



AGENDA

ORDINARY COUNCIL MEETING

26 MAY 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 on Tuesday, 26 May 2020, in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.

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

Dale Stewart
Chief Executive Officer

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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.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY PLAN

SNAPSHOT

2017-27

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

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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.

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

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ORDINARY COUNCIL MEETING

26 MAY 2020

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7:00 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

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 23 June 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 28 April 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 DRAINAGE EASEMENT – PT LOT 70 ON DEPOSITED PLAN 222890 PARK STREET, NARROGIN

File Reference	A315700 & A155600
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Barry Raymond Price and Marion Leanne Price
Previous Item Numbers	Item 10.1.114 – 22 September 2015 (Resolution 0915.145) Item 10.1.013 – 8 March 2017 (Resolute 0317.017)
Date	4 May 2020
Author	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Locational Plan 2. Aerial Photograph 3. Proposed Acquisition and Easement 4. Copy of Report Minutes (8 March 2017)	

Summary

Council's consideration is requested in regards to the proposed easement to the Shire for the creation of a stormwater drain which is proposed to be located within a portion of Lot 70 Park Street, owned by the Crown and leased to the Anglican Church and then onto the existing driveway over Lot 850 Falcon Street, Narrogin.

Background

The matter first came to Council at its meeting held on 22 September 2015. Council at that meeting resolved as follows:

"That Council:

1. Advise the Department of Lands that the Town of Narrogin recommends:

a) That the proposed purchase of 6.5m wide strip of land from Lot 70 be extended along the full rear boundary of Lot 850 to ensure that the entire drain is contained with Lot 850, ensuring that continuous access to this drainage infrastructure; and

- b) That an easement in favour of the Town of Narrogin be established over the entire drain (including that portion located on the eastern boundary of Lot 850) to ensure the effective management of the drain.*
- c) The balance of Lot 70 be amalgamated with Lots 68 and 69, resulting in the Anglican Church occupying a single parcel of land and ensuring that the existing church does not straddle a property boundary.”*

The matter was again considered by Council at its meeting held on 8 March 2017, as the proposal presented to Council on 22 September 2015, was not what the applicant intended.

Furthermore, the applicant initially was not in favour of having an easement over their property even though the existing driveway via the rear laneway for the property on Lot 850 Falcon Street has been used for a period of time as a stormwater drain without any formal easement created over the subject land. For the land transaction to occur, the applicant requested that the condition for the creation of the easement for the purpose of stormwater drain imposed by Council be removed from the condition of approval (Condition 1(b) of Council’s resolution held on 22 September 2015).

Council at the meeting of 8 March 2017 (copy of Minutes – Attachment 4), resolved as follows:

“That Council:

- 1. Defers the consideration for the purchase of portion of Lot 70 Park Street (6.5 metres wide and 40.0 metres in length) to be amalgamated to Lots 850 and 851 Falcon Street, Narrogin subject to detailed engineering solutions regarding the stormwater runoff and catchment for this property.*
- 2. Advise the Department of Land to put the application on hold pending the outcome to point 1 above.*
- 3. Advise the applicant of conditions 1 and 2 above.”*

In regards to the above resolution, the purchase of the property was deferred and the Department of Planning, Lands and Heritage placed the application on hold. The applicant was notified of the above resolution and the requirement for an Engineering Report.

The Engineering Report was prepared by David Coates (Engineering Consultant). The recommendation was for the installation of a sump and pump to be located at the lowest point of the laneway on the basis that an easement cannot be obtained through Lot 70 or Lot 850. The Engineering Report provided two options:

Option A

The proposal was to have a sump located at the bottom of the laneway with a pump system to pump the water into Park Street piped network, design to accommodate the full area draining to Lot 70.

Option B

The proposal was to reduce the flows to the sump, thereby reducing pump cost. This is achieved by capturing the principle flows before they get to the east-west laneway and diverting them to existing drains.

According to the Consultant Engineer, there would be a lesser initial cost to carry out Option A, however the pump would be more expensive because it would have included a stand-by requirement and it would have incurred ongoing operational costs into the future.

It was estimated that the total cost of installing the sump, and sediment trap including the outlet piped system for Option B was approximately \$47,000. It was also noted that no costing has been provided for the pump or the power supply to the pump. This would have been an additional cost on top of the costing provided.

After receiving the report, the Applicant withdrew the application prior to the matter being presented to the Council meeting scheduled on 24 April 2018.

On 9 April 2020, the applicant advised that they are again applying for the purchase of part Lot 70 which is owned by the Crown (and leased to the Anglican Church) and have approached the Department of Planning, Land and Heritage (DPLH) to resurrect the application.

The applicant has also advised that their property at 2 Falcon Street (Lot 851) is currently on the market and they would like to proceed with the purchase of the rear portion of Part Lot 70 Park Street, in order to provide rear access to this property.

The applicant has also agreed to the easement being created over their existing driveway (Lot 850) and the spoon drain on part Lot 70 for the purpose of stormwater drain.

The DPLH has advised that, as the current systems do not have the capacity to reopen cases which have been closed for more than 6 months, the applicant is required to resubmit the proposal and for the Shire to provide its comments.

Comment

Proposal

The applicant owns the property at Lots 850 and 851 Falcon Street, Narrogin and the proposal is to purchase the additional land to the north (Lot 70 Park Street which is owned by the Crown and leased to the Anglican Church) so as to incorporate the laneway access to the rear of the properties of Lots 850 and 851. The applicant has stated that the purchase of adjoining property was for the total length of both Lots 850 and 851 Falcon Street, which abuts Lot 70 Park Street. The owner of Lot 70 Park Street had originally agreed for the purchase of 6.5m wide and 20m in length, however the requirement by the applicant is for the total length of 40m. This will have to be negotiated between the respective landowners.

As this part of the land is the lowest point in the area, it is experiencing stormwater drainage issues, which runs at the rear laneway of Park Street over the existing spoon drain at the rear of Lot 850 Falcon Street and along the driveway before discharging onto Falcon Street. There was no formal easement created over Lot 850 Falcon Street, Narrogin for the purpose of stormwater drainage. Therefore an easement will be required over this property for the purposes of stormwater drainage.

Engineering Solution

Based on the previous Engineering report undertaken by David Coates, and further discussions on site with the Shire's Manager Operations and Executive Manager Technical and Rural Services, it is recommended to install a concrete sump two metres wide and two metres deep at the lowest point of the laneway and any access runoff will be discharged via the existing spoon drain and the driveway over Lot 850 (No. 4) and onto Falcon Street through the existing stormwater networks in the area. Based on the catchment area of this site, it is unlikely to attract a large volume of stormwater runoff and therefore will not result in large volumes of excess water runoff over the private property through the proposed easement. The estimated cost of this work is \$30,000.

It is also recommended that an agreement be entered into with the property owners, that they will allow any excess stormwater runoff through their property via the existing spoon drain and the driveway over Lot 850 (No. 4) Falcon Street, Narrogin as an easement.

Consultation

- Executive Manager Technical and Rural Services
- Manager Operations

Statutory Environment

The disposal of Crown land is administered by the Department of Lands under the Land Administration Act 1997, Part 8 – Easements.

Policy Implications

Nil

Financial Implications

The estimated cost to install the concrete sump, creation of a deed of agreement, creation of an easement including survey works, is estimated to be \$30,000.

Strategic Implications

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

Voting Requirements

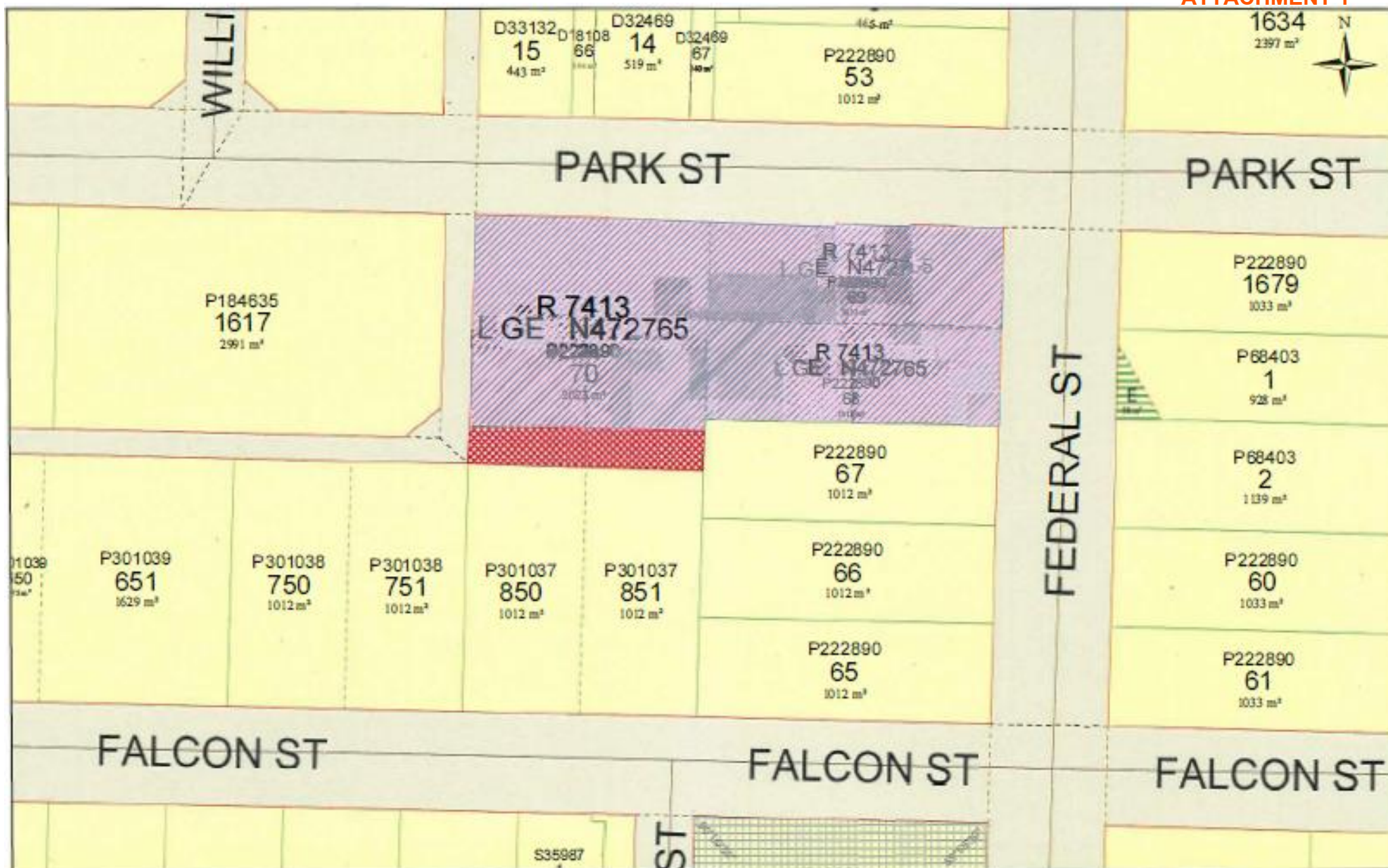
Simple Majority

See over for Officers' Recommendation

OFFICERS' RECOMMENDATION

That with respect to the proposed drainage easement required to service the laneway below Park Street, Narrogin, Council:

1. Support the proposal of the property owners at Lots 850 and 851 Falcon Street, Narrogin to purchase portion Lot 70 Park Street, Narrogin from the Crown, subject to:
 - a. It being amalgamated to Lots 850 and 851 Falcon Street, Narrogin;
 - b. The applicant negotiating with the property owners of Lot 70 Park Street, Narrogin for the purchase of land, 6.5 metre wide and 40 metre in length;
 - c. The applicant making an application to the Western Australian Planning Commission for the amalgamation of the portion of land as per condition 1(a) above to be purchased from Lot 70 Park Street, Narrogin into Lots 850 and 851 Falcon Street, Narrogin; and
 - d. The property owners entering into a deed of agreement with the Shire for the creation of an easement for the purpose of stormwater drainage incorporating the existing spoon drain at the rear of Lot 850 and the existing driveway for the discharge of excess runoff onto Falcon Street.
2. Advise the Department of Planning, Land and Heritage of condition 1 above and for the balance of Lot 70 to be amalgamated with Lots 68 and 69, to ensure that no existing buildings and structure are straddling over property boundaries.
3. Consider the sum of \$30,000 in the 2020/2021 Budget, for the installation of a stormwater sump and associated works and infrastructure as per item 1(d) above.



Scale : 1:800 (Geographical)
MGA : SW-516324.0E,6355672.3N Zone 50/NE-516762.0E,6355846.7N Zone 50
Lat/Long : 117°10'36.340", -32°56'13.560" / 117°10'45.493", -32°56'07.882" H 184mm by W 297mm

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Land to be acquired from Adjoining Property Lot 70 Park Street. Area of Land 40m in length x 6.5m wide for the purpose of Rear Access to Lots 850 and 851 Falcon Street and drainage easement onto lot 850.



Driveway on Lot 850 No. 4 Falcon Street to be dedicated as an easement for drainage purposes.

Lot 850 No. 4
Falcon Street

Lot 851 No. 2
Falcon Street

Falcon Street

10.1.013 PROPOSED PURCHASE OF PORTION OF LOT 70 ON DEPOSITED PLAN 222890

File Reference: A315700 & A155600
Disclosure of Nil
Interest: Applicant: Barry Raymond Price & Marion Leanne Price
Previous Item Nos: Item 10.1.114 – 22 September 2015
Date: 2 March 2017
Author: Azhar Awang, Executive Manager Development and Regulatory Services

Attachments

- Locational Plan
- Aerial Photograph
- Letter from applicant

Summary

Council's reconsideration is requested in regard to the proposed disposal of part Lot 70 to the owner of Lots 850 and 851 Falcon Street, Narrogin.

Background

The matter was previously considered by Council at its meeting held on 22 September 2015. Council at that meeting resolved as follows:

That Council:

1. Advise the Department of Lands that the Town of Narrogin recommends:

- a) That the proposed purchase of 6.5m wide strip of land from Lot 70 be extended along the full rear boundary of Lot 850 to ensure that the entire drain is contained with Lot 850, ensuring that continuous access to this drainage infrastructure; and*
- b) That an easement in favour of the Town of Narrogin be established over the entire drain (including that portion located on the eastern boundary of Lot 850) to ensure the effective management of the drain.*
- c) The balance of Lot 70 be amalgamated with Lots 68 and 69, resulting in the Anglican Church occupying a single parcel of land and ensuring that the existing church does not straddle a property boundary.*

The applicant, on receiving the letter from the Department of Lands regarding the disposal of land was not satisfied with the proposal as it was not what they had requested. In its letter to Council, the applicant provided the following comments:

- The proposal was for a strip of 10meters wide and 40 metres long along the northern boundaries of Lots 850 and 851, however it was negotiated with the Anglican Diocese (owner of Lot 70 Park Street) that it would only support a 6.5m wide disposal of its land due to existing building and structures on site.

- The owners of 4 Falcon Street have had unfettered access to the rear of the property since 1925, as this was access for the night cart in the day, not only since the construction of the drain.
- In order to proceed with the purchase the portion of Lot 70, the condition requiring the provision for an easement (condition 1b) over the entire Lot 850 to be removed. Since the drain has been established there have been no issue with Council to access the drain for maintenance and see no reason why this cannot continue.
- If Council does not remove the condition for the easement, the applicant will not proceed with purchasing the land which will result in the boundary fence being constructed over the drain making this difficult to undertake maintenance issues for this drain. Furthermore, water into the property via this drain will have to be diverted in the event that the drainage easement over the property is not supported by the land owner which would be very costly to Council.
- Revoke Council's recommendation that an easement be established and that the status quo remains for the betterment for all concerned.

Comment

Zoning

Lots 850 and 851 Falcon Street is zoned "Single Residential" under the Shire of Narrogin Town Planning Scheme No 2. Lot 70 which abuts to the north side of Lots 850 and 851 Falcon Street has a dual zoning. The eastern portion of the land is zoned "Community" and the western side of the property is zoned "Single Residential". As the proposal by the applicant is to include the purchase of portion of Lot 70, there may be a requirement for the portion of land that is to be amalgamated to Lot 851 Falcon Street to be rezoned reflecting the current zoning of Lot 851 Falcon Street (Residential). As the proposal is to provide vehicle access via the rear laneway through to Park Street, there will not be significant impact to whether this portion of land is rezoned.

Existing Drain

In the previous report to Council regarding this matter on 22 September 2015, it was reported that there is an existing bitumen spoon drain that extends across the entire rear property of Lot 850 Falcon Street. Further inspection of the property shows that the water is directed through the existing driveway of Lot 850 Falcon Street located on the eastern side of the property. Council's resolution of 22 September 2015 was to formalise the drainage issue by creating an easement over the property of Lot 850 for the purpose of drainage easement.

The applicant is not in favour of the easement as this restricts the ability of future development over the land.

A detailed engineering assessment will be required to look at alternative solutions in directing stormwater in this area in the event that the landowners are not agreeable for the requirement of an easement over their property. This could result in a very expensive exercise to the rate payers of Narrogin.

Alternatively, Council can look at compulsorily acquiring the land containing the easement and leasing the property back to the current land owner at an agreed rate which again is a very expensive process.

In order for the purchase of the portion of Lot 70 Park Street to proceed, the drainage issue needs to be resolved. The drainage issue is quite complex as it requires a detailed study as to where the catchment of stormwater or run off is coming from and where and how best to direct the water without impacting on private properties.

In this regard it is recommended that detailed engineering solutions be considered prior to determining the outcome to purchase the additional land by the respective landowners.

Consultation

- Aaron Cook, Chief Executive Officer
- Torre Evans, Executive Manager Technical and Rural Services
- Property owners of Lot 850 and 851 Falcon Street

Statutory Environment

The disposal of Crown land is administered by the Department of Lands under the *Land Administration Act 1997*.

An application for subdivision/amalgamation will also be required to affect the proposed boundary change for Lots 850, 851 Falcon Street and Lot 70 Park Street.

Policy Implications

Nil

Financial Implications

There will be financial implications associated with this application, which involves, surveying work, subdivision/amalgamation, creation of easement, engineering investigation works, and possible purchase of land through compulsory land acquisition application costing approximately up to \$10,000 from the drainage budget.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0317.017 AND OFFICER'S RECOMMENDATION

Moved: Cr

Seconded: Cr Ward

Schutz That

Council Defer the consideration for the purchase of portion of Lot 70 Park Street (6.5 metres wide and 40.0 metres in length) to be amalgamated to Lots 850 and 851 Falcon Street, Narrogin subject to detailed engineering solutions regarding the stormwater runoff and catchment for this property.

2. Advise the Department of Land to put the application on hold pending the outcome to point 1 above.
3. Advise the applicant of conditions 1 and 2 above.

CARRIED 6/0

10.1.2 SHIRE OF NARROGIN PUBLIC ART CONTRIBUTION POLICY & GUIDELINES

File Reference	26.3.8
Disclosure of Interest	Neither the Author nor Authorising Officer have any impartiality, financial or proximity Interests that require disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.1.5, 24 April 2019 Res 0419.006
Date	15 May 2020
Author	Susan Guy – Manager Community Leisure & Culture
Authorising Officer	Azhar Awang – Executive Manager Development & Regulatory Services
Attachments 1. Draft Public Art Contribution policy 2. Draft Public Art Contribution policy Guidelines 3. Draft Public Artwork Approval Application Form	

Summary

Council is requested to consider the Shire of Narrogin Public Art Contribution Policy (Attachment 1), Public Art Contribution Policy Guidelines (Attachment 2) and the Public Artwork Approval Application Form (Attachment 3) for the purpose of seeking public comment for a period of 30 days, with any submissions received being referred to Council for final consideration prior to formal adoption.

Background

The Shire of Narrogin Public Art Strategy & Masterplan 2019 was formally adopted by Council on 24 April 2019. The Public Art Strategy & Masterplan offers a framework for Council's planning and decision making in the public art realm. The Strategy is a broad, aspirational document which offers practical advice and implementation guidelines for public art projects.

The Public Art Contribution Policy (the Policy) and Guidelines have been developed in order to support the Shire's implementation of the Public Art Strategy & Masterplan. The documents detail how Council may fund public art and offer a framework of guiding principles and procedural requirements for the planning, development, approval and management of public art projects.

Comment

In the past, Council has built its public art collection through community art projects and individual commissions. The Policy sets out that Council should aim to acquire or commission and complete one public artwork (at a minimum) every two years with Council recognising that best practice public art projects can only be achieved through the allocation of adequate budgets. It outlines the approaches Council may take to make a financial contribution to public art.

These are:

1. A Shire 'Percent for Art' scheme

The State Government 'Percent for Art' scheme has allocated up to one percent of the estimated total construction cost of each State capital works project, valued at \$2 million and over, to a commissioned Western Australian artwork. The proposed Shire's Percent for Art Scheme requires 0.5% of the estimated construction cost of a capital works project valued at over \$2 million be allocated to public art. The contribution by the owner/applicant can be made via cash in lieu or through coordinating a public art project.

2. Infrastructure projects with a component of built-in artwork, funded under the Council's annual capital works program

The Shire's Capital Works program will be reviewed annually for the purpose of nominating projects that would be best suited to integrate public art, for example artist designed alternative paving treatments. The Policy directs that these nominated projects be costed and submitted for approval by the Council during the budget process.

The primary principle for selection will be any capital projects with value over \$200,000 and based on a minimum of 0.5% of the proposed value.

3. Annual Budget Allocations

It is recommended Council should also consider public art opportunities as part of its annual budget process and if appropriate allocate a special budget to acquire or commission new public art.

4. Grant Funding

Council may apply for and receive grants from various sources. Community groups may also propose public art projects, funded by another source and seek to form a partnership with the Council.

The Public Art Contribution Policy Guidelines support the Public Art Strategy & Masterplan and the Shire of Narrogin Public Art Contribution Policy. The Guidelines provide a clear framework of guiding principles and procedural requirements for the planning, development, approval and management of public art projects. Along with the Public Art Contribution Policy, the Guidelines will assist Shire staff, private developers, architects, design professionals, art consultants, and artists in the delivery of public art within the Shire. Specifically the Guidelines address matters including:

- Commissioning process
- Artwork brief
- Procurement process
- Selection panel
- Advertising process
- Assessment criteria
- Shortlisting
- Artwork concept
- Final selection process
- Contract
- Design documentation

- Copyright issues
- Asset management
- Decommissioning or removing works
- Artwork maintenance
- Artwork documentation.

The Shire of Narrogin Public Artwork Approval Application form has been developed for owners/applicants who choose to coordinate a public art project. The form is designed to collect information about the proposed artist and artwork and will allow the Shire to ensure that the proposed artwork complies with the Shire of Narrogin's endorsed Public Art Strategy & Masterplan and the Public Art Contribution Policy.

Consultation

- Chief Executive Officer
- Executive Manager, Development and Regulatory Services
- Artsource Consultant – Ms Penny Bovell

Statutory Environment

Nil

Policy Implications

The proposed policy is as per Attachment 1.

The proposed Community Engagement Program is in accordance with the principles of the Council's Community Engagement Policy No. 1.14 and the provisions of the former Town of Narrogin Town Planning Scheme No 2.

It is pertinent at this point, to highlight for Council's consideration, the question of whether the 'Percent for Art' Policy should be mandatory as provided for pursuant to a local planning policy or whether it should be aspirational and limited to Shire projects and those that elect to.

In addition, whilst the intent is to only capture those developments great than \$2million in value, other than Shire projects, it does impose an additional cost on development.

Financial Implications

Council will be required to consider an annual allocation for public art during its annual budget process. Costs may include an external project manager for certain public art projects.

An example of the cost imposition to a private proponent of a project worth \$2million is that this would equate to a 'Percent for Art' contribution of \$10,000 at (0.5%).

An example of the cost imposition to the Shire of a capital project worth \$200,000 is that this would equate to a 'Percent for Art' contribution of \$1,000 at (0.5%).

Other requests for public art will be considered on their merits in the same manner that all discretionary projects are considered by the Council during Budget deliberation processes.

Should the Shire receive contributions of cash in lieu under the proposed policy, the Council will need to establish, in time, an appropriate reserve fund for the purpose.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017- 2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1 In revenue opportunities
Strategy:	1.1.1 Attract new industry, business, investment and encourage diversity whilst encouraging growth of local businesses
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:	2.3.2 Engage and support community groups and volunteers
Strategy:	2.3.3 Facilitate and support community events
Strategy:	2.3.4 Provide improved community facilities (e.g. library/recreation)
Strategy:	2.3.5 Encourage and support continued development of arts and culture
Outcome:	2.4 Cultural and heritage diversity is recognised
Strategy:	2.4.2 Support our Narrogin cultural and indigenous community

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Draft Shire of Narrogin Public Art Contribution Policy, Public Art Policy Guidelines and Public Artwork Approval Application Form, Council approve the draft documents for the purpose of seeking public comment for a period of 30 days, with any submissions received being referred to Council for final consideration prior to formal adoption.

1.1 PUBLIC ART CONTRIBUTION POLICY

Statutory context	Nil
Corporate context	Shire of Narrogin Public Art Strategy & Masterplan 2019
History	Adopted Date.....

Policy Statement

1. INTRODUCTION

Public art is mostly located in public places and spaces but may also be incorporated into private areas open to the public such as shopping plazas, schools, parks, town centres, streetscapes and buildings. It can be a literal piece of artwork such as a sculpture, a painting, a wall mosaic or a mural. It can be incorporated into a functional object including paving, water features (such as a fountain), seating, bridges and lighting. It can also be a temporary work such as an art performance in an outdoor public space.

Public art contributes to the identity of a place in a range of ways. This includes interpreting local culture and customs, enhancing the overall design and visual appearance of a place and adding to the vibrancy, liveability and familiarity of a place through the creation of memorable experiences and landmarks. Public art is often created by local communities themselves and is enhanced with the help of experienced community artists.

2. POLICY OBJECTIVES

The Shire of Narrogin Public Art Contribution Policy aims to:

- Support the implementation of the Shire of Narrogin Public Art Strategy & Masterplan 2019;
- Facilitate the creation of original, high quality public artworks sited in a visually accessible public location;
- Contribute to the arts and cultural development and the fabric of daily life in Narrogin;
- Create a vibrant and contemporary sense of place whilst also respecting and responding to Narrogin's existing history, culture and aspirations;
- Encourage arts engagement, and interaction with places and spaces in Narrogin; and
- Infuse qualities of diversity, creativity and character through themes, types of art and approach.

The Public Art Contribution Guidelines for the commissioning of new public art works are to be read in conjunction with this Public Art Contribution Policy.

3. DEFINITIONS

Artist: In this policy Artist means a person who meets two or more of the following criteria:

- Has a track record of exhibiting/selling their artworks in reputable galleries.
- Earns over 50 percent of their income from art related activities such as selling works or public art commissions.
- Has a Bachelor Degree or Diploma qualification in visual or fine art, or other art forms where relevant.

Public Art: For the purpose of this policy, public art is broadly defined as work or activity designed and/or fabricated by an artist, installed in public space and accessible to the general public. The work may be temporary or permanent, located in a public space or facility provided by both the public and private sector (this includes areas within private buildings that are easily accessible by the public). Public art also includes the contribution of a conceptual idea by an artist to the design of a public space or facility.

As part of this Public Art Contribution Policy, public art can include (but is not limited to):

- The artistic treatment of functional equipment such as bike racks, benches, fountains, playground equipment, light posts or shade structures which are unique;

- Landscape art enhancements such as walkways, bridges or art features within a garden;
- Murals, tiles and mosaics covering walls, floors and walkways and sculptures, free-standing or incorporated as an integral element of a building's design.

Public art does not include:

- Business logos.
- Advertising signage.
- Art objects which are mass produced or off-the-shelf reproductions.
- Landscaping or hardscaping which would normally be associated with a development.

Owner: means the owner of the land upon which the relevant development is proposed to be built. The Owner may also be the Applicant.

Construction Cost: In this policy construction cost means all costs associated with the preparation, construction and full completion of a development, including all materials, labour, servicing and ancillary costs. To ensure accurate calculation of public art contribution values the Shire if necessary may require an applicant to provide cost breakdowns and/or certification from a quantity surveyor to confirm construction cost.

4. POLICY STATEMENT

The Shire of Narrogin aims to either acquire or commission and complete, at a minimum, one public artwork every two years. The Council recognises that best practice public art projects can only be achieved through the allocation of adequate budgets.

Council's financial contribution to public art will be through a number of approaches. These are set out below:

1. Percent for Art Scheme

The Shire of Narrogin may enter into a planning agreement with developers contracted to undertake new building works or refurbishments. The Western Australian State Government Percent for Art Scheme's offers a guide for this approach. Since 1989, this Scheme has allocated up to one percent of the estimated total construction cost of each State capital works project, valued at \$2 million and over, to a commissioned Western Australian artwork.

The Shire's Percent for Art approach requires that half a percent (0.5%) of the estimated construction cost (over \$2 million) is attributed to Public Art. The Shire's contribution requirement shall be imposed on applicable developments as a condition on the Planning Approval. The condition shall specify that the contribution must be made prior to commencement of the project.

Where Council determines that a public art contribution applies, the owner/applicant can choose to either make a cash in lieu contribution or coordinate a public art project.

Option 1: Cash in Lieu

It is recommended developers provide cash in lieu to the Shire of Narrogin for public art budgets up to \$25,000 but can provide cash in lieu for budgets over \$25,000 at their discretion.

Option 2: Coordinate a Public Art Project

The procurement of a public art project with budgets of \$25,000 and above, will be in accordance with the Shire of Narrogin's Public Art Strategy & Masterplan 2019 and the Public Art Contribution Policy Guidelines. It is recommended more complex public art projects are managed for the owner/applicant by an external public art consultant, unless there is a permanent role created within the Shire.

Costs associated with the production of public art include the following:

- Artist fees, materials, assistant's time, insurance, permits, business and legal expenses and operating costs;
- Fabrication and installation of the art work;
- Art consultant fees (maximum 15% of the budget);
- Site preparation, documentation of the art work and acknowledgement plaque.

Upon choosing Option 1, Cash in lieu full payment must be made to the Shire prior to submission of a building permit.

Upon choosing Option 2, the Owner/Applicant will review the Shire of Narrogin Public Art Strategy & Masterplan 2019 as well as the Shire of Narrogin Public Art Contribution Policy Guidelines and the Public Art Commissioning Process.

The percentage required to be spent on public art (as at 2020, 0.5%) and the threshold value (as at 2020, \$2m for the public and \$200,000 for the Shire of Narrogin) will be reviewed by Council at the commencement of each financial year setting the minimum amount for which developments are required to contribute to public art. The amount will be set out in the Shire's Prescribed 'Fees and Charges'.

2. Infrastructure projects with a component of built-in artwork, funded under the Council's annual capital works program

Every year and in the process of developing the new financial year's draft capital works program, the Shire's Executive and Managers will review the Capital Works program for all non-road related projects over the Shire's threshold value (as at 2020, \$200,000) and nominate projects which offer the best opportunities to integrate public art. This process requires Shire officers to carefully consider, in advance, how public art may be assimilated within the design and construction of public facilities or their improvement works. Examples of infrastructure projects which could include a built-in art component are artist-designed alternative paving treatments, bridges, treatment to building facades, new fencing and new street furniture. Nominated infrastructure projects will be costed and submitted for Council's endorsement as part of its budget process.

3. Annual Budget Allocations

Council will consider public art opportunities as part of its annual budget and annual budget review process and consider it appropriate to allocate a special budget to acquire or commission a piece of stand-alone or iconic public artwork.

4. Grant Funding

The Shire of Narrogin may obtain grant funding from a State or Commonwealth source, an arts institution or receive sponsorship from a philanthropic organisation or the private sector. Community groups may also propose public art funded by another source and seek to form a partnership with the Council.

5. SUSTAINABILITY AND PUBLIC ARTWORKS

The Shire of Narrogin commits to implementing ecologically sustainable practices where reasonable and practical as part of all of its facilities and activities, including the planning, design, and implementation of all outdoor public art projects. This includes the use of renewable (green) materials and technologies in artists' designs, fabrication and installation processes. The Shire of Narrogin will also seek to acquire artworks that are appropriate to the environment in which they are to be installed e.g. outdoor artworks should be highly durable, resistant to vandalism and require low maintenance.

The Owner/Applicant seeks the Shire's approval for their chosen professional artist, enters into a contract with their approved chosen professional artist, and submits an Application for Artwork to the Shire. The application is reviewed internally by the Shire of Narrogin Public Art Advisory Panel. Once the Shire is satisfied, the project is given full approval.

Procedures

[Public Art Contribution Policy Guidelines \(Link\)](#)

Forms and Templates

[Public Artwork Approval Application Form \(Link\)](#)

– End of Policy

Notes

1.1 PUBLIC ART CONTRIBUTION POLICY GUIDELINES

1. OBJECTIVE

These Public Art Contribution Policy Guidelines are intended to support the Public Art Strategy & Masterplan 2019 and the Shire of Narrogin Public Art Contribution Policy.

2. PROVISIONS

These Guidelines provide a clear framework of guiding principles and procedural requirements for the planning, development, approval and management of public art projects. Along with the Public Art Contribution Policy it will assist Shire staff, private developers, architects, design professionals, art consultants, and artists in the provision of public art within the Shire of Narrogin.

3. ARTWORK APPROVAL PROCESS

For owners/applicants who choose to coordinate a public art project, the following milestones are required for artwork approval.

Milestone 1: Development Approval

As part of the development approval, the developer must submit, at a minimum, the artwork brief, along with a copy of the contract agreement and provide the details of its appointed public art consultant. If the developer does not intend on engaging a consultant then the developer must provide a statement setting out its reasons for this decision. Projects where there is demonstrated experience within the development team of successful public art project management may not require a public art consultant.

Milestone 2: Building Licence

As part of the application for a Building Licence, the developer must submit as a minimum, a copy of the artwork concept and artist contract.

Milestone 3: Application for Artwork Approval

Once the applicant develops the artwork proposal through to design development, a completed Artwork Approval Application Form must be forwarded to the Shire officer responsible for the arts and culture portfolio. The Shire will provide an Artwork Approval Application Form which provides a checklist of requirements for the public art application including:

- Details of the artist's qualifications, experience and suitability to the project;
- Design documentation - including research, concept development, and a detailed statement addressing compliance with the Public Art Policy and the Shire of Narrogin Public Art Strategy & Masterplan;
- Detailed plans of the artwork/s - including plans to scale with dimensions, materials, colours and installation details;
- Detailed budget including artist fees, consultant fees, fabrication and installation costs;
- If artwork that is to be located on or over public land, a copy of relevant public liability insurance and written consent of the land owner and/or the authority managing the land; and
- Details of requirements and written consent from the artist for any ongoing care or maintenance of the artwork by the building owner.

Milestone 4: Artwork Approval

The application will be assessed by the Shire of Narrogin's Public Art Advisory Panel. Public Art offered to a local government authority as a donation or as a developer contribution on public land is usually referred to a Public Art Advisory Panel for consideration. A Public Art Advisory Panel is made up of independent community representatives in the professional fields of urban design, art and culture.

Milestone 5 Building Permit Granted

Following the Public Art Advisory Panel's approved of the Application for Artwork, an appropriate Shire Officer will prepare a short report for Executive Management sign off before a Report to Council for consideration and if approved, a building permit can be granted.

Milestone 6: Fabrication

The artwork is fabricated and installed. The applicant arranges for the Shire officer overseeing the arts and culture portfolio to inspect the artwork.

Milestone 7: Occupancy

Once the artwork is inspected and approved for occupancy, professional photographs of the installed work should be submitted to the Shire along with official advice of artwork completion.

4. ART CONSULTANTS

As part of the above process, the Shire can provide art consultant contacts – for instance, Artsource or FORM.

5. GENERAL COMMISSIONING GUIDELINES FOR PUBLIC ARTWORK

The public art commissioning program for artworks within the Shire of Narrogin should follow these general guidelines.

Public artworks will be:

- Designed in response to a brief that stipulates one or more of the key curatorial themes set out in the Shire's Public Art Strategy & Master Plan 2019 as the inspiration for the artwork.
- Located at key sight lines and visual nodes as outlined in the Shire of Narrogin Public Art Strategy & Master Plan 2019.

Functional public artworks such as artist designed seating, bridges, shade structures, bicycle racks, tree grates and bollards should be used to provide public amenity wherever these are needed. These need not be the same throughout the Shire as different locations may have a differing aesthetic or thematic requirement, however there are certain economies involved in repetition.

As public artworks are usually located where people congregate they should be people and child friendly. Children and possibly adults, will sit and climb on public artworks, so the materiality and safety of the public artwork needs to accommodate this.

All public artworks, particularly those in parks and reserves, will, as far as is possible, be designed with the environment in mind. Artworks made from recycled or upcycled materials may be suitable.

Consideration should be given to diversity of forms and materials as this diversity can help create a sense of vibrancy throughout an area.

Consideration needs to be given to options for:

- Temporary public art works with a longevity of up to five years, or artworks that respond to, or are the basis of events, help create a sense of vibrancy throughout the region, particularly within cities and towns;
- Small "discovery" public art works and public art works in the ground plane can add unexpected pleasure to a pedestrian journey through a town centre;
- The use of a few substantial and iconic public artworks can provide anchors for a program composed predominantly of temporary artworks; and
- Landscaping which can enrich public spaces and help soften and embed public artworks in the environment.

Iconic public artworks should, wherever possible, be celebrated with a launch event upon completion and celebrated on key anniversaries for heritage/memorial artworks.

COMMISSIONING PROCESS

In commissioning new works of public art, the general process for the Shire will be as follows:

1. Appoint an internal or external project manager. A public art consultant will be an external project manager.
2. Select a suitable site from an approved priority list/strategy/plans/ and or imminent capital works projects.

3. Identify the category of commission - open competition, limited competition, purchase or direct commission.
4. Establish a Public Art Advisory Panel comprised of independent community representatives in the professional fields of urban design, art, design and culture.
5. Prepare a specific site brief, seeking input and guidance from the Council's Public Art Advisory Panel.
6. Identify and outline the approximate cost of works.
7. Secure Council's approval to proceed with the public art project.
8. Project Manager to prepare an artist's brief for review by relevant Shire officers, the Public Art Advisory Panel and the Selection Panel (see below) for discussion and finalisation prior to issuing.

It is mandatory that developers requiring a Development Application consult with relevant Shire officers to discuss opportunities for the public art contribution component within a proposed development and liaise with the Project Manager who in turn will liaise with the Shire's Public Art Advisory Panel and other relevant administrative bodies or authorities to advise the applicant as to the suitability of the proposed artworks and approval processes.

ARTWORK BRIEF

The brief should provide artists with the following information:

- Project background;
- Vision or themes;
- Location;
- Budget and schedule;
- Constraints of form, scale or material of the artwork, and
- Any required aspects of community engagement.

The brief should not dictate the design of the finished artwork, but be flexible and open to enable a creative response. The brief must also include the Selection Criteria for the Selection Panel to short list the artists. It must also detail information required from the artist such as:

- A written response to the brief (2 x A4 pages);
- An artist CV (2 x A4 pages); and
- Provision of relevant images of past artworks (usually 6-10 digital images as JPEGs (1 MB), PDF or Power Point).

PROCUREMENT PROCESS

The Project Manager will develop an Expression of Interest (EOI) once the artwork brief has been settled.

Best practice procurement for projects over \$25,000 recommends receiving at least three detailed concept proposals for consideration from the initial EOIs. Three artists (or artist teams) may be contacted directly for an EOI, or the Shire may publicly advertise the EOI to gain a broader selection.

An EOI will generally comprise:

- Artist's Curriculum Vitae;
- Portfolio of past public artworks; and
- A short written response to the artwork brief.

Artists are not expected to provide designs at this stage of the procurement process. The submission of an EOI is an opportunity to assess the artist's suitability for the project without requesting a detailed design proposal and therefor preserving the artists' intellectual property. Artists, however, must be remunerated for their detailed concepts according to the amount of time and money they are required to invest in preparing and presenting it.

A curated process, where the Public Art Consultant provides a list of artists invited to submit EOIs, may be appropriate where a specific artwork is required, for projects with budgets under \$25,000, or to reduce timeframes. In these cases, an artist can be commissioned from the EOI stage if required.

SELECTION PANEL

A Selection Panel is made up of project stakeholders and is responsible for the shortlisting and final selection of the artist or artist team. The Shire's Project Manager will facilitate and manage the selection process/meetings.

The Selection Panel would comprise a representative of Council (usually the Project Manager) and for Shire funded projects, representative from the Public Art Advisory Panel. There should be a maximum number of members, ideally five, or at the most, seven members on the Selection Panel.

Permanent public artworks are to become part of the Shire of Narrogin's art collection. The artist must provide written acknowledgement of the implications of the Copyright Amendment (Moral Rights) Act 2000, including how the artist will be acknowledged, consent for any required maintenance or relocation, and consent for the Shire to publish images of the artwork for non-commercial purposes.

ADVERTISING PROCESS

An EOI is an advertisement of the artwork brief. It may be advertised through the Shire's website, Tenders WA (if the budget is \$250,000 or above) and networks, in the local papers or through art agencies such as Artsource and FORM. It can be a formal tendering process, or an invitation only selection process coordinated by the Project Manager. The EOI should be open for three to four weeks for smaller commissions and four to eight weeks for large commissions (i.e. over \$25,000).

ASSESSMENT CRITERIA

The Public Art Advisory Panel will assess Public Artwork applications against the following criteria:

- Public access: the artwork is clearly visible to the public realm and must positively impact the visual amenity of the development;
- Concept: the artwork is designed by an artist that shows strong vision, innovation, and excellent craftsmanship. The proposed artwork is unique and provides an opportunity for public engagement;
- Longevity: the artwork is designed to be structurally sound and resistant to theft, vandalism, weathering, and excessive maintenance;
- Context: the artwork is site specific and considers the relevant themes, architectural, historical, geographical and/or sociocultural context of the site and community identity;
- Public safety: the artwork is designed, constructed and installed with best practice risk management and the artwork does not present a hazard to public safety; and
- Special conditions: the artwork must adhere to any special conditions applied by the Shire.

SHORTLISTING

Each member of the Selection Panel reviews each EOI and assesses them against the selection criteria. The Panel convenes to select the short-list of artists who are then invited to progress to the next stage and to submit a Concept.

CONCEPT

The Project Manager will review the artwork brief and provide a Stage Two brief with relevant selection criteria and submission requirements for the final selection. Each shortlisted artist prepares a concept.

Depending on the scale of the project, artists should be given between four to eight weeks to submit the concept. A briefing session is usually held at the start of the concept period for all shortlisted artists and facilitated by the Project Manager with presentations from the design professionals working on the project. Architectural drawings including plans, elevations and perspectives are supplied in a PDF format to the artists so they can link their

concepts to the architectural or building specifications. Artists will be paid a fee for preparation of the concept relevant to the overall budget and the submission requirements for the concept.

The submission requirements will usually include concept documentation including:

- A written artwork statement;
- Detailed drawings or maquettes showing the artwork in its location;
- Material palette; and
- Budget and work program.

As part of best practice for the visual arts industry, the selection panel must agree to protect the copyright, moral rights and intellectual property of the artists submitting their ideas.

FINAL SELECTION

The Selection Panel is convened and each short-listed artist or team presents their respective concept to the Panel. Following the presentations, the Panel undertakes a group assessment and selects the preferred proposal.

The Project Manager will prepare a Public Art Report for Public Art Advisory Panel for their recommendation to Council. The Report can be forwarded to the Shire's Chief Executive Officer (CEO).

The CEO provides comment and/or endorsement of recommendations. Should the CEO reject the recommendation, it can be referred to staff for further development. Proposals will only be rejected if the contents of the Public Art Report are substantially different from the previously approved artwork brief and concept. If the application is rejected, Shire staff will advise/liaise with the developer. If the CEO endorses the application under delegated authority it may proceed to implementation, or the CEO may refer it for Council's consideration.

This process may take between three and ten weeks assuming further information or consultation is not required. Once the proposal is approved the applicant is formally notified. The project will be scheduled for fabrication and installation. If the CEO endorses the application under delegated authority it may proceed to implementation, or the CEO may refer it for Council consideration.

CONTRACT

Once selected, the artist is provided with a written contract which sets out terms and obligations. The contract should include a milestone work program with a payment schedule. Arts Law Australia and Artsource can provide template contracts in line with arts industry standards. Although there are some crossovers, an artist delivering a public artwork should never be engaged under a building or industry contract.

DESIGN DOCUMENTATION

Following the contract execution, the artist prepares detailed design documentation in collaboration with the development design team, as required. The design documentation should include:

- Detailed plans or to-scale drawings;
- Information about all finishes and materials, including maintenance requirements;
- Information about all fixings and joinings;
- Names and addresses of subcontractors and fabricators planned to be used;
- Any technology specifications, including lighting;
- Engineering specifications and certification (sign off on each page of drawings) by structural engineer for all structures, fixings and footings and electrical elements;
- Delivery and installation details, including roles, responsibilities of yourself, subcontractors and client;
- Budget breakdown and detailed timeline;

- Documentation of community engagement plan if required; and
- Any other information required to accurately document the design.

Additional matters for the artist to check include:

- Safety in Design Requirements;
- Commissioner obligations such as:
 - Building engineer;
 - Collaboration in design;
 - Power;
 - Site preparation/excavation;
 - Drainage;
 - Landscaping/making good;
- Site access requirements (White Card, Site Access Deed);
- Other regulatory checks (Working with Children, Copyright Licenses);
- Any additional insurances or approvals (e.g. Working with Children, Working at Heights);
- Subcontractor agreements (artists and the commissioner's); and
- A risk analysis.

COPYRIGHT AND MORAL RIGHTS

Any advice in this section is for guidance only, does not constitute legal advice and should be ratified by a lawyer. ArtsLaw is a body which specifically deals with legal issues around art and can provide advice in certain circumstances.

All artwork, including public artwork, is covered by the Copyright Act, 1968 (Cth). The Act provides creators of public artwork the exclusive rights to reproduce, publish or communicate the work to the public, including uploading it to the Internet or publishing it in brochures. Artists can give permission for copyright to be waived in certain circumstances or artists can be paid a fee for image use.

How copyright is managed after commissioning should be addressed as part of a contract with an artist at the time of commissioning. Generally this covers how the commissioner can use images of the work. ArtsLaw and Artsource has developed public art commissioning agreements which cover the issue of copyright and use of images of the artwork for non-commercial purposes.

- <http://www.artslaw.com.au/info-sheets/info-sheet/copyright/>;
- <http://www.artslaw.com.au//checklists/lists-and-guides/displaying-visual-art-on-the-internet>

There are obligations under the Moral Rights Amendments of the Copyright Act, 1968 (Cth); that is:

- The right for an artist to be identified and named as “author” of a work (via a plaque or sign near the work);
- Right of an artist to prevent others being incorrectly named as the “author” of a work; and
- The right to ensure their work is not subject to derogatory treatment.

Unlike copyright, these rights cannot be sold, traded or disposed of. Legal advice should be obtained from ArtsLaw or another source in the event of any concerns. The Copyright Act, 1968 (Cth) also covers circumstances around decommissioning public artworks from a copyright viewpoint.

ASSET MANAGEMENT

Artwork that is part of a private building or on private property remains so; obligations for maintenance are with the building owner and the obligation to maintain public artwork appropriately may form part of a development condition.

Artwork that is commissioned by local government or is gifted to local government needs to be managed as an asset in accordance the Local Government Act (1995). The same duty of care obligations applies to public art as with other local government assets.

As part of standard industry practice and according to industry specific contracts for public art commissions, artists are required to prepare a manual containing comprehensive instructions for the proper cleaning, operation and maintenance of the artwork. The manual will include, where applicable:

- A description of the materials used, including Materials Safety Data Sheet where relevant, and any installed services or equipment and their mode of operation;
- An inspection, testing and maintenance program detailing the routine required to maintain the artwork throughout its intended lifespan;
- “As installed” certified engineers’ drawings for the artwork and all related equipment and services;
- A list of major sub-contractors used with appropriate contact details;
- Any other relevant issues relating to the cleaning, operation and maintenance of the artwork;
- Professionally documented and publishable quality images of the design and fabrication of the artwork, where appropriate, and images of the completed artwork in situ; and
- Contact details for the artist.

It is recommended that a copy of the manual be sent to the officer responsible for assets management within the Shire. This enables the assets manager to register the artworks as assets and prepare a database entry according to:

- Name and contact details of the artist (telephone/email/address);
- Title of the artwork;
- Date of commission;
- Date of installation;
- Location;
- Dimensions (height, breadth and length for 3-dimensional works);
- Approximate lifespan;
- Commission value;
- Materials and surface treatments;
- Details of plaque or signage;
- Details of regular required maintenance at certain intervals; and
- Any other information as required by the Shire of Narrogin.

It is useful to record other information which may be used for promotional or other internal processes. For example, a photographic record of the work; artist’s statement; artists CV; and records of any marketing material may prove useful if the shire wishes to publicise or assist with the production of tourist material or interpretive material on the works. This information may be best collated by cultural or arts officers within the Shire and appended to the assets register.

It is crucial that regular required maintenance be performed by either a suitably qualified external contractor or the most suitable Shire department; for example works in public open space be inspected and maintained by parks and gardens staff and works attached to Shire owned buildings be inspected and maintained as any other aspect of the building. The cost and record keeping would be borne by the program areas, as with any other asset maintenance performed. Regular maintenance and inspection ensures that works are presented as intended by the artist, according to their moral rights, enshrined in the Copyright Act 1968 (Cth) and ensures public safety is maintained. Any large scale repairs or alterations to the aesthetic nature of the

work should be performed by the artist themselves. To alter an artist's artwork without their permission may be in breach of the Copyright Act 1968 (Cth).

DECOMMISSIONING OR REMOVING WORKS

The Shire of Narrogin, if it is the owner of the work, is able to remove, relocate, alter or destroy an artwork provided that they give the artist three weeks written notice of intent and comply with the procedures set out in Section 195 AT of the Copyright Act 1968.

A public artwork may be decommissioned for a number of reasons:

- The work is at the end of its intended life span;
- Maintenance and repair obligations and costs have become excessive in relation to the value and age of the artwork;
- There is irreparable damage to the work through vandalism or decay;
- There is a significant threat of damage of the work if left in its current location;
- The work has become unsafe, or is affected by changes in health and safety regulations;
- The site where the work is located is to be redeveloped or physically altered;
- The work is no longer relevant or appropriate.

If the work is identified for decommissioning, the assets manager will:

- Consult with the artist, maintenance contractors, professional assessors and any other stakeholders. Where possible it is important to be sensitive to the views of the general public and to any community and cultural groups who were involved in the original commission;
- Examine the artwork maintenance record, as well as any contractual agreements between the artist and the commissioner regarding the maintenance or decommission of the work;
- Follow the disposal methods outlined in relevant Shire Policy such as an Artwork Collection Policy. Where the work is sold or gifted a resale to a third party may incur resale royalties. The Resale Royalty Right for Visual Artists, 2009, provides guidance <https://www.resaleroyalty.org.au/>.

PUBLIC ART MAINTENANCE

Public artworks are exposed to natural forces such as weather conditions and the human forces of pollution, acts of vandalism and accidents. Ideally, regular condition reviews should be carried out. Maintenance reviews and plans can be developed in collaboration with other local government departments which are responsible for public spaces. The Shire will need to develop a maintenance fund to cover future conservation and maintenance costs for all artworks. Ten percent of the project budget is a good guideline, and may be included in the project budget requirements at the time of the commission. The technical review of any public art proposal should consider the anticipated maintenance cost over time.

Each artwork should have a maintenance manual supplied by the artist at the time of completion. The manual lists specifications of the materials and where they were sourced, relevant fabricators and skilled tradespeople who could do repairs. The manual includes a preferred maintenance schedule. Routine maintenance of artwork may be within the scope of regular local government departments, but exceptional maintenance or repairs often require expertise beyond the normal maintenance of property. Whenever possible, the artist should be contacted regarding any repair to the work. Specialised maintenance and conservation duties can be outsourced to the artist or art conservation professionals. The Shire will need to keep a list of such resources.

PUBLIC ART DOCUMENTATION

Council is committed to promoting its public art collection. It is useful for all commissioned artworks to be included in a Public Art Database with reference to a Collections Manual which would include a Maintenance Plan in regards to its Register of Public Artworks, and a staff member or contracted consultant to carry out the Maintenance Plan as per building assets maintenance schedules.

It is recommended a small percentage of the art budget is kept aside as a final payment for the artwork to be professionally photographed. The artist then submits the images and maintenance manual as part of their final documentation of the project's completion.

PUBLIC ARTWORK APPROVAL APPLICATION FORM

(FDRSxxx)



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

Address of Development:	
Approval to commence development serial no:	

APPLICANT DETAILS

Name of Applicant /Main contact:	
Address	
Telephone No	
Email Address	

ARCHITECT / DESIGNER DETAILS

Name of Architect / Designer:	
Address	
Telephone No	
Email Address	

ARTIST DETAILS

Name of Artist	
Address	
Telephone No	
Email Address	

PUBLIC ART COORDINATOR DETAILS

Name of Public Art Coordinator	
Address	
Telephone No	
Email Address	

BUDGET DETAILS

Development budget	
Artwork budget	

ABOUT THE PROPOSED ARTWORK

1. Description of proposed artwork

Please describe the proposed artwork, including artist's intention, historical references (if any), relationship to the building design and the surrounding area, location, size, materials and accessibility to the public. You can use the space provided below or attach a separate sheet.

2. Artwork documentation

Please supply documentation which includes drawings of the proposed artwork and shows colours, materials and dimensions.

3. Location of proposed artwork

Please attach plans that show the proposed artwork's location in relation to the building.

4. Contract between the developer and artist

Please attach a copy of the contract between the Developer and Artist, outlining the payment and timeline.

5. Artwork budget

Please attach a detailed artwork budget. The budget should outline complete costs of procuring the artwork and include any fees to be paid to an art consultant.

6. Completion and installation of artwork

When will the artwork be completed and installed? Please attach a timeline.

It is a condition of your planning approval that the public art is installed prior to receiving the occupancy permit. Once the artwork has been installed, the Owner / Applicant must notify the Shire in writing. This will allow Shire officers to conduct a site inspection to ensure compliance with the artwork approval.

How will this artwork proposal be assessed?

Your application will be assessed based on the following criteria:

- The artwork can be clearly seen from, or is located in, the public realm.
- The artwork is consistent with the Shire of Narrogin Public Art Strategy & Masterplan 2019.
- The artwork contributes to an attractive, stimulating and functional environment and does not detract from the amenity or safety of the public realm.
- The artwork has been specifically designed for, and is suitable for, the building or site on which it is to be located and adds to the sense of place of that locality.
- It is original work designed and created by a professional artist/s.
- The artwork is of high aesthetic quality, made from quality materials and is durable and easy to maintain, unless approved as temporary or ephemeral art.

Please ensure your Application for Artwork Approval addresses each of the above criteria.

10.1.3 FINAL ADOPTION - NARROGIN TOURISM STRATEGY

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	Item 10.1.1, 25 February 2020 Res 0220.003
Date	15 May 2020
Author	Susan Guy – Manager Community Leisure & Culture
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Draft Narrogin Tourism Strategy 2019 2. Schedule of Submissions	

Summary

Council is requested to consider adopting the Narrogin Tourism Strategy 2019, as a guiding document to direct the Shire's future tourism related initiatives and associated budgetary considerations.

Background

The Shire contracted Brighthouse Consulting to undertake an extensive audit of the local/regional tourism sector and identify tourism opportunities, game changers, priorities and gaps which would then inform and shape the development of a tourism strategy for the Shire.

The draft document presented to Council contained a comprehensive strategic framework based on extensive tourism industry research and analysis to support and direct the Shire's future tourism related initiatives and associated budgetary considerations.

At its Ordinary Council Meeting on 25 February 2020, Council was requested to approve the Draft Narrogin Tourism Strategy 2019 (the Strategy) for the purpose of seeking public comment for a period of 30 days, with any submissions received being referred to Council for final consideration.

The public comment period commenced on 17 March 2020 with a Public Notice placed in the Narrogin Observer and on the Shire's Website and Facebook page. The public comment period closed on 20 April 2020. Comments were to be submitted to Council in writing by mail or email to the Chief Executive Officer.

The Shire received one response from the public which, in the main, was fully supportive of the Strategy and its key recommendations. Full comments with the officer's responses are provided at Attachment 2.

Comment

Brighthouse found that 89% of visitors to Australia's Golden Outback (AGO) tourism region, in which the Shire is located, are from Western Australia. The Strategy points to Narrogin as one of the

Wheatbelt's more easily accessible short drive destinations from Perth, offering the Shire an opportunity to leverage off this locational advantage - a short drive to experience country life.

While this locational advantage is apparent, the Strategy points to a low awareness of Narrogin as a tourist destination, with an image of Narrogin as a destination most likely unformed. This low awareness is a significant weakness for the development of tourism for the Shire. The Strategy identifies that Narrogin is generally perceived by potential tourists as a large agricultural service centre with a number of government departments and agencies.

While a lack of a destination image is a weakness, the opportunity in this, is that there exists a blank canvas to develop a destination brand for Narrogin. This needs to be separate from the Shire's 'Love the Life' catch phrase or its corporate logo. Western Australia's 2020 Tourism Strategy, for instance, focuses on branding the entire State using 'Experience Extraordinary.' In a similar way Narrogin could develop its own branding with the assistance of a tourism marketing consultant.

The Strategy refers to Tourism WA's 2017 domestic segmentation model for the State's tourism industry in which a detailed profile for six segments has been developed. Each profile covers psychographics, demographics as well as, and importantly, use of technology, social media behaviours and attitudes.

Tourism WA's domestic segments are identified and labelled as:

1. Escape and Connect
2. Bright Lights
3. Off the Beaten Track
4. Family Fun
5. Relax and Unwind
6. Culture Vultures

The Narrogin Tourism Strategy identifies that the Escape and Connect, Off the Beaten Track, and Family Fun segment profiles fall within the 'Experience Seeker' visitor group. The personality, demographics, key themes, holiday needs, and behaviour of the Experience Seekers who self-drive (in private or hire vehicles) are the Narrogin Tourism Strategy's primary targets.

Brighthouse points to Narrogin's natural assets, its heritage and people as being key attractions to tourists with these attractions being particularly appealing to the 'Experience Seekers' group. The Shire is strongly advised and encouraged to cater for this group and to strategically build an image and growing awareness of Narrogin as a tourist destination by marketing the Shire's specific attractions rather than promoting actual locations. So for instance the Shire should promote its walk trails, its wildflowers, its unique flora and fauna, opportunities to be a 'farmer for a day' or take an educational walk with an Aboriginal elder, rather than specific locations such as Foxes Lair, Yilliminning Rock or the Dryandra Woodlands.

Tourism WA's initiatives to grow tourism across the State's regions include a focus on caravan and camping, food and wine, Aboriginal tourism, Parks for People (national parks) and events. Where complementary, a number of these State themes have been captured in the Draft Narrogin Tourism Strategy for the Shire.

A SWOT analysis conducted by Brighthouse identified the Shire's strengths, weaknesses, opportunities and threats in the tourism sector. These are summarised briefly below.

Strengths

The area's unique and fascinating history; close proximity to Perth; rich heritage; endorsed Shire plans - Walk Trails Master Plan, Gnarojin Park Masterplan and Public Art Strategy & Masterplan; the CBD heritage walk trail nearing completion, colour palette and style guide prepared for Council endorsement; detailed interpretive information compiled and available online (foxeslair.org); and active arts community – Arts Narrogin brings significant art and cultural experiences to the region.

Weaknesses

Limited availability of relevant tourism data; Narrogin is not located on a major tourist drive trail; Dryandra Woodland is significant local attraction but located outside of Shire – means lack of control over visitor traffic; low awareness of Narrogin as a place to explore; lack of activities and no guided tours; limited tourism flair and appeal of hotel/motel accommodation; predominance of high-end visitors or short-stay holiday makers; mainly drive-through visitation limiting tourist interaction to day trips or single night stays; low visitor expenditure; local population's poor perception of the importance of tourism; Recreational Vehicle (RV) Dump Point managed by Dryandra Country Visitor Centre (DCVC) with facility often not available when required by RV tourists.

Opportunities

Potential for defining the 'Big Idea' or 'Narrogin Brand Promise' clearly differentiating Narrogin from anywhere else in the Australia's Golden Outback (AGO) region and the Wheatbelt, defining the key target visitor segments defined as 'experience' and 'adventure' seekers' and evaluating the potential of these two segments; enhancing access and wayfinding as part of the Walk Trails strategy; potential for Dome café to open up opportunities for inclusion in a regional Dome trail linking Northam, Narrogin, and Katanning; seeking inclusion in the Public Silo Art Trail; creating a budget for quality interpretative signage at sites that use stories of people and the places they helped to build; development of new experiences and attractions to increase length of stay and add to the appeal mix (guided walking tours - flora, fauna, culture, and history); improved service delivery at DCVC; develop the DCVC website as a destination website, to provide current and interesting tourism information that excites potential tourist markets to the unique experiences available in the region; redevelop the caravan park to a high standard and aim to add eco-accommodation experiences to Narrogin's accommodation inventory; and encouraging the development of Aboriginal cultural tours and/or interpretation.

Threats

A continued decline of tourism visitor numbers to the broader AGO region which will intensify competition for market share; continued low international airfares will reduce relative price competitiveness of regional Australia for both intra and interstate visitors; increased tourism marketing efforts from other regional destinations whose core industries are in decline; significant increases in visitor numbers may impact environmental sustainability and the underlying character of Narrogin as a town; investors unable to source sufficient local area tourism information to facilitate informed private investment decisions; and reliance on volunteers for visitor servicing due to inadequate funds available for paid staff.

Recommended Key Strategies

Narrogin's existing tourism product has been assessed by Brighthouse as having considerable spread and natural appeal. Brighthouse has suggested that by enhancing this existing product, the building of major, iconic, new tourism infrastructure would not be necessary or appropriate at this time, considering the current stage of Narrogin's tourism destination development. As such Brighthouse has recommended 'low hanging fruit'/ low budget strategies.

Nine key strategies with respective action plans to guide their implementation are set out in the Strategy to develop the Shire's tourism industry. Each recommended strategy takes account of the Shire's resources and capacity to implement the action plans. All nine strategies, in the first instance, target the domestic market and particular segments within that market.

Brighthouse encourages the Shire to undertake detailed action planning once an analysis of each recommended strategy has been conducted. Brighthouse found that some of the actions, such as adding value to natural locations, to implement certain strategies, are already embedded in Shire planning documents such as the Walk Trails Masterplan, Gnarojin Park Masterplan, the Public Arts Strategy & Masterplan and the Railway Dam Management Plan.

The Strategy places a review of the Shire's visitor information services as a high priority, arguing visitor centre services are of decreasing relevance to visitor needs across Australia as tourists including self-drive tourists, are becoming increasingly tech savvy.

The Strategy contains a recommendation for a cost benefit analysis be undertaken of the Dryandra Country Visitor Centre (DCVC). It could be argued that the current DCVC, as with many regional visitor centres, is underfunded and under resourced to exercise the enormous task of marketing an emerging tourism region which includes tasks such as the development of a destination website and its maintenance and developing a 'Narrogin Brand Promise' and being able to distribute up to date and relevant information to tourists.

Brighthouse advised that research shows that tourists prefer to make well-informed decisions before choosing which attractions and activities to visit at their planned destination. From a marketing perspective, decision making by tourists is assisted when previews of places via images, videos, and maps are readily available on-line. Such services in the form of easy-to-use touch screen kiosks can be the best solution to getting accurate and helpful information to each tourist who walks through a visitor centre door.

The Shire is encouraged to consider alternative options to the DCVC's stand-alone 'shopfront' operation for providing off-line distribution of visitor information and tourist collateral. Such shop front/off-line services are seen as less than satisfactory direct communication for tourists should visitor centre staff and/or volunteers lack adequate knowledge about the tourism destination, be poorly trained in customer service within the tourism sector or in some cases be overwhelmed with the visitor numbers.

The Shire has an opportunity to define the 'Big Idea' or the 'Narrogin Brand Promise' to clearly differentiate Narrogin from other locations in Australia's Golden Outback (AGO) region and the Wheatbelt. As an actionable item associated with developing the 'Narrogin Brand Promise', the Narrogin Tourism Strategy proposes the Shire can benefit from a professionally developed tourism destination website which would provide current, up to date and interesting tourism information that can alert and excite potential tourist markets to the unique experiences available in the region. It is noted in the Strategy that the DCVC has produced some excellent collateral on specific events and locations in the area. The content on this collateral, mostly developed by a Friends of Foxes Lair volunteer, lends itself to being repackaged for loading on to a well-designed destination website to serve tech-savvy travellers and the Experience Seekers as the Strategy's primary target market.

A destination website would require an initial investment to establish with technical and design work undertaken by industry professionals with a strong understanding of destination marketing and the required high level functionality of such websites. Once established, the Shire has the option of taking

control of the destination website with a tourism marketing manager trained to keep the website up to date with regular newsletters, industry blogs and the like. A transition over to on-line services would not exclude off-line delivery but can comprise a hybrid of both models but with a greater emphasis placed on the advantages of professionally developed on-line services.

Importantly and finally Brighthouse argues that the development of a sustainable tourism industry in the region must be supported by a strategic and coordinated approach to destination management with the Shire showing strong leadership and vision in implementing the Narrogin Tourism Strategy.

The nine proposed strategies along with some of their associated actions are summarised below.

1. Conduct a Visitor Information Services Review

- Conduct a cost benefit analysis (CBA) of the current DCVC's operation.
- CBA outcome may be to consider alternative options to the DCVC's stand-alone 'shopfront' and moving towards mostly online delivery of tourist information incorporating an outstanding, all-things encompassing destination tourism website, providing digitally based visitor information distribution and interaction, together with support through social media. This action would include transitioning the DCVC manager position to one of a marketing manager overseeing the update and maintenance of the destination website and kiosk, providing visitor information through a tourism desk and engaged in liaison work with the tourism sector.

2. Enhance Narrogin's natural experiences

- Compile and disseminate (as per the Strategy) detailed information on Narrogin's soft-adventure, nature-based experiences, Dryandra Woodland, and the region's unique flora, fauna, and geoscience features. Key attributes to be conveyed are the profusion and diversity of wildflowers and birdlife, the ease of access for self-guided tours, the hidden 'stories' behind the area's landscapes and vegetation and the ease of access for self-guided tours.

3. Farmer for a Day - Provide opportunities for visitors to immerse themselves in Narrogin life (love the country life)

- Compile and disseminate detailed information on opportunities for visitors to immerse themselves in Narrogin's farming heritage.
- Encourage and facilitate regular weekend Farmers' Produce Markets.
- Compile fact sheets outlining relevant policies and regulations to encourage rural properties to develop tours, small-scale cabin, glamping, and caravanning and camping facilities to attract city-dwellers to experience the country life.
- Identify and cater for niche visitor interests
- Identify and develop tourist experiences which centre on hobbies/outdoor activities including wildflowers, bird spotting, nocturnal animal viewing and walk and mountain bike trails.
- Take ownership of activities and interests of prospective visitors to the area. Add them to Narrogin's tourism portfolio.

4. Connect visitors with Narrogin's heritage and Aboriginal culture

- Engage and consult with local Aboriginal elders to ascertain what information is appropriate for sharing with visitors and how they would like to see it shared.
- Upgrade existing parks and reserves, referencing the strong Aboriginal Culture and the town's heritage.

- Develop an Aboriginal meeting place or story telling amphitheatre with seating, fire pit, etc. that is also able to also be used as a tour base and links in with Aboriginal cultural interpretative information at Gnarojin Park, Dryandra or Foxes Lair.
- Develop Aboriginal cultural interpretive materials for placement at popular visitor locations including Gnarojin Park, Foxes Lair and Dryandra as well as where else it is appropriate as part of the trail development works.

5. Encourage development of experiential accommodation options

- Conduct and release information on investigations into regulatory considerations and top line feasibility to encourage development of niche accommodation products such as farm-stay, caravanning and camping (including glamping), and upgrade of historic hotels.
- Lay the foundations for future innovative experiential accommodation in Foxes Lair or Dryandra Woodland (long-term aspirational strategy for consideration once traction is achieved in tourism).

6. Develop and promote escorted and self-guided tours

- Compile information for special interest groups including walking or bus tours. Focus on Aboriginal culture, history and heritage, wildflowers, nature, daytime and nocturnal wildlife spotting, stargazing, art, photography, railway heritage, farm tours, gliding, competition cycling (Narrogin Velodrome), etc.
- The Shire to document and communicate a policy for regulatory and licencing requirements for the provision of tour services by residents, clearly outlining regulatory requirements and how to set up and deliver an approved tour service.

7. Strengthen linkages with industry networks and complementary destinations

- Distribute a news release regarding the new strategic direction for Narrogin's Tourism Industry to Tourism WA, Australia's Golden Outback, Tourism Council WA, DBCA, West Australian Indigenous Tourism Operators Council (WAITOC), Wheatbelt Tourism, and other industry organisations and agencies to seek their support in implementing key strategies.
- Send new collateral/website out to inspire networks with Narrogin's tourism potential.

8. Encourage and create new events to attract large groups of visitors.

- Improved viability and tourism marketing of Narrogin's Farmer's Market and an artisan's market to encourage them to thrive and potentially grow in to a weekly event.
- Develop a listing of key events which are aligned with the Destination Narrogin Brand attributes.

Consultation

- Chief Executive Officer
- Executive Manager, Development and Regulatory Services
- 360 Environmental
- ARtS Narrogin Inc.
- Astrotourism WA
- Australia's Golden Outback
- Cornwall Hotel
- Department of Agriculture and Food

- Department of Biodiversity, Conservation and Attractions
- Dryandra Country Visitor Centre
- Enlocus
- Friends of Foxes Lair
- Kulbardi Hill Consulting
- Lions Dryandra Woodland Village
- Narrogin Chamber of Commerce
- Narrogin Gliding Club
- Regional Development Australia
- Tourism WA
- Wheatbelt Development Commission.

Statutory Environment

Nil

Policy Implications

Council Policy 1.14 Community Engagement Policy

Financial Implications

The estimated costs for most of the nine recommended strategies outlined above have not been included in the Strategy. A quote was sought for the development of an 'Imagine Narrogin' destination website with branding. The total estimated cost for the development of a destination website is just under \$40,000.

Implementation, Content Management and Maintenance of Website

There are two options to manage the implementation, content management and maintenance of the destination website and touch screen kiosk.

Option 1

A consultant manages the website for an initial period of up to twelve months, with support from a Shire administration person for up to 15 hours per week.

Option 2

A consultant has an initial role in the establishment of the website and a supporting role over the first 12 months. This option assumes the appointment of an internal Shire marketing manager to undertake a new tourism coordinator/manager role and take responsibility for much of the content management such as the website pages, blogs and events calendar and maintenance. (Conceivably this role could be assumed by the current DCVC manager.)

The estimated cost saving for the destination website's content management and maintenance as well as content management and maintenance of the touch screen kiosk by electing Option 2 over the first 12 months is approximately \$19,220 (\$41,000 – \$21,780).

Option 3

A further option is to challenge the DCVC to revitalise their existing website and content to take into account the suggestions of the consultant over the next 12 months as part of performance expectations associated with the Council's annual contribution to the Centre's operations. The Council annually contributes to the Centre's operations generally equating to the employment costs of the manager, at

approximately \$60,000 pa. In other words, make revitalisation and review of the Centre's website a priority for the next 12 months as a key performance indicator in continuing to receive Councils' funding.

Touch Screen Kiosk

The estimated cost of a touch screen kiosk, including software and training is approximately \$8,000. These kiosks are designed for use in visitor centres, reception areas, and public spaces.

A 42-inch (1.1 metre) commercial touchscreen kiosk can present dynamic information on attractions, trails, historic places, events, and activities and have an easy-to-use software interface, for keeping information up to date. Tourist collateral including trail maps can also be displayed and downloaded to visitors' mobile devices through scanning a QR Code with the mobile phone's camera. The carefully considered angle in a kiosk's design intuitively indicates to the users that it is an interactive touch screen and not just a passive display.

This particular model of touch screen recommended by Brighthouse Consulting for the Shire of Narrogin is supplied by Australian company InTouch. This model has been installed in more than 20 local government areas and visitor centres across Australia with great success. These tourist locations include Fraser Coast Council, Shoalhaven City Tourist Information Centre, Coolgardie Tourist Information, Balranald Information Centre, Wyndham City Council, Arid Botanical Gardens Museum, Central Coast Council, Burwood Council Museum, Museum of Contemporary Art, National Museum Australia and ACMI Museum Federation Square Melbourne.

Brighthouse has reported that these locations find that interactive software on a touch screen is the best solution to delivering the right information to each tourist who visits. Fraser Coast Council's kiosk for instance, displays over 40 pages of highly relevant tourist information pertaining to the area, including tourist attractions events, maps and area history.

DCVC Cost Benefit Analysis (CBA)

A quote of \$5,000 was given to undertake a CBA of the DCVC on the assumption that all financials were available in suitable formats.

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:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions

Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission (September 2017)

'Wheatbelt Regional Investment Blueprint' (2015), Wheatbelt Development Commission. The Blueprint identifies the need for a 'whole of region tourism strategy to focus investment, build capability and

product and market this' (p. 41). Lists as a priority action under 'Valued Natural Amenity', developing a tourism strategy that includes nature based tourism and identifies infrastructure priorities. Specifically, the Blueprint recognises the unique Wheatbelt advantages of nature based and heritage tourism. It also recognises that tourism enhances the Region's amenity and liveability which addresses workforce attraction, a priority for the Wheatbelt.

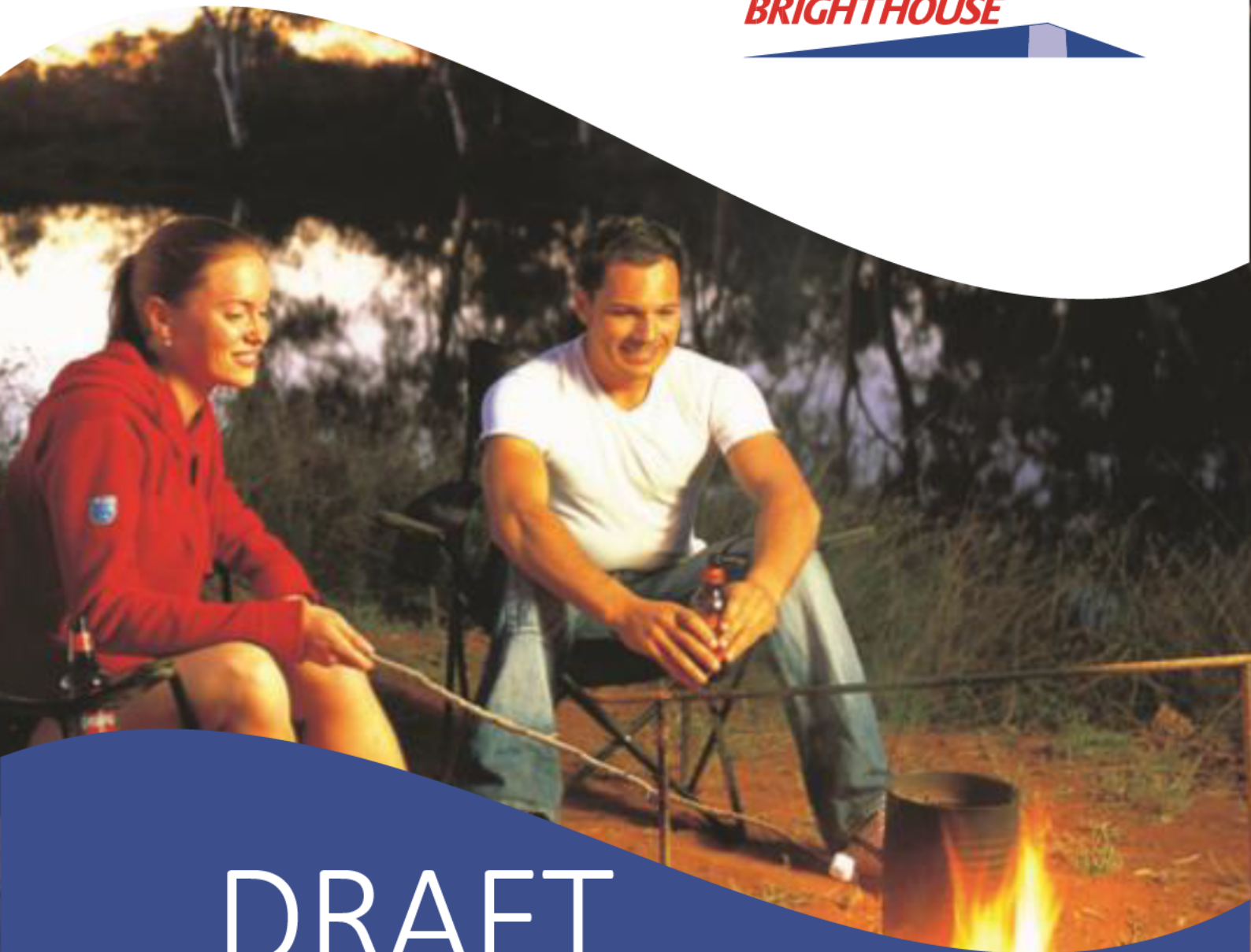
It should be noted that the Brighthouse Report was prepared prior to the COVID19 pandemic, and no analysis has been undertaken in relation to the impacts that the pandemic may have moving forward, both negatively and potentially positively, on Narrogin's tourism opportunities.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That Council adopt the Narrogin Tourism Strategy 2019 as a guiding document to direct the Shire's future tourism related initiatives and consider associated budgetary considerations in future budgets.



DRAFT

Narrogin Tourism Strategy

December 2019

Prepared for: Shire of Narrogin

Disclaimer

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Dryandra Country Visitor Centre
Narrogin Gliding Club
Regional Development Australia
Sean Van Alphen
Shire of Narrogin
Tourism WA
Wheatbelt Development Commission

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Client

Shire of Narrogin

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Executive Summary

This Narrogin Tourism Strategy maps out a pathway to meet expectations with sustainable tourism experiences that provide a compelling reason for people to visit and stay (longer) in Narrogin. Narrogin is heavily reliant on agriculture, like many other towns in the Wheatbelt. Diversification by way of development of tourism is beneficial not only to mitigate the risks of reliance on a single industry but also to enhance the sustainability of the agricultural industry through tourism add-ons such as farm-stays, farm gate sales, farm tours, and shearing demonstrations.

