried out in order to gauge community support for the proposal and to:

- Understand the demand for pump tracks, mountain bike trails and other cycle facilities;
- Understand the values and objectives of land managers, agencies, industry organisations, community groups and surrounding neighbours;
- Understand the key issues impacting land managers, community groups and general trail users; and
- Identify potential opportunities for future development.

STAKEHOLDER ENGAGEMENT

As part of the process of collecting information, assessing ideas, issues and requirements, Common Ground met with the Shire of Narrogin's CEO, Manager Community Leisure and Culture, Building Surveyor and Shire Rangers. The key points of discussion included:

- Outlining the different types of mountain bike facilities and their suitability for Narrogin;
- The economic potential of these facilities for the town of Narrogin, and the need for facilities to allow for event opportunities;
- Identification of potential sites for a pump track and mountain bike trails;
- Current known proposals for facilities in the vicinity of the Shire such as Dryandra National Park to the North West of town; and
- Management and maintenance considerations.

Discussions were also held with key government agency's including DLGSCI and DBCA, who indicated support for development of mountain bike facilities in appropriate locations. While there is no formal mountain bike club in Narrogin currently, there are a few keen individuals pursuing the development of the sport locally. Valuable discussions were held with each of these individuals. Discussion focused on creation, use and management of existing trails,

potential locations for a network of trails and desires of the local riders in terms of style of trail.

COMMUNITY ENGAGEMENT

A short online survey was made available for a period of two weeks and promoted on the Shire's Facebook page and through local and broader community email networks, including mountain bike clubs. The intent of the survey was to gain an understanding of:

- The demand for trails within the study area and surrounds;
- Distance users would be prepared to travel to use a facility;
- Preferred trail type;
- Preferred style and difficulty of trail;
- Demographics of participants; and
- Travel habits/ participant experiences.

Complementing the survey, locals were given opportunity to meet with Common Ground staff to engage in discussions around ideas and concerns. Common Ground were available at the Narrogin Coles from 3pm-6pm on the 17 May 2019.

A vast majority of respondent's were in support of both a pump track facility and purpose built mountain bike trails (refer to Figure 3). Of those respondents who identified as not local a network of trails 10-20km in length would be enough to entice them to Narrogin and over 20km would prompt return visits. Respondent's rider ability was spread from beginner to advanced indicating a facility and trails which cater for beginners and for rider progression is needed. A majority of respondents were in the age group 35-44 however 52% of respondents in this age bracket indicated they ride with their children, suggesting a higher proportion of youth interest than the age of survey respondents would indicate. A vast majority of general comments received through the survey were positive and in favour of mountain bike facilities in Narrogin (refer to Appendix C).

Stakeholder and community engagement suggests that the local and broader community would use a pump track and mountain bike trails

in the Shire. Establishment of a facility should also consider design for beginners ensuring potential for growth in participation and maximising of the benefits of cycling within the community.

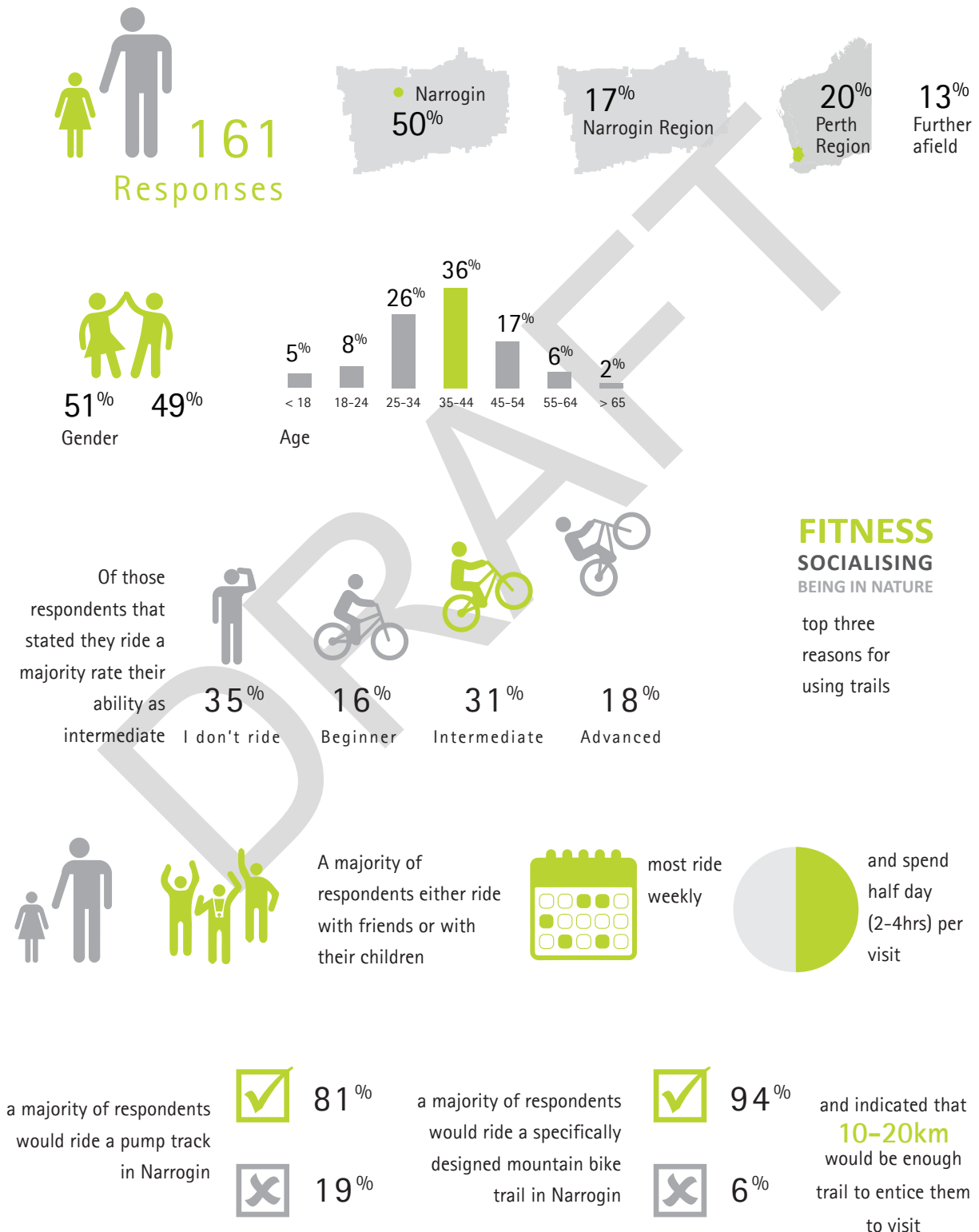


Figure 3. Snapshot of results from the community survey conducted by Common Ground in May 2019.

SITE ASSESSMENT

While there is potential for significant community and social benefit through the development of mountain bike facilities, there are also risks associated with inappropriate development. The cornerstone of successful development is appropriate site selection. The following characteristics must be considered when identifying and assessing a site:

- Proximity to supporting recreation activities;
- Accessibility for users;
- Connectivity to related activities;
- Terrain and geology of site;
- Hydrology / drainage;
- Tenure and deliverability;
- Competing site uses;
- Impact on surrounding land use;
- Scale of site; and
- Flora, fauna, cultural and hygiene constraints.

In order to establish if Narrogin has an appropriate location for a challenge park and a network of mountain bike trails an assessment of potential sites was undertaken. Sites were identified through stakeholder consultation and desktop analysis. A range of sites were immediately ruled out due to having significant existing development and established use. An on ground review and desktop assessment of the identified sites was undertaken using a broad set of criteria including:

- Tenure - appropriate land manager;
- Location - proximity to existing recreation areas;
- Scale - physical and usable size of site;
- Strengths - positive attributes of the site; and
- Weaknesses - negative attributes of the site.

Refer to Figures 4 and 5 and Tables 3 and 4 for site assessment details.

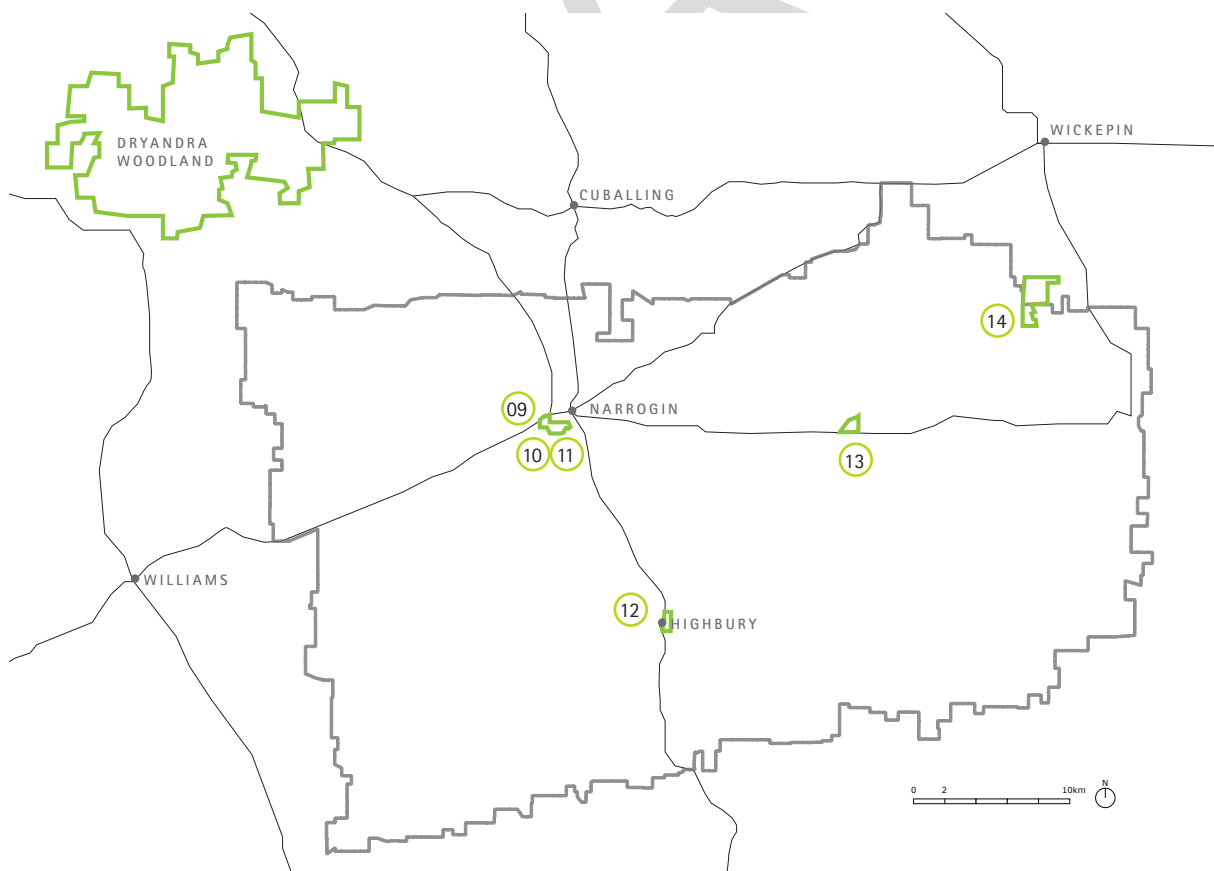


Figure 4. Sites assessed for a mountain bike trail network. Dryandra Woodland wasn't assessed but is identified and located as it is a site with proposed mountain bike trails.



Figure 5. Sites assessed for a challenge park and mountain bike trail network

DR

CHALLENGE PARK SITES

Table 3. Challenge park site assessment

ID	LOCATION	TENURE	SCALE (Ha)	USE/ZONING	STRENGTHS	WEAKNESSES
01	Pitt St	Shire Reserve	0.6622	Recreation	Connectivity to future related trails, appropriate terrain, tenure and deliverability, no competing site uses, scale of site.	Potential impacts on surrounding residential areas, accessibility for users.
02	Archibald Park	Shire Reserve	4.8241	Recreation	Connectivity to future related trails, tenure and deliverability, no competing site uses, scale of site.	Accessibility for users, terrain requires significant work to make suitable.
03	Former Railway Tennis Club (southern end of Gnarojin Park)	Shire Reserve	1.7301	Community and Recreation	Proximity to supporting recreation activities, accessibility for users, connectivity to future related trails, appropriate terrain, tenure and deliverability, no competing site uses, minimal impact on surrounding land use, scale of site.	Requires drainage upgrade.
04	Adjacent skate park (within Gnarojin Park)	Shire Reserve	0.4084	Community and Recreation	Proximity to supporting recreation activities, accessibility for users, appropriate terrain, tenure and deliverability, no competing site uses, minimal impact on surrounding land use, scale of site.	Distance from future related trails.
05	BMX/Old Golf course	Crown Reserve	1.4678	Recreation	Proximity to related recreation activities, appropriate terrain, tenure and deliverability, no competing site uses, minimal impact on surrounding land use, scale of site.	Distance from future related trails, accessibility for users.
06	Garfield St	Shire Reserve	1.0812	Recreation	Appropriate terrain, tenure and deliverability, no competing site uses, scale of site.	Potential impacts on surrounding residential areas, distance from future related trails, accessibility for users.
07	Little athletics	Shire Reserve	0.6063	Recreation	Appropriate terrain, tenure and deliverability, no competing site uses, scale of site.	Potential impacts on surrounding residential areas, distance from future related trails, accessibility for users.
08	Northwood St	Shire Reserve	1.2254	Recreation	Appropriate terrain, tenure and deliverability, no competing site uses, scale of site.	Potential impacts on surrounding residential areas, distance from future related trails, accessibility for users.

Of the sites identified and assessed within Narrogin, Common Ground recommends that site 04 adjacent to the existing skate park is the most appropriate for development of a challenge park. Features which make this site desirable include;

- Potential central trail head for future trail networks;
- Sufficient scale to host full challenge park;
- Improvement of disturbed and minimally managed site;
- Enhanced community based entry statement for township;
- Accessibility from town centre;
- Proximity to existing skate park precinct;
- Appropriate terrain and geology;
- Existing and proposed hydrology / drainage solutions;
- Site under management of Shire;
- No competing site uses and complimentary neighbouring use in the skate park;
- Minimal impact on surrounding land use;
- Existing mature trees on site for shade; and
- Existing support infrastructure including Changing Places accessible toilet facility.

The proposed site is a unique opportunity to develop a leading bike facility within the urban context of Narrogin. The ideally located site offers current and future potential for development of an outstanding facility catering for diverse user groups, promoting progression and allowing for entry into mountain biking as a recreation and sport. This facility has the potential to be one of the benchmark community mountain bike facilities for Australia and has the potential to showcase Narrogin's unique characteristics.

While the feasibility study was asked to investigate a pump track only there is potential for the site to also host other complimentary cycling facilities such as a bike playground and beginner/intermediate jump lines. A more advanced jump facility would be best placed at Site 02 Archibald Park with the possibility of a community managed facility should there be sufficient interest from riders (refer to City Park case study, pg 29). Archibald Park is more suited to this type of facility due to existing disturbance and scale of site.

The Narrogin Park Masterplan does not include a pump track, however the Shire agrees the Masterplan's intent was to identify areas within the Park to activate. There is sufficient space adjacent the skate park for a pump track facility (and a bike playground and beginner intermediate jump lines). Placement of a pump track here fits with the intent of the Masterplan to place recreation/play areas on the ends of the north-south axis of the Park. The Masterplan proposal for native plantings and a social/events space in this vicinity, wouldn't be impacted (refer to Figure 7).



Figure 6. Recommended site for pump track, bike playground and beginner/intermediate jump lines.



Figure 7. Recommended location for pump track, bike playground and beginner/intermediate jump lines in context of the Gnarojin Park Masterplan.



Figure 8. Gnarojin Park – Recommended approximate location for pump track, bike playground and beginner/intermediate jump lines.



Figure 9. Example facility and feature images.

MOUNTAIN BIKE TRAIL NETWORK SITES

Table 4. Mountain bike trail site assessment

ID	LOCATION	TENURE	SCALE (Ha)	USE/ZONING	STRENGTHS	WEAKNESSES
09	Foxes Lair Reserve	Shire Reserve	64.432	Recreation	Existing network of community built trails, scale of site, appropriate terrain and geology, proximity to town.	Significant Flora and Fauna values
10	Commonage	Shire Reserve	53	Recreation	Existing network of community built trails, scale of site, appropriate terrain and geology, proximity to town.	Significant Flora and Fauna values
11	Railway Dam	Shire Reserve	16	Recreation	Existing network of community built trails, appropriate terrain and geology, proximity to town.	Areas of disturbed land not suitable for trails. (note these disturbed areas are suitable for advanced jump lines)
12	Highbury Nature Reserve	Crown Land	51	Nature Reserve	Proximity to services in Highbury, scale of site.	Nature Reserve precludes all recreation activity apart from walking. Distance from large population centre.
13	Yilliminning Rock	Crown Land	80	Recreation and Open Space	Scenic landscape.	Significant Flora and Fauna values, scale of available space for trails
14	Bird Whistle Nature Reserve	Crown Land	1031	Public Purpose / Nature Reserve	Appropriate terrain, no competing site uses, scale of site.	Significant Flora and Fauna values, distance from population centre. Nature Reserve precludes all recreation activity apart from walking.

Of the sites identified and assessed within the Shire, Common Ground recommends that Foxes Lair Reserve, the Commonage and Railway Dam are the most appropriate for development of mountain bike trails. Features which make these sites desirable include;

- Sufficient scale for up to 20km of trail;
- Appropriate terrain and geology;
- Accessibility from Narrogin town site;
- Site under management of Shire;
- Complimentary site uses; and
- Minimal impact on surrounding land use

Yilliminning Rock was ruled out due to the scale of the site and natural values. Other reserves within the Shire of Narrogin including Birdwhistle Nature Reserve and Highbury Nature Reserve have been ruled out based on land tenure. These reserves are classed as Nature Reserves with the primary purpose under the Conservation and Land Management Act 1984 for the conservation of flora and fauna (Section 6 (5)). The only conditionally permissible recreation activity within gazetted nature

reserves is passive bushwalking activities on trails specifically developed for the interpretation and appreciation of flora and fauna.

It should be noted that the 2011 Dryandra Woodland management plan⁶ proposes development of mountain bike trails in the western region of the park. While development of these trails is not imminent, cyclists already use the fire roads and management roads and Narrogin is well placed to leverage tourism/ economic benefits from this destination. Development of mountain bike trails in Foxes Lair, Commonage and Railway Dam sites should complement the experience developed in Dryandra Woodland and promotion and marketing should consider linking the two experiences.

6. Department of Environment and Conservation (2011) Dryandra Woodland Management Plan No. 70.

There is an existing network of community built mountain bike trails within the Foxes Lair, the Commonage and Railway Dam sites which have informally developed over several years. Any proposed development of mountain bike trails on these sites should involve an audit of these trails to assess their long-term sustainability and suitability for inclusion in a coherent network of trails which would contain a range of trail classification. The scale of these sites could potentially and comfortably accommodate up to 20km of purpose built mountain bike single track.

Trail development should follow best practice development procedures as outlined in the Western Australian Mountain Bike Management Guidelines. Common Ground recommends that mountain bike trails be developed in stages as outlined below.

STAGE 1	Site Assessment For Foxes Lair, Commonage and Railway dam sites Including detailed trail audits, Flora and Fauna study, Aboriginal Cultural Heritage study, and Phytrophora hygiene study
STAGE 2	Concept Development For Foxes Lair, Commonage and Railway dam sites
STAGE 3	Detailed Design and Construction For trails within Commonage and Railway Dam sites
STAGE 4	Detailed Design and Construction For trails within Foxes Lair

The Foxes Lair, Commonage and Railway Dam sites are popular local reserves which also cater for bushwalking, trail running, picnics and organised events such as orienteering. Consideration of other park uses is essential in development of mountain bike trails. In cases where the risk of user conflict is low and trails are low speed for cyclists, consideration can be given to dual use trails. However it is recommended that where possible walk and mountain bike trails be single use and specifically designed for each user group.

The recently completed Shire of Narrogin Walk Trails Master Plan recommended formalising existing walk trails within Foxes Lair and the Railway Dam Reserve with general trail maintenance and installation of standardised signage and interpretation along each route. These routes should be taken into account during concept development for mountain bike trails and maintained as walk only trails.

Given the significant flora and fauna values in Foxes Lair and the network of existing walk trails it is recommended that the bulk of mountain bike trails be focussed within the Commonage. The balance of walk and mountain bike trails should be carefully considered in the concept development stage.

Sustainable trails meet user's needs, reduce environmental impact and require less maintenance. The way to achieve this is to develop the right trail, in the right area, the right way and for the right reasons. Following best practice development procedures as outlined in the [Western Australian Mountain Bike Management Guidelines](#) will ensure that mountain bike trails developed in Foxes Lair, the Commonage and Railway Dam are sustainable from an environmental and user perspective.

Department of Water managed land to the south west of Foxes Lair has potential to host future expansion of mountain bike trails, however at this stage restrictions on recreation activity will limit development of trails.

TRAIL DEVELOPMENT

A staged planning and development process is highly recommended to achieve a successful pump track and mountain bike trail facility. The development process is similar to most construction projects with planning, design and construction stages. The full recommended development process is outlined in the Western Australian Mountain Bike Management Guidelines. The key stages are briefly discussed below.

PLANNING

Determining the framework for a project is vital to its ongoing success. The framework stage uses stakeholder consultation to document the project brief, scope, scale and target user groups, stages of development, funding sources, management and overall objectives. The resulting project framework is used as a overall project brief to guide future stages.

CONCEPT DESIGN

While the project framework informs the concept design process, it is also important to achieve community buy in at this early stage. Typically, a community design workshop is undertaken to ascertain the design aspirations of the end users, looking into what features and characteristics are desired. This workshop should be led by an experienced facilitator and professional designer. The concept design will consider access, site topography, drainage, constraints and other important elements. Recommendations on facility inclusions and surface materials are typically made at this stage. The final concept provides a report and layout of the track showing the design intent and opinion of probable cost. While detailed feature surveys are not required at this stage, they do assist the process. The documentation and reports created in the concept design stage should be sufficiently detailed to assist funding applications.

FUNDING

With the concept design completed and opinion of probable costs established there is typically sufficient documentation and project understanding to seek external funding or undertake fundraising.

DETAILED DESIGN

The detailed design stage documents all construction requirements in detailed drawings and written specification. Detailed designs can include a bill of quantities establishing the overall material requirements. In addition to documenting the facility earthworks and track finishing, it is important that full soft and hard landscaping design is undertaken at this stage. The final detailed design documentation will enable successful construction pricing and tendering.

CONSTRUCTION

Construction of pump tracks generally involves the use of building machinery such as excavators, skid steers and roller compactors. While some earth moving work can be performed by general civil contractors or Shire staff, specialised building skills and shaping techniques are essential to achieve the flow, pump and jump actions that riders are seeking. Community involvement and creating a sense of ownership of pump tracks is also important, which in the long term can lead to assisted management. Working with community groups to involve volunteers in the build process, ensuring a safe and professional work environment is one way of achieving sense of ownership.

MANAGEMENT

Ongoing management is vital to maintaining user safety and user experience. Management and maintenance requirements can vary significantly depending on the materials and finishes used to construct the facility.

DELIVERY

There are number of delivery methods which can be considered for the development of the trails. The three primary delivery methods are; professional, professional with volunteer assistance and volunteer lead. Delivery methods are often determined by location of the development and the quality of facility required. Facilities developed in urban and urban fringe are typically lead or undertaken by professional designers and contractors. Developments located in the natural landscape have a higher potential for volunteer development. The following outlines the benefits and constraints with each of the delivery methods.

PROFESSIONAL

Professional design, by industry specific designers, typically yields high quality and accurate documentation enabling competitive and accurate pricing. Professional design can be costly but typically ensures successful and highly desirable facilities. Typically professional designers will host workshops to foster community participation and ownership. Professional construction, by industry specific contractors, ensures high quality with a high level of accountability. Professional construction is most appropriate when the project incorporate hardened surfaces and landscaping requirements. It does however have higher capital costs and can lead to reduced ownership if not successfully delivered. Development progress is typically fast.

PROFESSIONAL WITH VOLUNTEER ASSISTANCE

Community lead design with professional documentation can yield high quality and accurate documentation and community ownership. It remains costly and can have compromised design outcomes if not successfully managed. Professionally lead construction, by industry specific contractors, with volunteer assistance can yield high quality but with a reduced level of accountability. Volunteer assisted construction is most appropriate when the project incorporates a combination of natural and hardened surfaces. Volunteer assisted projects can be difficult to price and unless volunteer involvement is significant, it can increase the cost of development through increased management requirements.

VOLUNTEER

Community lead design with minimal input from professionals can be low cost but can often lead to lower quality documentation and potentially less useable facilities. Volunteer lead construction is most appropriate for natural surface developments in urban fringe and natural landscape settings. Accountability of the final outcome is significantly reduced and development progress is typically slow. Volunteer lead construction can lead to significant community ownership, if the final product is desirable.

COMMUNITY CONTRIBUTION

In addition to volunteer involvement, there are a number of additional areas where the Narrogin community can contribute significantly to the facility development.

Due to the prominent location of the recommended sites, and considering the potential scale, professional design and construction with community input and contribution would likely yield the best outcome for the overall development. As identified should there be sufficient community interest in ongoing management Archibald Park would be ideally suited to development of a set of community designed, built and managed dirt jumps.

RISK MANAGEMENT

The risks to the Shire of Narrogin in developing mountain bike facilities are mainly connected to the use of the track, rather than the planning, design and construction phase. Using a contractor with experience in design and building similar tracks removes much of the risk. Usage risks include the site being used for anti-social behaviours such as drinking; track deterioration; and physical injury to users. Anti-social behaviours can be discouraged through surveillance of the site, by other users, CCTV, or regular patrols. The risk of track deterioration can be managed by appropriate design and surfacing (asphalt for pump track) and installing sufficient drainage systems. Physical injury to users is a moderate risk which the Shire of Narrogin should be able to manage.

The Shire of Narrogin already has a BMX track and skate park operating within the shire and has public liability insurance commensurate with the risk, however riders use the tracks at their own risk and the Shire of Narrogin is able to mitigate some of the risk by ensuring the tracks are always in good repair and fit for use. In this sense an asphalt track which does not deteriorate quickly is safer than a non-surfaced track which quickly shows wear and is easily damaged by wet weather.

SUMMARY

Following stakeholder and community engagement and assessment of potential sites Common Ground Trails recommend that development of a pump track (or challenge park) facility and purpose designed mountain bike trails are feasible within Narrogin Shire. Cycling facilities have been proved to offer a multitude of social and economic benefits to communities and Narrogin is well placed to reap these benefits.

Of the sites assessed it is recommended that a pump track (or challenge park including a pump track, bike playground and beginner/intermediate jump lines) be developed adjacent to the existing skate park in Gnarojin Park. Opportunity to capitalise on existing support infrastructure such as shelter, toilets and access paths as well as proximity to town and complimentary neighbouring recreation uses make this site ideal for a challenge park.

Foxes Lair, the Commonage and Railway Dam are recommended as the most appropriate sites for development of purpose designed mountain bike trails. Proximity to town and scale of the sites together with existing use of the reserves by mountain bikers suggest formal development of mountain bike trails would provide a valuable recreation resource. The scale of the site could comfortably accommodate up to 20km of purpose built mountain bike single track. Proposed development of mountain bike trails in Dryandra Woodland to the north west of Narrogin will compliment development of trails closer to town and add to the appeal for riders visiting from outside the region.

In terms of next steps, should Council support development of a pump track (or challenge park) and mountain bike trails as per the development process outlined in the [Western Australian Mountain Bike Management Guidelines](#), it is recommended that a concept plan for each site be developed. Common Ground strongly encourages the Shire of Narrogin to include the community in this process ensuring outcomes on the ground that are supported by and cater for the needs of the local community.