With 89% of visitors to the broader Australia's Golden Outback (AGO) tourism region being from within WA and a further 7% being Australian, it is unsurprising that the Narrogin Tourism Strategy focusses on low cost strategies to increase the number of visitors, duration of stay, and spend by the domestic nature-based experience seeker. Many of the proposed strategies will also improve appeal and visibility of Narrogin for the international market.

In line with the broader wheatbelt region, Narrogin's key advantages, from a tourism perspective, relate to people, nature, and heritage. It is one of the Wheatbelt's more easily accessible short drive destinations from Perth, offering an opportunity to leverage off this locational advantage. A short drive to experience country life!

An area steeped in history with significant biodiversity and natural surroundings, Narrogin offers tourists a unique opportunity to learn about unique flora and fauna as well as our important agricultural industry. As the rich offerings of the region were exposed during the research phase of this study, it became evident that there were fascinating and compelling stories just waiting to be told about the area and its people.

The smaller owner-operator accommodation options in Narrogin generally receive better reviews and ratings than the larger commercial establishments. An opportunity exists to highlight the region's character and stories to bring more of an experiential focus to some of the larger accommodation businesses to give them a better sense of place. Marketing should continue to actively promote the unique experiences at the smaller farm-stays and bed and breakfast style accommodation in the interim.

Growing Wheatbelt Tourism ¹reported the highest proportion of domestic visitor nights were spent in a caravan park, highlighting the need to ensure that caravan and camping facilities are in line with visitor expectations. The Narrogin caravan park receives mostly average ratings on review sites (TripAdvisor, Google reviews, and WikiCamps) and comments are made about ageing facilities and lack of shade. The development of appealing nature-based camping opportunities needs to be considered.

Local survey data collated by the Dryandra Country Visitor Centre (DCVC) showed that the top five activities visitors will or would do were (in order of ranking): shop, eat lunch at a café or restaurant, sightsee, camp, and hike/bushwalk.

With limited funding for employment of highly motivated visitor servicing staff at the DCVC to promote the tourism highlights of the region effectively, options for better harnessing new digital technology to send information may provide better marketing outcomes. Existing brochure collateral is excellent but needs to be expanded to include all destination attractions and experiences. The content could be easily digitised and offered online and via digital kiosks in the visitor centre. Information on the foxeslair.org website (and Facebook page) is comprehensive and showcases the unique diversity of flora and fauna of Narrogin. It is a great asset and content should be better utilised to encourage flora and fauna enthusiasts to visit Narrogin and stay longer through inclusion on the proposed new Dryandra Country Visitor Centre website.

Trails development (which is in various stages) will make a significant contribution, bringing together the towns' attractions, whilst adding more immersive depth to the Narrogin experience. An opportunity exists to focus more on the experience of visiting Narrogin, rather than just listing what to do. It is difficult for new tours and

¹ Wheatbelt Tourism Commission, September 2017

activities to prove viable in small country towns. This highlights the need to ensure existing activities and experiences can be fully leveraged to enhance the visitor experience. Currently no tours are listed, and options for providing interpretation and a “local perspective” are highly important.

The following tourism strategies are prioritised according to prospective visitors’ geographic, demographic, psychographic, and behavioural market segmentation criteria. Each proposed strategy was assessed by comparing the Total Potential Market and the Potential Serviceable Market (i.e., the market that could potentially be reached), with the Potentially Obtainable Market (i.e., the market most likely to be reached).

A further basis of assessment of the proposed strategies detailed below is the “low-hanging fruit” criterion, which recognises the current level of tourism destination development and the likelihood of achieving the desired outcomes over the short to medium term.

The building of major, iconic, new tourism infrastructure is not considered necessary or appropriate at this time, considering the current stage of Narrogin’s tourism destination development, due to the spread and natural appeal of its existing tourism product once enhanced.

1. Consider alternative options to the Dryandra Visitor Centre’s stand-alone “shopfront” operation for providing off-line distribution of visitor information and tourist collateral. Transition towards predominantly online delivery of tourist information, through an online tourism destination promotional strategy, which incorporates an outstanding, all-things encompassing tourism website, providing digitally based visitor information distribution and interaction, together with support through social media;
2. Leverage current tourist interest in the unique, natural landscapes and outdoor activities that are currently available in the area The Dryandra Woodlands, Foxes Lair and other local natural attractions including Yilminning Rock, the Barna Mia Nocturnal Sanctuary, Contine Hill, Toolibin Lake, Yornaning Dam, and Highbury Town have high appeal to the wider population demographic, especially those interested in connecting with nature to learn about the area’s natural landscape and fauna, or for healthy outdoor recreation. Improve wayfinding and interpretation at Narrogin Shire-controlled, natural landscape locations;
3. “Farmer for a Day” - Provide opportunities for visitors to immerse themselves in Narrogin (Country) life, including a Farmers’ market;
4. Identify and develop tourist experiences that cater to specific interests (e.g., wildflowers, bird spotting, nocturnal animal viewing, walk and mountain bike trails, including the proposed pump track at Gnarojin Park);
5. Connect visitors with Narrogin’s heritage and Aboriginal culture, through the proposed Gnarojin Park redevelopment and interpretive tours and cultural activities at appropriate locations and improve visitation and the visitor experience at identified community development project locations (e.g., Railway Dam, Archibald Park, and the Commonage);
6. Encourage development of niche accommodation product such as farm-stay, caravanning, and camping, including glamping (glamour camping) and upgrade of historic hotels;
7. Encourage the development of escorted and self-guided tours and periodic activities for special interest groups (e.g., art, photography, and/or astronomy groups; gliding; and competition cycling (Narrogin Velodrome));
8. Improve tourism network linkages with Tourism WA, Australia’s Golden Outback, and the towns and tourism attractions in the Southern Wheatbelt (e.g., Wave Rock and Kulin); and
9. Encourage and create new events to attract large groups of visitors.

Section I: Review of Current Situation

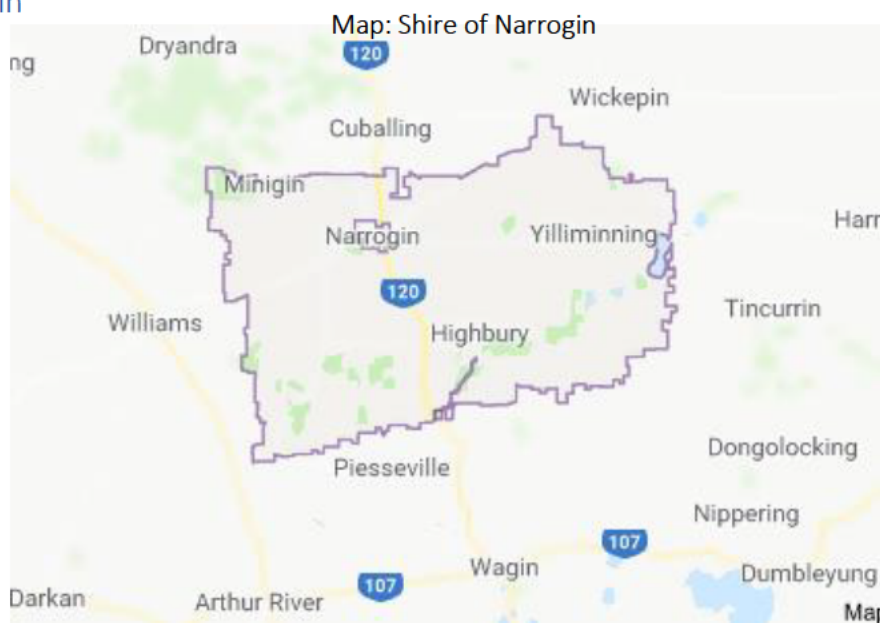
Overview

The Situation - Shire of Narrogin

Founded in 1892, the Shire of Narrogin is in the Wheatbelt and covers 1,619 square kilometres. The Shire has a population of approximately 5,160 people.²

Narrogin is the main town centre for the Shire and is home to the administration for the Shire of Narrogin as well as supporting infrastructure (hospital, aged care, etc.) for many of the surrounding towns.

At 190km from Perth, Narrogin is within the range for day visitors, but has potential to encourage visitors to extend their stay for a few days or more for a more immersive experience.



Source: Google Maps

Socio-Economic Profile of the Shire of Narrogin³

Demographic	Narrogin	Western Australia	Australia
People	5,162	2,474,410	23,401,892
Male	48.8%	50%	49.30%
Female	51.2%	50%	50.70%
Median age	40	36	38
Families	1,251	644,189	6,070,316
Average children per family for families with children	1.9	1.9	1.8
Average number of children for all families	0.7	0.8	0.8
All private dwellings	2,297	1,070,962	9,901,496
Average people per household	2.4	2.6	2.6
Median weekly household income	\$1,225	\$1,595	\$1,438
Median weekly income (personal)	\$635	\$724	\$662
Median monthly mortgage repayments	\$1,200	\$1,993	\$1,755
Median weekly rent	\$220	\$347	\$335
Unemployed	114	97,966	787,452
Unemployed %	2.21%	3.96%	3.36%
Aboriginal and/or Torres Strait Islander people	352	75,978	649,171
Aboriginal and/or Torres Strait Islander people (%)	6.82%	3.07%	2.77%

Narrogin has a similar distribution of males and females to the state and national averages, with a similar family composition. Small-scale tourism (working from home) is particularly suited to families who are usually able to fit cleaning, administration, and guest servicing in around family commitments.

² https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA56460

³ quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA56460

The median age of Narrogin residents is slightly higher than the state and national averages, though not significantly enough to have an impact on potential for engagement in tourism activities. Relatively low unemployment suggests that tourism growth may be best targeted at those looking for a second job or additional income rather than the limited pool of currently unemployed persons. With relatively low weekly household income of \$1,225 (as compared to WA \$1,595 and Australia at \$1,438), supplemental income sources can make a dramatic difference to discretionary spending and comfort.

The cost of housing is relatively low with median monthly rent and mortgage repayments both significantly below the state and national averages. This would allow short-term rentals (through Airbnb and similar platforms) to be very competitively priced relative to other destinations.

Narrogin has an Aboriginal population of over 350 people in the Shire, which is nearly 7% of the population (as compared to 3% for WA and under 3% nationally). This suggests there is a good opportunity to explore the potential for sharing Aboriginal culture with visitors to the region.

With a thriving (but increasingly automated) agricultural sector, tourism has the opportunity to deliver synergistic benefits with the existing predominant economic activities through associated micro enterprises such as farm-stays, Airbnb, horsemanship demonstrations, shearing demonstrations, etc.

Image supplied courtesy of Tourism Western Australia



Demand and Visitation

Visitation - Australia's Golden Outback (AGO)

The AGO Tourism Region is vast and diverse, covering over half of Western Australia's land mass! Unfortunately, visitation statistics, even for this entire region, have questionable reliability due to small sample sizes. No reliable counts of visitors are available for Narrogin or other such small country towns in Western Australia; thus, we are forced to gain what insights we can from the broader regional survey data.

The Dryandra Country Visitor Centre has recently carried out a survey of visitor behaviour which is analysed later in this section. The information collected is extremely useful in understanding what visitors do once they are in Narrogin and the demographics of visitors, but the visitor behaviour survey does not provide an indication of the overall number of visitors to Narrogin.

Summary of visitors to AGO^{4 5}

	YE Dec 2012	YE Dec 2016	YE Dec 2017	% Change YE Dec 2017 v 2016	3 Year AAGR*	% Change YE Dec 2017 v 2012
Intrastate Visitors	629,000	987,800	963,400	-2.50%	-0.10%	53.2%
Interstate Visitors	83,000	145,700	80,400	-44.80%	-21.40%	-3.1%
International Visitors	43,000	57,900	41,200	-28.90%	-5.90%	-4.2%
Total Visitors	755,000	1,191,400	1,085,000	-8.90%	-2.50%	43.7%
Intrastate Nights	2,131,000	3,996,000	3,946,000	-1.20%	-1.60%	85.2%
Interstate Nights	527,000	871,700	857,000	-1.70%	-9.00%	62.6%
International Nights	997,700	900,700	491,600	-45.40%	-22.60%	-50.7%
Total Visitor Nights	3,655,700	5,768,400	5,294,600	-8.20%	-5.50%	44.8%

* AAGR – Annual Average Growth Rate

The table above shows visitation to the AGO region declined by over 8% YE Dec 2017 compared to YE Dec 2016 for both number of visitors and visitor nights. The most significant decline was for interstate visitors with relatively little change for Interstate visitor nights, showing fewer visitors came, but stayed longer in the region.

Over the three years there has been a decline in visitors and visitor nights across all segments (intrastate, interstate and international), though over the five years from 2012 to 2017, intrastate visitors show an increase of over 53% over the five years and an increase of over 85% in intrastate visitor nights for the same period. Small sample size and survey methodology must be considered with fluctuations in visitor numbers and nights.

Average Length of Stay in AGO⁶

International visitors had the highest average length of stay, likely accounting for working holiday makers (backpackers) who stay in Australia for 1-2 years on average. Many work for 88 days in regional areas to allow an extension on their visa.

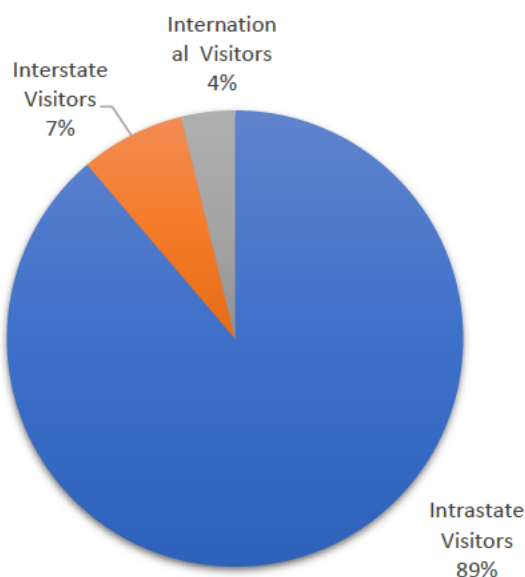
Average Length of Stay (Estimated nights)	YE Dec 2015/16/17
Intrastate	4.1
Interstate	7.8
International	15.2
All Visitors	5.0

⁴ Australia's Golden Outback 2017 Factsheet Produced Tourism WA - Strategy and Research April 2018

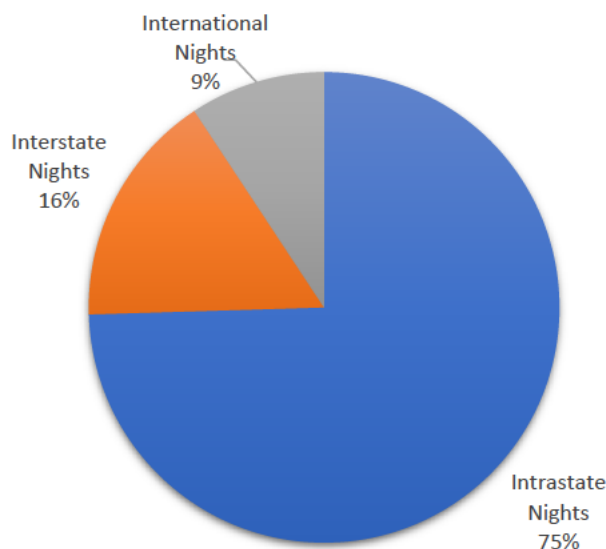
⁵ Australia's Golden Outback 2013 Factsheet Produced Tourism WA - Strategy and Research April 2014

⁶ Australia's Golden Outback 2017 Factsheet Produced Tourism WA - Strategy and Research April 2018

2017 Visitors to AGO



2017 Visitor Nights in AGO



89% of all visitors to the AGO region are intrastate visitors staying 75% of visitor nights.⁷

Top Five Local Government Areas (LGAs) Visited by Source Market⁸

	YE Dec 2015/16/17 Average Annual Visitors	YE Dec 2015/16/17
Estimated Intrastate Visitors		
Shire of Esperance	163,300	17%
City of Kalgoorlie/Boulder	137,400	14%
Shire of Leonora	91,100	9%
Shire of Ravensthorpe	56,300	6%
Shire of Coolgardie	50,400	5%
Estimated Interstate Visitors		
City of Kalgoorlie/Boulder	46,800	39%
Shire of Esperance	32,600	27%
Shire of Dundas	32,200	27%
Shire of Yilgarn	11,400	10%
Shire of Kondinin	10,200	9%
Estimated International Visitors		
Shire of Esperance	21,300	44%
City of Kalgoorlie/Boulder	12,100	25%
Shire of Kondinin	8,000	16%
Shire of Dundas	6,200	13%
Shire of Ravensthorpe	2,900	6%

The top two Local Government Areas visited for all source markets were Kalgoorlie and Esperance. Leonora was the third highest (for Intrastate) perhaps due to the high proportion of business travellers combined with opportunities for prospecting and fossicking.

⁷ Australia's Golden Outback 2017 Factsheet Produced Tourism WA - Strategy and Research April 2018

⁸ Australia's Golden Outback 2017 Factsheet Produced Tourism WA - Strategy and Research April 2018

Top Three Accommodation Choices in AGO YE Dec 2015/16/17⁹

Please note: Accommodation is a multiple response question. Totals may not add up to 100%. Base for % is from total estimated Intrastate, Interstate, and International visitor numbers to AGO

Estimated Intrastate Visitors	% Percent
Friend's or relative's property	24%
Hotel/resort/motel or motor inn	22%
Caravan or camping - non-commercial	19%
Estimated Interstate Visitors	
Hotel/resort/motel or motor inn	33%
Caravan park or commercial camping ground	16%
Friend's or relative's property	16%
Estimated International Visitors	
Hotel/resort/motel or motor inn	25%
Caravan park or commercial camping ground	23%
Friend's or relative's property	19%

Top Five Leisure Activities during Trip YE Dec 2015/16/17

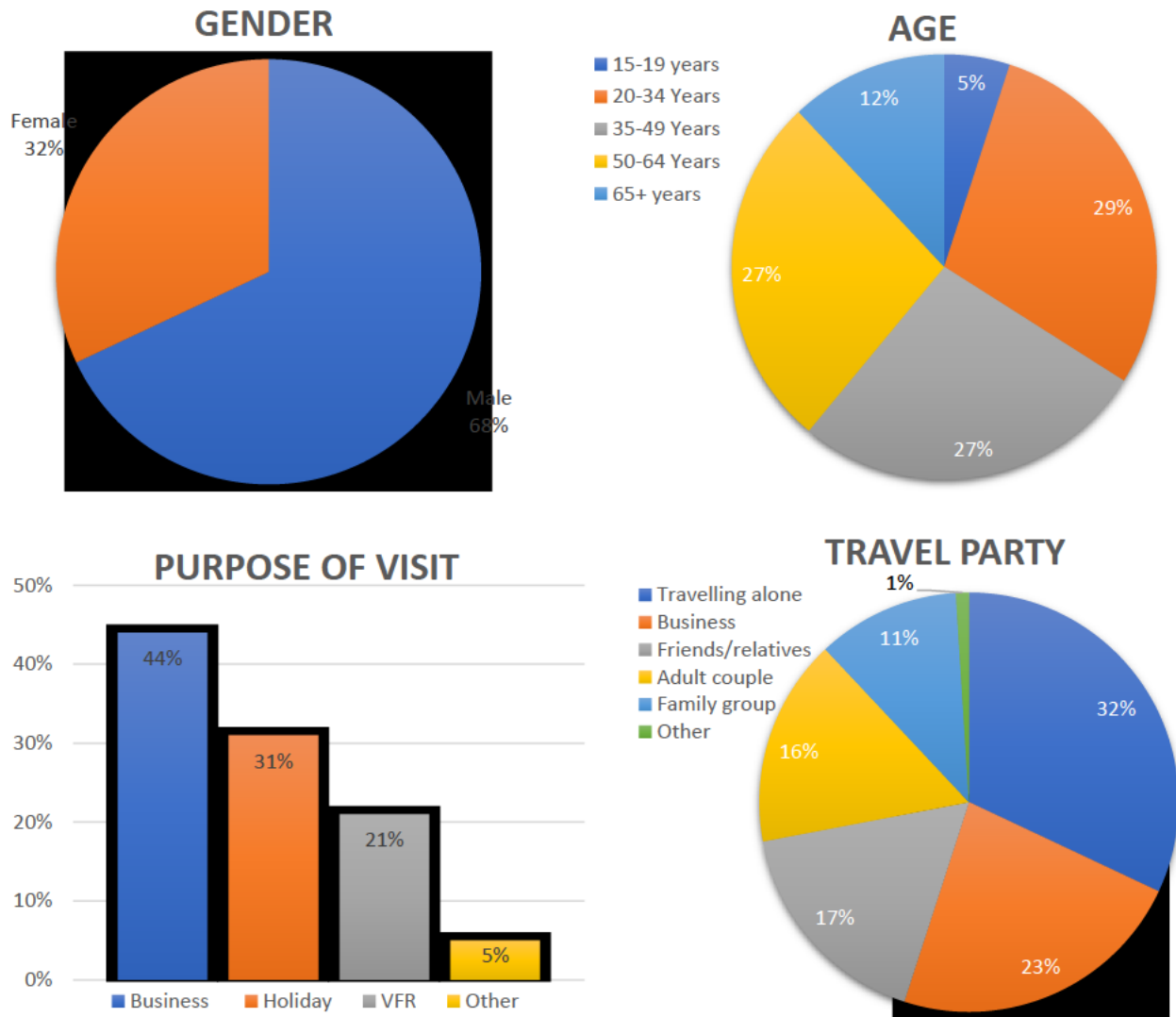
Estimated Intrastate Visitors	Average Ann. Visitors	%
Eat out / dine at a restaurant and/or cafe	363,300	37%
Visit friends & relatives	245,500	25%
Pubs, clubs, discos, etc.	188,000	19%
Sightseeing/looking around	171,200	18%
Go to the beach	135,600	14%
Estimated Interstate Visitors		
Eat out / dine at a restaurant and/or cafe	50,800	43%
Sightseeing/looking around	29,500	25%
Pubs, clubs, discos, etc.	20,700	17%
Go to the beach	17,300	15%
Bushwalking / rainforest walks	17,000	14%
Estimated International Visitors		
Eat out / dine at a restaurant and/or cafe	44,400	92%
Sightseeing/looking around	38,500	79%
Go to the beach	37,000	76%
Go shopping for pleasure	35,900	74%
Visit national parks / state parks	35,900	74%

Please note: Leisure Activities is a multiple response question. Totals may not add up to 100%. Base for % is from total estimated Intrastate, Interstate, and International visitor numbers to AGO. International visitors may have undertaken the activity in the region or elsewhere in Australia.

⁹ Australia's Golden Outback 2017 Factsheet Produced Tourism WA - Strategy and Research April 2018

Western Australians Travelling To / Within AGO

Based on Visitor Numbers – Annual Average of 2015, 2016 & 2017



Most intrastate and interstate visitors to the AGO region were young (20-49-year-old) males travelling alone for business purposes. This differs from other tourism regions and source markets where holiday is more often the primary purpose.

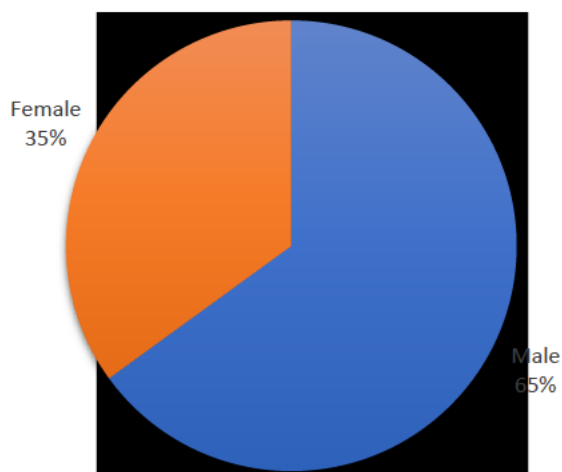
Business travellers often travel for a specific employment-related purpose and, thus, are not usually able to be persuaded to choose alternate destinations through targeted marketing or product development (other than more broadly through industry development). Thus, business travellers are not usually selected as a target market, unless they already have a “reason to visit” or one is likely to result from broader industry development strategies in a location.

Interstate Visitor Summary - Other Australians Travelling to AGO

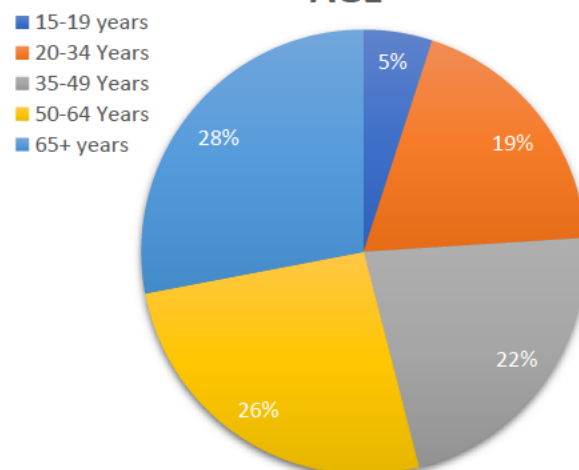
Based on Visitor Numbers – Annual Average of 2015, 2016, & 2017

Please note: Small sample size, caution should be used when reporting these estimates due to lower levels of reliability.

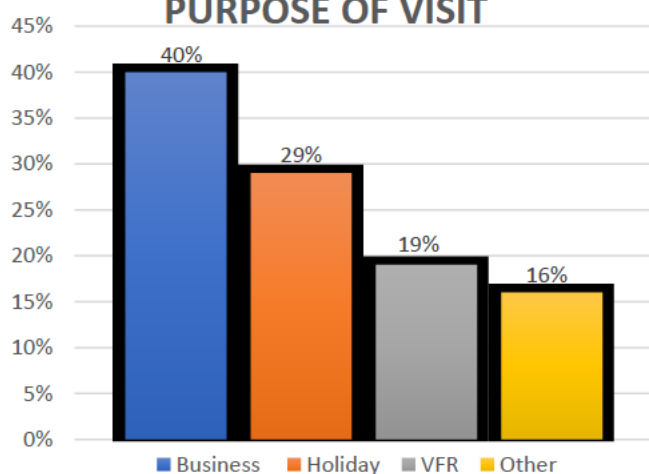
GENDER



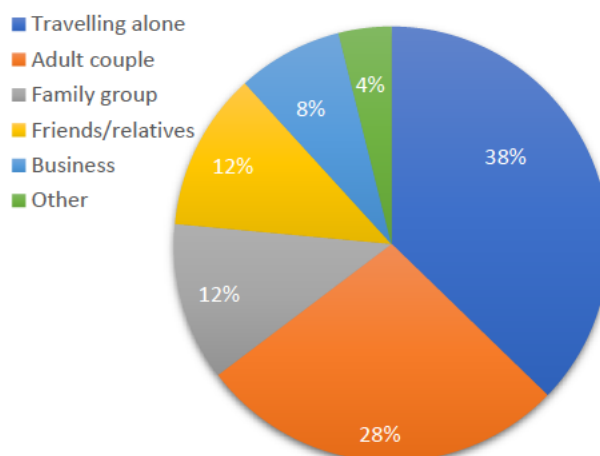
AGE



PURPOSE OF VISIT

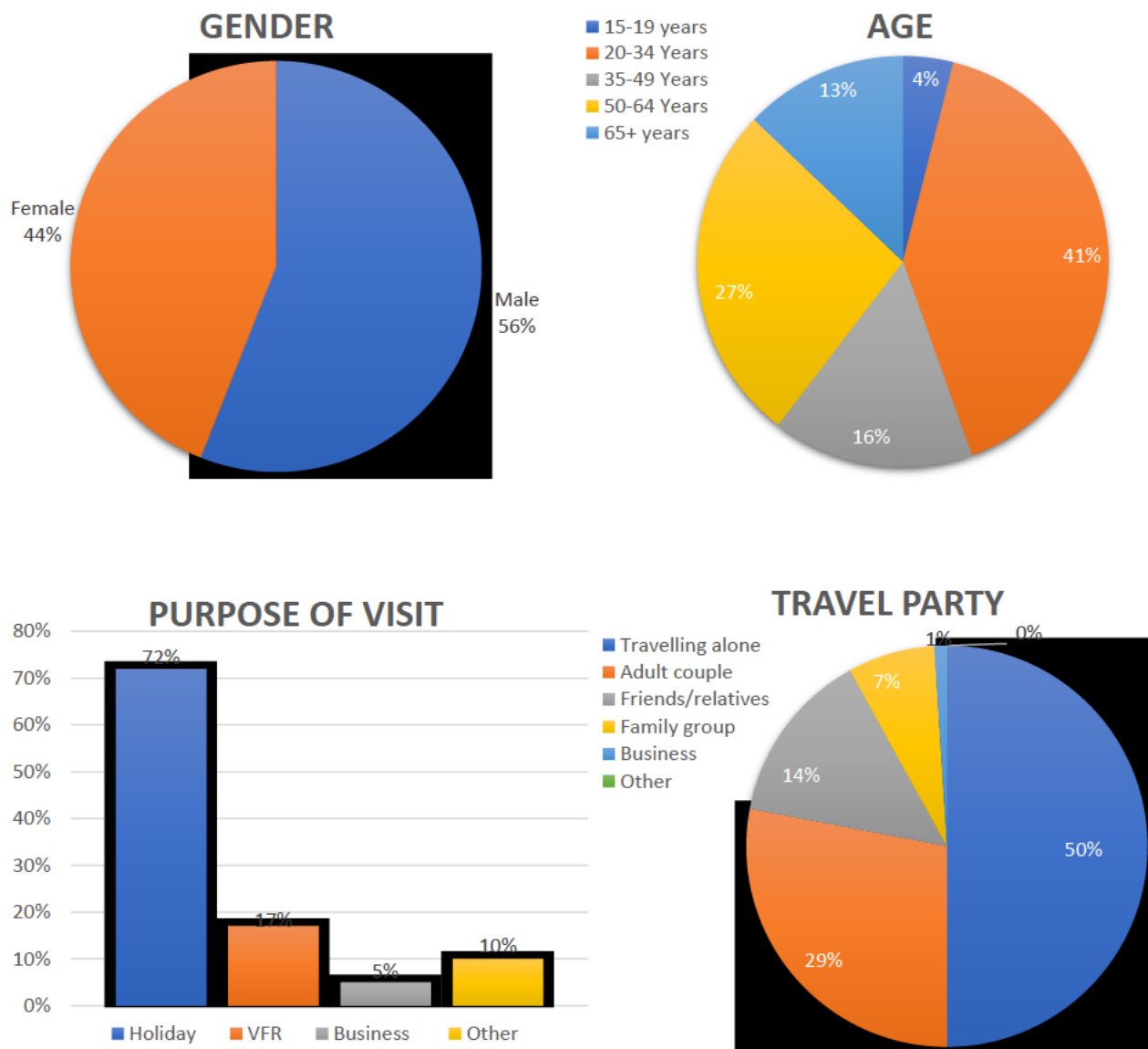


TRAVEL PARTY



International Visitor Summary - International Visitors Travelling to AGO

Based on Visitor Numbers – Annual Average of 2015, 2016 & 2017



Unlike intrastate and interstate visitors, the majority of international visitors to AGO came for a holiday and a significant majority were 20-34 years of age.

Top Five International Markets Overnight Visitors Travelling in/to AGO

Please note: Base for % is from total estimated international visitor numbers to AGO

Average Annual Visitors	YE Dec 2015/16/17	YE Dec 2015/16/17 Percent
United Kingdom	8,800	18%
New Zealand	6,700	14%
Germany	5,800	12%
France	3,000	6%
USA	2,400	5%

Regional Dispersal – AGO

Tourism WA produces profiles for each of WA's key international markets based on data in Tourism Research Australia's International Visitor Survey. The 2018 Market Profiles showed the following source markets spent at least one night in Regional WA.

Regional Dispersal by Source Market for WA's Key International Markets 2018¹⁰

Source Market	Australia's North West	Australia's Coral Coast	Experience Perth	Australia's Golden Outback	Australia's South West
Switzerland	28%	46%	94%	24%	34%
Germany	25%	34%	93%	22%	29%
New Zealand	7%	6%	89%	7%	20%
China	0%	13%	97%	7%	18%
UK	4%	10%	96%	6%	25%
Hong Kong	2%	11%	97%	5%	19%
USA	7%	12%	94%	4%	23%
Singapore	0%	5%	96%	2%	30%
Indonesia	1%	3%	97%	2%	13%
Japan	2%	8%	96%	1%	10%
Malaysia	0%	3%	99%	1%	16%
India	0%	1%	97%	1%	11%

The source markets with the highest dispersal to the AGO tourism region are Switzerland, Germany, New Zealand, and China. Although the Swiss and Germans do not make up the top two international source markets by the number of visitors to AGO, they certainly appear to have a passion for getting out to the regions and are a worthwhile market to target! New Zealand and UK have higher visitor numbers, though there is still significant potential to increase their dispersal to AGO. China is showing an increasing propensity to travel to regional WA, as they become more experienced travellers and seek new travel destinations, positioning them as a worthwhile market to target.

Visitation – The Wheatbelt Region¹¹

According to the Growing Wheatbelt Tourism Strategy, there were approximately 676,700 international and domestic visitors in the year 2014, increased from approximately 666,846 visitors in 2013 and 605,700 visitors in 2012.

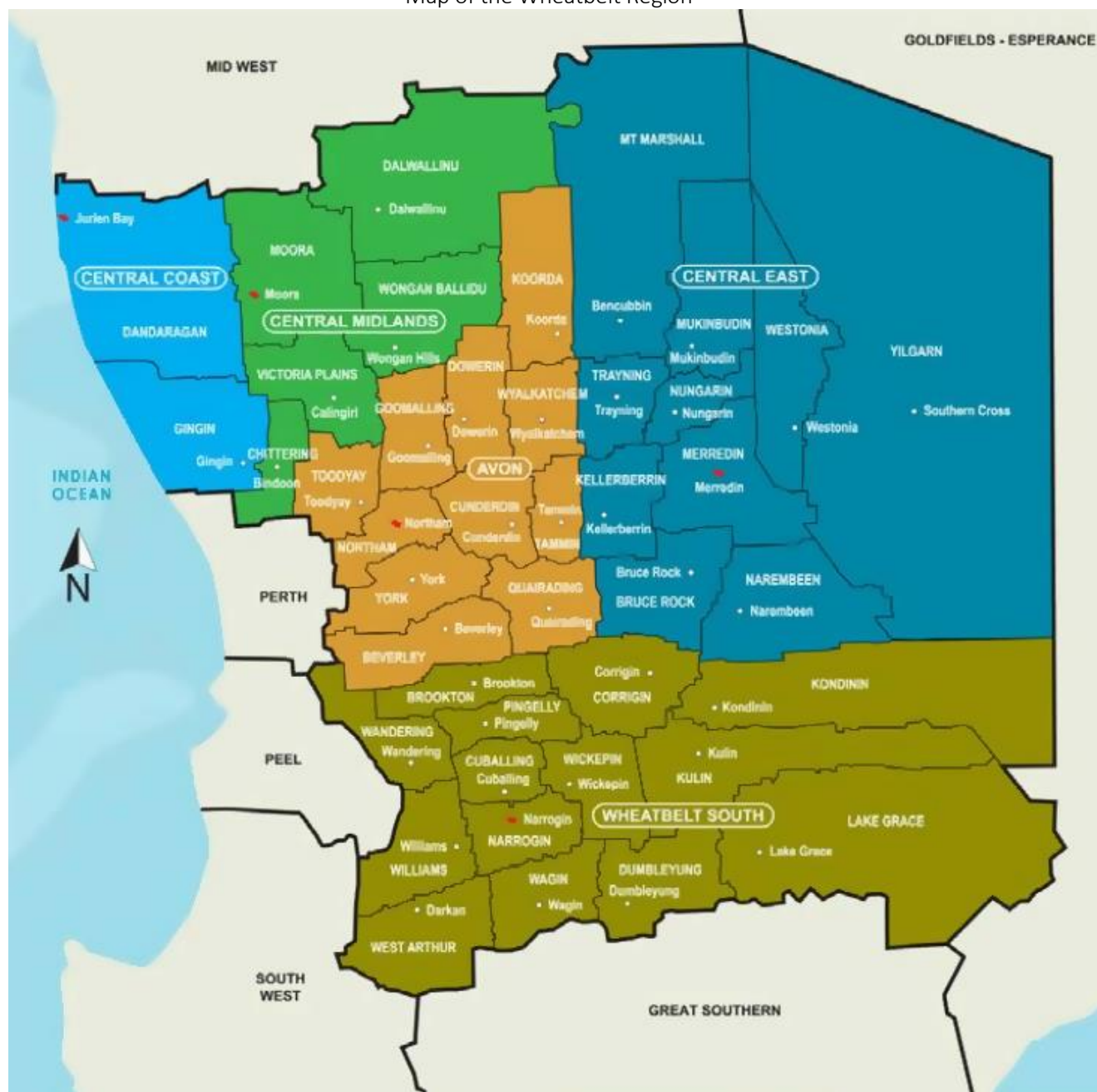
Domestic travellers over this period made up approximately 94% of total visitors, dominating the Wheatbelt's tourism market.

¹⁰ International Market Profiles 2018, Tourism WA. Downloaded from <https://www.tourism.wa.gov.au/Research-Reports/Facts-Profiles/Pages/International-Visitor-Profiles.aspx?1=2#/3/7/19>

¹¹ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017. Their sources: ¹⁹ Unpublished 2013 visitation data from Tourism WA Tourism WA (2012), 'International and Domestic Visitor Number 2001 to 2012'

While domestic visitors continue to make up the majority of total visitors, these visitation rates continue to fluctuate according to global economic cycles such as the Global Financial Crisis of 2007-08, whereas international tourist numbers appear more stable.

Map of the Wheatbelt Region



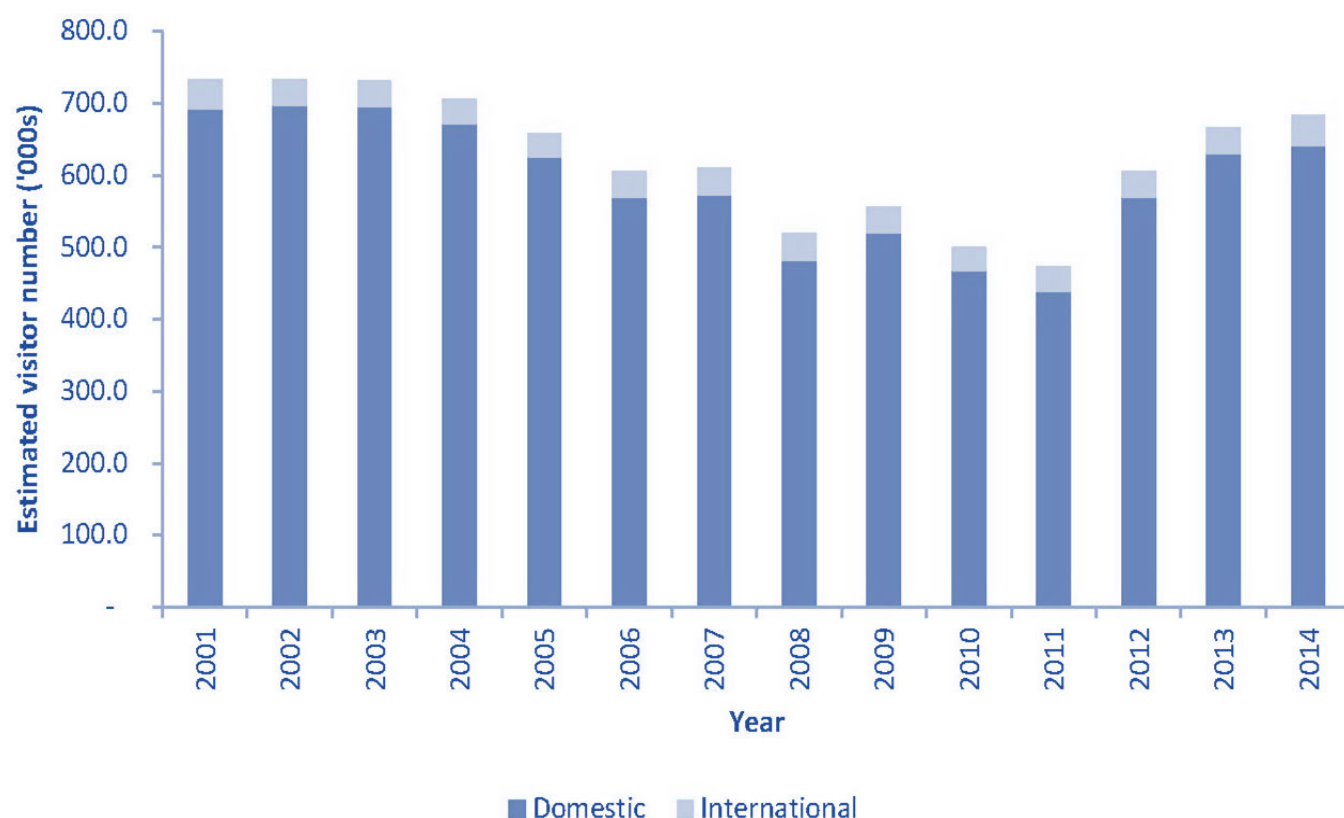
Source: Growing Wheatbelt Tourism Strategy¹²

Note: Within the Wheatbelt, three Regional Tourism Organisations (RTOs) operate:

- Experience Perth includes the Wheatbelt Shires of Beverley, Brookton, Chittering, Gingin, Goomalling, Northam, Toodyay, Victoria Plains (including New Norcia), Wandering, and York.
- Australia's Coral Coast includes the one Wheatbelt Shire of Dandaragan.
- Australia's Golden Outback includes all other 31 Wheatbelt LGAs outside of those in the Experience Perth and Australia's Coral Coast regions.

¹² Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017. Their sources: ¹⁹ Unpublished 2013 visitation data from Tourism WA Tourism WA (2012), 'International and Domestic Visitor Number 2001 to 2012'

Estimated visitors to the Wheatbelt (domestic and international)¹³



The Wheatbelt's many natural and heritage icons, its proximity to Perth and access via key state and federal road networks delivers annual visitor numbers of nearly 700,000.¹⁴

For the year ending 2014, the Wheatbelt had a comparatively low proportion of domestic (interstate and intrastate) and international visitors compared to the South West.

Approximately 8% of the overnight visitors in WA stayed in the Wheatbelt, compared to 23% of overnight visitors in WA who stayed in the South West. The proportion of total overnight visitors in WA who stayed in the Wheatbelt can be further broken down into:

- 8.9% of the state's **Intrastate** overnight visitors;
- 3.9% of the state's **Interstate** overnight visitors; and
- 4.9% of the state's **International** overnight visitors.

Of estimated visitor nights, less than 4% of total state nights are spent in the Wheatbelt; however, this is proportionate to:

- 4.6% of the state's Domestic total visitor nights; and
- 1.9% of the state's International total visitor nights.

¹³ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017. [Source: Tourism WA Visitation Data]

¹⁴ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.

Estimated overnight visitor numbers and nights for the Wheatbelt, comparative to the South West and WA¹⁵

The table below shows the Wheatbelt had 2,265,700 visitor nights in the 2014/15 financial year and 75% of visitor nights were domestic visitors.

2014/2015	Wheatbelt	%	South West	%	WA	%
Estimated overnight visitors						
Intrastate	586,500	87%	1,739,500	88%	6,542,000	76%
Interstate	48,500	7%	113,000	6%	1,215,000	14%
International	41,200	6%	123,900	6%	827,000	10%
Total	676,700	100%	1,976,400	100%	8,584,000	100%
Estimated visitor nights						
Domestic	1,695,500	75%	5,708,000	78%	36,353,000	56%
International	570,200	25%	1,617,000	22%	28,593,000	44%
Total	2,265,700	100%	7,325,000	100%	64,946,000	100%

The highest proportion of domestic visitor nights were spent in a caravan park with 34% or 770,338 nights spent in commercial camping ground or non-commercial camping ground. As a result, this Growing Wheatbelt Tourism Strategy assumes the majority of visitors are self-drive and/or self-contained (caravans) with accommodation and meal preparation facilities.

The Strategy showed that while total overnight visitor numbers are comparatively lower than the South West, the Wheatbelt has experienced a comparatively higher increase in the total visitor number growth rate between 2011 and 2015.

A visitor number compound annual growth rate (CAGR) of 9.32% over the four-year period between 2011 and 2015 indicates a compound growth of approximately 9% per year; in comparison, the South West experienced a CAGR of 6.63% during the same timeframe. This indicates the Wheatbelt had a higher rate of visitor number growth than the South West, despite receiving fewer overnight visitors in total.¹⁶

Tourism Expenditure in the Wheatbelt

During the period of 2001-2012, the average tourism expenditure per year in the Wheatbelt was approximately \$202 million. During this period, total tourism expenditure was at its highest in 2012 at approximately \$239 million which was made up of:

- \$177.9 million from domestic visitors; and
- \$60.9 million from international visitors.

Tourism expenditure in the Wheatbelt for years 2011 and 2012¹⁷

	Total Visitors				Total Tourism Expenditure			
	2011		2012		2011		2012	
	Number	%	Number	%	\$m	%	\$m	%
Domestic	438,700	93	569,300	94	167.4	77	177.9	74
International	34,700	7	36,400	6	49.3	23	60.9	26
Total	473,400	100	605,700	100	216.7	100	238.8	100

Between 2001 and 2012, domestic visitor expenditure made up the majority of total expenditure; however, this continues to fluctuate according to global economic cycles. Meanwhile international visitor expenditure

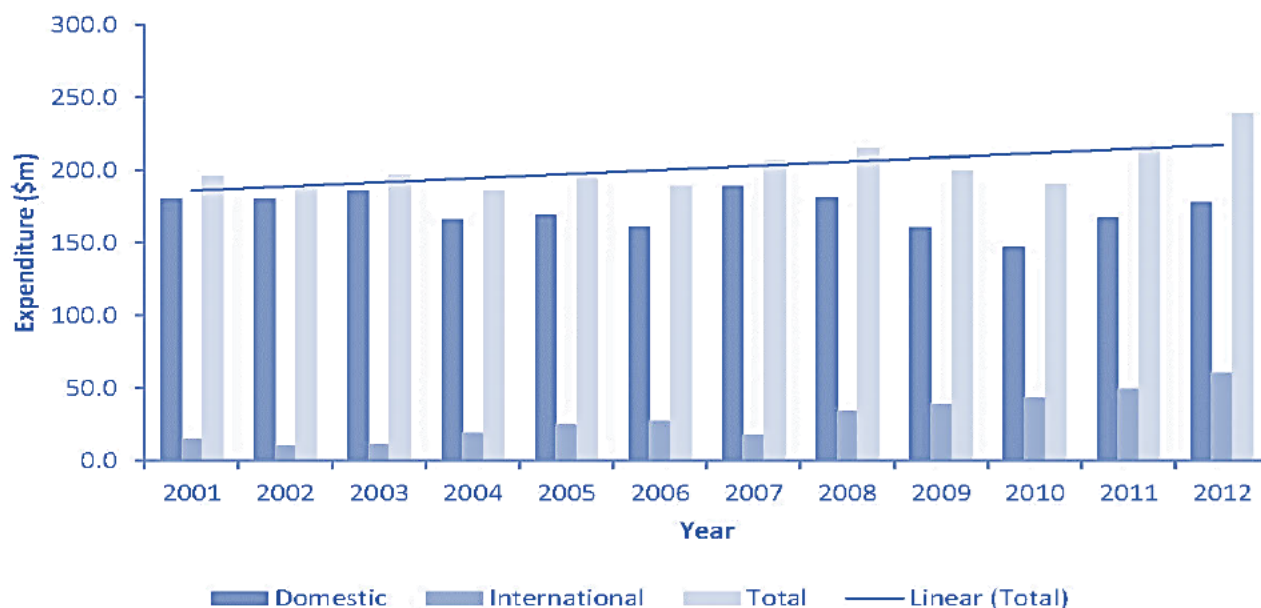
¹⁵ Growing Wheatbelt Tourism 2017-2020, their source: Tourism WA (2015) 'Wheatbelt Development Commission Area Overnight Visitor Fact Sheet YE 2014/15'

¹⁶ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.

¹⁷ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017. Their source: Tourism WA and Department of Regional Development (2012)

quadrupled between 2001 and 2012, generating a greater proportion of the Region's tourism income each year.¹⁸

*Estimated Wheatbelt tourism expenditure 2001 to 2012*¹⁹ [Source: Tourism WA and Department of Regional Development (2012)]²⁰



*Visitation Dryandra Woodland*²¹

Perhaps the most reliable visitation estimates for Narrogin currently could be based on the visitation data collected by DBCA for nearby Dryandra Woodland.

Count	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Congelin Campground	5,964	6,616	7,217	8,020	9,225	6,337	6,337	13,437	12,841	15,738	20,597
Congelin Dam	2,839	2,996	3,720	7,931	3,498	2,258	2,258	2,258	2,258	5,133	7,622
Contine Hill East			800	720	2,693	522	522	522	522	1,062	3,228
Gnaala Mia Camp										10,319	14,437
Gura Road	2,537	3,960	2,568	1,892	1,734	1,178	1,178	1,178	1,178	1,178	1,178
Kawana Road Nth			700	890	1,904	1,904	1,904	1,904	1,904	1,904	1,904
Lol Gray										3,852	3,852
Tomingley Road E	13,625	13,336	18,756	10,184	12,746	10,330	10,330	22,899	19,009	17,096	20,003
Tomingley Road W	7,471	7,437	10,340	9,819	7,443	9,040	9,040	16,148	14,723	13,246	18,811
Visitation total	32,436	34,345	44,101	39,456	39,243	31,569	31,569	58,346	52,435	69,528	91,632

Note: Changes in collection methodology are indicated by separators in table above

Though changes to data collection methodology impact how this data can be interpreted, and it is vehicle movement counts rather than actual visits or number of visitors, it is interesting to note there has been nearly a threefold increase in visitation over the 10-year period from 2007/08 to 2017/18.

The visitation seasonality chart below shows a relatively even seasonal distribution for visitation to Dryandra Woodland with summer showing the lowest visitation, and the peaks occurring in three out of the four school

¹⁸ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.

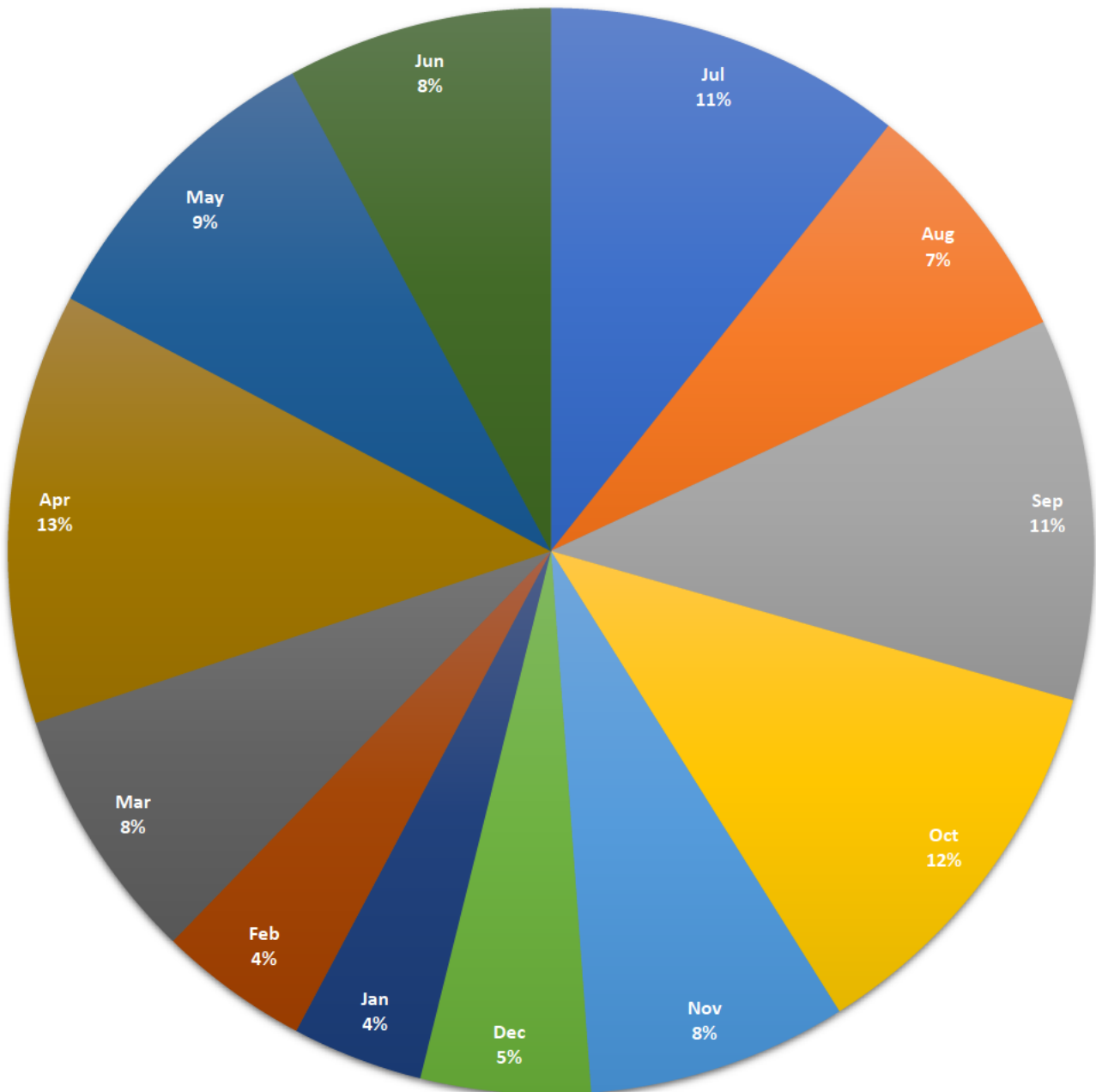
¹⁹ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017. Their source: Tourism WA and Department of Regional Development (2012)

²⁰ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.

²¹ Data supplied via email 29/05/19 by Michael Tuffin - Department of Biodiversity, Conservation and Attractions

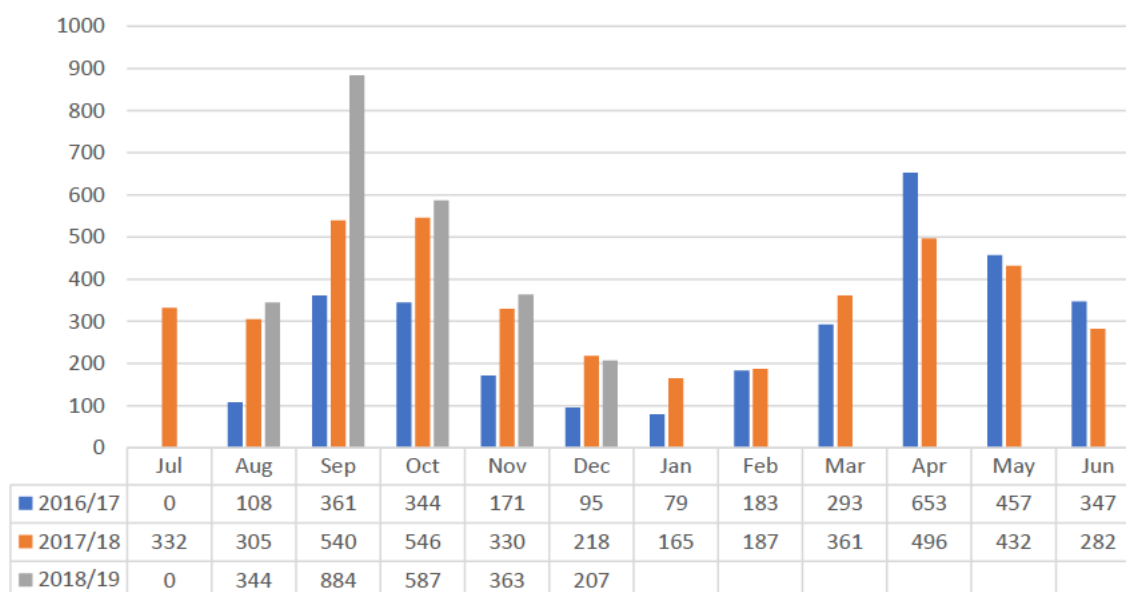
holiday periods (April, July, September/October). This contrasts with the South West where the peaks are more often found in the December/January school holidays.

Visitation Seasonality - Dryandra Woodland

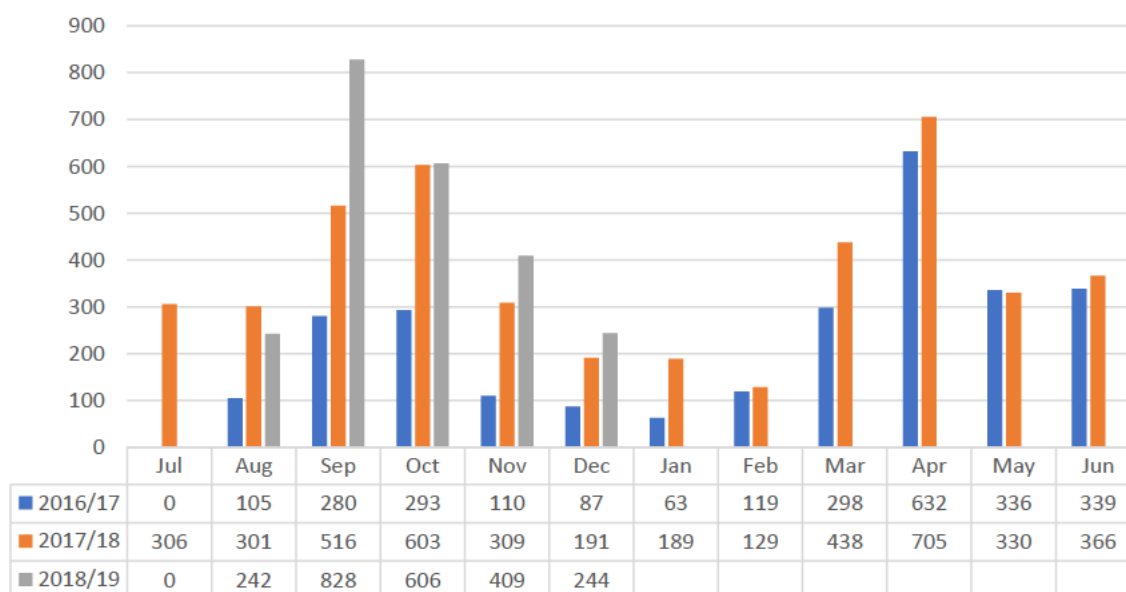


Similar trends are reflected in the vehicles entering the two campgrounds as show in the charts on the following page.

Vehicles Entering Congelin Campground



Vehicles Entering Gnaala Mia Campground

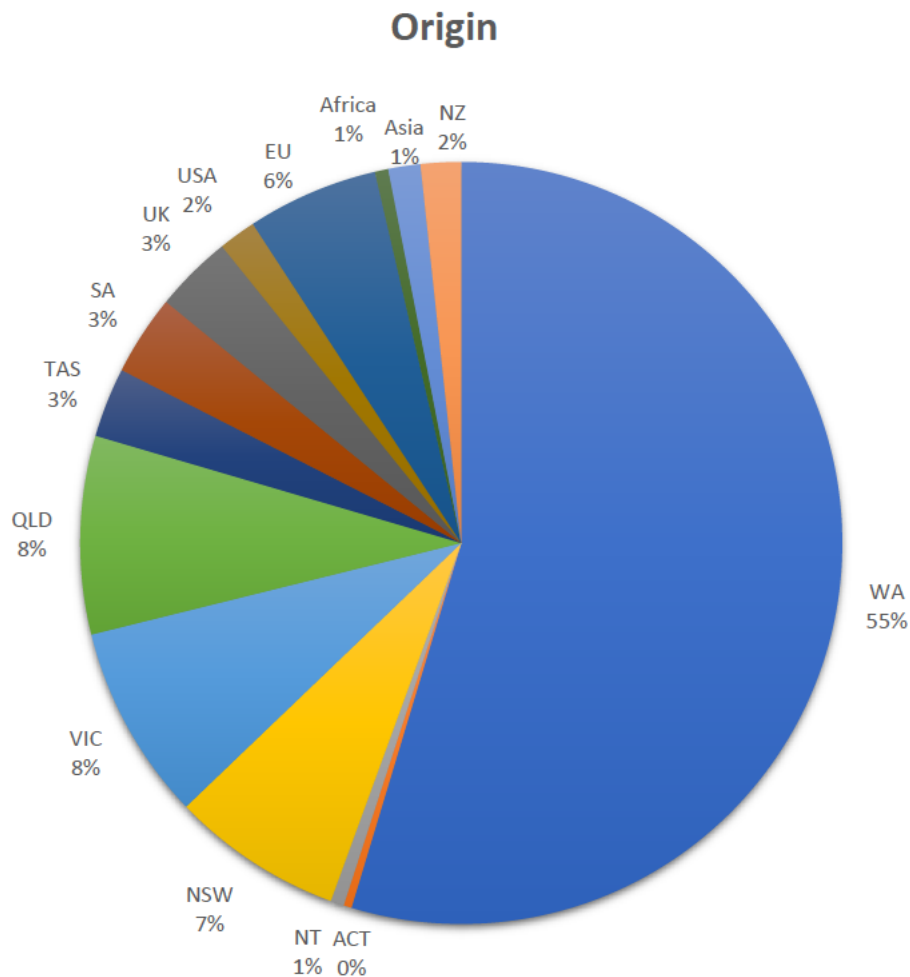


Seasonality trends for Dryandra Woodland will likely smooth out the overall seasonality of visitation to Narrogin, though collection of data for seasonality of visitation to Narrogin outside of Dryandra Woodland is not currently available. This information should be sought from tourism operators (even if just anecdotally) to assess what strategies are needed to improve the seasonal distribution of visitors.

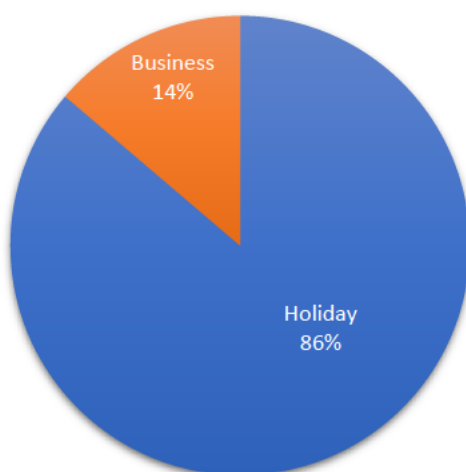
There is solid annual growth in vehicle entries into the two campgrounds. It is assumed collection methodology (or closure of the campgrounds) caused the zero entries for July in 2016 and 2018 for both campgrounds.

Visitor Behaviour Study²²— Dryandra Country

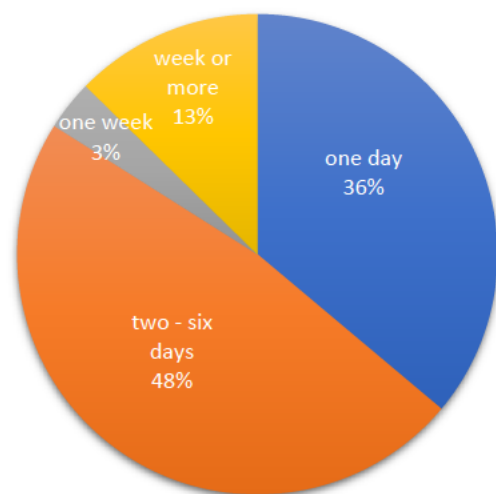
The Dryandra Country Visitor Centre collected data from visitors to identify demographics and visitor behaviour whilst in the region. The charts below represent the approximately 880 responses that had been input as at July 2019.



Purpose of Visit

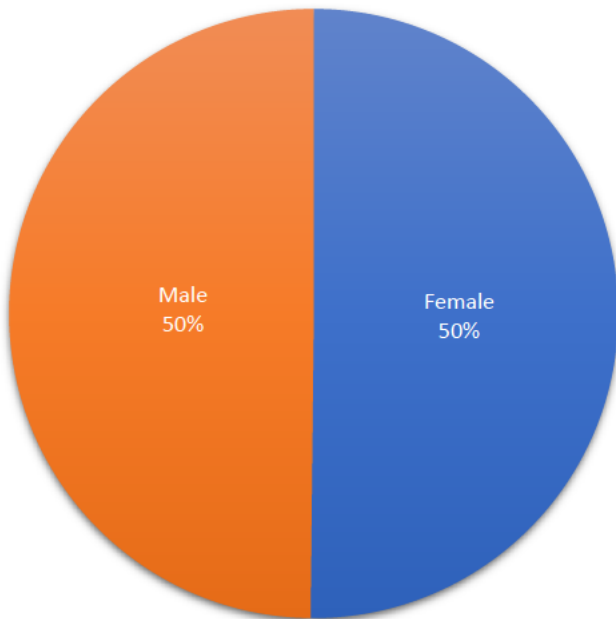


Length of Stay

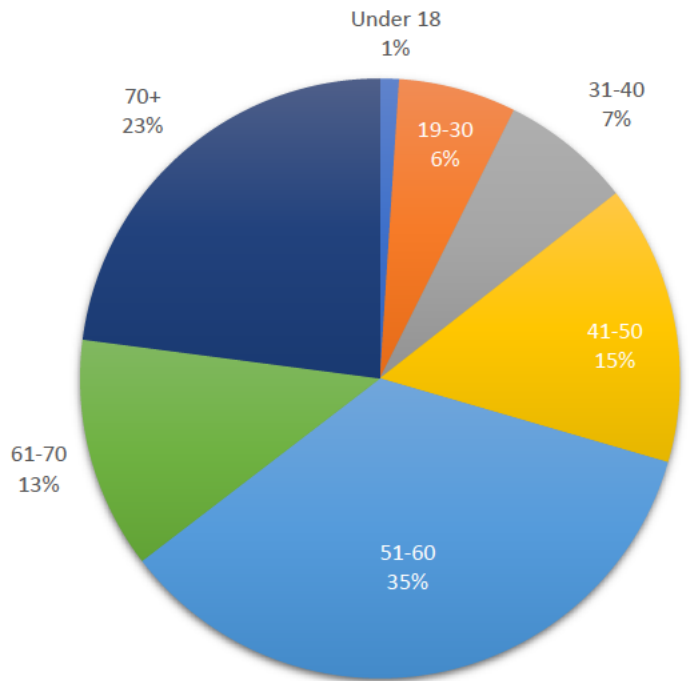


²² Dryandra country Visitor Centre Visitor Behaviour Study Data — analysed by Brighthouse

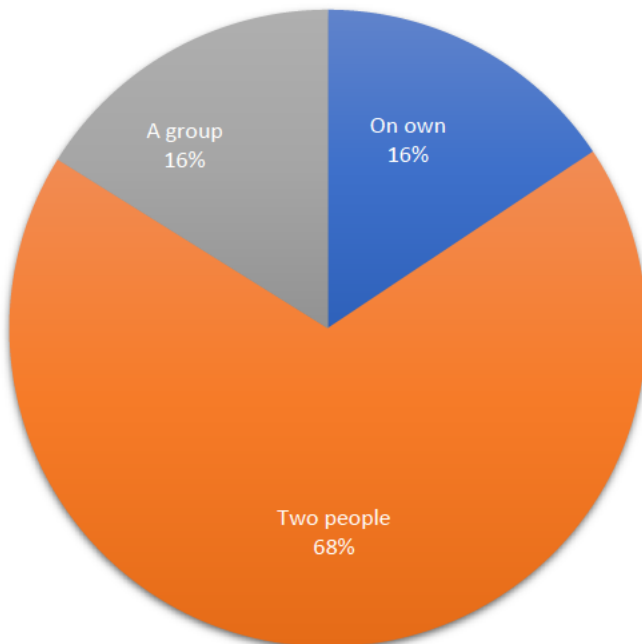
Gender



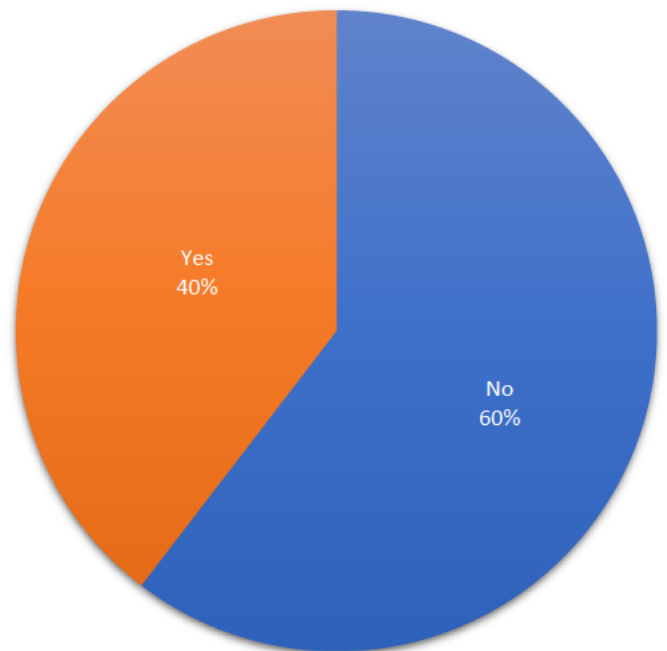
Age (years)



Group Size



Returning Visit



Target Markets

In line with the broader Wheatbelt region, Narrogin's key advantages from a tourism perspective relate to people, nature, and heritage. It is one of the Wheatbelt's more easily accessible short-drive destinations from Perth, offering an opportunity to leverage off this locational advantage.... A short drive to experience country life!

The self-drive touring market is one of Australia's most lucrative tourism markets. In 2012, a total of 3.7 million domestic and international touring visitors spent 42.8 million nights travelling Australia.²³ On the whole, they enjoy nature-based, learning and education, and food and wine experiences and, as domestic markets go, have similar spend patterns to other domestic segments. This is a large group and includes two main sub-groups: 1) domestic and international self-drive holiday travellers with caravans, camper vans, and camping equipment; and 2) those without caravans, camper vans, or camping equipment, including budget-conscious travellers.

Research by the Caravan, RV, and Accommodation Industry of Australia (CRVA) found families comprise 58% of the total market. While senior travellers (mainly retirees and over 65 years of age) comprise 24%, 11% were young couples aged between 25 and 40 years and 7% were travellers between 41 and 65 years. The findings highlight the importance of the family segment to the industry.

With domestic visitation consistently comprising over 90% of visitors to the Wheatbelt, Australian's are the most significant target market for Narrogin. The FACTBase Bulletin 55 (August 2017) identified that "In 2015–16 Australian residents made 88.9 million domestic overnight trips – the equivalent of more than 4.5 trips for each Australian resident aged 15 and over. Most (69%) of these trips were intrastate, and, as a result, the economic contribution of intrastate travel was higher than that of interstate travel: \$31.9 billion compared to \$27.1 billion. However, growth in interstate travel, which increased 8.0%, exceeded growth in intrastate travel, up 6.4% over the 2015-16 period²⁴



Data Source: TWA, 2017; TWA, 2017a

In the coming five years, domestic overnight trips in Australia are predicted to increase 3.5% per annum to reach 105.7 million trips. Over the same period, nights are expected to grow 3.0% per annum to 380.5 million nights, while spend could increase 4.9% per annum to reach \$74.9 billion. It is predicted that growth in visitor

²³ 2013- TRA – Profiling Australia's Tourism Visitor Segments

²⁴ Tourism Research Australia 2017

nights will be driven by business trips, which are anticipated to increase 5.0% per annum to 85.7 million nights, and holiday trips, which are projected to increase 2.7% per annum to 160.3 million nights²⁵.

Narrogin's Alignment with Key Target Markets

An area steeped in history with significant biodiversity and natural surroundings, Narrogin offers tourists a unique opportunity to learn about unique flora and fauna as well as our important agricultural industry. As the rich offerings of the region were exposed during the research phase of this study, it became evident that there were fascinating and compelling stories just waiting to be told about the area and its people.

The broad target market for tourism resides with "Experience Seekers," especially those whose interests are aligned with heritage and cultural learning, nature-based tourism, and educational-experiential travel.

In 2017, Tourism WA introduced a new domestic segmentation model,²⁶ which sought to identify personality traits of visitors as it considered existing audiences (e.g., Experience Seekers) had become too broad to effectively target consumers through some media channels.

The aim was to understand the Australian travelling population's holiday attitudes, behaviours, and current perceptions of WA. Latent class analysis was undertaken to divide the population into segments based on their holiday behaviour and needs and to build out a detailed and comprehensive profile of each segment covering psychographics, demographics, and, importantly, detailed technology usage, and media behaviours and attitudes. The new segments are identified as:

- Escape and Connect
- Bright Lights
- Off the Beaten Track
- Family Fun
- Relax and Unwind
- Culture Vultures

Three of the above visitor profiles were considered appropriate to Narrogin's Experience Seeker visitor segment definition – Escape and Connect, Off the Beaten Track, and Family Fun. The personality, demographics, key themes, holiday needs, and behaviour of these segments are consistent with the visitor audience this strategy proposes to target.

The broad Experience Seekers group also comprises several sub-groups, differentiated by their mode of travel.

Those who self-drive in private or hire vehicles are regarded as being primary targets. Other travellers utilising tour coaches are secondary target markets, but with limited resources available, it is proposed that the tourism strategy is initially focussed on self-drive experience seekers.

It is important that the individual components comprising this broad target market definition are identified and that specific actionable plans are attributed to each of the segments. Significant crossover exists between the individual components. For instance, the caravanning and camping market segment has been identified as an important sector for Narrogin. However, within that segment are various sub-segments, including families, grey nomads, and backpackers.

The self-drive (non-caravanning and camping) market segment may also include those three categories as well as others – business travellers for example. The non-caravanning self-drive segment will generally seek

²⁵ Davis, G. (2017) Sizing Tourism in Western Australia, FACTBase Bulletin 55, The University of Western Australia and the Committee for Perth, Perth.

²⁶

<https://www.tourism.wa.gov.au/Publications%20Library/Research%20and%20reports/CDP%202017%20reports/Tourism%20WA%20Domestic%20Segmentation%20COMPLETE.pdf>

accommodation in hotels, motels, bed and breakfast establishments, and farm-stays. However, some will choose cabin accommodation in caravan parks.

It is essential that the Narrogin tourism strategy and action plan address the similarities as well as the differences between the various sub-segments.

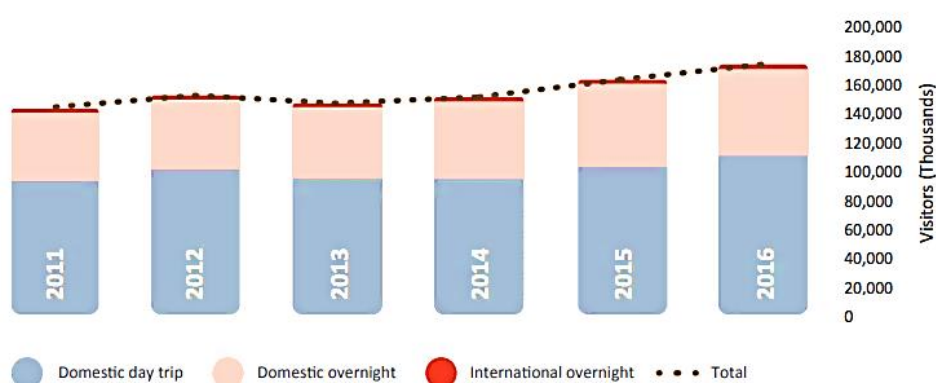
Events are an opportunity to raise awareness and interest amongst the target market segments and to incubate other secondary segment, such as coach travellers, provided an event is of such significance that it justifies the effort in reaching those market segments. Regional events, such as the annual Deniliquin Ute Muster, Nannup Flower and Garden Festival, and Boddington Rodeo, have proven to very successful and could be replicated in Narrogin, subject to identifying an appropriate theme.

Target Market Trends

The Renaissance of Rural/Regional Tourism and Experiential Travel^{27 28}

- The stresses of urban living and disconnection from the natural environment creates a desire for city residents to escape from the “pressure cooker” of city living. It is important to keep in mind that 70% of Australians live in cities with population greater than 500,000 people; this is the market seeking escape from the urban pressure.
- Rural locations offer an opportunity to re-engage with a simpler, quieter way of life that offers rest and relaxation. Demand has been fuelled by a media looking for the latest “new thing.”
- Green issues have also raised the attractiveness of rural experiences as ecologically sustainable tourism.
- A move toward short-break holidays is fuelling three-five-day getaways to country destinations
- Gen X and Y and even Baby Boomers have an increased interest in outdoor recreation, eco-tourism, and special interest tourism. Individualism drives a need for unique experiences, and rural tourism, with its diversity of offerings, can satisfy this need.
- Australians have an increased interest in history; rural areas are often caches of heritage left by settlers who moved outwards from the first settlements, be it buildings or “old railway towns” in the case of Narrogin.
- Rural and country areas are perceived as being “healthier,” offering fresher air, cleaner water, and the opportunity for outdoor recreation.
- There appears to be an increasing desire for authentic experiences, including interaction with local people. Rural tourism is REAL (Rewarding, Enriches the spirit, provides Adventure and Learning). Authenticity is believed to be found in genuine country experiences and lifestyles.

Visitors to Regional Australia, 2011 to 2016



²⁷ Sykes, K.W. 2011 – The Growing Rural Tourism Industry; a Survey in the UK, Canada, Australia and New Zealand

²⁸ 2014- Heritage Council of WA Presentation – Heritage Tourism Opportunities in WA

Australian Social and Generational Travel Trends

Visitors to AGO are strongly influenced by niche visitor interests such as history, nature, and culture. Older Western Australian's are one of the key target markets for Narrogin, and, according to the Australian Institute of Health and Welfare, "The Australian population is ageing, with older Australians a growing proportion of the total population. In 2017, 15% of Australians (3.8 million) were aged 65 and over; this proportion is projected to grow steadily over the coming decades."²⁹

Baby Boomers	Generation X	Generation Y	Generation Z
<ul style="list-style-type: none"> • Baby Boomers were the 'Hippies' and 'Yuppies', and were raised by the 'Builders' (born 1924-1945) • Born post war in an optimistic and stable world • Our broadest age cohort • Many are retiring or are semi-retired. • Most have had stable jobs, have a comfortable "nest egg" and discretionary income from savings or super. • Among Australia's largest travelling group, especially on extended self-drive holidays • Many want to explore the country they've grown up in but have never travelled throughout extensively. • A significant proportion own caravans or RVs and stay in caravan parks on their trip • Many are indulging in costly international trips to places they've only dreamt of; cruises to Asia-Pacific, the Rhine, Caribbean, US, & Canada 	<ul style="list-style-type: none"> • They were raised by the early Baby Boomers • Born into a world witnessing a trend toward divorce and economic/job uncertainty • Born between 1965 and 1980. • Characterised as individualists and skeptical of authority • Most are married or, have been and have children aged 10-17 • Love to travel and have travelled more extensively and frequently than their parents, but now are more cost conscious than the BBs, with a mortgage and all the attendant costs of a partner and children, even if separated. • Recent CVRA research actually identifies this group among the largest users of caravan park accommodation • At the same time they've fully leveraged the strong Aussie \$ and plethora of low-cost Asian airlines to the family on cheap package trips especially to South East Asia 	<ul style="list-style-type: none"> • Also called 'Millennials' they were raised by late Baby Boomers • Born between 1981 and 1994. • Grew up in a world of inter-regional conflicts • Witnessed 1st digital technologies; internet, email (SMS) • Optimistic, tech-comfortable, globally aware and style-conscious • Keen travel "Explorers" and seek experiences. • Many of the youngest have taken their first independent trip, often the Bali package with mates. Especially if they are West Australians. • Older Gen Y's, may have travelled extensively – for many they are yet to have children, so even if married dual incomes, allowing room to spend. • May have a mortgage but with rates in the last 5 years at their lowest in history they can still travel. • Their "Explorer" nature has led many lived and worked overseas for a period, especially post <u>university</u>. 	<ul style="list-style-type: none"> • Also known as 'Digital Natives', they are being raised by Generation X • Most commonly agreed to be born between 1995 and 2010. • Born into a world facing challenges such as terrorism and environmental concerns • Witnessed widespread use of electronic gadgets and digital technologies like the Internet and social networking sites • Characterised as tech-savvy, globally connected (in the virtual world), flexible and smarter, and tolerant of diverse culture. • The eldest are perhaps taking a gap year after school to travel and work taking at least an annual overseas (given current affordability) in South East Asia.

²⁹ <https://www.aihw.gov.au/reports/older-people/older-australia-at-a-glance/contents/demographics-of-older-australians>. Downloaded 1/7/2019

Australian travellers' preferences are changing

A changing social and economic environment is also responsible for a shift in the way tourists purchase travel products. An examination of key global trends is equally important to consider when looking at product distribution – both currently and what is required to maintain a competitive advantage in the future.³⁰

Demography - The number of healthy and active seniors with higher disposable incomes is growing; in turn, this group will demand quality, convenience, security, easy transportation, relaxing entertainment facilities, one-person products, and an emphasis on comfort when buying tourism products. They will also increase their demand for luxury, special products, and short-term breaks, and winter sun holidays.

Health - Likewise, the number of health-conscious travellers are demanding “healthy” destinations. For the tourism industry, the trends point to a decrease in the demand for sun-holidays and a rise in active/activity holidays coupled with an increased desire for wellness and a connection to nature.

Awareness and Education – The average level of education is increasing and with this, an increase in the demand for special products, such as arts, culture, and history components in package tours as well as self-organised holidays. Because travellers are better educated and more aware of their surroundings, the methods in which a potential tourism destination needs to communicate information to this segment of the population will need to be more creative.

Experiential Travel - More sophisticated consumers, with higher levels of education and awareness as discussed above, want their travel to deliver new and interesting “experiences,” rather than simply sights and facts. They want to explore the unique, the exotic, and the unexpected places and experiences that evoke emotion and inspire exploration and engagement.

Transportation – The advent of low-cost carriers means that destinations that are available for easy, short breaks will increase, along with “budget” cruises.

What is clear from the research above is that contemporary Australians, across all age groups, have become what Tourism Australia defines as “Experience Seekers.” They have similarities across many aspects of their lives, what they desire from their holidays, and across different age cohorts. However, the differences must be recognised to successfully reach the various groups that make up Experience Seekers. For example, Baby Boomers are relaxed, financially secure, comfortable, and keen to try new travel experiences, Generation Xers have already travelled far more than their parents ever did when they were in their 20/30s and, while families and mortgages motivate them to seek good value-for-money travel, they are avid travellers and seek new experiences when they travel.

Gen Y, many of whom have already spent a couple of years living and working overseas, are globally aware and technologically savvy. While the newcomers Generation Z, the eldest of whom, are just breaking out on that first or second free independent travel venture, are “digital natives.” For both this cohort and Gen Y:

A strong, consistent, omni-channel digital destination image and presence is the key to gaining interest, desire, and, finally, take action to visit a destination.

Travel Planning and Booking

The Internet is increasingly being utilised as a planning tool, but not so much as a source of inspiration. People often decide where they want to go and then use the power of online search engines to help plan and purchase products. Furthermore, the Internet has resulted in more independent information gathering by travellers. According to IBIS World's Online Travel Bookings - Australia Market Research Report (February 2019), the Online Travel Bookings industry has grown strongly over the past five years with annual growth of 21.7% from 2014 to 2019. The rise of online purchasing channels has disrupted the tourism supply chain, increasing the choices available to consumers. Consumers are increasingly integrating Internet and mobile

³⁰ Tourism Trends in Australia, Tourism Research Australia, September 2012

connectivity into their everyday lives and are becoming more comfortable booking travel online. In addition, Australians have travelled more regularly over the past five years, both domestically and abroad.

The Online Travel Bookings industry is in the growth phase of its life cycle. Industry value added, a measure of the industry's contribution to the overall economy, is forecast to grow at an annualised 16.5% over the 10 years through 2023-24. The industry is expected to significantly outperform projected real GDP growth of 2.7% over the same period, which is characteristic of a growing industry.

Industry participation has also grown significantly over the past five years. Potential entrants have taken the opportunity to capture the emerging online segment of travel bookings, especially as Internet penetration rates have risen and online shopping has become increasingly integrated into consumers' lives.³¹

Due to the mobile nature of travel, smartphones and tablets have become the key tools used by travellers from the start (e.g., searching for a new destination to visit) to the finish of their journey (e.g., posting reviews and on social media sites).

The SaleCycle Blog collated trends in the digital travel space summarising the following points:

- Although mobile apps and bookings are increasing significantly, desktop remains the most popular option for making travel bookings in US and Europe, a report from EyeForTravel³² shows 77% of German travel bookings were made on a desktop, 72% for the US and 65% for UK.
- With more than 325 million monthly users, Tripadvisor can influence a lot of online travel purchases. Travel customers who visit Tripadvisor are also more likely to take time over research, with more than 80% taking more than four weeks to complete a purchase.
- Booking.com is now the most popular travel site worldwide, with more than 443 million monthly visitors in May 2018.³³

Already, many of the traditional Internet travel service providers have free mobile apps including TripAdvisor, Travelocity, Booking.com, Expedia, Lastminute.com, and many more. They have seen the move towards mobile Internet use increasing and away from desktop research and have been quick to establish their footprint in the new space.

Peer-to-Peer Travel³⁴

Recent developments in online commerce and social media have made sharing travel services easier, leading to new business models involving peer-to-peer options. Peer-to-peer property rental (also known as person-to-person home rental) is the process whereby an existing house owner makes their house or an empty room available for others to rent for short periods of time as an alternative form of accommodation.

Peer-to-peer property rental is a form of peer-to-peer renting, an aspect of the so-called “sharing economy” that has largely been facilitated on online and social media.

Older retiree travellers especially seek low cost travel options and the sharing economy offers opportunities at lower prices than ever before.

Online peer-to-peer rental accommodation offerings have become more numerous and diverse and include;

- | | |
|------------|-------------|
| • Airbnb | • HouseTrip |
| • HomeAway | • Roomorama |
| • 9flats | • Wimdu |

³¹ Online Travel Bookings - Australia Market Research Report, IBIS World 2019.

³² The SaleCycle Blog (blog.salecycle.com/stats/digital-trends-travel-industry-12-fascinating-stats/) downloaded 18/06/2019

³³ The SaleCycle Blog (blog.salecycle.com/stats/digital-trends-travel-industry-12-fascinating-stats/) downloaded 18/06/2019

³⁴ 2014-World Travel Organisation – Global Travel Trends Report and Grail Research 2013 Gen Y and Z Profiles

There are also tours, guide services, and unique travel experiences offered by sites such as Touristlink and Vayable where travellers can get in touch with local residents.

These sites offer particular benefits to operators of micro business and those looking for a supplemental income where demand will not support fully fledged tourism enterprises. Though the established tourism industry is not generally supportive due to the competitive threats, if done fairly, it can add great diversity and deliver additional business and benefits for the broader tourism, retail, and hospitality industry.

Image supplied courtesy of Tourism Western Australia



Tourism Audit

An audit of the existing supply of tourism infrastructure, experiences, and services lays the groundwork for the gap analysis and assessment of strengths, weaknesses, opportunities, and threats.

Accommodation Options in Narrogin

The following accommodation options were listed on Trip Advisor as of 17 May 2019:

Narrogin Motel

Trip Advisor Rating 3.5 Stars from 47 reviews

56 Williams Rd, Narrogin, Western Australia, Australia

Sample review “friendly staff at the Narrogin Motel. The rooms are large...”

Albert Facey Motel

Trip Advisor Rating 4 Stars from 65 reviews

78 Williams Rd, Narrogin, Western Australia, Australia

Sample review “... have never been disappointed.”

Bella's Country Place

Trip Advisor Rating 4.5 Stars from 34 reviews

46 Herald St, Narrogin, Western Australia, Australia

Sample review “...stay here again should we be in or near to Narrogin”

Duke of York Hotel

Trip Advisor Rating 3.5 Stars from 32 reviews

Federal Street, Narrogin, Western Australia, Australia

Sample review “... if we returned to Narrogin would definitely stay here rather than the...”

New Cornwall Hotel

Not yet rated on Trip Advisor

12 Doney St, Narrogin

Chuckem Farmstay and B&B

Trip Advisor Rating 5 Stars from 4 reviews

1481 Tarwonga Road, Narrogin, Western Australia, Australia

Sample review “Perched on a hill near Narrogin, this is a lovely place to stay.”

Eden Valley Farmstay

Trip Advisor Rating 4 Stars from 5 reviews

3733 Williams-Kondinin Road, Narrogin, Western Australia, Australia

Sample review “Very private with beautiful views of the farm already booked for our return trip.”

Narrogin Caravan Park

Trip Advisor Rating 3 Stars from 1 review

Narrogin Caravan Park 80 Williams Rd, Narrogin, Western Australia, Australia

Free Camping

Free camping is reportedly available at Downderry Wines (for anyone who purchases their wine). There are also free 72-hour RV Camping Sites at Narrogin town centre and Highbury.

Dryandra Woodland

Though technically not located in the Shire of Narrogin, a range of accommodation and camping options are available inside the Dryandra Woodland. As these are particularly relevant to Narrogin, they are listed below:

Site	Number of Camp Sites	Status	Campground Category	Fees
Congelin Campground	12	Open	Standard	Camp Fee - Basic
Gnaala Mia Campground	18	Open	Standard	Camp Fee - Facility

Lions Dryandra Woodland Village

Leased land within the National Park with basic accommodation, including:

- Six large three-bedroom cottages – sleep 8 to 10 people in each
- Two small one-bedroom cottages – sleeps two people in each
- Currawong Complex – sleeps up to 56 people in four large dormitory rooms

Accommodation Options Rating/Competitive Edge

The smaller owner operator accommodation options generally receive better reviews and ratings than the larger commercial establishments.

The enjoyment of the “accommodation experience” is noted in many of the reviews of the smaller farm-stays. The larger establishments whilst receiving predominantly positive reviews appear to deliver more functional accommodation rather than the experiential accommodation provided by the smaller micro businesses.

Albert Facey Motel has better reviews than the other larger commercial hotels, with comments on comfort, cleanliness, and convenience.

There is an opportunity to highlight the regions character and stories to bring more of an experiential focus to some of the larger accommodation businesses to give them a better sense of place. Marketing should continue to actively promote the unique experiences at the smaller farm-stays and bed and breakfast style accommodation in the interim.

The caravan park receives mostly average ratings on review sites (TripAdvisor, Google reviews, and WikiCamps) and comments are made about ageing facilities and lack of shade. The service and cleanliness are generally rated high and there is a significant number of comments stating how pleased visitors were with the \$10 vouchers to spend in town. Currently plans are underway to construct two cottages with two bedrooms in each and wheelchair access.

Given the extreme importance of the self-drive market to Narrogin and the broader Wheatbelt region, upgrades to the existing caravan park, together with the development of appealing nature-based camping opportunities needs to be considered.

Visitor Information Sources - Information and Marketing

There are a range of sources for information about Narrogin, these are summarised below.

Tourism WA

The Narrogin listing on the Tourism WA website focusses on Dryandra Woodland (flora and fauna) and town heritage and architecture. It mentions Yilliminning Rock and provides a summary of accommodation types. It has one heritage image of the town hall.

www.westernaustralia.com/en/Destination/Narrogin

AGO

The AGO website listing for Narrogin focusses on Dryandra Woodland (flora and fauna). It also mentions Foxes Lair, Old Court House Museum, Wildflowers, the Visitor Centre and the town's gardens, parks, and buildings, and the leisure complex. It provides a summary of accommodation types and has a video and image of Dryandra Woodland wildlife.

www.australiasgoldenoutback.com/destination/narrogin

Shire of Narrogin Website

The Shire website links to www.dryandratourism.org.au, www.foxeslair.org and has a paragraph and image about Yilliminning Rock.

<https://www.narrogin.wa.gov.au/home.aspx>

Dryandra Tourism Website

Dryandra Woodland Tourism (see below under activities and attractions) has general information about things to do in Narrogin, together with information about Dryandra Woodland, Foxes Lair, and other local tourist attractions.

www.dryandratourism.org.au

Aussies Towns Website

The Aussie Towns website has a wealth of information about Narrogin's key attractions but does not include information on any commercial tourism operations. It is well laid out and comprehensive, especially with regards to the various nature-based and heritage attractions.

<http://www.aussietowns.com.au/town/narrogin-wa>

Foxes Lair Website

The Foxes Lair Website (and Facebook page) has a significant amount of detailed information about the flora and fauna of Foxes Lair and beyond. It also has a section on things to do and a wealth of educational content.

Though not written from a marketing point perspective, it is a highly valuable resource for nature-based tourism promotion of the region's attributes along with some very descriptive and high-quality images of flora and fauna.

The Facebook page is frequently updated with flora and fauna sightings by the moderator (page owner) and others from within the Narrogin community.

www.foxeslair.org

The information on the foxeslair.org website (and Facebook page) is comprehensive and showcases the unique diversity of flora and fauna of Narrogin. It is a great asset and could be utilised to encourage flora and fauna enthusiasts to visit Narrogin and stay for longer.

Department of Biodiversity Conservation and Attractions (DBCA) Website

The DBCA website has some information about the Dryandra Woodland including location, walk trails, opening hours, and key features as well as a few images and details of where to stay in the national park.

<https://parks.dpaw.wa.gov.au/park/dryandra-woodland>

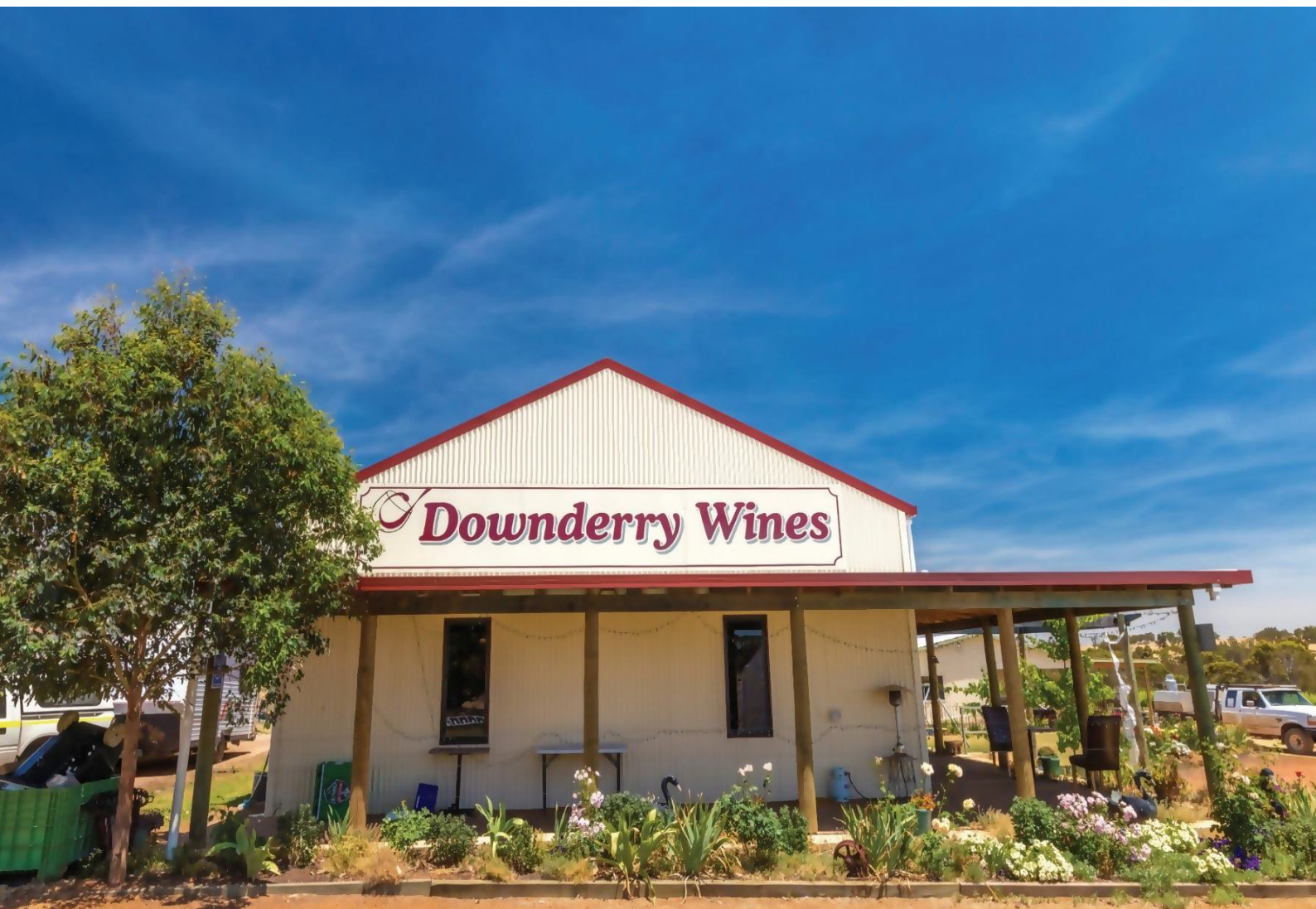
Trip Advisor

Trip Advisor has user-generated images and content about Narrogin. The images are not particularly marketing focussed and could be improved. The Things to Do listed are: Dryandra Woodland, Dowederry Wines, Yilliminning Rock, Narrogin Old Court House Museum, Dryandra Country Visitor Centre, and Foxes Lair.

Mobile Apps

No mobile apps were evident for the DCVC, walk trails, wildflowers, or other tourism attractions in the region.

https://www.tripadvisor.com.au/Tourism-g495070-Narrogin_Western_Australia-Vacations.html



Tourism Marketing Tools and Collateral

The Shires of Narrogin, Cuballing, and Wickepin jointly established the Dryandra Country Visitor Centre (DCVC) to promote tourism attractions, and, in particular, the Dryandra Woodlands. A commendable joint initiative, the DCVC is the single “go-to” place for information about the Dryandra Woodland and other local tourist attractions. Wickepin has since withdrawn financial support for the DCVC to concentrate on its own separate tourism marketing.

Like many regional visitor centres, the DCVC competes with many other financial demands on its sponsors budget for funding. Consequently, it is underfunded and underresourced to undertake the enormous task of marketing an emerging tourism region.

The DCVC has a full-time manager who is responsible for the day-to-day operations of the DCVC, supervision of volunteers, networking with local tourism businesses and other tourism organisations and promotion of the region’s tourism attractions. Under the current manager, the DCVC has produced some excellent collateral on specific events and locations in the area.

A recently produced DL-size card, entitled “Narrogin in 2 Days” has proven very popular at the DCVC and at other AGO regional visitor centres, where it has been distributed.

A series of colour, A3, folded brochures have been produced by the DCVC, in conjunction with the local volunteer group, Friends of Foxes Lair. These brochures are part of a family of descriptive brochures, which concentrate on natural attractions, including Contine Hill, Barna Mia Nocturnal Animal Sanctuary, Yornaning Dam, and Foxes Lair, as well as Lol Gray Lookout and Railway Dam.



The content on this collateral is excellent and could be repackaged onto the DCVC website to serve “tech-savvy” travellers who will download digital versions or view on the website via their mobile devices. Inclusion of QR codes is highly desirable on all printed collateral, social media, websites, and interpretive signage, so that information-hungry tourists can save and view digital versions of the information.

It was noted upon visiting the DCVC on several occasions that the volunteers did not appear to be skilled at delivering tourist information, and visitors to the DCVC were, therefore, not provided with the information they sought. One option may be to install a flat, touchscreen, interactive kiosk, at the DCVC, which would provide current tourist information and wayfinding.

Visitor Information Sources Rating/Competitive Edge

The current Dryandra tourism website serves to promote the area and gives a brief overview of activities and accommodation in Narrogin. The website could be improved with better images and more information on the range of tourist experiences available in the region and more of a call to action. The inclusion of a blog with “insider” information about things to do and interesting “tourism-related stories” would enable the tourism highlights of Narrogin, Cuballing, and the Dryandra Woodlands to be described in a user-friendly format.

Activities, Attractions and Events

As identified in the section above, the main tourism marketing website for Narrogin is www.dryandratourism.org.au. The following things to do in Narrogin are listed on the website:

Nature-based Exploration and Wildlife

- Foxes Lair Nature Park (walking, flora, and fauna spotting)
- Barna Mia Nocturnal Animal Sanctuary (sanctuary for marsupials) – Dryandra Woodlands.
- Wowollong Pool, Highbury (no information on website about what to do there but birdwatching appears to be a highlight)

Trails

- Railway Dam (walking, flora, and fauna spotting)
- Yilliminning Rock (hike with a spectacular view and a geocache with a review published that comments on litter in the area)

History and Heritage

- Old Courthouse Museum (“an eclectic mix of historical memorabilia, photos, and locally produced object d’art”)

Indigenous Experiences

- Gnarojin Park (walk or ride the 1.5km Centenary Pathway, playground, artwork, the Noongar Dreaming Site, and the new skate park)

Attractions and Things to Do

- Dowerdy Wines (cellar door, tastings, restaurant)
- Narrogin Regional Leisure Centre (indoor heated pool with an observation bridge, kid’s waterfalls, gymnasium, and sports courts)
- Narrogin Gliding Club (Air Experience Flight on weekends)

Key attraction in focus: Dryandra Woodland

Dryandra Woodland is one of the prime places in the AGO region for viewing native wildlife. Although the numbat is probably Dryandra's best-known inhabitant, woylies, tammar wallabies, brushtail possums, tawny frogmouths, kangaroos, and wallabies are regularly seen on night spotlighting tours of Dryandra. More than 100 species of birds live in the area, including the mound-building Mallee fowl.

Tours and Transport

- None listed

Events

- Narrogin Race and Pace (Thoroughbred and harness racing)
- The Narrogin Agricultural Show (fireworks, rides, animals, show bags in October)
- Revheads (car enthusiast event in November each year)

Rating/Competitive Edge – Activities, Attractions and Events

Trails tourism, which is in various stages of development, will make a significant contribution, bringing together the town's attractions whilst adding more immersive depth to the Narrogin experience. There is an opportunity to focus more on the experience of visiting Narrogin, rather than just listing what there is to do.

It is difficult for new tours and activities to prove viable in small country towns, this highlights the need to ensure existing activities and experience can be fully leveraged to enhance the visitor experience. There are currently no tours listed, and options for providing interpretation and a 'local perspective' are highly important.

Amenities

Narrogin is well serviced with ATM/banking, post office, medical facilities, public toilets, pubs, restaurants, sporting facilities, signage, a visitor centre, churches, and two supermarkets - Coles and Narrogin Fresh, the latter being more of a gourmet deli and quite a regional highlight (though not currently mentioned on the tourism websites).

Narrogin has adequate mobile phone coverage in the town centre and at most of the central amenities/attractions.

Restaurants such as the Narrogin Motel's Homestead licenced restaurant reportedly closes on most long weekends (for the entire weekend not just the public holiday). This may impact negatively on the visitor experience, as visitors have expectations of hospitality providers being open for business at peak holiday periods. Alternative restaurants including the Duke Hotel and the Cornwall Hotel have more reliable opening hours and serve Indian and European cuisine. The Cornwall Hotel has also recently renovated its rooms.

Rating/Competitive Edge - Amenities

Amenities do not usually add significantly to the visitor appeal, though they certainly result in bad reviews and low repeat visitation if they do not meet the needs of visitors. Apparently, the current amenities in Narrogin meet expectations with no reviews indicating otherwise.

Training in how to meet visitor expectations in terms of trading hours may be beneficial.

Retail

The Narrogin Chamber of Commerce lists the following retailers in Narrogin:

- Belvedere Nursery
- Best Office Systems & Supplies
- Betta Home Living – Narrogin
- Caltex Service Station Narrogin
- Coles Narrogin
- J & D Lifestyle Home and Gift
- Knightline Computers
- Liquor Barons Narrogin
- Narrogin Carpet Court
- Narrogin Fresh
- Narrogin Furnishings
- Narrogin GasworX
- Narrogin Newsagency
- Narrogin Nursery Cafe & Gallery
- Narrogin Petals and Blooms
- Narrogin Pumps Solar & Spraying
- Narrogin Toyworld
- Parrys Narrogin
- Patch N Paint for Pleasure
- RJ Smith Engineering
- Sportspower Narrogin
- Steelo's Guns & Outdoors
- Thing A Me Bobs
- Three Farmers Foods

Rating/Competitive Edge – Retail

Most of the retailers listed are not focussed towards tourists. This is not surprising, given the relatively small number of visitors. Souvenirs are sold at the Dryandra Visitor Centre which is likely sufficient to meet demand. There may be an opportunity for some existing retailers to promote quintessentially Australian merchandise to visitors, and to retain and promote country style ambience and service.

Hospitality

Trip Advisor list the following hospitality venues in Narrogin:

- Duke of York Hotel - Trip Advisor Rating 4.5 Stars from 50 reviews, Bar/Pub. Sample review "A good ole pub" 12/05/2019.
- New Cornwell Hotel, Bar, Grill, Pub, Diner
- Narrogin Nursery, Cafe & Gallery - Trip Advisor Rating 4 Stars from 19 reviews. \$ Cafe Australian. Sample review "Coffee and cake delight" 11/01/2019.
- Narrogin Takeaway & Cafe Bar - Trip Advisor Rating 4.5 Stars from 7 reviews. Sample review "Good home cooking in pleasant surrounds" 02/12/2018.
- Narrogin Fruit & Veg - Trip Advisor Rating 4.5 Stars from 5 reviews. Deli. Sample review "Best Coffee in Town" 26/12/2018
- The Homestead Restaurant - Trip Advisor Rating 4 Stars from 3 reviews. Sample review "Lovely food at a reasonable cost" 22/03/2019
- Snack Shack - Trip Advisor Rating 4 Stars from 1 review
- Chicken Treat - Trip Advisor Rating 2.5 Stars from 10 reviews

Not listed on TripAdvisor:

- The Shire advises that there is a new Chinese restaurant opening in July 2019
- All Day Cafe
- Lazy Daze Cafe has closed, but a new café business is going into the site

Rating/Competitive Edge –Hospitality

As with retail, most of the hospitality providers listed are not focussed towards tourists. There may be an opportunity for some existing venues to promote quintessentially Australian food and theming to visitors, and to retain and promote country style ambience, food, and service.

Most reviews were positive, indicating a generally satisfactory level of quality, though there are some comments about the value for money which indicate pricing may need to be reviewed in line with other similar destinations (rather than based on other operators in the same town).

Access

Narrogin is a regional road transport hub with heavy haulage routes surrounding the town. Though not part of significant touring driver routes, it is well connected to Perth by sealed roads and highways. The Narrogin Airstrip is five kilometres from the town though there are no regular passenger aircraft flying into Narrogin.

Rating/Competitive Edge - Access

Originally set up as a railway town, Narrogin is not on a major drive route. This has several challenges from a tourism perspective due to not having a significant amount of passing traffic, and it highlights the need to have sufficient promotion and product appeal to encourage people to drive there as a destination or deviate from their route to specifically visit. It is a short drive from the popular Dryandra Woodland, which is an important tourism drawcard.

Awareness

Awareness of most Wheatbelt towns by tourists is relatively low, and Narrogin is no exception. Dryandra Woodland has some awareness amongst wildlife enthusiasts, though is not nationally or internationally well known.

Rating/Competitive Edge Awareness

Significant marketing spends (or attention from high-level social media influencers) is the most common way to quickly raise awareness. This can result in unsustainable peaks in demand.

Narrogin has an opportunity to take a more niche-focussed approach to building awareness by better communicating interesting aspects of Narrogin's nature, culture, and heritage to past and potential visitors with a demonstrated interest.

Administration, Skills and Labour

According to the Shire of Narrogin's Prospectus, health, education, and State and Federal Government agencies are the biggest employers in the town, attracting teaching and support staff in schools, nursing, and administrative staff in the regional hospital and public service work within the numerous government agencies that service Narrogin. Farming support industries also provide jobs for many of Narrogin's residents, while the agricultural industry offers employment opportunities in the wider region.

Of Narrogin residents aged 15 years and over, only 10.4% have achieved a bachelor's degree or above, as compared to 20.5% and 22% for Western Australia and Australia respectively; 12.8% reported having completed Year 12 as their highest level of educational attainment as compared to 16% of Western Australians; and 10.6% had completed only up to Year 9 or below as compared to 5.9% for WA. The most common occupations in Narrogin included Technicians and Trades Workers 17.7%, Professionals 17.0%, Labourers 14.0%, Community and Personal Service Workers 13.5%, and Managers 10.3%.³⁵ It is worth noting that the ABS Census Data is based on self-assessment of employment classification, thus some may categorise themselves as professionals for example, where they may be more appropriately classed as Managers if using a more consistent criteria or if based on educational status.

This is broadly in line with Western Australia and Australia, indicating a similarly skilled though slightly less educated population. The Shire appears highly proactive with administration, project management, and

³⁵ Census 2016 downloaded from https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC51083 downloaded 17/5/19

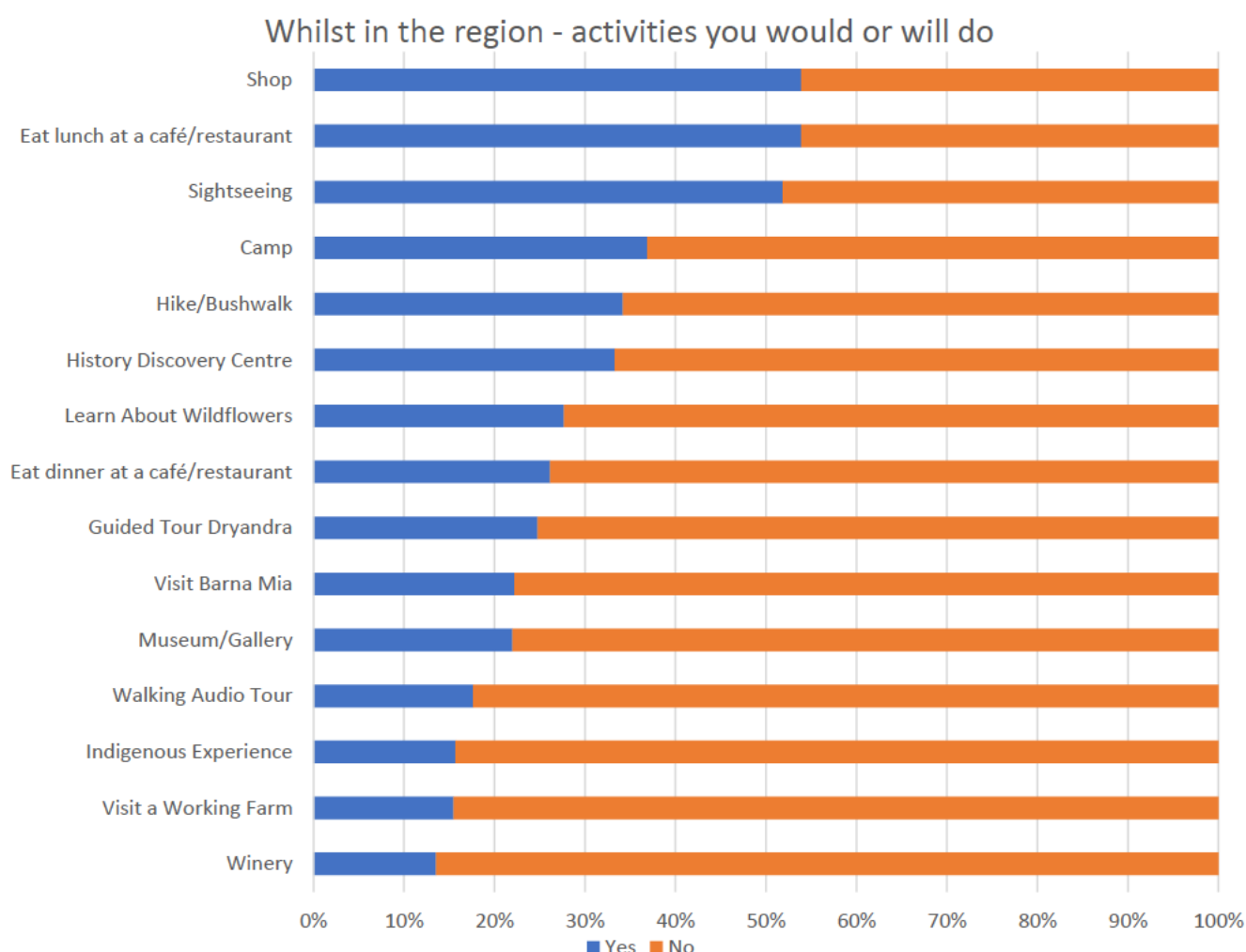
marketing with several projects underway or with funding committed. They have a very comprehensive website with resident businesses describing Narrogin as a “flourishing regional centre” (as quoted in the business profile published on the Shire website).

Rating/Competitive Edge Administration, Skills and Labour

Though the census reports over 25% of the population being in professional or managerial roles, the Shire is investing in a traineeship position to improve availability of trained administrative staff. Administrative skills, business acumen, and customer service skills are critical for the growth and development of a strong tourism industry, and Tourism Council WA and others could be engaged to assist with building business acumen and tourism administrative skills in the workforce.

Visitor Participation in the Regions Tourism Offerings³⁶

The Dryandra Country Visitor Centre collected survey data to identify what activities visitors proposed to participate in (or would participate in if available). The chart below represents the intentions of approximately 880 respondents as at July 2019:



³⁶ Dryandra country Visitor Centre Visitor Behaviour Study Data (information analysed by Brighthouse)

SWOT Analysis

Strengths (Current)

- Resident population of people with a passion for their town
- Unique and fascinating history, packed with stories waiting to be told
- A real Australian country town, only two hour's drive from Perth
- Rich heritage
- Walk Trails Master Plan recently endorsed by Council
- CBD Interpretative Signage (project underway)
- Shire of Narrogin Mountain Bike Trail and Pump Track Feasibility Study nearing completion
- Shire of Narrogin Gnarojin Park Masterplan recently endorsed by Council
- Colour Palette and Style Guide developed and to go to Council for endorsement soon
- Shire of Narrogin Public Art Strategy & Masterplan recently endorsed by Council
- Foxes Lair
- Proximity to Dryandra Woodland
- Easy get-away from city life for Perth residents (and visitors to Perth)
- Excellent road network
- RV friendly (with free camping options)
- Detailed interpretive information compiled and available online (foxeslair.org)
- Wildlife spotting and wildflowers
- Active art community and Arts Narrogin organisation, which brings significant art and cultural experiences to the region with an art gallery and regular exhibitions

Weaknesses (Current)

- Very limited availability of relevant tourism data to assist with planning, growth metrics, and feasibility assessments
- Not located on a major tourist drive trail
- Most significant nearby attraction – Dryandra Woodland is largely located outside the Shire, impacting on ability to direct visitors into Narrogin town centre
- Very low awareness of Narrogin as a place to explore
- Lack of activities (and no guided tours at all) in the Shire compared to some of the more tourism-focussed Shires
- Limited tourism flair and appeal of hotel/motel accommodation (fit outdated and in need of refurbishments according to reviews online)
- Limited capacity in smaller accommodation businesses and unable to support growth in existing markets or new markets such as coach/bus tours, high-end visitors or short-stay holiday makers
- Mainly drive-through visitation limiting tourist interaction to day trips or single night stays
- Some licenced restaurants are closed on most long weekends (for the entire weekend not just the public holiday)
- Low visitor expenditure
- Local population's poor perception of the importance of tourism – main focus on agriculture
- Limited (not Thursdays) bus service from Perth
- RV Dump Point management by DCVC, and the facility is often not available when required by RV tourists. Watercorp Regulation is cited as the reason for the dump point being locked, However, RV tourist quote many other regional locations, which do not lock the dump points.

Opportunities (Future)

- Define the “Big Idea” or “Narrogin Brand Promise.” Everything must flow from this: the strategy/strategies, selected target visitor groups, the tactics, and executions with which we will reach these potential visitors. It must be something that clearly differentiates Narrogin from anywhere else in the AGO region and Wheatbelt. It must be easily understood, memorable, and enticing to the potential visitor.
- Define key target visitor segments, including evaluating the potential of the two segments Tourism Research Australia defines as “experience” and “adventure” seekers. Add to key segments - traditional self-drive segments such as families with children, active seniors, and grey nomads.
- Enhance access and wayfinding as part of the trail strategy.
- Develop enhanced cross-regional links and collaboration, for example, the potential development of a Dome café could open up opportunities for inclusion in a regional Dome trail linking Northam, Narrogin, and Katanning, seeking inclusion in the Public Silo Art Trail (<https://www.publicsilotrail.com/about/>).
- Budget for quality interpretative signage at sites, that use real (quirky, unusual, and interesting) stories of people and the places they helped to build. Consider utilising location-based mobile technology options.

The response we want from each site/attraction is that the visitor feels they have spent their time in a worthwhile way and connected with the culture and people of Narrogin and that this experience has been enjoyable, stimulating, interactive, and fun. If we get this right, their “word-of-mouth” stories back home will spread the same consistent, enticing, and unique impressions of the region among their peers.

- Develop new experiences and attractions to increase length of stay and add to the appeal mix, such as guided walking tours (flora, fauna, culture, and history), and work with existing farm-stay operations to help them brainstorm and consider how they could add more of their story and character to their offer.
- Improve service delivery at DCVC, by incorporation digital delivery of information (interactive wayfinding and tourist information delivery kiosk) and drive for recruitment of volunteers with acceptance of value of tourism and amenable to service delivery training.
- Develop DCVC website to provide current, interesting tourism information that excites potential tourist markets to the unique experiences available in the region.
- Redevelop the Caravan Park to a high standard and aim to add eco-accommodation experiences to accommodation inventory.
- Enhance and promote farm-stay tourism and other opportunities to “experience country life” in Narrogin.
- Encourage the development of Aboriginal cultural tours and/or interpretation.
- Leverage off “RV-Friendly Town” status [via CMCA].
- Encourage bloggers and social media influencers to get their Aussie Groove on in Narrogin and tell the story of this quintessentially Australian country town online!

Threats (Future)

- Continued decline of tourism visitor numbers to the broader AGO region will intensify competition for market share.
- Continued low international airfares will reduce relative price competitiveness of regional Australia for both intra and interstate visitors (Australians choosing to holiday overseas).
- Increased tourism marketing efforts from other regional destinations whose core industries are in decline places competitive pressures on all small towns.
- Significant increases in visitor numbers may impact environmental sustainability and the underlying character of Narrogin as a town.
- Investors are unable to source sufficient local area tourism information to enable them to make informed private investment decisions.
- Reliance on volunteers for visitor servicing due to inadequate funds available for paid staffing.

Competing Destinations

Though it could be argued that all destinations within a 2-3-hour drive are competing destinations, it is hard to compete with the highly tourism-focussed coastal destinations of the South West. Thus, for the purposes of profiling competing destinations, we will focus on those most likely to impact on Narrogin, namely, Williams and Cuballing, which also, to a greater or lesser degree, target visitors to Dryandra Woodland and the established iconic inland destination of Kalgoorlie.

Williams

Tourism Proposition

(based on information sourced from AGO website)

The Wheatbelt town of Williams is noted for its magnificent display of roses in the main street over the summer and well into the cooler months.

Visit the Jesse Martin Museum. This unique collection of memorabilia from the Williams district (and others) has been compiled by passionate local farmer, Jesse Martin. The project began in 1976, with the building of a replica inn, complete with original fittings, and has grown to encompass a general store and other replica buildings as well as farm machinery.

Follow the Williams Heritage Trail. Developed by the Williams Historical Society, Williams District High School and Williams Shire Council, the trail explores early settlement areas. It has two sections: a 1km walk around the townsite and a 35km scenic drive to Quindanning.

Check out the Williams Woolshed. This innovative, interactive, and interpretive tourism complex represents “a wool story.” The Williams Woolshed showcases sheep shearing; regional wines, food, and art educational programs; and wool products. The Williams Woolshed also houses the local visitor centre.

Located on the banks of the picturesque Williams River, Lions Park is a pleasant spot for a barbecue or picnic for travellers and locals. Take a relaxing walk or cycle on the cycleway that begins at the Shell Roadhouse and runs along the river.

Strengths (relative to Narrogin)

Williams has a range of accommodation options as well as a caravan park, which are all well rated. Williams is home to the very popular Wool Shed Café, art gallery, and shops as well as a heritage trail, museum, and river cycle way.

Williams also market itself in terms of its proximity to the Dryandra Woodland. It is well serviced by a range of cafes and restaurants which appear to have a dedicated following. Williams is closer to Perth (160km) than Narrogin (192km).

Weaknesses (relative to Narrogin)

It is further from Dryandra Woodland than Narrogin. Narrogin has more choice of accommodation and restaurants as well as a greater range of amenities due in part to having a progressive Shire and in part to having a larger population.

Both towns have similar heritage and agricultural focus in their marketing.

Cuballing

Tourism Proposition

(based on information sourced from AGO website)

Situated on the Great Southern Highway, Cuballing is a two-and-a-half-hours' drive southeast of Perth. The town has many lovely buildings dating from the early 1900s including the newly restored Cuballing Tavern, Post Office, and Agricultural Hall.

Take a picnic lunch to Yornaning Dam and watch for the waterbirds that inhabit the dam or take a stroll along the natural trails that meander through the bushland. Or take a day trip to Dryandra Woodland, the largest remaining woodland area in the Wheatbelt. Dryandra Woodland is a great place for walking, camping, and seeing wildlife.

Strengths (relative to Narrogin)

The majority of the Dryandra Woodland (including the Barna Mia Nocturnal Wildlife Experience) is located in the Shire of Cuballing giving them more opportunities to leverage this drawcard asset to encourage tourists into their town site. They do not yet appear to be strongly leveraging this, other than through their support of the Dryandra Country Visitor Centre.

Weaknesses (relative to Narrogin)

Cuballing has not yet developed any real tourism infrastructure.

Other than Dryandra Woodland, there are just two things to do listed for Cuballing on the Dryandra Country Visitor Centre website, being Yornaning Dam and the Equestrian Centre, which has an Olympic-standard arena.

There are two accommodation options listed (outside of the National Park), one being a rustic campsite and the other a house to rent. Neither have a website or any details.

The popular Cuballing Tavern is not listed on the Dryandra region website as a place to stay in Cuballing. No restaurants, hotels, or cafes are listed in Cuballing.



Kalgoorlie

Tourism Proposition

(based on information sourced from AGO website)

Kalgoorlie-Boulder, or Kalgoorlie as it is more commonly known, is the hub of the Western Australian Goldfields and the largest city in the Australian Outback. From wild beginnings as a gold rush town full of fortune-seekers, it has grown into a bustling cosmopolitan twin city with a distinctive character. And being just an hour's flight or a day's drive/train journey from Perth, it is a popular tourist destination.

As rich in history as it is in gold, the city has an impressive array of heritage buildings, including the magnificent Kalgoorlie Town Hall, Boulder Town Hall, and St Mary's Church, as well as grand hotels, outback pubs, shop fronts, and private homes. A visit to Hannans North Tourist Mine will also offer a fascinating insight into the area's colourful past. And beyond the city, eerie ghost towns tell the story of early gold prospecting dreams that have long been abandoned.

In contrast, Kalgoorlie has a thriving nightlife and a wide variety of modern tourist attractions, shops, and leisure facilities. In fact, the city has more restaurants and hotels per capita than any other regional centre in Western Australia and plays host to many of the region's biggest events.

Strengths (relative to Narrogin)

A wide range of tourism attractions and well-developed tourist infrastructure including a wide range of amenities, cafes, restaurants, bars, and an infamous red-light district.

Rich with history, surrounded by ghost towns and with iconic awareness, Kalgoorlie has a thriving tourism industry. It is also on the major east to west drive route and is a good stopover distance on the way to or from Perth.

It is well connected with flights and trains also.

Weaknesses (relative to Narrogin)

Kalgoorlie is a 6.5-hour drive from Perth making it too far for a weekend or day trip. Kalgoorlie is often visited as a stopover for people travelling from East to West (or vice versa) across Australia.

As a larger city, it lacks the small town feel of Narrogin.

The red-light district and dominant mining culture and presence may negatively impact on appeal for some visitor markets.

Kalgoorlie has suffered some negative press on the social issues which may compromise the perceived safety for visitors.

Competitive Environment Assessment

The above-listed locations present more of an opportunity for Narrogin's Tourism than a threat. There is already a significant amount of tourism cooperation between Narrogin, Cuballing, and, to a lesser extent, Williams, which is targeting a different market. Kalgoorlie is regarded as a potential tourist "feeder" to Narrogin as are other local towns and attractions such as Wagin and Hyden (Wave Rock).

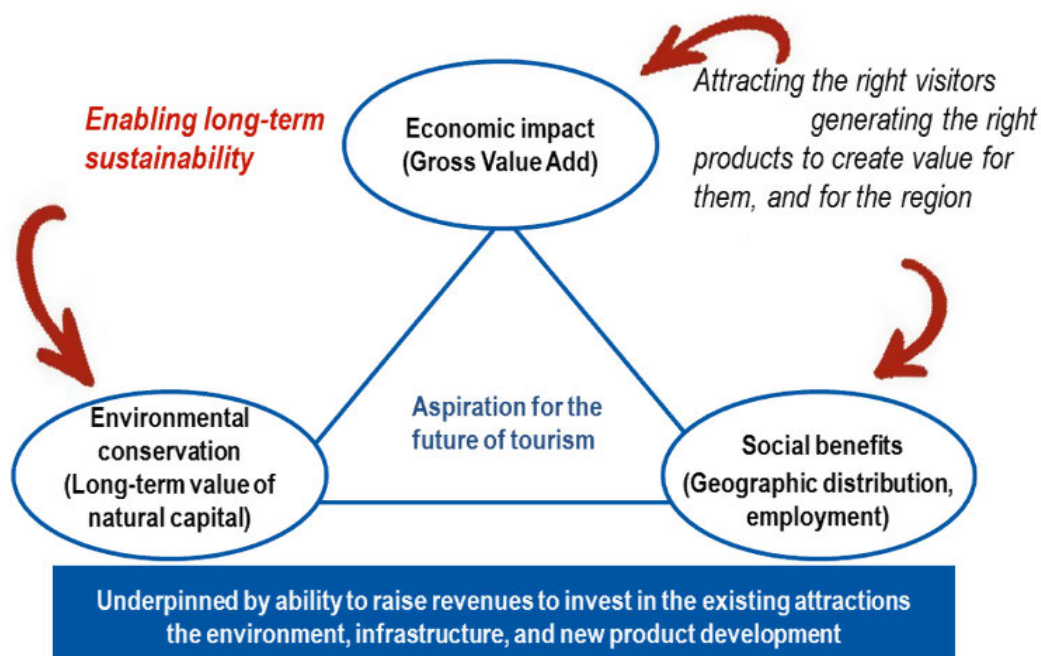
The main competition for Narrogin Tourism is from towns and tourism attraction locations outside the AGO region.

Section II: Strategic Tourism Planning & Alignment

Overview

The first step to developing an effective tourism strategy is to define the Shire of Narrogin's aspirations for tourism over the next decade and beyond, which are:

- Preserving the natural environment
- Ensuring visitors contribute to the Shire's economy
- Reducing impacts of seasonality on visitation to the town
- Improving duration of stay (and therefore, increasing spend) in the Shire
- Creating business and employment opportunities through tourism



A triple-bottom-line approach to destination planning and management is required, where economic, social, and environmental benefits for the Shire of Narrogin are considered equally in developing best-practice outcomes.

The Shire of Narrogin's Vision is to be "A leading regional economic driver and a socially interactive and inclusive community." The Strategic Shire Plan was recently published for public comment See: <https://www.narrogin.wa.gov.au/documents/642/minor-review-of-strategic-community-plan-2017-2027-closes-6-july-2019>.³⁷

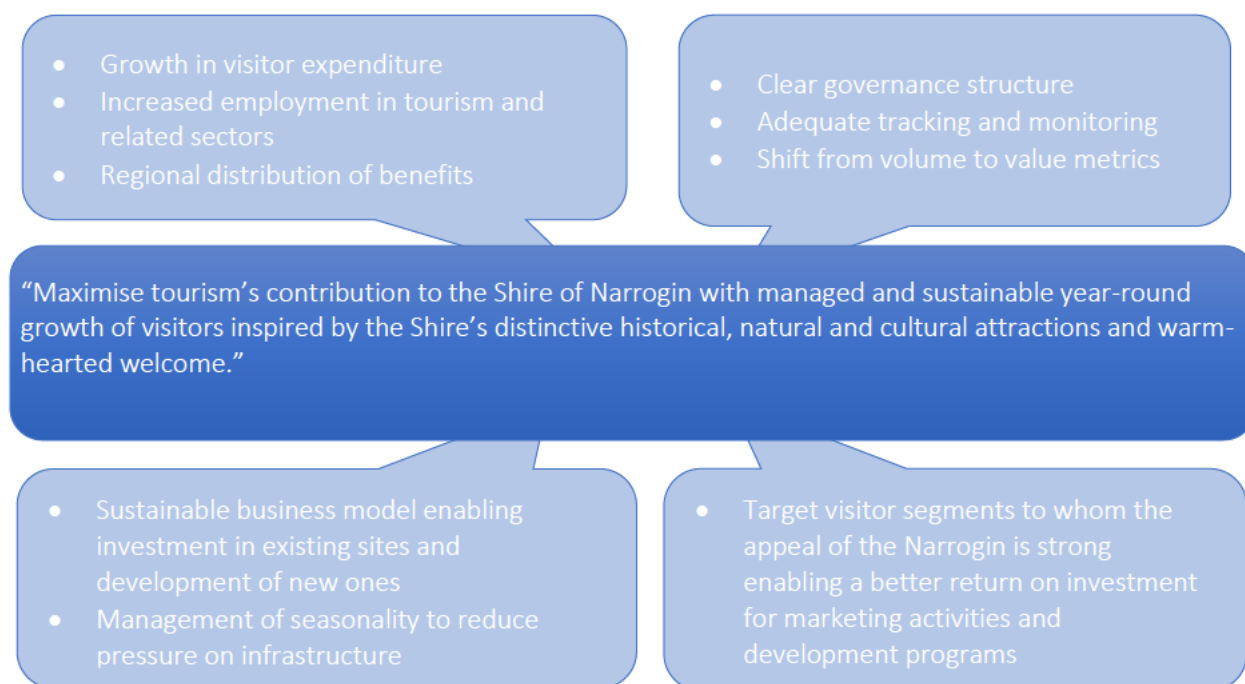
The vision is focussed on maximising value. As part of this process, the words of the vision statement need to be translated into specific objectives with measurable targets, so that the entity with overall responsibility for delivering the vision can drive action and assess progress against defined milestones.

Performance measurement is critical to testing the validity of agreed plans and actions. As measurement is the precursor to necessary change, it is important that the only measures that are reported are those that can lead to change.

³⁷ https://www.narrogin.wa.gov.au/Profiles/narrogin/Assets/ClientData/Document-Centre/General_Publications/FCE0027_Strategic_Plan_2017-27_Snapshot.pdf

Strategic Tourism Planning Outcomes

The strategic planning outcomes sought through the development of the Shire of Narrogin's Tourism Strategy are defined as follows:



Tourism in the Shire of Narrogin

Narrogin suffers from many of the key tourism development impediments, common to other Shires in the Wheatbelt region. These include:

- Lack of development of the sub-regional strategy for coordinated tourism development across other nearby Shires (i.e., Williams and Cuballing) to leverage off combined strengths and attraction bundling.
- Low population density – making the viability of amenities businesses (retail, cafes, etc.) challenging.
- Narrogin’s economic reliance on agriculture and community services with little further economic diversification.
- Wheatbelt towns typically have a very small number of existing tourism operators and a lack of understanding of the benefits of the tourism industry within the wider community.
- Due to the small numbers of tourism industry operators, local government has to step in and play a significant role in delivering visitor facilities and services. In areas with a more developed tourism industry, visitor servicing and destination promotions can be substantially funded through membership dues, partnership promotions and fees for participation.
- Shire resources are often stretched, leaving them unable to provide time, resources, and expertise to attract tourism investment; hence, like many Shires across WA, there has been limited development of new tourism business, corporate ventures, or commercial operations in Narrogin.

The Value and Benefit of Developing the Tourism Industry in Narrogin

The Wheatbelt has historically been heavily reliant on the agriculture and mining sectors and, as a result, the Region's commodity economy is highly influenced by seasonal variation and market prices and is susceptible to currency fluctuations. Tourism in the Wheatbelt has the potential to diversify economic growth and development and increase jobs in the Region.

Narrogin is heavily reliant on agriculture, as are many other towns in the Wheatbelt. Diversification by way of development of tourism is beneficial to not only mitigate the risks of reliance on a single industry but also enhance the sustainability of the agricultural industry through tourism add-on's such as farm-stays, farm gate sales, farm tours, shearing demonstrations, etc.

The need to diversify and the benefits of tourism is widely recognised in various local and regional strategies. The Wheatbelt Regional Investment Blueprint (2015) identifies:

*A diversified and adaptive economic base building on the Wheatbelt's assets and aligned to State, National and International opportunity.*³⁸

Whilst the Growing Wheatbelt Tourism Strategy reports that Narrogin was in the top four highest numbers of tourist-related jobs in the Wheatbelt region (behind Northam) with 110 people employed, it does caution that the data may not be an accurate representation of direct tourism employment due to source data limitations. In Appendix 4 of the same strategy, the following data is supplied for Tourism Related Employment Statistics³⁹:

	Average Total Employment	% Tourism Employment	No. Tourism Jobs	Average Total Employment	% Tourism Employment	No. Tourism Jobs
Region/LGA	2001	2001	2001	2014 / 2015	2014 / 2015	2014 / 2015
Wheatbelt	38,605	3.0	1,153	35,691	4.4	1,560
Narrogin (S)	558	1.3	7	2,368	4.6	110
Narrogin (T)	2,549	4.3	109	1,943	-	-

The Growing Wheatbelt Tourism Strategy identifies that the tourism industry is important to the Wheatbelt region for two reasons:

-
- 1. It presents an opportunity to diversify the economy and drive both revenue and job growth, particularly in high amenity areas; and*
 - 2. The underpinning infrastructure that supports tourism also enhances community amenity and liveability. The latter is critical in addressing workforce attraction, a priority for the Wheatbelt.*⁴⁰
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³⁸ Wheatbelt Regional Investment Blueprint (2015)

³⁹ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.

⁴⁰ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.

Strategic Alignment of Tourism in the Shire of Narrogin

The 2020 State Tourism Strategy

The Wheatbelt Development Commission's "Growing Wheatbelt Tourism 2017-2020" strategy provides a regional strategic response to the 2020 State Tourism Strategy and the seven outcome areas developed by Tourism Western Australia. It highlights where Regional Development can make the most effective contribution:

- | | | |
|--------------------|--------------------|---------------|
| 1. Brand | 4. Asian markets | 7. Indigenous |
| 2. Infrastructure | 5. Events | |
| 3. Business travel | 6. Regional travel | |

Tourism WA Goals:

- Tourism enabling infrastructure in regional WA
- Australia's best regional events calendar
- Improved caravan, camping, and self-drive experiences
- Extraordinary regional experiences, including nature-based, adventure based, and food and wine
- Regional Goal: Increase average estimated visitor nights and maintain the number of overnight visitors ⁴¹

Role of Regional Development

According to "Growing Wheatbelt Tourism 2017-2020" strategy, the contribution of Regional Development will be in the areas of industry and infrastructure development; however, destination marketing will continue to be provided by Tourism WA and the regional tourism associations. The key elements of the regional development contribution in Western Australia will be:

- Infrastructure Development: Support of a network of iconic and core attractors to regional WA. This can link to a variety of nature-based experiences and build upon the strategic advantage of the Region regarding Aboriginal tourism, camping and caravanning, and nature-based and marine opportunities.
- Events Support: Development of a network of regional events that can leverage visitation and length of stay as a primary objective and related sector investment as a secondary objective, for example, food and wine events. This recognises the important link the 2020 State Tourism strategy makes to business visitation and the opportunity to link to regional trade delegations.
- Industry Development: Assist regional industry to collaborate and develop packaged holiday options, targeting national and international market sectors with an emphasis on wholesaling and web-based packaging at a regional and inter-regional level. Regional Development can assist industry to take up market ready programs, especially regarding Asian visitor market opportunities and better prepare for growth in overseas market visitation through improved tourism packaging.⁴²

The Shire of Narrogin's Strategic Community Plan 2017-2027

The Shire of Narrogin's Strategic Community Plan's vision is: A leading regional economic driver and a socially interactive and inclusive community.⁴³ The economic goals are identified as:

Economic Goals:

- 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

⁴¹ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.

⁴² Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.

⁴³ https://www.narrogin.wa.gov.au/Profiles/narrogin/Assets/ClientData/Document-Centre/General_Publications/FCEO027_Strategic_Plan_2017-27_Snapshot.pdf

Increased Tourism

- Promote and 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

The strategies that underpin the tourism plan are highlighted above; these are:

- Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
- Promote Narrogin and the region
- Promote and develop tourism and maintain local attractions

Australia's Golden Outback Destination Development Strategy 2007-2017

The AGO's development strategy identifies the following priorities for the area:⁴⁴

- Access into Dryandra Woodland - Investigate upgrading the access road to Dryandra Woodland. Comment on status: Advice received from DEC is that it is not feasible to seal the access road as this would have a detrimental effect on wildlife. Complete sealing of Congelin Road is, however, viewed as necessary.
- Improved accommodation - Develop appropriate accommodation that caters to self-drive and coach tours within in Williams and Narrogin, including 4-star, self-contained accommodation.
- Dryandra Wilderness Lodge - Investigate the opportunity to further enhance the accommodation at the Lion's Dryandra Village and Pumphrey's Homestead. Comment on status: DEC have included in the revised Dryandra Management Plan a strategy to an area for powered caravan bays. Tourism WA also made a submission to DEC to include under section 12.2 the development of further cabins.
- Dryandra Woodland activities - Examine the establishment of regional and Indigenous tours and daytime activities.
- Dryandra Woodland - Determine the development/further improvement of signage and entry facilities statements.
- Section 3, Williams - Darkin & Williams to Narrogin Rail Trail – with the initiative of developing a world class rail trail from Darkin to Williams that walkers, cyclists and riders can enjoy with a view to also creating a loop to link the Williams section through to Narrogin. Advice at time of this report preparation is that the proposed rail line is highly aspirational and considered to be a very long-term goal.

Growing Wheatbelt Tourism 2017 – 2020 Strategy

The Wheatbelt Development Commissions "Growing Wheatbelt Tourism 2017 – 2020 Strategy" identified several initiatives to drive industry growth and jobs over the short and long term. The aim of their strategy is to focus on those initiatives that will:

- Enhance access, amenity, and activity around four Wheatbelt tourism first-tier icons:
 1. New Norcia
 2. The Pinnacles
 3. Wave Rock
 4. Wildflowers
- Connect and enhance the numerous second-tier tourist attractions such as:
 - Self-drive trails
 - Events of international and national significance (aviation, motorsports, equestrian, water-based, etc.)
 - Heritage locations (Avon Valley, Aboriginal heritage experiences, museums, etc.)
- Utilise digital capacity to access and grow markets and enhance visitor experience to increase the length of stay
- Drive collaboration, training, and cultural and environmental awareness across industry to achieve economies of scale and targeted market penetration.⁴⁵

⁴⁴ AGO Destination Development Strategy 2007 – 2017 Downloaded from www.parliament.wa.gov.au

⁴⁵ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.

From the above list, the initiatives that have relevance to the Narrogin Tourism Strategy are:

- Wildflowers (a first-tier icon)
- Self-drive trails
- Events – foster further development of Narrogin Gliding Club aviation event, cycling event at the Narrogin Velodrome and Narrogin College of Agriculture Open Day
- Heritage locations (Aboriginal (Gnarrojin Park), heritage experiences (historic CBD Walk), railway history (including railway buildings and yard, railway dam), museums, etc.)
- Utilise digital capacity to access and grow markets and enhance visitor experience to increase the length of stay.
- Drive collaboration, training, and cultural and environmental awareness across industry to achieve economies of scale and targeted market penetration.⁴⁶

The Growing Wheatbelt Tourism Strategy made the following recommendations relevant to Narrogin's tourism product and infrastructure gaps⁴⁷:

Recommendation	Outcome	Priority	Timeframe	Responsibility
Wheatbelt South Icon Development	Dryandra signage, access road, camping amenity including glamping, interpretation, nature playground	High	Long-term	DPAW Shire of Narrogin AGO Australia's South West SWDC PDC
Exploring Country and Sharing Culture	Identify reserves in need of improved amenity and Aboriginal culture interpretation	Med	Short-term	WAITOC DPAW Local Operators
Digital Streamlining	Overarching digital platform promotes destinations, experiences, and events, potentially utilising the new Wheatbelt Way app when launched - Digital platform promoted on regional entry statement signage	High	Short-term	NewTravel NEWROC Central Wheatbelt Visitor Centre Heartlands WA
Heritage Storytelling	Aboriginal cultural stories digitised - Wheatbelt light show	Med	Short-term	WAITOC DPAW Local Operators
Tourism Investment Prospectus	- Wheatbelt tourism investment prospectus developed	Med	Short-term	WA Open for Business Tourism WA
Glamping Operator Identification	- Glamping operator matched to a DPAW site through the DPAW-Tourism WA Nature Bank Program - Private investment	High	Short-term	DPIRD DPAW Tourism WA
High in Nature Trail Link	- Identified Wheatbelt South icon linked to DPAW's High in Nature Trail	High	Long-term	DPAW Shire of Narrogin AGO Australia's South West SWDC Peel DC
Events Trail	- Coordinated events keep visitors for longer - Event promotion digitised via Heartlands WA online portal	High	Short-term	Heartlands WA NewTravel
Regional Trail Links	- Wheatbelt linked to other regions (Peel, South West, Great Southern, Goldfields Esperance, Midwest) via trails	High	Short-term	DPAW Mandurah and Peel Tourism Organisation

⁴⁶ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.

⁴⁷ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.

Recommendation	Outcome	Priority	Timeframe	Responsibility
				Australia's South West AGO
Bike Trails	<ul style="list-style-type: none"> - Recreational mountain bike trails identified and developed - Mountain bike trail links Wheatbelt with Peel (i.e., Wandering to Dwellingup) 	High	Short-term	DPAW Australia's South West AGO
Map and Gap Analysis	<ul style="list-style-type: none"> - All Wheatbelt trails are identified, mapped, and analysed - Trails set out according to stopping needs of visitors 	High	Short-term	Heartlands WA DPAW Relevant ROCs
Adventure Trails Art Trails	<ul style="list-style-type: none"> - Adventure sports trail identified (e.g., sky diving, gliding, ballooning) - Geopark and geocache trails developed - Wheatbelt Science Trail completed - Artbelt Trail implemented (originated by Dalwallinu Visitor Centre) 	High	Short-term	Various
Wheatbelt Wildflowers Trails	<ul style="list-style-type: none"> - Seasonality creates a sense of urgency, scarcity, and uniqueness to the product - Coordinated showcasing of wildflowers in Wheatbelt towns - Granite Loop Wildflower Trail 	High	Short-term	DPAW Wheatbelt LGAs
Wheatbelt Way	<ul style="list-style-type: none"> - Wheatbelt Way app launched - Pilot project (that could be rolled out to other sub-regional tourism destinations) identified to upskill industry operators in customer service, quality standards and tourism offerings 	High	Short-term	NewTravel
Holistic Approach for Wheatbelt Tourism	<ul style="list-style-type: none"> - Sub-regions work together with the RTOs to deliver a whole of region approach to tourism development, bring stakeholders together and market Wheatbelt tourism destinations in keeping with state tourism boundaries. 	High	Med-term	NewTravel Merredin VC RoeROC Avon Tourism RTOs Heartlands WA Thought Leaders' Network
Governance Restructure	<ul style="list-style-type: none"> - Critical mass and sub-regional focus achieved around key tourism zones 	High	Long-term	Tourism WA RTOs Wheatbelt Tourism Groups LGAs
LGA Visitor Services	<ul style="list-style-type: none"> - State tourism industry delivers workshops to upskill 	Med	Med-term	Wheatbelt LGAs Tourism WA RTOs
Thought Leaders' Network	<ul style="list-style-type: none"> - Network of leading industry operators in the Wheatbelt support and grow tourism 	Med	Med-term	RAC Dome WBN Heartlands WA
Mentorships	<ul style="list-style-type: none"> - Tourism mentors for Aboriginal tourism product providers and new tourism businesses. 	Med	Med-term	SBDC WAITOC
Stronger Stakeholder Relationships	<ul style="list-style-type: none"> - Networks and communication between local tourism organisations, RTOs, Tourism WA, DPAW and LGAs developed and strengthened by a Wheatbelt-wide regional leadership organisation - Tourism WA, Tourism Council and RTOs educated on Wheatbelt tourism 	Med	Short-term	Tourism WA Tourism Council RTOs DPAW LGAs

Recommendation	Outcome	Priority	Timeframe	Responsibility
Local Tourism Buy-In	<ul style="list-style-type: none"> - Pilot project identified to enable both non-tourism and tourism businesses to actively promote local product and understand the value the tourism industry brings to the Region - Natural marketing system developed through advocacy - Cross promotion between sub-regions and between local tourism products, services, and events providers 	Med	Med-term	WBN Heartlands WA Wheatbelt Tourism Organisations
Tourism Friendly Toolkit	<ul style="list-style-type: none"> - Audit tool created for tourism friendly communities and rolled out in sub-regions in need 	Med	Med-term	Heartlands WA Wheatbelt LGAs Wheatbelt Tourism Organisations
Statistics	<ul style="list-style-type: none"> - Consistent and quality data at a regional level that accurately reflects overnight and day tripper numbers, visitor expenditure, and visitor social and economic demographics 	High	Short-term	Tourism WA ABS Wheatbelt Tourism Organisations
Upskilling for new markets	<ul style="list-style-type: none"> - Industry operators are supported and upskilled to supply products and services at the required levels for different markets - Training in cultural awareness for businesses aiming to attract Asian (especially Chinese and Japanese) visitors to ensure a good reputation with wholesalers and Asian travel agents 	Med	Med-term	Industry Operators Tourism WA RTOs

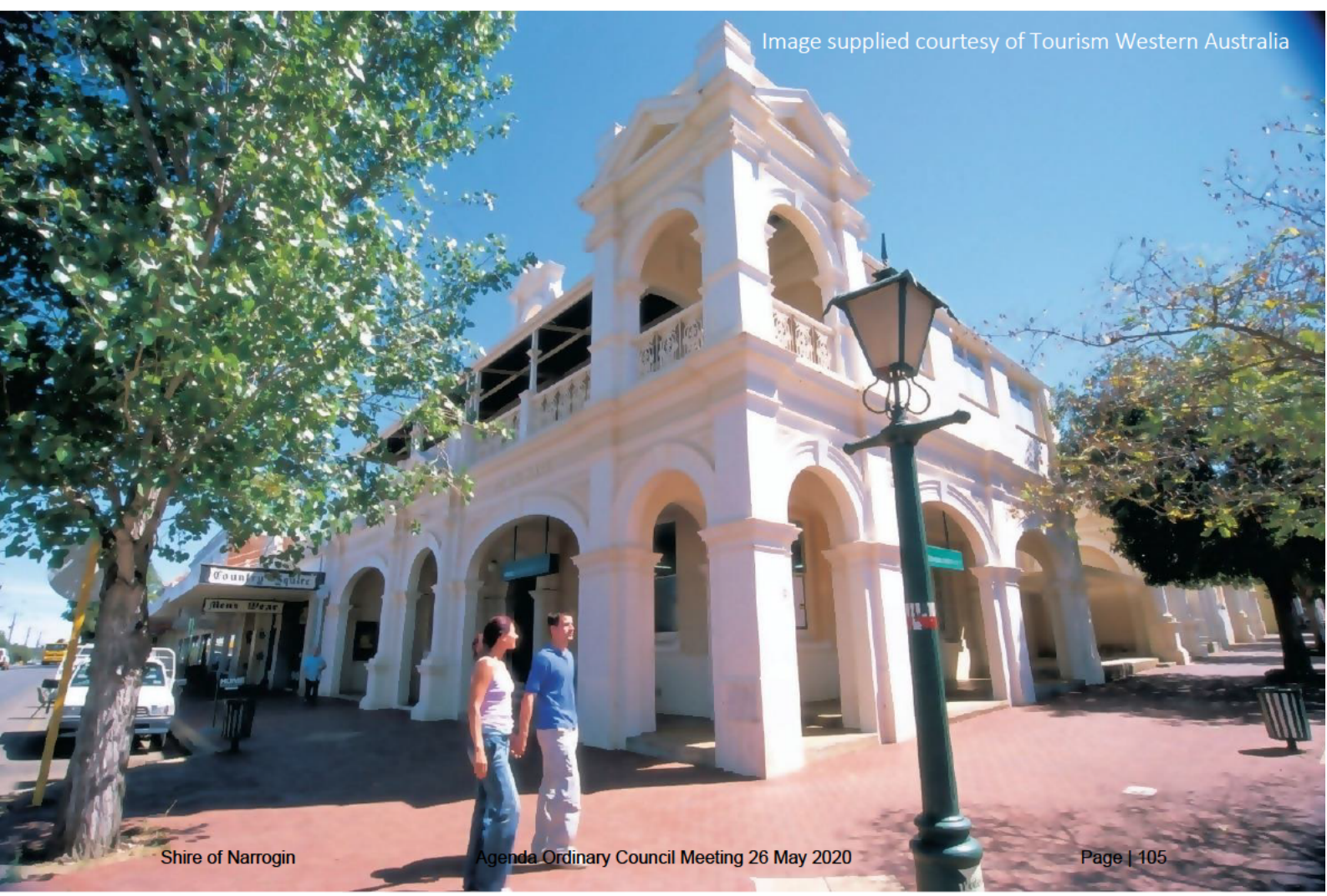


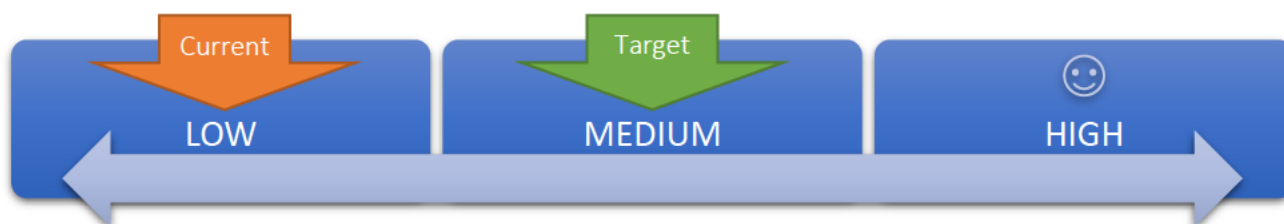
Image supplied courtesy of Tourism Western Australia

Gap Analysis

Narrogin's identified tourism gaps are analysed below:

Consumer Awareness

Statistical data and anecdotal evidence suggest that there is low awareness of Narrogin's tourism attractions. It is unrealistic, given budget considerations, to target high consumer awareness (relative to other iconic Western Australian tourism towns such as Margaret River and Broome), though there is scope to increase awareness especially amongst niche markets.

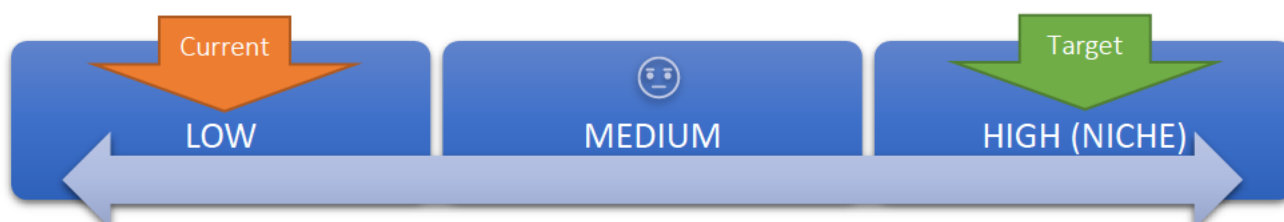


Perceptions of Narrogin as a Tourism Destination

General perception of Narrogin is that of a large agricultural service centre in the Central South Wheatbelt region, which hosts many government departments and agencies.

Awareness of Narrogin as a tourist destination is low and an image of the destination is most likely unformed.

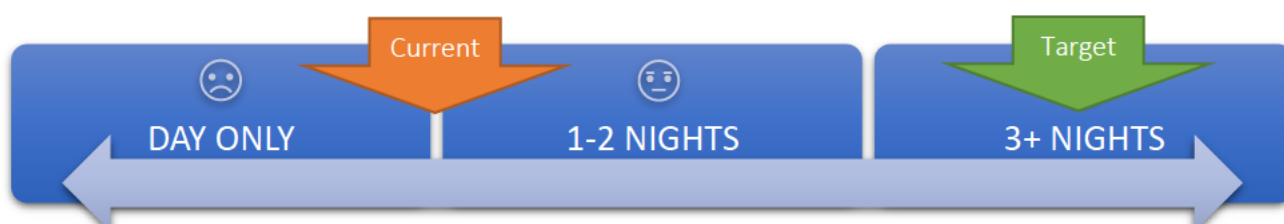
In many ways, the lack of pre-conception is positive as it presents a blank canvas to develop the destination brand.



Competitive Set and Stay Duration

AGO covers a wide variety of destinations, from Esperance's beaches, to the Wheatbelt with its agricultural heritage and the iconic Wave Rock, to Mount Augustus in the North, and, of course, Kalgoorlie/Boulder, names synonymous with gold. Our objective is to entice people to stay longer in Narrogin and tour for a minimum of 1-3 days.

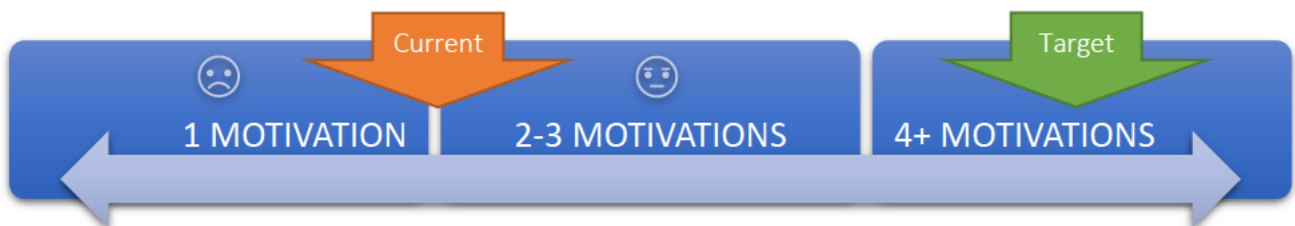
Wheatbelt towns like Northam, Toodyay, or even York largely attract Perth day-trippers/weekenders and they are perhaps considered the closest competitors with the larger of these towns perhaps giving the impression there is more to see, with a greater variety of accommodation types.



Key Motivations to Visit

Rural/regional holidays are broadly segmented according to key motivations that put the destination on travel itineraries and wish lists, including Food and/or Wine, Village/Historic Charm, Beachy/Carefree, Hiking/Active Nature, Indulgence, Special Interest/Activity, etc.

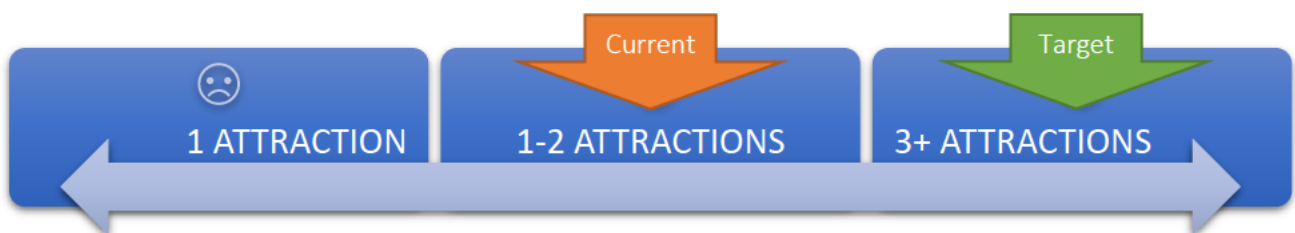
These are not mutually exclusive, and a destination can excel in one motivation while successfully appealing to a variety of other target groups. To encourage an increased number of visitors and duration of stay, multiple motivations are desirable.



Consumer Value Drivers

The value drivers are what makes a destination uniquely appealing.

Type and choice of accommodation, prevalence and range of food and drink, convenient amenities, evidence of civic pride/care and maintenance, a choice of activities, and a unique experience or attraction are all important markers of a rural/regional destination's desirability.