PRELIMINARY COSTINGS

CHALLENGE PARK

The following table provides the opinion of probable cost (OPC) for design and construction for each element in a challenge park. These costs are based on Common Ground Trails recent experience in designing and constructing challenge parks. Note staged development is possible.

ELEMENT	OPC DESIGN	OPC CONSTRUCTION	FUNDING SOURCE	OPC MAINTENANCE	NOTES
CONCEPT DEVELOPMENT	\$30,000	N/A	External funding partnership/grant	N/A	Concept design for whole site, to determine final site layout
PUMP TRACK	\$20,000	\$200,000 (400sqm track)	External funding partnership/grant	\$10,000/pa (recurrent internal budget)	Surrounding landscape design separate
JUMP TRACK	\$15,000	\$200,000	External funding partnership/grant	\$10,000/pa (recurrent internal budget)	Beginner and intermediate lines set to fit comfortably within the site
SMALL BIKE PLAYGROUND	\$5,000	\$100,000	External funding partnership/grant	\$5,000/pa (recurrent internal budget)	
TOTAL	\$70,000	\$500,000		\$25,000/pa	

MOUNTAIN BIKE TRAILS

The following table provides an outline of the OPC for each stage of the trail development process for approximately 20km worth of specifically designed trail.

These costs are based on Common Ground Trails recent experience in designing and constructing mountain bike trails.

STAGE	ELEMENT	OPC	FUNDING SOURCE	NOTES
1	SITE ASSESSMENT	\$30,000	External funding partnership/grant	Site assessment for all three sites (Foxes Lair, Commonage and Railway Dam) including undertaking Flora and Fauna studies, Aboriginal Cultural Heritage study and Phytophthora Hygiene study.
2	CONCEPT PLANNING	\$20,000	External funding partnership/grant	Concept design for all three sites, to determine trail network style and extent, include a thorough audit of existing trails and considering other trail users.
	SUB TOTAL STAGE 1&2	\$50,000		
3	CORRIDOR EVALUATION	\$5,000	External funding partnership/grant	For up to 10km of trail within Commonage and Railway Dam sites
	DETAILED DESIGN	\$30,000	External funding partnership/grant	
	CONSTRUCTION	\$400,000	External funding partnership/grant	
	SUB TOTAL STAGE 3	\$435,000		
4	CORRIDOR EVALUATION	\$5,000	External funding partnership/grant	For up to 10km of trail within Foxes Lair
	DETAILED DESIGN	\$30,000	External funding partnership/grant	
	CONSTRUCTION	\$400,000	External funding partnership/grant	
	SUB TOTAL STAGE 4	\$435,000		
TOTAL (FOR ALL ALL 4 STAGES)		\$920,000		

Note management/maintenance costs will be approximately \$40,000 / pa for 20km worth of mountain bike trail.

Site assessment and concept planning should be undertaken for all three sites concurrently so that a vision and coherent layout is developed for the trail network. Given the current population size of Narrogin, staging corridor evaluation, detailed design and construction is recommended, starting with approximately 10km (distance to be determined in concept planning stage) in the Commonage and Railway Dam sites. Approximately 10km of trail will adequately service the current population and combined with a pump track in the townsite should be enough to entice visitors and build excitement

for further trail development. This approach will also allow time for the local mountain bike community to develop to a point where a club could potentially be formed to oversee maintenance of the trails. Staged development will also allow for demonstration of the social benefits of mountain bike trails and the minimal environmental impact of sustainably built trails.

APPENDICES

APPENDIX A

Mountain Bike Trail Types

Trail type defines the style of trail and its typical attributes. Different trail types suit different styles of riding and typically each trail type will have a specific kind of mountain bike designed to suit. Different cohorts use different types of trails and all trail types can have varying classifications.

CROSS COUNTRY (XC)

Primarily singletrack orientated with a combination of climbing and descending trails and natural trail features of varying technicality. Cross Country trails appeal to the majority market and can cater for timed competitive events. Typically bikes are lightweight with shorter travel dual suspension or no rear suspension.

ALL MOUNTAIN (AM)

Similar to Cross Country and primarily singletrail orientated, with greater emphasis on technical descents, with nontechnical climbs. All mountain trails can cater for timed enduro competitive events. Bikes are typically light-medium weight with medium-travel dual suspension.

DOWNHILL (DH)

Purely descent only trails with emphasis on speed and technical challenge. These trails can cater for timed downhill competitive racing. Downhill trails appeal to the more experienced market and typically require uplift to the trailhead via chairlift or vehicle shuttle. Bikes are designed for descending and are typically long-travel dual suspension and built for strength over weight.

FREERIDE (FR)

Typically descent focused trails with emphasis solely on technical challenge. Freeride trails feature both built and natural terrain technical features with a focus on drops and jumps. Appeals to the more experienced market and caters for competitions judging manoeuvres and skills only. Bikes are typically medium to long-travel dual suspension and are built for strength.

PARK (PK)

Built feature environment with emphasis on manoeuvres, skills and progression. Appeals to wide market including youth and can cater for competitions judging aerial maneuvers. Can include jump and pump tracks and skills park. Typically dirt surfaced but can include hardened surfaces. Bikes are typically built for strength, with short travel suspension.

TOURING (TR)

Typically long distance riding on reasonably uniform surface conditions and lower grades. Touring trails are dual direction linear trails or long distance circuits with a focus on reaching a destination. Touring trails can include rail trails, access/ fire roads and singletrack. While there is a limited market for long distance mountain biking, touring trails can be ridden in sections making them accessible to all. If carrying panniers bikes are usually robust with limited suspension, however, for short sections or day trips most mountain bikes are suitable.

While diverse, each of the trail types meet a different market segment. It is important that the majority of trails cater for the existing and potential market majority.

APPENDIX B Case Studies

KINGSLEY PUMP AND JUMP TRACK, PERTH

In 2017 the City of Joondalup opened a bike orientated park within the Shepherds Bush Reserve in the suburb of Kingsley. Located along Barridale Drive, and accessible via the Perth Bicycle Network, the facility is often accessed via bike. The previously dilapidated site is now extremely popular and well used by the community. The challenge park meets the needs of a diverse range of users from young children to the adults and is extremely popular with families. It caters for beginners through to advanced riders in a well thought out and integrated layout.

The Shepherds Bush Park has dedicated parking, playground, picnic and BBQ facilities and grassed area. Most importantly the overall development features three dedicated bike facilities. These are described below.

JUMP TRACK

The Shepherds Bush Reserve facility features two jump lines, rated intermediate and advanced. Each jump line begins on a large asphalt start ramp, features four step up table top jumps and a large return berm with hipped jump entry option. The jumps range from 1.2m to 2m high and are up to 4.5m long. To minimise maintenance each of the jumps features an asphalt lip combined with a clay landing which reduces risk of injury. The jump track integrates seamlessly with the pump track allowing experienced riders to transition between and providing a consistent finish. To reduce risk the intermediate and advanced jump lines are demarcated with blue and red painted lines.



PUMP TRACK

The reserve also features a highly used asphalt pump track. The pump track is designed to cater for a range of users and has easily rollable lines combined with larger optional transfer lines. The pump track is demarcated with green line work allowing parents to advise and monitor young riders. The asphalt surface was utilised to reduce ongoing maintenance. The pump track is utilised as part of the return track to the jump tracks allowing users to effortlessly pump their way back to the top of the start mound.

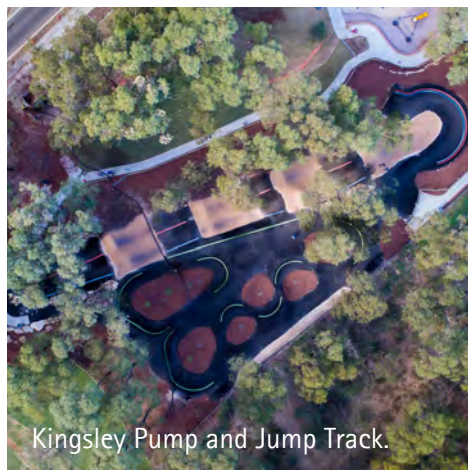
The jump track and pump track are surrounded by a low fence which manages risk of young children accidentally wandering into a high speed area. The area is accessible through two gated entries at either end of the jump lines which also feature safety signs and bins.

SAFETY TRACK

Catering for young children, the Shepherds Bush Reserve facility also features a road safety track. The simple track design features an asphalt surface with signed intersections and roundabout as well as a parking areas and fuel station.

All of the facilities in the greater Shepherds Bush facility are designed to cater for cyclists but scooter and skateboarders frequent the area.

One of the primary reasons the facility is popular with families is the diversity of experiences combined with rest areas and sheltered spaces. The extremely popular facility has something for everyone.



CITY BIKE PARK, ADELAIDE

City Bike Park is located in Adelaide's CBD. Hand built and maintained by a dedicated crew of volunteers, the park is one of the best known dirt jump trail spots in Australia. This facility is a good example of how the riding community can be effectively engaged to activate and enhance public space.

Originally built in 2004, the park has been through a number of phases of redesign, coming from a competition based facility to more of an all-inclusive recreation facility with jumps to suit beginners, intermediate and advanced riders. The park has been designed, built and managed by a dedicated group of volunteers, until 2017 when the Adelaide City Council raised some concerns regarding insurance. Negotiations resulted in the volunteer crew being retained and a third party trail building company engaged for safety assessment/auditing and an operational framework put in place. Adelaide City Council provide ongoing support in the form of tools and supplies.

Management of the jumps also involves watering before use, covering and chaining when not in use and restricting and monitoring use after rainfall events all tasks which are undertaken by volunteers.

The success of City Bike Park is primarily due to the enthusiasm, and dedication of a few individuals within the community and also the support from the City of Adelaide. For further information on the history of City Bike Park refer to www.citydirtcrew.com.

While the level of community interest in a cycle facility in Narrogin would suggest that a similar community led jumps line could be feasible, ongoing commitment to maintain is unknown.



APPENDIX C

General comments from community survey conducted by Common Ground Trails in May 2019.

It would be a great addition to our town
It's a brilliant idea! The mountain biking community is growing and it would be a tourist attraction.
It is great for tourism
Up until the last 5 years Narrogin Town Council have regularly maintained trails throughout Foxes Foxes Lair, Around the Railway dam and along the railway line which have been used for the last 35 years that I have been here, for all sorts of bike riding, pushing prams, children with scooters, mobility scooters, walking. I would love to see this made MULTI use, not just one group. Pretty much all towns except Narrogin seem to have well maintained trails usable by everyone. No reason not to incorporate mountain biking as well.
It would be fantastic for Narrogin to provide a nature base tourist attraction
Such a good idea! We're down in Tarwonga a couple of times a year and would be epic to have something active to do.
Request a tender from WA trail builders to obtain a cross section to determine a suitable builder. There are different materials for the finishing off of trails that are sustainable.
Be great to be able to stop in Narrogin on way to/from other locations like collie and dwellingup
Great for both locals and visitors to the town.
It's a worthwhile investment into a rural town
Confirming the health aspect and provision of an activity for young people.
This is a fantastic idea.
Needs to be interesting, cater for tourists not just locals, good length. Consider reserves such as Yilimining/ Wikepin way
Kids need something
A great physical activity for every age group.
Great ideas! Keep it up.
"Preferably put the mountain bike trails in foxes lair, foxes lair would be a good spot for the trails because there is already some good trails in there and it would be for the trails to intertwine. me and my family love mountain biking in foxes lair, foxes lair is a really nice and relaxing place to be. with all the wildlife around you.
It would be ideal to build the pump track at the skatepark
please put the pump track near the skate park.
Pump track - location next to skate park would be ideal Mountain Bike Trails -Further development of trails in a GE vicinity of Foxes Lair would be great. More flow, develop some berms and obstacles. Well done.
It would have to be very high standard or unique trail to entice people out there
I have just recently been to the new pump and skate board track with my grandchildren it is very well supported and I feel would be very good for our town
We really need these in narrogin please!!!
10-20km would entice me to come to narrogin, >20km+ would entice me to come back again
There's already some good mtb trails in Narrogin so it wouldn't take much to make them next level
This a great thing for the town, it's youth but also all ages. And also enticing for others to come out and enjoy which will give NARROGIN a boost
Get them both because it would attract more people that enjoy mtb to the narrogin area
There is a BMX track I don't think it gets used much anymore. What about spending money to improve what we already have.
It can give more activity for patents with young kids and also can attract more people to town
I just want to shred!
A pump track would be an excellent investment for a range of age groups, who wish to utilise these facilities to enhance their skills. With the abundance of nature reserves, mountain bike trails would add to the development of areas such as Foxes Lair and Railway Dam. This can be another way for interconnection throughout the community with what Narrogin has to offer.

Submissions	Public Comment	Officer's Comment
Public 1 (Friends of Foxes Lair)	Claims consultant's report is flawed due to inadequate research and incorrect assumptions. Generalised statistics presented and assumptions made in the study are not congruent with Narrogin Shire's location and demographics.	Comments are noted. Officer advises caution is always required when using a given data set to predict trends or undertake a comparative analysis.
Public 1	Supports a pump track in Gnarojin Park as a valuable addition to the skate park and other facilities located there for the local population, particularly for children not engaged in organised sport, and who are often unsupervised.	Support for the pump track proposed for Gnarojin Park is noted.
Public 1	Does not support the creation of a dedicated mountain bike trail, due to insufficient social or economic benefits to justify the very high construction and maintenance cost and the likelihood that there will be ongoing problems with trail bike incursion.	Objection to a dedicated mountain bike trail is noted.
Public 1	Argues single use mountain bike trails and pump tracks will not improve population retention as these are dictated by economic and education opportunity factors.	Comments are noted and such an argument may well be plausible.
Public 1	Purpose built mountain bike trails will not attract enough visitors to justify the high construction and maintenance costs. A five to ten kilometre dedicated cycle trail planned for Dryandra Woodland further reduces the viability of a similar circuit for tourists in Narrogin.	Officer advises this view questioning the viability of a purpose built mountain bike trail, closely aligns with the comments of the Department of Local Government Sport and Cultural Industries (DLGSC) (see below) advising that claims for Narrogin as a mountain bike trail tourism destination should be considered in light of very recent announcements for major developments in Collie and Dwellingup.
Public 1	Argues that Narrogin like most towns located away from the coast, is not a tourist destination, but a stopping point for tourists travelling between iconic destinations such as Perth, Avon Valley, Dryandra Woodland, Wave Rock, and the coast but is increasingly being recognised as a wildflower destination. The climate suits visitors from May to October and there is no large water body to attract tourists in our hot summer and autumn.	The officer advises that these comments align with the Shire's Draft Tourism Strategy which also points to the importance of its valuable natural assets including wildflowers for developing Narrogin as a tourism destination.