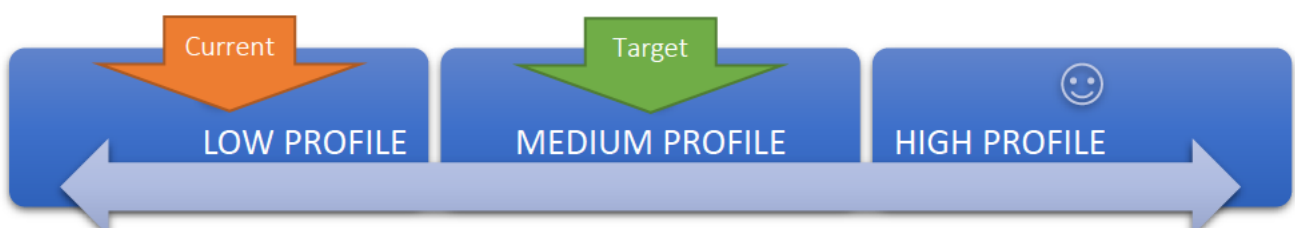
Reputation and Profile

The Shire of Narrogin's greatest barrier to attracting tourism is its "invisibility." Even the Dryandra Woodland as the area's most prominent feature, does not register on the tourist's destination map.

Thus, building awareness of the Shire's unique point of difference is the first step.

Without awareness, there can be no visitor interest/desire to visit, or ultimately action (i.e., commitment to visit and explore).

Historically, large marketing budgets were required to improve visibility via mass marketing; with the increased influence of social media and user-generated content, reputation is now just as important as big marketing budgets.



Addressing the Gaps

- Start with the basics; build awareness and interest in the Shire's key natural assets - Dryandra Woodland and Foxes Lair, then expand the tourism product over time.
- Target the two key market segments of Experience Seekers and Adventure Seekers by identifying how the predominant interests of each segment can be served by the Tourism product available in the Shire of Narrogin and surrounds.
- Promote interests that can be served and experiences to be delivered, instead of locations (e.g., promote walk trails, wildflowers, unique flora and fauna, nocturnal animals, and birdlife, rather than the actual Foxes Lair and Dryandra Woodlands locations).
- Upgrade the delivery of tourist information through better digital delivery focus.
- Build awareness of the region's tourism attributes through selective marketing of Narrogin's natural attractions, culture, and heritage to visitors who have a demonstrated interest in these experiential aspects.
- Leverage established events, tourist drive trails, towns, and attractions within close proximity.
- Identify and promote the unique natural environment of the Dryandra Woodland, Foxes Lair, and other key landscape features.
- Highlight the uniqueness and diversity of the area's flora and fauna, including the nocturnal animals, birdlife, and wildflowers.
- Develop walk and leisure bike trails through the natural landscapes, enabling tourists to access and enjoy.
- Improve the range and frequency of events.
- Identify opportunities for new and existing accommodation providers to develop appropriate tourist accommodation close to high-potential tourist attractions (e.g., eco-chalets, glamping).
- Improve facilities and accommodation supply for the caravan and camping, budget drive-stay market, and backpackers.
- Establish additional farm experiences and farm-stay options.
- Create an awareness in the community of the importance of tourism to the local economy (jobs, skills, small business incubation). That is, an overarching tourism culture.
- Facilitate and fast-track approvals for tourism businesses (cut red tape).



Enablers of success

Destination Management	Product Development	Infrastructure Development	Build Awareness of the Region	Industry Development and Support
<p>The development of a sustainable tourism industry in the region is unlikely to happen organically without a strategic and coordinated approach to destination management.</p> <p>A destination management approach will provide a platform for managing and implementing the key tourism strategy whilst bringing together the public art, trails, and parks strategies. Such an approach integrates the Shire of Narrogin with key stakeholders, the community and partner organisations.</p> <p>Destination management needs to be driven by an appropriate resource with the responsibility to implement the tourism strategy and support local industry. In the short term, leadership is required by the Shire of Narrogin to provide this resource.</p>	<p>Tourism development must be product led. A long-term increase in visitation is not achievable without significant cohesive product development.</p> <p>In the short term, the development of micro enterprises adding to the diversity and appeal of the destination will build awareness.</p> <p>In the longer term one or more, state-significant or "signature experiences" that leverage off the strengths and unique attributes of the locality should be considered.</p> <p>These signature experiences need to have sufficient pulling power to attract overnight visitors from Perth. The Shire can play a lead role in developing the signature experience. It will be a catalyst for additional product development and overall vibrancy.</p>	<p>Infrastructure Improvements are required to enhance the visitor experience and support the demand created by product development and the signature attraction.</p> <p>Signage, streetscaping, accommodation, visitor information, amenities and services, such as food and beverage, and events are also critical.</p> <p>Investment is required from both the private and public sector to ensure sufficient awareness of the services that are available for visitors.</p> <p>Incentives and support should be provided to help generate private sector investment.</p>	<p>Except for Dryandra Woodlands, awareness of Narrogin as a tourism destination is low.</p> <p>Promotion of the region is required as products are developed to give an impression that the products will provide a quality visitor experience. In the first instance a marketing strategy is required.</p> <p>This must outline how resources dedicated to marketing will be used to promote the district. It is envisaged that this promotion should focus on the visitor experience and use partnerships with other organisations, such as Tourism WA, AGO, Wheatbelt Development Commission, etc. to assist with the promotion.</p> <p>Facilitation and support by the Shire to potential tourism product developers is essential. Given the likely limitations for financial resources to be allocated to marketing, a focus on partnerships, public relations, and online marketing is likely to be central.</p>	<p>In the medium to long term the success of the Narrogin tourism destination is dependent on the participation of the local community and business.</p> <p>Without private industry support tourism will not reach its full potential. However, training and other support is required to increase private industry participating in tourism.</p> <p>Industry development will empower private industry to undertake investment and innovative product development to provide an enhanced visitor experience.</p> <p>The community must embrace and support this direction and be united in its drive to develop a sustainable tourism industry.</p>

The Five A's of Tourism

The following diagrams demonstrate a) the current tourism destination situation under the 5 A's of Tourism Assessment and b) the proposed actions to achieve improvement:



Section III – Narrogin Tourism Strategy

Goals and Aspirations

Tourism goals, objectives, and measurement

Goal	Objective	Key Performance Indicators (KPIs)
Maximise tourism's contribution to the whole of the Shire of Narrogin."	Maximise benefits of tourism to the Narrogin economy	Gross Value Add (GVA) of tourism sector (Average daily spends x length of stay + multiplier factor) Increase in employment in tourism sector
	Increase total spend (by increasing visitation and duration of stay) of travellers	Percentage growth in visitor numbers and visitor spend in the region
"...with managed and sustainable, year-round growth of visitors..."	Reduce seasonality of tourist arrivals. Aim to continuously improve visitor experience at key sites. Ensure sustainability of natural attractions.	Increased visitation in off-peak months Short self-completion satisfaction surveys handed out to guests checking out of their accommodation indicate satisfaction (or better) with their experience. Questions need to relate back to the strategy. Reports indicate site sustainability maintained
"Inspired by the Shire's unique Natural heritage and cultural attractions and warm-hearted welcome."	Grow share of target segments in total visitor population (refine segmentation strategy if consistent results from non-target segments are higher than target segments)	% growth of visitors from target segments Average visitor satisfaction comparison of target and non-target segments
	Improve mix of visitors towards those who contribute most	Average spend per visitor in target segments vs non-target segments Average stay length per visitor in target segments vs non-target segments Consistent refining of segmentation to include more profitable (yield) segments Questionnaire to local business (bi-annual) indicates improvement in traffic and revenue generation

The mid- and long-term scenario for the Shire of Narrogin's commercial tourism operations will be dependent on achieving the short-term goals. There are insufficient visitor numbers currently to justify the risks associated with large-scale infrastructure investment in the short term, and the returns would likely be insufficient to prove viable.

A staged approach to implementation will see the delivery of low-cost high return on investment strategies in the short term. The higher capital cost initiatives are planned for the longer term, once traction has been gained in tourism growth following successful implementation of the smaller-scale investments and actions.

Short-term goals and aspirations

- Determine the Strategic Tourism Vision for Narrogin.
- Identify a clear communications objective.
- Develop a brand (theme) reflective of a consistent unique sales proposition which can be sustainably delivered, both now and in the future.
- Set and prioritise tourism goals (low hanging fruit).
- Radically improve and integrate communication of existing tourism attractions (via website, social media and offline) to generate better awareness of Narrogin's unique tourism offering.
- Consider options for raising funds for tourism initiatives, including tourism and community development grants to public funding of activities by organisations such as Friends of Foxes Lair via Go-Fund-Me or similar platforms.

- Install a touch screen, landscape, interactive tourist information kiosk at the Dryandra Visitor Centre to deliver high-quality, branded digital experiences of Narrogin's tourism product and wayfinding using interactive map applications.
- Incrementally improve wayfinding and interpretation of tourism attractions at the sites.
- Capture the stories and character of the "people and place" and integrate into the tourism offering.
- Utilise existing near- and wider-located tourism attractions to present to a broader section of interests. For example, promote Narrogin's proximity to other towns with recognised and successful events (e.g., Wagin). Also, take "ownership" of surrounding tourism attractions such as Yilminning Rock, Barna Mia, Contine Hill, Toolibin Lake, Yornaning Dam, and Highbury Town in terms of promoting Narrogin's tourism assets, as these are low- or no-cost attractions (to the Shire).
- Engage the local community by highlighting the benefits of tourism.
- Engage local experts and advocates in the development of the tourism industry (Shire-sponsored Tourism Committee).
- Collate enhanced interpretive materials on Narrogin's trails, nature, culture, and heritage
- Encourage the development of new micro- and small-scale businesses, tourism accommodation, attractions, and experiences (volunteer services or as an add-on to an existing business).
- Incorporate into the range of Narrogin tourism product those community-building projects, such as the extended CBD walk, upgrade of Gnarojin Park, street art, etc.
- Look to engage WAITOC and Tourism Council WA to deliver tourism workshops in the region for small businesses and individuals who are interested in participating in the tourism industry.

Medium-term goals and aspirations

- Deliver incremental growth in visitor nights (and total expenditure).
- Improve awareness of the tourism potential of Narrogin.
- Attract new events.
- Transition the Dryandra Visitor Centre into a more sustainable operation, with a critical analysis of how to affect the delivery of tourist information from a physical shop-front presence to mainly online. Consider incorporating off-line service delivery to tourist-dependant local businesses (e.g., the caravan park, a fuel station, or the prospective Dome Hotel).
- Improve tourism product that appeals to drive-stay market (e.g., existing caravan park, new campground, and glamping facility at a suitable near-location such as in an enhanced Foxes Lair/Archibald Park/Railway Dam integrated precinct or at the Yilminning Rock location).
- Encourage private sector to develop other tourism product,

Long-term goals and aspirations

- Develop an iconic tourism attraction in Narrogin (e.g., 2- or 3-day festival event, with multiple key themes – produce markets, accompanied walk tours, cycle events (Velodrome endurance competition, mountain bike time trial).
- Develop a nature-based low-cost (low facility) campground at Foxes Lair or Railway Dam/Archibald Park.

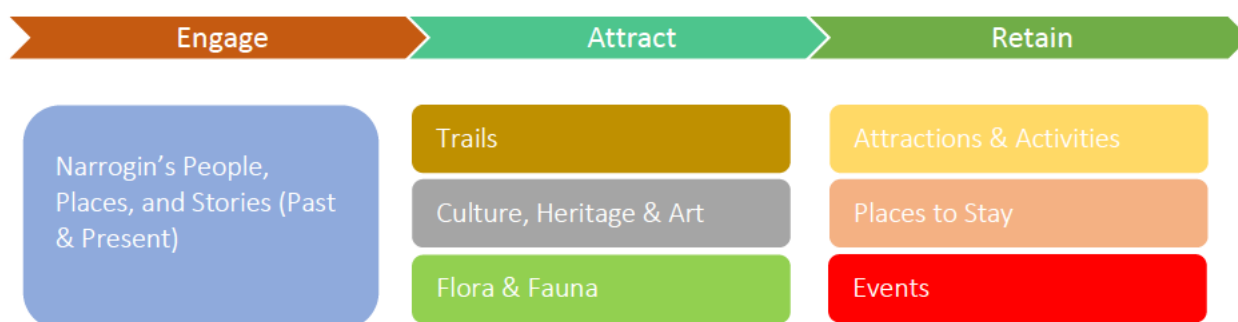
An increase to the length of visitor stay in the Wheatbelt will add value to existing tourism product, increase expenditure in the region and drive jobs growth for an emerging industry.

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⁴⁸ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.

Key Themes

The following key themes will underpin the strategy for engaging, attracting, and retaining visitors:



Tourism Development Scenarios

The future mid-term and long-term scenarios for the Shire of Narrogin commercial tourism operations, are outlined below with consideration given to potential growth visitor markets, infrastructure and product development, and industry skills requirements and development.

Scenario	Growth visitor markets	Infrastructure and product development	Industry skills requirements and development
Short-Term	Awareness of Narrogin as an appealing overnight destination for 1+ nights for intrastate self-drive visitors – predominantly families and older Western Australians.	Enhancement and consistent branding/theming of existing infrastructure and amenities. Improve tourism information services delivery (Visitor Centre).	Understanding of the value and benefits of tourism and tourism expectations. Social media and digital.
Mid-Term	Awareness of Narrogin as an appealing overnight destination for 2+ nights for Intrastate and Interstate self-drive visitors, including families, young adults, and older Australians.	Further enhancement of interpretation, wayfinding, trails, and art. Development of new micro and small tourist businesses and infrastructure. Shire to transition from online-offline tourism information services delivery to fully online, with backup from private sector bricks and mortar tourist businesses for distribution of collateral.	Tourism business skills (planning, start up, operations, and ongoing management). Customer service and meeting expectations.
Long Term	Awareness of Narrogin as an appealing overnight destination for 2+ nights for intrastate, Interstate, and International (including Asia) self-drive and package tours/tour groups.	Development of new iconic experiences including tourism retail/food and beverage and nature-based camping in the Shire boundary. Development of themed events, in conjunction with clubs, organisations and private sector.	Understanding of the tourism supply chain and integration with Tourism WA and Tourism Australia. Medium- to large-scale project feasibility assessments.

Strategic Tourism Vision – Destination Narrogin

A strategic tourism vision that clearly articulates what can be achieved for Narrogin is:

Meet expectations with sustainable tourism experiences that provide a compelling reason to visit and stay (longer) in Narrogin.

Communications Objective

Capture and communicate the opportunity to experience the unique natural attractions and a taste of “real” country life in Narrogin, embracing the character of the people, discovering the fascinating history, and exploring the wonders of nature.

The ‘Feelings’ Evoked

The Wheatbelt Development Commission developed a diagram as a compilation of words, feelings and descriptions elicited from Wheatbelt tourism industry stakeholders during meetings held for the drafting of their Growing Wheatbelt Tourism 2017-2020 Strategy.⁴⁹

This has distinct alignment to the ideal “feelings” associated with the Experience Narrogin brand:



Branding

There are benefits of creating a consistent brand across the Shire and its tourism experiences. The existing Shire branding is highly appealing and well suited to translating across all the tourism branding and signage with minimal positioning alterations as per the following:

Tag line: Experience Narrogin: Love the (country) life



⁴⁹ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.



Strategic Tourism Framework

The priority tourism strategies proposed are centred around leveraging Narrogin's competitive strengths. Each is prioritised, according to potential contribution to destination development, resource intensity, viability, and risk. In recognition of Narrogin's current level of tourism destination development, the proposed strategies are directed towards the "low hanging fruit," those that can be reasonably achieved in the short to medium term, within the Shire's budget.

The strategies below are designed to provide Narrogin with a framework for development as a highly desirable, regional tourism destination. The five priority strategies described in detail below have been proposed primarily because they have the potential to attract large numbers of high-value tourists.

Some of the projects considered were deemed to be principally community projects, with tourism appeal, such as the CBD heritage walk trail or the proposed upgrade of Gnarojin Park, which does not diminish their value in any respect. However, under the assessment criteria of high visitor attraction, they do not rate as highly, as stand-alone projects, as the ten primary tourism attraction projects identified.

Potential tourism infrastructure projects, such as the proposed mountain bike trail network pump track, are highly desirable, provided they appeal to the identified tourism market segments and not specialised groups.

Other opportunities for tourism infrastructure development were considered, including the potential repurposing of Archibald Park as a water playground and tourism accommodation facility. However, it is unlikely that such a development would be commercially viable in the short to medium term, or until other initiatives ensure that Narrogin is recognised as a tourism destination.

The following tourism strategies are prioritised under the "low-hanging fruit" and market segmentation assessment measures:

1. Consider alternative options to the Dryandra Visitor Centre's stand-alone "shopfront" operation for providing off-line distribution of visitor information and tourist collateral. Transition towards predominantly online delivery of tourist information through an online tourism destination promotional strategy, incorporating an outstanding, all-things tourism encompassing website, providing digitally based visitor information distribution and interaction, together with support through social media.
2. Leverage current tourist interest in the unique, natural landscapes and outdoor activities that are currently available in the area The Dryandra Woodlands, Foxes Lair, and other local natural attractions including Yilminning Rock, the Barna Mia Nocturnal Sanctuary, Contine Hill, Toolibin Lake, Yornaning Dam, and Highbury Town have high appeal to the wider population demographic, especially those interested in

connecting with nature to learn about the area's natural landscape and fauna or for healthy outdoor recreation. Improve wayfinding and interpretation at Narrogin Shire-controlled, natural landscape locations.

3. "Farmer for a Day" - Provide opportunities for visitors to immerse themselves in Narrogin (country) life, including a farmers' market.
4. Identify and develop tourist experiences that cater to specific interests (e.g., wildflowers, bird spotting, nocturnal animal viewing, and walk and mountain bike trails, including the proposed pump track at Gnarojin Park).
5. Connect visitors with Narrogin's heritage and Aboriginal culture through the proposed Gnarojin Park redevelopment, interpretive tours and cultural activities at appropriate locations, and improved visitor experience at identified community development project locations (e.g., Railway Dam, Archibald Park, and the Commonage).
6. Encourage development of niche accommodation product such as farm-stay, caravanning, and camping (including glamping) and upgrade of historic hotels.
7. Encourage the development of escorted and self-guided tours and periodic activities for special interest groups (e.g., art, photography, and/or astronomy groups, gliding and competition cycling (Narrogin Velodrome)).
8. Improve tourism network linkages with Tourism WA, Australia's Golden Outback, and the towns and tourism attractions in the Southern Wheatbelt (e.g., Wave Rock and Kulin).
9. Encourage and create new events to attract large groups of visitors.

These strategies are detailed in the following strategy sections:



Strategy 1 – Conduct a Visitor Information Services Review

- Undertake a cost benefit analysis of the current visitor centre operation, to ascertain whether the physical distribution of tourist information can be achieved more sustainably through alternative options.
- Develop an exceptional tourism destination promotional package, incorporating an outstanding, all-encompassing website, digital visitor information distribution, social media, and visitor-interest and activity-based collateral.
- Call for Expressions of Interest from local tourism-related businesses, for the provision of off-line visitor services and delivery of tourist information.

Dryandra Country Visitor Centre

The Shire of Narrogin operates the Dryandra Country Visitor Centre (DCVC), which is partially supported by a financial contribution from the Shire of Cuballing. The DCVC is well located in a high-traffic site on the corner of Park and Fairway Streets near the centre of Narrogin.

Observation of the centre's operation during opening hours over three separate occasions in September 2019 indicated that the visitation to the visitor centre is low, which is of particular note considering the time of observation was during the peak wildflower season.

The DCVC premises are attractive, and the layout includes racking for tourist collateral and shelving containing gift items and souvenirs. At the time of each of the consultant visits, the public area was staffed by a sole volunteer. Quality of the interaction (as a visitor) with the visitor servicing volunteer varied on each occasion, from helpful and obliging (1) to a general lack of tourist product knowledge (2) and total disinterest (1).

The manager of DCVC is generally located in an office in the rear of the building, which is separated from the main visitor area. This is not ideal, considering the inconsistency of knowledge and customer service skills demonstrated by the public-facing visitor servicing personnel. The manager appears to be knowledgeable about the area's tourism potential, passionate about building Narrogin's profile as a tourism destination, and has strong graphic design skills, based on recent collateral produced and the described activities undertaken.

The impression gained from the few visits to the DCVC is that it is under-resourced and not delivering the necessary tourist information and visitor experience to meet or exceed expectations under the current model. In common with many regional visitor centres, the financial support provided by the Shire of Narrogin (and Shire of Cuballing) to its visitor centre is substantial. Therefore, it is obligatory for this strategy to examine the priorities for the Shire's tourist destination information delivery. The many options for both off-line and online tourist destination information delivery include:

Face-to-face interaction

- Dedicated visitor centres
- Co-located facilities, such as CRC offices
- Outsourced - contracted private sector, tourism-associated businesses
- Outreach kiosks - may or may not involve operating from a building. The information service is "roving" and moves to areas of high traffic according to demand.

Contact centre services

- Phone and email communication

Internet-based

- Website
- Mobile Apps
- Live chat

- Automated information kiosks, with QR code accessed tourism collateral

A recent report for the Victoria Tourism Industry Council (Visitor Information Centre Summit 2016) provided a model for the provision and distribution of visitor information.⁵⁰ The report referenced research and case studies for visitor information delivery, which generally supported the Tourism WA publication - The Future of Visitor Centres in WA, Haeberlin Consulting 2014.

The key findings from the assessment of the DCVC and visitor information distribution research relevant to the DCVC are:

- The top three features that visitors look for in a visitor centre (VC) are:
 - a. knowledgeable, professional staff, skilled in customer service;
 - b. unbiased and authoritative information; and
 - c. regional displays and stories.
- There is widespread variance among stakeholders regarding the importance of visitor centres and their current performance.
- Potential to partner with relevant local tourism businesses, to deliver face-to-face visitor services, in place of the present DCVC.
- The current resources and skills of the DCVC personnel may be more effectively engaged in production of online content and collateral, event promotion, and networking with tourism organisations and local tourism businesses. The role would be more akin to a tourism development manager than a visitor centre manager.
- The impact of technology on visitor centres is unlikely to be terminal in the short term but is critical to understand that VC services are of decreasing relevance to visitor needs and to manage the transition from off-line to online.
- The current volume of online access for tourist information and transactions confirms the critical importance of an effective and user-friendly web presence that incorporates contemporary design, adaptable layout, programmable aspirational content, and state-of-art digital infrastructure.
- Strong on-line & on-site transaction trend suggests there may be potential for a viable commercial model to underpin service delivery; however, much competition comes from the commercial sector.
- Create a beacon to the region – natural resources, regional produce, culture, events, and hospitality.
- Focus on maintaining currency and relevance – what is on, today, tonight, right now.
- Maintain clear and consistent branding across all channels.
- Traditional maps & brochures to be integrated with digital technology.

All research indicates the financial necessity for visitor information services to transition from traditions face-to-face, stand-alone visitor centres to a more online-centric visitor information servicing model.

The current website for the DCVC provides a considerable amount of information about the area. However, the grouping of information is based around locations rather than visitor interests and activities. Therefore, finding information is less intuitive than it could be and requires more navigation. Links to other websites contain local information, including the Parks and Wildlife's Dryandra Woodland website and the extensive, privately maintained Foxes Lair website.

It is generally accepted that for authenticity, a tourism destination website must display all local attractions and tourism businesses. However, many visitor centres operate on a paid subscription basis and do not display information for non-member businesses. It is important that visitor centre websites, directories, and other collateral describing tourist product for their area are totally inclusive, or they risk losing integrity.

The "Friends of Foxes Lair" organisation is operated by a group of knowledgeable and passionate volunteers, led by local resident, Doug Sawkins, who are active in maintaining the site and, on many occasions, interacting

⁵⁰ A model for the provision and distribution of visitor information, Sandwalk Partners 2016

with visitors. Considering its limited resources, the organisation provides a good service to the Shire of Narrogin's tourism.

The Foxes Lair website has a wealth of information about the locality, including its geology and history, things to do, and what to see as well as an excellent blog. It contains an enormous photo library and is supported by Instagram and Facebook pages. The Foxes Lair online promotion is managed by Doug Sawkins, an extremely passionate advocate for Foxes Lair and Narrogin Tourism. It is understood that Doug has also provided images and content for much of the tourist collateral distributed by the DCVC.

There is a concern that if the existing Friends of Foxes Lair group is disbanded or Doug Sawkins retires from his role as the primary organiser and no longer maintains the Foxes Lair website, this important resource and much local tourist information may no longer be available to visitors.

Develop New Narrogin Tourism Website

As a matter of high priority, the Dryandra Visitor Centre should develop a new, high-quality website for the promotion of the tourism destination. The website will become the single go-to tourism destination information source for Narrogin and the surrounding area.

The new website will need to incorporate, with the approval of the current owners, all relevant content from Park's and Wildlife's Dryandra Woodland website, Australia's Golden Outback (regarding Southern Wheatbelt tourism attractions), tourism content from the Shire's of Narrogin and Cuballing's websites and, most importantly, the Foxes Lair website.

It is not intended that the new DCVC website replace any of the above-mentioned websites, but to supplement them as the primary tourist destination website.

The proposed website must maintain up-to-date content for everything about tourism in Narrogin, including (seasonal) what to do, what to see, tourist accommodation, events, and more. Therefore, it is essential that it is constructed on a robust, reputable, and easy-to-operate platform. The website must be designed for mobile application as well as computer access.

The key to retaining high search engine rankings is fresh content that aligns with the intent of the website. This is often partially achieved by maintaining a blog, to which news items are frequently posted. The blog posts can include historical or current "stories" of people and places, upcoming events, or any other items of interest. Quality images for posts and throughout the website are important, and a photo gallery is good for website visitor retention.

To help maintain currency, the website may also draw from pages operated by the DCVC on social media platforms, such as Instagram and Facebook, or even from the relevant social media pages of third parties (e.g., the Foxes Lair Instagram pages).

The DCVC would also maintain social media pages to support and promote the tourist destination and point to the website. Blog posts on the proposed new DCVC can be automatically posted on the DCVC's social media pages, preventing time-consuming reposting.

To illustrate the style and content of the proposed website, Bighthouse Consultants has developed an example site, <https://dryandratourism.squarespace.com> (Password **vip**), which demonstrates the clean appealing features and a portion of the proposed website Home (Welcome) page. The demonstration website is supported by three separate blog databases that feed content into the News, Events, and the What to See and Do sections.

The following images display a portion of the proposed website Home (Welcome) page.



FOXES LAIR NATURE PARK

Foxes Lair is a bushland reserve in the town of Narrogin WA that has walking tracks, picnic areas, and a wide array of winter wildflowers, landscapes, birds and wildlife.

Explore Foxes Lair

What to see & do

From sensational seasonal wildflowers to Dryandra's wild woodlands and the flora & fauna of Foxes Lair, there is plenty on offer.

More to see



DRYANDRA WOODLANDS

Enter Dryandra Woodlands →

Dryandra National Park, soon to be declared, is situated in the Shires of Cuballing and Narrogin and is a valuable nature conservation area featuring the largest remnant of original vegetation in the western Wheatbelt.

24 mammal, 98 bird and 41 reptile species are all known to call Dryandra home, including Western Australia's state mammal emblem, the numbat (*Myrmecobius fasciatus*).

NEWS & EVENTS

From our blog...

From our calendar...



Sep 17, 2019

Mosquito trapping orchids of Foxes Lair



Sep 17, 2019

Fire breaks built by trees



Narrogin Speedway

Narrogin Speedway



Narrogin Community Garden

Farmers Market

Get the latest news and events notifications first!

Custom Information Directory, Touch Screen Kiosks

Tourists like to make well-informed decisions before choosing which attractions and activities to visit. Seeing previews of places with a lot of images, videos, and maps really helps this decision making.

In situations where staff may not be knowledgeable about the tourism destination, trained in customer service, or overwhelmed with visitors, less than satisfactory direct communication with each tourist can occur. Easy-to-use touch screens and kiosks can be the best solution to getting the right information to each tourist who walks through the door of the visitor centre.

Designed for use in visitor centres, reception areas, and public spaces, 42-inch (1.1 metre) commercial touchscreen kiosks clearly present a directory, advertising, and wayfinding information. The carefully considered angle in a kiosk's design intuitively indicates to the users that it is an interactive touch screen and not just a passive display.



The kiosks present dynamic information on attractions, trails, historic places, events, and activities and have an easy-to-use software interface, for keeping information up to date. Tourist collateral including trail maps can also be displayed and downloaded to visitors' mobile devices through scanning a QR Code with the mobile phone's camera.

The cost of a touch screen kiosk, including software and training is approximately \$8,000.00.

Mobile Apps

Mobile apps are an extension of a destination website and can also provide users with several additional features.

The built-in GPS on mobile devices allows users to unlock different tours and information at each point of the tour using location services.

Augmented Reality (AR) connects physical spaces and locations to digital media loaded to the App's database.

The purpose is to interconnect real places with digital media through engaging means. The app educates, entertains, and informs while being fun and engaging to use.

For instance, on a displayed trail map (e.g., Foxes Lair), various points of interest may be designated by a marker. By hovering over the marker, a full description of the location will be displayed, including images. This would be especially useful for identifying wildflowers, significant trees, birds, and animals.

Mobile Apps provide the ability for a destination to “push” notification messages about the destination to travellers driving within a predetermined distance of the location.



Mobile Apps provide tourism destinations with a wealth of knowledge about their markets and tourist profiles. Over time, they can provide tourism managers with important data on traveller's movements and expenditure, which can aid planning and destination marketing.

Stand-alone mobile apps can be costly to develop. However, there are several travel app platforms, such as Everythere, which allows tourist destinations to present visitor information specific to the area, including what-to-do, what-to-see, and where-to-stay. Subscribing to a travel app may be a good alternative to the DCVC producing a stand-alone tourism app.

Producing a mobile app should not be the highest priority; however, it should be considered as a means of capturing, retaining, and distributing important information, such as flora and fauna at Foxes Lair, that, otherwise, may be lost over time.

Online Engagement Platform

Online engagement platforms create a dedicated online space for community and visitor engagement. Local, state, and federal governments around the world are getting more people involved in planning projects, strategic development, and community consultations through online engagement. Bringing the conversation online, government organisations can broaden their audience for a more complete sampling of public opinion.

By empowering stakeholders with an easy and secure way to participate online, organisations build community capacity and improve planning outcomes as a whole.

Online engagement platforms enable local government to:

Listen

Use a combination of forums, polls, surveys, maps, and other tools to host and encourage conversations and interaction.

Inform

Communicate project updates and key perspectives through newsletters, blogs, social, and rich media content.

Measure

Advanced analytics and reporting deliver actionable insights and data-driven evidence for better decisions.

Build Community

Capture participant information and develop user profiles and target communications for more meaningful interaction.

While local government may approach a set of issues in a certain way, they may not always be able to see the related issues that may be less visible but equally, if not more, important to the local community and visitors. Opening the conversation up can allow these underlying priorities and experiences to come to the forefront and inform better decisions for all involved. This can mean looking beyond the survey.

Engaging online allows for a wider, more diverse range of views, which provides new, relevant knowledge to contribute to decision making. Unpacking issues in greater detail, it paints a clearer picture of what the community wants and pertinent local issues. With tools and opportunities for a more collaborative, deeper dialogue, digital engagement fosters trust and unearths underlying tensions around issues and competing priorities for stakeholders.

Where traditional, face-to-face engagement has limited participants, online community engagement enables more people to have their say at their convenience. A dedicated digital engagement space beyond the limitations of social media – with strident measures of data security that combat increasing community mistrust of social media – ensures everyone has safe access to make meaningful contributions to issues impacting their everyday life.

Online engagement in the planning stages of a project can facilitate more focussed outcomes. It can also minimise budgets that confront geographical confines particular to face-to-face engagement. And, unlike traditional engagement methods, it provides unparalleled opportunities to dive deeper into conversations beyond the immediate issue at hand. It also brings diverse groups together, including hard-to-reach communities, providing access to often neglected perspectives and bringing marginalised voices into the conversation.

An example of the use of an online engagement platform for stakeholder collaboration is the City of Launceston's Tomorrow Together engagement campaign: <https://www.bangthetable.com/blog/staff-pick-city-of-launceston-tomorrow-together/>

get involved with...



Tomorrow Together



Strategy 2 – Enhance Narrogin’s Natural Experiences

- Promote Narrogin’s abundance of soft-adventure, nature-based experiences as its key tourism destination features by utilising the high tourist recognition of Dryandra Woodland and the region’s unique flora, fauna, and geoscience features. Key attributes to be conveyed are the profusion and diversity of wildflowers and birdlife, the ease of access for self-guided tours, the hidden “stories” behind the area’s landscapes and vegetation (e.g., the trees that that create the gravelly, lateritic soils), and the ease of access for self-guided tours.
- Develop Foxes Lair as a centrepiece of Narrogin’s Natural Experiences by improving and upgrading facilities, amenities, wayfinding, and interpretation at the site; and targeting the appropriate, large traveller segments identified in the three WA Tourism Domestic Market Segmentation – Escape and Connect, Off the Beaten Track, and Family Fun.
- Develop a viewing area at Foxes Lair for Astrotourists.
- Plan to add other natural locations, such as Railway Dam and Yilminning Rock, which are located on Narrogin Shire-controlled land, by gradually improving access, wayfinding, and amenities to make them more accessible and interesting.
- Leverage the proximity of the Dryandra Woodlands nature conservation area (currently 92,000 annual visitors), which features the largest remnant of original vegetation in the Western Wheatbelt, an amazing collection of mammal, bird, and reptile species, and Barna Mia, a predator-proof animal sanctuary in the heart of Dryandra, where Western Australia’s state mammal emblem, the numbat, and other nocturnal animals can be seen.



Interpretive Shelter at Dryandra Reserve

The Natural Attractions of Narrogin and the Dryandra Country

Natural Landscapes

Narrogin is blessed with several nearby, unique natural landscapes, which include the Dryandra Woodland, Foxes Lair, and Yilminning Rock.

While some of these locations are on Shire of Narrogin controlled land, the greater area of the region's natural estate is administered by DBCA (Parks and Wildlife). This provides Narrogin with a natural tourism asset, for which it has no commitment to ongoing maintenance cost.

The DBCA's Two-Year Action Plan for Nature-Based Tourism in Western Australia 2019 and 2020, provides an ambitious framework to improve nature-based tourism in regional and remote WA. It does not mention the Dryandra Country amongst those destinations where it hopes to increase tourist visitation. Nevertheless, visitation to the Dryandra Reserve for 2018 totalled 96,000, according to the DBCA statistics.

Pointing the Way to Narrogin's Unique Natural Assets

More and more tourists are attracted to experiential travel within environmental landscapes, learning about the purity of nature, culture, and history. Geo-tourism, a multi-interest form of nature-based tourism, incorporates ecotourism and interesting geoscience features in a didactic and entertaining way. Geo-tourism goes beyond flora and fauna and explores the temporal and spatial dimensions of the landscape and skies.

Promoting the geoscience features of natural landscapes, rather than just the scenic beauty, will generate inquisitiveness amongst target markets and provide a clear position to the tourism destination, which distinguishes it from similar competitive destinations.

Example -The Woylie's Significance to Sandalwood Regeneration

The role a small marsupial, the Woylie *Bettongia Penicillata*, might play in the recruitment and regeneration of Western Australian sandalwood *Santalum spicatum* through its seed caching behaviour was investigated. To determine the fate of the seeds, cotton thread was attached to the seeds and the trail followed. A total of 25 seed caches were located. All the seeds were found in separate caches, which was consistent with scatter-hoarding behaviour.

Significantly more seedlings and saplings grew away from sandalwood trees at sites where woylies were present than at sites with no woylies.

These findings strongly suggest that **little seed dispersal or regeneration of sandalwood occurs in the absence of woylies**. Through scatter-hoarding, woylies have the potential to disperse and cache sandalwood seeds away from the source and significantly alter the subsequent regeneration of sandalwood. Furthermore, by caching seeds large distances away from a source, woylies could modify the distribution of sandalwood in an area.



Furthermore, the more interpretive information provided online and at the sites, the more time will be spent by tourists enjoying the learning experience. Ultimately, this will result in return visitation or overnight stays.

Developing a geo-tourism strategy, that incorporates, placemaking (a multifaceted approach to the planning, design, and management of public spaces) and wayfinding (branding promotion, interpretation, signage, maps, and directional devices) to point tourists to the existing locations and experiences that many visitors already enjoy.

It requires the team to examine Narrogin from a visitor's perspective, understanding why people currently travel there, and using this data to design information and clues to help guide new visitors to the tourist destination and improve their experience once they arrive. The key to visitor satisfaction is access to information, which enhances understanding and improves enjoyment of the experience.

Improve visitation and visitor experience at Gnarojin Park, Railway Dam, and Dryandra Reserve

Enhancing visitor amenities to facilitate longer stays and maximising the enjoyment of existing tourism assets including Gnarojin Park, Railway Dam, and Dryandra Reserve is a priority.

The Railway Dam Management Plan (2018) was compiled primarily to protect and enhance the conservation values of the Railway Dam Reserve by encouraging sustainable use of the reserve for recreation, education, and eco-tourism purposes. The plan identifies the following existing infrastructure at the site:

- A small carpark area;
- Historical interpretive signage;
- Railway Immigrant Camp memorial;
- Two picnic benches with non-gas barbeque facilities;
- Signs stating no swimming;
- A bridge across the two dams, a small access bridge off Mokine Road and a small bridge at Archibald Park;
- A network of historical drains and weirs leading into the dam;
- Archibald Park - a historical jet boat park;
- A geocache;
- Vehicle tracks created by 4WD; and
- Two walking trails created by a community member.⁵¹

The plan states that local community members have created trails within the reserve and that these trails are currently used by locals for the purposes of dog walking, cycling, trail biking, and 4WD use. It recommends a range conservation actions to protect the environmental sustainability of the reserve as well as of measures to improve the use and amenity of the reserve.



The main recommendation with an impact on the reserve's tourism potential is for signage to be erected "with maps of the designated walking trails at the carpark area and in various locations along the walking trail. This signage should encourage visitors to stick to the designated paths. It is also recommended to have educational signage along the path for the purposes of identifying native plant species and native fauna. The historical drainage network at Railway Dam is illustrated on the sign at the carpark entry; however, a new sign at the location of the old weir/separator area may be of interest to visitors and pedestrians and explain the wider function and history of the reserve"⁵²

The tourism-related actions recommended by the plan include:

⁵¹ Railway Dam Reserve 20939 Management Plan Prepared for the Shire of Narrogin, December 2018 by 360 Environmental Pty Ltd

⁵² Railway Dam Reserve 20939 Management Plan Prepared for the Shire of Narrogin, December 2018 by 360 Environmental Pty Ltd

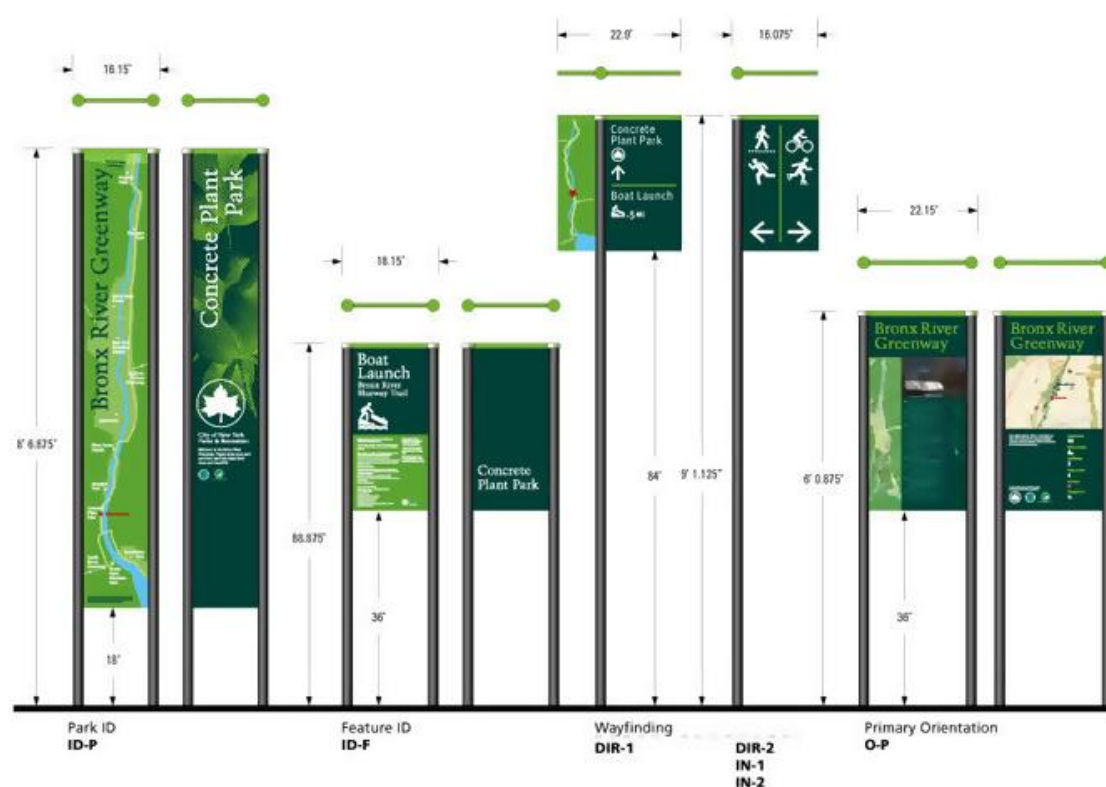
- Formalise the two existing walking trails (Archibald Park Walk and Dam Walk) by installing maps and signage prohibiting visitors to walk off the tracks.
- Develop a design for parking/picnic area.
- Apply for funding for parking/picnic area/walk trail upgrade and rehabilitation of bare areas.
- Provide more bins around carpark and picnic area and a dog waste bag dispenser.
- Expand carpark area to allow for more cars.
- Install interpretive signage identifying native flora and fauna (e.g., turtles) for visitors.
- Install interpretive signage at the location of the historical weir/seperator drainage area.
- The plan also notes that there is opportunity to rehabilitate Archibald Park (a secondary dam/water feature) to provide a more diverse wetland-type habitat.

The actions identified will all help to conserve and better utilise an appealing asset with natural and heritage values that is well located in the Narrogin Town Centre. This has the potential to add to the visitor experience and is, thus, included in the Tourism Strategy recommendations.

The signage and trail development recommendations and development of Gnarojin Park for an improved visitor experience is covered in Transplan's Shire of Narrogin Draft Walk Trails Master Plan and explored in more detail from a tourism perspective under the Aboriginal Culture and Walk Trails section in this strategy. Although not investigated in Transplan's Shire of Narrogin Draft Walk Trails Master Plan, it is recommended to investigate the feasibility of a transient or pop-up cafe at Gnarojin Park, Railway Dam, and/or Dryandra Reserve to draw and hold visitors and provide an enhanced visitor experience. This would encourage visitors to stay longer inside these locations while providing for an enhanced visitor experience. A café van could be a good start to test the market, with more permanent infrastructure being planned once demand has been determined. This would ideally be located near existing or proposed toilets and picnic facilities.

Wayfinding

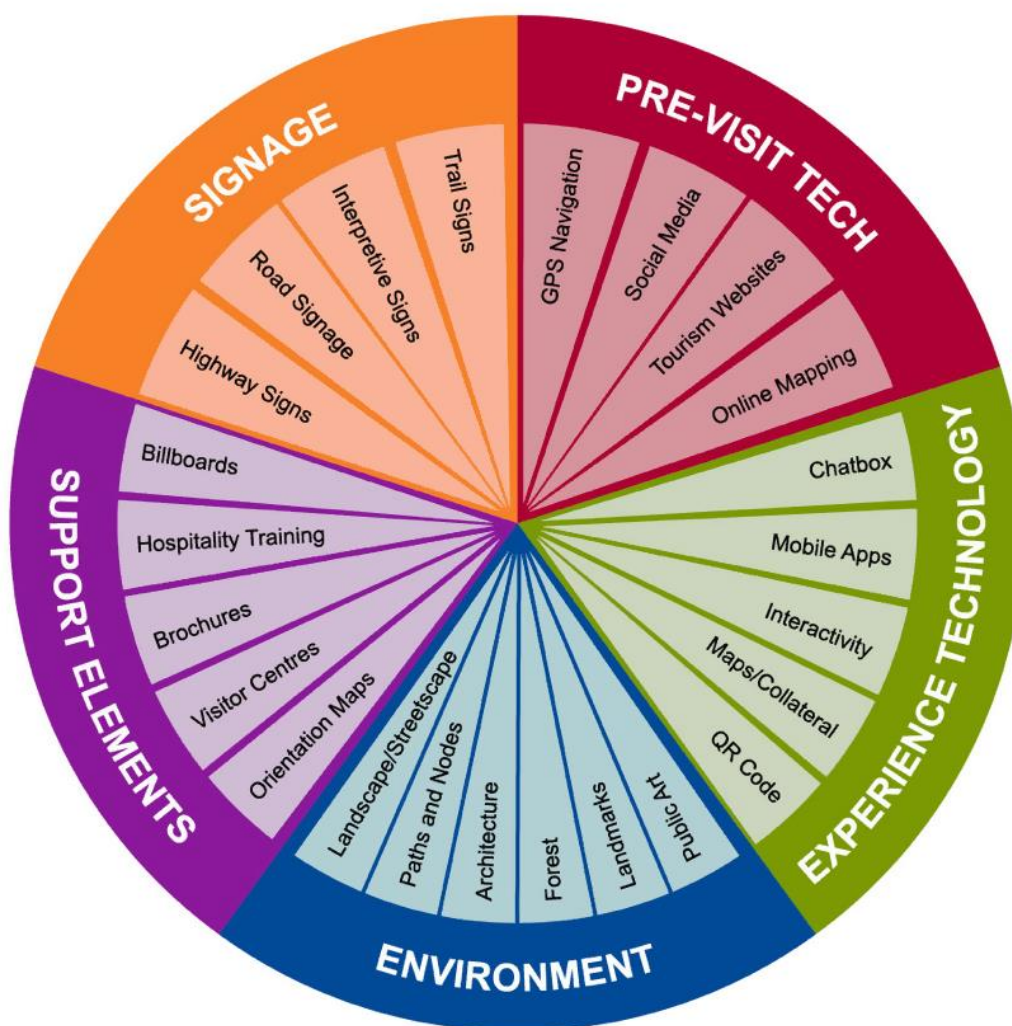
Tourism wayfinding, in this strategy, refers to the information system that guides people around and through Narrogin and enhances their ability to navigate and understand the environment. It is much more than interpretive signs. It is understanding traveller's needs during their visit, "the consumer journey," as part of strategy to help visitors navigate their way easily around the Shire to the attractions, accommodation, amenities, events, and all else the location has to offer.



It is a way of looking at an environment and organising the visual and verbal cues within the local environment to help people access the areas they need, and it incorporates:

- Branding
- Signage
- Maps
- Printed collateral, including brochures
- Interpretation kiosks
- Video and virtual reality
- GPS navigational devices
- Smartphone messaging
- QR codes
- Websites and Mobile apps

Elements of Wayfinding



Symbols can contribute simplicity, clarity, distinguishability, memorability, and personality to a wayfinding system.

Car hire companies, government agencies (Department of Sport and Recreation, Parks and Wildlife), and membership organisations, such as RAC, are also distributors of wayfinding material. It is important for the Shire to foster relationships with potential partners and maintain the supply of wayfinding material to them (paper-based collateral or electronic).

Its purpose is to provide a systematic network of directional signs to guide the traveling public from major highway gateways to key civic, cultural, regional, and commercial destinations using the minimum number of signs.

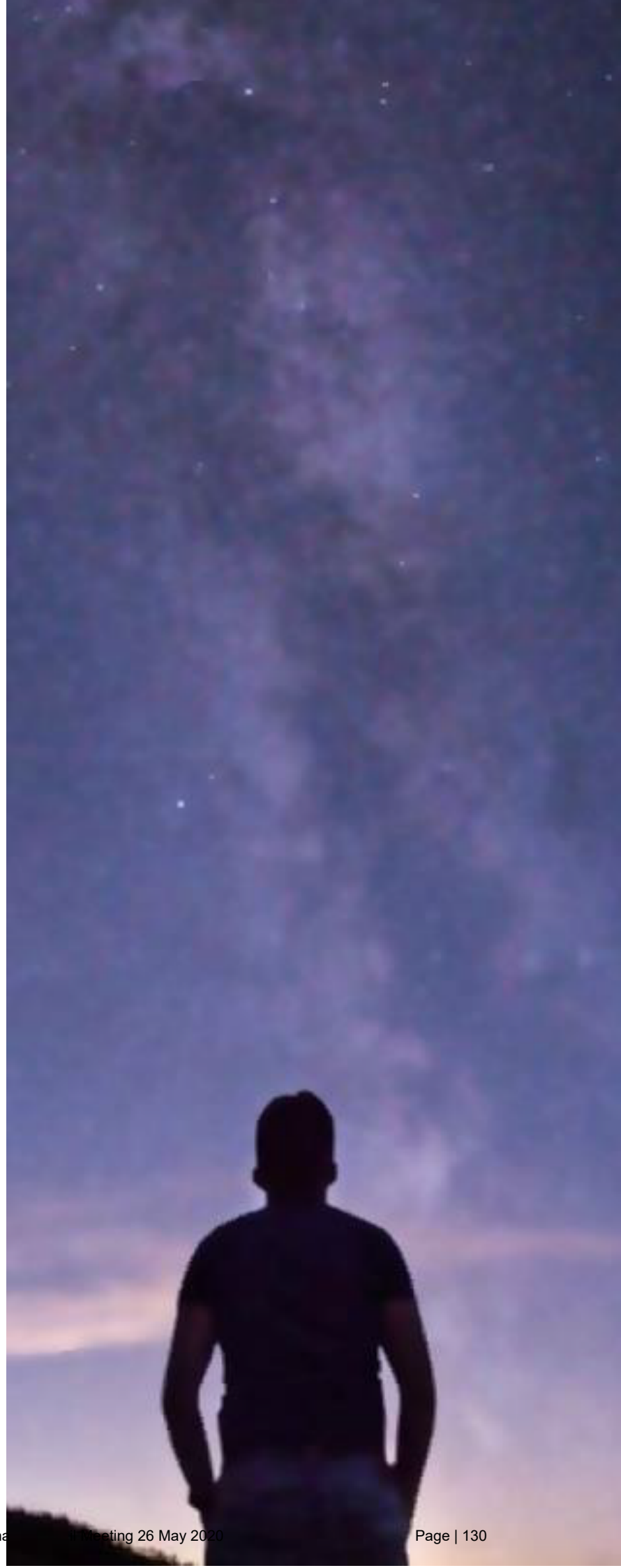
Astrotourism

Potentially complementing the geo-tourism opportunities described above is the Astrotourism phenomenon, which is gaining impetus throughout regional Western Australia. Western Australia is perfectly placed to become the stargazing capital of the world and grow an Astrotourism economy across the State.

WA has many comparative advantages that make it an ideal destination to access a pristine dark night sky where the Milky Way Galaxy can be seen in its true and original form. People now travel to see a dark night sky just as they travel to see other icons such as the Great Barrier Reef, the Amazon Rainforest, or Antarctica. A dark night sky has become a rarity and cannot be seen everywhere.

Crucially, from an economic standpoint, the single most important thing about dark-sky tourism is that it necessitates one or more overnight stays. Astrotourism is an all-year-round activity that will increase visitor numbers at traditionally off-peak tourism times. Although peak seasons, such as wildflowers, will always see a spike in visitor numbers for regional WA, Astrotourism can generate a more regular flow of visitors throughout the year. As such, Astrotourism will provide a longer and more sustained period of tourism activity that, consequently, will generate a more consistent cash flow for regional businesses and service providers.⁵³

⁵³ Astrotourism Western Australia, Strategic Plan 2019-2023.



Strategy 3 – Farmer for a Day

- Provide opportunities for visitors to immerse themselves in Narrogin’s farming heritage - Love the (Country) Life.
- Encourage and facilitate regular weekend Farmers’ Produce Markets.
- Allow rural properties to develop small-scale cabin, glamping, and caravanning and camping facilities to attract city-dwellers to experience the country life.

Narrogin a Town Rich in Agricultural Heritage

The first settlers in the area were sheep herders who had followed water courses and selected property suitable for grazing. The area was settled in the 1860s and 1870s when pastoralists moved and settled in isolated outposts. The population was so scattered that they had no incentive to establish a town.

Narrogin was officially declared a town in June 1897 and was gazetted as a municipality on 13 April 1906. The early years of settlement were hard, with farmers relying on sandalwood cutting and the bark from Mallee trees (used as a tanning agent) to compensate for poor returns from wheat and sheep.

The arrival of the Great Southern Railway in July 1889 initiated the first hint of a town. Narrogin was connected to six separate railway destinations – York, Wagin, Collie, Wickpin, Kulin, and Boddington. Narrogin remained a major rail centre until the late 1970s when competition from road transport saw a reduction in the railway's workforce.

Narrogin's previous role as a major railway junction has acted as an attractor for agricultural service industries as well as government departments and agencies. The town has accumulated significant public infrastructure – mainly in the health and education areas. This infrastructure serves as the base for the modern regional centre and diverse agricultural and horticultural economy that Narrogin has become today.

Giving City Dwellers a Taste of Country Life

An overarching theme of experiencing country life, albeit short term, will resonate with Narrogin’s target market and provide an enhanced visitor experience, meeting the visitor expectation of the “Narrogin Brand” and highlighting the unique character of the town and its people.

Urban dwellers seek holiday experiences that allow them to slow down and immerse themselves in alternate lifestyles to recharge and rejuvenate. Narrogin is well placed to provide an easily accessible option to “try out” the lifestyle of regional country townspeople which could be summarised in the communications as “Farmer for a day.”

There are several aspects of daily life that people living in the countryside take for granted but offer a unique and enjoyable visitor experience for people who have spent little time in regional Australia.



The Shire of Narrogin's Business Prospectus identifies that "there are many opportunities for diversification within the agricultural industry, particularly in niche product markets. This could include deer, alpaca, or goat farms and olive groves. High intensity agriculture such as feed lots and chicken farms are also new business options. Viticulture presents a potential growth industry in the region with the climate suited to grape vines."⁵⁴ Tourism would complement many of the aforementioned niche products with farm gate/cellar door and other related experiences adding to the viability of these enterprises.

Country farmers' markets are also a big drawcard and have been instrumental in activating other rural and regional towns. Supporting efforts in expanding the existing farmers' market, attracting new stall holders, expanding the scope with a well-managed strategic focus, and working towards a viable weekly event, heavily supported by Shire marketing, could draw visitors to Narrogin and encourage them to stay longer to secure some fresh produce and unique gifts to take home.

In the longer term, a private investor could be encouraged to investigate the feasibility of a unique mixed retail and hospitality venue similar to the Williams Woolshed, but uniquely Narrogin (for example, Railway or farming themed). This could incorporate market stalls or pop-up shops or similar to support the development of tourism retail through micro enterprise and cottage industry.

A future option may be the development of the historic Railway Storage Shed into a Farmers' market venue, which could be opened according to demand, initially weekly but hopefully extended to 3-4 days a week over time. The benefit of indoor markets extends well beyond weatherproofing, with the ability to host more permanent facilities (e.g., food and beverage area and shared container chillers for the farm produce sellers).

Opportunities to stay on farms either in purpose-built cabins, bed and breakfast style, or simply through letting out a spare room on Airbnb is a low-risk way to increase the variety of appealing accommodation experiences. Offering supplemental tours and rural experiences, such as tractor rides, shearing demonstrations, fruit picking, animal feeding, etc., would further enhance the visitor experience. Although many of these experiences would not generate sufficient income to be viable as standalone tourism enterprises, they do offer opportunities for existing tourism businesses to value add, or for people employed in other industries to generate a supplemental income.

⁵⁴ Business Prospectus, The Shire of Narrogin. Downloaded from https://www.narrogin.wa.gov.au/profiles/narrogin/assets/clientdata/document-centre/general_publications/narrogin_prospectus.pdf 19/6/19

The Shire's role is primarily to highlight the opportunities and facilitate a clear regulatory path to ensure that barriers to providing enhanced tourism experiences in the Shire are not prohibitive.

The visitor centre will initially remain as a critical marketing channel for local produce. It is vitally important to ensure marketing costs for micro-tourism enterprises are in line with potential tourism revenues (to make sure it is worthwhile for businesses to venture into tourism). Offering farm businesses the opportunity to display and market their products and services for short periods in rotation via the visitor centre free of charge or at a subsidised cost, will help to highlight a broader array of attractions and experiences on offer in Narrogin.

The visitor centre's website could also play a role in helping incubate fledgling farm businesses, including produce offerings (through a Narrogin Marketplace extension to the proposed new website), farm experiences and farm accommodation. The website could also facilitate online bookings for the micro tourist accommodation businesses, together with the other more established accommodations in the town.

The aim is to ensure visibility of all the region's tourism products, including farm-based contributions, is maximised and presented in a consistent and compelling way via detailed information, videos, and attractive images showcasing the region on the website and ideally shared across social media.

A Best-Practice Example of Narrogin's Entrepreneurial Farming Community

The screenshot displays the homepage of the 'Three Farmers' website. At the top, the logo features the text 'three farmers' in a script font next to a red circle containing the number '3'. Below the logo is a navigation menu with links: HOME, STORY, RECIPES, GALLERY, and OUR FRIENDS. To the right of the menu are social media icons and links for Stockists, Wholesale, and Contact. The main visual is a large banner image of a quinoa field. On the left, a circular seal reads 'GROWN BY US 100% AUSTRALIAN OWNED BY US'. In the center, text says 'We're growing an ancient superfood here in Australia.' On the right, a yellow bag of 'three farmers AUSTRALIAN QUINOA' is shown, with a 'Gluten-free!' label and another '100% AUSTRALIAN' seal. Below the banner, the section 'OUR BEGINNINGS' is titled. The text describes the journey of growing quinoa since 2010, emphasizing the challenges and the commitment to quality. It concludes with an invitation to join the journey and a small illustration of three people riding bicycles.

three farmers

HOME STORY RECIPES GALLERY OUR FRIENDS

Stockists Wholesale Contact

GROWN BY US
100%
AUSTRALIAN
OWNED BY US

We're growing an ancient superfood here in Australia.

three farmers
AUSTRALIAN
QUINOA

Gluten-free!

100%
AUSTRALIAN

OUR BEGINNINGS

Three Farmers has been growing quinoa since 2010. For an ancient grain, that's not very long, but long enough to learn a few things: it's less predictable than the crops we've grown up producing; there are equal doses of art and science required to get it right; and there's a roller-coaster ride waiting for you if you want to take this exceptional ancient grain into commercial production!

We're down the track a little now, but there's plenty of road ahead, so we're inviting you on a journey with us. After all, if you're taking a road less travelled, you don't want to take it alone, right?

So climb aboard, enjoy Three Farmers Quinoa and be part of our dream: growing the ancient grain of quinoa under an Australian sun.

Strategy 4 – Identify and Cater for Niche Visitor Interests

- Identify and develop tourist experiences that cater to specific niche interests (e.g., wildflowers, bird spotting, and nocturnal animal viewing, walk and mountain bike trails, (including the proposed pump track at Gnarojin Park).
- Take ownership of activities and interests of prospective visitors to the area and add them to Narrogin's tourism portfolio. Add each activity to the What-to-do and What-to-see pages of the new website and distribute via social media.
- Create online and printed collateral for each major interest and activity (e.g., nocturnal animals, trails, wildflowers, farm-stay, camping, etc., rather than locations, other than for Narrogin's iconic attractions such as Foxes Lair and Yilminning Rock.
- Encourage viewers to download and print trail maps and other collateral from the website and social media, requiring registration as a prerequisite - name, email address, or mobile phone number; postcode (for future marketing and statistical purposes); and provide a voucher pack for goods and services discounts (provided by participating local businesses).

Narrogin's Tourism Destination Development Relies on Visitors' Interests and Experiences

At a time when many other regional centres are following a trails strategy that appeals to high-end and competitive trail users, an opportunity exists for Narrogin to develop trails more suited to the larger market identified earlier here in Narrogin's Experience Seeker profile. Such trails are less demanding for users and are sought for the features found along the trails with interpretation and enjoyment of the natural environment being the primary focus for the trail walker or leisure cyclist.

Thus, trails defined around interests and experiences such as wildflowers and birdlife, will have a following of their own and reduce the need to compete with adventure single-use trails in other locations. Steering away from competitive and adventure cycling trails provides opportunities for multi-use trails to be available for walkers, cyclists, families, and nature enthusiasts without the increased pressures of conflicting needs and safety concerns.

Develop "Soft" Walk and Bike Trails and Add Enjoyable Experiences to Enhance Narrogin's Unique Flora and Fauna.

The concept is to cluster experiences together with engaging trails, appropriate amenities, and enlightening information. Trails are areas that pass through or have a strong connection to the natural or cultural landscape. Trails are areas that provide an opportunity for the community to experience recreational, health & wellbeing, environmental, economic, and/or cultural enrichment through the interaction with the environment. This includes:

- Areas used for active and passive pursuits;
- Land trails (e.g., walking, off-road/rail trails, cycling, mountain biking, equestrian);
- Trails within urban and rural settings;
- Defined (or formally recognised) and undefined (social) trails;
- Areas used for motorised and non-motorised activities; and
- Areas managed on behalf of the community by local government and/or Department of Biodiversity, Conservation and Attractions. In some situations, trails may also pass through areas of privately owned land.

Impact of a Successful Trail Town Program⁵⁵

- **CREATES** economic growth;
- **GROWS** local business and creates jobs;

⁵⁵ The Trail Town Program - The Progress Fund, Pennsylvania, USA

- **COMPOUNDS** the trail's economic potential as it turns a simple day excursion into a short- to long-term overnight stay destination;
- **IMPROVES** infrastructure in regional areas opening doors to new ventures and opportunities for businesses and the community; and
- **PROTECTS** the trails and surrounding nature through dedicated maintenance and conservation efforts... built right, it is enduring.

Implementation of the Shire of Narrogin Draft Walk Trails Master Plan (2019) is a key component of the Narrogin Tourism Strategy, and it is important that the two strategies align to give a clear direction to trail development, providing for community health and wellbeing whilst also deriving maximum benefit for the fledgling tourism industry.

Trails Planning and Development by the Shire of Narrogin will also be informed by the following key publications and strategies:

Western Australian Strategic Trails Blueprint 2017-2021

Developed by: Department of Sport and Recreation

Key points: Full strategy dedicated to trails development in Western Australia

Two Year Action Plan for Tourism Western Australia - 2018 and 2019

Developed by: Tourism Western Australia

Key points:

Point #1: "We will attract more people, more often to regional Western Australia"

Point #2: We will facilitate new tourism experiences in regional Western Australia by: *Focusing on trails*. We will assist with the development and marketing of mountain bike trails, food and wine trails, and others identified for niche audiences across Western Australia.

The State Government Strategy for Tourism in Western Australia 2020

Developed by: Tourism Western Australia

Key points: "Regional Travel" Section 4.6: Increase regional visitors through government strategies to:

- a) Tourism support infrastructure in regional WA
- b) Australia's best regional events calendar
- c) Improved caravan, camping, and self-drive experiences
- d) Extraordinary regional experiences, including nature-based, culinary, and cruise shipping

The Narrogin Draft Walk Trails Master Plan notes that "it is crucial that the suite of trails reflect the quintessential character of the area – its natural assets, its Aboriginal history, its pioneers, its heritage and culture, the traditional farming practices and new agricultural enterprises."⁵⁶ This is aligned with the strategic tourism direction for Narrogin and will be a critical component of the successful implementation of the tourism strategy.

The existing nature trails identified in the Narrogin Draft Walk Trails Master Plan (2019) are as follows:

Nature Trails

⁵⁶ The Shire of Narrogin Draft Walk Trails Master Plan, Transplan Pty Ltd. 2019.

- Breakaway Walk Trail (Foxes Lair)
- Banksia Walk Trail (Foxes Lair)
- Valley Walk Trail (Foxes Lair)
- Clay Pit Walk Trail (Foxes Lair)
- Granite Walk Trail including Arboretum Walk (Foxes Lair)
- Archibald Park Walk Trail (Railway Dam)
- Railway Dam Walk Trail (Railway Dam)
- Narrogin Recreation Trail (Gnarojin Park)
- Centenary Pathway (Gnarojin Park)

Trail Development Priorities

The Master Plan identifies three key trail projects that will each result in creating improved tourism assets for the Shire of Narrogin. These projects, especially Project 1, Foxes Lair, will deliver the most immediate and strategically significant tourism benefits and is, thus, considered one of the higher priorities for implementation of the Narrogin Tourism Strategy. The three projects are described in the Narrogin Draft Walk Trails Master Plan as follows:

Project 1: Foxes Lair Trails Upgrade Project

Foxes Lair is a remarkable piece of bushland, situated on Narrogin's doorstep. Considerable effort by the Friends of Foxes Lair (often with very limited financial resources) has seen a range of walk trails developed within the area. Most of the existing trails are well formed, with only minor trail surfacing improvements required (erosion control and refurbishment of steps).

The overall intention is to make the trails more easily navigable. This will be achieved by removing all existing trail directional markers and replacing them with Australian Standard and uniformly designed signs on steel posts.



The installation of interpretive panels along each trail will provide an educational experience for all users, be they local residents, day trippers, tourists, or people holidaying longer in Narrogin.

Project 2: Railway Dam Trails Upgrade Project

Two short walk trails exist within the Railway Dam reserve and appear well used by local people. However, to increase usage and enjoyment several improvements and upgrading of the trail surface are recommended.

The range of improvements include the replacement of informal directional signage with Australian Standard and uniformly designed signs on steel posts; the installation of interpretive signage and filling of parts of the trails to raise them above a typical flood level. Realignment of the Archibald Park Trail is also proposed.

Project 3: Gnarojin Park Trail Upgrade Project

Gnarojin Park has several existing trails, as indicated throughout this report. No new trails are proposed. However, the existing trails could be “amalgamated” into one single trail route, with the installation of trail directional markers, designating the circuit trail, bringing users past all the important elements of the park (Dreaming Sites, Centenary Pathway). Improvements will be subject to the findings and conclusions of the (current) Gnarojin Park Masterplan before Council at the time of writing.⁵⁷ Aboriginal interpretation should form an important component of the Trail upgrades (as detailed in the section on Aboriginal experiences).

History and Heritage Trails

The Trails Master Plan “also seeks to capitalise on the outstanding built history of the town. The Shire is supporting work on a revamped CBD heritage trail that will, when implemented, take users past a range of interesting and historic sites throughout the town, each with an interesting story.”⁵⁸ Once completed, an app-based audio tour and/or guided tour could be offered to share stories and more detail historical information for history buffs and other visitors. The image below shows the Narrogin Town Centre Heritage Trail Concept which is due for completion in 2019:



A significant opportunity also exists to develop (or integrate in the proposed trails), an enriching Aboriginal cultural experience. This would involve working closely with the Aboriginal elders to document and communicate appropriate Aboriginal stories and perspectives on the landscapes, nature, history, and contemporary life.

⁵⁷ The Shire of Narrogin Draft Walk Trails Master Plan, Transplan Pty Ltd. 2019.

⁵⁸ The Shire of Narrogin Draft Walk Trails Master Plan, Transplan Pty Ltd. 2019.

Self-Guided Interpretive Flora and Fauna Tours

The Shire of Narrogin Draft Walk Trails Master Plan (2019) identifies that “In terms of local reserves, Foxes Lair is without doubt Narrogin’s greatest natural attraction. There are five walk trails through this bushland area and already well used, however there is room for improvement of these popular attractions. This Walk Trails Master Plan promotes their upgrading and a range of safety improvements to the existing trails. Upgrading of these trails will be beneficial to residents of Narrogin, holidaymakers, and tourists passing through or visiting Narrogin.”⁵⁹ Encouraging active geocaching enthusiasts to set up geocaches in the area will also increase visitor use, awareness, and enjoyment of the trails.

Mountain Bike Trails

Common Ground Trails were 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. Their draft Pump Track and Mountain Bike Trail Feasibility Study suggested that:

“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.”⁶⁰

The appendix of the report defines a range of different mountain bike trail types, which note their suitability to competitive riders and events. Initial stakeholder feedback identifies that this is perhaps not well aligned with the Foxes Lair Management Plan or current and potential visitor demographics who are more focussed on exploring the natural and environmental values of the region as opposed to competitive mountain bike racers and hard-core adventurers.

Brighthouse reviewed the draft report, and while generally in agreement with the proposals, we noted comments, with which we concur, from local community member Doug Sawkins, who is actively involved in the management, conservation, and promotion of Foxes Lair:

- “The integrated network of access roads, picnic areas and passive recreation trails in Foxes Lair have been developed for a range of users, and to minimise dangers posed by trail bike and fast cars and 4WD incursions. Cyclists presently use the trails and access roads, compatibly with walkers and although random speeding motorists and trail bike riders still pose a risk on the roads.
- I do not support the creation of a dedicated mountain bike trail, as I do not think that there is sufficient social or economic benefit to justify the very high construction and maintenance cost and the likelihood that there will be ongoing problems with trail bike incursion. If council decides to create a trail, The Commonage is the best location. Foxes Lair is not suitable
- I propose amending the Foxes Lair management plan to increase safety for all passive recreation users, and to create an integrated network of family cycle/walk trails from existing walking trails and fire access tracks that would complement the five walk trails. The purpose is low speed cycling to enjoy the environment, not high-speed technical racing. As the greater part of these trails will be on existing fire access tracks, construction cost for these low-speed/low-impact trails should be relatively low, but careful planning and signage is essential. Implementation could be staged.
- “A 5 to 10km family cycle trail planned for Dryandra Woodland further reduces the viability of a similar circuit for tourists in Narrogin”⁶¹

⁵⁹ The Shire of Narrogin Draft Walk Trails Master Plan, Transplan Pty Ltd. 2019.

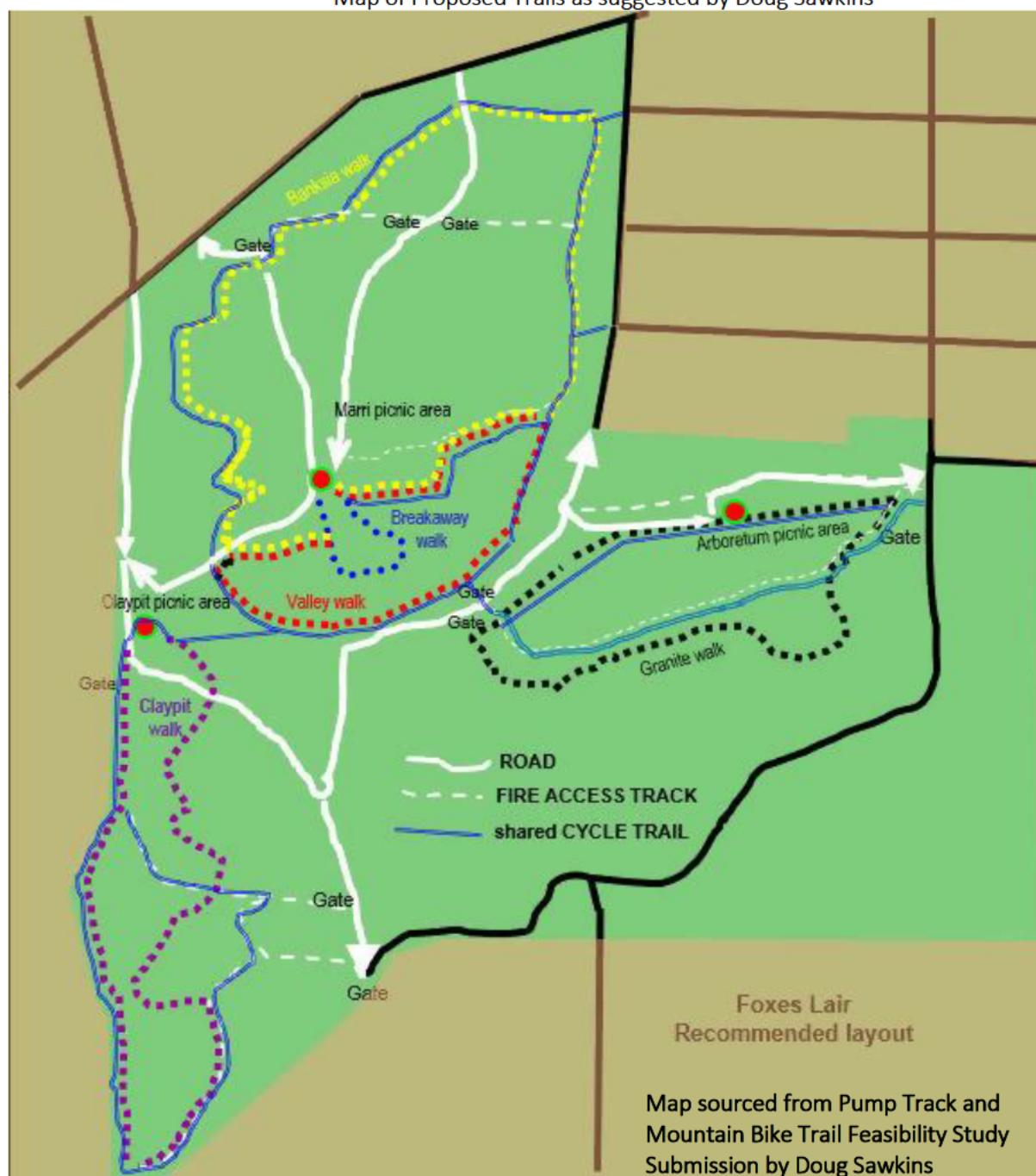
⁶⁰ Pump Track and Mountain Bike Trail Feasibility Study – Common Ground Trails (2019) – Draft currently out for consultation

⁶¹ Pump Track And Mountain Bike Trail Feasibility Study Submission by Doug Sawkins

Doug Sawkins proposes an alternate network of shared use cycle trails which consists of three circuits (one around each picnic area) that are interconnected to allow access to each other the town, and all three picnic areas. His submission details these as per the following description and map:

- Circuit 1 (1.2km) 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 (1.8km) based on the Claypit picnic area requires no construction as it follows existing fire access tracks. This circuit only requires clear signage to be installed. I suggest the same map as at the Granite carpark be placed at all three picnic areas. This circuit is mainly low slope with two steep slopes.
- Circuit 3 (3km) 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.”⁶²

Map of Proposed Trails as suggested by Doug Sawkins



⁶² Pump Track And Mountain Bike Trail Feasibility Study Submission by Doug Sawkins

Linked Multi Use Trails

From a strategic tourism perspective, it could be considered that a network of linked multi-use trails has the potential to attract a broader visitor market, including seniors, families, and nature enthusiasts. These visitor markets are well aligned with Narrogin's existing and proposed target markets.

The softer adventure cyclists (families, seniors, nature enthusiasts, and non-competitive riders) are more likely able to safely share trails with existing users, avoiding potential conflicts between user groups. This is a growing issue in regions such as Margaret River, which has grown in prominence as a mountain bike tourism destination with a well-developed mix of enduro and cross-country trails attracting competitive mountain biking enthusiasts from across Australia and beyond. The success of the Margaret River trails has caused some division in the local community with mountain bike riders, walkers, horse riders, trail bike riders, and environmental groups often taking to social media to vent opposing views over each other's rights to use the trails and the associated safety risks.

Improving existing trails, with adjustments to realign and make them more conducive to multi-users along with improved provision of interpretive information, trail marketing, and facilities is likely to deliver a lower risk, better return on investment, and improved engagement of the local stakeholders and volunteers who provide invaluable support to the maintenance, education, interpretation, and marketing of the trails.

Once successful management strategies are proven effective in ensuring the safety of a range of trail users, the potential for linking the Foxes Lair, Commonage, and Railway Dam trails could be investigated. This would deliver a wider selection of highly attractive extended walk and cycle trails and support the potential viability of a nature-based camp in the area to accommodate overnight hikers, cyclists, and nature enthusiasts. The blue lines on the above map, show an indicative option for linking the trails, which would need to be subject to significant further investigation as part of the overall trail strategy.

Drive Trails

Only one existing drive trail was identified in the Narrogin Draft Walk Trails Master Plan (2019) which is the Narrogin Heritage Trail (Town Drive Trail and District Drive Trail).

A significant opportunity exists to form a critical mass of tourist attractions by linking in with the tourism highlights in other towns along a longer distance drive trail. These are popular with car enthusiast groups (as well as motorbikes and road biking groups) as well as independent travellers looking for something new and interesting to do.

Branding

In today's oversaturated world of too much choice and too little time, the competition for a customer's attention is fierce. Many tourism destinations are similar in features and quality, making it hard to convince consumers to travel and try novel places.

A tourism brand is the personality that a destination projects to connect with its customers. It is one of the most critical marketing weapons at the disposal of any organisation. It represents a destination's values, beliefs, and culture and helps it align with the customers it most wants to connect with. A brand is much more than a logo, which is the visual representation of the organisation and a means of brand recall. A brand is a collection of things that includes reputation, personality, and the promises made to customers about the quality of the experience they will have when visiting.

A brand is evident at every touch point where customers experience visiting Narrogin, whether it be directly with one of the tourism products or indirectly through the visitor website, social media, or other marketing collateral. Therefore, it is important to ensure that it is communicated in a clear and consistent way in a tone of voice that begets trust of the values, beliefs, and culture that are promoted. The strategic application of destination branding is growing with tourism places, as they realise they compete with other places for people, resources, and business. Destination brand management is the coordinated management of all elements that make up a destination, including the attractions, amenities, access, marketing, and pricing. It is important

to take a strategic approach to linking these sometimes very separate entities for the better management of a destination.

Destination branding is about combining all things associated with the “place” (i.e., its products and services from various industries – agriculture, tourism, sports, arts, investment, technology, education, etc.) that collaborate under one brand. Its aim is to capture the essence of the destination, in a unified manner, and can be consumed simultaneously at a symbolic and experiential level. It is then used to market those unique added values to consumer needs and sustaining its success in the face of competition.⁶³

Implementing a tourism strategy is about successfully managing the following aspects of a destination:

- Experience Development – tourism product development, packaging, and wayfinding;
- Tourism Branding – marketing and design services, social media, tour operator, and press familiarisation trips;
- Market Access – visitor centres, website reservation systems, social media, public relations, accessing existing networks;
- Ensuring Brand Integrity – establishing standards, tourism product and service accreditation, certification and training Customer Relationship Management – Maintaining life-long customer interaction; and
- Representation – giving stakeholders a unified and more powerful voice.

Destination brand management is not to be confused with destination marketing, although the two are intricately linked. The basis of any successful marketing strategy is an inspiring brand that identifies the specific key drivers of the target market. With all the diversity of niche and source markets, knowing and understanding who to target and how to target them is vital to success. Tourism brands, whether related to a single business or entire destinations, communicate an important message to potential visitors.