Public 1	Asserts that current Shire initiatives on history and ecotourism with greater collaboration with other Shires is more likely to encourage visitors to stay longer than expensive dedicated mountain bike facilities.	The officer advises that these comments align with recommendations in the Shire's Draft Tourism Strategy for self-drive trails and placing a focus on ecotourism as ways to create incentives for visitors to stay longer in Narrogin.
Public 1	Expresses doubt that there will be ongoing committed community support for maintenance of trail facilities due to the low and often transient population and the long term trend away from volunteering plus cycling groups wax and wane.	Comments are noted.
Public 1	If the consultants had read the Foxes Lair management plan they would have realised that a single purpose mountain bike track is not suitable there. Adding such track to the existing trail and road system would have severe consequences to the valuable wildlife and flora values, and other users including bushwalkers, bird watchers, wildflower lovers, families, and dog walkers. There will also be safety risks arising from cyclists and walkers moving between designated trails and internal roads, and more trail bike incursions.	Officer advises the Shire rangers when consulted tend to align with this view - that a single purpose mountain bike trail in Foxes Lair is not suitable. The rangers recommend that the Commonage is a more appropriate location for mountain bike trails than Foxes Lair.
Public 1	Suggests the Shire should investigate shared walking/family cycling opportunities that fit in with existing plans as these will benefit residents, particularly families with young children.	The Shire advises the draft Shire of Narrogin Tourism Strategy supports this proposal.
Public 1	Low speed cyclists presently use the trails and access roads in Foxes Lair, compatibly with walkers and although random speeding motorists and trail bike riders still pose a risk on the internal roads.	Officer advises (as also below and in response to comments by DLGSCI) that adequate public education, planning and management where there may be contested space, needs significant consideration.
Public 1	Have prepared a low cost plan for up to seven kilometres of dual purpose walker/family friendly cycle trails, mostly on existing tracks in Foxes Lair, which will complement walk trails and other activities without affecting the environmental values.	Officer recommends that the low cost plan for up to seven kilometres of dual purpose walker/family cycle trails, mostly on existing tracks in Foxes Lair be given full and careful consideration by the Shire.

Public 2 Narrogin Cycling Collective	Recommends that the Shire maintain the existing BMX track, keep the BMX track at its existing location and the Shire provide security and routine rubbish collection.	Comments are noted.
Public 2	Recommends the pump track should be a low to medium priority and should come after the construction of the mountain bike trail.	Comments are noted.
Public 2	Agrees that the location for the pump track, should be adjacent to the Skate Park and that the pump track is only viable if a vibrant mountain bike trail community exists.	Comments are noted.
Public 2	Recommends the small bike playground is not necessary or at most is low priority and can be deemed as an aspirational project.	Comments are noted.
Public 2	Does not support a jump track.	Objection to the jump track is noted.
Public 2	Would like additional details before supporting Archibald Park's partial use as a dirt jump. Accepts a small section of Archibald park could be allocated to an experienced skill level jump. Argues that this will increase participation and activity which improves security with more kids visiting the facility and that engagement will be higher. Comments that a third of Archibald Park be provided for technical skill jumps.	Officer advises the Feasibility Study did not suggest Archibald Park's use as a dirt jump.
Public 2	Suggests that part of Archibald Park be used to funnel water runoff from the larger area catchment beyond, to increase water volume in the main dams.	Comments noted.
Public 2	Recommends designating trail corridors through Archibald Park at an easy level for family walkers, people with disability and weekend cyclists.	Officer advises catering for family walkers and other non-competitive user comments are in line with recommendations in the Shire's Draft Narrogin Tourism Strategy. The Strategy encourages targeting families and other groups interested in recreational /non-competitive cycling.

Public 2	Recommends the Shire seek funding in full, and proceed to construct the mountain bike trail.	Support for the mountain bike trail is noted.
Public 2	Recommends that the mountain bike trail track be included as part of a broader tourist heritage cycling/ walking/ orienteering /wheelchair friendly information trail, with different grades of trails available.	Recommendation that the mountain bike trail be part of a larger trail network which caters for different user groups requires further consideration and investigation.
Public 2	States NCC has clear ideas on how the trail should be designed, constructed and maintained, with designated shared access for different user groups including people with disability and seniors. Suggests NCC be included as part of a holistic design team, to provide design and direction to Council, of location of trails and use.	Officer advises community input into design, construction and maintenance will be valuable and is to be encouraged.
Public 2	NCC argues that all trails be shared with the exception of trails in Foxes Lair due to the need to protect rare flora from bicycles on some trails. Recommends where flora requires protection to investigate construction for an alternative cycle /exercise path. Advises that NCC may support shared/single use mountain bike trails with appropriate signage, where an alternative access path available.	Comments are noted.
Public 2	Recommends that trail design details be posted showing difficult (easy or intermediate level) and if shared or single use.	Comments are noted.
Public 2	Agrees to formalising trails with upgraded signage.	Comments are noted.
Public 2	Disagrees with recommendations within the Shire of Narrogin Walk Trails Master Plan that the trails be single use only for walkers and recommends trails be shared and formalised with upgraded signage.	Recommendation for trails to be shared rather than single uses requires consideration and further investigation.
Public 2	NCC is available to advise, what if any trails, are to be closed off to walkers, to the exclusion of all other users.	Comments are noted.
Public 2	NCC's own strategy will support the strategic implications as set out in the Agenda Item for the Draft Pump Track & Mountain Bike Trail Feasibility Study presented to Council on 24 July 2019.	Comments are noted.
Public 2	NCC is willing to support Shire officers and consultants with the design, identification of trails for single use, shared paths, ranking, order of construction, construction, maintenance and project management	Comments are noted. Officer advises community input into design and matters related to construction will be valuable.

Public 2	Suggests Railway Dam include a brick paved path using second grade bricks from a local brick maker, as a shared wheelchair friendly path.	Suggestion is noted and requires consideration.
Public 2	Recommends that Railway Dam is designated as the main carpark with upgraded paths and security	Comments are noted
Public 2	Suggest that a grant application for the trails development include a budget item for the provision of security devices such as a fixed video camera at a proposed Railway Dam carpark and portable camera assets. States NCC would consider assisting the Shire to monitor and reposition media footage assets.	Comments are noted
Public 2	Advises NCC can support educational initiatives on wildlife with flora & fauna which can bring generations together.	Comments are noted.
DLGSC	The Shire of Narrogin is to be commended on undertaking this study to balance and compliment the Shire of Narrogin Walk Trails Master Plan.	Support for the commissioning of the feasibility study is noted.
DLGSC	The identification of 20 kilometres of mountain bike trail for the town should be considered aspirational and a staged approach that includes community volunteering should be considered. The Commonage area could become the mountain bike trail precinct and allow Foxes Lair to formalise as a walking and dual use cycling (non-competitive) area.	The recommendation that 20 kilometres of trail be considered aspirational is noted and requires consideration A staged approach which includes community volunteering should be considered. The suggestion that the Commonage could become the mountain bike trail precinct while Foxes Lair becomes the area for walking and dual use cycling (non-competitive) area requires consideration.
DLGSC	There are obvious competing land-use values and care should be taken to avoid polarising the community in the implementation of this study. One example of this could be the dissatisfaction of walkers and mountain bike riders in sharing environments where adequate education, planning and management have not been considered.	Officer agrees adequate public education, planning and management where the use of space may be contested needs full consideration.

DLGSC	<p>The Commonage and Foxes Lair are appreciated for their environmental values by some in the community. Any mountain bike trail development should therefore follow the State’s “Trail development Process” (https://www.dpaw.wa.gov.au/management/trails) to ensure that matters such as flora studies inform the protection of areas and restricting the establishment of usable corridors for trails. These areas are already under threat from informal use and there is a case that well planned trails will provide better protection for the environment than currently exists.</p>	<p>The need to follow the State’s “Trail Development Process” to protect the environment with any mountain bike trail development in the Commonage and Foxes Lair is accepted and acknowledged.</p>
DLGSC	<p>There appears to be a lack of understanding about mountain bike trails in the community and this is entirely understandable. There are no current mountain bike trails in the area and hence a lack of widespread appreciation for what mountain biking can offer the community. Care should be taken in the implementation of mountain bike trail activities to allow the community to understand what a well-designed trail can provide for community health and social outcomes.</p> <p>A purpose built trail has led to the establishment of a junior sport programs and women’s mornings in other communities. In turn this can build community appreciation and grow a volunteer base.</p>	<p>The need for community education about the benefits of mountain bike trail development is acknowledged.</p>
DLGSC	<p>Advises that mountain biking is a growing activity that is physically active, low cost and can be an adventurous pursuit that is exciting and engaging for people of all ages.</p>	<p>Comments noted.</p>
DLGSC	<p>The concept of a pump track is supported. There has been significant interest shown in pump tracks across the Wheatbelt, however few have been constructed to date, potentially creating a ‘point of difference’ for Narrogin. The recommended positioning of the pump track near the skate park will make for an ideal youth precinct that can be enjoyed by families with children of varying ages.</p>	<p>Support for the pump track and its proposed location is noted.</p>
DLGSC	<p>The indicative cost of building a mountain bike trail is around \$45 per metre and so every opportunity of funding, staging and volunteering should be considered.</p>	<p>Comments are noted.</p>

DLGSC	The claims for Narrogin as a mountain bike trail tourism destination should be considered in light of very recent announcements for major developments in Collie and Dwellingup. There will be very strong positioning of towns to capitalise on this type of tourism. Narrogin will need to undergo significant planning to determine its enthusiasm to progress in this area. In the short term Narrogin should consider the development of mountain bike trails as a local community development resource and design the trails for local community use.	Officer advises, the feasibility study was proposed prior to the announcement by the State of some \$10 million for trails development in Collie. Work is currently underway to turn Collie and Dwellingup into world-class trail towns. It is agreed there is a need for the Shire to consider Narrogin's positioning as a future mountain bike trail destination given these developments.
DLGSC	Stresses the importance of community engagement/involvement in the projects as they develop.	The importance of community engagement in trails development is noted.
DLGSC	A youth survey by the YMCA in collaboration with the Shire of Narrogin has indicated there is a need for youth activities within the community outside of organised sport. The pump track/bike park concept, along with accessible mountain bike tracks, would be ideal to service the needs of youth in Narrogin.	Comments are noted.
DLGSC	DLGSC would like to assist in the further consideration or development of trails in Narrogin.	Officer advises that DLGSC's assistance in the development of Narrogin trails should be strongly encouraged by the Shire.
DBCA	Foxes Lair does contain a number important conservation values including Carnaby cockatoo habitat and federally listed Eucalypt woodland Threatened Ecological Communities. We often find that new recreation planning often conflicts with these values. The Department encourages the Shire with any new proposals to ensure that these values are taken into consideration in the planning and development of any new facilities.	Officer advises that the Shire must value its flora and fauna assets and adopt strategies which secure their protection moving forward.



Foxes Lair
Recommended layout

10.2 TECHNICAL AND RURAL SERVICES

There are no reports requiring a Council decision for the current month.

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – MARCH 2020

File Reference	12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	31 March 2020
Author	Agatha Prior – Senior Finance Officer Statutory
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – March 2020 (separate cover).

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – March 2020.

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 – March 2020 is presented to Council for notation. Below is a summary of activity.

<i>March 2020 Payments</i>		
<i>Payment Type</i>	<i>\$</i>	<i>%</i>
Cheque	693.40	0.07
EFT (incl Payroll)	949,802.61	91.43
Direct Debit	81,052.95	7.80
Credit Card	6,938.29	0.67
Trust	280.00	0.03
Total Payments	1,038,767.25	100.00

<i>Local Spending</i>	<i>\$</i>	<i>%</i>
Local Suppliers	301,928.22	29.07
Payroll	278,998.35	26.85
Total	580,926.57	55.92

The payment schedule has been provided to Elected Members separately and is 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

Nil

Statutory Environment

The Local Government Act 1995, Section 6.8 (2)(b) relates.

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2019/2020 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

That, with respect to the Schedule of Accounts Paid for March 2020, Council note the Report as presented.

10.3.2 MONTHLY FINANCIAL REPORT – MARCH 2020

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	15 April 2020
Author	Karen Oborn – Manager Finance
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	1. Financial Report for the period ended 31 March 2020.

Summary

Council is requested to review the March 2020 Monthly Financial Reports. 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 March 2020 Monthly Financial Reports.

Comment

The March 2020 Monthly Financial Reports are presented for review.

It should be noted that the effects of COVID - 19 may have considerable impact on the 2019/20 Budget outcome. Additional cleaning expenses and potential loss of income associated with the Narrogin Regional Recreation Centre and other venues are two matters that will be affected. The compensating factor is that expenses for the Recreation Centre (eg pool water heating costs) have also reduced. Compliance with directions from health authorities is paramount for community safety purposes.

Analyses of these affects has been undertaken and are reported as part of the COVID-19 Recovery agenda item.

Consultation

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 2019/20 Annual Budget or resulting from a Council Motion for a budget amendment.

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the Monthly Financial Reports for March 2020, Council note the Reports as presented.

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 MARCH 2020



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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2020**

**MONTHLY SUMMARY
INFORMATION**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 March 2020
Prepared by: Manager Finance
Reviewed by: Executive Manager Corporate & Community Services

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 and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has 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.

SIGNIFICANT ACCOUNTING POLICES

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.