The Narrogin Draft Walk Trails Master Plan (2019) includes a Marketing and Promotion Plan on page 55. Although printed materials are still relevant for some of the older demographics (grey nomads), it is a relatively expensive option with a limited return on investment. It is recommended that mapping could be recorded and published by a volunteer via app-based mapping programs such as MapMyHike or AllTrails. These could then be produced immediately under the auspices of a volunteer group such as foxeslair.org.

Screenshots of the maps could then be printed and either sold on a cost recovery basis (or sponsored by advertisers) for those visitors who are not confident using apps.

Online maps and trail information could also be promoted through other specialist apps and websites such as geocaching.com, and the mobile App, Birdsong Id Australia, etc.

Existing Shire branding could be modified to give a consistent brand across all tourism marketing including trails and public art as per the following:



Its purpose is to provide a systematic network of directional signs to guide the traveling public from major highway gateways to key civic, cultural, regional, and commercial destinations using the minimum number of signs.

⁶³ Tourism WA

Extensions to Trails Development

The following additional actions are recommended for trails development:

- Develop a library of walk and bike trail maps with interpretation of key trail features. Provide in downloadable PDF format on the website (and on mobile app, if developed).
- Utilise Shire's high-quality printer resources to produce small quantities of the specialised collateral, on quality 200gsm+ stock, according to demand, to avoid cost of printing minimum print runs.
- Extend the development of the library of trail maps to include collateral for other key interests and activities (e.g., wildflowers, native birds, and animals).
- Develop a Scavenger Hunt similar to those found at scavengerhunt.com for a unique, memorable, and highly engaging way to bring to life a walking tour of Narrogin. This could then be used as a basis for attracting team building groups and families to visit and stay.
- Explore the development of longer drive trails & itineraries (i.e., Perth-Wandering-Williams-Dryandra-Narrogin and Narrogin-Wagin (Wave Rock)-Perth) to leverage other regional attractions and events.



Strategy 5 – Connect Visitors with Narrogin’s Heritage and Aboriginal Culture

- Upgrade existing parks and reserves, referencing the strong Aboriginal Culture and the Town’s heritage.
- Encourage Aboriginal residents to investigate opportunities for appropriately sharing their culture with visitors.

Aboriginal Tourism

The Shire of Narrogin’s recently commissioned Public Art Strategy identifies that “Narrogin is situated in Wiilmen Country and is a special place to many Noongar people today. Noongar occupation of the Dryandra Woodland – Wilgadin, 22 kilometres north-west of Narrogin, dates to pre-European contact. Several Noongar sites have been recorded in the area, including an ochre quarry, a scar tree, stone arrangements, rock art, and artefact scatters.”⁶⁴

Opportunities for guided or self-guided tours exploring the ochre quarry, scar tree, stone arrangements, rock art, and artefact scatters should be investigated to ascertain potential visitor appeal, safety, accessibility, sensitivities, sustainability, and viability. When assessing potential Aboriginal cultural experiences, the Wheatbelt Development Commission cautions that:

“many iconic nature-based attractions in the Region have fragile environments and/or are Aboriginal sacred sites with cultural sensitivities”⁶⁵

By sharing the stories of culturally significant sites, their importance would be more universally recognised, and if information is communicated to visitors in a respectful and appropriate way, it can improve reconciliation outcomes, whilst also enhancing the visitor experience.

It is important that the cultural implications are thoroughly assessed, and full consultation is undertaken with the broader Aboriginal community to ensure that any potential tours and/or interpretive information proposed is appropriate to be shared and will not negatively impact on country or culture.

Opportunities for economic development and employment for the regions Aboriginal people should be a key consideration in the development of culturally appropriate interpretative materials and tours. Walking tours, vehicle tours, storytelling, and bush food sampling are just a few options for aspiring Aboriginal tourism operators to investigate.

Organisations such as the Western Australian Indigenous Tourism Operators Council (WAITOC) and Indigenous Business Australia (IBA) have support programs and assistance for Aboriginal owned tourism businesses and aspiring business operators and can assist with investigating the feasibility of potential tourism businesses.

One existing cultural trail identified in the Narrogin Draft Walk Trails Master Plan (2019) is the Noongar Dreaming Pathway (Gnarojin Park). This could be enhanced with infrastructure, facilities, and interpretative materials to support the development of a guided or self-guided walking tour to be offered by local Aboriginal cultural specialists.

⁶⁴ Draft Public Art Strategy Shire of Narrogin (2019). artsources.net.au.

⁶⁵ Growing Wheatbelt Tourism 2017-2020, Wheatbelt Development Commission. 2017.

Cultural enhancements to other trails and attractions should also be investigated in close consultation with the Aboriginal custodians to determine suitability for sharing information and the most beneficial ways to approach the development of Aboriginal cultural experiences in Narrogin.

Connecting Visitors with Narrogin's Aboriginal Culture and Heritage

- Develop Aboriginal cultural interpretive materials for placement at popular visitor locations, including Gnarojin Park, Foxes Lair, and Dryandra as well as where appropriate as part of the trail development works.
- Develop an Aboriginal meeting place or story telling amphitheatre with seating, fire pit, etc., which is also able to be used as a tour base and links in with Aboriginal cultural interpretive information at Gnarojin Park, Dryandra, or Foxes Lair.
- Engage and consult with local Aboriginal elders to ascertain what information is appropriate for sharing with visitors and how they would like to see it shared.
- Develop "Aboriginal Characters & Dreaming Stories" Trail (self-guided or guided) which brings to life the Aboriginal culture and history of the area. Publish interpretative materials online and on signage.
- Enhance Aboriginal Cultural interpretive materials at Gnarojin Park, Dryandra, and Foxes Lair to include (but not limited to) Aboriginal place names (and cultural significance where appropriate) on all signage.
- Make contact with local Aboriginal Groups and Elders to see if they can suggest any Aboriginal residents who would be interested in sharing culture with visitors and link them in with the support services such as Indigenous Business Australia, WAITOC, etc. who can help them to investigate the viability of setting up a tourism business.
- Liaise with Wheatbelt Development Commission and WAITOC to seek their support and to facilitate the development of Aboriginal tourism businesses.
- Identify any potential support through The Noongar Natural Resource Management Pathways project (see <https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/06/McGowan-Government-partners-with-Lotterywest-to-boost-Aboriginal-capacity-in-the-South-West.aspx>)
- Seek funding and develop infrastructure for a Meeting Place/Story Place and Tours base.



Strategy 6 – Encourage the Development of Experiential Accommodation Options

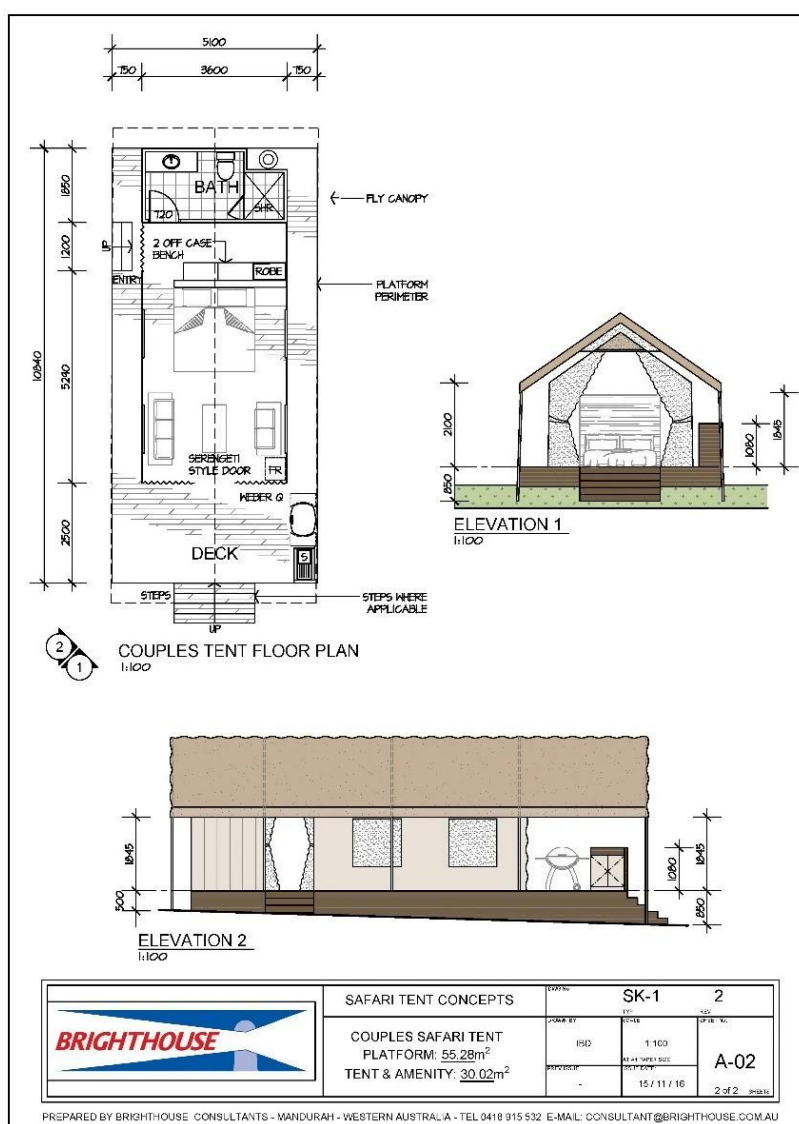
- Encourage development of niche accommodation product such as farm-stay, caravanning and camping (including glamping), and upgrade of historic hotels.
- Lay the foundations for future innovative experiential accommodation inside Foxes Lair, Railway Dam, Archibald Park, The Commonage, or Dryandra Woodland (long-term aspirational strategy for consideration once traction is achieved in tourism)

Experiential Accommodation

Reviews indicate that the niche accommodation and farm-stays are now better placed to meet visitor expectations than the larger more commercial hotels.

The establishment of more experientially focussed overnight accommodation in the Shire of Narrogin would present opportunities for domestic and international tourists to experience the diversity of activities and attractions that cannot be enjoyed on a short-day trip, adding significantly to the social and economic benefits from tourism. Visitor accommodation often acts as a conduit for other tourism development, encouraging operators to develop tourism product, servicing, attractions, and events.

The Caravan and Camping Regulations 1997 allows a variety of accommodation in tourist caravan parks, including powered and unpowered caravan and camping sites, tourist cabins, and “glamping” tents. Alternatively, these could be encouraged on private land under a Nature Based Campground Licence.



Foxes Lair, Railway Dam, Archibald Park, or Dryandra Woodland present opportunities for low-key nature-based tourist accommodation development at the sites, and it is proposed that a concept, which contains a variety of complimentary accommodation development options by separate individual developer/operators, would be the most practical way forward. To ensure that the Shire retains conceptual control over the site and achieves its desired outcomes, it may be preferable to prepare concept drawings for the development of the site, prior to seeking expressions of interest from developer/operators.

Inspiration for future possibilities – A new concept in accommodation

For a pristine environment such as Dryandra Woodland or Foxes Lair, the potential visual impact, environmental degradation, and access requirements during construction and subsequent occupancy of the tourist accommodation is confronting. However, new innovative construction techniques exist in final stages of development that have potential to overcome such issues, whilst providing built form tourist accommodation that is self-sustaining from an energy perspective, (the 50 panels on each accommodation unit being capable of producing 30kWh per day from the 56 square metre cabin footprint).

The developers of the robotically manufactured wall and roof panels that comprise the building structure realised that in recent years, the cost of producing a square metre of solar panel is now less costly than the cost of a square metre of structural plywood and the unique building system was born.

The building system allows buildings to be constructed on sites with minimal access. The floors are elevated on screw piles and can therefore be set above understory vegetation and easily service by boardwalks. The energy efficiency of the buildings allows for electrical appliances and lighting to be operated off-grid, especially when grouped around a single storage battery. Floor plans for Energy Cubes can be provided in single-bedroom, two-bedroom and three-bedroom configurations.



It is considered that the primary focus for Narrogin's future nature-based accommodation should be toward low-impact, low cost developments that are consistent with the identified target markets. Therefore, accommodation such as low-cost campsites, safari tents, and wildlife viewing cabins could be developed for people who visit Narrogin to experience the nature, history, and culture of the area. Additional experiential farm-stay accommodation (including energy cubes, chalets, camping and safari tents) should also be investigated and encouraged within Shire planning policies where possible.

Strategy 7 – Develop and promote escorted and self-guided tours

- Encourage the development of escorted and self-guided tours and periodic activities for special interest groups including either walking or bus tours, focussing on Aboriginal culture, history and heritage, wildflowers, nature, daytime and nocturnal wildlife spotting, stargazing, art, photography, railway heritage, farm tours, gliding, and competition cycling (Narrogin Velodrome), etc.

Leveraging Local Expertise

Currently, no tours are listed on the DCVC website. It is difficult for new tours and activities to prove viable in small country towns, though options for guided interpretation and a “local perspective” are important to visitors.

New and emerging channels exist for smaller businesses and individuals to share their local knowledge and passion for their region with low-key guided tour services communicated via websites such as Touristlink and Vayable. These websites link visitors with local residents interested in providing personalised tourism services, experiences, or tours. These sites offer benefits to individuals and operators of micro business and those looking for a supplemental income where demand will not support full-fledged tourism enterprises. Though the established tourism industry is not generally supportive of these new channels due to the competitive threats, if done fairly and within an approved regulatory framework, it can add great diversity and deliver additional business and benefits for the broader tourism, retail, and hospitality industry.

There are also options for existing businesses and organisations to offer tours as supplemental experiences to add value to their core product or purpose (e.g., farm-stays offering farm tours, tractor rides, and shearing demonstrations and the Art centre offering art tours, etc.).

In addition to the actions listed under the Aboriginal Cultural Tourism Strategies and the Trails Strategies, the following actions are recommended to encourage the development of local tours in Narrogin:

- Shire of Narrogin to document and communicate a policy for regulatory and licencing requirements for the provision of tour services by residents, clearly outlining regulatory requirements and how to set up and deliver an approved tour service;
- Offer free listing and promotion via the DCVC for micro tours to support the growth and development of fledgling tour enterprises;
- Consider the development of a mobile app, which can provide listing of tours as well as other tourism attractions and destination information;
- Contact Tourism WA, Tourism Council WA, Wheatbelt Tourism and WAITOC to encourage them to run a workshop in Narrogin for aspiring tourism businesses and individuals on how to get started in the tourism industry; and
- Advise local prospective tourism operators about tourism grants when they become available.

Strategy 8 – Strengthen Linkages with Industry Networks and Complementary Destinations

- Improve tourism network linkages with Tourism WA, Australia's Golden Outback and the towns and tourism attractions in the Southern Wheatbelt such as Wave Rock and Kulin.

Tourism Industry Linkages

There are significant benefits to active participation and engagement in the tourism industry supply chain and support channels, including:

- Ability to leverage off marketing opportunities and participation in familiarisations, regional marketing initiatives, funding opportunities, and industry initiatives
- Improved visibility and agency support for new initiatives
- Potential of support for tourism funding applications
- Access to industry insights as well as training and development opportunities
- Collateral distribution
- Identification of opportunities for local tourism industry and operators to connect them into tourism industry support networks

In addition to industry linkages, significant benefits can be leveraged through linking in with complementary tourism destinations to cluster attractions and develop self-drive itineraries. In addition to the existing collaborative relationships Narrogin has with surrounding shires for the promotion of Dryandra Woodland, reaching further afield to towns such as Kulin and Hyden to leverage off their appeal to a similar target market for a drive trail and attraction clustering could prove mutually beneficial.

Development of drive trails and collaboration on cooperative marketing activities would benefit tourists and industry with increased visitation and improved visitor satisfaction.

The following actions would help to strengthen linkages with industry networks and complementary destinations:

- Distribute a news release regarding the new strategic direction for Narrogin's Tourism Industry to Tourism WA, AGO, Tourism Council WA, DBCA, WAITOC, Wheatbelt Tourism, and other industry organisations and agencies to seek their support in implementing key strategies;
- Get on mailing lists for all the above-mentioned organisations and agencies to ensure opportunities can be leveraged where relevant;
- Send new collateral/website out to inspire networks with Narrogin's tourism potential;
- Encourage participation in familiarisations for social media influencers to experience (and blog about) country life and link in with "Farmer for a Day" strategies;
- Highlight opportunities to key agencies for product development and proposed tourism development direction to increase recognition of tourism potential and encourage support;
- Investigate the use of dynamic, live, interactive online engagement platforms as a means of seeking ideas, gathering feedback, and collaborating on decision making; and
- Attend tourism industry networking events to build relationships with key tourism industry influencers and build profile of Narrogin as a tourism destination.

Strategy 9 – Leverage Events to Attract New Visitors

- Encourage and create new events to attract large groups of visitors.

Enticing the Staging of Events

A handful of carefully selected events have the potential to draw a new mix of international, interstate, and intrastate visitors to the region, whilst also communicating key branding messages. When events are closely aligned with the regions distinctive difference or unique “sales” proposition, they serve to position Narrogin as a destination of choice for targeted special interest groups, giving these people a reason to come back repeatedly to enjoy the produce, nature, culture, and heritage of the region.

Events, such as the recently held Australian Championship Orienteering event, bring in new visitors who have a good fit with what Narrogin has to offer. It is important that events such as this are encouraged through ensuring needs of the organisers are well catered for as well as the businesses in town have appropriate stock and staffing on hand to meet the needs of visitors.

“Some pics of the starting line for the Australian championship orienteering event in Foxes Lair. Fabulous family sport. The white boxes contain maps for each of the 18 different race circuits.

There was a huge crowd of entrants waiting for their start, with each group leaving at 10-minute intervals. The members in each group each took a different circuit according to their class which ranged from 10-year-olds, (with many other categories male and female) to seniors...

The visitor centre and cafes were completely overwhelmed. There were orienteering brochures given to these venues by the association and an Observer article, but businesses didn't realise that hundreds of people were coming. Still a great event for Narrogin “
<https://www.facebook.com/groups/1486933428191882/>

Attracting events is always a challenge, and it is important that a proactive approach is taken with identifying prospective events and contacting event organisers to encourage them to consider Narrogin for their event.

Work with local enthusiasts to engage with their networks and encourage them to bring events to Narrogin. Local birdwatchers are often well connected with bird-watching groups, for example, and could encourage these groups to hold a meet-up or event in Narrogin. Whilst, ideally, a full events strategy and database should be developed, in the meantime, there is an opportunity to focus on a few key past and current events and look to ensure they are welcomed back to Narrogin in the future.

Ensuring events are well attended and supported by the local residents and businesses is critical to ongoing attraction of events. Communication is key in getting the locals involved and, as a priority, an events database should be compiled and communicated via the Shire website, the tourism website, and via direct email communications to retail and hospitality businesses in the Shire.

Implementation

Though detailed action planning should be done once analysis of each of the proposed strategies has been carried out, some top-level actions, along with their recommended priority for implementation are provided in the following table. This is to assist the Shire of Narrogin to pick the low hanging fruit and implement some of the key strategies in the short term to enable the foundations to be set for the longer term and more aspirational strategies.

Strategy	Priority	Actions
Strategy 1 – Conduct a Visitor Information Services Review	1	Undertake a cost benefit analysis of the current visitor centre operation, to ascertain whether the physical distribution of tourist information can be achieved more sustainably through alternative options.
	1	Depending on outcome of the cost benefit analysis, seek expressions of interest from local businesses (or aspiring businesses) to lease the current visitor centre building and provide visitor information in return for subsidised (or peppercorn) rent (with or without the support of volunteers).
	1	Transition the Visitor Centre Manager role over to a Destination Marketing Manager role with responsibility for the implementation of the marketing strategy.
	1	Collate detailed information and gain permission to publish it including all Foxes Lair Information, Dryandra Woodland information and listings of both small and large tourism operators, hospitality providers and other tourism related businesses, amenities, organisations, etc. Offer a free listing option for all, and an enhanced paid listing for those who want increased exposure.
	1	Develop an exceptional tourism destination promotional package, incorporating an outstanding, all-encompassing website, digital visitor information distribution, social media and visitor-interest and activity-based collateral.
	1	Put all visitor servicing information online and on touch screen kiosks to encourage self-service where possible.
	1	Activate an online engagement platform, either on the Shire website or the proposed new DCVC website for collaborating with the community and visitors and inviting stakeholders to work with the Shire of developing Narrogin as a tourism destination.
Strategy 2 – Enhance Narrogin's Natural Experiences	1	Compile and disseminate (as per the strategy) detailed information on Narrogin's soft-adventure, nature-based experiences, Dryandra Woodland, and the region's unique flora, fauna, and geoscience features. Key attributes to be conveyed are the profusion and diversity of wildflowers and birdlife, the ease of access for self-guided tours, the hidden "stories" behind the area's landscapes and vegetation (e.g., the trees that that create the gravelly, lateritic soils), and the ease of access for self-guided tours;
	2	Devise wayfinding strategy and design and implement signage as appropriate.
	1	Develop Foxes Lair as a centrepiece of Narrogin's Natural Experiences by improving and upgrading facilities, amenities, wayfinding, and interpretation at the site, targeting the appropriate large traveller segments identified in the three WA Tourism Domestic Market Segmentation – Escape and Connect, Off the Beaten Track, and Family Fun.

Strategy	Priority	Actions
	2	Develop a viewing area at Foxes Lair for Astrotourists and develop relevant marketing collateral to support the new infrastructure.
	3	Plan to value add to other natural locations, such as Railway Dam, Gnarogin Park and Yilminning Rock, which are located on Narrogin Shire-controlled land, by gradually improving access, wayfinding, and amenities to make them more accessible and interesting;
Strategy 3 – Farmer for a Day	1	Compile and disseminate detailed information on opportunities for visitors to immerse themselves in Narrogin’s farming heritage - Love the (Country) Life, and mentor famers and aspiring tourism operators in how to leverage tourism opportunities to build new income streams.
	1	Encourage and facilitate regular weekend Farmers’ Produce Markets.
	1	Compile fact sheets clearly outlining relevant policies and regulations to encourage rural properties to develop tours, small-scale cabin, glamping, and caravanning and camping facilities to attract city-dwellers to experience the country life.
Strategy 4 – Identify and Cater for Niche Visitor Interests	1	Identify and develop tourist experiences that cater to specific niche interests (e.g., wildflowers, bird spotting, nocturnal animal viewing, and walk and mountain bike trails, (including the proposed pump track at Gnarojin Park).
	1	Take ownership of activities and interests of prospective visitors to the area and add them to Narrogin’s tourism portfolio. Add each activity to the What-to-do and What-to-see pages of the new website and distribute via social media.
	1	Create online and printed collateral for each major interest and activity (e.g., nocturnal animals, trails, wildflowers, farm-stay, camping, etc.) rather than locations, other than for Narrogin’s iconic attractions such as Foxes Lair and Yilminning Rock.
	1	Encourage viewers to download and print trail maps and other collateral from the website and social media, requiring registration as a prerequisite - name, email address, or mobile phone number; postcode (for future marketing and statistical purposes); and provide a voucher pack for goods and services discounts (provided by participating local businesses).
Strategy 5 – Connect Visitors with Narrogin’s Heritage and Aboriginal Culture	1	Engage and consult with local Aboriginal elders to ascertain what information is appropriate for sharing with visitors and how they would like to see it shared.
	2	Upgrade existing parks and reserves, referencing the strong Aboriginal Culture and the Town’s heritage. Develop Aboriginal cultural interpretive materials for placement at popular visitor locations including Gnarojin Park, Foxes Lair, and Dryandra as well as where appropriate as part of the trail development works.
	2	Develop an Aboriginal meeting place or story telling amphitheatre with seating, fire pit, etc. that is also able to also be used as a tour base and links in with Aboriginal cultural interpretative information at Gnarojin Park, Dryandra, or Foxes Lair.
	2	Develop “Aboriginal Characters & Dreaming Stories” Trail (self-guided or escorted) which brings to life the Aboriginal culture and history of the area. Publish interpretative materials online and on signage.

Strategy	Priority	Actions
	2	Encourage Aboriginal residents to investigate opportunities for appropriately sharing their culture with visitors by linking them in with organisations, such as WAITOC (https://www.waitoc.com/) and Indigenous Business Australia, to seek mentor support and funding or loans.
Strategy 6 – Encourage the Development of Experiential Accommodation Options	1	Conduct and release investigations into regulatory considerations and top line feasibility to encourage development of niche accommodation product such as farm-stay, caravanning and camping (including glamping), and upgrade of historic hotels.
	3	Lay the foundations for future innovative experiential accommodation inside Foxes Lair or Dryandra Woodland (long-term aspirational strategy for consideration once traction is achieved in tourism).
Strategy 7 – Develop and promote escorted and self-guided tours	1	Compile information on Encourage the development of escorted and self-guided tours and periodic activities for special interest groups including either walking or bus tours, focussing on Aboriginal culture, history and heritage, wildflowers, nature, daytime and nocturnal wildlife spotting, stargazing, art, photography, railway heritage, farm tours , gliding, competition cycling (Narrogin Velodrome), etc.
	1	Shire of Narrogin to document and communicate a policy for regulatory and licencing requirements for the provision of tour services by residents, clearly outlining regulatory requirements and how to set up and deliver an approved tour service.
	1	Offer free listing and promotion via the DCVC for micro tours to support the growth and development of fledgling tour enterprises.
	1	Contact Tourism WA, Tourism Council WA, Wheatbelt Tourism and WAITOC to encourage them to run a workshop in Narrogin for aspiring tourism businesses and individuals on how to get started in the tourism industry.
	1	Advise residents about tourism grants when they become available.
Strategy 8 – Strengthen linkages with Industry Networks and Complementary Destinations	1	Distribute a news release regarding the new strategic direction for Narrogin's Tourism Industry to Tourism WA, AGO, Tourism Council WA, DBCA, WAITOC, Wheatbelt Tourism, and other industry organisations and agencies to seek their support in implementing key strategies.
	1	Get on mailing lists for all the above-mentioned organisations and agencies to ensure opportunities can be leveraged where relevant.
	2	Send new collateral/website out to inspire networks with Narrogin's tourism potential.
	2	Encourage participation in familiarisations for social media influencers to experience (and blog about) country life and link in with "Farmer for a Day" strategies.
	2	Highlight opportunities to key agencies for product development and proposed tourism development direction to increase recognition of tourism potential and encourage support.
	1	Attend tourism industry networking events to build relationships with key tourism industry influencers and build profile of Narrogin as a tourism destination.

Strategy	Priority	Actions
Strategy 9 – Leverage Events to Attract New Visitors	1	Instigate an automated system (new website) for allowing residents and local businesses to upload events to a central database which is published online and emailed out to subscribers (and/or shared on the Shire Facebook page).
	1	Develop a listing of key events that could be developed for Narrogin that are aligned with the Destination Narrogin Brand attributes. Possibilities might include a bush polo competition, culture & heritage events – step back in time, antiques & trinkets markets/garage sales, shearing events, country music event/festival, sport events, hobby farm expo, etc.
	1	Seek feedback from organisers of previous events and encourage them to consider Narrogin as a location for future events. Explore options and potential partners/organisers for Trail Events - Car Rallies, Wildflower Events, Orienteering, Geocaching, Treasure Hunts, Cycle Race, History Mystery Events, etc.
	1	Collate an events attraction database with details of organiser contacts for past and potential events. Include in the database contact details for organisers of (past, present, and future) events being held in similar locations. Contact the organisers to see if they would consider Narrogin for future events and look for feedback on what would encourage them to hold future events in Narrogin.
	1	Build an annual events schedule for regularity and continuity and set key selection criteria such as: <ul style="list-style-type: none"> • Alignment with the “Narrogin Experience” • Creating a high profile for the region • Generating economic value and a return on investment • Level of support from the community • Explore options and potential partners/organisers for Trail Events - Car Rallies, Wildflower Events, Orienteering, Geocaching, Treasure Hunts, Cycle Race, History Mystery Events, etc.
	1	Do up a calendar of events and capture all (arts, theatre, group walks, wildlife, community, markets, wildflowers in bloom, geocaching, etc.) publish on visitor centre website and submit to other websites for publication.
	1	Ensure events are fully leveraged with appropriate marketing, communications with local residents and businesses, etc.
	1	Improve visibility and tourism marketing of Narrogin Farmers’ Market and Artisans' Market to encourage it to thrive and potentially grow into a weekly event.

Submission	Public Comment	Officer's Comment
Public 1	Completely supports most of the Strategy.	Support for the Narrogin Tourism Strategy is noted.
	Is of the view that tourism in Narrogin is currently disjointed, parochial and dysfunctional. Gives the example of the failure to promote the national orienteering championship held in Foxes Lair in 2018 as an example of a missed opportunity.	Comments are noted
	Suggests coordinating Narrogin attractions and events with those of surrounding districts, and developing links with tourist outlets in surrounding towns to take advantage of other events and attractions that bring visitors into the district. Examples include the Kulin community and bush races, Wagin Woolorama and Pioneer village, Wickepin's Albert Facey House, Boyagin Rock, Woodanilling Wildflower expo - currently not incorporated in promotional	Comments are noted and require further consideration.
	<p>Strongly supports a cost benefit analysis of the current DCVC's operation and move towards a more online delivery of the visitor services.</p> <p>States the DCVC has declined from a regional service funded by five Shires and membership fees. States that three Shire's withdrew their membership due to the dissatisfaction experienced. States the DCVC did not actively seeking corporate sponsorship. States Narrogin Shire is in the unenviable situation of providing most of the funding support without commensurate control of activities and outputs. Is of the view that the DCVC Committee and the manager's promotional interest are focused on Narrogin and Cuballing Shire and the few remaining corporate members and fail to promote adjoining attractions which would bring tourists into the Narrogin district. States there is no effective oversight of the DCVC manager.</p>	Support for the recommendation that the Shire undertake a cost benefit analysis of the current DCVC operation is noted.

	Strongly supports a possible CBA outcome where consideration is given to alternative options to the DCVC's stand-alone "shopfront" and a move towards mostly online delivery of tourist information. Strongly supports moving to an "all-things encompassing tourism website," offering digitally based visitor information distribution and interaction, together with support through social media.	Support for potential move away from off-line to on-line tourist information with an all-encompassing tourism website is noted.
	Somewhat supports strengthening linkages with industry networks and complementary destinations but only if there is a direct benefit to the Shire of Narrogin. States that the current \$2,000 the DCVC is paying per annum to be a member of a state based tourist website is having little or no benefit.	Comments are noted. The benefits gained from DCVC's membership with a state based tourism website may need assessing.
	Strongly supports the recommendation to compile and disseminate detailed information on Narrogin's soft-adventure, nature-based experiences, Dryandra Woodland, and the region's unique flora, fauna, and geoscience features.	Comments are noted.
	Supports the "Farmer for a Day" concept to provide opportunities for visitors to immerse themselves in Narrogin life.	Support for Farmer for a Day strategy is noted.
	Strongly encourages creating new events to attract visitors. However expresses concerns about the commercial viability of regular events in Narrogin. For example supports the present Gnarojin Community Garden but discourages regular Farmer's Produce Markets as does not believe there is enough suppliers or customers to facilitate commercial gain.	Support for the creation of new events is noted and needs further consideration. Reservation regarding viability of Farmers Market is noted.
	Supports encouraging rural properties to develop tours, small-scale cabin, glamping and caravanning and camping facilities to attract city-dwellers.	Support for rural properties to develop tours, glamping and caravanning facilities etc. is noted.
	Strongly supports the idea of identifying and developing tourist activities for niche visitor interests such as wildflowers, bird spotting, nocturnal animal viewing and walk and mountain bike trails. Supports developing and promoting escorted and self-guided tours.	Supports for tourist activities for niche visitor interests is noted. Support for promoting escorted and self-guided tours is noted.
	Disagrees with establishing a dedicated mountain bike trail.	Comments are noted.

	Supports the Shire of Narrogin taking control of market research and overall management of tourism.	Support for the Shire taking control of market research and overall management of tourism is noted. Requires further consideration.
	Suggests the Shire should document and communicate a policy for regulatory and licencing requirements for the provision of tour services by residents, clearly outlining regulatory requirements and how to set up and deliver an approved tour service but doubts the long term viability without an exceptional entrepreneur.	Support for the Shire developing regulatory and licencing requirements for the provision of tour services by residents is noted. Reservation regarding long term viability of tour services without an exceptional entrepreneurship is noted.
	Supports the concept of connecting visitors to Narrogin's heritage and Aboriginal culture. Surmises that there needs to be support to overcome causes of Aboriginal disadvantage in the community before Aboriginal orientated initiatives can succeed without considerable support from all levels of government. Advised that 20 years ago the Friends of Foxes Lair considered renaming Foxes Lair to a Noongar relevant name however Narrogin elders said the reserve had no cultural significance.	Support for connecting visitors to Narrogin's heritage and Aboriginal culture is noted Suggestion that government support is required is noted.
	Disagrees that Narrogin's location and natural assets justify local government funding. Argues Dryandra Woodland only 25 kms away from Narrogin already fills this niche. Instead recommends that homestay and RV camping is more effectively promoted and supported.	Comments are noted.
	Discourages laying the foundations for innovative experiential accommodation in Foxes Lair or Dryandra Woodland. States Dryandra Woodland is not suitable as it is a government reserve. Foxes Lair is not suitable as it is too small, too valuable as a resource and would conflict with other activities there. Suggests there is suitable land in the commonage but does not believe that it will be commercially viable.	Lack of support for innovative experiential accommodation in Foxes Lair or Dryandra Woodland is noted. Requires further consideration.

10.1.4 SHIRE OF NARROGIN SPORT AND RECREATION INFRASTRUCTURE PLAN FEASIBILITY STUDY REPORT

File Reference	26.8.3 & 15.4.20
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	SGL Consulting Group
Previous Item Numbers	Item 10.1.6, 24 April 2019 Res. 0419.007
Date	7 May 2020
Author	Susan Guy - Manager Community Leisure & Culture
Authorising Officer	Azhar Awang - Executive Manager Development and Regulatory Services
Attachments 1. Sport and Recreation Infrastructure Plan Feasibility Study Report	

Summary

Council is requested to approve the Shire of Narrogin Draft Sport and Recreation Infrastructure Plan Feasibility Study Report for the purpose of seeking public comment for a period of 60 days with any submissions received being referred to Council for further consideration.

Background

SGL Consulting Group was appointed by the Shire to prepare and develop a Sport and Recreation Infrastructure Plan Feasibility Study. The Scope of Works for this project was as follows:

- Phase 1: Needs Assessment – community profile, facility audit and future requirements assessment (preparation for the Master Plan).
- Phase 2: Development of the Sport and Recreation Master Plan – vision, concept design, costing and staging.
- Phase 3 – Feasibility Plan of the final concept.

The aims and objectives of the project were to:

1. Prepare a master plan that outlines a preferred concept for the future development or redevelopment of sport and recreation facilities and infrastructure within the Shire of Narrogin;
2. Provide tangible and supported information to Council which will assist in making informed decisions on any future developments for sporting precincts and allocation of capital planning within the Shire of Narrogin; and
3. Prepare a feasibility study for the final concept plan, as agreed upon by the Shire of Narrogin Council and relevant community Stakeholders.

The need for a feasibility study for a Shire of Narrogin Sport and Infrastructure Plan was driven by the increasing number of requests to the Shire over recent times, by local sport and recreation organisations requiring financial support due to rising maintenance costs of aging club buildings and facilities. Additionally, and as reported by SGL Consulting, a significant factor in the decision to prepare

the Sport and Recreation Master Plan – vision, concept design, costing and staging was local sporting clubs aspirations to establish a multisport clubrooms. This is a major feature of the master plan presented in SGL’s Feasibility Study Report.

The Draft Sport and Recreation Infrastructure Plan Feasibility Study Report was presented at the Ordinary Council Meeting on 24 April 2019 for the purpose of seeking public comment with any submissions received referred to Council for final consideration prior to formal adoption.

However, Council resolved at that meeting:

“That the item be deferred pending further engagement by the consultant and administration with the Working Group, the Hawks Football Club and Upper Great Southern Hockey Association to attempt to address their concerns with respect to the concept of the proposed new central building.”

The results of this further engagement are included within this report.

Comment

To develop the master plan for the Narrogin Regional Recreation Precinct, SGL Consulting considered certain design factors and a design brief based on community’s expressed expectations and concept options.

The design factors included:

- Recreational precinct with compatible activities (Main oval and hockey pitch, leisure centre and outdoor netball courts, tennis court, bowling and croquets, thoroughbred and harness racing);
- Greenfield site (central community and car parking);
- Racing to remain in current location;
- The long term future of both thoroughbred and harness racing in country communities is not secure;
- Outdoor swimming pool, substantial capital costs and annual operating costs if this is to be resurrected;
- Each sporting precinct operates independently and can accommodate all outdoor field sports.

The preliminary design brief considered a number of development features including:

- A multisport club room to the north of the hockey pitch and overlooking the main football and cricket oval. It will involve the demolition of the small toilet block, Ram Shed and possible relocation or re-orientation of the netball courts;
- The main hall to overlook both the football and cricket oval and the hockey pitch. Shade areas to be provided off the main hall to allow players and spectators to move from the main hall to the oval and hockey pitch;
- Demolition and or re-location of Jessie House will create space to expand the Recreation Centre by constructing an indoor “show court”;
- Expansion of the Recreation Centre to the south of the existing two court sports hall to include multipurpose sports hall with timber sprung floor at least 36.55m x 21.30 with fixed tiered seating along one long wall of 5m depth; and
- Removal of the Beach Volleyball (old 50m pool) will create space to introduce an outdoor play and passive recreation area for adults and children using the indoor aquatic centre. Features may

include a splash pad for young children (up to upper primary age) and an outdoor relaxation area, including shade, BBQ, seating for families and groups of friends.

Based on the initial design brief, two preliminary sketch concepts were prepared by SGL and circulated to elected members and the Narrogin Sport and Recreation Advisory Network (NSRAN). The concepts presented were:

1. A multipurpose sports clubhouse in the north east corner of Clayton Oval, requiring relocation of the Ram Shed. (Plan 3.1 Preliminary Concept #1 See p.9 of SGL's report); and
2. A multipurpose sports club as two buildings located between the hockey pitch and oval. (Plan 3.2 Concept Sketch #2. See p.10 of SGL's report).

As a result of NSRAN's feedback on these two preliminary concept options the original design brief - Plan 3.1- was confirmed as the preferred option with some minor amendments.

However the stakeholder feedback raised two significant issues which required resolution. These were reported by SGL as follows:

"Narrogin Hawks Football Club...envisioned a central complex, probably two storey that would have glass viewing platforms on all sides for watching the races, the hockey, the football and the cricket". The club does not believe the proposed multisport clubrooms will benefit the club due to "logistics, area available and cost". It further advises the club is "best served by staying in our current location and upgrading our aging facilities" and "would prefer, at this time, to stay where we are".

"Upper Great Southern Hockey Association ...feel that the current concept plan has not met the initial shared objectives of the sports bodies involved, and particularly UGSHA". The Association wishes to remain involved in a multi-use sports function centre if it provides significant benefits "over and above those that we currently enjoy". It is required to contain a "number of change rooms" and a viewing platform from a two storey building."

In response, SGL Consulting advised the Football Club's position has a significant impact on the community vision of a multisport club rooms as a new building will require a substantial financial commitment to initially construct and needs the full support of all clubs to use the facility to generate revenues and profits through the bar and catering.

SGL further advised "It is unlikely that a multisport club will be financially viable without the support and involvement of football (or hockey, basketball or netball)" and that:

"The existing layout of facilities at the Narrogin Sport and Recreation Precinct is such that it is not possible to locate a multisport club in a location which suits all sports. There must be compromises to effect a solution which meets the needs of all sports."

and

"Consequently, the future of the multisport clubrooms has to be resolved. The three main options are:

- a) Construct a single storey building at a cost in the order of \$2.36m*
- b) Construct a two storey building at a cost in the order of \$3m - \$3.5m*

c) Maintain the status quo, with football and hockey continuing to use their existing facilities”

SGL Consulting prepared a revised Narrogin Sport and Recreation Precinct Master Plan (See Plan 3.3, p.12) and a revised plan for the Multisport Clubrooms (Plan 3.4, p.13). The master plan was revised to include a two storey building located centrally to both the oval and hockey pitch (See Plan 3.5 Two Storey Multisport Clubrooms, p.18) and a Revised Master Plan (Plan 3.6. p.19). Two perspectives were also prepared to indicate what the clubrooms will look like from the oval and hockey pitch (See Plans 3.7 and 3.8 on page 20 and 21 respectively). Complementing these perspectives, photographs were taken from an elevated position at the potential location of the clubrooms, to provide an appreciation of the view to the oval and the hockey pitch.

The plans were presented to a NSRAN meeting on 16 October 2019.

SGL Consulting’s summary of the feedback and its comments in response to the revised plans are presented below in full.

Feedback	SGL’s Comment/Response
<p>Upper Great Southern Hockey Association</p> <p>I presented the plan to our delegates at our last hockey meeting and also emailed it out to all clubs in our association.</p> <p>The main concern going forward was how much control UGSHA will have running the new sporting complex as an association (financial return). The group seemed to be reasonably happy with the new plan.</p>	<p><i>For information only</i></p> <p><i>The master plan report recommends community sporting clubs which will be users of the multisport clubrooms establish an incorporated association. Initially, all sporting clubs in Narrogin should be invited to become members, with the key foundation members likely to include – football, cricket, hockey, netball, basketball, swimming, squash and archery.</i></p>
<p>Narrogin Hawks Football Club</p> <p>I think the concept is good but it would all come down to the way it is run and managed. The expenses and profits would be very hard to manage fairly between clubs. At the moment we get out what we put into our club, I am concerned this may not happen when multiple clubs get involved in something like this.</p> <p>The projected costings, we feel, are way out. we don't think there will be any profit left for clubs operating budgets. The football club, alone, needs approx. \$50,000 to pay players to come from Perth. Managing the club with volunteer labour is not a practical option and therefore a manager or managing committee will need to be employed to oversee the complex, eating into any profits and exacerbating our first concern.</p> <p>We feel, overall, that our club will be severely disadvantaged if we build this complex and would choose to stay where we are and approach council for funds to assist us to maintain our existing premises.</p>	<p><i>Agree with the comment, and future management and allocation of expenses and profit will be dependent upon the cooperation and willingness to behave in the best interests of both their club and the Narrogin community.</i></p> <p><i>Stakeholders need to be comfortable with the expenses and potential profit. They are best suited to review and finalise a budget based on their current turnover.</i></p> <p><i>Disagree, initially volunteers should be able to operate the clubrooms, in the same way the existing clubs operate their facilities. In the longer term when turnover and profitability increases, paid staff may be employed.</i></p> <p><i>This may be a fair assessment in the short term. Over the longer term a multiuse sports club is more likely to benefit sport in Narrogin and each sports club. It will create a larger collective number of volunteers, paying customers and members.</i></p>

Feedback	SGL's Comment/Response
<p>Narrogin Squash Club</p> <p>.. the building design is a massive improvement on the previous effort.</p> <p>The internal 'Social' area...exactly how big is it? I think a comparison to another known building would be very useful. E.g. how big is the internal area at the John Higgins Centre?</p>	<p><i>Positive feedback</i></p> <p><i>The design brief specified that the main hall will be at least 400m², to cater for at least 160 people seated for meals and be capable of being divided into two areas (100 seats and 60 seats). The total area is based on an allowance of 2m² per person plus an additional area of 80m².</i></p> <p><i>The main hall will be serviced by:</i></p> <ul style="list-style-type: none"> ▪ <i>a bar, which serves directly on to both the two sections of the main hall, with cool room (12m²)</i> ▪ <i>commercial kitchen suitable for catering for 160 meals with refrigerated food storage areas (20m²)</i> ▪ <i>2 x public toilets to service main hall and allow for public access from outside (2 x 20m²)</i> <p><i>The dimensions of the John Higgins Centre can be provided by Council.</i></p>
<p>Netball Association</p> <p>From a netball perspective, our main request is still 2 new indoor courts with tiered seating on one which should be wooden and sprung.</p> <p>In regard to the new building to be used mainly by hockey & football, with other Associated sports contributing to costs, we would need to know what percentage would be the costs from the other associated sports.</p> <p>This would be the same feedback from Junior basketball as well (I am also secretary of this committee).</p>	<p><i>The master plan includes expansion of the Recreation Centre to the south of the existing two court sports hall to include multipurpose sports hall with timber sprung floor at least 36.55m x 21.30 with fixed tiered seating along one long wall of 5m depth. The funding strategy is to be determined by the clubs and Council. It may include a cocktail of grants from State and Federal Governments, supplemented by a contribution from Council and loans serviced by revenue generated by the facility. Same comment as above</i></p>
<p>Narrogin Golf Club</p> <p>The plan has no effect on the Narrogin Golf Club.</p>	<p><i>No comment required</i></p>

SGL suggested that the existing layout of facilities at the Narrogin Sport and Recreation Precinct is such that it is not possible to locate a multisport club in a location which suits all sports and advised there must be compromises to effect a solution which meets the needs of all sports. SGL recommended the best location for a multisport clubrooms is between the oval, hockey pitch and race track. Space exists for a single storey building, and also a double storey facility with change rooms on the ground floor and clubrooms on the second floor.

Importantly it was noted that this concept would need to proceed when supported by the major sports and that further consultation with the sporting clubs and the broader community is required to determine the best option and finalise the master plan.

SGL points to the financial viability of the proposed development being undermined should football decide to remain at, and upgrade, its existing facility as it will result in less capital funds to develop the multisport clubroom and fewer customers to generate revenues. It is understood that the existing football clubrooms are structurally sound. Hence they can be upgraded and continue to be used by the football club as their home. Similarly, if the decision is to proceed with a multisport clubrooms on the opposite side of the oval, it (the Hawks facility) could be recycled as a community space. The specific refurbishment and use would be determined by community needs. It has potential to be used as a meeting space, activity space and community service space notwithstanding that it is an aging building and the Shire and community do have a number of existing 'similar', arguably underutilised facilities.

The draft concept plan has sited the indoor sports courts to the south of the existing indoor sports centre. Netball has indicated that there is no need for a third outdoor netball court and their preference is for two additional indoor courts, rather than upgrade the existing outdoor courts. SGL has pointed to the costs associated with this preference given the difference in the cost to upgrade the outdoor courts versus constructing two new indoor courts. As two indoor courts will meet the long term needs of both netball and basketball, SGL advised a further siting option is to build over the existing outdoor courts. An issue to be considered are sight lines for horse racing down the back straight. To maintain these sight lines the building should not project further north than the existing sports centre and the Ram Shed. Given the limited space available and the sight line issue, SGL Consulting has considered that a better option from a design and operational perspective is to site the two netball courts to the south of the existing indoor double sports hall, as shown on Plan 3.6 in the report – the position marked as #9.

It is expected that Narrogin Sport and Recreation Precinct will continue to be managed and operated under existing policies and procedures. For example, the Regional Recreation Centre will be managed under contract by the YMCA, the oval will be maintained by Council and the football and cricket clubs will be charged a seasonal fee.

As it is Council's practice to lease buildings to user groups which are responsible for its operation and maintenance, SGL assumed that the multisport clubrooms will be leased to sporting clubs which will be responsible for the facility. To enter into a contract or lease with Council requires a legal entity. It is recommended that community sporting clubs which will be users of the multisport clubrooms establish an incorporated association – notionally, for example, named the Narrogin Community Sporting Association or NCSA.

SGL's report revealed the Narrogin sporting community is concerned about the sharing of costs and revenues and is sending a message that "we are struggling". During the Needs Assessment phase of this Study, an electronic survey of clubs and association's (with 14 clubs responding), pointed to clubs affected by multiple issues. They included increasing age of club members, declining membership, increasing operating costs, rising participation costs, high travel costs and lack of volunteers. These issues were listed alongside the need for adequate and suitable facilities and finding funds for facility development and upgrades. Face to face consultation indicated that junior sport in Narrogin was challenged to get teams together. Reasons given included parents who are busy and the high cost of sport.

SGL found, that demographically there is an increasing level of economic disadvantage within the Shire of Narrogin which is likely to have an adverse impact on capacity for the resident population to pay for recreation and sport activities raising issues of equity. Research cited by SGL found a high proportion of Narrogin's population is overweight or obese. This may be a strong indicator that a high proportion

of the population is not participating in sport and recreation activities. Such findings raise significant questions regarding the mix of social and economic factors impacting on participation rates in sport and recreation and club membership numbers in the Shire.

It is also highly relevant to take into account that as recent as 2019, the Department of Planning Lands and Heritage research predicted Narrogin's population to decline by 8.5 percent - from 5,162 persons as at the 2016 ABS Census) to 4,725 by 2031.

It should be noted that the Council and Shire have adopted strategies to arrest and counter this decline as part of the Strategic Community Plan 2017-2027.

Council may need to examine through further research (as it is was not explored by SGL), the demographic, social and economic factors which contribute to high levels of participation in sports and recreation and/strong club membership numbers and which would feed a strong and robust community need for significant investment in the upgrade of sporting precincts and multipurpose club rooms.

Consultation

External

- Community (online survey)
- Sporting Clubs and Associations (on line survey - some 40 + contacts) although not all clubs are listed as they are supported through their parent association, e.g. Upper Great Southern Hockey Association.
- NSRAN - a community committee supported by the Shire which aims to work collaboratively to create a cohesive approach to the planning and development of sport and recreation facilities in the Shire of Narrogin. It currently comprises up to 15 local sport and recreation organisations.
- Narrogin Agricultural Society
- Narrogin Districts Stud Breeders Association
- Narrogin Poultry Society.

Internal

- Elected Members
- Chief Executive Officer
- Executive Manager Development and Regulatory Services

Statutory Environment

- Former Town of Narrogin Town Planning Scheme No. 2.
- Recreation zoned land- Policy Statement states:
"This zone includes land which is value for all forms of recreation use from passive low intensity use to organise sporting activities. As part of its recreation planning, the Council will produce a management plan for existing and future recreation areas and seek public comment upon those proposals."

Policy Implications

The Council's Community Engagement Policy 1.14 relates.

Financial Implications

Capital cost estimates for implementing the master plan were not prepared by an accredited quantity surveyor, but compiled from a number of sources – Rider Levett Bucknall cost estimates for similar projects, RLB Riders Digest Perth 2019, Sstate Government costing fact sheets and web based research.

The individual capital cost estimates are summarised below and are indicative. They do not take into account opportunities to reduce costs through the use of voluntary labour and tradespeople providing “mates rates”. They GST exclusive and based on 2018/19 costs, with no allowance for cost increases beyond January 2019.

Whilst the Administration notes that there may be some debate about the merits of a splash pad to replace the existing outdoor volleyball courts, particularly related to the ongoing costs and problems associated with water play areas, it should be noted that the report does highlight that there is no demonstrable need or financial warrant for an outdoor or 50 metre swimming pool.

A final position on these elements, in particular, will no doubt be assisted by feedback from the community and sporting groups as part of the broader community engagement process.

CAPITAL COST ESTIMATES

Works	Total
STAGE 1	
Multisport Clubroom (Two Story)	\$2,905,202
Total	\$2,905,202
STAGE 2	
Demolition and/or re-location of Jessie House	\$150,000
Construct two sports courts at the Recreation Centre	\$4,929,540
Total	\$5,079,540
STAGE 3	
Removal of the Beach Volleyball court	\$10,000
Outdoor dry play and passive recreation area	\$200,000
Outdoor splash pad and passive recreation area	\$500,000
Construct a synthetic surface bowling green (40m x 40m)	\$253,000
Total	\$963,000
STAGE 4	
Ram Shed relocation	\$155,925
Multipurpose club room for bowls, tennis, croquet	\$942,965
Upgrade the horse stalls to meet contemporary standards	Not costed
Total	\$1,098,890
Grand Total	\$10,056,632

In relation to a management strategy, SGL assumed a future multisport clubrooms will be leased by Council to sporting clubs which will be responsible for the facility. SGL recommends that community sporting clubs which will be users of the multisport clubrooms establish an incorporated association – notionally named Narrogin Community Sporting Association or NCSA.

Specific operational responsibilities with cost implications were summarised by SGL as below:

Council responsibilities	Narrogin Community Sporting Association (NCSA) responsibilities
Term	
The term must reflect the repayment of any loans raised to fund the construction and fit out of the building, and usually has a right of renewal. Minimum term should be 5 years.	Likely to seek a long term loan.
Insurance	
Building insurance Public liability insurance Contents insurance (for items owned by Council)	Repayment of building insurance premium Public liability insurance Directors and officers insurance Contents insurance (for items owned by NCSA)
Maintenance	
Structural maintenance of the building	Preventative maintenance of the building such as painting Day to day maintenance and repairs to the building and fittings and fixtures
Utilities	
Provide connections to utility services	Payment of all utility costs – electricity, gas, telephone, water etc.
Rent and Rates	
Determine rent and whether rates will be payable. Rent may be peppercorn or based on repayment of any loans raised by Council for the building	Timely payment of applicable rent and rates
Use	
No involvement, except to require compliance with Council policies eg. no smoking	Responsible for all bookings and hire of the building, including establishing policies and procedures
Staffing	
No involvement	Ensure the building is appropriately supervised and managed by paid staff and/or volunteers
Distribution of Profit	
No involvement	Determine a policy and procedures for allocating surplus funds to members clubs. It is expected that the priority will be to ensure the building is maintained to a high standard, before funds are distributed to member clubs.

The question of how over \$10m of investment can be adequately financed in the context of the Councils; Long Term Financial Plan is yet to be assessed and will need to be dealt with in more detail once feedback on different elements is received.

Suffice to say, there will need to be significant Commonwealth and or State grant funds and indeed funds from benefiting community and sporting groups for many of the larger building projects to be realised. The plan is certainly achievable if grants or contributions of at least 50% are forthcoming, and if considered in the context of a longer term planning horizon (5-15 years).

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
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:	2.3.1 Develop and activate Sport and Recreation Master Plan
Strategy:	2.3.1.1 Seek funding and develop Sport and Recreation Master Plan
Strategy:	2.3.1.2 Activate Sport and Recreation Master Plan
Strategy:	2.3.2 Engage and support community groups and volunteers
Strategy:	2.3.3 Facilitate and support community events
Strategy:	2.3.4 Provide improved community facilities (e.g. library/recreation)

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That Council approve the Shire of Narrogin Draft Sport and Recreation Infrastructure Plan Feasibility Study Report for the purpose of seeking public comment, for a period of 60 days, with any submissions received referred to Council for further consideration.



Sport and Recreation Infrastructure Plan

Feasibility Study Report



Prepared by SGL Consulting Group in association with Hames Sharley and Rider Levett Bucknall



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1 INTRODUCTION

This chapter provides an introduction to the Sport and Recreation Infrastructure Plan, including background information, aims and objectives and methodology

1.1 Background

Narrogin is a rural community in the Wheatbelt South sub-region of Western Australia, approximately 200km south east of Perth. The Shire covers an area of 1,632 square kilometres and is home to a population of almost 5,000 residents. The Shire of Narrogin amalgamated with the Town of Narrogin on 1 July 2016 creating the current Shire of Narrogin and comprises two town sites, Narrogin which is recognised as the regional centre for the sub-region, and the town site of Highbury.

In November 2016 a group of local sport and recreation representatives acknowledged the benefit of working collaboratively to improve the planning and development of facilities and infrastructure for their sporting organisations. As a result the Narrogin Sport and Recreation Advisory Network (NSRAN) was formed and is currently comprised of up to fifteen local sport and recreation organisations. NSRAN is a community driven committee which is supported by the Council.

There has been a noticeable increase in the number of queries and requests received by the Shire of Narrogin from local sport and recreation organisations requiring additional financial support due to rising maintenance costs of aging buildings and facilities. As there are no existing plans in place that guide the future needs of sport and recreation infrastructure within the Shire of Narrogin extensive research and planning is required to increase individual sporting organisations success in accessing facility funding and to assist Council in making informed decisions regarding the priorities for future facility planning and development for the whole of the Shire.

1.2 Aims and Objectives

The aims and objectives of this project are to:

- 1 Prepare a master plan that outlines a preferred concept for the future development or redevelopment of sport and recreation facilities and infrastructure within the Shire of Narrogin;
- 2 Provide tangible and supported information to Council which will assist in making informed decisions on any future developments for sporting precincts and allocation of capital planning within the Shire of Narrogin;
- 3 Prepare a feasibility study for the final concept plan, as agreed upon by the Shire of Narrogin Council and relevant community Stakeholders.



2 NEEDS ASSESSMENT

This chapter summarises the findings of the Needs Assessment Report, which provides the basis for development of sport and recreation facilities at the Narrogin Regional Recreation Precinct.

2.1 Background Research

- An Economic Development Strategy for the Greater Narrogin Region incorporating the Shires of Cuballing, Highbury and Narrogin projects a 2050 population target of 20,000 people. Among the strategic assets identified are the recreation, sport and racing facilities in Narrogin. The Strategy supports upgrading recreation and sport facilities and improved management of facilities. Council's Strategic Community Plan has noted the potential to grow sporting events and festivals and a need to improve community recreation facilities.
- Narrogin Shire had a population of 5,149 at the 2016 Census. It has a higher median age and substantially more people aged over 65 years than for WA, although the proportion of children aged under 15 years is higher than for WA. The demographic data also indicates an increasing level of economic disadvantage. The population data suggests that demand will continue for facilities and programs for children and young people, combined with growing demand for services to meet an aging population. It also indicates limited capacity for residents to pay for recreation and sport activities.
- Narrogin has a wide range of recreation and sporting facilities. The main recreation and sport precinct includes an indoor sports and aquatic centre, synthetic hockey pitch, oval, tennis and netball courts, bowling and coquet greens and a trotting and racecourse. Two additional ovals are located in Narrogin, used for little athletics and archery, plus playing fields at the high and primary schools. Other facilities include a golf course, speedway, airfield and disused velodrome. Tennis courts are located at Highbury.
- Communities with similar multifunctional recreation and sporting facilities include York, Northam, and Broome. Whilst none of these venues include a horse racing facility, they do have similar indoor and outdoor recreation and sport components. Toodyay is a small community which plans to establish a new multipurpose recreation and sport precinct close to the local high school. However, it has not been able to attract funding for the project, and is therefore investigating strategies to fund the development from Council resources.

2.2 Stakeholder Feedback

This section summarises key point raised by stakeholders in personal, telephone or group interviews and two workshops with NSRAN.

- Hockey, basketball and netball are well run sports with a strong membership, whereas football, cricket, tennis and bowls have declining membership. Junior sports participation appears to be relatively low compared with similar communities.
- Narrogin has a high proportion of its population which is overweight or obese.

- Major projects which have been identified to improve sport and recreation provision include a multipurpose sports clubhouse, show court with seating and synthetic bowling green.
- There is almost unanimous agreement that a new multisport club rooms to service outdoor and indoor sports is the highest priority project.
- Creating additional space to develop new facilities at the Recreation Precinct include removal of Jessies House, removal of the beach volleyball courts and relocation of the Ram Shed.
- The sports facilities and club rooms at the eastern end of the precinct were considered adequate to meet the needs of bowls, croquet and tennis.
- Narrogin Racing Club is responsible for both harness and thoroughbred racing meets. Both sports have multiple race meetings and expect to continue functioning in the long term. The existing horse stalls require upgrading.

2.3 Community Surveys

This section presents a summary of results from two web based surveys of the Narrogin community.

2.3.1 E-Survey

A sample of 136 residents completed an E survey (full results are included in the Needs Assessment Report and reproduced in Appendix B). It included far more females than males and was over represented in the 26 – 45 year age cohort, and substantially under represented in the over 65 age group.

- 67% of respondents currently play sport on an organised, competitive and regular basis. The most popular sports were netball, hockey, basketball and tennis.
- 69% of respondents participate in recreation, sporting or physical activity in a non-competitive and regular basis. The most popular activities were walking, attending fitness classes and visiting a gym.
- The most visited sporting facility was the Narrogin Indoor Sports Centre, followed by the indoor swimming pool, Clayton Road Oval and the hockey pitch.
- Satisfaction ratings for a range of aspects of sport and recreation within Narrogin found most received a good satisfaction rating. Participation opportunities for young children and participation opportunities for teenagers received the highest satisfaction ratings. Lower satisfaction ratings were given to the cost to participate in sport and physical activities and financial support provided by Council to sport.
- Increasing young peoples' participation, increasing maintenance standards, upgrading sport facilities to host major events and ensuring facilities are accessible to people with a disability were the most important strategies for improving sport in Narrogin.
- Potential development projects identified included a multipurpose sporting clubrooms, upgrade Narrogin Leisure Centre, resurface bowling greens to a synthetic surface, reinstate outdoor 50m pool to host competitions and affordable or subsidised access to various sports for children and teenagers.

2.3.2 Clubs Survey

An invitation to complete an E-survey was sent to all clubs and associations of Council's community data base and responses were received from 14 clubs:

- Overall, clubs with the largest membership are Upper Great Southern Hockey Association, Narrogin & Districts Netball Association, Upper Great Southern Cricket Association, Narrogin Speedway Club and Narrogin Squash Club.
- The dominant sport for junior females is netball, whereas hockey is the most popular sport for junior males. Cricket and hockey had the most adult males members, and netball and hockey had the most adult female members.
- Clubs fielded far more adult teams than junior teams.
- Most clubs anticipate either no change or an increase in membership over the next five years.
- The highest priority facility upgrades or re-developments were:
 - ✓ Change rooms at the Hockey Centre
 - ✓ Kitchen at the Hockey Centre
 - ✓ Repairing leaks on indoor sports courts
 - ✓ Lights at indoor sport courts
 - ✓ Club facilities at Clayton Road oval
 - ✓ Swimming pool suitable for swim meets and other water sports
 - ✓ Synthetic bowling green
- The major challenges confronting clubs were age of members, declining and maintaining members, decreasing membership in juniors, increasing operating and participation costs, adequate and suitable facilities, funding facility development and upgrades, travel costs and lack of volunteers.

2.4 Overview

The research conducted identified a suite of factors which will guide future provision of recreation and sport facilities in Narrogin.

2.4.1 Existing Situation

- Growing our Community – An Economic Development and Implementation Strategy projects population growth in the Greater Narrogin Region to 20,000 by 2050, based on 3% per annum growth. Narrogin Recreation Complex is considered a strategic asset, and integral to retaining and attracting residents.
- The “Wheatbelt Blueprint: A vision for a vibrant future” identified Sport and Recreation as being a core element of development of liveable and connected communities, and was identified as providing opportunities to network, socialise and helps create a sense of belonging.
- The Shire of Narrogin had a population of 5,149 people at the 2016 census. It has a higher proportion of children aged 0 -14 years and people aged over 65 years when compared with WA. The population data suggests that demand will continue for facilities and programs for children and young people, combined with growing demand for services to meet an aging population. The demographic data demonstrates an increasingly level of economic disadvantage within the Shire of Narrogin which is likely to have an adverse impact on capacity for the resident population to pay for recreation and sport activities.
- Narrogin Regional Recreation Precinct is the main recreation and sport reserve catering for football, cricket, hockey, archery, indoor ball sports, aquatic activities, health and fitness activities, squash, tennis, bowls and croquet, plus thoroughbred and harness racing and showgrounds,
- Complementing the Precinct are two playing fields one of which is used for little athletics, playing fields and outdoor courts at local schools, tennis courts at Highbury,

and a golf course, speedway and airfield. A disused velodrome is also located at Narrogin.

- A good range of sport is available in Narrogin, although participation levels in each sport varies. Over time the number of teams in each sport have either declined or stabilised at a low but possibly sustainable level. No sports have experienced significant growth in membership in recent year.
- Two sports facilities which are considered to be high quality are the turf cricket wicket and the synthetic hockey pitch.

2.4.2 Community Feedback

A series of community engagement techniques have been used to generate feedback from the local community regarding the future direction of recreation and sport in Narrogin.

- Football, cricket, bowls and tennis have been identified as clubs which have experienced a decline in participation, and appear to be struggling to maintain numbers. Conversely, hockey, basketball and netball are well run clubs which appear to be maintaining participation levels.
- Support for maintaining the Club Development Officer position and continuing to consult with clubs and associations.
- General support to retain all existing facilities, although some facilities need upgrading. The main demand for new facilities is for improved club rooms and change rooms.
- Recurring proposals are for:
 - ✓ Central clubrooms and amenities to service football/cricket oval and hockey pitch
 - ✓ Synthetic bowling green
 - ✓ Expanded aquatic facilities, specifically a 50m swimming pool
 - ✓ Upgrade the indoor courts to cater for high level sport
 - ✓ Rationalisation of showground pavilions, such as demolition of the ram shed and poultry shed
- The community is generally satisfied with participation opportunities for most age groups. However, the community was not as satisfied with the maintenance of facilities and the cost to participate.
- The community consider increasing young peoples' participation in sport and physical activities as important. It also wants an increase in maintenance standards of sport and recreation facilities and upgraded sport facilities to enable major events to be held in Narrogin.
- Many sports clubs do not believe their facilities are adequate to meet their long term needs.



3 MASTER PLAN CONCEPT

This chapter discusses future development of the Narrogin Regional Recreation Precinct, a written design brief based on community expectations and concept options.

3.1 Design Factors

In preparing this master plan factors to be considered include:

- 1 Narrogin Regional Recreation Precinct is comprised of zones which include compatible activities:
 - ✓ Main oval and hockey pitch
 - ✓ Leisure centre and outdoor netball courts
 - ✓ Tennis courts, bowling and croquet greens
 - ✓ Thoroughbred and harness racing
- 2 In a greenfield site, all sporting facilities will be integrated and serviced by a central community hub and car parking. The location and orientation of the racing tracks are a major constraint preventing any significant changes to the layout of the precinct.
- 3 Whilst the racing remains, the longitudinal layout will have to continue. Consequently, the tennis courts, bowling and croquet greens zone will have to remain in its current location. If racing ceases, potential exists to establish a new zone for tennis, bowls and croquet to the north of the main oval and hockey pitch.
- 4 The long term future of both thoroughbred and harness racing in country communities is not secure. There has been no indication from either thoroughbred or harness racing that either facilities will not continue to host racing in the future. Despite this, master planning should acknowledge the opportunity provided by the possible closure of the two tracks possibly in the long term.
- 5 Narrogin originally had an outdoor 50m swimming pool. It was closed and filled in to create a sand volleyball court. Some community members has identified the need for a 50m pool to meet the competitive needs of the swimming club.

Attendances at outdoor swimming pools in southern Australia are highly dependent upon the weather. Hot weather results in higher attendances, and conversely cold weather results in lower attendances. Attendances can be stabilised by heating the water. Mechanical heating is very expensive and solar heating while low cost does not result in a stable water temperature over a longer period.

It is highly unlikely that an outdoor 50m pool will attract major swimming events. At best a regional swim meet or a regional or country championships may be held. None of these events will be of significant economic benefit to the local community, and do not justify the capital and operating costs.

Overall, constructing a 50m pool will involve substantial capital costs (\$5+m) and increase annual operating costs (\$100,000+), with limited, if any, increase in attendances.

- 6 Although the Regional Recreation Precinct accommodates most sports in Narrogin, each sporting zone operates independently. Only limited sharing occurs, despite many families having members who participate in a range of activities. Given the expressed demand for a combined sports club building, a logical extension is to establish a multiuse clubhouse which is accessible to multiple sports.

- 7 Narrogin Regional Recreation Precinct has the potential to accommodate all outdoor field sports. Development of a multisport clubrooms, may result in the relocation of little athletics to the precinct. The impact will be to reduce maintenance cost of the Thomas Hogg Oval which is used by little athletics.

3.2 Preliminary Design Brief

Narrogin Regional Recreation Precinct will be redeveloped in the long term, in a series of stages.

3.2.1 Development Features

High Priority Projects:

Multisport club room to the north of the hockey pitch and overlooking the main football and cricket oval. It will involve the demolition of the small toilet block, Ram Shed and possible relocation or re-orientation of the netball courts. The club room to include:

- Main Hall to be used for:
 - ✓ social area eg during and after football, cricket and hockey matches, and during major tournaments such as basketball and tennis
 - ✓ functions eg dinners, presentations and celebrations
 - ✓ training eg seminars and conferences
- The main hall will be at least 400m², to cater for at least 160 people seated for meals and be capable of being divided into two areas (100 seats and 60 seats). The total area is based on an allowance of 2m² per person plus an additional area of 80m².
- The main hall to overlook both the oval and the hockey pitch. Shade areas to be provided off the main hall to allow players and spectators to move from the main hall to the oval and hockey pitch.
- The main hall will be serviced by:
 - ✓ a bar, which serves directly on to both the two sections of the main hall, with cool room (12m²)
 - ✓ commercial kitchen suitable for catering for 160 meals with refrigerated food storage areas (20m²)
 - ✓ 2 x public toilets to service main hall and allow for public access from outside (2 x 20m²)
- Sporting amenities to include:
 - ✓ 4 x unisex change rooms (2 x 75m² - 90m²) plus toilets/showers/ice bath (2 x 35m²). Direct access from the change rooms to the outside sporting areas .
 - ✓ Umpires Rooms, including toilet and showers (30m² - 40m²)
 - ✓ Timekeepers box (15m²)
- Administration areas to include:
 - ✓ Board/meeting room (25m²)
 - ✓ Office (20m²)
 - ✓ Storage and office requisites (16m²)
 - ✓ Equipment storage areas with direct external access (16m²)

Development of the multisport club:

- Will require the demolition and relocation of the Ram Shed.
- Enable resurfacing and possible re-positioning of the two outdoor netball courts to ensure adequate run off.

- Relocation and expansion of the children's play equipment to allow supervision for the multisport club.

Other Projects

Demolition and re-location of Jessie House will create space to expand the Recreation Centre by constructing an indoor "show court".

Expansion of the Recreation Centre to the south of the existing two court sports hall to include multipurpose sports hall with timber sprung floor at least 36.55m x 21.30 with fixed tiered seating along one long wall of 5m depth.

Removal of the Beach Volleyball (old 50m pool) will create space to introduce an outdoor play and passive recreation area for adults and children using the indoor aquatic centre. Features may include:

- Splash pad for young children (up to upper primary age)
- Outdoor relaxation area, including shade, BBQ, seating for families and groups of friends

Construction of a replacement Ram Shed adjacent to the Poultry Shed in the north west corner of the football oval approximately 40m x 35m with a loading ramp for livestock.

Whilst the buildings, tennis courts, bowling greens and croquet greens are in good condition, they can be maintained so they are fit for purpose and within the financial means of each club, no capital works is justified. When complete redevelopment of a building, court or green is needed, a long term integrated multipurpose club room may be pursued. The bowling green closest to, and on the south side of the bowls clubrooms, to be designated as a synthetic surface green.

The existing horse stalls are basic and can be upgraded, to meet contemporary standards.

3.2.2 Initial Concept Master Plans

Based on the initial design brief, two preliminary, sketch concept plans were prepared showing the potential siting of a multipurpose sports club (refer to Plans 3.1 and 3.2). Sketch #1 showed the multipurpose sports clubhouse in the north east corner of the oval, requiring relocation of the Ram Shed. Sketch #2 showed the multipurpose sports club as two buildings located between the hockey pitch and oval.

Plan 3.1: Preliminary Concept Sketch #1

Plan 3.2: Preliminary Concept Sketch #2



3.2.3 Stakeholder Engagement #1

The plans were circulated to Council and members of NSRAN for comments and feedback. Overall, Sketch #1 was the preferred option of NSRAN. Comments regarding the plans and relevant responses are detailed below.

Feedback	Response
Install water tanks to catch rainfall to prevent flooding of the race track in winter	To be included in the design brief
Hall size – would this accommodate the expected volume of users?	Main hall will be at least 400m ² , to cater for at least 160 people seated for meals and be capable of being divided into two areas (100 seats and 60 seats). The total area is based on an allowance of 2m ² per person plus an additional area of 80m ² .
Relocation of Ram Shed	Replacement Ram Shed to be adjacent to the Poultry Shed in the north west corner of the football oval approximately 40m x 35m with a loading ramp for livestock. (refer to design brief)
Sports club to be a two storey structure	Planning is for a single storey building which has a larger footprint but substantially lower capital cost
Removal of the old football and cricket clubrooms	No decision, potential to reuse as a community building, demolish or continue to use existing change rooms reducing the need for change rooms in the new multisport club.
Removal of Jesse House	To be relocated (refer to design brief)

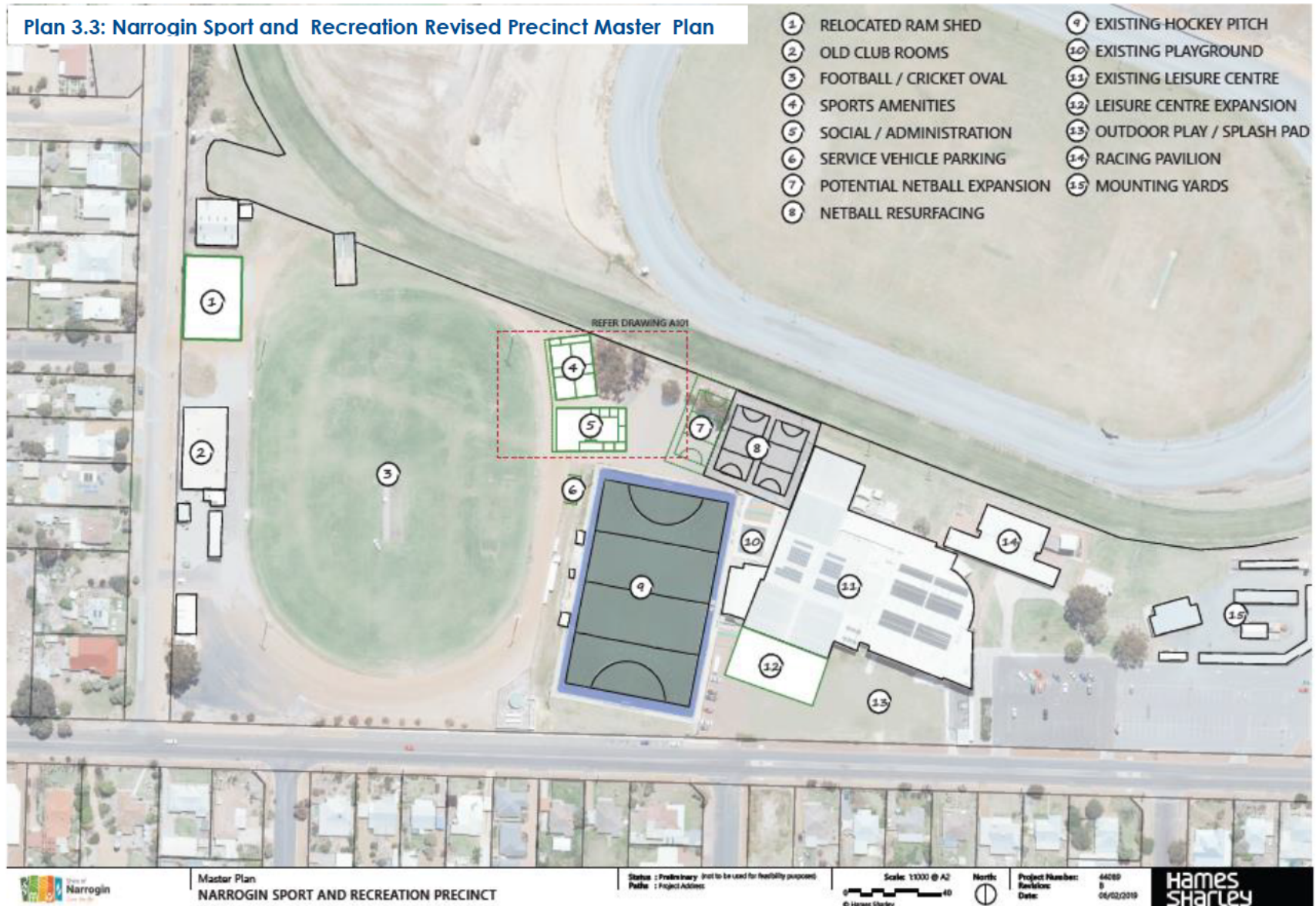
As a result of feedback on two preliminary concept plans for the multisport club, from members of NSRAN, the original design brief was confirmed with minor amendments:

- 1 The multisport club will be designed with water tanks to catch rain water, which can be recycled.
- 2 Maintain vehicular access to the multisport club for supplies, and create car parking as close as possible to the building.
- 3 Retain use of the existing football/cricket change rooms until replacement amenities constructed in association with the multisport clubrooms.

3.2.4 Revised Concept Master Plan

Based on feedback the concept master plan for the Narrogin Sport and Recreation Precinct and the proposed multisport clubrooms was revised (refer to Plans 3.1 and 3.2).

Plan 3.3: Narrogin Sport and Recreation Revised Precinct Master Plan



Plan 3.4: Narrogin Sport and Recreation Revised Multisport Clubrooms



3.3 Master Plan

3.3.1 Stakeholder Engagement #2

The revised concept master plans (Plans 3.3 and 3.4) were presented to a meeting of NSRAN, and stakeholders were given a week to provide additional comments and feedback.

Feedback at the NSRAN meeting included:

- During Saturday's when multiple sports are being played, on-site car parking is at a premium. Consequently, parking occurs on the Clayton Road. As such it causes inconvenience to residents, and a long term car parking solution is required.
- Potentially, overflow car parking in the centre of the race track is an option. It is understood that the racing club is not in favour of allowing car parking in the centre of the track, due to possible damage to the track from vehicles. A management solution negotiated with the race club is required.
- While bowls, croquet and tennis are satisfied with the current buildings and arrangements. In the long term a new club rooms to service all three clubs may be required.
- Netball prefers to have two additional indoor courts, rather than upgrade the existing outdoor courts.
- Three outdoor courts are not needed. Until additional indoor courts are constructed, two outdoor courts are adequate to meet the needs of netball.
- The long term future of the football club rooms was raised. It was mooted that it could be recycled as a community space.
- A synthetic bowling green is needed in the short term, as Narrogin is the only club in the region that does not have a synthetic bowling green.

Feedback following the NSRAN meeting included:

- Narrogin Hawks Football Club formally wrote to a submission in which it "envisioned a central complex, probably two storey, that would have glass viewing platforms on all sides for watching the races, the hockey, the football and the cricket". The club does not believe the proposed multisport clubrooms will benefit the club due to "logistics, area available and cost". It further advises the club is "best served by staying in our current location and upgrading our aging facilities" and "would prefer, at this time, to stay where we are".
- Upper Great Southern Hockey Association "feel that the current concept plan has not met the initial shared objectives of the sports bodies involved, and particularly UGSHA". The Association wishes to remain involved in a multi-use sports function centre if it provides significant benefits "over and above those that we currently enjoy". It is required to contain a "number of change rooms" and a viewing platform from a two storey building.
- Narrogin Croquet Club reiterated it works closely with the bowling club, and uses the bowling club rooms for social functions. The club supported the establishment of a synthetic bowling green "as soon as possible".