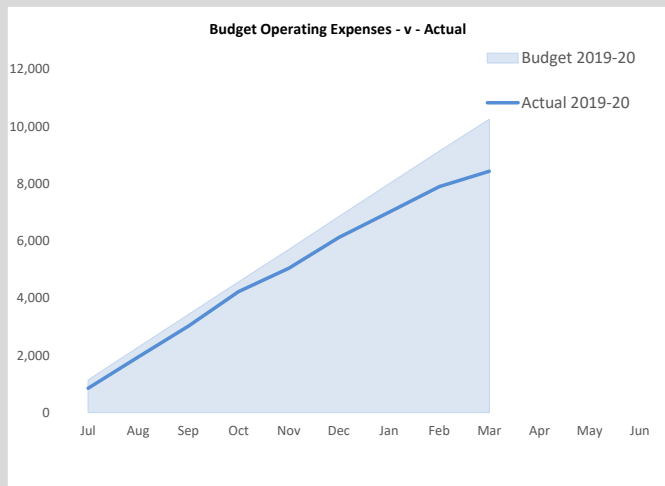
ROUNDING OFF FIGURES

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

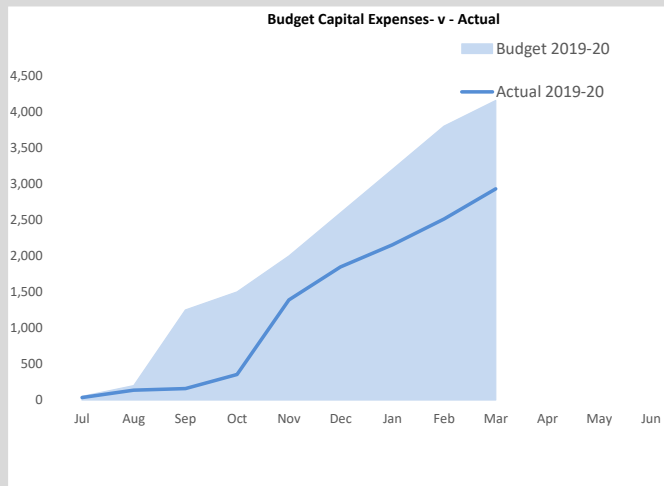
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2020**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

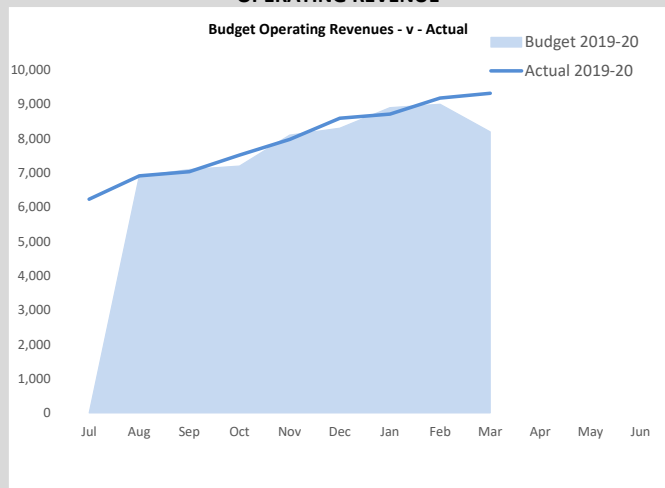
OPERATING EXPENSES



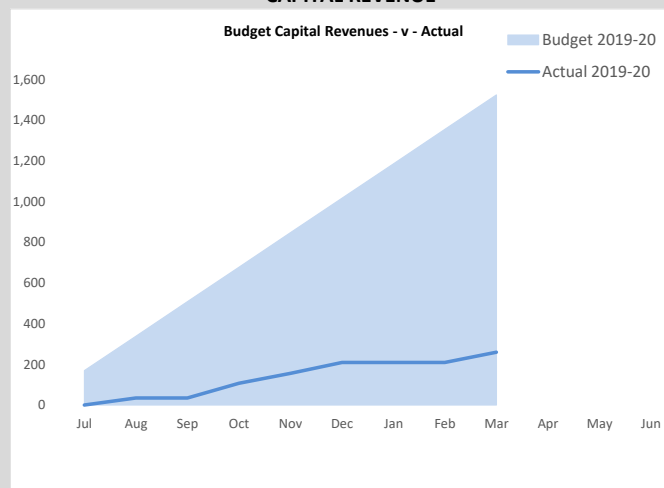
CAPITAL EXPENSES



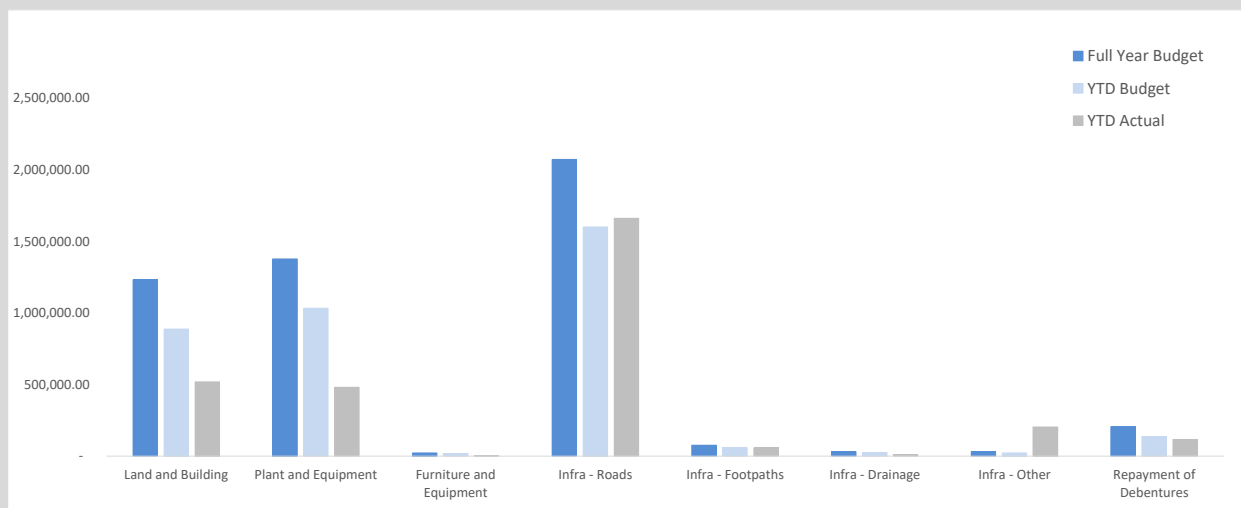
OPERATING REVENUE



CAPITAL REVENUE



CAPITAL EXPENSES BY ACTIVITY



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)		4,001,532	3,943,908	3,943,908	3,943,908	0	(1%)	
Revenue from operating activities								
General Purpose Funding - Rates		4,943,620	4,949,156	3,711,852	4,803,585	1,091,733	23%	▲
General Purpose Funding - Other		1,358,841	1,152,359	1,018,350	982,227	(36,123)	(4%)	
Governance		1,850	350	252	889	637	72%	
Law, Order and Public Safety		75,900	138,110	56,889	98,568	41,679	42%	▲
Health		23,500	23,500	17,604	13,471	(4,133)	(31%)	
Education and Welfare		1,370,538	1,362,238	1,032,454	1,223,098	190,644	16%	▲
Housing		8,240	8,240	6,174	6,351	177	3%	
Community Amenities		1,092,366	1,132,356	849,186	1,000,625	151,439	15%	▲
Recreation and Culture		75,254	82,754	62,028	34,275	(27,753)	(81%)	▼
Transport		408,913	408,914	306,613	311,894	5,281	2%	
Economic Services		283,619	279,419	209,529	200,306	(9,223)	(5%)	
Other Property and Services		110,762	198,282	148,662	228,740	80,078	35%	▲
		9,753,404	9,735,679	7,419,593	8,904,030	1,484,437	17%	
Expenditure from operating activities								
General Purpose Funding		(255,567)	(255,567)	(191,619)	(158,638)	32,981	(21%)	▲
Governance		(724,720)	(698,220)	(523,548)	(379,781)	143,767	(38%)	
Law, Order and Public Safety		(766,873)	(775,773)	(581,571)	(516,634)	64,937	(13%)	▲
Health		(280,251)	(280,251)	(210,150)	(186,507)	23,643	(13%)	▲
Education and Welfare		(1,573,105)	(1,691,514)	(1,267,983)	(1,341,913)	(73,930)	(6%)	▼
Housing		(34,441)	(34,441)	(25,776)	(17,612)	8,164	46%	
Community Amenities		(1,574,917)	(1,592,917)	(1,194,228)	(964,241)	229,987	24%	▲
Recreation and Culture		(3,475,525)	(3,408,019)	(2,554,920)	(2,220,118)	334,802	15%	▲
Transport		(4,086,406)	(4,083,405)	(3,062,277)	(2,696,411)	365,866	14%	▲
Economic Services		(812,368)	(802,368)	(601,461)	(481,410)	120,051	25%	▲
Other Property and Services		(38,082)	(52,082)	(38,727)	266,862	305,589	(115%)	▲
		(13,622,254)	(13,674,557)	(10,252,260)	(8,696,402)	1,555,858		
Operating activities excluded from budget								
Add back Depreciation		3,450,264	3,450,264	2,587,608	2,189,422	(398,186)	(18%)	▼
Adjust (Profit)/Loss on Asset Disposal	12	97,004	97,004	72,756	31,583	(41,173)	(130%)	▼
Adjust Employee Benefits Provision (Non-Current)		0	0	0	(266,395)	(266,395)	100%	
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	0	0		
Movement in Leave Reserve (Added Back)		0	0	0	529	529	100%	
Adjust Rounding		0	0	0	0	0		
Amount attributable to operating activities		(321,582)	(391,610)	(172,303)	2,162,767	2,335,070		
Investing Activities								
Non-Operating Grants, Subsidies and Contributions		914,743	986,538	739,881	412,625	(327,256)	79%	▼
Purchase of Investments		0	0	0	0	0		
Land Held for Resale		0	0	0	0	0		
Land and Buildings	11	(1,230,335)	(1,182,306)	(886,635)	(519,234)	367,401	71%	▲
Plant and Equipment	11	(1,376,633)	(1,376,633)	(1,032,372)	(480,604)	551,768	115%	▲
Furniture and Equipment	11	(22,500)	(22,500)	(16,866)	(2,314)	14,552	629%	
Infrastructure Assets - Roads	11	(2,072,295)	(2,134,092)	(1,600,344)	(1,660,044)	(59,700)	(4%)	▼
Infrastructure Assets - Footpaths	11	(76,000)	(76,000)	(56,988)	(57,464)	(476)	(1%)	
Infrastructure Assets - Road Drainage	11	(32,000)	(32,000)	(23,994)	(10,029)	13,965	139%	
Infrastructure Assets - Other	11	(698,942)	(717,382)	(537,939)	(202,712)	335,227	165%	▲
Infrastructure Assets - Parks and Gardens	11	0	0	0	0	0		
Infrastructure Assets - Bridges	11	(31,040)	(31,040)	(23,265)	(812)	22,453	2765%	▲
Proceeds from Disposal of Assets	12	667,898	667,898	500,805	258,893	(241,912)	(93%)	▼
Proceeds from Sale of Investments		0	0	0	0	0		
Amount attributable to investing activities		(3,957,104)	(3,917,517)	(2,937,717)	(2,261,694)	676,023		
Financing Activities								
Proceeds from New Debentures	13	0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Repayment of Debentures	13	(166,658)	(166,658)	(124,974)	(95,760)	29,214	31%	▲
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	1,413,724	1,601,973	1,022,760	0	(1,022,760)	(100%)	▼
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(969,913)	(1,070,097)	(773,892)	(6,673)	767,219	11498%	▲
Amount attributable to financing activities		277,153	365,218	123,894	(102,432)	(226,326)		
Net Capital		(3,679,951)	(3,552,298)	(2,813,823)	(2,364,126)	449,697		
Total Net Operating + Capital		(4,001,533)	(3,943,908)	(2,986,126)	(201,359)	2,784,767		
Closing Funding Surplus(Deficit)	3	(1)	(0)	957,782	3,742,549	2,784,767		

NOTE: The variance between the 'Budgeted Opening Funding Surplus' and the YTD Actual, is due to a change in the provisions and revaluation surplus figures post Budget setting. This will be adjusted by the Budget Review process.

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the current year is \$15,000 or 10% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

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.

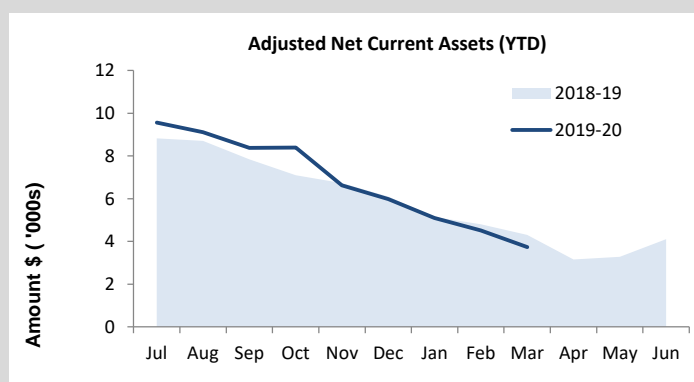
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS

	Previous Month	Year to Date
	Actual	Actual
Adjusted Net Current Assets	29 Feb 2020	31 Mar 2020
	\$	\$
Current Assets		
Cash Unrestricted	4,018,621	3,525,540
Cash Restricted - Reserves and Bonds/Deposits	4,261,145	4,262,558
Receivables - Rates and Rubbish, ESL, Excess Rates	829,443	522,004
Receivables - Other	111,693	91,335
Inventories	17,211	18,398
	9,238,112	8,419,835
Less: Current Liabilities		
Payables	(224,975)	(181,404)
Loan Liability	(75,238)	(70,898)
Provisions	(587,831)	(587,831)
	(888,045)	(840,134)
Net Current Asset Position	8,350,067	7,579,701
Less: Cash Restricted	(4,226,234)	(4,236,251)
Add Back: Component of Leave Liability not Required to be funded	335,392	335,392
Add Back: Current Loan Liability	75,238	70,898
Adjustment for Trust Transactions Within Muni	(5,506)	(7,191)
Net Current Funding Position	4,528,957	3,742,550

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)

\$3.74 M

Last Month Actual

Surplus(Deficit)

\$4.53 M

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

<u>Cash Unrestricted</u>	<u>Investment Value \$</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Institution</u>	<u>Investment %</u>
Municipal Fund	1,000,000	6/04/2020	1.35%	Commonwealth	50%
Municipal Fund	1,000,000	14/04/2020	1.37%	Commonwealth	50%
	<u>2,000,000</u>				<u>100%</u>
<u>Cash Restricted (Reserves)</u>					
Reserve Fund	2,000,000	29/05/2020	1.80%	NAB	50%
Reserve Fund	2,000,000	29/05/2020	2.10%	Westpac	50%
	<u>4,000,000</u>				<u>100%</u>
<u>Total Investment Holdings via Entity</u>					
Commonwealth	2,000,000				33%
NAB	2,000,000				33%
Westpac	2,000,000				33%
	<u>6,000,000</u>				<u>100%</u>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
General Purpose Funding - Rates	1,091,733	23%	▲	Timing	Revenue estimated evenly over 12 months
Education and Welfare	190,644	16%	▲	Timing	HCP Recurrent Grant funding & CHSP User charges YTD higher than anticipated.
Community Amenities	151,439	15%	▲	Timing	Revenue estimated evenly over 12 months
Expenditure from operating activities					
Community Amenities	229,987	24%	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Recreation and Culture	334,802	15%	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Transport	365,866	14%	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Economic Services	120,051	25%	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Investing Activities					
Proceeds from Disposal of Assets	(241,912)	(93%)	▼	Timing	Actual asset disposals vary to YTD Budget pattern and creates a timing variance. In this case the assets have not yet been disposed of.
Capital Acquisitions	1,222,738	1115%	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case less expenditure than YTD Budget.
Financing Activities					
Transfer from Reserves	(1,022,760)	(100%)	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case the transfer are anticipated to occur in June 2020.
Repayment of Debentures	29,214	31%	▼	Timing	Dependant on Timing of Payments to Treasury for Loan Repayments.
Transfer to Reserves	767,219	11498%	▲	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case the transfer are anticipated to occur in June 2020.

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

▲ Favourable variance

▼ Unfavourable variance

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**OPERATING ACTIVITIES
RECEIVABLES**

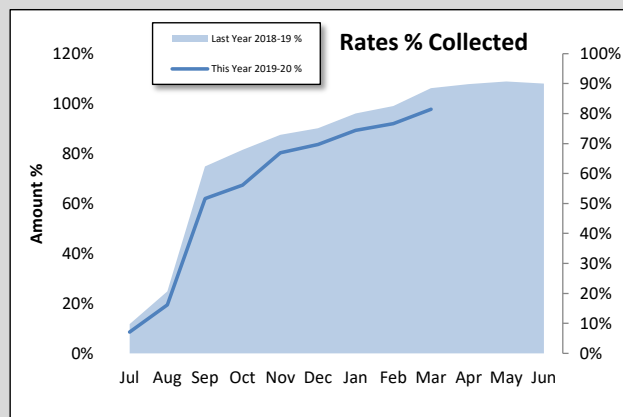
Rates Receivable	30 Jun 18	31 Mar 20	31 Mar 19	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	586,296	586,296	492,340	Receivables - General	30,016	29,428	725	7,166	67,334
Levied this year		3,194,497	4,778,570	Percentage	45%	44%	1%	11%	
Movement in Excess Rates		(125,996)	(90,732)						
Domestic Refuse Collection Charges		472,372	471,381						
Domestic Services (Additional)		3,197	3,390						
Commercial Collection Charge		43,689	44,814	Balance per Trial Balance					
Commercial Collection Charge (Additional)		43,793	45,287	Rates Pensioner Rebate Claims					61,918
Total Rates and Rubbish (YTD)	5,359,227	5,366,821	5,276,807	GST Input					102
Less Collections to date	(5,359,227)	(5,244,199)	(5,108,240)	Provision For Doubtful Debts					(38,020)
Net Rates Collectable	586,296	708,919	660,907	Total Receivables General Outstanding					91,335
% Collected	90.14%	97.72%	88.75%	Amounts shown above include GST (where applicable)					
Pensioner Deferred Rates		(178,661)	(153,532)						
Pensioner Deferred ESL		(8,254)	(6,786)						
Total Rates and Rubbish, ESL, Excess Rates		522,004	500,590						

KEY INFORMATION

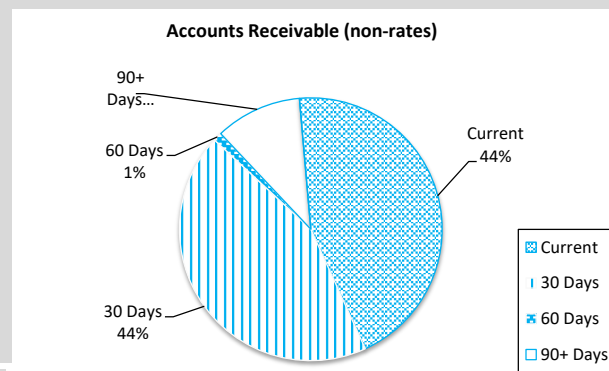
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



Collected	Rates Due
98%	\$522,004



Debtors Due
\$91,335
Over 30 Days
55%
Over 90 Days
11%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

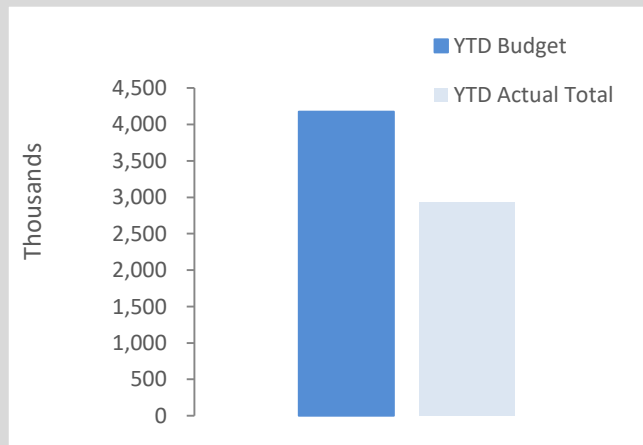
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

Capital Acquisitions	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land and Buildings	1,182,306	886,635	519,234	367,401
Plant & Equipment	1,376,633	1,032,372	480,604	551,768
Furniture & Equipment	22,500	16,866	2,314	14,552
Roads	2,134,092	1,600,344	1,660,044	(59,700)
Footpaths	76,000	56,988	57,464	(476)
Road Drainage	32,000	23,994	10,029	13,965
Other Infrastructure	717,382	537,939	202,712	335,227
Parks and Gardens	0	0	0	0
Bridges	31,040	23,265	812	22,453
Capital Expenditure Totals	5,571,953	4,178,403	2,933,212	1,245,191

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	Current Budget	YTD Actual	% Spent
	\$5.57 M	\$2.93 M	53%

To be read in conjunction with Strategic Projects Tracker

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**







































% of Completion

	Account Number	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)	
		\$	\$	\$	\$	
Capital Expenditure						
Land and Buildings						
	Building Renovation Administration	4040260	210,000	157,500	0	157,500
	SES Training / Meeting Room	4050260	62,210	46,656	0	46,656
	Kitchen Upgrade	4080360	5,986	4,482	4,151	331
	Accessibility Access Upgrades	4080850	50,000	37,494	0	37,494
	Smith St Public Toilets (Coles Carpark) Capital	4100850	50,000	37,494	0	37,494
	Harris St Public Toilets (Museum) Capital	4100850	10,000	7,497	0	7,497
	May Street Public Toilet Upgrade	4100850	70,000	52,497	16,626	35,871
	Thomas Hogg Public Toilet Upgrade	4100850	4,761	3,564	0	3,564
	Memorial Park Public Toilets Capital	4100850	119,719	89,784	135,676	(45,892)
	Town Hall (Federal St) Building Capital	4110160	8,000	5,994	3,874	2,120
	John Higgins Community Complex Building Capital	4110160	22,000	16,497	19,554	(3,057)
	Nomans Lake Hall Building Capital	4110160	6,500	4,869	5,299	(430)
	NRRC Building (Capital)	4110260	15,000	11,250	5,871	5,379
	NRRC Building Capital 2018-19	4110260	20,000	14,994	0	14,994
	Croquet Clubrooms Building Capital	4110355	11,633	8,721	5,088	3,633
	Library Building (Capital)	4110560	7,000	5,247	0	5,247
	Library - Stage 2	4110560	15,000	11,250	471	10,779
	Railway Station Building (Capital)	4110660	57,015	42,750	6,150	36,600
	Caravan Park Campers Kitchen Building Capital	4130260	20,000	14,994	0	14,994
	Caravan Park Renovations	4130260	18,862	14,148	7,304	6,844
	Accommodation Units (NCP)	413260	394,000	295,488	309,171	(13,683)
	Visitor Information Bay Upgrade (Williams Road)	4130260	4,620	3,465	0	3,465
			1,182,306	886,635	519,234	367,401
Plant and Equipment						
	Fire Shed (Highbury)	4050155	30,000	22,500	0	22,500
	Lifting Ramp - NO05	4050355	5,000	3,744	0	3,744
	CCTV Upgrade	4050455	30,000	22,500	0	22,500
	009NGN 2019 Toyota Camry Altise	4080455	28,000	20,997	0	20,997
	NGN219 CATS Vehicle 2020	4080750	27,000	20,250	0	20,250
	NGN00 EMDRS Vehicle 2019(3)	4100655	42,317	31,734	37,239	(5,505)
	NGN00 EMDRS Vehicle 2020(1)	4100655	42,317	31,734	37,184	(5,450)
	NGN00 EMDRS Vehicle 2020(2)	4100655	42,317	31,734	0	31,734
	NRRC Fire Extinguisher Upgrades	4110255	15,248	11,430	0	11,430
	CCTV Installation Old Courthouse Museum	4110655	7,687	5,760	6,988	(1,228)
	Diesel Locomotive (Railway Yard)	4110655	5,000	3,744	0	3,744
	ONO EMTRS Vehicle 2019 (3)	4120350	36,498	27,369	36,498	(9,129)
	ONO EMTRS Vehicle 2019 (4)	4120350	36,498	27,369	36,498	(9,129)
	ONO EMTRS Vehicle 2020 (1)	4120350	36,498	27,369	0	27,369
	ONO EMTRS Vehicle 2020 (2)	4120350	36,498	27,369	0	27,369
	N001 MO Vehicle 2019(3)	4120350	36,243	27,180	36,722	(9,542)
	N001 MO Vehicle 2020(1)	4120350	36,243	27,180	0	27,180
	N001 MO Vehicle 2020(2)	4120350	36,243	27,180	0	27,180
	NO3 2019 UD 6 Wheeler Nissan Diesel Tip Truck	4120350	226,000	169,497	0	169,497
	NO237 2019 Caterpillar CW34NN Rubber Tyred Roller	4120350	165,000	123,750	0	123,750
	NO1193 2019 JCB 4CX PC Backhoe Loader	4120350	195,000	146,250	194,400	(48,150)
	NGN93 Mitsubishi Triton Single Cab 2019 (Leading Hand) (PA018B)	4120350	26,000	19,494	0	19,494
	Mobile (trailer Mounted) Visual Display Unit	4120350	25,000	18,747	21,416	(2,669)
	CCTV Installation NCP	4130255	0	0	0	0
	NGN2 2019 Holden Trax (BC) (PA006B)	4130350	25,000	18,747	17,771	976

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)























% of Completion

	Account Number	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)
 1NGN CEO Vehicle 2019(4)	4140585	56,000	41,994	55,889	(13,895)
 ONGN EMCCS Vehicle 2019(2)	4140585	34,676	26,001	0	26,001
 ONGN EMCCS Vehicle 2020(1)	4140585	34,676	26,001	0	26,001
 ONGN EMCCS Vehicle 2020(2)	4140585	34,676	26,001	0	26,001
 002 NGN MF Vehicle 2020	4140585	25,000	18,747	0	18,747
		1,376,633	1,032,372	480,604	551,768
Furniture and Equipment					
 Airconditioner Upgrade - DRS	4040250	20,000	14,994	0	14,994
 Town Hall Airconditioner	4110150	2,500	1,872	2,314	(442)
		22,500	16,866	2,314	14,552
Infrastructure - Roads					
 Cooramining Road - Renewal (Rural)(Grant Funded)	4120164	144,651	108,468	48,985	59,483
 Earl Street - Renewal (Local)	4120165	30,000	22,500	15,796	6,704
 Ensign Street - Renewal (Local)	4120165	98,158	73,602	61,512	12,090
 Butler Street - Upgrade (Local)	4120165	0	0	0	0
 Lock Road - Renewal (Rural)	4120165	70,680	53,001	5,514	47,487
 Whinbin Rock Road - Renewal (Rural)	4120165	87,406	65,529	78,339	(12,810)
 Dongolocking Road - Upgrade (Rural)	4120165	218,500	163,854	174,855	(11,001)
 Birdwhistle Road - Renewal (Rural)	4120165	108,133	81,072	6,927	74,145
 Narrogin Valley Road - Renewal (Rural)	4120165	99,149	74,349	9,135	65,214
 Chomley Road - Renewal (Rural)	4120165	100,133	75,069	96,072	(21,003)
 Lavator Road - Renewal (Rural)	4120165	5,938	4,437	0	4,437
 Street Tree Capital	4120165	20,000	14,994	21,840	(6,846)
 Northwood Street - Renewal (Local) (R2R)	4120166	30,000	22,500	29,772	(7,272)
 Havelock Street - Renewal (Local) (R2R)	4120166	24,600	18,450	24,125	(5,675)
 Lock Street - Renewal (Local) (R2R)	4120166	19,000	14,247	18,790	(4,543)
 Congelin - Narrogin Road - Renewal (Local) (R2R)	4120166	28,000	20,997	27,972	(6,975)
 Tarwonga Road - Renewal (Local) (R2R)	4120166	33,021	24,759	32,873	(8,114)
 Highbury West Road - Renewal (Rural) (R2R)	4120166	40,000	29,997	41,174	(11,177)
 Piesseville - Tarwonga Road - Renewal (Local) (R2R)	4120166	146,797	110,097	146,614	(36,517)
 Wilson Street - Renewal (Local) (R2R)	4120166	12,474	9,351	12,288	(2,937)
 Narrogin-Harrismith Road - Renewal (Local) (R2R)	4120166	41,202	30,897	40,777	(9,880)
 Clayton Road - Renewal (Local) (RRG)	4120167	738,027	553,509	731,082	(177,573)
 Tarwonga Road - Renewal (Rural) (RRG)	4120167	38,223	28,665	35,601	(6,936)
		2,134,092	1,600,344	1,660,044	(59,700)
Infrastructure - Footpaths					
 Ensign St Footpath Construction	4120175	22,000	16,497	18,144	(1,647)
 Argus Street Footpath Construction	4120175	35,000	26,244	25,200	1,044
 Park Street Footpath Construction	4120175	19,000	14,247	14,120	127
		76,000	56,988	57,464	(476)
Infrastructure - Drainage					
 Drainage - Butler Street	4120180	32,000	23,994	10,029	13,965
		32,000	23,994	10,029	13,965
Infrastructure - Other					
 White Road Refuse Site	4110165	6,000	4,500	3,940	560
 Bin Surrounds	4110165	20,000	14,994	16,434	(1,440)
 Drainage Engineering consultancy - stormwater diversion	4100450	20,000	14,994	0	14,994
 Cemetery Upgrade	4100860	47,410	35,532	7,673	27,859