3.3.2 Discussion

The second round of stakeholder feedback raises a series of issues which require a resolution.

Viability of multisport club

The idea to develop a multisport clubrooms appears to have been a long term vision within the Narrogin sporting community. All the consultation and feedback undertaken as part of this master planning exercise reinforced the vision. The decision of Narrogin Hawks Football Club to remain in its current facilities, has a significant impacts on the community vision of a multisport club rooms.

A new building will require a substantial financial commitment to initially construct. Subsequently, it will need the full support of all clubs to use the facility to generate revenues and profits through the bar and catering. It is unlikely that a multisport club will be financially viable without the support and involvement of football (or hockey, basketball or netball).

Both football and hockey have an expectation for a two story building with viewing areas on the upper floor. Football cited cost as a consideration for its current position, and hockey expects significant benefits over and above those currently enjoyed. A new multisport club on a single level will be costly, and a two storey building is likely to cost an additional 30% - 50%.

The existing layout of facilities at the Narrogin Sport and Recreation Precinct is such that it is not possible to locate a multisport club in a location which suits all sports. There must be compromises to effect a solution which meets the needs of all sports. The best location for a multisport clubrooms is between the oval, hockey pitch and race track. Space exists for a single storey building, and also a double storey facility with change rooms on the ground floor and clubrooms on the second floor.

A solution is to include a single or two storey multisport club between the oval, hockey pitch and race track, and note that it will proceed when it is supported by the major sports.

Future of football clubrooms

It is understood that the existing football clubrooms are structurally sound. Hence they can be upgraded and continue to be used by the football club as their home. Similarly, if the decision is to proceed with a multisport clubrooms on the opposite side of the oval, it may be recycled as a community space. The specific refurbishment and use will be determined by community needs. It has potential to be used as a meeting space, activity space and community service space.

Siting of two indoor sports courts

The draft concept plan sited the indoor sports courts to the south of the existing indoor sports centre. Netball has indicated that there is no need for a third outdoor netball court and their preference is for two additional indoor courts, rather than upgrade the existing outdoor courts. Clearly cost is a major consideration given the difference in the cost to upgrade the outdoor courts and construct two new indoor courts.

As two indoor courts will meet the long term needs of both netball and basketball, a siting option is to build over the existing outdoor courts. It is understood that an issue to be considered are sight lines for horse racing down the back straight. To maintain these sight lines the building should not project further north than the existing sports centre and the Ram Shed.

Given the limited space available and the sight line issue, the better option from a design and operational perspective is to site the two courts to the south of the existing indoor double indoor sports hall, as shown on Plan 3.6 (position marked as #9).

Replacement of Ram Shed

It has been suggested that activities conducted in the Ram Shed may be re-located to the

indoor sports centre. A protective floor covering will be needed to ensure that the sports floor is not damaged. A multipurpose floor which meets the needs of sports and other activities is an option. A sprung, timber floor is both costly to maintain and easily damaged if not protected. However, a rubber sponge backed vinyl floor is more versatile and easier to protect. The cost to purchase a protective covering, and the cleaning costs to reinstate the building to a sports centre has not been estimated. A cost benefit analysis will determine whether this is a viable solution. A major factor will be the frequency and duration of livestock sales and events.

A second issue to consider is delivery of livestock to the building. Ramps have been constructed at the Ram Shed to allow stock to move from transport trucks directly into the pens within the building. Such as manoeuvre may not be possible if the multisport clubrooms are constricted in the north east corner of the oval, as inadequate room is available for truck access around the building. If the additional two courts are constructed to the south of the existing indoor sports centre as shown in Plan 3.6, additional truck access will be required. Adequate space is available to provide truck access to this location.

Relocating the Ram Shed to the western side of the oval near the poultry shed, will allow truck access to the new building. It will enable the Ram Shed to continue being operated in its current manner.

Council and State Government Funding

As a general rule, government funding is usually provided for sporting facilities which benefit the maximum number of people, add economic benefit to the community, be financially and socially viable and are supported by the broader community. A principle of sustainable planning is to develop multipurpose facilities which are used by multiple sporting groups.

Developing a two court extension to the indoor sports centre is an example of a multipurpose, multiuser facility. It is also likely to be financially sustainable operationally once constructed. Similarly, a multisport clubroom used by all sports will meet the criteria. However, as noted above, a multisport clubrooms which is not supported by one of the major sporting bodies may not be financially viable from both a capital and operational perspective.

Car parking

Existing car parking on site is inadequate during peak periods. Hence over flow carparking is needed. A negotiated agreement with the racing club is needed to access the interior of the race track for car parking. The main consideration is to ensure no damage to the track from cars crossing in all weather conditions.

3.3.3 Where to from here?

Many of the factors impacting upon a master plan for the Sport and Recreation Precinct are inter-related. A significant factor in the decision to prepare a master plan was the desire of sporting clubs to establish a multisport clubrooms. This is a major building block of the master plan.

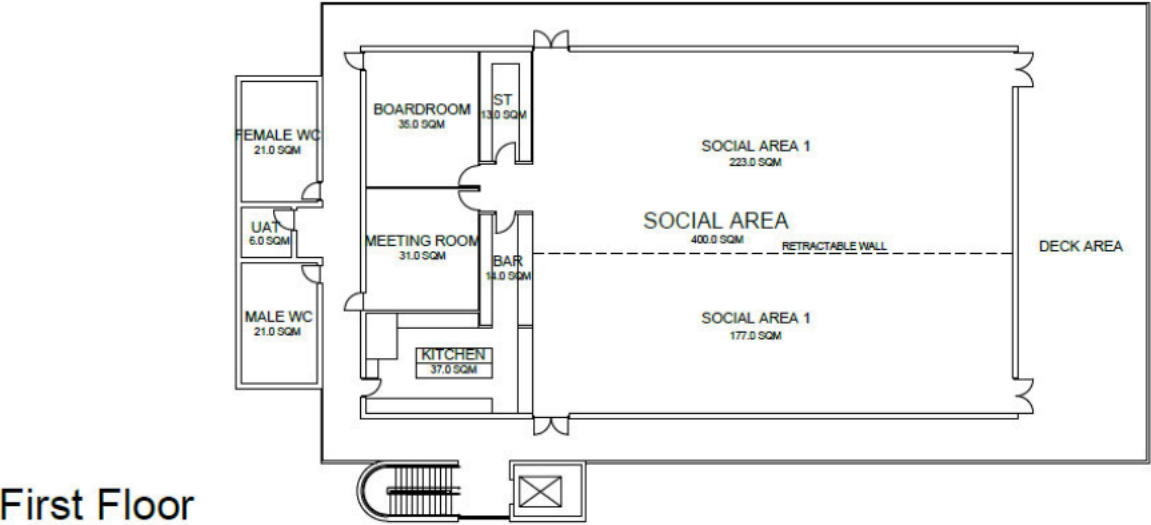
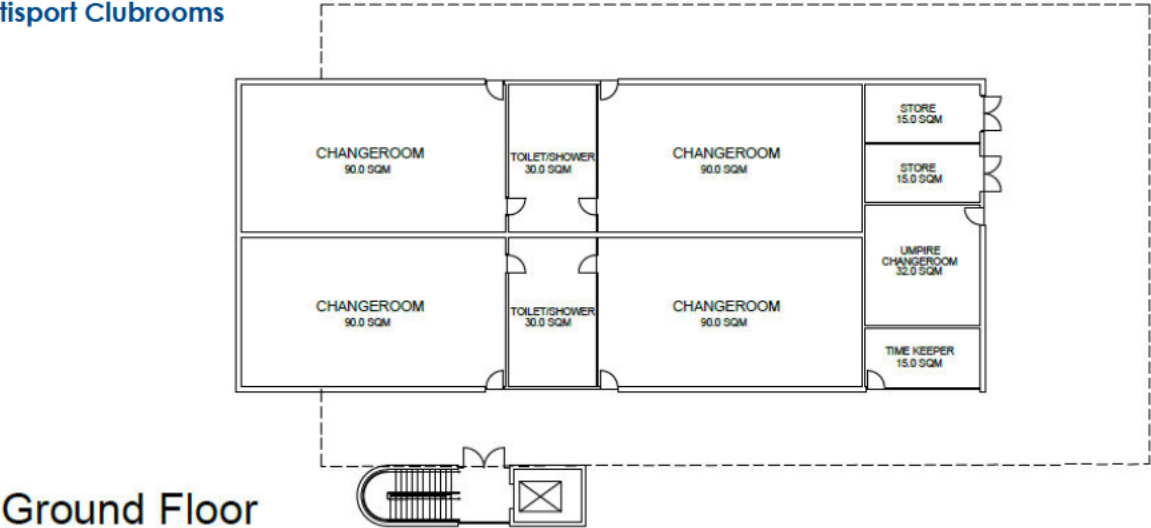
- 1 The best location for a multi sports clubroom which is accessible to football, netball, hockey and basketball (and other sports and clubs which operate from the indoor sports centre) is on the east side of the oval. This site is not ideal from a football perspective as viewing to the oval is into the sun. There is no site which is ideal for both hockey and football.
- 2 Siting the multisport clubrooms in the northeast corner of the oval will require the relocation of the Ram Shed. Adequate space exists to relocate the Ram Shed to the western side of the oval to the north or south of the existing football clubrooms.

- 3 Siting the multisport clubrooms central to the football oval and hockey pitch will provide good viewing over both the oval and hockey pitch. The main disadvantage of this site is that viewing the oval is into the setting sun.
- 4 Funding the capital cost of the multisport club will likely require a funding cocktail, with contributions from all sports clubs, Council and possibly the State Government. To be operational viable will require the support of the major sports, to generate revenues from food and beverage sales.
- 5 A decision by football to remain at, and upgrade, its existing facility will result in less capital funds to develop the multisport clubroom and fewer customers to generate revenues. In simple terms it is likely to undermine the financial viability of the development.
- 6 Consequently, the future of the multisport clubrooms has to be resolved. The three main options are:
 - a Construct a single storey building at a cost in the order of \$2.36m
 - b Construct a two storey building at a cost in the order of \$3m - \$3.5m
 - c Maintain the status quo, with football and hockey continuing to use their existing facilities
- 7 Further consultation with the sporting clubs and the broader community is required to determine the best option and finalise the master plan.

3.3.4 Two Storey Clubrooms

Based on the feedback from Council officers and the NSRAN the master plan was revised to include a two storey building located centrally to both the oval and hockey pitch (refer to Plans 3.5 and 3.6). Two perspectives were also prepared to indicate what the clubrooms will look like from the oval and hockey pitch (refer to Plans 3.7 and 3.8). Complementing these perspectives photographs were taken from an elevated position at the potential location of the clubrooms, to provide an appreciation of the view to the oval and the hockey pitch (refer to photographs 3.1 and 3.2).

Plan 3.5: Two Storey Multisport Clubrooms



Plan 3.6: Revised Master Plan



Plan 3.7: View from hockey pitch



MULTISPORT CLUB ROOM - 3D PERSPECTIVE SOUTHEAST
NARROGIN SPORT AND RECREATION PRECINCT

Status: Preliminary (not to be used for feasibility purposes)
Path: (Project Address)

Scale: Not to scale
© Ingkiss Shire



Project Number: 44089
Drawing Number: A102
Revision: A
Date: 12/06/2019



Plan 3.8: View from oval



 <p>Shire of Narrogin Live it Right</p>	<p>MULTISPORT CLUB ROOM - 3D PERSPECTIVE SOUTHWEST NARROGIN SPORT AND RECREATION PRECINCT</p>	<p>Status: Preliminary (not to be used for feasibility purposes) Path: (Project Address)</p>	<p>Scale: Not to scale © Higney Sharkey</p>	<p>North: </p>	<p>Project Number: 44089 Drawing Number: A103 Revision: A Date: 12/05/2019</p>	
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Photograph 3.1: View over the oval



Photograph 3.2: View over hockey pitch



3.3.5 Staging Plan

Funds may not be available to implement the master plan in a single stage. Consequently, a Staging Plan is proposed, with implementation based on funding availability.

Stage 1

- Construction of the two storey multisport club in a single stage

Stage 2

- Demolition and/or re-location of Jessie House to another site in Narrogin.
- Construct two sports courts at the Recreation Centre. [Note: Ideally, this will be completed as soon as possible]

Stage 3

- Construct a synthetic surface bowling green. [Note: This is a priority with the bowling club, although lack of finance may delay its development.]
- Removal of the Beach Volleyball court and construct an outdoor play and passive recreation area.

Stage 4

- Demolition or relocation of the Ram Shed to the north west corner of the precinct, adjacent to the poultry shed. [Note: Relocation of the Ram Shed may not be necessary]
- A multipurpose club room for bowls, tennis, croquet.
- Upgrade the horse stalls to meet contemporary standards.

3.4 Capital Cost Estimates

The order of cost estimates for implementing the master plan have been prepared. The costs were not prepared by an accredited quantity surveyor, rather they were compiled from a number of sources – Rider Levett Bucknall cost estimates for similar projects, RLB Riders Digest Perth 2019, state government costing fact sheets and web based research.

The individual capital cost estimates are included in Appendix A, and are summarised below. They should be considered to be indicative, and do not take into account opportunities to reduce costs through the use of voluntary labour and tradespeople providing “mates rates”. The costs are GST exclusive and based on 2018/19 costs, with no allowance for cost increases beyond January 2019.

Works	Total
STAGE 1	
Multisport Clubroom (Two Storey)	\$2,905,202
Total	\$2,905,202
STAGE 2	
Demolition and/or re-location of Jessie House.	\$150,000
Construct two sports courts at the Recreation Centre.	\$4,929,540
Total	\$5,079,540
STAGE 3	
Removal of the Beach Volleyball court	\$10,000
Outdoor dry play and passive recreation area	\$200,000
Outdoor splash pad and passive recreation area	\$500,000
Total (Dry)	\$210,000
Total (Splash pad)	\$510,000
Construct a synthetic surface bowling green (40m x 40m)	\$253,000
Total (Bowling Green)	\$253,000

Works	Total
STAGE 4	
Ram Shed relocation	\$155,925
Multipurpose club room for bowls, tennis, croquet.	\$942,965
Upgrade the horse stalls to meet contemporary standards.	Not costed
Total	\$1,098,890

3.5 Multisport Club Management Strategy

It is expected that Narrogin Sport and Recreation Precinct will continue to be managed and operated under existing policies and procedures. For example the Regional Recreation Centre will be managed under contract by the YMCA, the oval will be maintained by Council and the football and cricket clubs will be charged a seasonal fee.

It is Council's practice to lease buildings to user groups which are responsible for its operation and maintenance. It is therefore assumed that the multisport clubrooms will be leased to sporting clubs which will be responsible for the facility.

3.5.1 Management Group

To enter into a contract or lease with Council requires a legal entity. It is recommended that community sporting clubs which will be users of the multisport clubrooms establish an incorporated association – notionally named Narrogin Community Sporting Association or NCSA.

The model rules for an incorporated association may be used to develop a constitution, with variations to meet the specific needs of Narrogin and the member clubs. Provision should be provided in the constitution for new clubs to join NCSA. Initially, all sporting clubs in Narrogin should be invited to become members, with the key foundation members likely to include – football, cricket, hockey, netball, basketball, swimming, squash and archery.

3.5.2 Management Responsibilities

A lease will detail the rights and responsibilities of Council and NCSA. In addition to standard terms in a lease, important operational responsibilities are summarised below.

Council Responsibilities	NCSA Responsibilities
Term The term must reflect the repayment of any loans raised to fund the construction and fit out of the building, and usually has a right of renewal. Minimum term should be 5 years.	Term Likely to seek a long term loan.
Insurance Building insurance Public liability insurance Contents insurance (for items owned by Council)	Insurance Repayment of building insurance premium Public liability insurance Directors and officers insurance Contents insurance (for items owned by NCSA)
Maintenance Structural maintenance of the building	Maintenance Preventative maintenance of the building such as painting

Council Responsibilities	NCSA Responsibilities
	Day to day maintenance and repairs to the building and fittings and fixtures
Utilities Provide connection to utility services	Utilities Payment of all utility costs – electricity, gas, telephone, water etc
Rent and Rates Determine rent and whether rates will be payable. Rent may be peppercorn or based on repayment of any loans raised by Council for the building	Rent and Rates Timely payment of applicable rent and rates
Use No involvement, except to require compliance with Council policies eg no smoking	Use Responsible for all bookings and hire of the building, including establishing policies and procedures.
Staffing No involvement	Staffing Ensure the building is appropriately supervised and managed by paid staff and/or volunteers.
Distribution of Profit No involvement	Distribution of Profit Determine a policy and procedures for allocating surplus funds to member clubs. It is expected that the priority will be to ensure the building is maintained to a high standard, before funds are distributed to member clubs.

3.5.3 Governance and Staffing

The day to day affairs of NCSA will be managed by a Board comprising elected representatives of its members. Ideally the Board will be a small group of up to five members including Chair, Treasurer, Secretary and "House Manager".

To ensure the smooth operation of the clubrooms, a "House Manager" should be appointed who is responsible for ensuring the bar is appropriately stocked, and managing all bookings for events and functions.

It is usual for sports clubrooms to be staffed by member volunteers, particularly in the bar and kitchen. An honorarium may be paid to the House Manager based on turnover or profitability. All volunteers need to be appropriately trained and qualified eg responsible serving of alcohol.

3.5.4 Type of Functions

The multisport clubrooms has spaces for a range of activities including:

- Social after sport (training and competition) drinks (bar only)
- Club meals (eg on Friday or Saturday evenings/night)
- Dinners, presentation nights, celebrations (eg 21st birthdays)
- Fundraising functions
- Seminars and training programs

3.5.5 Operating Costs

A detailed operating budget will be prepared when the building design is finalised. An indicative and realistic estimate of operating costs, based on comparable community facilities has been prepared. It does not include repayment of loans for the initial construction of the building and fit out, and trading stock eg bar and kitchen.

To maximise the profitability and return to member clubs it will be important to make a high level of use of volunteers for maintenance tasks. It is equally important to ensure volunteers are trained and qualified to undertake maintenance works. Thus only qualified tradespeople should undertake electrical and plumbing tasks.

Indicative costs are:

Expenditure Item	Indicative Budget
Accounting/audit	\$500
Bank charges	\$200
Cleaning consumables	\$800
Office expenses	\$350
Power	\$5,000
Water	\$350
Telephone	\$1,000
Repairs and maintenance fund	\$5,000
Building Insurance	\$2,000
Other insurances	\$1,500
Security	\$250
Rates	\$0
Loan repayments	\$0
Depreciation	\$0
Miscellaneous expenditures	\$250
Total	\$17,500

Revenues will be generated from:

- Membership fees (clubs and individuals)
- Bar takings
- Kitchen
- Hire fees
- Fundraising functions

APPENDIX A:

CAPITAL COST ESTIMATES

Works	Unit	Quantity	Rate	Total
STAGE 1				
Multisport Two Storey Clubroom				
Toilets and changerooms in multisport clubrooms	m2	497	\$1,950	\$969,150
New building inc main hall, toilets, administration and meeting rooms	m2	478	\$2,145	\$1,025,310
Fitout - bar	m2	12	\$1,600	\$19,200
Allowance for decking and stairs	Item			\$150,000
Two storey option (+30%)		1.30		
Allowance for stormwater pipes, pits and connection to existing system	Item			\$35,000
Allowance for sewer pipework, inspection points and connection to existing system	Item			\$45,000
Allowance for new water connection to serve new building	Item			\$12,500
Allowance for external power and lighting to building exterior (wall mounted lights, GPOs etc.)	Item			\$20,500
Allowance for external communications connection	Item			\$10,000
No allowance for power augmentation	Excl			\$0
Sub Total				\$2,286,660
Builder's Preliminaries and Supervision (10%)				\$228,666
Builder's Margin and Overheads (5%)				\$125,766
Design Development Contingency (10%)				\$264,109
Total				\$2,905,202
STAGE 2				
Demolition and/or re-location of Jessie House.	Item	1	\$150,000	\$150,000
Construct two sports courts at the Recreation Centre.	m2	1850	\$2,000	\$3,700,000
Lightweight fixed tiered seating to Sports Hall (300 seats)	Item			\$180,000
Sub total				\$3,880,000
Builder's Preliminaries and Supervision (10%)				\$388,000
Builder's Margin and Overheads (5%)				\$213,400
Design Development Contingency (10%)				\$448,140
Total				\$4,929,540
STAGE 3				
Removal of the Beach Volleyball court	Item		\$10,000	\$10,000

Works	Unit	Quantity	Rate	Total
Outdoor dry play and passive recreation area	Item		\$200,000	\$200,000
Outdoor splash pad and passive recreation area	Item		\$500,000	\$500,000
Total (Dry)				\$210,000
Total (Splash pad)				\$510,000
Construct a synthetic surface bowling green (40m x 40m)	m2	1,600	\$158	\$253,000
Total				\$253,000
STAGE 4				
Dismantle existing building	Item			\$50,000
Remove foundations	Item			\$10,000
Rebuild ram shed	Item			\$75,000
Sub Total				\$135,000
Builder's Preliminaries and Supervision (10%)				\$13,500
Builder's Margin and Overheads (5%)				\$7,425
Total				\$155,925
Multipurpose club room for bowls, tennis, croquet.	m2	400	\$1,500	\$600,000
Fitout - bar	m2	12	\$1,600	\$19,200
Allowance for stormwater pipes, pits and connection to existing system	Item			\$35,000
Allowance for sewer pipework, inspection points and connection to existing system	Item			\$45,000
Allowance for new water connection to serve new building	Item			\$12,500
Allowance for external power and lighting to building exterior (wall mounted lights, GPOs etc.)	Item			\$20,500
Allowance for external communications connection	Item			\$10,000
No allowance for power augmentation	Excl			\$0
Sub Total				\$742,200
Builder's Preliminaries and Supervision (10%)				\$74,220
Builder's Margin and Overheads (5%)				\$40,821
Design Development Contingency (10%)				\$85,724
Total				\$942,965
Upgrade the horse stalls to meet contemporary standards.	Not costed			

APPENDIX B:

COMMUNITY SURVEY

136 people completed the questionnaire. The demographic profile of respondents is summarised below. The sample included far more females than males (62% and 38%, respectively) and was over represented in the 26 – 45 year age cohort, and substantially under represented in the over 65 age group. 95% of respondents described their heritage as Caucasian with 77% from Narrogin.

Characteristic	%	Female	Male	2016 Census (15+ years)
Age				
Aged 25 years and Under	13%	8%	5%	16%
26 - 35	27%	19%	8%	15%
36 - 45	23%	16%	7%	13%
46 - 55	18%	8%	10%	15%
56 - 65	13%	9%	4%	17%
66 + years	7%	3%	4%	24%
	100%	62%	38%	

- 35% of the Respondents had children aged between 7 and 16 years.
- 94% of these children participated in a junior sports club.

Sport and Physical Activity

Respondents were asked if they currently played an individual or team sport on an organised, competitive and regular basis, 67% answered Yes. 19% played Netball followed by Hockey (18%) and Basketball and Tennis (10%). The majority of "Other" sports played was Squash.

Individual or Team Sport	%
Netball	19%
Hockey	18%
Basketball	10%
Tennis	10%
Football	8%
Swimming	8%
Cricket	6%
Bowls	4%
Golf	4%
Motor sport	3%
Shooting	2%
Soccer	1%
Croquet	1%
Multi-disciple (eg triathlon)	1%
Equestrian activity	1%

Individual or Team Sport	%
Other	6%

Respondents were asked if they participated in recreation, sporting or physical activity in a non-competitive and regular basis, 69% answered Yes. 25% walked for exercise followed by attending fitness classes (15%) and visiting a gym (14%). The majority of "Other" sports activities were Dancing and Yoga.

Recreation, Sporting or Physical Activity	%
Walking for exercise	25%
Attend fitness classes	15%
Visit a gym	14%
Jogging or running	12%
Swimming	12%
Bike riding	6%
Individual sport (eg golf and tennis)	5%
Horse riding	2%
Other	9%

Sporting Facilities

Respondents were asked in the last 12 months, had they visited a sporting facility in the Shire of Narrogin, 91% had visited a sporting facility.

Sporting Facility	%
Narrogin Indoor Sport Centre	14%
Narrogin Swimming Pool	13%
Clayton Road Oval	11%
Narrogin Hockey Pitch	10%
Narrogin Recreation Centre Gym	9%
Thomas Hogg Oval	7%
Highbury Tennis Club	7%
Narrogin Bowling Greens	6%
Narrogin Tennis Courts	6%
Narrogin Race and Harness Track	5%
Narrogin Speedway	5%
Narrogin Golf Club	4%
Outdoor Gym	4%
Railway Building (Gymnastic Centre)	1%
Narrogin Croquet Green	1%

The Respondents were then asked which facility they had visited the most in the last 12 months. Narrogin Indoor Sport Centre was the most visited facility (24%), followed by Narrogin Hockey Pitch (17%) and Narrogin Swimming Pool (16%)

Sporting Facility	%
Narrogin Indoor Sport Centre	24%

Sporting Facility	%
Narrogin Hockey Pitch	17%
Narrogin Swimming Pool	16%
Clayton Road Oval	13%
Narrogin Recreation Centre Gym	7%
Narrogin Speedway	6%
Narrogin Bowling Greens	5%
Highbury Tennis Club	4%
Narrogin Race and Harness Track	3%
Thomas Hogg Oval	2%

The Respondents were asked what their main reason was to visit the facility. 56% were a competitor/player.

Main Reason	\$
Competitor/player	56%
Caregiver/parent taking child to sport	15%
Spectator	12%
Official/umpire/referee	5%
Administrator	4%
Other	8%

Satisfaction Ratings

Respondents were asked to rate their satisfaction with a range of aspects of sport and recreation within Narrogin on a scale of 1 to 5 (5 = Very Satisfied and 1 = Very Dissatisfied, 0 = Don't know).

Overall most aspects received a good satisfaction rating, with a positive satisfaction rating (ie >3.00). Participation opportunities for young children and participation opportunities for teenagers received the highest satisfaction ratings. Lower satisfaction ratings were given to the cost to participate in sport and physical activities and financial support provided by Council to sport.

Aspect	Satisfaction
Participation opportunities for young children	3.84
Participation opportunities for teenagers	3.78
The overall provision of sport and recreation facilities in the Shire	3.66
Participation opportunities for older adults	3.61
Quality of sport and recreation facilities in Narrogin	3.34
Access to sport and recreation facilities for people with a disability	3.15
Maintenance of sport and recreation facilities in Narrogin	2.87
The cost to participate in sport and physical activities	2.84
Financial support provided by Council to sport	2.77

Importance Ratings

Respondents were asked to rate the importance of a range strategies on a scale of 1 to 5 (5 = Very Important and 1 = Very Important, 0 = Don't know).

Strategy	Score
Increase young peoples' participation in sport and physical activities	4.33
Increase maintenance standards of sport and recreation facilities	4.22
Upgrade sport facilities to enable major events to be held in Narrogin	4.15
Ensuring sport and recreation facilities are accessible to people with a disability	4.14
Attract more major sporting events	4.01
Improve the management and governance of sport clubs	3.71
Increase volunteer training programs	3.71
Increase the sharing of facilities by clubs	3.51
Consolidate sport and recreation facilities into fewer locations	3.09

Resource Allocation

Respondents were asked how they would spend \$500,000 on sport and recreation within the Shire of Narrogin. As an open ended question, it provoked a wide range of responses.

The most frequently identified project was the establishment of multipurpose sporting clubrooms. Football, hockey and netball were mentioned as potential users of such a facility.

Other projects which received substantial support included:

- Upgrade Leisure Centre including:
 - ✓ Replace roofing
 - ✓ Install air conditioning
 - ✓ More sports courts for basketball and netball
 - ✓ Cover and improve lighting on outdoor netball courts
- Improving Narrogin Lawn Bowls Club – resurface greens to a synthetic surface
- Reinstate outdoor 50m pool to host competitions
- Affordable or subsidised access to various sports for children and teenagers.

Figure 1 is depiction of the suggested projects using a "Wordle" analysis which highlights the most commonly used words.

Figure 1: Wordle Analysis of Priority Projects



Respondents were offered the opportunity to make any comment regarding sport or sporting facilities in the Shire of Narrogin. A wide range of comments were received, some complementary, some negative. Strong support was offered for consolidation and use of facilities. It also appears that many comments were supportive of ensuring Narrogin has good quality sporting facilities. A small number of comments related to the financial impact on Council rates, and disagreement with previous decisions of Council (eg closing the outdoor pool).

Figure 2: Wordle Analysis of General Comments



10.1.5 APPLICATION FOR PLANNING CONSENT: TELECOMMUNICATIONS INFRASTRUCTURE AT DANDALOO PARK, RESERVE R25963, WILLIAMS-KONDININ ROAD, NARROGIN VALLEY

File Reference	File No A340058, A340200, IPA2020144
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	CRISP Wireless
Previous Item Numbers	Nil
Date	15 May 2020
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Application for Planning Consent 2. Application cover letter (Commercial in Confidence provided under separate cover) 3. Lease agreement map	

Summary

Council's consideration is requested in regards to the Application for Planning Consent for a proposed 40m communications tower on Reserve R25963 Williams-Kondinin Road, Narrogin Valley.

Background

On 20 April 2020, the Shire of Narrogin received an application from CRISP Wireless for the erection of a 40m telecommunications tower and a 6m long sea container to house communications equipment and battery system. The application proposes to utilise an already cleared space of approximately 100m² within the Dandaloo Park Reserve.

The purpose of the tower is to provide telecommunications services utilising 'point to point secured wireless connectivity between sites as well as community wireless services and subscriber broadband.'

Comment

Zoning

The subject land is reserved for 'Recreation and Open Space' under the Former Shire of Narrogin Local Planning Scheme No. 2 (FS-LPS2).

Clause 2.2 of the FS-LPS2 states:

"2.2 Matters to be considered by Council where an application for planning approval is made with respect to land within a reserve, the Council shall have regard to the ultimate purpose intended for the reserve and the Council shall, in the case of reserved for the purposes of a public authority, confer with that authority before granting its approval."

Telecommunication infrastructure is defined in the scheme as:

“means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct hole, pit or other structure related to the network.”

As there is no zoning table for the Recreation and Open Space Reserve in FS-LPS2, the proposed use shall be treated as a ‘use not listed’.

Clause 3.2.5 of FS-LPS2 states:

“If the use of land for a particular purpose is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the interpretation of one of the use categories the Council may:

- a) determine that the use is not consistent with the objectives and purposes of the particular zone and is therefore not permitted; or*
- b) determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures of sub-clause 7.2 in considering an application for planning approval.”*

It is considered that the proposed Telecommunication Tower may be consistent with the objectives and the purpose of the zone and therefore will require the determination of Council by absolute majority.

It should be noted that sub-clause 7.2 in relation to advertising procedures should read sub-clause 6.3.

Clause 6.3.3 of the FS-LPS2 states:

“6.3.3 Where the Council is required or decides to give notice of an application for planning approval the Council shall cause one or more of the following to be carried out:

- a) notice of the proposed development to be served on the owners and occupiers of land within an area determined by the Council as likely to be affected by the granting of planning approval stating that submissions may be made to the Council within twenty-one days of the service of such notice;*
- b) notice of the proposed development to be published in a newspaper circulating in the Scheme Area stating that submissions may be made to the Council within twenty-one days from the publication thereof;*
- c) a sign or signs displaying notice of the proposed development to be erected in a conspicuous position on the land for a period of twenty-one days from the date of publication of the notice referred to in paragraph b) of this sub-clause.”*

As this development covers a relatively small area and is not near any residential dwellings (the closest is 690m away), it is recommended that Council dispense with the requirement for public advertising via a newspaper circulating in the Scheme area and the placement of a sign on site. Instead, it is recommended that Council give notification in writing to the current lessees of the site (Vintage Motocross Club of Western Australia and Narrogin Dirt Bike Association), for comment.

Setbacks

The proposed site is located 15m to the nearest part of the motocross track. As the tower will be 40m high, an indemnification clause (to the Shire) has been added to the conditions of approval if the proposal is approved.

The site is 100m to the front boundary (Williams Kondinin Road), 130m to the rear boundary, 580m to the south side boundary and 12m to the North East side boundary. The adjacent lot to the North East is reserved for public purpose and is currently bush. The land is owned by the Shire of Narrogin.

State Planning Policy

The State Planning Policy, number 5.2 *Telecommunications Infrastructure* is to be used in the assessment of telecommunication towers and other infrastructure. The policy creates emphasis that in order to work to the best of their ability, telecommunications towers often need to be located in prominent high points in the landscape. The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area.

The proposed location of the tower is far enough away from the Narrogin townsite to not create a visual disturbance and elevated enough to give good coverage. Its location surrounded by bushland creates natural screening of the sea container and tower on ground level.

Consultation

Prior to issuing planning approval, the applicant is required to consult the lessee of the site, and to enter into a sub-lease agreement with the lessee and the Shire of Narrogin, to each party's mutual satisfaction.

The following Officers have been consulted:

- Chief Executive Officer
- Executive Manager Development and Regulatory Services.

Statutory Environment

Former Shire of Narrogin Local Planning Scheme No. 2 (FS-LPS2)

The sub-lease of the Reserve is permissible under the terms and conditions of the current lease with the Narrogin Dirt Bike Association, with lessor approval (the Shire) and the Minister for Lands.

It should be noted that current lease expires on the 31 December 2029 (only 10 years). Development upon the site with such a short term lease (maximum 10 year term) is at the risk of the proponent.

Policy Implications

State Planning Policy 5.2 – Telecommunications Infrastructure

Financial Implications

An Application for Planning Consent Fee of \$320 has been paid to the Shire of Narrogin.

The proposed development involves capital outlay by the proponent of an estimated \$100,000, on land being a Shire of Narrogin recreation reserve. Whilst there is no perceived or quantifiable detriment envisaged in relation to use of that reserve, it would be reasonable to suggest that that community should receive some economic return, from the ancillary use of that land.

A usual method of calculation of economic return, sometimes referred to as ‘consideration’, includes deriving a pre-determined acceptable percentage return based on the capital value.

The following example is provided as to how a reasonable consideration could be arrived at:

Capital value: \$100,000 x 10% return on investment x 10% return to landowner = \$1,000 pa.

If a valuation was obtained, it would typically cost in the order of at least \$1,000 to obtain that valuation.

Arguably a return on investment of say 10% during the current economic climate would be considered ambitious. A 5% rate of return in the above example would generate an annual consideration of \$500.

Using the above example, the applicant and lessee would be encouraged to enter into negotiations to arrive at a mutually acceptable annual rent that the sub-lessee would pay to the lessee which could be in the form of annual sponsorships to events and activities at Dandaloo Park, benefiting junior and / or senior motocross. Given the relatively small economic return, it is suggested that the benefit be retained by the lessee, as opposed to the lessor (the Shire), also receiving some portion of the consideration.

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

Voting Requirements

Part 1 of 3 – Simple Majority

Part 2 of 3 – Absolute Majority

Part 3 of 3 – Simple Majority

See over for Officers' Recommendation

OFFICERS' RECOMMENDATION – PART 1 OF 3

That with respect to Application for Planning Consent: Telecommunications Infrastructure at Dandaloo Park, Reserve R25963, Williams-Kondinin Road, Narrogin Valley, prior to considering granting planning approval, Council:

1. Require the applicant to consult the Lessees of the site and to negotiate a draft sub-lease with the lessees and the Shire of Narrogin, to the satisfaction of all parties, including the Minister for Lands, with the sub-lease including the following requirements;
 - a. A suitable indemnification clause; and
 - b. A requirement to provide adequate annual consideration (to the lessee) towards the betterment of the activities of motocross at that location.
2. Authorise the Deputy Shire President and Chief Executive Officer to sign and affix the Council's Common Seal to a sub-lease, should it be successfully negotiated to the satisfaction of all parties.

OFFICERS' RECOMMENDATION – PART 2 OF 3

That with respect to the Application for Planning Consent: Telecommunications Infrastructure at Dandaloo Park, Reserve R25963, Williams-Kondinin Road, Narrogin Valley, Council determine, by Absolute Majority, that the proposed use is consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures in accordance with clause 6.3.3 of the Former Shire of Narrogin Town Planning Scheme No. 2 by notifying the lessee in writing for comment on the proposal.

OFFICERS' RECOMMENDATION – PART 3 OF 3

In the event that the applicant has successfully negotiated with the lessee and lessor (the Shire) and that there are no negative submissions received during the advertising period, Council grant planning approval for the proposed Telecommunications Infrastructure at Dandaloo Park, Reserve R25963, Williams-Kondinin Road, Narrogin Valley, 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 the Chief Executive Officer.

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. Any drainage run-off associated with the development shall be contained on site and not cause injury to or prejudicially effect other lessees of the reserve to the satisfaction of the Chief Executive Officer.
5. The applicant shall indemnify the Shire of Narrogin against any claims arising out of the erection, overhang, existence and operation of the telecommunications infrastructure and provide a copy to the Shire of Narrogin prior to any commencement of construction.
6. Access to the site must be maintained at all times to the satisfaction of the Chief Executive Officer.

Advice Note

1. This is not a building permit for which a separate application is required.

PLANNING CONSENT



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

A340058/A340200/IPA2020144

APPLICATION FOR PLANNING CONSENT

TOWN PLANNING SCHEME NO.2
DISTRICT SCHEME

Name of Applicant	CRISP Wireless
Correspondence Address	PO Box 1004, Narrogin WA 6312

I hereby apply for planning consent to:

1. Use the land described hereunder for the purpose of
a telecommunications tower and accompanying hut for solar power and communications equipment
2. Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	Reserve
Approximate cost of proposed development	\$100,000
Estimated time of completion	5 weeks
No of persons to be housed / employed after completion	Nil on site

TITLES OFFICE DESCRIPTION OF LAND


LOCALITY PLAN

House No		Lot No	R 25963	Location No	
Plan or Diag		Street Name			
Certificate of Title	Volume: _____			Folio: _____	

LOT DIMENSIONS

Site area	400 Square metres
Frontage	20 Metres
Depth	20 metres

AUTHORITY

Applicant's Signature		Date20/04/2020.....
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NOTE: WHERE THE APPLICANT IS NOT THE OWNER, THE OWNER'S SIGNATURE IS REQUIRED.

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

SHIRE OF NARROGIN

Owner's Signature



Date

20/4/20

Dale Stewart
Chief Executive Officer

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

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR BUILDING CONSENT

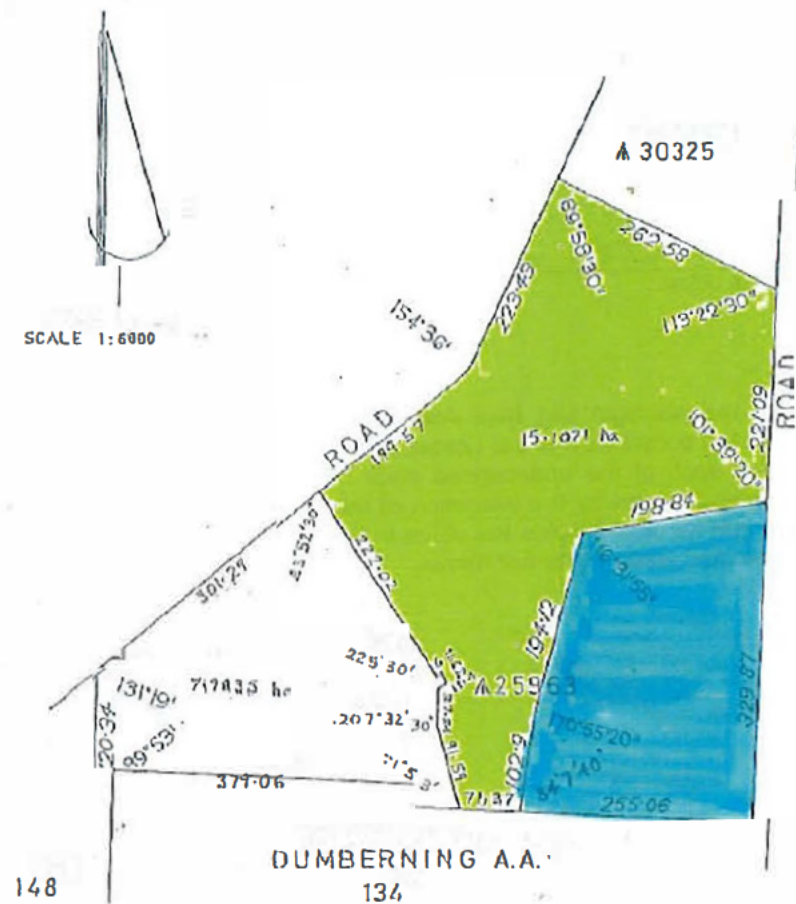
Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent shall, unless especially exempt by the Shire:

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

OFFICE USE ONLY

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

Annexure 1 – Sketch of Premises



10.1.6 APPLICATION FOR PLANNING CONSENT: HOME OCCUPATION (FOOD BUSINESS) AT LOT 1019 (NO. 1151) COORAMINNING ROAD, HIGHBURY

File Reference	A33, IPA2020134
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Victoria Eckersley
Previous Item Numbers	Nil
Date	18 May 2020
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Application for Planning Consent 2. Locality Plan	

Summary

Council is notified of an Application for Planning Consent for a Home Occupation business at Lot 1019 (No. 1151) Cooraminning Road, Highbury

Background

On 29 April 2020, the Shire of Narrogin received an Application for Planning Consent for the establishment of a Home Occupation Business at Lot 1019 (No. 1151) Cooraminning Road, Highbury. The application proposes a food business selling small lunchbox items and cakes on an ad-hoc basis.

The applicant expects that demand for her services would be once per fortnight for approximately six customers. Low risk food items such as cakes, slices and biscuits will be cooked at the applicant's house, in her kitchen and then delivered to the customers. No customers will be picking up orders from the property.

Comment

Zoning

Lot 1019 (No. 1151) Cooraminning Road, Highbury is zoned Farming under the Former Shire of Narrogin Local Planning Scheme No. 2 (FS-LPS2). Under the FS-LPS2, the use of Home Occupations is listed as an 'AA' use. This means that the use is not permitted unless the Council has granted planning approval.

FS-LPS2 defines Home Occupation as meaning:

“a business or activity carried out within a dwelling or the curtilage of a dwelling by a person resident therein or within a domestic outbuilding by a person resident in the dwelling to which it is appurtenant that:

- a) *entails the conduct of a business, office, a workshop only, and does not entail the retail sale or display of goods of any nature;*
- b) *does not cause injury to or prejudicially affect the amenity of the neighbourhood;*
- c) *does not detract from the residential appearance of the dwelling or domestic outbuilding;*
- d) *does not entail employment of any person not a member of the occupier's household;*
- e) *does not occupy an area greater than 20m²;*
- f) *does not display a sign exceeding 0.2m² in area;*
- g) *in the opinion of the Council is compatible with the principal uses to which land in the zone in which it is located may be put;*
- h) *will not result in the requirement for a greater number of parking facilities than normally reserved for a single dwelling, and will not result in a substantial increase in the amount of vehicular traffic in the vicinity;*
- i) *does not entail the presence, parking, and garaging of a vehicle of more than two (2) tonnes tare weight."*

The above definition has been used to assess the proposal and found that the proposal complies with conditions imposed to ensure this is abided by.

Clause 4.9 of the FS-LPS2 details the requirements for Home Occupation businesses:

"4.9.1 A planning approval to conduct a home occupation is issued to a specific occupier of a particular parcel of land, it shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect of which it was granted. Should there be a change of the occupier of the land in respect of which planning approval for a home occupation is issued the planning approval is cancelled.

4.9.2 If, in the opinion of the Council, a home occupation is causing a nuisance or annoyance to owners or occupiers of land in the locality the Council may rescind the planning approval."

If planning approval is granted, the approval will be specifically for Lot 1019 (No. 1151) Cooraminning Road, Highbury. If the applicant wishes to run the business on another site, a separate application will likely be required.

Local Planning Scheme Policy Manual

Home Occupation is addressed under Local Planning Policy D4 – Home Based Business.

This policy contains specific requirements and recommended conditions for Home Occupation Businesses within the former Town of Narrogin. It provides a basis for conditions to be imposed on former Shire applications as the principles remain the same.

In addition to the conditions included from the definition of the use in FS-LPS2, the Policy D4 requires that the Use not employ any person not a member of the occupier's household.

Waiving of Planning Fee

The applicant has also requested for the Planning fee of \$222 to be waived due to COVID19.

A Notice of Exemption was issued by the Minister for Planning, Lands and Heritage on 8 April 2020 to provide specific guidance to both proponents and local government on a range of temporary exemptions for certain approvals and requirements within the local planning framework. The majority of these exemptions remain in effect until 90 days after the end of the State of Emergency.

The exemptions remove barriers within the planning system to ensure flexible and speedy responses to a changing crisis environment, support business and guarantee the provision of essential community services. They include:

- medical or health-related facilities required in response to the COVID19 pandemic
- truck and logistic companies needing to deliver goods but currently with restricted loading and unloading times
- businesses seeking to adapt by changing their current approved use
- restaurants and cafes required to sell takeaway in contravention of current planning conditions
- people operating their businesses from residential zones
- parking commercial vehicles on residential properties
- a blanket two-year extension for all current development approvals
- businesses needing to change signs
- temporary workers accommodation.

Although there are exemptions provided to Home business or Home occupation, this only applies to those existing businesses to work from home due to the COVID19 outbreak. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.

The proposed home business is a new business to be established and is not from an existing business within the CBD area. On this basis the Notice of Exemption does not apply in the instance and the Planning fee of \$222 should apply.

Consultation

The following officers were consulted:

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

As the use is 'AA' in the Farming Zone as prescribed by the FS-LPS2, advertising is not required. The next nearest dwelling is 1.6 km away from the dwelling where the applicant will operate. It is therefore not necessary to consult adjoining owners.

Statutory Environment

Former Shire of Narrogin Local Planning Scheme No. 2 (FS-LPS2).

Policy Implications

Local Planning Policy D4 – Home Based Business.

Financial Implications

The applicant is seeking for the waiving of the Planning fee of \$222 citing COVID19 under the Notice of Planning Exemption. As this is a new business and is intended to be permanent, the Notice of Planning Exemption does not apply and therefore the Planning fee of \$222 will be required to be paid prior to the issuance of the Planning Approval.

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to Application for Planning Consent: Home Occupation (Food Business) at Lot 1019 (No. 1151) Cooramining Road, Highbury, Council not waive the planning fees and, subject to payment of the fees, grant planning approval subject to the following conditions:

1. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
2. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
3. The use hereby 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.
4. The activity must not employ any person not a member of the occupier's household.
5. No retail sale of goods to be undertaken from the premises.

6. An annual renewal fee in accordance with the schedule of fees and charges (\$73) shall be charged on 1 January of each calendar year.
7. No signage related to the activity shall exceed 0.2m² in area.
8. The home occupation permitted shall occupy a maximum of 20m².

Advice Note:

1. The applicant is to contact the Shire's Environmental Health Officer prior to commencing the business.
2. A planning approval to conduct a home occupation is issued to a specific occupier of a particular parcel of land, it shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect of which it was granted. Should there be a change of the occupier of the land in respect of which planning approval for a home occupation is issued the planning approval is cancelled.

APPLICATION FOR PLANNING CONSENT



Shire of
Narrogin
Love the life

(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

RECEIVED 29 APR 2020

A33/IPA2020134

Name of Applicant	Victoria Eckersley
Correspondence Address	PO Box 303 Narrogin
Applicant Phone Number	
Applicant email	

I hereby apply for planning consent to:

1. Use the land described hereunder for the purpose of Food Catering using the kitchen in my home
And/or
2. Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	Farmland and private residence
Approximate cost of proposed development	\$0
Estimated time of completion	-
No of persons to be housed / employed after completion	No change

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

Lot No		House No	1151	Street Name	Cooramining Road				
Location No		Plan or Diag		Certificate of Title		Volume:		Folio:	

LOT DIMENSIONS

Site area		Square metres
Frontage		Metres
Depth		metres

AUTHORITY

Applicant's Signature <i>V Eckersley</i>	Date 29/4/2020
--	----------------

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 <i>V Eckersley J Eckersley</i>	Date 29/4/2020
--	----------------

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.



Locality Plan

10.1.7 APPLICATION FOR PLANNING CONSENT: CARPORT (SETBACK VARIATION) AT LOT 550 (NO. 5) GLYDE STREET, NARROGIN

File Reference	A209800, IPA2020163
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Tim Yuen
Previous Item Numbers	Nil
Date	18 May 2020
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Application for Planning Consent 2. Site Plan and Elevations 3. Aerial Photograph	

Summary

Council's consideration is requested in regards to the Application for Planning Consent for a carport at Lot 550 (No. 5) Glyde Street, Narrogin. The Application proposes to vary the required secondary street setback from 1.5m to a nil setback.

Background

On 5 May 2020, the Shire of Narrogin received an Application for Planning Consent for the construction of a carport at Lot 550 (No. 5) Glyde Street, Narrogin. The carport proposes a nil setback from the secondary street in order to not impact on the existing dwelling, garden, trees and to utilise the existing crossover.

The nil setback places the new garage door in line with the existing boundary fence which is 1.8m high.

Comment

Zoning

Lot 550 is zoned Single Residential R12.5. It is located at the corner of Glyde and Jersey Street. The proposal utilises an existing crossover and replaces an existing gate on the Jersey Street side of the property with a carport and garage door with a nil setback.

Residential Design Codes

The Residential Design Codes state that the minimum setback for a garage to a secondary street for an R-12.5 property is 1.5m.

Section 5.2.1 of the Residential Design Codes addresses the setback of carports and garages. It requires the development to be assessed against the design principles or deemed-to-comply requirements. As the proposal is not compliant with the deemed-to-comply provisions because of its reduced setback, it will be assessed against the design principles.

Part 5 clause 5.2.1 P1 of the Residential Design Codes under the Design Principles states:

“The setting back of carports and garages to maintain clear sight lines along the street and not detract from the streetscape or appearance of dwellings; or obstruct views of dwellings from the street and vice versa.”

The proposal fulfils the criteria as sight lines are maintained by keeping the proposed carport in line with the existing boundary fence and a condition can be added to any approval for the proposed structure to match existing buildings. This will ensure that the proposal does not detract from the streetscape. The views between dwellings is not obstructed by this structure as there is an existing 1.8m boundary fence ensuring privacy from the street to the backyard of Lot 550.

When receiving the proposal, it was discussed whether there were alternate locations on the property that would better suite a carport location. Each location resulted in the need to remove existing gardens or trees. The location chosen by the applicant makes use of the existing crossover and paving.

On this basis it is recommended that the nil setback variation off Jersey Street be supported.

Consultation

On 7 May 2020 a letter was sent to the adjoining owner at 13 Jersey Street for comment. No comments were received at the close of the comment period on 13 May 2020.

The following officers were consulted:

- Executive Manager Development and Regulatory Services
- Building Surveyor

Statutory Environment

Former Town of Narrogin Town Planning Scheme No. 2 (FT-TPS2)

Policy Implications

State Planning Policy 7.3 Residential Design Codes Volume 1

Financial Implications

An Application for Planning Consent Fee of \$147 has been paid to the Shire of Narrogin

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1	A preserved natural environment
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 Application for Planning Consent: Carport (Setback Variation) at Lot 550 (No. 5) Glyde Street, Narrogin, Council grant planning approval subject to the following conditions:

1. 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 the Chief Executive Officer.
2. Supporting the nil setback off Jersey Street.
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. Finishes to the external building shall be sympathetic to existing buildings on site and the surrounding area to the satisfaction of the Chief Executive Officer.
6. 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.

Advice Note:

1. This is not a building permit, for which a separate application is required.

APPLICATION FOR PLANNING CONSENT



Shire of
Narrogin
Love the life

(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

AZ09800 / IPA2020163

Name of Applicant	TIM YUEN
Correspondence Address	31 ARGUS ST NARROGIN WA 6312
Applicant Phone Number	
Applicant email	

I hereby apply for planning consent to:

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

Existing use of land	DOMESTIC RESIDENCE
Approximate cost of proposed development	\$ 9900.00 GST INC
Estimated time of completion	3 WEEKS
No of persons to be housed / employed after completion	1

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

Lot No	550	House No	5	Street Name	GLYDE ST
Location No		Plan or Diag		Certificate of Title	Volume: Folio:

LOT DIMENSIONS

Site area		Square metres
Frontage	20.12 m	Metres
Depth	28.16 m	metres

AUTHORITY

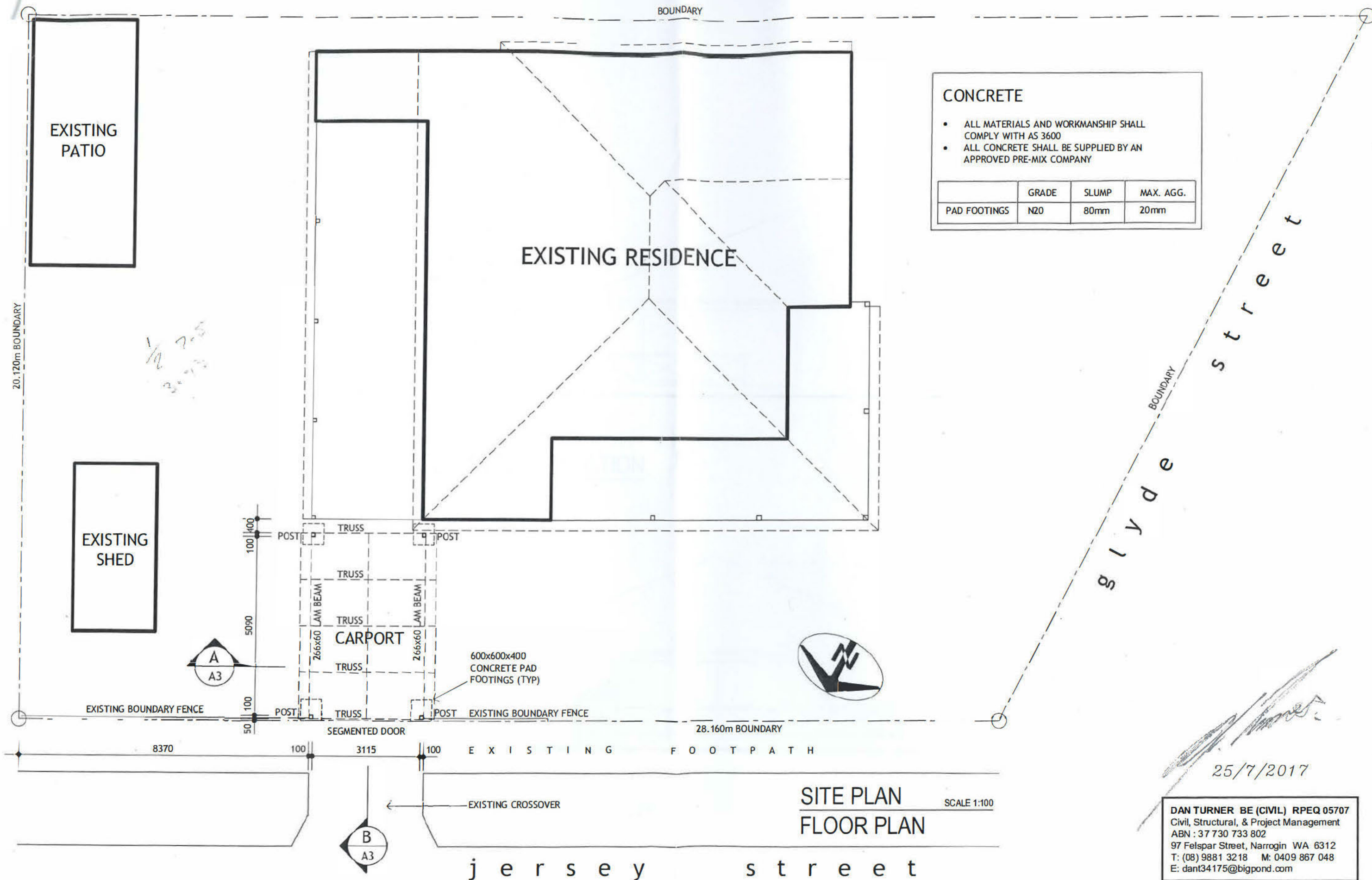
Applicant's Signature		Date	5-5-2020
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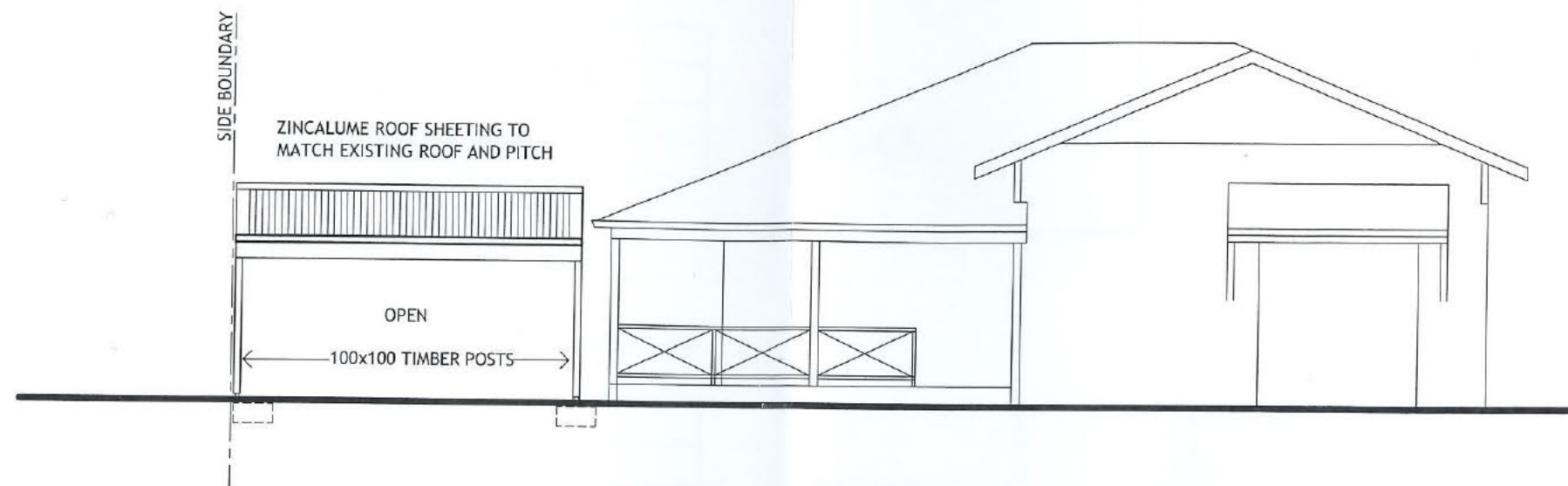
NOTE: WHERE THE APPLICANT IS NOT THE OWNER, THE OWNER'S SIGNATURE IS REQUIRED.

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

Owner's Signature		Date	5-5-2020
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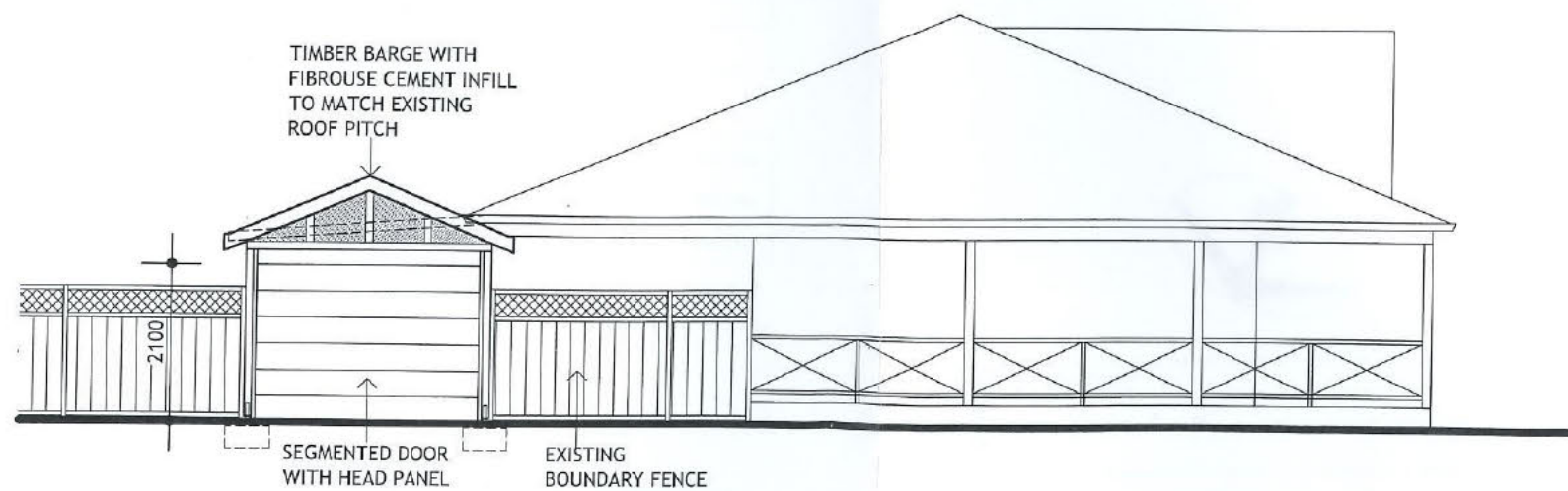
NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH THE APPLICATION OUTLINED OVER.





GLYDE STREET ELEVATION

SCALE 1:100



JERSEY STREET ELEVATION

SCALE 1:100

[Signature]
25/7/2017

DAN TURNER BE (CIVIL) RPEQ 05707
Civil, Structural, & Project Management
ABN : 37 730 733 802
97 Felspar Street, Narrogin WA 6312
T: (08) 9881 3218 M: 0409 867 048
E: dant34175@bigpond.com



10.1.8 EXTENSION OF THE CONTRACT FOR THE PROVISION OF DOMESTIC PUTRESCIBLE AND RECYCLING COLLECTION SERVICES AND REQUEST FOR REVIEW OF RECYCLING WASTE BIN PICK-UP RATE

File Reference	31.3.1
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 10.1.072, 28 June 2016 Res. 0616.091
Date	5 May 2020
Author	Robert Powell – Senior Environmental Health Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments <ol style="list-style-type: none"> Contract for The Provision of Domestic Putrescible and Recycling Collection Services - Town and Shire of Narrogin. (Confidential under separate cover) Letter requesting extension of contract from Great Southern Waste Disposal Letter from Great Southern Waste Disposal requesting consideration of review of waste recycling rate. 	

Summary

The contract for the Provision of Domestic Putrescible and Recycling Collection Services – Town and Shire of Narrogin (The Contract), with Great Southern Waste Disposal (GSWD), expires on 30 June 2020. The contract provides for a four (4) year extension at the request of either party. The contract sets out the requirements for the collection and disposal of putrescible and recycled waste.

The contractor has requested an extension of the contract, until 30 June 2024. In addition, the contractor has submitted a request that consideration be given to an increase in the recycled waste rate due to the collapse of the market. This matter is submitted for consideration. Refer to Attachments 1, 2 and 3.

Background

The Putrescible and Recycling Contract was advertised jointly with the Shire of Cuballing in 2016. Subsequently, the CEO from the Shire of Cuballing has advised that it intends to enter into a stand-alone contract from the 1 July 2020.

The current putrescible and recycling collection contract was originally considered by Council at its meeting held on 28 June 2016. Council at that meeting resolved as follows:

“That Council:

- 1. Accept the quotes from Great Southern Waste Disposal for the Provision of Domestic Putrescible & Recycling Kerbside Collection Services for a four (4) year term with an option*

of an additional four (4) year extension, at the following rate which includes a CPI increase at 1 July each year:

- (i) a rate of \$0.88 including GST per bin collection for Putrescible waste;*
- (ii) a rate of \$2.75 including GST per bin collection for Recycle waste.*

2. *Authorise the Chief Executive Officer and Mayor to sign and affix the common seal to the contractual documents.”*

GSWD were granted the contract which commenced on 1 July 2016, for a four (4) year term expiring on 30 June 2020. Clause 2.7 of the contract allows an extension for up to an additional 4 years to be entered into at either party's discretion. An extension to the contract for a further 4 years would see the contract expiring on 30 June 2024. The contractor has submitted a request to Council to exercise this option seeking an extension to the contract for a further 4 year term. Refer to Attachment 2.

With regard to recycling, in mid to late 2019, China started to reject recycling waste due to contamination issues that impacted their processing of the product. This action was soon followed by other countries, including Vietnam and Malaysia. This eventually led to a full import ban on all recycled waste by those countries, including recycling waste from Australia. These actions have had a negative impact on GSWD's cash flow. GSWD advised, that when setting their contract rate in 2016, for the recycling waste contract, the value of recyclables was taken into consideration. Since 2019, the value of recycled waste products has plummeted, affecting their income. GSWD claim that their costs in this area have remained fairly static, especially with the operation of their MRFs (Materials Recycling Facilities) however the value of the recyclable product has generally plummeted and are seeking an increase to subsidise the recycling section of the operation.

GSWD have put their request in writing seeking Council's consideration of a review of the recycling waste collection rate and requested an increase of \$0.44 cents per bin lift, including GST. If adopted, this would raise the recycling waste collection rate to \$3.29. Refer to Attachment 3.

Comment

The contract manages the requirements for the kerbside collection of putrescible domestic and recycling waste. GSWD, which is a locally owned business, currently holds the contract. GSWD has been providing waste collection services to the Shire of Narrogin, including the former Town of Narrogin and former Shire of Narrogin, since 1999. GSWD provides similar services to a number of surrounding local governments. The collection of household putrescible waste is on a weekly basis with the recyclables collected fortnightly.

The objectives of the contract are to:

- Ensure that a reliable, convenient kerbside collection service is provided;
- Ensure that the Principal's kerbside collection services has minimal impact on the environment and residents within the Townsite;
- Ensure that the Principal receives accurate collection data from the contractor to assist in the efficient management of both facets of the collection service; and
- Ensure that recyclable materials collected by the service are recycled and not directed towards landfill.

The contract is subject to a rise and fall clause adjusted by the Consumer Price Index (CPI) for Perth

As mentioned earlier, this contract was advertised jointly with the Shire of Cuballing in 2016. With the Shire of Cuballing withdrawing from the joint contractual arrangement, this has necessitated a review of the current arrangements. The Shire of Cuballing generates about 15% to 20% of wastes collected. Such a reduction would normally have an adverse impact on the price of bin lift services. In view of this it may be in Council's interest to not seek a review of these rates at this time.

The contractor has competently performed the requirements of the contract to the Shire's satisfaction with minimum of disruption to collection services. Further, the contractor collects refuse on most public holidays which assists in ensuring a smooth operation.

Quarterly meetings are held with the contractor to review their performance against the contract. However, most issues that arise are dealt with on a day-to-day basis. Minutes are taken of quarterly meetings with the contractor's performance monitored in accordance with the requirements of the contract as well as the better practice principles of the Office of the Western Australian Auditor General.

With regard to the request for an additional payment for the collection of recycling waste the contractor reports the collapse of this market has negatively impacted the price of recyclables. Recyclable products such as glass are now worthless. Other recyclable products such as cardboard and plastics have had significant price reductions and are now worth only a fraction of their former value. When factoring in the cost of transport (to Perth), together with the operating cost of the Materials Recycling Facilities (MRFs) the result is a net negative return. Metal is still of value as a recycled product with steel now worth around \$60.00 per tonne, down from over \$170.00 per tonne in 2019 and aluminium currently holding its value at about \$0.90 per kilogram. Further, the company operates a MRF in Narrogin, which is one (1) of 15 in WA. GSWD's MRFs currently employs between 4 and 7 local people and is sited in the industrial estate.

In the near future the introduction of the CDS (Container Deposit Scheme) should have a positive impact in the recycling area. Currently the introduction of the CDS has been delayed due to the COVID 19 pandemic. The CDS was originally scheduled to commence on 2 June 2020. The introduction has been pushed back to November 2020 at the earliest or possibly June / July 2021. The CDS was expected to considerably reduce the number of recyclables deposited into the fortnightly recycling waste collection bins. The number of recyclable containers deposited at the transfer station had dropped considerably in expectation of the CDS commencing in June. With the announcement of the delay to the CDS the number of recyclable containers deposited into recycling bins, at the transfer station has nearly returned to normal levels. The anticipated level of income to the Shire from the CDS is not known at this stage.

In consideration of this matter Council has three (3) options:

1. Do nothing in the expectation that the market will adjust reset prices – Note WALGA do not expect a short-term solution or fix to this matter;
2. Increase the recycling waste collection rate paid to the contractor but at a lower level than requested; or
3. Increase the recycling waste collection rate paid to the contractor at the rate requested.

Should Council agree to the request from GSWD it is suggested that option 3 be exercised for a period of 12 months with a review prior to adopting the 2021/2022 Budget.

In proceeding with option 3, Council would need to decide whether to pass on the full increase, a partial increase or to absorb the full cost within the next budget. It should be noted however that the Council at its meeting of 28 April 2020 resolved to not increase any fees and charges, including refuse and recycling costs in the 2020/21 Budget.

A further consideration is the matter of keeping a local business viable.

Consultation

The following were consulted in regard to this matter:

- Gary Sherry, Chief Executive Officer, Shire of Cuballing;
- Kevin Timms, Director, Great Southern Waste; and
- Internal staff.

Statutory Environment

Local Government (Functions and General) Regulations 1996, Regulation 11.

Policy Implications

Policy 3.1 – Purchasing; and

Policy 3.2 – Regional Price Preference.

Financial Implications

It should be noted that the current collection rate is \$0.91 per collection for Putrescible and \$2.85 for Recycled Waste.

The anticipated annual cost for the Recycled Waste service based on the requested price increase compared to the current collection rate (fortnightly collection for Recycling waste) is:

Annual Cost Putrescible Waste $\$0.91 \times 2,453 \times 52 \text{ collections} = \$126,280.44$ including GST per annum.

Annual Cost Recycling at current rate $\$2.85 \times 2052 \times 26 \text{ collections} = \$152,053.20$ including GST per annum.

Anticipated Annual Cost for the Recycled Waste collection applying the requested additional amount of \$0.44 per collection equates to $(\$2.85 + \$0.44 =) \$3.29 \times 2052 \times 26 = \$175,528.08$ including GST per annum.

The anticipated increase is \$21,340.80 per annum excluding GST or \$23,474.88 per annum including GST over a full 12 months.

This equates to a total of \$121.42 per household per annum for 2020 / 2021 for the collection of both Putrescible and Recycling waste or \$132.86 per household per annum if the increase were applied for the 2020 / 2021 financial year to Putrescible and Recycling Waste, if adopted by Council.

As this is a cost recovery service provided by Council it will not have an impact in any form of increased rates as the amount paid per year will be determined by the number of services performed each year and as determined by Council on the 28 April 2020 fees and charges are not being increased in the 2020 / 2021 financial year.

It should be noted that the contract price is subject to the CPI (Perth) increase at 1 July each year.

It should also be noted that the additional Recycled Waste collection charge would not be subject to a CPI increase if renegotiated each year.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	3 Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome	3.2 Effective waste services
Strategy	3.2.1 Support the provision of waste services

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the contract for the Provision of Domestic Putrescible and Recycling Collection Services for the Shire of Narrogin the contract with Great Southern Waste Disposal, Council:

1. Extend the contract for the provision of domestic Putrescible and Recycling Collection Services for a further four (4) years from the 1 July 2020, at the following rate which includes a CPI increase from 1 July each year:
 - a. A rate of \$0.91 including GST per bin collection for Putrescible waste; and
 - b. A rate of \$2.85 including GST per bin collection for Recycle waste.
2. Agree to adjust the annual charge of the recycling waste collection rate paid to the contractor in item 1 above, at an agreed increase of \$0.44 including GST per recycled bin collected, for the 2020/21 financial year, due to the current state of the recycling market and that this be reviewed on an annual basis.
3. Authorise the Shire President and Chief Executive Officer to sign and affix the common seal to the contractual documents.



Shire of Narrogin RECEIVED	
Directed to	Rob / Azhar
24 APR 2020	
Ref No	LM2020101
Property File	
Subject File	20-1-3
Ref	LM1918907

20/04/2020

CEO
Shire of Narrogin
Mr Dale Stewart

Great Southern Waste would like to take up the option of a further four year extension of the current waste and recycling contract. This is to include CPI rises every 12 months.

If you would like to discuss further, please feel free to contact Kevin.

Kind Regards
Kevin Timms
0439813096



Shire of Narrogin RECEIVED	
Directed to	Rob/Azhar
24 APR 2020	
Ref No	LM2020100
Property File	
Subject File	20.1.3
Ref	LM1918107

20/04/2020

CEO
Shire of Narrogin
Mr Dale Stewart

Great Southern Waste would like to request a rate rise of 44 cents per recycle pick up in the Shire of Narrogin, this rate is GST inclusive. This increase is to help with the loss of income through recyclables not being of any value at the present stage. This price will be reviewed every 12 months until recyclable material prices increase.

Kind Regards
Kevin Timms
0439813096

10.2 TECHNICAL AND RURAL SERVICES

10.2.1 ST JOHN AMBULANCE AIRPORT LEASE APPLICATION

File Reference	A391
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	St John Ambulance: Narrogin Sub Centre
Previous Item Numbers	Nil
Date	25 March 2020
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. St John Ambulance Letter of Request for Lease. 2. Diagram of Intended Lease Area. 3. Letter of Support from Narrogin Flying Club to Administration. 4. Letter of Support from Narrogin Flying Club to St John Ambulance. 5. Narrogin Flying Club Proposed Amended Lease Area.	

Summary

Council is requested to consider supporting an application from St John Ambulance to enter into a lease arrangement with the Shire of Narrogin at the Narrogin Airport.

Background

On 20 February 2020, St John Ambulance, represented by Mr Grant Hanson, submitted a letter of request for Council to consider a lease arrangement with St John Ambulance at the Narrogin Airport for the purpose of constructing a new Royal Flying Doctor Service (RFDS) transfer station (Attachment 1).

Comment

Over many years, St John Ambulance (SJA) have used a section of the Narrogin Flying Club (NFC) – Club House to facilitate patient transfers to the RFDS so critical patients can be taken via aircraft to receive specialist emergency treatment at specialised facilities in Perth. This service is of great importance to the Narrogin and Regional community as community members are flown to Perth for life saving treatment.

The arrangement at the NFC – club rooms has not been ideal due to the exposure to weather in some instances and also that the club rooms were never intended to serve as a patient transfer station.

The NFC have accommodated SJA for many years, without too much disruption to their activities.

The concept of a new RFDS transfer station for SJA has been around for a number of years and due to SJA Narrogin Sub Branch being successful with grant funding to build a patient transfer facility, the concept has now become a reality hence the request from SJA to enter into a lease arrangement with the Shire (lessor of the Narrogin Airport) for land to construct the facility.

The requested lease area is approximately 15 metres by 18 metres with an area of 270 m², see Attachment 2.

The requested lease area is contained within the current NFC leased area. Negotiations between SJA and the NFC have been co-operative and amicable.

Mr Doug Harrington, representing the NFC, sent correspondence (Attachment 3) to administration on 12 December 2019 advising that:

“At our committee meeting last Sunday the arrangements for the provision of a sublease for the construction of a new St John Ambulance /RFDS terminal building was discussed.

It was concluded that NFC is prepared to release the required area however the club does not wish to enter into a sublease with St John Ambulance due to the club not having the resources to administer such.

The preferred path by NFC is for Narrogin Shire to excise the appropriate area of land from its current lease and provide an equal area to the East of the lease boundary to compensate.”

Correspondence was also sent from NFC to St John Ambulance on 17 February 2020 (Attachment 4) advising:

“Our committee met on Sunday and your building proposal was discussed at length. A motion was moved that the proposed location set out at the meeting between ourselves on Thursday last is acceptable to the club subject to shire approval.”

The NFC have requested the Shire (Airport lessor) to compensate the NFC by amending the area of their current lease area by adding additional land to the east of their current leased area, see Attachment 5. The additional land requested is 456.19m² which is greater than the area of land to be excised from the NFC lease (270m²) however, in the author's opinion, the difference in area is minimal and it is considered a fair request and should be supported by Council and that no additional rent be charged.

St John Ambulance have requested that Council consider a 20 year peppercorn lease with a rental income to the Shire of \$1 per year. Due to SJA being a not for profit organisation and an emergency service for the benefit of the community, it is the author's opinion that the lease duration of 20 years and peppercorn rent of \$1 per annum be recommended to Council.

This report is for the purpose of establishing a lease and is not for the approval of any proposed building or processes pertaining too, which will require a development application and building licence application.

This item was presented to the Narrogin Airport Advisory Committee at its meeting on Thursday 23 April 2020 for consideration and discussion. The Officers' recommendation was fully supported by the Narrogin Airport Advisory Committee.

The existing leases at the Airport include the following:

- Narrogin Flying Club – expiring 30 September 2040; and
- Narrogin Gliding Club – expiring 30 September 2040.

It would be appropriate therefore to have the lease with respect to the SJA expiring on the same date so that any matters can be considered in context with other users at that time.

Consultation

Consultation to negotiate a lease process has included:

- Chief Executive Officer;
- St John Ambulance Narrogin Sub Branch – Mr Grant Hanson (Airport Committee Representative for SJA);
- Narrogin Flying Club – Mr Doug Harrington (Airport Committee Representative for Narrogin Gliding Club); and
- Narrogin Flying Club President – Mr Cecil Cain (site meeting with the author and Mr Grant Hanson); and
- Narrogin Airport Advisory Committee.

Statutory Environment

Should a lease be entered into:

Local Government Act 1995, Section 3.58 – Disposing of property

Local Government (Function and General) Regulations 1996 – 30. Dispositions of property excluded from Act s. 3.58

- “(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) A disposition of land is an exempt disposition if —*
- (b) The land is disposed of to a body, whether incorporated or not —*
- (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
- (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions;”*

Dispositions of property to not for profit community or sporting groups (whether incorporated or not) are excluded from the requirements of the Act to advertise or the need to seek a valuation.

Policy Implications

There are no relevant Council policies that relate.