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**








**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

	Account Number	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)
 CBD Design - Colour Palette and signage	4100860	1,153	864	0	864
 CBD Design - Heritage Walk Signage (Stage 2)	4100860	38,500	28,872	29,685	(813)
 Memorial Park Capital	4100860	31,190	23,391	13,600	9,791
 Gnarojin Park Cultural Heritage Management Plan	4100860	20,000	14,994	0	14,994
 Gnarojin Park Electrical Design Work	4100860	30,000	22,500	0	22,500
 Gnarojin Park Landscape Design	4100860	89,720	67,284	0	67,284
 Town Hall Furniture	4110165	8,500	6,372	7,712	(1,340)
 NRRC Infrastructure Other (Capital)	4110265	70,068	52,542	21,843	30,699
 Foxes Lair	4110365	4,592	3,438	0	3,438
 McKenzie Park - Playground Equipment	4110365	11,250	8,433	11,231	(2,798)
 Highbury Tennis Court	4110365	75,000	56,250	0	56,250
 Yilliminning Rock Camping Area	4110365	18,000	13,500	13,534	(34)
 Wilbur Park (Highbury) - Gazebo	4110365	16,000	11,997	5,875	6,122
 Park Furniture	4110365	12,000	9,000	7,464	1,536
 Clayton Road Storm Water Catchment Dam	4110365	35,000	26,244	0	26,244
 Public Art Strategy - Stage 1	4110860	25,000	18,747	0	18,747
 Gnarojin Park Hydrology Report	4100860	25,000	18,747	0	18,747
 Aerodrome Infrastructure Other (Capital)	4120466	45,000	33,750	39,000	(5,250)
 Banner Poles	4130265	10,000	7,497	300	7,197
 Local Tourism Planning Strategy	4130265	28,000	20,997	24,422	(3,425)
 Economic Development Strategy	4130660	30,000	22,500	0	22,500
		717,382	537,939	202,712	335,227
Infrastructure - Parks & Gardens					
		0	0	0	0
Infrastructure - Bridges					
 Footbridge Refurbishment	4120181	31,040	23,265	812	22,453
		31,040	23,265	812	22,453
Grand Total		5,571,953	4,178,403	2,933,212	1,245,191

Capital Expenditure Total

Level of Completion Indicators

-  0%
-  20%
-  40%
-  60%
-  80%
-  100%
-  Over 100%

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

Variance is calculated on:
YTD Budget vs YTD Actual

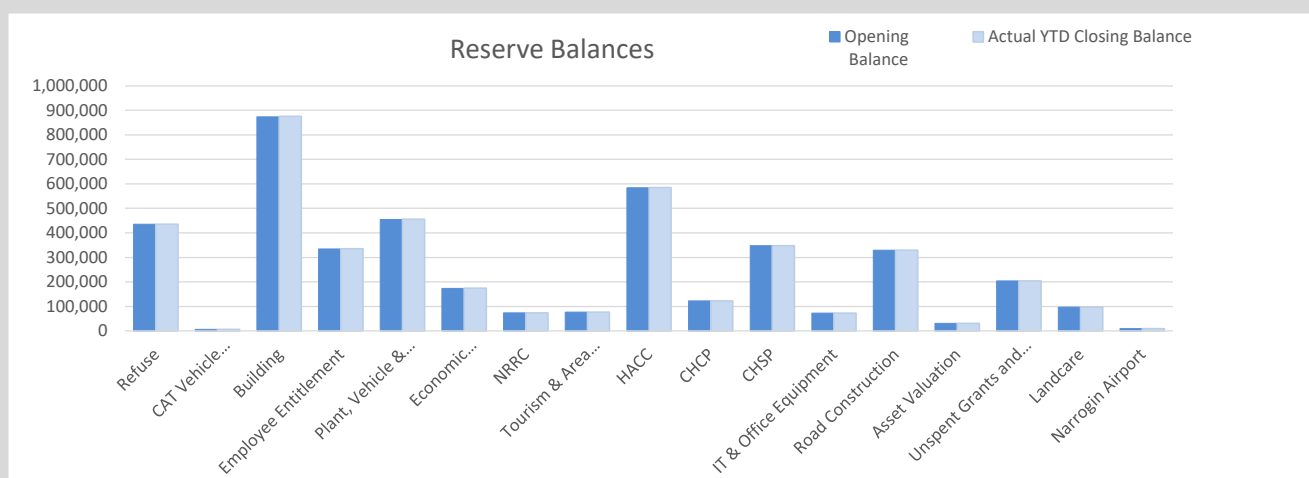
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

OPERATING ACTIVITIES
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Forecast 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	435,109	7,385	686	6,330	77,000	0	46,000	0	473,494	435,795
CAT Vehicle Replacement	6,655	116	10	99	6,000	0	12,000	0	771	6,665
Building	873,681	14,828	1,378	12,710	16,685	0	550,000	0	355,194	875,059
Employee Entitlement	334,863	5,683	529	4,871	20,000	0	0	0	360,546	335,392
Plant, Vehicle & Equipment	454,959	7,722	718	6,619	425,000	0	557,300	0	330,381	455,677
Economic Development	174,049	2,954	276	2,532	50,000	0	18,000	0	209,003	174,325
NRRC	73,927	1,255	116	1,076	80,000	0	0	0	155,182	74,044
Tourism & Area Promotion	77,202	1,310	122	1,123	0	0	0	0	78,512	77,324
HACC	584,487	9,463	921	8,111	0	0	98,240	0	495,710	585,408
CHCP	122,909	2,594	194	2,223	0	0	83,117	0	42,386	123,102
CHSP	347,664	7,231	547	6,198	205,228	0	123,249	0	436,873	348,211
IT & Office Equipment	72,563	1,232	115	1,056	5,000	0	0	0	78,795	72,678
Road Construction	329,405	5,591	519	4,792	0	0	0	0	334,996	329,924
Asset Valuation	31,309	0	50	0	0	0	0	0	31,309	31,359
Unspent Grants and Contributions	203,773	819	320	702	0	0	49,067	0	155,525	204,094
Landcare	97,024	1,647	154	1,412	0	0	0	0	98,671	97,177
Narrogin Airport	10,000	170	17	146	15,000	0	0	0	25,170	10,017
	4,229,578	70,000	6,673	60,000	8	0	1,536,973	0	3,662,518	4,236,251

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
Aug-19	BC265	SES Training / Meeting Room	0819.008	Capital Expenses			(62,210)	(62,210)
Aug-19	130502020	ESL - SES Capital Grant GEN	0819.008	Capital Revenue		62,210		0
Aug-19	120805900	CHSP - Refund of Unspent Grant Funding GEN	0819.008	Operating Expenses			(123,249)	(123,249)
Aug-19	150805520	CHSP - Transfers From Reserve GEN	0819.008	Capital Revenue		123,249		0
Aug-19	BC177	Thomas Hogg Public Toilet Upgrade	0819.008	Operating Expenses			(4,761)	(4,761)
Sep-19	131201010	ROADC - Roads to Recovery Grant GEN	0919.009	Capital Revenue		71,797		67,036
Sep-19	R2R324	Piesseville - Tarwonga Road - Renewal (Local) (R2R)	0919.009	Capital Expenses			(71,797)	(4,761)
Feb-20	ANNUAL AUDIT	Opening Surplus readjusted following the audit	Dec 2019	Opening Surplus(Deficit)		119,647		114,886
Feb-20	130301100	RATES - Interim Rates Levied - GRV GEN	0220.015	Operating Revenue		3,500		118,386
Feb-20	130303000	INVEST - Interest Earned - Reserve Funds GEN	0220.015	Capital Revenue			(10,000)	108,386
Feb-20	140303500	INVEST - Transfer Interest To Reserve GEN	0220.015	Capital Expenses		10,000		118,386
Feb-20	120401120	MEMBERS - Election Expenses GEN	0220.015	Operating Expenses		18,300		136,686
Feb-20	120401130	MEMBERS - Subscriptions & Publications GEN	0220.015	Operating Expenses			(6,800)	129,886
Feb-20	140402600	OTHGOV - Capital Administration Building GEN	0220.015	Operating Expenses			(30,000)	99,886
Feb-20	130402060	OTHGOV - Sundry Income - Other Governance GEN	0220.015	Operating Expenses			(1,500)	98,386
Feb-20	150402600	OTHGOV - Transfer From Reserves GEN	0220.015	Operating Expenses		30,000		128,386
Feb-20	120503000	ANIMAL - Salaries & Wages GEN	0220.015	Operating Expenses			(8,900)	119,486
Feb-20	120807150	AGEDOTHER - Veterans Homecare Salaries & Wages GEN	0220.015	Operating Expenses		4,840		124,326
Feb-20	130807030	AGEDOTHER - Veterans Homecare Fees & Charges GEN	0220.015	Capital Revenue			(14,000)	110,326
Feb-20	130807030	AGEDOTHER - Veterans Homecare Fees & Charges GEN	0220.015	Operating Expenses		2,000		112,326
Feb-20	130806000	AGEDSNRS - Fees & Charges GEN	0220.015	Operating Revenue			(3,700)	108,626
Feb-20	121006000	PLAN - Salaries & Wages GEN	0220.015	Operating Expenses			(18,000)	90,626
Feb-20	141103650	REC - Infrastructure Other (Capital) GEN	0220.015	Capital Expenses			(4,250)	86,376
Feb-20	131001000	SAN - Domestic Refuse Collection Charges GEN	0220.015	Operating Revenue		45,990		132,366
Feb-20	141008500	COM AMEN - Building (Capital) - Other Community Amenities Gt	0220.015	Capital Expenses			(13,190)	119,176
Feb-20	131008000	COM AMEN - Cemetery Fees (Burial) GEN	0220.015	Operating Revenue			(16,000)	103,176
Feb-20	131103050	REC - Reimbursements - Other Recreation GEN	0220.015	Operating Expenses			(10,000)	93,176
Feb-20	I0068	McKenzie Park - Playground Equipment	0220.015	Capital Expenses			(4,250)	88,926
Feb-20	I0161	NRRC Transplanting Palms	0220.015	Operating Expenses			(3,500)	85,426
Feb-20	I0171	Pioneer Drive Fence Planning	0220.015	Capital Expenses			(8,000)	77,426
Feb-20	131102290	NRRC - Reimbursements GEN	0220.015	Capital Revenue		3,500		80,926
Feb-20	121102430	NRRC - Utility - Water GEN	0220.015	Operating Expenses			(9,000)	71,926
Feb-20	131101020	HALLS - Lease/Rental Income GEN	0220.015	Operating Expenses			(1,000)	70,926
Feb-20	141105600	LIB - Building (Capital) GEN	0220.015	Operating Expenses		105,000		175,926
Feb-20	151105520	LIB - Transfers From Reserve GEN	0220.015	Operating Expenses			(105,000)	70,926
Feb-20	121108170	OTHCUL - Narrogin Show GEN	0220.015	Operating Expenses			(8,900)	62,026
Feb-20	121108150	OTHCUL - Rev Heads GEN	0220.015	Operating Expenses			(1,600)	60,426
Feb-20	121108050	OTHCUL - Festival & Events GEN	0220.015	Operating Expenses			(1,200)	59,226
Feb-20	121108020	OTHCUL - Christmas Lights GEN	0220.015	Operating Expenses		11,700		70,926
Feb-20	121204000	AERO - Airstrip & Grounds Maintenance/Operations GEN	0220.015	Operating Expenses			(12,000)	58,926
Feb-20	141203550	PLANT - Transfers To Reserve GEN	0220.015	Capital Expenses			(10,000)	48,926
Feb-20	121202080	ROADM - Street Lighting Maintenance/Operations GEN	0220.015	Operating Expenses		15,000		63,926
Feb-20	121401000	PRIVATE - Private Works Expenses GEN	0220.015	Operating Expenses			(33,000)	30,926
Feb-20	131401000	PRIVATE - Private Works Income GEN	0220.015	Operating Revenue		41,500		72,426
Feb-20	141201650	ROADC - Roads (Capital) - Council Funded GEN	0220.015	Capital Expenses		10,000		82,426
Feb-20	131302000	TOUR - Caravan Park Fees GEN	0220.015	Operating Revenue			(10,000)	72,426
Feb-20	131302050	TOUR - Reimbursements (Exc GST) GEN	0220.015	Operating Revenue		5,800		78,226
Feb-20	131405020	ADMIN - LGIS Good Claims Rebate GEN	0220.015	Operating Revenue		39,620		117,846
Feb-20	131405050	ADMIN - Reimbursements GEN	0220.015	Operating Revenue		5,400		123,246
Feb-20	131407000	SAL - Reimbursement - Workers Compensation GEN	0220.015	Operating Revenue		1,000		124,246
Feb-20	141102700	NRRC - Transfers to Reserve GEN	0220.015	Capital Expenses			(124,246)	0
Mar-20	ANNUAL AUDIT	Opening Surplus readjusted post audit review	0320.013	Opening Surplus(Deficit)			(177,273)	(177,273)
Mar-20	190923000	Accrued Expenses GEN	0320.013	Opening Surplus(Deficit)		8,226		(169,047)
Mar-20	190929000	Accrued Interest on Loans GEN	0320.013	Opening Surplus(Deficit)		7,565		(161,482)
Mar-20	121102650	NRRC - Contract Management Expense GEN	0320.013	Operating Expenses		45,000		(116,482)
Mar-20	121108210	OTHCUL - Event/Festival Matching Funding GEN	0320.013	Operating Expenses		30,000		(86,482)
Mar-20	121402390	PWO - Consultants GEN	0320.013	Operating Expenses		6,000		(80,482)
Mar-20	LB235	Caravan Park Renovations	0320.013	Capital Expenses		20,000		(60,482)
Mar-20	130301250	RATES - Penalty Interest Received GEN	0320.013	Operating Revenue		9,000		(51,482)
Mar-20	120402210	OTHGOV - Other Consultancy - Strategic GEN	0320.013	Operating Expenses		15,000		(36,482)
Mar-20	131006060	PLAN - Planning Officer Regional Support Income GEN	0320.013	Operating Revenue		10,000		(26,482)
Mar-20	121405090	ADMIN - Other Employee Expenses GEN	0320.013	Operating Expenses		13,000		(13,482)
Mar-20	121108130	OTHCUL - ANZAC Day GEN	0320.013	Operating Expenses		3,482		(10,000)
Mar-20	121306050	ECONOM - Travel & Accommodation GEN GEN	0320.013	Operating Expenses		10,000		0
					-	907,326	-	907,326
								0

KEY INFORMATION

Commencing the budget for 2020/2021, the b/f surplus in the annual financial report for 18/19 was reviewed to ensure a sound calculation of the closing balance for 19/20. As a result of noticing an abnormality the issue was raised with the Auditors at OAG. The Auditors agreed the b/f surplus had been overstated. It was also noted some accrued expenses had been slightly overstated.

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 PARTICIPATION IN NATIONAL REDRESS SCHEME

File Reference	WALGA
Disclosure of Interest	The Author does not have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	17 April 2020
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Local Government Information Paper (December 2019)2. Facilities Spreadsheet

Summary

This item is presented for the Shire of Narrogin to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Narrogin to participate in the National Redress Scheme;
- Formally consider endorsing the Shire of Narrogin's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received.

Background

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Narrogin) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Pursuant to Section 111(1)(b) of the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

Comment

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and

- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Narrogin's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Narrogin formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Narrogin will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Narrogin to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Narrogin formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Narrogin include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Narrogin having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant potential financial risk to the Shire of Narrogin.

Considerations for the Shire of Narrogin?

Detailed below is a list of considerations for the Shire of Narrogin to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Narrogin will receive a Redress application. A Service Agreement will only be executed if the Shire of Narrogin receives a Redress application.

The Shire of Narrogin needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to the Local Government if / when an application is received

The local government will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make the local government aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Narrogin will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements.

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Narrogin's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *the Act*.

5. Redress Decisions

The Shire of Narrogin should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Narrogin do not have any influence on the decision made and there is no right of appeal.

Consultation

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

Statutory Environment

The Shire of Narrogin in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

Policy Implications

There are no relevant policy implications.

Financial Implications

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and

- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	To provide community facilities and promote social interaction
Outcome:	2.2	Build a healthier and safer community

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to participation in the National Redress Scheme, Council:

1. Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;
2. Endorses the participation of the Shire of Narrogin in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
3. Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received; and
4. Notes that a confidential report will be provided to the Council, if a Redress application is received by the Shire of Narrogin.



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

National Redress Scheme for Institutional Child Sexual Abuse

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

Information Paper

3 February 2020

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1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.¹

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

¹ Section 111(1)(b).

3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). *

* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at www.nationalredress.gov.au.
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

FOR MORE INFORMATION

Please contact:

Gordon MacMile
Director Strategic Coordination and Delivery
Email: gordon.macmile@dlgsc.wa.gov.au

Department of Local Government, Sport and Cultural Industries
246 Vincent Street, LEEDERVILLE WA 6007
PO Box 329, LEEDERVILLE WA 6903
Telephone: (08) 9492 9700
Website: www.dlqc.wa.gov.au

APPENDIX A

ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions² to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks (August 2015)*; *Redress and Civil Litigation (September 2015)* and *Criminal Justice (August 2017)*. The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

² * For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
 - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
 - Places emphasis on genuine engagement with and valuing of children;
 - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
 - Creates conditions that increase the likelihood of identifying any harm;
 - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

APPENDIX B

NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at www.nationalredress.gov.au or the [National Redress Guide](#).

SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> No responsibility for local governments. The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> ACT has no municipalities, and the ACT Government is responsible for local government functions. ACT has therefore not been required to explore the issue of local government participation in the Scheme.
New South Wales (NSW)	<ul style="list-style-type: none"> In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability. The NSW Office for Local Government is leading communications with local councils about this decision. NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.
Northern Territory (NT)	<ul style="list-style-type: none"> The NT Government has consulted all of the Territory's local governments, including individually visiting each local government. NT is in the process of amending Territory's declaration of participating institutions to include local governments.
Queensland	<ul style="list-style-type: none"> Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions. The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.
South Australia (SA)	<ul style="list-style-type: none"> Local governments are not currently included in the SA Government's declaration The SA Government is still considering its approach to local governments.
Tasmania	<ul style="list-style-type: none"> Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration. A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.
Victoria	<ul style="list-style-type: none"> The Victorian Government's declaration includes local governments. The Victorian Government is covering local governments' redress liability.
Western Australia (WA)	<ul style="list-style-type: none"> The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.

TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

PROCEDURAL MOTION

That with respect to items 10.4.2, 10.4.3 and 10.4.4, Council, pursuant to section 5.23(2)(a)(b) & (e) of the Local Government Act 1995, close the meeting to members of the public, as the matter will likely discuss the personal affairs of either employees, in relation to an employment matter, or of individuals and businesses, affected by the Covid-19 Pandemic.

10.4.2 COVID-19 RELIEF & RECOVERY OPTIONS

File Reference	COVID-19
Disclosure of Interest	The Author does not have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	15 April 2020
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. CONFIDENTIAL Covid-19 Relief & Recovery Strategy Paper (provided under separate cover)

Summary

This item is for the Council to consider adopting a Covid-19 Relief & Recovery Strategy, that addresses some of the more pressing immediate needs of the community to 30 June 2020, and also potential future or ongoing needs over the next 12 months to 30 June 2021.

Background

Covid-19 was declared a Pandemic on 11 March 2020 by the World Health Organisation (WHO) and the State of Western Australia declared a State of Emergency in relation to it with effect from 16 March 2020.

Comment

Several proposed relief and recovery solutions and options are discussed in detail in the Attachment 1 and considered confidential until such time as the Council resolves to implement some or all of the initiatives canvassed in the paper.

Consultation

Consultation on the proposed solutions and concepts canvassed within the Attachment have been discussed with the following:

- Shire President and Deputy Shire President;
- Executive Management Team;

- The Shire’s Critical Incident Management Team (CIMT); and
- Elected Members, via the Monthly Briefing Session held on 14 April 2020.

Statutory Environment

The only relevant statutory limitations on the proposals within the Attachment, relate to the following:

- Any resolution that purports to amend the Annual Budget, must be made by an absolute majority, pursuant to Section 6.8 of the Local Government Act 1995.
- Any resolution that purports to waive or write-off debts, must be made by an absolute majority, pursuant to Section 6.12 of the Local Government Act 1995.
- Any matter discussed that is common to a significant number of electors or ratepayers an exempt interest for the purposes of disclosure, pursuant to Section 5.63(1)(a) of the Local Government Act 1995.

Policy Implications

There are no relevant Council Policies.

Financial Implications

In overall context of the Shire’s Budget, Covid-19 has had a relatively small negative financial impact on the operations of the local government at the present, however the impact on the community necessitates a review of how the local government can respond to address the financial impacts that the pandemic will have in coming months and the next year in particular.

The attached paper attempts to address some of those impacts with recommended solutions and adjustment of priorities.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
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
Strategy:	4.1.2	Continue to enhance communication and transparency

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That with respect to the current COVID-19 Pandemic and the severe hardship and negative impact it is having on its residential and business community, and community, sporting and cultural groups, Council:

1. Adopt the COVID-19 Relief & Recovery Strategy as presented in accordance with Attachment 1, including the schedule of resolutions and specified Budget Amendments, Debt Relief and Rates Relief Actions; and
2. Widely publicise the actions and strategies to the community.

10.4.3 CONTRACT OF EMPLOYMENT RENEWAL EXECUTIVE MANAGER TECHNICAL & RURAL SERVICES

File Reference	Personal File
Disclosure of Interest	The Author does not have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	15 April 2020
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Proposed CONFIDENTIAL Contract of Employment (provided under separate cover)	

Summary

This item is for the Council to consider the recommendation of the Chief Executive Officer of renewal of employment contract of the Executive Manager Technical and Rural Services as per the attached confidential Contract of Employment.

Background

The Executive Manager Technical and Rural Services has been with the Shire in this position since commencing with the Shire on 27 June 2016.

Comment

The opinion of the Chief Executive Officer is that the Executive Manager Technical and Rural Services performs an essential and critical role and is well regarded role by his colleagues, employees and the community, and has the confidence of the Chief Executive Officer in continuing to undertake that role for another 5 year term.

Consultation

Consultation has occurred with the Shire President and Deputy Shire President and also with Elected Members, via confidential Briefing Session, and also with the employee concerned.

Statutory Environment

Local Government Act 1995, Sections 5.36 to 5.40 relates.

Specifically however, Section S5.37 Senior employees states:

“(1) A local government may designate employees or persons belonging to a class of employee to be senior employees.

(2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO’s recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

(3) Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

(4A) Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.

(4) For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed”.

Policy Implications

The Council’s’ Policy entitled 2.1 Senior Employees – Designation, states:

“Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees –

- a) Executive Manager, Corporate and Community Service*
- b) Executive Manager, Development and Regulatory Services*
- c) Executive Manager, Technical and Rural Services.”*

Financial Implications

Budget

The costs of the employment contract are as per existing contractual obligations (no change) and are currently included in the annual budget as a normal allocation.

Long Term

The long term financial implications relevant to this matter include the ongoing cost of employment of the Executive Manager and the Long Term Financial Plan has an allocation to meet these costs.

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
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

That, with respect to the proposed contract of employment renewal for the Executive Manager Technical & Rural Services, Council agree with the recommendation of the Chief Executive Officer and;

1. Endorse Mr Torre Evans as being suitably qualified for the continuing position of Executive Manager Technical and Rural Services and is satisfied with the provisions of the proposed employment contract to be entered into; and
2. Authorise the Shire President and Chief Executive Officer to endorse and affix the common seal to the Executive Manager Technical and Rural Services' Renewal of Employment Contract in keeping with Attachment 1.

PROCEDURAL MOTION

That the meeting be re-opened to the public.

10.4.4 CONTRACT OF EMPLOYMENT RENEWAL EXECUTIVE MANAGER DEVELOPMENT & REGULATORY SERVICES

File Reference	Personal File
Disclosure of Interest	The Author does not have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	15 April 2020
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Proposed CONFIDENTIAL Contract of Employment (provided under separate cover)

Summary

This item is for the Council to consider the recommendation of the Chief Executive Officer of renewal of employment contract of the Executive Manager Development and Regulatory Services as per the attached confidential Contract of Employment.

Background

The Executive Manager Development and Regulatory Services has been with the Shire in this position since commencing with the Shire on 27 January 2016.

Comment

The opinion of the Chief Executive Officer is that the Executive Manager Development and Regulatory Services performs an essential and critical role and is well regarded role by his colleagues, employees and the community, and has the confidence of the Chief Executive Officer in continuing to undertake that role for another 5 year term.

Consultation

Consultation has occurred with the Shire President and Deputy Shire President and also with Elected Members, via confidential Briefing Session, and also with the employee concerned.

Statutory Environment

Local Government Act 1995, Sections 5.36 to 5.40 relates.

Specifically however, Section S5.37 Senior employees states:

“(1) A local government may designate employees or persons belonging to a class of employee to be senior employees.

(2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO’s

recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

(3) Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

(4A) Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.

(4) For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed”.

Policy Implications

The Council’s Policy entitled 2.1 Senior Employees – Designation, states:

“Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees –

- a) Executive Manager, Corporate and Community Service
- b) Executive Manager, Development and Regulatory Services
- c) Executive Manager, Technical and Rural Services.”

Financial Implications

Budget

The costs of the employment contract are as per existing contractual obligations (no change) and are currently included in the annual budget as a normal allocation.

Long Term

The long term financial implications relevant to this matter include the ongoing cost of employment of the Executive Manager and the Long Term Financial Plan has an allocation to meet these costs.

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
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

That, with respect to the proposed contract of employment renewal for the Executive Manager Development and Regulatory Services, Council agree with the recommendation of the Chief Executive Officer and;

1. Endorse Mr Azhar Awang as being suitably qualified for the continuing position of Executive Manager Development and Regulatory Services and is satisfied with the provisions of the proposed employment contract to be entered into; and
2. Authorise the Shire President and Chief Executive Officer to endorse and affix the common seal to the Executive Manager Development and Regulatory Services' Renewal of Employment Contract in keeping with Attachment 1.

PROCEDURAL MOTION

That the meeting be re-opened to the public.

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

13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at ___ pm and pursuant to Resolution 1219.010 of 18 December 2019, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Tuesday 26 May, via Skype for Business, at this stage.



Shire of
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89 Earl Street, Narrogin
Correspondence to:
PO Box 1145, Narrogin WA 6312
T (08) 9890 0900
E enquiries@narrogin.wa.gov.au
W www.narrogin.wa.gov.au