Financial Implications

Should Council resolve to enter into a 20 year peppercorn lease with St John Ambulance at \$1 per annum then this would create an income of \$20 over 20 years.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
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:	2.3.2 Engage and support community groups and volunteers

Strategy:	2.3.3 Facilitate and support community events
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.3 Efficient use of resources
Strategy:	3.3.1 Increase resource usage efficiency

Voting Requirements

Simple Majority

Officers' Recommendation and Committee Recommendation

That with respect to St John Ambulance Airport Lease Application, Council:

1. Note the agreement of the Narrogin Flying Club to amend their lease to account for the request;
2. Authorise the Chief Executive Officer and Shire President to negotiate and make minor amendments to the Flying Club lease, and to sign an addendum amending the lease with respect to the land amendments as depicted in Attachments 2 & 5 to this report, noting the need to provide right of access to the proposed St John Ambulance lease;
3. Authorise the Chief Executive Officer to prepare the Shire's standard community group lease and to enter into negotiations with St John Ambulance for a lease of an area of 270m² as depicted in Attachment 2 to this report, based on a lease duration to 30 September 2040 with a rental fee of \$1 per annum, and it being exempt from local government rates, due to the lessee being recognised as a charitable organisation; and
4. Subject to item 3 above, authorise the Shire President and Chief Executive Officer to sign and affix the Shire's Common Seal to the proposed lease to St John Ambulance.

20th February 2020

Grant Hansen
Narrogin Sub centre
St John Ambulance WA
PO Box 1125 Narrogin WA 6312

Shire of Narrogin
89 Earl Street Narrogin WA 6312
Attn: Mr Torre Evans

Request for Lease

Dear Mr Evans

The St John Narrogin Sub centre has been granted approval to expend funds for the construction of a new RFDS patient transfer facility at the Narrogin Airport.

To this end the St John Narrogin Sub centre is respectfully requesting the Shire of Narrogin to grant permission to obtain a lease for a parcel of land within the Narrogin Flying Club's current lease area. This parcel of land will be used to provide a building envelope and ensure tenure for the new facility. Please refer to the attached documents showing building design and proposed lease location plan.

The lease area is 18 metres x 15 metres, area and location has been formulated in consultation with the Narrogin Flying Club. The St John Narrogin Sub centre requests a peppercorn lease for a tenure of 20 years

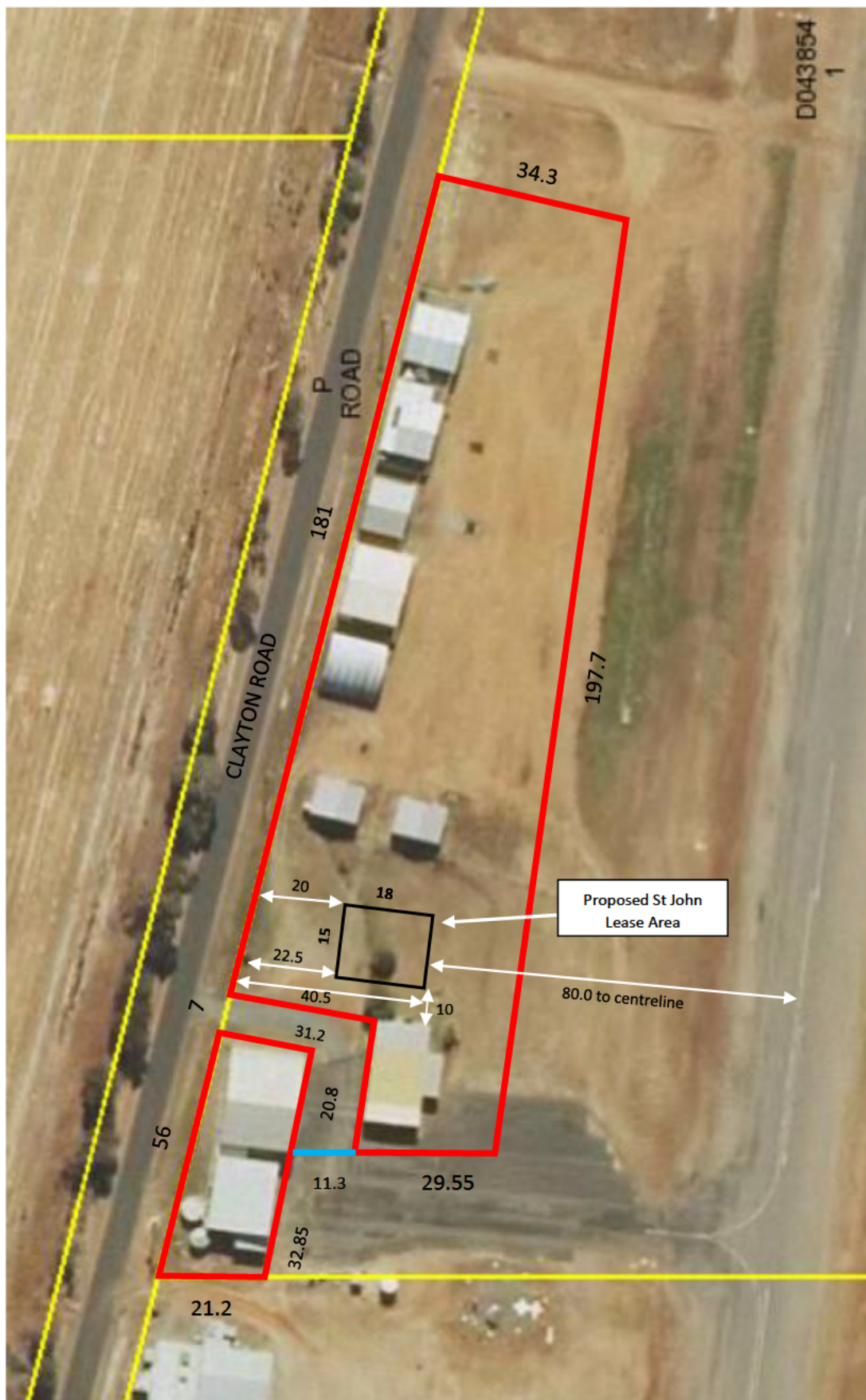
The project will eventually also include new access driveways for ambulances and a sealed taxi way for aircraft. In the past the RFDS have flown out in excess of 280 seriously ill patients per annum from the Narrogin Airport, and a new facility will greatly assist in improved patient care and comfort.

It would be greatly appreciated if the Shire of Narrogin could assist in the provision of this valuable community project.

Yours Sincerely



Grant Hansen
Volunteer Ambulance Officer
Project Manager
St John Ambulance Narrogin Sub centre



NARROGIN FLYING CLUB Inc

PO Box 79 NARROGIN 6312 | 0409104067 | narroginflying@gmail.com

12Dec 2019

Executive Manager
Technical and Rural Services
Shire of NARROGIN

Hello Torre

At our committee meeting last Sunday the arrangements for the provision of a sublease for the construction of a new St John Ambulance /RFDS terminal building was discussed.

It was concluded that NFC is prepared to release the required area however the club does not wish to enter into a sublease with St John Ambulance due to the club not having the resources to administer such.

The preferred path by NFC is for Narrogin Shire to excise the appropriate area of land from its current lease and provide an equal area to the East of the lease boundary to compensate.

Thankyou,



Doug Harrington

Secretary

NARROGIN FLYING CLUB Inc

PO Box 79 NARROGIN 6312 | 0409104067 | narroginflying@gmail.com

17.02.2020

Mr. G. Hansen

Project Manager

St John Ambulance


NARROGIN 6312

Dear Grant

Our committee met on Sunday and your building proposal was discussed at length. A motion was moved that the proposed location set out at the meeting between ourselves on Thursday last is acceptable to the club subject to Shire approval. It was also agreed that the use of the club septic system will be available to yourselves subject to any upgrades if required being carried out by St John's. The provision of other services such as water and power will not be available from NFC.

We wish you well in your endeavors to provide this valuable service to the community

Yours Sincerely



Doug Harrington

Secretary

Annexure 1 – Sketch of Premises



10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – APRIL 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	30 April 2020
Author	Agatha Prior – Senior Finance Officer - Statutory
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	
1. Schedule of Accounts Paid – April 2020 (separate cover).	

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – April 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 – April 2020 is presented to Council for notation. Below is a summary of activity.

April 2020 Payments		
Payment Type	\$	%
Cheque	601.90	0.04
EFT (incl Payroll)	1,291,399.73	94.06
Direct Debit	79,967.03	5.82
Credit Card	1,152.09	0.08
Trust	0	0.00
Total Payments	1,038,767.25	100.00

Local Spending	\$	%
Local Suppliers	227,994.15	16.60
Payroll	554,919.36	40.42
Total	782,913.51	57.02

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

Manager Finance

Statutory Environment

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

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 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 April 2020, Council note the Report as presented.

10.3.2 MONTHLY FINANCIAL REPORT – APRIL 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 Corporate Services
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments 1. Financial Report for the period ended 30 April 2020.	

Summary

Council is requested to review the April 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.

In addition, Council is requested to approve a temporary cessation in rent to the Narrogin Gymnastics Club due to the COVID19 pandemic.

Background

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

Comment

The April 2020 Monthly Financial Reports are presented for review.

It should be noted that the effects of COVID19 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. Compliance with directions from health authorities is paramount for community safety purposes.

These contingencies have yet to be fully quantified.

In addition, the Shire continues to receive request for assistance from community groups such as the following recently received from the President of the Narrogin Gymnastics Club Inc.:

“I am writing to you on behalf of the Narrogin Gymnastics Club for which I am President.

I would like to respectfully request if the Shire could consider a reduction in our rent until we are able to resume club activities and receive payment from our members.

Like many clubs, the COVID19 outbreak has had a massive impact on how we function, our ability to offer services to our members and our financial viability. The committee decided to cease face-to-face classes on March 19 to protect our children, coaching staff and community. As such we have received no income and until we are able to resume coaching we will not have any monies coming in to the club. Your consideration is greatly appreciated”.

The intent of the request relates to fact that the Club’s activities (a Club run children’s gymnasium) have had to cease since early March 2020 (and continue as at the date of this report) to comply with State Government Pandemic Directives.

The Administration supports the request and proposes to waive lease fees for the Club with respect to their lease (from the Shire) of portion of 105 Federal St, Narrogin (the former Railway Institute Building) from 1 April 2020 to 30 June 2020 (\$1250) and allocate this expense to the COVID19 Relief and Recovery Account. Their annual lease fees are \$5,000.

Consultation

Executive Manager Corporate and Community Services.

Statutory Environment

The Local Government (Financial Management) Regulations 1996, Regulation 34 applies with respect to the Monthly Financial Reports.

The Local Government Act 1995, Section 6.12, provides that a local government may waive or grant concessions in relation to any amount of money; or write off any amount of money, which is owed to the local government (Absolute Majority decision required).

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.

The request of the Narrogin Gymnastics Club Inc. can be accommodated in the recent decision of the Council to create a new COVID19 Recovery and Relief Account with a Budget allocation of \$220,000.

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 with respect to Officer Recommendation 1.

Absolute Majority with respect to Officer Recommendation 2.

OFFICERS' RECOMMENDATION 1 OF 2

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

OFFICERS' RECOMMENDATION 2 OF 2

That with respect to the request for financial assistance from the Narrogin Gymnastics Club Inc., as a result of COVID19 impacts, the Council agree to waive lease fees with respect to their lease of portion of 105 Federal St, Narrogin (the former Railway Institute Building) from 1 April 2020 to 30 June 2020 (\$1,250), and allocate this expense to the COVID19 Relief and Recovery Account.

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 30 APRIL 2020



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

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MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 APRIL 2020

MONTHLY SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 April 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 inconsistent 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 POLICIES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

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

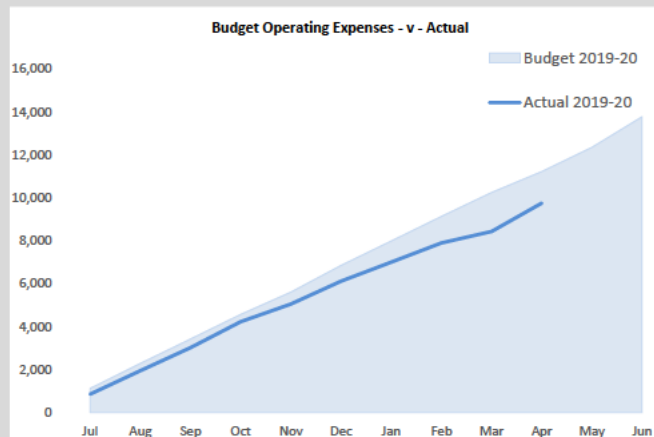
ROUNDING OFF FIGURES

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

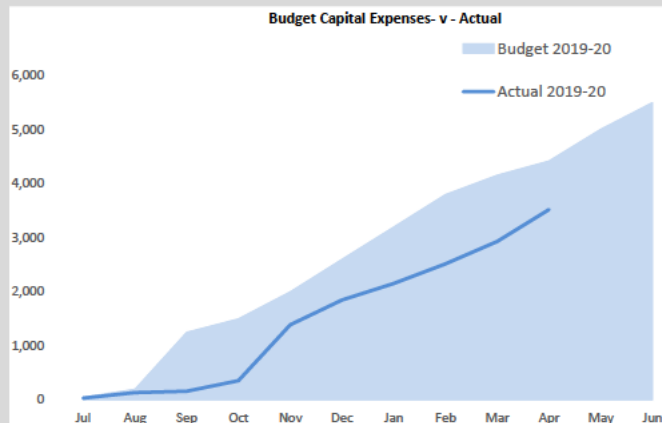
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2020**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

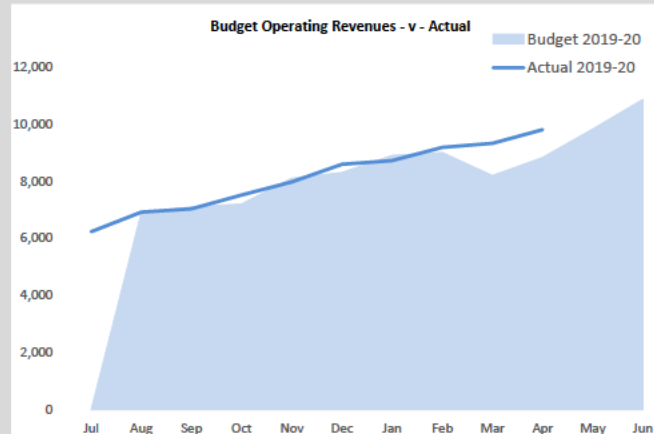
OPERATING EXPENSES



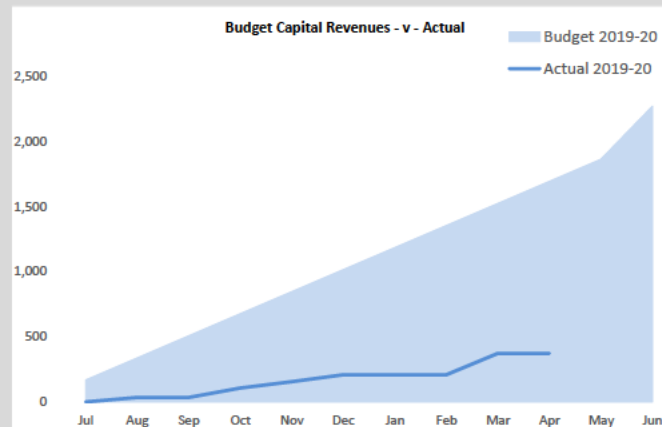
CAPITAL EXPENSES



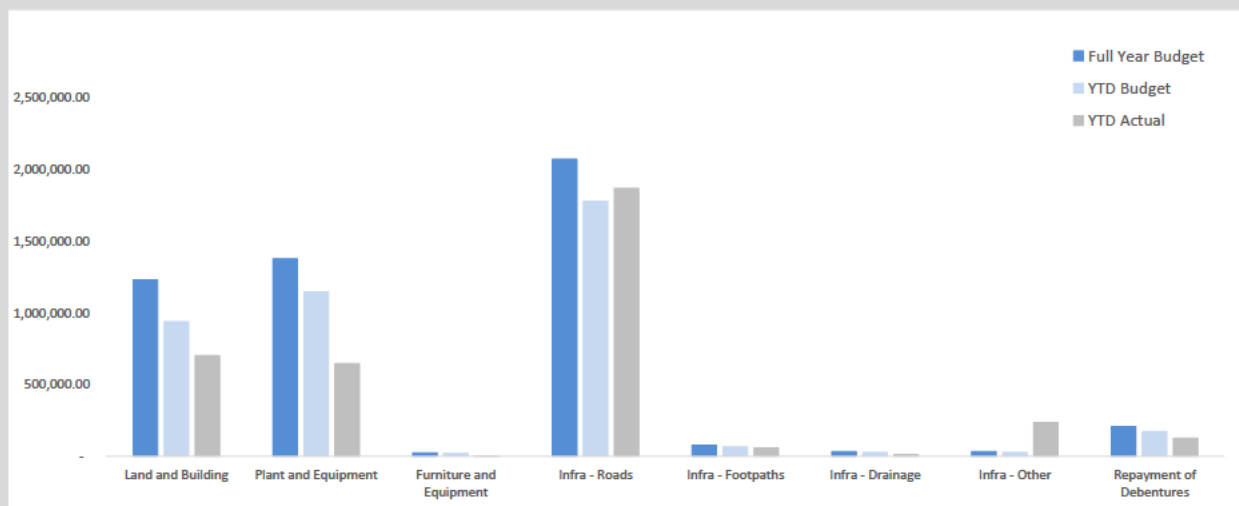
OPERATING REVENUE



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 30 APRIL 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)		4,001,534	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	4,124,280	4,808,081	683,801	14%	▲
General Purpose Funding - Other		1,358,841	1,152,359	1,024,047	986,596	(37,451)	(4%)	
Governance		1,850	350	280	889	609	69%	
Law, Order and Public Safety		75,900	138,110	63,210	102,909	39,699	39%	▲
Health		23,500	23,500	15,640	14,027	(1,613)	(11%)	
Education and Welfare		1,370,538	1,362,238	1,080,134	1,528,034	447,900	29%	▲
Housing		8,240	8,240	6,860	6,972	112	2%	
Community Amenities		1,092,366	1,132,356	889,790	1,025,326	135,536	13%	▲
Recreation and Culture		75,254	82,754	61,410	38,822	(22,588)	(58%)	▼
Transport		408,915	408,914	330,681	342,731	12,050	4%	
Economic Services		283,619	279,419	206,920	225,669	18,749	8%	
Other Property and Services		110,762	198,282	209,770	284,198	74,428	26%	▲
		9,753,404	9,735,679	8,013,022	9,364,256	1,351,234		
Expenditure from operating activities								
General Purpose Funding		(255,567)	(255,567)	(208,750)	(183,307)	25,443	(14%)	▲
Governance		(724,720)	(698,220)	(548,400)	(434,947)	113,533	(26%)	
Law, Order and Public Safety		(766,873)	(775,773)	(646,190)	(590,140)	56,050	(9%)	▲
Health		(280,251)	(280,251)	(243,500)	(219,341)	24,159	(11%)	▲
Education and Welfare		(1,573,105)	(1,691,514)	(1,371,380)	(1,476,966)	(105,586)	(7%)	▼
Housing		(34,441)	(34,441)	(28,640)	(21,359)	7,281	34%	
Community Amenities		(1,574,917)	(1,592,917)	(1,326,920)	(1,065,798)	261,122	25%	▲
Recreation and Culture		(3,475,525)	(3,408,019)	(2,771,960)	(2,446,434)	325,526	13%	▲
Transport		(4,086,406)	(4,083,405)	(3,402,530)	(2,908,802)	493,728	17%	▲
Economic Services		(812,368)	(802,368)	(647,460)	(542,808)	104,652	19%	▲
Other Property and Services		(38,082)	(52,082)	(33,230)	133,703	166,933	(125%)	▲
		(13,622,254)	(13,674,557)	(11,228,960)	(9,756,199)	1,472,761		
Operating activities excluded from budget								
Add back Depreciation		3,450,264	3,450,264	2,875,120	2,428,016	(447,104)	(18%)	▼
Adjust (Profit)/Loss on Asset Disposal	12	97,005	97,004	80,840	35,456	(45,384)	(128%)	▼
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)	(259,978)	1,805,663	2,065,641		
Investing Activities								
Non-Operating Grants, Subsidies and Contributions		851,426	1,048,750	815,840	437,065	(378,775)	87%	▼
Purchase of Investments		0	0	0	0	0		
Land Held for Resale	11	0	0	0	0	0		
Land and Buildings	11	(1,230,335)	(1,297,306)	(937,650)	(702,558)	235,092	33%	▲
Plant and Equipment	11	(1,376,633)	(1,376,633)	(1,146,971)	(645,084)	501,887	78%	▲
Furniture and Equipment	11	(22,500)	(22,500)	(18,740)	(2,314)	16,426	710%	▲
Infrastructure Assets - Roads	11	(2,072,295)	(2,144,092)	(1,778,160)	(1,869,384)	(91,224)	(5%)	▼
Infrastructure Assets - Footpaths	11	(76,000)	(76,000)	(63,320)	(57,464)	5,856	10%	
Infrastructure Assets - Road Drainage	11	(32,000)	(32,000)	(26,660)	(10,053)	16,607	165%	▲
Infrastructure Assets - Other	11	(698,942)	(698,942)	(534,894)	(234,996)	299,898	128%	▲
Infrastructure Assets - Parks and Gardens	11	0	0	0	0	0		
Infrastructure Assets - Bridges	11	(31,040)	(31,040)	(25,850)	(812)	25,038	3083%	▲
Proceeds from Disposal of Assets	12	667,898	730,282	556,450	372,757	(183,693)	(49%)	▼
Proceeds from Sale of Investments		0	0	0	0	0		
Amount attributable to investing activities		(4,020,422)	(3,899,481)	(3,159,955)	(2,712,844)	447,111		
Financing Activities								
Proceeds from New Debentures	13	0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Repayment of Debentures	13	(166,657)	(166,657)	(138,860)	(95,760)	43,100	45%	▲
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	1,413,724	1,413,724	1,136,400	0	(1,136,400)	(100%)	▼
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(969,913)	(969,913)	(859,880)	(6,673)	853,207	12787%	▲
Amount attributable to financing activities		277,154	277,154	137,660	(102,432)	(240,092)		
Net Capital		(3,743,268)	(3,622,327)	(3,022,295)	(2,815,276)	207,019		
Total Net Operating + Capital		(4,001,532)	(3,943,908)	(3,282,273)	(1,009,612)	2,272,661		
Closing Funding Surplus(Deficit)	3	0	(0)	661,635	2,934,296	2,272,661		

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 30 APRIL 2020

NET CURRENT ASSETS

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.

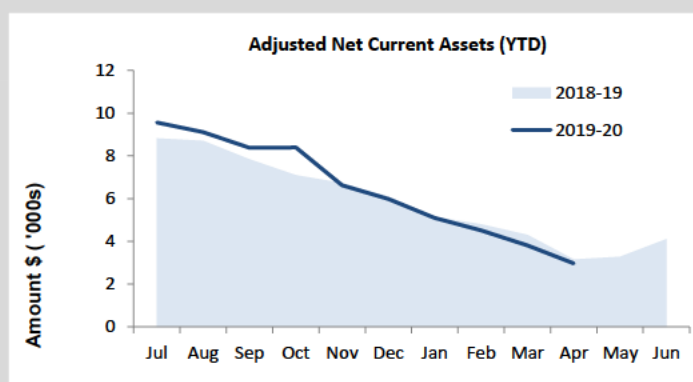
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS**

	Previous Month Actual	Year to Date Actual
	31 Mar 2020	30 Apr 2020
Adjusted Net Current Assets	\$	\$
Current Assets		
Cash Unrestricted	3,560,195	2,854,204
Cash Restricted - Reserves and Bonds/Deposits	4,262,558	4,250,556
Receivables - Rates and Rubbish, ESL, Excess Rates	522,004	462,521
Receivables - Other	91,335	169,948
Inventories	18,398	25,426
	8,454,490	7,762,655
Less: Current Liabilities		
Payables	(165,613)	(328,714)
Loan Liability	(70,898)	(70,898)
Provisions	(587,831)	(587,831)
	(824,343)	(987,443)
Net Current Asset Position	7,630,148	6,775,212
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	70,898	70,898
Adjustment for Trust Transactions Within Muni	(7,191)	(10,956)
Net Current Funding Position	3,803,013	2,934,296

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)

\$2.93 M

Last Month Actual

Surplus(Deficit)

\$3.8 M

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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	683,801	14%	▲	Timing	Revenue estimated evenly over 12 months.
Law, Order and Public Safety	39,699	39%	▲	Timing	ESL Funding received earlier than anticipated.
Education and Welfare	447,900	29%	▲	Timing	HCP Recurrent Grant funding & CHSP User charges YTD higher than anticipated.
Community Amenities	135,536	13%	▲	Timing	Revenue estimated evenly over 12 months.
Recreation and Culture	(22,588)	(58%)	▼	Permanent	Highbury Tennis \$20,000 Grant not approved at fund value, reduced expenditure to compensate.
Other Property and Services	74,428	26%	▲	Permanent	LGIS good claims rebate received higher than anticipated.
Expenditure from operating activities					
Governance	113,453	(26%)	▲	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case less expenditure than YTD Budget.
General Purpose Funding	25,443	(14%)	▲	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case less expenditure than YTD Budget.
Law, Order and Public Safety	56,050	(9%)	▲	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case less expenditure than YTD Budget.
Health	24,159	(11%)	▲	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case less expenditure than YTD Budget.
Education and Welfare	(105,586)	(7%)	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Community Amenities	261,122	25%	▼	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	325,526	13%	▲	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Transport	493,728	17%	▲	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Economic Services	104,652	19%	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Other Property and Services	166,933	(125%)	▲	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	(183,693)	(49%)	▼	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	984,541	1119%	▼	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	(1,136,400)	(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	43,100	45%	▼	Timing	Dependant on Timing of Payments to Treasury for Loan Repayments.
Transfer to Reserves	853,207	12787%	▲	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.

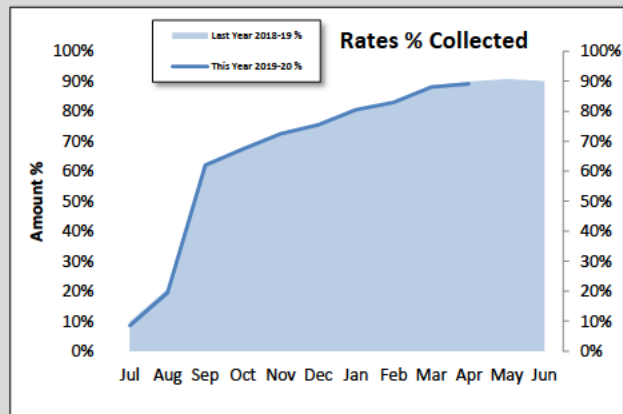
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**OPERATING ACTIVITIES
RECEIVABLES**

Rates Receivable	30 Jun 19	30 Apr 20	30 Apr 19	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	586,296	586,296	492,340	Receivables - General	81,018	14,804	28,401	7,470	131,693
Levied this year		3,194,497	4,789,356	Percentage	62%	11%	22%	6%	
Movement in Excess Rates		(125,996)	(90,732)						
Domestic Refuse Collection Charges		473,046	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					902
Total Rates and Rubbish (YTD)	5,359,227	5,371,806	5,277,266	GST Input					75,373
Less Collections to date	(5,359,227)	(5,308,666)	(5,186,187)	Provision For Doubtful Debts					(38,020)
Net Rates Collectable	586,296	649,436	583,420	Total Receivables General Outstanding					169,948
% Collected	90.14%	89.10%	90.10%	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		462,521	423,103						

KEY INFORMATION

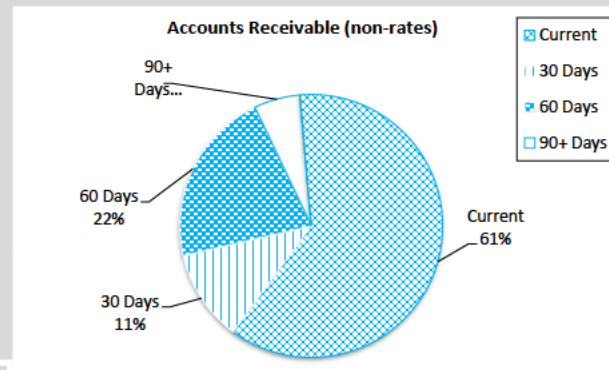
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Collected	Rates Due
89%	\$462,521

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
\$169,948
Over 30 Days
38%
Over 90 Days
6%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

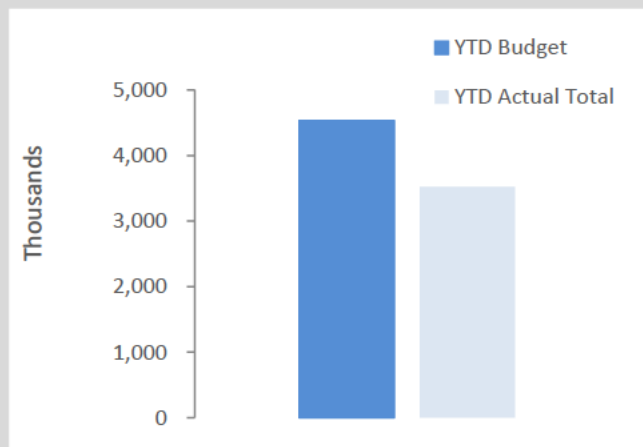
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

Capital Acquisitions	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land and Buildings	1,265,291	937,650	702,558	235,092
Plant & Equipment	1,376,633	1,147,080	645,084	501,996
Furniture & Equipment	22,500	18,740	2,314	16,426
Roads	2,134,092	1,778,160	1,869,384	(91,224)
Footpaths	76,000	63,320	57,464	5,856
Road Drainage	32,000	26,660	10,053	16,607
Other Infrastructure	698,882	534,894	234,996	299,898
Parks and Gardens	0	0	0	0
Bridges	31,040	25,850	812	25,038
Capital Expenditure Totals	5,636,438	4,532,354	3,522,666	1,009,688

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
	\$5.64 M	\$3.52 M	62%

















































To be read in conjunction with Strategic Projects Tracker

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

Level of completion indicator, please see table at the end of this note for further detail.








































	Account Number	JOB	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)
			\$	\$	\$	\$
Capital Expenditure						
Land and Buildings						
 Building Renovation Administration	4040260	LB011	210,000	175,000	109,118	65,882
 SES Training / Meeting Room	4050260	BC265	62,210	51,840	0	51,840
 HACC - Building (Capital)	4080360	BC050	140,000	0	13,695	(13,695)
 Kitchen Upgrade	4080360	BC266	5,986	4,980	4,151	829
 Accessibility Access Upgrades	4080850	BC091	50,000	41,660	2,580	39,080
 Smith St Public Toilets (Coles Carpark) Capital	4100850	BC132	50,000	41,660	0	41,660
 Harris St Public Toilets (Museum) Capital	4100850	BC133	10,000	8,330	1,740	6,590
 May Street Public Toilet Upgrade	4100850	BC176	70,000	58,330	16,626	41,704
 Thomas Hogg Public Toilet Upgrade	4100850	BC177	4,761	3,960	0	3,960
 Memorial Park Public Toilets Capital	4100850	BC263	119,719	99,760	136,200	(36,440)
 Town Hall (Federal St) Building Capital	4110160	BC150	8,000	6,660	3,874	2,786
 John Higgins Community Complex Building Capital	4110160	BC152	22,000	18,330	19,554	(1,224)
 Nomans Lake Hall Building Capital	4110160	BC154	6,500	5,410	5,299	111
 NRRC Building (Capital)	4110260	BC160	15,000	12,500	5,871	6,629
 NRRC Building Capital 2018-19	4110260	BC161	20,000	16,660	0	16,660
 Croquet Clubrooms Building Capital	4110355	BC175	11,633	9,690	5,088	4,602
 Library Building (Capital)	4110560	BC190	7,000	5,830	0	5,830
 Library - Stage 2	4110560	IO080B	15,000	12,500	471	12,029
 Railway Station Building (Capital)	4110660	BC200	0	0	6,150	(6,150)
 Caravan Park Campers Kitchen Building Capital	4130260	BC234	20,000	16,660	0	16,660
 Caravan Park Renovations	4130260	LB235	18,862	15,720	7,304	8,416
 Accommodation Units (NCP)	413260	BC236	394,000	328,320	364,837	(36,517)
 Visitor Information Bay Upgrade (Williams Road)	4130260	IO094	4,620	3,850	0	3,850
			1,265,291	937,650	702,558	235,092
Plant and Equipment						
 Fire Shed (Highbury)	4050155	PA961	30,000	25,000	0	25,000
 Lifting Ramp - NO05	4050355	PE057	5,000	4,160	0	4,160
 CCTV Upgrade	4050455	PE053	30,000	25,000	0	25,000
 009NGN 2019 Toyota Camry Altise	4080455	PA043B	28,000	23,330	0	23,330
 NGN219 CATS Vehicle 2020	4080750	PA014G	27,000	22,500	0	22,500
 NGN00 EMDRS Vehicle 2019(3)	4100655	PA002I	42,317	35,260	37,239	(1,979)
 NGN00 EMDRS Vehicle 2020(1)	4100655	PA002J	42,317	35,260	37,184	(1,924)
 NGN00 EMDRS Vehicle 2020(2)	4100655	PA002K	42,317	35,260	0	35,260
 NRRC Fire Extinguisher Upgrades	4110255	PE070	15,248	12,700	0	12,700
 CCTV Installation Old Courthouse Museum	4110655	PE060	7,687	6,400	6,988	(588)
 Diesel Locomotive (Railway Yard)	4110655	PE069	5,000	4,160	0	4,160
 ONO EMTRS Vehicle 2019 (3)	4120350	PA700H	36,498	30,410	36,498	(6,088)
 ONO EMTRS Vehicle 2019 (4)	4120350	PA700I	36,498	30,410	36,498	(6,088)
 ONO EMTRS Vehicle 2020 (1)	4120350	PA700J	36,498	30,410	0	30,410
 ONO EMTRS Vehicle 2020 (2)	4120350	PA700K	36,498	30,410	0	30,410
 N001 MO Vehicle 2019(3)	4120350	PA967E	36,243	30,200	36,722	(6,522)
 N001 MO Vehicle 2020(1)	4120350	PA967F	36,243	30,200	0	30,200
 N001 MO Vehicle 2020(2)	4120350	PA967G	36,243	30,200	0	30,200
 NO3 2019 UD 6 Wheeler Nissan Diesel Tip Truck	4120350	PA8213A	226,000	188,330	0	188,330
 NO237 2019 Caterpillar CW34NN Rubber Tyred Roller	4120350	PA8516B	165,000	137,500	164,480	(26,980)
 NO1193 2019 JCB 4CX PC Backhoe Loader	4120350	PA833B	195,000	162,500	194,400	(31,900)
 NGN93 Mitsubishi Triton Single Cab 2019 (Leading Hand) (PA018B)	4120350	PA018B	26,000	21,660	0	21,660
 Mobile (trailer Mounted) Visual Display Unit	4120350	PA070	25,000	20,830	21,416	(586)
 CCTV Installation NCP	4130255	PE049	0	0	0	0
 NGN2 2019 Holden Trax (BC) (PA006B)	4130350	PA006B	25,000	20,830	17,771	3,059

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

Level of completion indicator, please see table at the end of this note for further detail.

























	Account Number	JOB	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)
	1NGN CEO Vehicle 2019(4)	4140585 PA001J	56,000	46,660	55,889	(9,229)
	ONGN EMCCS Vehicle 2019(2)	4140585 PA005H	34,676	28,890	0	28,890
	ONGN EMCCS Vehicle 2020(1)	4140585 PA005I	34,676	28,890	0	28,890
	ONGN EMCCS Vehicle 2020(2)	4140585 PA005J	34,676	28,890	0	28,890
	002 NGN MF Vehicle 2020	4140585 PA047E	25,000	20,830	0	20,830
			1,376,633	1,147,080	645,084	501,996
	Furniture and Equipment					
	Airconditioner Upgrade - DRS	4040250 FE026	20,000	16,660	0	16,660
	Town Hall Airconditioner	4110150 FE029	2,500	2,080	2,314	(234)
			22,500	18,740	2,314	16,426
	Infrastructure - Roads					
	Cooramining Road - Renewal (Rural)(Grant Funded)	4120164 GFC117	144,651	120,520	138,006	(17,486)
	Earl Street - Renewal (Local)	4120165 IR002	30,000	25,000	15,796	9,204
	Ensign Street - Renewal (Local)	4120165 IR006	98,158	81,780	61,512	20,268
	Butler Street - Upgrade (Local)	4120165 IR060	0	0	0	0
	Lock Street - Upgrade (Local)	4120165 IR033	0	0	761	(761)
	Lock Road - Renewal (Rural)	4120165 IR257	70,680	58,890	57,499	1,391
	Whinbin Rock Road - Renewal (Rural)	4120165 IR205	87,406	72,810	78,339	(5,529)
	Dongolocking Road - Upgrade (Rural)	4120165 IR209	218,500	182,060	193,975	(11,915)
	Birdwhistle Road - Renewal (Rural)	4120165 IR210	108,133	90,080	6,927	83,153
	Narrogin Valley Road - Renewal (Rural)	4120165 IR212	99,149	82,610	46,350	36,260
	Chomley Road - Renewal (Rural)	4120165 IR213	100,133	83,410	97,137	(13,727)
	Lavator Road - Renewal (Rural)	4120165 IR283	5,938	4,930	0	4,930
	Street Tree Capital	4120165 IRTREE	20,000	16,660	21,840	(5,180)
	Northwood Street - Renewal (Local) (R2R)	4120166 R2R014	30,000	25,000	29,772	(4,772)
	Havelock Street - Renewal (Local) (R2R)	4120166 R2R025	24,600	20,500	24,125	(3,625)
	Lock Street - Renewal (Local) (R2R)	4120166 R2R033	19,000	15,830	18,790	(2,960)
	Congelin - Narrogin Road - Renewal (Local) (R2R)	4120166 R2R202	28,000	23,330	27,972	(4,642)
	Tarwonga Road - Renewal (Local) (R2R)	4120166 R2R204	33,021	27,510	32,873	(5,363)
	Highbury West Road - Renewal (Rural) (R2R)	4120166 R2R216	40,000	33,330	41,174	(7,844)
	Piesseville - Tarwonga Road - Renewal (Local) (R2R)	4120166 R2R324	146,797	122,330	146,614	(24,284)
	Wilson Street - Renewal (Local) (R2R)	4120166 R2R328	12,474	10,390	12,288	(1,898)
	Narrogin-Harrismith Road - Renewal (Local) (R2R)	4120166 R2R331	41,202	34,330	40,777	(6,447)
	Clayton Road - Renewal (Local) (RRG)	4120167 RRG047	738,027	615,010	738,582	(123,572)
	Tarwonga Road - Renewal (Rural) (RRG)	4120167 RRG204	38,223	31,850	38,274	(6,424)
			2,134,092	1,778,160	1,869,384	(91,224)
	Infrastructure - Footpaths					
	Ensign St Footpath Construction	4120175 IF003	22,000	18,330	18,144	186
	Argus Street Footpath Construction	4120175 IF038	35,000	29,160	25,200	3,960
	Park Street Footpath Construction	4120175 IF052	19,000	15,830	14,120	1,710
			76,000	63,320	57,464	5,856
	Infrastructure - Drainage					
	Drainage - Butler Street	4120180 ID060	32,000	26,660	10,053	16,607
			32,000	26,660	10,053	16,607
	Infrastructure - Other					
	White Road Refuse Site	4110165 IO024	6,000	5,000	4,860	140
	Bin Surrounds	4110165 IO085	20,000	16,660	16,444	216
	Drainage Engineering consultancy - stormwater diversion	4100450 IO119	15,000	0	0	0
	Cemetery Upgrade	4100860 IO026	47,410	39,480	35,645	3,835

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

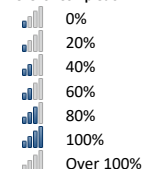
% of Completion

Level of completion indicator, please see table at the end of this note for further detail.

	Account Number	JOB	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)
	CBD Design - Colour Palette and signage	4100860 IO100	1,153	960	0	960
	CBD Design - Heritage Walk Signage (Stage 2)	4100860 IO100B	38,500	32,080	29,685	2,395
	Memorial Park Capital	4100860 IO102	31,190	25,990	14,475	11,515
	Gnarojin Park Cultural Heritage Management Plan	4100860 IO108	20,000	16,660	0	16,660
	Gnarojin Park Electrical Design Work	4100860 IO109	30,000	25,000	0	25,000
	Gnarojin Park Landscape Design	4100860 IO110	89,720	74,760	0	74,760
	Town Hall Furniture	4110165 IO120	8,500	7,080	7,712	(632)
	NRRC Infrastructure Other (Capital)	4110265 IO160	70,068	58,380	23,443	34,937
	Foxes Lair	4110365 IO011	4,592	3,820	0	3,820
	McKenzie Park - Playground Equipment	4110365 IO068	11,250	9,370	11,231	(1,861)
	Highbury Tennis Court	4110365 IO093	75,000	62,500	0	62,500
	Yilliminning Rock Camping Area	4110365 IO112	18,000	15,000	13,606	1,394
	Wilbur Park (Highbury) - Gazebo	4110365 IO114	16,000	13,330	5,875	7,455
	Park Furniture	4110365 IO115	12,000	10,000	7,464	2,536
	Clayton Road Storm Water Catchment Dam	4110365 IO116	19,000	0	0	0
	Public Art Strategy - Stage 1	4110860 IO113	25,000	20,830	0	20,830
	Gnarojin Park Hydrology Report	4100860 IO117	16,000	0	0	0
	Pioneer Drive Fence Plannting	4110265 IO171	3,500	1,167	834	333
	NRRC Transplanting Palms	4110360 IO161	8,000	2,667	0	2,667
	Aerodrome Infrastructure Other (Capital)	4120466 IO092	45,000	37,500	39,000	(1,500)
	Banner Poles	4130265 IO012	10,000	8,330	300	8,030
	Local Tourism Planning Strategy	4130265 IO098	28,000	23,330	24,422	(1,092)
	Economic Development Strategy	4130660 IO105	30,000	25,000	0	25,000
			698,882	534,894	234,996	299,898
Infrastructure - Parks & Gardens			0	0	0	0
Infrastructure - Bridges						
	Footbridge Refurbishment	4120181 IB001	31,040	25,850	812	25,038
			31,040	25,850	812	25,038
Grand Total			5,636,438	4,532,354	3,522,666	1,009,688

Capital Expenditure Total

Level of Completion Indicators



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 30 APRIL 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	AN MAL - 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 G	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	IO068	McKenzie Park - Playground Equipment	0220.015	Capital Expenses			(4,250)	88,926
Feb-20	IO161	NRRC Transplanting Palms	0220.015	Operating Expenses			(3,500)	85,426
Feb-20	IO171	Pioneer Drive Fence Plannting	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
Apr-20	120301070	RATES - Debt Collection Expenses GEN	0420.010	Operating Expenses	5,000	5,000
Apr-20	130301280	RATES - Instalment Admin Fee Received GEN	0420.010	Operating Revenue	(5,000)	0
Apr-20	130303010	INVEST - Interest Earned - Municipal Funds GEN	0420.010	Operating Revenue	(15,000)	(15,000)
Apr-20	120401070	MEMBERS - Members Conference/Training Expenses GEN	0420.010	Operating Expenses	10,000	(5,000)
Apr-20	120401270	MEMBERS - Civic Functions, Refreshments & Receptions GEN	0420.010	Operating Expenses	10,000	5,000
Apr-20	120402210	OTHGOV - Other Consultancy - Strategic GEN	0420.010	Operating Expenses	15,000	20,000
Apr-20	120402220	OTHGOV - Other Consultancy - Statutory GEN	0420.010	Operating Expenses	5,000	25,000
Apr-20	130703010	HEALTH - Health Regulatory Fees and Charges GEN	0420.010	Operating Revenue	1,800	26,800
Apr-20	130703030	HEALTH - Health Officer Services Charged Out GEN	0420.010	Operating Revenue	(6,500)	20,300
Apr-20	120706100	OTH HEALTH - COVID19 Expenses GEN	0420.010	Operating Expenses	(30,000)	(9,700)
Apr-20	120808010	WELFARE - Youth Services GEN	0420.010	Operating Expenses	45,000	35,300
Apr-20	131002020	SANOTH - Commercial Tipping Charge GEN	0420.010	Operating Expenses	(63,131)	(27,831)
Apr-20	131003000	SEW - Waste Water Charges GEN	0420.010	Operating Expenses	(11,376)	(39,207)
Apr-20	131006000	PLAN - Planning Application Fees GEN	0420.010	Operating Revenue	5,000	(34,207)
Apr-20	131006050	PLAN - Orders & Requisitions GEN	0420.010	Operating Revenue	3,000	(31,207)
Apr-20	131006060	PLAN - Planning Officer Regional Support Income GEN	0420.010	Operating Revenue	7,000	(24,207)
Apr-20	131008000	COM AMEN - Cemetery Fees (Burial) GEN	0420.010	Operating Revenue	(5,000)	(29,207)
Apr-20	131101020	HALLS - Lease/Rental Income GEN	0420.010	Operating Revenue	(5,327)	(34,534)
Apr-20	121102400	NRRC - Chemicals GEN	0420.010	Operating Expenses	4,000	(30,534)
Apr-20	121102410	NRRC - Utility - Electricity GEN	0420.010	Operating Expenses	35,000	4,466
Apr-20	121102420	NRRC - Utility - Gas GEN	0420.010	Operating Expenses	58,000	62,466
Apr-20	121102430	NRRC - Utility - Water GEN	0420.010	Operating Expenses	14,000	76,466
Apr-20	121102650	NRRC - Contract Management Expense GEN	0420.010	Operating Expenses	(85,000)	(8,534)
Apr-20	131102290	NRRC - Reimbursements GEN	0420.010	Operating Revenue	(3,700)	(12,234)
Apr-20	131102300	NRRC - Contributions & Donations GEN	0420.010	Operating Revenue	(7,500)	(19,734)
Apr-20	121108000	OTHCUL - Indigenous Cultural Events GEN	0420.010	Operating Expenses	11,920	(7,814)
Apr-20	121108060	OTHCUL - Community Arts GEN	0420.010	Operating Expenses	12,000	4,186
Apr-20	121108130	OTHCUL - ANZAC Day GEN	0420.010	Operating Expenses	4,018	8,204
Apr-20	121108210	OTHCUL - Event/Festival Matching Funding GEN	0420.010	Operating Expenses	6,700	14,904
Apr-20	121108270	OTHCUL - Artwork Purchases GEN	0420.010	Operating Expenses	3,500	18,404
Apr-20	121108280	OTHCUL - Hockey Junior Carnival GEN	0420.010	Operating Expenses	7,000	25,404
Apr-20	121108320	OTHCUL - Event Traffic Management GEN	0420.010	Operating Expenses	4,150	29,554
Apr-20	121108370	OTHCUL - Great Southern 500 GEN	0420.010	Operating Expenses	5,000	34,554
Apr-20	131205000	LICENSING - Transport Licensing Commission GEN	0420.010	Operating Revenue	(12,000)	22,554
Apr-20	131302000	TOUR - Caravan Park Fees GEN	0420.010	Operating Revenue	(15,000)	7,554
Apr-20	131303000	BU LD - Building License Fees GEN	0420.010	Operating Revenue	(15,000)	(7,446)
Apr-20	131303030	BU LD - Building Officer Regional Support Income GEN	0420.010	Operating Revenue	5,000	(2,446)
Apr-20	131306000	ECONOM - Commercial Property Lease income GEN	0420.010	Operating Revenue	(11,680)	(14,126)
Apr-20	131306070	ECONOM - Standpipe Income GEN	0420.010	Operating Revenue	5,600	(8,526)
Apr-20	131401000	PRIVATE - Private Works Income GEN	0420.010	Operating Revenue	53,500	44,974
Apr-20	121405230	ADMIN - Information Systems GEN	0420.010	Operating Expenses	25,000	69,974
Apr-20	121405280	ADMIN - Consultants GEN	0420.010	Operating Expenses	(13,224)	56,750
Apr-20	141306600	ECONOM - Infrastructure Other (Capital) GEN	0420.010	Capital Expenses	30,000	86,750
Apr-20	IO117	Gnarojin Park Hydrology Report	0420.010	Capital Expenses	9,000	95,750
Apr-20	IO116	Clayton Road Storm Water Catchment Dam	0420.010	Capital Expenses	16,000	111,750
Apr-20	IO119	Drainage Engineering consultancy - stormwater diversion	0420.010	Capital Expenses	5,000	116,750
Apr-20	BC200	Railway Station Building (Capital)	0420.010	Capital Expenses	5,000	121,750
Apr-20	140501550	F RE - Plant & Equipment (Capital) GEN	0420.010	Capital Expenses	30,000	151,750
Apr-20	140808500	WELFARE - Building (Capital) GEN	0420.010	Capital Expenses	43,250	195,000
Apr-20	121306150	ECONOM - Facade Upgrade GEN	0420.010	Capital Expenses	15,000	210,000
Apr-20	121306160	ECONOM - Intra Town Bus Service GEN	0420.010	Operating Expenses	10,000	220,000
Apr-20	121307000	ECONOM - COV D - 19 Relief GEN	0420.010	Operating Expenses	(220,000)	0
					-	1,431,764 - 1,431,764
						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.

Shire of Narrogin
Strategic Projects 2019/20

For the Period Ended 30 April 2020

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

Value of Original Budget of Completed Projects:	\$3 262 278.35
Value of Actuals of Completed Projects:	\$3 316 098.05
\$ Under / (Over) of Completed Projects:	(\$53 819.70)
Actual v's Budget of Completed Projects %:	101.65%

Total projects:	114
Total complete:	59
% complete:	51.75%

Item #	Project Description	2019/20 Current Budget	Total Committed Expenditure	Responsible Officer	2019												2020												Comment																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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For the Period Ended 30 April 2020

Total projects:	114
Total complete:	59
% complete:	51.75%

Page 2 of 3

For the Period Ended 30 April 2020

Total projects:	114
Total complete:	59
% complete:	51.75%

Shire of Narrogin

10.3.3 REVIEW OF REGISTER OF DELEGATIONS

File Reference	13.5.7
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	None
Date	6 May 2020
Author	Niel Mitchell – Governance Consultant
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Delegations Register 2020 – Amended draft	

Summary

To consider the review of the Register of Delegations previously resolved by Council, which must be reviewed at least once every 12 months.

Background

The Register of Delegations records the matters delegated to the Chief Executive Officer (CEO) and others as provided for in a range of legislation.

The Local Government Act 1995 requires an annual review of delegations and that all delegations be in writing.

Comment

The review is now complete with minimal changes suggested by staff.

Delegations are the standing power of the persons occupying the specified positions to exercise powers on behalf of Council, and are required to have a legislative basis and be consistent with legislation. The legislative power to make the delegation and sub delegations is recorded in the Register. Similar provisions to the Local Government Act are contained in other legislation.

Only one direct delegation is made to persons other than the CEO, being variation of prohibited burning periods, which the Bush Fires Act requires that it be made to the Shire President and Chief Bush Fire Control Officer jointly.

Accordingly, the section titled Delegation from Council to CEO or Delegation from Council to President and Chief Bushfire Control Officer containing the functions, conditions and sub-delegations permitted, is the specific matters being resolved by Council. The balance of the document is administrative in nature providing the legislative heads of power, and any sub-delegations made at the discretion of the CEO, subject to the primary delegation made.

After a detailed review last year with many minor changes, the 2020 review is proposing changes only to Delegation 10.1 Control of Building matters. The proposed changes are tracked in the attachment for ease of reference, using blue underline for insertions, and red strike-through for deletions.

Delegations may be made, amended or deleted at any time, by Absolute Majority resolution of Council.

Consultation

Consultation has occurred with the Chief Executive Officer, Executive Management Team and other relevant staff.

Statutory Environment

Local Government Act 1995 –

- 5.42 – delegation of powers and discharge of duties to the CEO by Absolute Majority decision
- 5.43 – limits on delegations to CEO
- 5.44 – CEO may delegate to other employees in writing.

Bush Fires Act 1954 –

- 18(10) – delegation to vary prohibited burning periods to President and Chief Bush Fire Control Officer jointly
- 18 – delegation of powers to CEO, sub-delegation by CEO not permitted.

Policy Implications

There are no changes recommended to Council's Policies that relate to the review.

Financial Implications

There are no financial implications in the delegations emanating to the review that did not exist prior to the review.

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

Absolute Majority

OFFICERS' RECOMMENDATION

That Council adopt the amended Register of Delegations as attached.

REGISTER OF DELEGATIONS

CURRENT AS AT 25 FEBRUARY 2020

ANNUAL REVIEW 26 MAY 2020



History Summary

Item	Date	Action	Description
1	12 July 2016	Establishment	Resolution 0714.107 - Delegations Register 2016/2017 – Adoption of Shire Delegations Register
2	9 August 2016	Amendment	Resolution 0814.119 - Incorporation of: 4.3 Cats Local Law 2016; 4.5 Dogs Local Law 2016; 4.8 Parking Local Law 2016; and 7.1 Cemetery local Law 2016
3	20 December 2016	Amendment	Resolution 1216.195 – Incorporation of: 10.5 Fencing Local Law 2016; and 11.3 Public Places and Local Government Property Local Law 2016.
4	23 May 2017	Nil	Resolution 0517.064 - Annual Review
5	23 May 2018	Amendment	Resolution 0518.051 – Annual Review Delegation 3.1 Tenders, the following text was replaced: <i>The CEO is delegated authority to accept tenders called where the value of the proposed purchase is less than the tender threshold stipulated by Regulations, without further reference to Council.</i> with: <i>All tenders and expressions of interest, equal to or above the threshold, are to be approved by Council</i>
6	26/11/18	Editing	26/11/2018 – Preface incorporated, Appendix brought to front as 'Summary'. Certification page removed.
7	24/7/19	Annual Review	Resolution 0719.13 – Annual Review
8	14/8/2019	Amendment	Addition of Summary of Delegations table prior to Section 1
9	18 Dec 2019	Amendment	Resolution 1219.008 inserting Delegation 1.1 clause 2(l) for appointment of Waste Local Law authorised persons.
10	25 Feb 2020	Amendment	Resolution 0220.019 Incorporation of Delegation 6.5 Waste Local Law 2019
11	26 May 2020	Annual Review	

PREFACE

The Delegations Register is the compiled decisions of Council to the CEO, employees and other officers, authorising them to act on behalf of Council on specific matters. The power for Council to delegate is contained within the relevant Act.

Delegations are over-ridden by –

- Commonwealth and State legislation and regulations,
- the Local Planning Schemes
- Local Laws
- Council resolutions

Delegations override –

- Council Policy
- Executive Instructions
- Local Government Guidelines –
 - o although are not decisions of Council, close observance is strongly recommended
- administrative directions/instructions

The decisions can be made at any time, and may be varied at Council's discretion. Delegation is not binding on the Council, but is binding on employees and officers, unless discretion is stated. Delegated power is to be considered as Council's instructions.

The Local Government Act requires –

- delegations to be made by an absolute majority of Council
- annual review and resolution
- places restrictions and limitations.

Please bear in mind, that the Local Government Act cannot authorise a delegation made under other legislation, unless that legislation this. A delegation must be made in accordance with its head of power, or it is invalid.

Within the Delegations Register is a detailed outline of –

- how delegations re to be made,
- who they be made to
- the authority by which they are made
- limitations and restrictions etc.

The Delegation Functions, Conditions and Sub-Delegations Permitted are resolved by Council. Sub-Delegations by the CEO within the permissions approved by Council, are at the discretion of the CEO. All procedural or reference information may be amended or updated by the Chief Executive Officer if required.

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PREFACE

ARRANGEMENT

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SUMMARY

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- Corporate context
- Definitions
- Guidelines No.17 – Delegations (Department of Local Government)
- Making, amending and revoking delegations
- Use of delegations
- Record of use of delegations
- Review of delegations
- Primary delegation
- Secondary delegation by CEO
- Summary of Delegations

Section 1 - Council / Governance

- 1.1 Appointment of authorised persons
- 1.2 Acting CEO – Appointment

Section 2 - Administration / Organisation

- 2.1 Common Seal – Execution of documents
- 2.2 Destruction of Records (Deleted)
- 2.3 Confidential records – Inspection

Section 3 - Financial Management

- 3.1 Tenders – power to set specifications, criteria, call, accept, vary
- 3.2 Contracts – Variations
- 3.3 Disposing of property, and impounded, confiscated or uncollected goods
- 3.4 Disposing of land – leases, rentals etc
- 3.5 Rates record, extensions and objections
- 3.6 Sundry and rate debtors – Recovery and agreements
- 3.7 Write off of sundry and rate debts
- 3.8 Municipal Fund – Incurring expenditure (Deleted)
- 3.9 Municipal Fund and Trust Fund – Payments from Bank Accounts
- 3.10 Investments
- 3.11 Donations – Financial and In-kind Works / Services
- 3.12 Ex-Gratia Payments

Section 4 - Order / public safety

- 4.1 Disposal of sick or injured animals
- 4.2 Cat Act 2011
- 4.3 Cats Local Law 2016
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- 4.5 Dogs Local Law 2016
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Section 5 - Fire Control

- 5.1 Issue of burning permits – CEO
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- 5.3 Restricted burning periods – Variations
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Section 6 - Environmental Health / Food

- 6.1 Control of environmental health matters
- 6.2 Health Local Law 2017 – authorised person
- 6.3 Amenity Local Law 2016 (Deleted)
- 6.4 Control of food matters
- 6.5 Waste Local Law 2019

Section 7 - Community Services

- 7.1 Cemetery Local Law 2016

Section 8 - Personnel

- 8.1 Designated senior employee – Vacancy
- 8.2 Long service leave

Section 9 - Occupational Safety & Health

Section 10 - Building / Development

- 10.1 Building permits
- 10.2 Illegal development
- 10.3 Control of planning matters
- 10.4 Applications for subdivision and amalgamations
- 10.5 Fencing Local Law 2016

Section 11 - Public Facilities

- 11.1 Liquor Control Act
- 11.2 Discount/waiver/subsidy of facility hire fees
- 11.3 Public Places and Local Government Property Local Law 2016

Section 12 - Transport (renamed)

- 12.1 Reserves under control of the local government
- 12.2 Things to be done on land not local government property
- 12.3 Works on land outside the district
- 12.4 Materials from land not under local government control
- 12.5 Notices requiring certain things to be done
- 12.6 Notice of local government works
- 12.7 Private works/infrastructure on, over or under public land
- 12.8 Events on roads
- 12.9 Temporary road closures
- 12.10 Restricted Access Vehicles on Shire Roads

Section 13 - Natural Resource Management

- 13.1 Control of Vehicles (Off-road Areas) Act 1978
- 13.2 Native flora and fauna

Former Section 14 – Plant / Equipment (transferred to Section 12)

Former Section 15 – Natural Resources (renumbered as Section 13)

Former Section 16 – Unclassified (transferred to Section 12)

Former Section 17 – Building and Development (deleted)

Former Section 18 – Environmental Health / Food (transferred to Section 6)

Former Section 19 – Fire Control (deleted or transferred to Section 5)

SUMMARY

This document records the compiled delegations made by Council under the authority of the Local Government Act 1995 and other legislative instruments as specified.

This register is the formal written record by which a delegation is made and conferred. Therefore, committees, the CEO and officers are provided with this document as their record of delegation/s made to them.

Statutory Context

This Delegations Register has been prepared in accordance with –

Local Government Act 1995:

s.5.16 – Delegation of some powers and duties to certain committees

- Separate document as differing provisions apply

s.5.17 – Limits on delegations of powers and duties to certain committees

s.5.18 – Register of delegations to committees

s.5.42 – Delegation of some powers and duties to CEO

s.5.43 – Limits on delegations to CEO

s.5.44 – CEO may delegate powers and duties to other employees

s.7.1B – Delegation of some powers and duties to audit committees

Local Government (Administration) Regulations 1996 –

r.19 – Record to be kept by delegates

Other legislation includes, but is not limited to –

Building Act 2011

Bushfires Act 1954

Cat Act

Dog Act 1976

Food Act 2008

Health Act 1911

Local Government (Miscellaneous Provisions) Act 1960

Planning and Development Act 2005

Local Government Local Laws, currently adopted –

Cat Local Law 2016

Cemetery Local Law 2016 (amended)

Dog Local Law 2016

Fencing Local Law 2016

Health Model “A” Series By-laws (Shire 1974, Town 1966, both amended)

Meeting Procedures Local Law 2016

Parking Local Law 2016

Public Places and Local Government Property Local Law 2016

Signs, Hoardings and Bill-Posting By-Law 1986

Local Planning Scheme

Revised Local Planning Scheme for the merged Shire of Narrogin is nearing completion

Unless stated otherwise, the Local Government Act 1995 section 5.42 is the fundamental statutory context for Council to make the delegations.

Local Government Act 1995 –

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under –
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Various other legislative instruments empower or require Council to make delegations. The legislative empowerment is stated within each delegation.

Council expects the CEO to apply the provisions of the Local Government Act s.5.44 and other legislation to delegate powers and duties to other employees, including s.5.44(3) powers and duties which have been delegated to the CEO under s5.42.

Corporate context

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to various officers, and to stipulate conditions, standards or methods of control and management.

This Delegations Register has been prepared to complement a range of obligations imposed by legislation including local laws, and various document adopted by Council.

The order of priority for compliance is –

1. Federal and State legislation and regulations,
2. The Local Planning Scheme,
3. A specific resolution of Council,
4. Delegations Register – being specific authorisations resolved by Council, and having a statutory context under the Local Government Act,
5. Local Planning Policy – as it is made under the authority of the Local Planning Scheme, by resolution of Council,
6. Council Policy – being instructions resolved by Council on how particular matters are to be dealt with,
7. Executive Instruction – standing instructions or procedures issued by the CEO,
8. Administrative directions or instructions.

Although not decisions of Council, and therefore not a requirement of staff, consideration should be given to the following as being best practice –

- DLGRD Guidelines
- WALGA Councillors Manual, Practice Notes etc.

Unless specifically resolved that a delegation is to be included in the Delegations Register, it is considered that it is for a specific matter, and is not a general or on-going Delegation.

There are some Delegations that have specific legislative provision, and these are noted in the individual Delegation.

Definitions

The LG Act has not defined the term “delegation” or “delegated power”. However:

s.5.16 refers to “... the exercise of any of its powers and duties ...”

s.5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties ...”

The following terms used in this document apply insofar as they are consistent with enabling legislation.

authority means the permission or requirement for Council, a Committee or a person to act in accordance with:

- the Local Government Act, Regulation or other legislation,
- a delegation made by Council,
- a policy made by Council, or
- a specific decision by Council, or
- Standard Procedural Direction given or authorised by the CEO.

delegation means the authority for a Committee, the CEO or other person to exercise a power, or discharge a duty, as conferred by absolute majority decision of council under the provisions of the relevant legislation.

Council Policy is the standing instruction resolved by Council as to how a particular matter is to be implemented:

Executive Instruction means the requirement for a staff member to act in accordance with a direction given by the CEO.

Planning Policy is established under the Planning & Development Act 2005, and the local planning scheme, and has mandatory procedures to adopt, amend or revoke.

Guidelines No.17 – Delegations (Department of Local Government)

The Department of Local Government and Communities has published Guidelines for the formation of Delegations.

The Guidelines outline the concept of “delegation” and “acting through” in parts 3 and 4, particularly in paragraph 13 where it is stated –

... the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

In effect, “acting through” is an action that could reasonably be expected to be carried out as the result of a decision by Council (e.g. advertising of a tender), or as a function reasonably expected of the position that a person holds.

Not all matters which will be recorded in Policy are “acting through” matters. Similarly, not all “acting through” matters will be listed. Policy describes how that action or some other action is to be carried out.

Making, amending and revoking delegations

Delegations from Council may be made, amended or revoked at any time by an absolute majority of Council.

Where permitted by Council in the delegation, the CEO may authorise a secondary delegation at any time.

Delegations from the CEO to other employees are at the discretion of the CEO and do not require a Council resolution. The CEO can delegate a power or duty, the exercise or discharge of which has been delegated by

a local government to the CEO, subject to any conditions imposed by the local government on its delegation to the CEO (s.5.44 (3)).

It is a requirement that the use of all delegated authority is recorded but it is not a requirement to report the use of delegated authority to Council.

Council may impose limitations on secondary delegation or the functions delegated as they see fit. The CEO is not obligated to delegate the whole or any delegation authorised by Council, but may choose not to or place further limitations on the delegation.

However, unless specifically resolved that the authority is to be included in the Delegations Register, the authority to act is for a specific matter, and is not a general or on-going delegation.

Use of delegations

Delegations are made to assist with the smooth operation of the organisations, and allow appropriate levels of authority to determine a wide range of matters.

There is no requirement for any authorised person to use a delegation. It is at the person's discretion whether or not to exercise a delegated authority, and they may refer the matter to a higher level at any time, should it appear in their judgement to be the best option.

Record of use of delegations

The Act requires that the use of each delegation is recorded, but does not require that the use is reported to Council, nor does it specify recording or listing the use in a particular format. Such requirements would result in an unwieldy volume of work that is unproductive.

However, in some instances, the use of the delegation is of sufficient importance that Council should be advised so as to be aware of the impact of the decision made.

In order to reduce the unnecessary paperwork burden as far as is possible, the formal record of use of a delegation is the document that is produced in the normal course of administration of the matter. This document may be a form approving or refusing an application, a letter, batch approval for payment of creditors, file note, email or similar.

All these satisfy the requirement of the State Records Office for recordkeeping.

Review of delegations

A delegation has effect for the period of time specified in the delegation or indefinitely if no period has been specified.

It is a requirement of the Local Government Act s5.18 and s.5.46 (1) that all delegations made under the authority of that Act be reviewed by the delegator at least once in each financial year.

Any decision to amend or revoke a delegation by a local government is to be by an absolute majority s.5.45 (1) (b).

Review of delegations from the Council to committees and the CEO will be carried out before the end of each financial year and preferably in conjunction with the annual review of Council policies.

The CEO will review delegations to staff as required on changeover of staff or change of staff functions and will review all delegations at least once in the financial year in accordance with the legislation.

Primary delegation

The primary delegation recipient includes the person acting in that position should the named recipient be absent from duty. This provision does not apply where the named person is on duty, but not present at the office at the time.

Secondary delegation by CEO

The CEO is expected and encouraged to further delegate to appropriate officers, subject to the limitations imposed by the Local Government Act, other enabling legislation, or the conditions of the delegation made by Council to the CEO –

- s.5.43 – limits on delegations to CEO
- s.5.44 (1) – does not permit the CEO to delegate the capacity to further delegate, and further stipulates that the delegation may only be to employees
 - o no such stipulation is made for delegations under other legislation
- s.5.46 – requires the CEO to review sub-delegations to other employees at least annually

The delegation by the CEO is to be –

- by signed document to the person,
- a copy to be retained by them.

Summary of Delegations

SUMMARY OF DELEGATIONS		Council to:		CEO to:									
Current as at 21 May 2020		SP	CBFCO	CEO	EMCCS	EMDRS	EMTRS	MCS	EHO	MO	BS		
1.1	Appointment of authorised persons			F	Not permitted								
1.2	Acting CEO – Appointment			F	Not permitted								
2.1	Common Seal – Execution of documents			F	Not permitted								
2.3	Confidential records – Inspection			F	F								
3.1	Tenders – power to set specifications, criteria, call, accept, vary			F	R	R	R						
3.2	Contracts – Variations			F	R	R	R						
3.3	Disposing of property, and impounded, confiscated or uncollected goods			F	R	R	R						
3.4	Disposing of land – leases, rentals etc			F	F								
3.5	Rates record, extensions and objections			F	F								
3.6	Sundry and rate debtors – Recovery and agreements			F	F								
3.7	Write off of sundry and rate debts			F	F								
3.9	Municipal Fund and Trust Fund – Payments from Bank Accounts			F	R	R	R	R					
3.10	Investments			F	R	R	R	R					
3.11	Donations – Financial and In-kind Works / Services			F	Not permitted								
3.12	Ex-Gratia Payments			F	Not permitted								
4.1	Disposal of sick or injured animals			F	F	F	F						
4.2	Cat Act 2011			F	F	F							
4.3	Cats Local Law 2016			F	F	F							
4.4	Dog Act 1976			F	F	F							
4.5	Dogs Local Law 2016			F	F	F							
4.6	Impounding of vehicles and goods			F	F	F	F						
4.7	Impounding of cattle etc			F	F	F	F						
4.8	Parking Local Law 2016			F	F								
5.1	Issue of burning permits – CEO			F	Not permitted								
5.3	Restricted burning periods – Variations			F	Not permitted								
5.4	Prohibited burning periods – Variations	Jointly		F	Not permitted								
6.1	Control of environmental health matters			F	F				R				
6.4	Control of food matters			F	Not permitted								
6.5	Waste Local Law			F	F	F							
7.1	Cemetery Local Law 2016			F	F	F							
8.1	Designated senior employee – Vacancy			F	Not permitted								
8.2	Long service leave			F	R								
10.1	Control of building matters			F	F	F						F	
10.2	Illegal development			F	F								
10.3	Control of planning matters			F	F								
10.4	Applications for subdivision and amalgamations			F	F								
10.5	Fencing Local Law 2016			F	F								
11.1	Liquor Control Act			F	F	F							
11.2	Discount/waiver/subsidy of facility hire fees			F	F								
11.3	Public Places and Local Government Property Local Law 2016			F	F	F	F						
12.1	Reserves under control of the local government			F	F	F	F						
12.2	Things to be done on land not local government property			F	F	F	F				R		
12.3	Works on land outside the district			F	F	F					R		
12.4	Materials from land not under local government control			F	F	F					R		
12.5	Notices requiring certain things to be done			F	F	F	F						
12.6	Notice of local government works			F	F	F	F						
12.7	Private works/infrastructure on, over or under public land			F	F	F							
12.8	Events on roads			F	F	F	F						
12.9	Temporary road closures			F	F	F	F					F	
12.10	Restricted Access Vehicles on Shire Roads			F			R						
13.1	Control of Vehicles (Off-road Areas) Act 1978			F	F	F	F						
13.2	Native flora and fauna			F			F						

Section 1 - Council / Governance

1.1 Appointment of authorised persons

Statutory context

Local Government Act 1995 –

- s.3.18 – local government to administer its local laws and perform its required functions under the Act
- s.9.10(1) – Appointment of authorised persons

Criminal Procedure Act 2004 –

- s.6 – Regulations to provide for the appointment of authorised persons to issue infringement notices and specified persons permitted to withdraw or extend time to pay infringement notices

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. Legislation

The CEO is delegated power to appoint employees and other persons as appropriate or necessary, to be authorised persons for the purposes of performing functions under the following Acts and associated Regulations –

- a) Local Government Act 1995, excluding –
 - s.5.37(1) – determination that an employee or class of employee is or is not designated; and
 - s.5.37(1) – appointment or termination of a person to a designated position without Council's consent
- b) Local Government (Miscellaneous Provisions) Act 1960
- c) Health (Miscellaneous Provisions) Act 1911
- d) Building Act 2011
- e) Bush Fires Act 1954
- f) Cat Act 2008
- g) Cemeteries Act 1986
- h) Dog Act 1976
- i) Environmental Protection Act & Regulations 1986
- j) Food Act 2008
- k) Litter Act 1979
- l) Planning and Development Act 2005
- m) Control of Vehicles (Off-road Areas) Act 1978
- n) Caravan Parks & Camping Grounds Act 1995
- o) Public Health Act 2016

2. Local Laws

The CEO is delegated power to appoint employees and other persons as appropriate or necessary to be authorised persons for the purposes of performing functions under the following local laws –

- a) Bush Fire Brigades Local Law 2017,
- b) Cats Local Law 2016;
- c) Cemetery Local Law 2016,
- d) Dogs Local Law 2016,
- e) Extractive Industries Local Law 2017,
- f) Fencing Local Law 2016,

- g) Public Places and Local Government Property Local Law 2016;
- h) Parking Local Law 2016
- i) Health Model "A" series Bylaws, adopted 1966, (former Town of Narrogin)
Stables Bylaw 1978,
Mobile Rubbish Carts Bylaw 1989.
- j) Health Model "A" series Bylaws, adopted 1974, (former Shire of Narrogin)
- k) Signs, Hoardings and Billposting Bylaw 1986,
- l) Waste Local Law 2019

3. Planning

The CEO is delegated power to appoint employees as authorised persons for the purposes of performing functions under –

- a) Local Planning Schemes;
- b) Local Planning Policy.

4. Infringement Notices

The CEO is delegated power to appoint employees and other persons as appropriate or necessary with the power to issue infringement notices for the purposes of the *Criminal Procedure Act 2004* s.6(b) in accordance with the Local Government Act 1995 s.9.10(1), subject to –

- a) the power to withdraw any infringement notice or to extend the time to pay an infringement notice is restricted to the CEO as the person specified for this function, and may not be sub-delegated,
- b) where the infringement notice is issued by the CEO, a request to withdraw any infringement notice or extend the time to pay an infringement notice is to be referred to Council.

Conditions on use of delegation

1. Appointments made by the CEO are to state the appointment is for –
 - a) the duration of employment by the Shire,
 - b) the duration of the contract with the Shire, or
 - c) specified time, event or purpose.
2. Appointment to a position by Council or CEO, in either a substantive or temporary capacity, includes the responsibility to administer and perform the functions delegated to that position, subject to –
 - a) any limitations specified in the relevant general delegation to the person or position;
 - b) any specific limitations imposed by the Council or CEO in making the appointment.
3. All proposals to commence prosecution are to be referred to Council for decision, unless specifically provided for under delegated power or by specific decision.

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use Authorised person's certificate of authorisation
File copy of authorisation

File number Personnel file
Relevant subject file

Notes

No delegated power for –

- legislation not listed,
- Meeting Procedure Local Law – not required

Authorised persons exercise their authority directly from the Act, Regulation or local law that refers to “an authorised person”, and may be appointed directly by Council, or by the CEO under delegated power.

Where the Act, Regulation or local law refers to “local government” the function must be exercised through a formal delegation.

Where the Act, Regulation or local law refers to “Council”, it means the elected members in session.

Appointments of persons other than employees are to be referred to Council for determination.

Some appointments can be made independent of employment with the Shire, and unless revoked or otherwise limited, the appointment continues to remain valid. This is the case with Fire Control Officers, Authorised Dog Control Officers etc. Their appointment means –

- the community member is an officer of the local government,
- as an officer the local government, there is a duty of care to the person, as well as to the community, and must ensure that the person is adequately resourced for the task, including training, equipment etc, as necessary,
- as an officer of the local government, there is a legal responsibility for their actions, and in making the appointment there is an obligation to be satisfied that the person is appropriate and competent to exercise the authority.

As these appointments mean that the person is an officer of the local government for that specific purpose, they have the statutory authority to commit the local government to particular actions, initiate various proceedings etc, as listed in the authorising Act, and as permitted or limited by Council or the CEO.

When making an appointment, the CEO must be certain that the person appointed is capable of undertaking the role, is suitable, and provide the necessary resources for the role to be carried out such as training, equipment, etc.

This delegation does not apply to allocation of statutory functions made by the CEO to fulfil legislative requirements undertaken as a component of administrative tasks.

1.2 Acting CEO – Appointment

Statutory context

Local Government Act 1995 –

- s.5.35 – Appointment of CEO requires absolute majority
- s.5.37 – Designation as senior employee to have Council consent
- s.5.42 – Council may delegate functions to CEO

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to appoint an employee designated under the Local Government Act 1995 s.5.37 as Acting CEO when the CEO is on periods of leave, up to a maximum period of 20 working days.
2. In the case of the unavailability of the CEO due to emergency, the EMCCS is automatically appointed as Acting CEO for up to 2 weeks from commencement, and continuation is then subject to confirmation by Council.

Conditions on use of delegation

None

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use Written record on personnel file

File number Personnel file

Notes

Council may only delegate power to a CEO under the Local Government Act s.5.42 who is appointed in accordance with s.5.35(1)&(2) requiring an absolute majority. Accordingly, a person who is to exercise the responsibilities and delegations of CEO while acting in that position must also have specific Council approval.

Designation as a senior employee under s.5.37 complies with this requirement, as it specifies that Council must consent to the employment of a designated senior employee.

Generally, employees designated under the Act s.5.37 will only be –

- Executive Manager Corporate & Community Services
- Executive Manager Development & Regulatory Services
- Executive Manager Technical & Rural Services

A senior employee in the organisation is not automatically a designated employee under s.5.37

Section 2 - Administration / Organisation

2.1 Common Seal – Execution of documents

Statutory context

Local Government Act 1995 –

- s. 5.43(ha) – CEO cannot authorise a person to sign documents on behalf of the local government
- s.9.49A(1) – only affixed as authorised by Council
- s.9.49A(2) – only to documents as authorised by Council
- s.9.49A(3) – affixed in presence of President and CEO or senior employee authorised by CEO
- s.9.49A(4) – Council may authorise person to sign documents
- s.9.49A(5) – Document does not have legal status as a deed unless permitted and executed as a deed

Local Government (Functions & General) Regulations 1996 –

- r.34 – Common seal, unauthorised use of

Corporate context

Policy Manual – 1.11 – Common Seal

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to affix the Common Seal without prior approval by Council in specified circumstances,

Conditions on use of delegation

1. The CEO may exercise this delegation where the document is –
 - a) a renewal or extension of an original document, and there is no significant variation in clauses or conditions in the renewal;
 - b) an agreement to provide funding to the Shire and the project/item to be funded is disclosed in the budget or previously approved by Council.
2. Notwithstanding Conditions clause 1, the CEO may exercise this delegation to sign and make all necessary arrangements including lodgement, removal, withdrawal, surrender or modification to –
 - (a) Notifications, covenants and easements under the Transfer of Land Act 1893;
 - (b) reciprocal access and/or parking agreements;
 - (c) rights of carriageway agreements;
 - (d) caveats under the Transfer of Land Act 1893; and
 - (e) easements or deeds under the Land Administration Act 1997 or Strata Titles Act 1985.
3. Application of the Common Seal has no effect unless countersigned by the President.

Sub-delegation permitted to

Not permitted under the Local Government Act section 9.49A.

Delegation by CEO to other employees

Not permitted

References

Formal record of use File copy of document executed
Common Seal – Register of Use
Relevant subject file

File number Various according to subject

Notes

Most contracts for supply of services, including contracts of employment, do not legally require the Common Seal to be affixed, although its use may be usual practice.

2.2 Destruction of Records (Deleted)

2.3 Confidential records – Inspection

Statutory context

Local Government Act 1995 –

- s.5.92 – Council or committee members may access confidential information only if, and to the extent necessary, to fulfil their function
- s.5.93 – penalties if Council or committee member, or employee misuses information
- s.5.94 – public inspection of information permitted, with some restrictions
- s.5.94(1) to (3) – information that is required to remain confidential
- s.5.95(1) to (6) and (8) – exclusions from public inspection
- s.5.95(7) – some previously confidential information may be made available in some circumstances

Administration Regulations 1996 –

- r.29A – limits on confidential information that may be inspected

Rules of Conduct Regulations 2007 –

- r.6 – use of information, including confidential information, by council members
- r.7 – prohibition on improper use, for personal advantage or to someone's detriment
- r.8 – misuse of local government resources

Corporate context

Shire of Narrogin Record Keeping Plan

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to make available information determined by Council or the CEO to be confidential, and not available for public inspection.

Conditions on use of delegation

1. Prior to making a decision, the CEO is to determine –
 - (a) whether or not the information should remain confidential or public inspection permitted;
 - (b) the extent of information that may be released.
2. The CEO is to use discretion in exercising this delegation, taking note that –
 - (a) there is no compulsion to release confidential information,
 - (b) some information is required to remain confidential.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate and Community Services**
In full

References

Formal record of use File copy of written request and decision by CEO

File number 16.3.1 / 16.3.2

Notes

Examples of information that is required to remain confidential includes –

- (a) employee details, conditions, negotiations etc
- (b) supplier's bank information;
- (c) details required by legislation to be omitted from electoral roll;
- (d) information regarding debts owed to the Shire

CEO may consider some information to remain confidential, due to –

- (a) commercial in confidence;
- (b) potential for misuse;
- (c) insufficient reasons/justification to access the information.

Note – refusal of access does not prevent application being made under the Freedom of Information Act.

Section 3 - Financial Management

3.1 Tenders – power to set specifications, criteria, call, accept, vary

Statutory context

Local Government Act 1995 –

- s.3.57– Tenders for providing goods or services
- s.3.58 – Disposing of property
- s.5.43(b) – Limits on delegation to accept tenders

Local Government (Functions and General) Regulations 1996 –

Part 4 – provision of goods and services

Division 1 – Purchasing policies for local government

- r.11A – requirement for a purchasing policy
- r.11 – when tenders have to be publicly invited and exemptions from inviting

Division 2 – Tenders for providing goods and services, specifically –

- r.14(2a) – criteria for deciding on tender to be determined in writing prior
- r.14(4) – information to be disclosed, specifications, own tender to be determined prior
- r.14(5) – vary information disclosed subject to all being informed
- r.20 – Minor variation of requirements before entry into contract
- r.23 – Rejecting and accepting expressions of interest

Division 3 – Panels of pre-qualified suppliers, specifically –

- r.24AD(2a) – requirements to join panel of pre-qualified suppliers

Part 4A – Regional Price Preference

Part 6 - Miscellaneous

- s.30 (3) – exempt disposition of property

Corporate context

Delegation Register –

- 3.8 – Municipal Fund – Incurring expenditure

Policy Manual –

- 3.1 – Purchasing
- 3.2 – Local Price Preference

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power, subject to prior budget provision having been made or to give effect to a Council decision, to –
 - (a) prepare and finalise specifications for calling all tenders, expressions of interest and panels for pre-qualified suppliers in accordance with Budget provision and at the appropriate time;
 - (b) determine the criteria for assessment of all tenders, expressions of interest and panels for pre-qualified suppliers;
 - (c) invite all tenders, expressions of interest and applications for panels of pre-qualified suppliers; or
 - (d) approve a minor variation to a tender prior to acceptance, provided the intentions and purposes of the tender are not substantially altered, and where the effect on the total contract is a –
 - (i) reduction;

- (ii) increase in cost to a cumulative total of \$25,000 ex GST or 5% whichever is the greater, where the adjusted total remuneration remains within Budget provision; or
- (iii) reasonable and unforeseen increase in duration of the contract.

Conditions on use of delegation

1. Acceptance of tenders and expressions of interest, equal to or above the threshold, are to be by Council, unless prior delegation had been resolved.
2. Acceptance and variation of tenders is limited to the CEO only.
3. Variation of a tender after acceptance of the tender is not permitted unless provided for in the accepted tender. This is not to be construed that a contract entered into as a result of a Tender, cannot be varied, pursuant to Delegation 3.2 Contract Variations.
4. All matters dealing with purchase or disposal of land (sale or lease) are to have the specific authorisation of Council, subject to –
 - a) any prior directions of Council, and
 - b) Delegations 3.3 and 3.4.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) Executive Manager Corporate & Community Services**
To set specifications and criteria, and to call within Corporate & Community Services division
- b) Executive Manager Technical & Rural Services**
To set specifications and criteria, and to call within Technical a& Rural Services division
- c) Executive Manager Development & Regulatory Services**
To set specifications and criteria, and to call within Development & Regulatory Services division

References

Formal record of use Report to Council via monthly briefing papers
Tender register and documentation on file

File number 1.2.1

Notes:

Expression of interest is not a quote – refer Functions & General Regulations r.21(3). The mandatory requirements are equivalent to those for a tender.

This delegation applies to all tenders – whether acquisition or disposal.

3.2 Contracts – Variations

Statutory context

Local Government (Functions and General) Regulations 1996 –

- r.11 – when tenders have to be invited and exemptions from inviting
- r.21A – Varying a contract with a tenderer for the supply of goods or services
- r.24AJ – Contracts with pre-qualified suppliers

Corporate context

Policy Manual – 3.1 - Purchasing

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to vary a contract.

Conditions on use of delegation

1. The exercise of this delegation is subject to –
 - a) prior budget provision having been made, or
 - b) being in order to give effect to a Council decision to accept a variation of a contract entered into, or
 - c) the intentions and purposes of the contract are not substantially altered, and
 - d) where the effect on the total contract is –
 - i) a reduction;
 - ii) the cumulative value remains below the tender threshold;
 - iii) increase in cost to a cumulative total of \$40,000 ex GST or 10% whichever is the greater, where the adjusted total contract payment remains within Budget provision; or
 - iv) is a reasonable and unforeseen increase in duration of the contract.

Sub-delegation permitted

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

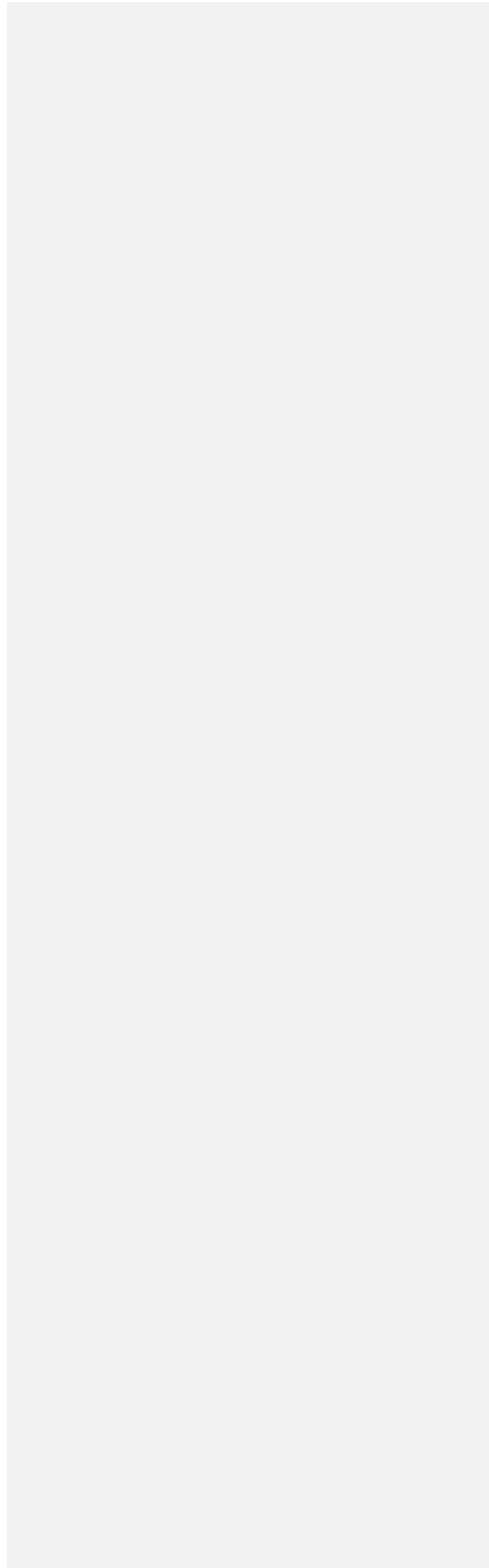
Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
To a maximum value of \$10,000 or 5% within Corporate & Community Services division
- b) **Executive Manager Technical & Rural Services**
To a maximum value of \$10,000 or 5% within Technical & Rural Services division
- c) **Executive Manager Development & Regulatory Services**
To a maximum value of \$10,000 or 5% within Development & Regulatory Services division

References

Formal record of use File copy of approved variation



File number Various according to subject matter

Notes

3.3 Disposing of property, and impounded, confiscated or uncollected goods

Statutory context

Local Government Act 1995 –

- s.3.39 – Power to remove an impound
- s.3.40 – Vehicle may be removed if goods to be impounded are in or on it
- s.3.40A – Abandoned vehicle wreck – disposal
- s.3.41 – Impounded perishable goods
- s.3.42 – Impounded non-perishable goods
- s.3.43 – Impounded non-perishable goods, court may confiscate
- s.3.44 – Notice to collect goods if not confiscate
- s.3.47(1) – Confiscated or uncollected goods, disposal of
- s.3.47(2b) – Periods of retention before disposal
- s.3.48 – Impounding expenses, recovery of
- s.3.58 – Disposing of property

Local Government (Functions and General) Regulations 1996 –

- r.29A – Abandoned vehicle wrecks, value etc. prescribed for
- r.30 – Disposition of property excluded from Act s.3.58
- r.31 – Anti-avoidance provision for Act s.3.58

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Function/s to be performed

The CEO is delegated power to dispose of a vehicle considered to be an abandoned vehicle wreck under section 3.40A(3).

The CEO is delegated power to dispose of goods confiscated under section 3.43.

The CEO is delegated power to take all appropriate action under section 3.48 that may be necessary to recover the costs of impounding good or vehicles.

The CEO is delegated power to dispose of property under section 3.58.

Conditions on use of delegation

1. This delegated power –
 - (a) is subject to the operation of Delegation 3.1 Tenders.
 - (b) applies to property other than land and buildings;
 - (c) applies to property less than \$20,000 ex GST (individually or collective of associated similar items), unless prior authorisation given by Council specifically or by reference (such as trade-in vehicle or replacement vehicle disclosed in the annual Budget);
 - (d) applies to property that is surplus to requirements, unlikely to be used, damaged, or impounded;
 - (e) is to be exercised ensuring disposal of assets is by offering them for public sale by any fair means, or to an appropriate not-for-profit community group;
2. Restrictions –

- (a) Where the “income” from the asset being disposed of is to be used as part of consideration for the acquisition of a new asset, both disposal and acquisition must be disclosed in Budget;
- (b) If required, transfer of the property is subject to the asset not being available to the purchaser until such time as the replacement asset is available for Shire use;
- (c) And price offered is paid.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) Executive Manager Corporate & Community Services**
Matters within Corporate & Community Services division
- b) Executive Manager Technical & Rural Services**
Matters within Technical a& Rural Services division
- c) Executive Manager Development & Regulatory Services**
Matters within Development & Regulatory Services division

References

Formal record of use Acceptance of offer on disposal file

File number 23.4.1

Notes

All matters dealing with purchase or disposal of land (sale or lease) are to have the specific authorisation of Council, subject to any prior directions of Council.

3.4 Disposing of land – leases, rentals etc

Statutory context Local Government Act 1995 –

- s.3.58 – disposition of assets

Local Government (Function and General) Regulations 1996 –

- r.30 – limited exemption for disposition of assets

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to determine leases, licences or rental of land or property for periods of 12 months or less, in accordance with any policy, guidelines or conditions as set by Council from time to time.

Conditions on use of delegation

1. This delegation applies where the consideration is less than \$20,000 ex GST, unless prior authorisation given by Council specifically or by reference.
2. All leasing or rental of property for more than 12 months to be referred to Council for decision, except for staff in Shire owned housing.
3. All sale of land requires authorisation by Council resolution.

Sub-delegation permitted to

- a) Executive Manager Corporate and Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full

References

Formal record of use File copy of notice

File number 5.1.5

Notes

Dept of Local Government and Communities considers leasing and rentals to be disposal of land under LG Act s.3.58 as it is a grant of exclusive right for the period agreed.

Functions and General Regulations r.30 has different exemptions and different values for land and other property.

3.5 Rates record, extensions and objections

Statutory context

Local Government Act 1995 –

- s.6.39 (2) – amend rate records for up to 5 years
- s.6.40 (3) – refund of rates after overpayment
- s.6.76 (4) – extension of time to make objection to rate record
- s.6.76 (5) – determination of objection to rate record

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to –
 - a) amend rate records for the past five years preceding the current year,
 - b) refund of rates overpaid following an adjustment to the rate record if requested,
 - c) extend the time for making the objection for such period as the CEO thinks fit, on application by a person proposing to make an objection to the rate record
 - d) consider any objection to the rate record and may either disallow it or allow it, wholly or in part.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full

References

Formal record of use File copy of rates notice, payment, agreement or determination

File number 25.3.1
Property / Assessment file

Notes

3.6 Sundry and rate debtors – Recovery and agreements

Statutory context

Local Government Act 1995 –

- s.6.49 – Agreement as to payment of rates and service charges
- s.6.56 (1) – recovery of rates by complaint or action
- s.6.60 (2) – recovery of rates by requiring payment of rent to Shire

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to negotiate an agreement for the payment of rates, service charge and sundry debts, together with the costs of proceedings, if any, for that recovery, subject to any administrative or instalment charges, penalty interest etc being incorporated into the agreement.
2. The CEO is delegated power to recover unpaid rates or service charges after becoming due and payable, together with the costs of proceedings, if any, for that recovery –
 - a) by use of a debt collection agency;
 - b) in a court of competent jurisdiction;
 - c) by serving notice on a tenant to pay rent to the Shire;
 - d) other such means as is provided for and appropriate.
3. The CEO is delegated power to recover unpaid sundry debtors, together with the costs of proceedings, if any, for that recovery –
 - a) by use of a debt collection agency;
 - b) in a court of competent jurisdiction;
 - c) other such means as is provided for and appropriate.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full

References

Formal record of use File copy of instruction to court or debt collection agency etc, written agreement with debtor, notice tenant etc

File number 12.7.1 / 25.5.2 / Property file

Notes

3.7 Write off of sundry and rate debts

Statutory context

Local Government Act 1995 –

s.5.95 – information that is required to remain confidential

s.6.12(1)(c) – Power to write off any amount of money

Local Government (Financial Management) Regulations 1996 –

r.42(2)(d) – total amount of money written off for each rate or service charge etc, to be included in the annual report

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to write off small amounts to a maximum of \$100.00 ex GST per individual debt for –
 - a) sundry debtors and any interest, charges and associated cost where the debtor can no longer be traced, or recovery is deemed unlikely;
 - b) rates or service charges, interest on rates or service charges, or rate instalment charge where there is satisfactory evidence of attempt to pay by the required date –
 - (i) where as a result of daily interest calculations, the rates were intended to be paid in full, but an error occurred, or the payment was received by mail after the calculation was made; or
 - (ii) on transfer of the property from one owner to the next, and
 - (iii) the value of the debt makes recovery attempts uneconomical.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full

References

Formal record of use Listing of debts written off to be signed by CEO
Report to Council via monthly briefing papers of the number of debts and total amount only
Value of rates and service charges written off to be included in the annual report

File number 12.7.1

Notes

Where a write-off is intended for rates or service charges, there must be evidence that reasonable attempts were made to pay the amount by the date of calculation, unless the value of the debt makes recovery attempts uneconomical.

Debt information is to be kept confidential under the Local Government Act s.5.95(2), and therefore no identifying details should be in public documents such as Agendas or Minutes. Debt information includes rate debts as well as sundry debts.

3.8 Municipal Fund – Incurring expenditure (Deleted)

3.9 Municipal Fund and Trust Fund – Payments from Bank Accounts

Statutory context

Local Government Act 1995 –

- s.6.8 – expenditure from Municipal Fund
- s.6.8(1)(c) – Payment in an emergency

Local Government (Financial Management) Regulations 1996 –

- r.5 – CEO's duties as to financial management
- r.11 – Payments, procedures for making etc
- r.12 – Payments from municipal fund or trust fund, restrictions on making
- r.13 – Duties of CEO

Local Government (Audit) Regulations

- r.16 – CEO to review certain systems and procedures

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to make payments from the Municipal Bank Account and Trust Bank Account.

Conditions on use of delegation

1. The exercise of this delegation is subject to –
 - (a) being in accordance with the adopted Budget;
 - (b) being approved by a resolution of Council;
 - (c) disbursement as authorised, of funds lodged to the Trust Account, or
 - (d) being authorised emergency expenditure.
2. The CEO is to ensure –
 - (a) systems and procedures required by FM Reg. r.5 are in place;
 - (b) compliance with procedures developed in accordance with FM Reg r.11;
 - (c) constant review of procedures in accordance with Audit Reg. r.17
3. All transactions are to have the approved signatures or secure electronic passwords by any two of the following approved persons, jointly –

Position	Authorising Signature / Electronic Password	
	Initial	Secondary
CEO	All	All
EMCCS	All	All
EMDRS	All	All
EMTRS	All	All
MCS	All	All

Deleted: MF

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services
- d) Manager Corporate Services

Deleted: Manager Finance

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
Restricted, as specified in Delegation Conditions
- b) **Executive Manager Technical & Rural Services**
Restricted, as specified in Delegation Conditions
- c) **Executive Manager Development & Regulatory Services**
Restricted, as specified in Delegation Conditions
- d) Manager Corporate Services
Restricted, as specified in Delegation Conditions

Deleted: Manager Finance

References

Formal record of use Copy of approval, authorisation, payment of invoice etc. with financial transaction
Monthly report to Council Meeting

File number Not applicable

Notes

This delegation is not for the issue of purchase orders, use of credit cards, store cards or fuel cards, or procedures for the processing of creditors invoice.

3.10 Investments

Statutory context

Local Government Act 1995 –
s.6.14 – Power to invest

Local Government (Financial Management) Regulations
r.19 – Investments, control procedure for
r.19C – Investments of money, restrictions on

Corporate context

Policy Manual – 3.7 – Investments

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to invest money that is not required for immediate use, provided that sufficient working funds are retained at all times.

Conditions on use of delegation

1. All transactions are to have two approved signatures or secure electronic passwords, at least one of whom must be –
 - a) CEO;
 - b) Executive Manager Corporate & Community Services; or
 - c) Manager Corporate Services
2. Second signatories may be –
 - a) Executive Manager Development & Regulatory Services
 - b) Executive Manager Technical & Rural Services

Deleted: Manager Finance

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services
- d) Manager Corporate Services

Deleted: Manager Finance

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
Restricted, as specified in Delegation Conditions
- b) **Executive Manager Technical & Rural Services**
Restricted, as specified in Delegation Conditions
- c) **Executive Manager Development & Regulatory Services**
Restricted, as specified in Delegation Conditions
- d) Manager Corporate Services

Deleted: Manager Finance

Restricted, as specified in Delegation Conditions

References

Formal record of use Record of lodgement of funds for investment, and instructions given

File number 12.3.2

Notes

FM Reg r.19C imposes limits on institutions, duration of investment, type etc.

3.11 Donations – Financial and In-kind Works / Services

Statutory context

Local Government Act 1995

Corporate context

Delegations Register – 11.2 – Discount/waiver/subsidy of facility hire fees

Annual Budget

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

The CEO is delegated power to make financial donations and approve donations of works or services.

Conditions on use of delegation

1. Financial

Where a donation is provided for by name in the adopted Budget, the CEO may make payment at the appropriate time or on application by the recipient.

Financial donations within the non-specified amount in the adopted Budget may be made by the CEO where –

- a) the amount does not exceed \$300 ex GST in any financial year; and
- b) the recipient is a community group, sporting club or non-profit organisation; or
- c) the recipient is based locally, or the purpose has particular benefit or application to the district.

Financial and works/service in-kind donations will not be considered for –

- a) businesses,
- b) individuals;
- c) recipients of funding from the “Community Chest” annual Budget allocation.

Donations for specific appeals such as a crisis appeal, will be considered individually by Council.

2. In-kind works and services

In-kind works or services may be approved by the CEO where –

- a) the amount does not exceed \$500 ex GST in any financial year;
- b) the recipient is a community group, sporting club or non-profit organisation;
- c) the recipient is based locally, or the purpose has particular benefit or application to the district.

Sub-delegation permitted to

Not permitted

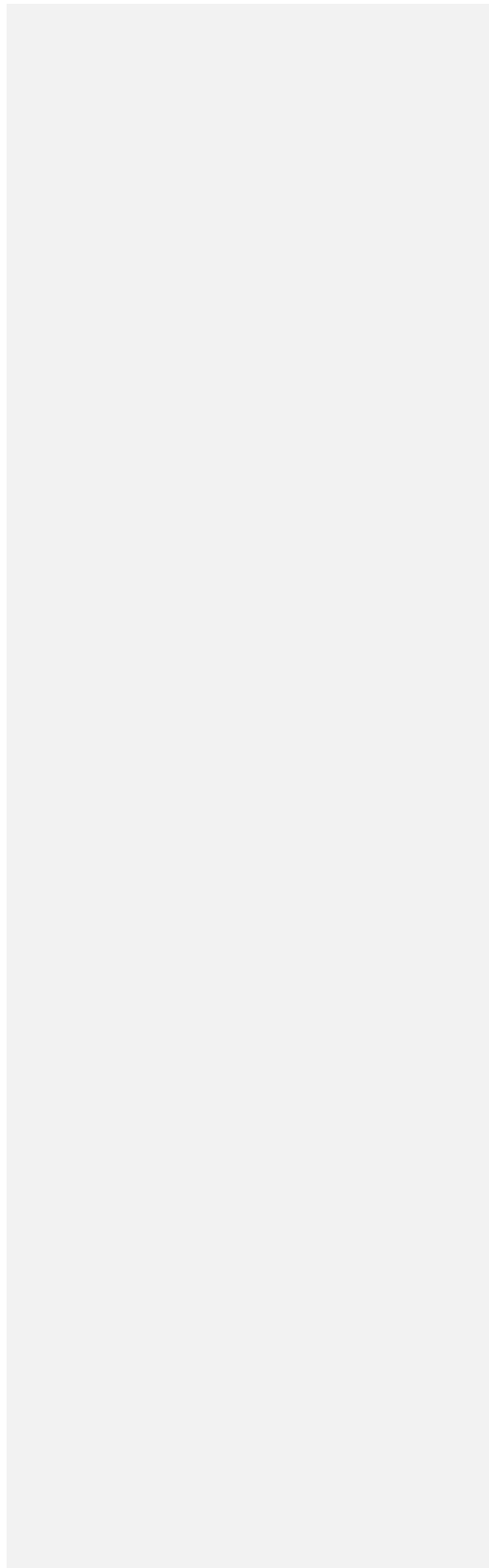
Delegation by CEO to other employees

Not permitted

References

Formal record of use Office copy of approval / authorisation

File reference 2.10.1



Notes

3.12 Ex-Gratia Payments

Statutory context

Local Government Act 1995

Corporate context

Policy Manual –3.4 – Ex-gratia payments

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to determine ex-gratia payment claims made on the Shire if the claim –
 - a) complies with the conditions stipulated in Council Policy 3.4 – Ex-Gratia Payments,
 - b) is less than the relevant insurance policy excess.

Conditions on use of delegations

1. Should the claim be declined by the CEO, the matter is to be referred to Council if requested by the claimant.

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use Office copy of letters on subject file

File reference 2.10.1

Notes

Section 4 - Order / public safety

4.1 Disposal of sick or injured animals

Statutory context

Local Government Act 1995 –
s.3.47A – Sick or injured animals, disposal of

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to arrange for an impounded animal that is ill or injured to an extent that treatment is not practical, to be humanely destroyed.
2. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of destroying the animal.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Development & Regulatory Services
- c) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of written instruction or record of destruction

File number 19.1.3

Notes

4.2 Cat Act 2011

Statutory context

Cat Act 2011 –

- s.44 – Council may delegate to CEO
- s.45 – CEO may delegate to any employee
- s.48 – an authorised person may perform functions under the Act
- s.70 – dealing with objections – to be by Council
- s.73(1) – Prosecutions under the Act

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to exercise all discretionary matters in the Cat Act 2011, including –
 - (a) issue of all notices and infringements etc;
 - (b) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake receipting, impounding and enforcement activities including the issuing of infringements, licences and renewals.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of notice, approval etc.

File number 19.7.5

Notes

The Act (e.g. s.63, s.64, s.65) restricts some matters to CEO.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

4.3 Cats Local Law 2016

Statutory context

Cats Local Law 2016

- s.44 – Council may delegate to CEO
- s.45 – CEO may delegate to any employee
- s.48 – an authorised person may perform functions under the Act
- s.73(2) – Prosecutions under a local law

Local Government Act 1995 –

- s.9.6 – Dealing with objection – to be by council

Shire of Narrogin Cats Local Law 2016

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Cats Local Law 2016 including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake receipting, impounding and enforcement activities including the issuing of infringements, licences and renewals.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) Executive Manager Corporate & Community Services

In full

b) Executive Manager Development & Regulatory Services

In full

References

Formal record of use File copy of approval of discretionary use

File number 19.7.5

Notes

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

4.4 Dog Act 1976

Statutory context

Dog Act 1976 –

- s.11 – appointment of dog registration officer
- s.10AA – delegations must be to CEO, who may delegate functions
- s.29 – appointment of authorised person to perform functions under Act
- s.33F – dealing with objections (dangerous dogs)
- s.44(2)(b) – enforcement proceedings by an authorised person

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to exercise all discretionary matters in the Dog Act 1976, including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice
 - (f) authorising officers to undertake receipting, impounding and enforcement activities including the issuing of infringements, licences and renewals.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.
3. The CEO may waive the registration fee for a maximum of 12 months where a dog is rescued from impoundment by a new owner.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full

b) Executive Manager Development & Regulatory Services

In full

References

Formal record of use File copy of notice

File number 19.7.4

Notes

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

4.5 Dogs Local Law 2016

Statutory context

Dogs Act 2016 –

- s.10AA – delegations must be to CEO, who may delegate functions
- s.29 – appointment of authorised person to perform functions under Act
- s.44(2)(b) – enforcement proceedings by an authorised person

Local Government Act 1995 –

- s.9.6 – Dealing with objection – to be by council

Shire of Narrogin Dogs Local Law 2016 –

- cl.4.15 – dealing with objections – to be by Council

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Dogs Local Law 2016 including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

a) Executive Manager Corporate & Community Services

In full

b) Executive Manager Development & Regulatory Services

In full

References

Formal record of use File copy of approval of discretionary use

File number 19.7.4

Notes

For the purposes of the local law and this delegation, a person under contract is considered to be an employee.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

4.6 Impounding of vehicles and goods

Statutory context

Local Government Act 1995 –

Part 3, Division 3, Subdivision 4 – Impounding abandoned vehicles wreck and goods involved in certain contraventions

s.3.37 to s.3.48

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to remove and impound goods from a public place if –
 - (a) the goods or vehicle present a hazard to public safety;
 - (b) the goods or vehicle obstruct the lawful use of any place;
 - (c) the goods or vehicle have been, or appear to have been abandoned
2. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of impounding vehicles and goods.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of notice

File number 19.4.2

Notes

Disposal of impounded vehicles or goods is covered by Delegation 3.2

4.7 Impounding of cattle etc

Statutory context

Local Government (Miscellaneous Provisions) Act 1960 –

- s.458 – power to impound trespassing cattle
- s.459 – power to destroy cattle in certain circumstances
- s.460 – impounding in other than a public pound
- s.462 – fees for impounded cattle
- s.463 – damage by trespassing cattle
- s.464 – local government may vary fees of Sch.2, 3, 4 after notice in Government Gazette

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to enforce the provisions of the Local Government (Miscellaneous Provisions) Act 1960, and Regulations, including the authorising of officers to undertake enforcement activities such as the issuing of infringements.
2. The CEO is to make appropriate arrangements for the custody and care of cattle, either within a designated pound, or by written arrangement with a land holder, including any costs or charges the landholder may incur or impose
3. The CEO is to recover the costs and charges imposed by the landholder from the owner of the cattle.
4. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of impounding the animal.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use Impounding register

File number 19.1.3

Notes

Although "cattle" is not defined, the Local Govt (Miscellaneous Provisions) Act provides for charges for various animals, that include sheep impounded–

- Schedule 2 – Ranger's fees
- Schedule 3 – Poundage and sustenance charges
- Schedule 4 – rates for damage by trespass by cattle

Animals listed in the Schedules include in various combinations of descriptions –

- (1) Entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years
- (2) Entire horses, mules, asses, camels, bulls or boars under the age of 2 years
- (3) Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs
- (4) Pigs of any description
- (5) Rams, wethers, ewes, lambs, goats
- (6) Sheep of any description
- (7) Goats

4.8 Parking Local Law 2016

Statutory context

Shire of Narrogin Parking Local Law 2016

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Parking Local Law 2016 including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of approval of discretionary use

File number 19.7.3

Notes

Section 5 - Fire Control

5.1 Issue of burning permits – CEO

Statutory context

Bush Fires Act 1954 –

- s.18 – Restricted burning times
 - (1) – nothing in this section permits burning in prohibited period
 - (2) – prohibited & restricted times to be published in Government Gazette
 - (5) – Local government may vary burning periods after consultation
 - (5B) – variation for maximum of 14 days
 - (5C) – burning period restrictions apply to variation period
 - (6) – permit required to set fire to bush from either FCO or CEO
 - (7) – person issuing permit may apply requirements or conditions
 - (8) – permit holder to comply with conditions
 - (9) – permit may authorise burning of bush on adjoining road reserve
 - (10A) – local government may adopt enforceable schedule for burning
 - (11) – if fire escapes etc expenses up to \$10,000 may be recouped
 - (12) – penalty on first breach \$4,500, subsequent breaches \$10,000
- s.23(2)(a)(iv) – road verge burning between constructed portion of road and established fire break only
- s.24A – clover may be burnt in prohibited burning period with permit
- s.48(1) – power to delegate to CEO
- s.48(3) – no power of sub-delegation

Bush Fire Regulations 1954 –

- r.15(1) – Permit to burn as per section 18 of the Act
- r.15(2) – If request to burn is conditional or refused, review is only by the local government or Chief BFCO
- r.15A – BFCO to comply with directions of local government
- r.15B – Permit holder to comply with permit conditions
- r.15C – Local Government may prohibit burning on certain days
- r.16 – CEO or specifically authorised person may permit burning of clover in prohibited period
- r.17 – permit required to burn clover
- r.18 – 7 days notice of clover burn required, under specified restrictions
- r.19A – duties of clover burning permit holder
- r.20 – local government may prohibit issue of clover burn permits
- r.21A – permit holder may be required to advertise clover burn
- r.21B – FCO may postpone clover burn

Shire of Narrogin Public Places and Local Government Property Local Law 2016
activities on land under Council management and control including roads

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to issue, vary or prohibit burning permits in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.15(1).
2. The CEO is delegated power, in consultation with the Chief Bush Fire Control Officer and the issuing FCO is possible, to review or vary the conditions of a permit issued, or issue a permit if refused.
3. The CEO is delegated power to issue, vary or prohibit permits to burn clover in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.16.
4. The CEO is delegated power to approve applications to burn a road verge vested in the care, control and management of the Shire, in accordance with the Bush Fires Act 1954 s.18(9), subject to the applicant obtaining the approval of the Dept of Parks and Wildlife.
5. The CEO is delegated power, in consultation with the Chief Bush Fire Control Officer, to issue instructions, restrictions or conditions relating to burning permits to apply generally throughout the Shire.

Conditions on use of delegation

None

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use Duplicate copy of permit issued

File number Not applicable

Notes

The Act s.16(6)(a) stipulates

...obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the chief executive officer ...

Refer also Delegation 5.4.

Issue of burning permits may be done by an authorised person – see Delegations 1.1 and 19.1.

5.2 Fire Fighting – Emergency Plan Hire (Deleted)

5.3 Restricted burning periods – Variations

Statutory context

Bush Fires Act, 1954 –

- s.18(5) – power to vary restricted burning time
- s.18(5B) – time may not be varied by more than 14 days
- s.18(5C) – compliance requirements as per s.17(8),(9),(10),(11)
- s.48(1) – power to delegate to CEO
- s.48(3) – no power of sub-delegation

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power under the Bush Fires Act 1954 s.18(5) to vary restricted burning periods,

Conditions on use of delegation

1. Prior to advertising the variation, the CEO is to consult with –
 - the Dept of Parks and Wildlife in accordance with s.18(5), and
 - the Chief BFCO if available, or Deputy Chief BFCO if Chief BFCO is unavailable.

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use File copy of variations approved

File number 9.2.1

Notes

5.4 Prohibited burning periods – Variations

Statutory context

Bush Fires Act, 1954 –

- s.17(7) – power to vary prohibited burning time
- s.17(7B) – time may not be varied by more than 14 days
- s.17(8) – requirements to give various notice, and Minister may rescind or modify the variation
- s.17(9) – publication requirements
- s.17(10) – local government may delegate to President and Chief BFCO jointly
- s.17(11) – Local government may rescind delegation or vary any delegated decision

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to President and Chief Bushfire Control Officer jointly

Functions to be performed

1. The Shire President and Chief Fire Control Officer are delegated power to jointly exercise the powers of Council under the Bush Fires Act 1954 s.17 (7), (8), (10) – prohibited burning periods.

Conditions on use of delegation

1. Should the Shire President be unavailable or hold joint office as Chief BFCO, the Deputy Shire President is deemed to be Acting Shire President in relation to this matter.
2. If the Chief BFCO is unavailable, the Deputy Chief BFCO is deemed to be Acting Chief BFCO.
3. The CEO is to be advised in order that public notification may be arranged.

Sub-delegation permitted to

Not permitted

Delegation by President and CBFCO to other officers

Not permitted

References

Formal record of use Written advice to CEO

File number 9.2.1

Notes

Section 6 - Environmental Health / Food

6.1 Control of environmental health matters

Statutory context

Public Health Act 2016

- s.4(2) – authorised officer
- s.21 – power to delegate to CEO
- s.24 – authorised person must be qualified
- s.25 – authorised person must have acceptable qualifications or be an EHO

Health (Miscellaneous Provisions) Act 1911 –

- s.344(2) – regulations or local laws may be made so as to delegate or confer a discretionary authority to specified persons or class of person

Government Gazette 24 Jan 2017 – Designation of Health Authorised Officers

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to exercise and discharge all or any of the powers and functions of the local government with regard to the Public Health Act 2016 and Regulations.
2. The CEO is delegated power to exercise and discharge all or any of the powers and functions of the local government with regard to the Health (Miscellaneous Provisions) Act 1911 and Regulations, including but not limited to –
 - (a) Part IV Sanitary Provisions;
 - (b) Part V Dwellings;
 - (c) Part VI Public Buildings;
 - (d) Part VII Nuisances and Offensive Trades;
 - (e) Part IX Infectious Diseases;
 - (f) Part XV Miscellaneous Provisions;
 - (g) Regulations made under the above parts of the Health (Miscellaneous Provisions) Act 1911, and in particular the Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974
 - (h) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. Where approvals are required, compliance with the Public Health Act and Regulations, Health (Miscellaneous Provisions) Act and Regulations, the Building Code of Australia, the Local Planning Schemes and Local Planning Policies is mandatory.
2. Any application not complying is to be refused, unless there is a discretion, in which case it is to be referred to Council for decision.
3. The delegation excludes –
 - (a) determination of any fee or charge;

(b) dealing with an objection,

4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.
5. Any prosecution proposed is to be referred to Council for decision to proceed.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Environmental Health Officers

Delegation by CEO to other employees

To –

- a) Executive Manager Development & Regulatory Services**
In full
- b) Environmental Health Officers**
Restricted, as specified in Delegation Conditions

References

Formal record of use Report to Council via monthly briefing papers
File copy of notice

File number 11.1.1

Notes

It should be noted that in some instances the EHO may be required to act without reference to Council or CEO, and regardless of Council's or CEO's wishes.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

The Public Health Act 2016 –

21. Enforcement agency may delegate

- (1) A power or duty conferred or imposed on an enforcement agency may be delegated –
 - (a) if the enforcement agency is the Chief Health Officer, in accordance with section 9; or
 - (b) if the enforcement agency is a local government, to –
 - (i) the chief executive officer of the local government; or
 - (ii) an authorised officer designated by the local government;

The effect of the delegation is that the CEO is to cause various actions to be taken by an authorised person.

Authorised person must be either –

- a) an EHO in the employ of the Shire at the time of the Public Health Act 2016 coming into force, or
- b) hold an appropriate qualification as published in the Government Gazette of 24 January 2017.

6.2 Health Local Law 2017 – authorised person

Appointment under Model A Series

Adoption of this Delegation is deferred until after publication of the Health Local Law in the Government Gazette.

6.3 Amenity Local Law 2016 (Deleted)

6.4 Control of food matters

Statutory context

Food Act 2008 –

- s.118 – power to delegate functions and obligations to qualified authorised person
- s.122(1)(b) – authorised person must hold office as an environmental health officer under the *Health Act 1911*
- s.122 – designated officers for infringement notices

Food Regulations 2009 –

- s.5 – a local government is an appropriate enforcement agency for the purposes of certain food businesses, animal processing premises and retail pet meat shops

Public Health Act 2016

- s.4(2) – authorised officer
- s.24 – authorised person must be qualified
- s.25 – authorised person must have acceptable qualifications or be an EHO

Government Gazette 24 Jan 2017 – Designation of Health Authorised Officers

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to exercise and discharge the powers and functions of the local government with regard to the Food Act 2008, including but not limited to –
 - a) powers of entry to premises,
 - b) taking of food samples for analysis,
 - c) formal warnings;
 - d) improvement notices;
 - e) prohibition orders; and
 - f) infringement notices.
- g) authorising or designating officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. Where required by the Act to be carried out by an appropriately qualified person, the CEO may direct the function to be performed, but the discharge of that function is at the discretion of the qualified person.
2. The delegation excludes –
 - (a) determination of any fee or charge;
 - (b) dealing with an objection,
3. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.
4. Any prosecution proposed is to be referred to Council for decision to proceed.

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use File copy of notice, record of inspection etc

File number 19.6.4 / 24.3.1 / 24.3.2 / Property file

Notes

Council may appoint a person as an authorised person who is not an employee.

CEO may appoint a person as an authorised person who is an employee under Delegation 1.1

It should be noted that under the Act, an EHO may be required to prosecute, regardless of Council's direction or wishes.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

6.5 Waste Local Law 2019

Statutory context

Shire of Narrogin Waste Local Law 2019

Corporate context

None

History

Adopted 25 February 2020

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to exercise all discretionary matters in the Shire of Narrogin Waste Local Law 2019, including –
 - (a) issue of all notices and infringements etc;
 - (b) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake receipting, impounding and enforcement activities including the issuing of infringements, licences and renewals.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services, excluding clause 1(d) & (f)
- b) Executive Manager Development & Regulatory Services, excluding clause 1(d) & (f).

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services, excluding clause 1(d) & (f)
- b) Executive Manager Development & Regulatory Services, excluding clause 1(d) & (f).

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of notice, record of inspection etc

File number

Notes

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

Section 7 - Community Services

7.1 Cemetery Local Law 2016

Statutory context

Cemetery Local Law 2016

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Cemetery Local Law 2016 including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of approval of grant of right of burial, pre-need certificate, notice etc
Duplicate copy of infringement etc

File number 24.7.1

Notes

Section 8 - Personnel

Applying to all matters in relation to personnel and employment –

Local Government Act 1995 –

s.5.41 Functions of CEO

The CEO's functions are to –

....

(a) manage the day to day operations of the local government; and

....

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

....

Local Government (Rules of Conduct) Regulations 2007 –

r.10 Relations with local government employees

(1) A person who is a council member must not –

(a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.

....

Policy 1.1 – Code of Conduct

For clarification regarding appointment, management and direction of employees –

Employee class	Council involvement	Elected member / Committee involvement	CEO involvement
CEO	<u>Required</u> . May delegate selection and interview to a Committee. Appointment must be by Council resolution.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	As directed by Council, usually limited to process, research and reporting on an applicant.
Designated staff LG Act s.3.57	<u>Required</u> – to consent to appointment or dismissal. <u>Permitted</u> – Interview & recommendation can be done by CEO alone or with elected member input. <u>Prohibited</u> – management or direction.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	<u>Required</u> to initiate / consent to appointment or dismissal. <u>Statutory function</u> – to manage and direct.
EHO	<u>If designated senior officer</u> – as above, otherwise – <u>In all cases</u> – qualification must comply with Public Health Act 2016 s.17.		
Other staff (non-designated)	<u>Prohibited</u> – Involvement in appointment, management or direction.	<u>Prohibited</u> – involvement in appointment, management or direction.	<u>Statutory function</u> – to appoint, manage, direct etc.

8.1 Designated senior employee – Vacancy

Statutory context

Local Government Act 1995 –
s.5.37 (3) – advertising of designated senior positions

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to determine an appropriate employment package for designated senior staff other than CEO, with consideration to include but not limited to –
 - (a) salary,
 - (b) salary sacrifice options;
 - (c) removal expenses,
 - (d) accommodation arrangements,
 - (e) private use of vehicle etc, and
 - (f) any associated FBT implications.
2. The CEO is delegated power to advertise the vacancy when, as and for an appropriate period.

Conditions on use of delegation

None

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use Report to Council recommending appointment
File copy of finalised Information Package

File number Personnel file

Notes

This delegation does not extend to –

- the appointment of a person to the vacancy without Council consent.
- determining the remuneration package for a CEO.

Information Package for a vacancy to include –

- remuneration range;

- other benefits available;
- selection criteria or key position requirements
- closing date and application submission requirements
- any additional information appropriate.

8.2 Long service leave

Statutory context

Local Government Act 1995 –

s.5.48 – Long service leave benefits for employees

Local Government (Long Service Leave Regulations)

r.6A – long service leave on half pay

r.6B – long service leave on double pay

r.7 – taking of long service leave

r.8(2) – Payment for or in lieu of leave

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve –
 - (a) applications for long service leave at half pay;
 - (b) applications for long service leave at double pay;
 - (c) appropriate period or period for taking of long service leave;
 - (d) on application of the employee, to defer taking of long service leave beyond 6 months of becoming entitled subject, subject to the employee's agreement to –
 - (i) deferral being for not more than 2 years, and
 - (ii) rate of pay shall not exceed that applicable to the employee at the end of 6 months of becoming entitled.

Conditions on use of delegation

1. On application, the CEO is to advise the employee that deferral of long service leave beyond six months of becoming due may be approved however when the leave is taken it will be paid at the hourly rate earned by the employee at the anniversary of the 10th year plus six months.
2. Applications that are to be referred to Council –
 - (a) deferment of long service leave for more than 2 years;
 - (b) request for payment at a rate greater than the rate applicable at 6 months after becoming entitled;
 - (c) payment at the higher rate, where long service leave has been deferred at the request of the CEO.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
All employees other than CEO or Executive Managers

References

Formal record of use Personnel file copy of letter to employee advising of decision

File number Personnel file

Notes

Section 9 - Occupational Safety & Health

This section is currently empty

Section 10 - Building / Development

10.1 Control of building matters

Statutory context

Local Government Act 1995 –

s.5.36 – Local government employees

Building Act 2011 –

s.3 – authorised person to be designated under s.96

s.96(3) – the local government may designate a person to be authorised

s.127(3) – delegation by a local government must be to an employee

s.127(6A) – further delegation of power given to CEO

Building Regulations 2012,

Building Services (Registration) Act 2011

s.17 – registration of building service practitioners

Building Services (Registration) Regulations 2011 –

r.4 – prescribed levels for building surveying

Part 3A – Building surveyors

Corporate context

Delegations Register –

1.1 Appointment of Authorised Persons

(4) – restrictions on issue, withdrawal and extension of time to pay infringements

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to determine matters under the Building Act 2011 including but not limited to –

- (a) sections 18, 20, 22, 23, 24 – Building permits
- (b) sections 21, 22, 23, 24 – Demolition permits
- (c) section 27 – Conditions for building permit or demolition permit
- (d) section 32 – Duration of building permit or demolition permit
- (e) sections 58, 59, 60 – occupancy permit
- (f) section 62 – conditions of occupancy permit
- (g) section 65 – duration of occupancy permit
- (h) sections 110, 111, 112 – Issue of notices and building orders
- (i) section 117 – Revocation of building orders
- (j) section 118 – giving effect to building order if non-compliance
- (k) section 131 – inspection and copies of building records

1A. The CEO is delegated power to determine matters under the Building Regulations 2012 including but not limited to –

- (a) regulation 51 – approvals for variations to private swimming pool barrier fencing
- (b) regulation 61 – approval of battery powered smoke alarms

Deleted: Building permits

Deleted: –

Deleted: r.31B – applicable standards for buildings in bush fire prone areas

2. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of matter requiring a registered building surveyor
2. The CEO is to be consulted prior to use of any sub-delegation in relation to Functions clause 1 items (b), (h), (i) and (j).
3. A building permit may be issued if –
 - (a) a valid Certificate of Design Compliance is presented;
 - (b) compliance with requirements for bush fire prone areas;
 - (c) all buildings where permitted in accordance with the Building Act 2011 and
 - (d) the information required by the Regulations is provided.
4. A building permit is not to be issued unless payment has been received for –
 - (a) the assessed building permit fees
 - (b) Building Services Levy
 - (c) Building and Construction Industry Training Fund levy, or production of evidence of payment or exemption where applicable
5. The following matters are to be referred to Council for decision –
 - (a) s.192 – Dangerous Buildings
 - (b) s.193 – Removal of Neglected Building
6. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.
7. Any prosecution proposed is to be referred to Council for decision to proceed.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Building Surveyor

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**
In full

- b) Building Surveyor
In full

References

Formal record of use Report to Council via monthly briefing papers – Functions clause 1 items (a), (b), (h), (i)
File copy of permit, notice etc issued

File number Property file

Notes

Building permits are separate from Local Planning Schemes functions, but are governed by them.

Any authorised person can issue a permit or notice etc – certifications can only be issued by a Registered Building Surveyor

For the purposes of this delegation, a Registered Building Surveyor under contract is considered to be an employee.

The Building Act 2011 requires response –

- within 10 days of lodgment, if a valid CDC is presented, as all assessment and preparation is done prior to lodgment in order to obtain the CDC, accordingly there is no reason that the CEO and other appropriate persons cannot be authorised to approve applications.
- for Class 1 and 10 buildings only, within 25 days of lodgement if a valid CDC is not presented, and the local government is required to source/provide the CDC.

With the Building Act 2011, the functions separated are –

- (a) Issue of permits, notices etc –
 - o does not require a registered person (Registered Building Surveyor), since the Certificate of Design Compliance has to be signed by a registered person
 - o the decision is on the basis of whether all the requirements of CDC have been met, and any appropriate person can do that if authorised
 - o delegation to issue permits can be made under this amended delegation
- (b) Building inspection and certification of plans still requires a registered person –
 - o who is registered as per the Act and Regulations and holding appropriate qualifications
 - o to provide a building certification service

10.2 Illegal development

Statutory context

Local Government Act 1995 –

s.5.42(1)(b) – Delegation to CEO of powers under the Planning and Development Act 2005 s.214(2), (3) and (5)

Planning and Development Act 2005 –

s.214 – development in contravention of planning scheme or interim development order

(2) – power to order stop work

(3) – power to remove, alter etc and restore land to original condition

(5) – if delay interferes with scheme operation, power to order work to be undertaken

Town of Narrogin Town Planning Scheme No. 2 –

Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –

Part 6 – Use and Development of Land

Corporate context

Shire of Narrogin Local Planning Policies

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to issue notices in relation to illegal or delayed works in accordance with the Planning and Development Act 2005 s 214(2), (3) and (5).

Conditions on use of delegation

1. Where a notice is not complied with, the CEO may commence prosecution without reference to Council.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**

In full

References

Formal record of use Report to Council via monthly briefing papers
File copy of notice

File number Property file

Notes

10.3 Control of planning matters

Statutory context

Planning and Development Act 2005 –

Part 5 – Local planning schemes

s.68 – Town planning schemes continued as local planning schemes

s.72 – Local government may prepare or adopt scheme

s.73 – Provisions of a local planning scheme

s.214 (2)(3)(5) – development works not in compliance may have written stop work or remedial action order issued

Town of Narrogin Town Planning Scheme No. 2 –

Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –

Part 6 – Use and Development of Land

Corporate context

Shire of Narrogin Local Planning Policies

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to administer all planning matters or functions for the Shire of Narrogin, subject to compliance with –
 - a) Planning and Development Act,
 - b) Planning Regulations,
 - c) Residential R Codes
 - d) Local Planning Schemes, and
 - e) Local Planning Policies.
2. The CEO is delegated power to respond to –
 - a) any appeal against a discretionary decision of the local government in accordance with the local government's decision on the matter to which the appeal or request for reconsideration relates,
 - b) Development Assessment Panel requirements.

Conditions on use of delegation

1. Any proposal that is not compliant, where discretionary approval by the local government may be considered, is to be referred to Council for decision.
2. Any proposal requiring a decision but which has been refused is to be notified to Council for information.
3. Where a planning approval is not complied with, the CEO may commence prosecution without reference to Council.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use Office copy of notice

File reference Property file

Notes

10.4 Applications for subdivision and amalgamations

Statutory context

Planning and Development Act 2005 –

s.4 – Subdivision includes amalgamation

s.135 – subdivision (and amalgamation) not permitted without WA Planning Commission approval

s.138(2) – Commission to have due regard to local planning scheme

s.142 – Commission to seek local government's comments, objections, recommendations

Town of Narrogin Town Planning Scheme No. 2 –

Shire of Narrogin Town Planning Scheme No. 2 –

Corporate context

Shire of Narrogin Local Planning Policies

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power in respect to an application received from the *Western Australian Planning Commission (WAPC)* to subdivide, re-subdivide or amalgamate land contained within the local government and to recommend to the WAPC –
 - (a) No objection to the granting of approval of an application to amalgamate or subdivide involving five (5) lots or less (including lots forming part of any strata-title scheme), unless prior planning consent has been granted to a co-ordinated development over the land;
 - (b) No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no net increase in lots created, and the new lot sizes will conform with the relevant requirements of the local planning schemes and their policies, and policies adopted in accordance with the Planning and Development Act s.26 relating to State planning policies; and
 - (c) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, considered necessary to secure the objectives of the local planning schemes, and any land use plan or strategy adopted by Council;
2. The CEO is delegated power to certify to the WAPC compliance with conditions imposed on an approval to subdivide, re-subdivide or amalgamate land have been completed to the satisfaction of the Shire.

Conditions on use of delegation

1. Standard conditions of subdivision approval as endorsed by the WA Planning Commission are to be used where possible.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of advice of decision to applicant, developer etc

File number 18.6.4

Notes

Refer Planning Policy.

10.5 Fencing Local Law 2016

Statutory context

Fencing Local Law 2016

cl.7.1 – dealing with objections – to be by Council

Town of Narrogin Town Planning Scheme No. 2 –
Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –
Part 6 – Use and Development of Land

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Fencing Local Law 2016 including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of advice of decision to applicant, developer etc

File number Property file

Notes

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

Section 11 - Public Facilities

11.1 Liquor Control Act

Statutory context

Liquor Control Act 1988 –

- s.39 – Certificate of local government of compliance with laws
- s.40 – Certificate of planning authority of compliance with planning laws
- s.156 – Local governments, functions of

Town of Narrogin Town Planning Scheme No. 2 –
Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –
Part 6 – Use and Development of Land

Corporate context

Local Planning Policies

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

The CEO is delegated power to –

- (a) s.39 – Issue Certificates advising compliance with Food, Health and Local Government laws.
- (b) s.40 – Issue Certificates of the Local Planning Authority
- (c) s.66 (1)(d) and (2) – Respond to applications for Extended Trading Permits;
- (d) s.69 (8) – Make submissions on health grounds regarding a license;
- (e) s.153 (2) – Request copies of reports produced by the Liquor Licensing Authority;
- (f) s.156 – Report to the Liquor Licensing Authority any offences committed by a licensee and ensure appropriate assistance is given to the Authority if requested.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

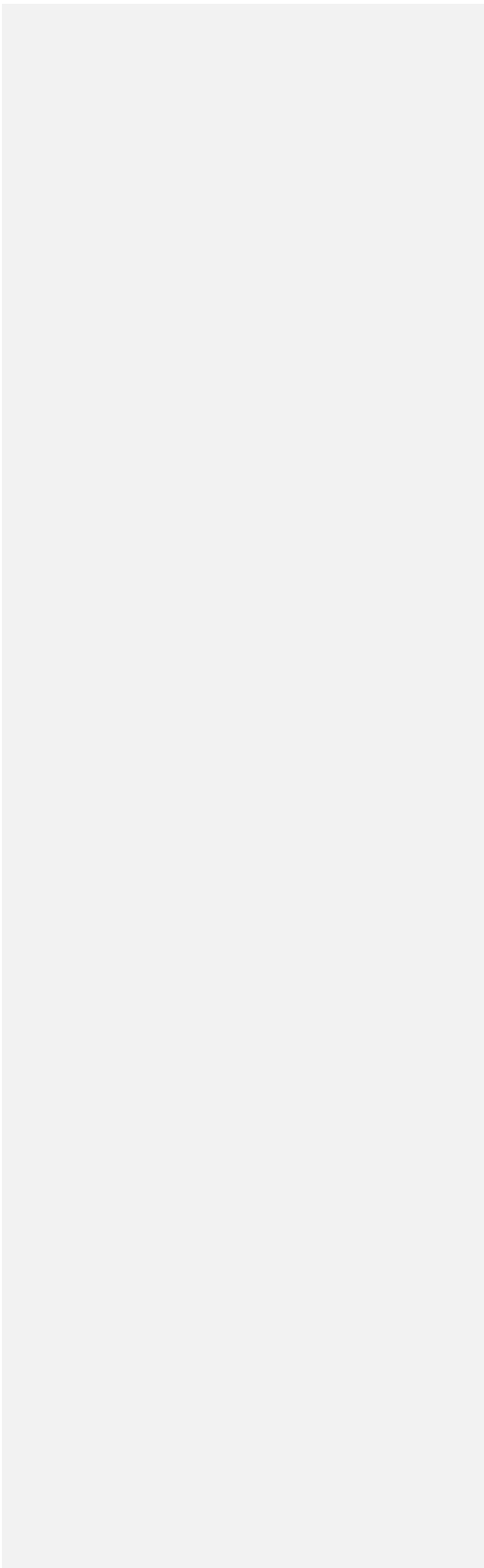
- a) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of notice

File number 3.2.3

Notes



11.2 Discount/waiver/subsidy of facility hire fees

Statutory context

Local Government Act 1995 –
s.6.12(1)(b) – Power to defer, grant discounts etc

Corporate context

Delegations Register –
3.11 – Donations – Financial and In-Kind Works and Services

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve reduction in fees and charges of local government owned facilities, subject to –
 - a) the request is from a local community, charitable or not-for-profit organisation;
 - b) the event is for the specific benefit of the local community;
 - c) each request of the organisation does not exceed \$500 ex GST;
 - d) cleaning cost of the venue hire is not to be discounted.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full

References

Formal record of use Copy of approval of written request

File number 12.15.3

Notes

11.3 Public Places and Local Government Property Local Law 2016

Statutory context

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

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Public Places and Local Government Property Local Law 2016 including –
 - (a) hire of facilities, including issue of permit for consumption/sale of alcohol;
 - (b) granting, refusal, cancellation and setting conditions of approval to conduct activities in public places or on local government property;
 - (c) issue of all notices and infringements etc;
 - (d) extending the time period within which infringement notices may be paid;
 - (e) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (f) carrying out of works in default of a duly served notice;
 - (g) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. The delegation excludes the following clauses of the Public Places and Local Government Property Local Law 2016 –
 - cl.1.5 – setting of any fee or charge
 - cl.2.1 – making of a Determination;
 - cl.2.6 – amending or revoking a Determination;
 - cl.4.1 – Activities requiring a licence on local government property for the following –
 - (c) erect a structure for amusement in excess of 28 days;
 - (m) erect a building or refuelling site;
 - (o) erect or install a structure for water, power, sewer, communication, television or similar service;
 - cl.6.9 – giving notice of crossover in unsafe location;
 - cl.11.1 – dealing with an objection;
2. On written application made under cl.3.3, the CEO may give permission to hirers of premises or land under the control and management of the local government to consume and sell liquor on the premises or land, under such conditions and in such areas as considered appropriate.
3. Every permit issued for consumption/sale of alcohol is to be advised to Narrogin Police.
4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of hire, approval, notice, etc
File copy of advice of decision to applicant, developer etc
Duplicate copy of infringement etc

File number Property file
Facility hire record, diary, receipt etc
Local government property file

Notes

Refer Delegation 11.2 – Discount/waiver/subsidy of facility hire fees

Refer Delegation 13.2 – Native flora and Fauna

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

Former Section 12 – Tourism replaced

Section 12 - Transport (renamed)

12.1 Reserves under control of the local government

Statutory context

Local Government Act 1995 –
s.3.54(1) – Reserves under control of a Local Government

Land Administration Act 1997

Corporate context

Policy Manual –
12.1 – Standard Crossovers
12.2 – Roads – Developer Conditions
12.3 – Roads – Access to Lots / Locations without Road Frontage
12.4 – Road Reserves – Stormwater Discharge

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to do anything on land vested or under the control and management of Council –
 - a) subject to prior budget provision having been made, or
 - b) to give effect to a Council decision.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of decision on written application

File number 21.4.2

Notes

12.2 Things to be done on land not local government property

Statutory context

Local Government Act 1995 –

- s.3.24 – Authorising person under this subdivision
- s.3.27 – Particular things local government can do on land that is not local government property
- s.3.33 – Entry under warrant
- s.3.34(2) – Entry in an emergency
- Sch.3.2 – Particular things local governments can do on land even though it is not local government property

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Function to be performed

1. The CEO is delegated power to carry out work on land that is not local government property.

Conditions on use of delegation

1. The exercise of this delegation is subject to –
 - a) prior budget provision having been made,
 - b) to give effect to a Council decision;
 - c) if the matter is considered to be an emergency;
 - d) the consent is obtained of –
 - the owner of the land;
 - if the land is occupied, the occupier of the land; and
 - if the land is under the control or management of any other person, that other person.
 - e) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services
- d) Manager Operations

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

d) Manager Operations

Restricted as specified in Delegation Conditions to works currently in progress

References

Formal record of use File copy of notice

File number Property file

Notes

The delegation applies to land not under local government control that is within the district, and is in relation to things being done on the land, not taken from the land.

12.3 Works on land outside the district

Statutory context

Local Government Act 1995 –

s.3.20 – performing function outside the district

s.3.21 – duties when performing functions

s.3.22 – compensation

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to undertake necessary executive functions on land outside the district that is not property of the Shire.

Conditions on use of delegation

1. The exercise of this delegation is subject to –
 - a) the consent is obtained of –
 - the owner of the land;
 - if the land is occupied, the occupier of the land; and
 - if the land is under the control or management of any other person, that other person.
 - b) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Manager Operations

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Manager Operations**
Restricted as specified in Delegation Conditions to works currently in progress

References

Formal record of use File copy of agreement, consent etc

File number 28.4.2

Notes

Executive functions does not include private works requested of the Shire by an individual or other local government, but does apply to sourcing of roadmaking materials and water.

The delegation applies to land not under local government control that is outside the district, and is in relation to things being done on the land, not taken from the land.

12.4 Materials from land not under local government control

Statutory context

Local Government Act 1995 –

s.3.21 – Duties when performing functions

s.3.22 – Compensation for materials, damage, access etc

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to negotiate with land owners and/or occupiers for access to materials required for local government functions, principally –
 - a) extraction of gravel, sand or other materials from land;
 - b) water, etc.
2. The CEO is delegated power to apply to the Department of Environmental Regulation for permits to clear vegetation as applicable.

Conditions on use of delegation

1. The agreement reached with the land owner/occupier is to –
 - a) state a specific duration, that it is indefinite or otherwise provide for termination;
 - b) provide for mutually agreed compensation;
 - c) specify rehabilitation responsibilities if appropriate;
 - d) within the budget provision.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Manager Operations

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Manager Operations**
Restricted as specified in Delegation Conditions to works currently in progress

References

Formal record of use Written agreement with land owner/occupier

File number 28.4.2
Property file where the land is within the district

Notes

The delegation applies to land not under local government control that that may be either within or outside the district, and is in relation to materials to be taken from the land, not things being done on the land.

Until such time as agreement is signed, or compulsory notice of acquisition is given under the Act, employees should not access the materials.

12.5 Notices requiring certain things to be done

Statutory context

Local Government Act 1995 –

- s.3.24 – Authorising person under this subdivision
- s.3.25(1) – Notices requiring certain things to be done by owner or occupier of land
- s.3.26(2) – Additional powers when notice is given
- s.3.33 – Entry under warrant
- s.3.34(2) – Entry in an emergency
- s.9.60 – Regulations that operate as local laws
- Sch.3.1 – Powers under notices to owners or occupiers of land
- Sch 9.1(6) – dangerous excavations in or near public thoroughfare
- Sch.9.1(7) – Matters for which regulations under s.9.60 may be made

Local Government (Uniform Local Provisions) Regulations 1996 –

- r.11 – dangerous excavation in or near public thoroughfare
- 13 – Requirement to construct or repair crossing

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Function/s to be performed

1. The CEO is delegated power to issue notices requiring certain things to be done by the owner or occupier of land.
2. The CEO is delegated power to take any necessary action to achieve the purpose for which the notice was given in the event of non-compliance of the notice recipient.
3. The CEO is delegated power to seek a warrant for entry to carry out the works of a notice where the owner or occupier of land has not complied with the notice in the time specified.

Conditions on use of delegation

1. Any prosecution proposed resulting from non-compliance with a notice is to be referred to Council for decision to proceed.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of notice

File number Property file

Notes

Under LG Act s.9.6(1) an objection to a notice must be dealt with by Council and cannot be delegated.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

12.6 Notice of local government works

Statutory context

Local Government Act 1995 –
s.3.51(3) – notice to adjoining owners affected by works

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to give the required public notice and individual notice to landowners and occupiers adjoining proposed works to –
 - a) fix or alter the levels, or the alignment of a public thoroughfare, or
 - b) drain water from a public thoroughfare or public place onto adjoining land

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of notice

File number Advertisement records – 16.2.2 / 16.2.4
Property file

Notes

12.7 Private works/infrastructure on, over or under public land

Statutory context

Local Government Act 1995 –

- s.3.37 – Contraventions that can lead to impounding
- s.9.60 – Regulations that operate as local laws
- Sch.9.1(8) – Private works/infrastructure on, over, or under public places
- Sch.9.2(5) – gates across public thoroughfares

Local Government (Uniform Local Provisions) Regulations 1996 –

- r.9 – gates across a public thoroughfare
- r.17 – Private works on, over, or under public places

Shire of Narrogin Public Places and Local Government Property Local Law 2016
activities on land under local government management and control including roads

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve private works/infrastructure on, over or under public places.

Conditions on use of delegation

1. The exercise of this delegation is subject to –
 - (a) written application being made;
 - (b) the applicant accepts all liability for every part and aspect of the works/infrastructure;
 - (c) impose conditions, such as –
 - building permit, structural engineering certification, environmental assessment etc, where appropriate;
 - any damage or interference to public assets to be made good to the satisfaction of CEO (roadway, fence, other structure etc)
 - traffic management plan to be approved
 - (d) where deemed appropriate, an insurance certificate indemnifying the Shire while works are underway, or for any structure, is to be provided;
 - (e) estimated value of works does not exceed \$25,000 ex GST.
2. The CEO may enter into an agreement with the applicant to carry out the works/infrastructure as a private works.
3. Any prosecution proposed for non-compliance is to be referred to Council for decision to proceed.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

- a) Executive Manager Technical & Rural Services**
In full

References

Formal record of use Report to Council via monthly briefing papers if significant infrastructure
File copy of written approval

File number Property file of applicant
Copy on road/reserve/local government property file

Notes

Local Government (Uniform Local Provisions) Regulations 1996 –

- r.17 – Private works on, over, or under public places
(4) – approval of local government required
(5) – conditions may be imposed
(6) – mandatory conditions – no permanent impairment of public use, public safety to be ensured, damaged to be fully repaired
(7) – penalty for non-compliance is \$5,000 and \$500 daily
(8) – person constructing is responsible for maintenance, and must insure structure, specifically indemnifying the local government against any claim
(9) – unauthorised constructions, or contravention of approval/conditions can lead to impounding

If insurance indemnity is required, a certificate is to be provided to the Shire annually. It is to be a condition of approval, that a lapse of insurance means automatic withdrawal of approval, and removal of the previously insured structure is required within 14 days.

This delegation includes minor works on the road such as –

- drilling for soil testing;
- pressure or gravity pipe from a water tank or windmill to a stock trough;
- farm drainage.

12.8 Events on roads

Statutory context

Road Traffic Act 1974 –

s.81C(2) – Making order for road closure for event

s.81D – Road closure, how effected by local government

Road Traffic (Administration) Act 2008 –

s.139(2) – Temporary suspension of road law

Road Traffic (Events on Roads) Regulations 1991 –

r.4 – local government approval and payment of fee required

r.9 – Erection of barriers, signs and other equipment

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

activities on land under local government management and control including roads

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power –
 - (a) in consultation with the President, to approve with or without conditions or refuse to approve, an event or function on a thoroughfare in accordance with section 81C of the *Road Traffic Act 1974*;
 - (b) in consultation with the President, to approve with or without conditions, or refuse to approve, the temporary suspension of written law in accordance with section 83 of the *Road Traffic Act 1974*; and
 - (c) make all necessary arrangement to comply with Road Traffic (Events on Roads) Regulations r.9.
2. The CEO is delegated power, in consultation with the President, to respond to any request for information made under section 7(1) of the *Public Order in Streets Act 1984*.

Conditions on use of delegation

1. In considering any application, the CEO is to have regard to Police and Main Roads WA guidelines.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full

c) Executive Manager Development & Regulatory Services

In full

References

Formal record of use File copy of decision on written application

File number 28.7.1

Notes

See Road Traffic (Administration) Act –

135. Protection from liability for wrongdoing

(1) An action in tort does not lie against a person for anything that the person has done, in good faith, in the performance or purported performance of a function under a road law.

(3) A local government is also relieved of any liability that it might otherwise have had for another person having done anything as described in subsection (1) in relation to a function of a local government under section 11, 139 or 141.

141. Closure of roads

(2) A local government may cause a road in its district to be closed for such period that the local government considers necessary if the local government considers that the road is unsafe for traffic but the road cannot be closed by the local government for more than one month without with the Minister's written approval to do so.

See Events on Roads Regulations –

9. Erection of barriers, signs and other equipment

(1) A road closure ordered by the Commissioner of Police under Part VA of the Act shall be effected by the erection and maintenance by the local government for the district within which the road concerned is situated of —

(a) barriers, being free standing posts and rails, or other barriers which are substantial and uniform in construction;

(b) signs, being substantial and uniform in design, with the words "Road Closed" or similar, clearly printed in black letters upon a reflective background; and

(c) such other equipment as the local government considers is reasonably necessary to effect the road closure.

(2) The costs of erecting, maintaining and removing barriers, signs and other equipment to effect a road closure are payable to the local government by the person or body who applied for the order for that road closure.

(3) A local government may waive the payment of all or any of the costs referred to in subregulation (2).

(4) Any costs payable to a local government under subregulation (2) may be recovered as a debt due to that local government in a court of competent jurisdiction.

Main Roads WA – Traffic Management for Events on Roads: "Code of Practice"

12.9 Temporary road closures

Statutory context

Local Government Act 1995 –

s.3.50 – closing to vehicles

s.3.50A – closure for repairs or maintenance

Road Traffic Act 1974

s.81D – how a road is to be closed

s.92 – power to close unsafe roads

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

cl.5.2 – no entry to closed local government property

cl.6.13 – no driving on closed thoroughfare

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to –
 - a) temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) if of the opinion –
 - a thoroughfare is likely to be damaged by the passage of traffic generally or traffic of any particular class;
 - that the thoroughfare is unsafe for use.
 - b) temporarily close a road or portion of a road for repairs and maintenance;
 - c) temporarily close a thoroughfare for a period in excess of 28 days by providing local public notice.

Conditions on use of delegation

1. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - a) is of such severity that the action is appropriate or
 - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services
- d) Manager Operations

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full

c) Executive Manager Development & Regulatory Services
In full

d) Manager Operations
In full

References

Formal record of use File copy of public notice, instruction to staff etc

File number 28.7.1

Notes

12.10 Restricted Access Vehicles on Shire Roads

Statutory context

Local Government Act 1995

Land Administration Act 1997 –

s.56(2) – road reserves under the control of the local government

Public Works Act 1902 –

s.86(2) – Governor may declare roads to be under the control of the local government

Road Traffic (Vehicle Standards) Regulations 2002

Public Places and Local Government Property Local Law 2016

Corporate context

Policy Manual – 12.12 Restricted Access Vehicles on Shire Roads

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to determine any application referred from Main Roads WA to use heavy haulage vehicles (Restricted Access Vehicles) on any local road within the district, recommending approval or refusal–
 - a) in accordance with Council Policy 12.12 Restricted Access Vehicles on Shire Roads;
 - b) where the estimated volume is 50,000 tonnes per year or less,
 - c) if the road has already been assessed by Main Roads WA as being suitable for the configuration proposed by the applicant,
 - d) recommending CA07 conditions on roads where deemed necessary to manage RAV access in order to preserve the condition of the road and avoid heavy vehicle damage
 - e) written agreement of the application accepting liability for damage to the roads that exceeds fair use.

Conditions on use of delegation

1. All other applications are to be referred to Council.
2. Where the CEO declines an application, the applicant has the right to lodge a written appeal which will be presented to Council for consideration.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Technical & Rural Services**
Negotiations for all matters prior to signing of agreement

References

Formal record of use File copy of decision on written application

File number 3.2.2

Notes

Plant / Equipment

Section 13 - Natural Resource Management

13.1 Control of Vehicles (Off-road Areas) Act 1978

Statutory context

Control of Vehicles (Off-road Areas) Act 1978 –

s.5(1) – Duty of local government to administer and enforce the Act

s.5(5) – authorised officers

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to exercise all discretionary matters in the Control of Vehicles (Off-road Areas) Act 1978, including –
 - a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - b) issue of all notices and infringements etc.
 - c) extending the time period within which infringement notices may be paid.
 - d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - e) carrying out of works in default of a duly served notice;
 - f) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. The delegation excludes –
 - a) determination of any fee or charge
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - a) is of such severity that the action is appropriate or
 - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**

In full

c) Executive Manager Development & Regulatory Services

In full

References

Formal record of use File copy of notice

File reference 19.6.5

Notes

13.2 Native flora and fauna

Statutory context

Environmental Protection Act 1986 –

s.51C – Unauthorised clearing of native vegetation

Wildlife Conservation Act 1950 –

s.14 – Protection of fauna

s.23C – Licences to take protected flora

s.23D – Taking and sales of protected flora on private land

Wildlife Conservation Regulations 1970

Public Places and Local Government Property Local Law 2016 –

cl.4.4(2) – Written authority of local government required to remove, damage, interfere with any flora on local government property

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve a request for permission to pick wildflowers and / or collect seed on lands under Council's control, under the following conditions –
 - (a) written application is to be made;
 - (b) it is for their own domestic or hobby use;
 - (c) permission is given for a period not exceeding one week;
 - (d) the area of picking and/or collection is strictly limited;
 - (e) not more than one collector is permitted in any one location;
 - (f) a maximum of 10% of seed only to be taken in any one area.

Conditions on use of delegation

1. All applications for commercial picking of wildflowers or collection of seed are to be referred to Council for consideration, and required details include –
 - (a) collector's credentials and purpose (collector includes the permit holder and up to 2 assistants),
 - (b) duration of approval, if any,
 - (c) the area of picking and/or collection
 - (d) not more than one collector being permitted in any one location
 - (e) a maximum of 25% of seed only to be taken in any one area
2. All applications for the collection of animals, reptiles, amphibians and birds from lands under Council's control, are to be referred to Council for consideration.
3. All applications to collect flora or fauna are to provide the following information at minimum –
 - (a) collector's credentials, including any person acting on the collector's behalf
 - (b) purpose of collection – domestic, hobby, display, educational, commercial
 - (c) flora/fauna to be collected – rarity, locality, need for preservation etc
 - (d) locality of collection – ease of access, likelihood of general public-knowledge or access

(e) period or duration sought

4. Where Council has previously permitted an application, the CEO may issue permission in subsequent consecutive years under identical terms and conditions, without further reference to Council.
5. The following statement is to be included in every approval by the CEO –
The approval of the Department of Parks and Wildlife is mandatory, and Shire permission is invalid without the Department's written consent accompanying Shire approval.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Technical & Rural Services**
In full

References

Formal record of use File copy of notice of approval

File number 11.3.1

Notes

Dept of Biodiversity, Conservation and Attractions –

- may issue a permit for a maximum of one year;
- is to be provided a copy of every approved application.

Former Section 14 – Plant / Equipment (transferred to Section 12)

Former Section 15 – Natural Resources (renumbered as Section 13)

Former Section 16 – Unclassified (transferred to Section 12)

Former Section 17 – Building and Development (deleted)

Former Section 18 – Environmental Health / Food (transferred to Section 6)

Former Section 19 – Fire Control (deleted or transferred to Section 5)

10.3.4 PURCHASING POLICY – PROPOSED AMENDMENT

File Reference	13.5.4
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	13 May 2020
Author	Niel Mitchell – Governance
Authorising Officer	Frank Ludovico – Executive Manager Corporate and Community Services
Attachments 1. Council Policy 3.1 Purchasing – draft amendment	

Summary

To consider amendments to Policy 3.1 Purchasing.

Background

The Policy Manual records the standing instructions of Council to the CEO and other employees regarding the administration and management of various matters.

Many policies have their basis in discretionary matters as permitted by the Local Government Act, Local Government Regulations or other legislation.

Comment

In recent times, primarily as a result of the state of emergency declared by the Government concerning the Corona Virus there have been a range of regulation amendments and Ministerial Orders varying the application of legislation. These have been:

- Amendments published in the Government Gazette on 9 April and 8 May 2020 to:
 - Local Government (Financial Management) Regulations 1996
 - Local Government (Functions and General) Regulations 1996
 - Local Government (Long Service Leave) Regulations.
- Ministerial Order published in the Government Gazette on 8 May 2020 varying the application certain sections within the Local Government Act during the current state of emergency.

The amendments to Regulations will remain in place after the current state of emergency, whereas the application of the Minister's Order is only for the period of the Corona Virus emergency.

The amendments affecting purchasing matters are contained in the amendments to the Local Government (Functions and General) Regulations 1996. In summary, the changes made are to Regulation 11A Purchasing Policies for local governments and Regulation 11 When tenders have to be publicly invited.

In Regulation 11A, the requirement is for Council to adopt a policy concerning contracts for supply of goods and services where the consideration is less than or is expected to be less than \$250,000, increased from the previous limit of \$150,000.

There is no requirement for Council to increase the limit to \$250,000 and may resolve to remain at the current limit of \$150,000 as specified in the policy.

In regulation 11:

- subclause (1A) – inserted, defining state of emergency to have the meaning given in the Emergency Management Act 2005
- subclause (1) – limit above which tenders must be called unless exempted by regulation 11(2) has been increased to \$250,000
- subclause (2)(aa) – inserted, being an exemption from calling tenders associated with a state of emergency
- subclause (2)(h)(i) – exemption replaced with two specified persons or organisations remaining exempt from need to call tenders
- subclause (2)(ja) – inserted, specific provisions relating to relaxed requirements for extension of contracts associated with a state of emergency
- subclause (3) – clarification of application of subclause (2)(aa) being to matters associated with a state of emergency.

Legislation does not provide exemption from tenders that are not associated with a state or emergency. Accordingly, Council policy is required to be consistent.

Council Policy 3.1 Purchasing has been reviewed, and a tracked version of the draft revised policy is attached, using blue underline for insertions, and red strike-through for deletions for ease of reference.

To summarise the changes submitted for decision:

- Increasing the upper limit from \$150,000 to \$250,000 throughout the policy and schedules;
- Policy statement:
 - clause 4, examples – deleting limit on freight delivery fees
 - clause 6 – amending the limits to \$15,000 to be consistent with the upper limit proposed for the range in Schedule 3.1(b)
 - clause 7(c) – new provision inserted suspending the policy during a state of emergency declared by the Government, for purchasing associated with the state of emergency only, and restricting the discretion to use the suspension of the policy.
- Policy Schedule 3.1(b) amending the threshold values within each of the purchasing brackets.

Possible implications of the legislative and proposed policy changes in the following were also considered, and no changes to these were felt necessary:

- Policy 3.2 Regional Price Preference
- Delegation 3.1 Tenders – Power to set specifications, criteria, call, accept, vary
- Delegations 3.2 Contracts – Variations.

Although it is not proposed to change them, the value and percentage limits specified in Delegations 3.1 and 3.2 are drawn to the attention of Council:

- in 3.1(1)(d)(ii) the limit is the greater of \$25,000 or 5% and applies after a tender is closed but before a tender is finally accepted. Generally in these circumstances, if there was to be a substantial variation, then all tenderers should have an opportunity to revise their pricing.
- in 3.2(1)(d)(iv) the limit is the greater of \$40,000 or 10% and applies during or at the end of a contract. In these instances, the variation is for extra work that wasn't anticipated (eg: additional ground works for a building), or were provisions for an extension has been included in the contract (eg: extension of a waste collection contract)

Policies may be made, amended or deleted at any time, by Simple Majority resolution of Council.

Consultation

Discussions have occurred with Chief Executive Officer and Executive Management Team and other relevant staff.

Statutory Environment

Local Government Act 1995

- Section 2.7 – role of Council includes determining the local government's policies.

Local Government (Functions and General) Regulations 1996

- Regulation 11A(1) – Council to adopt a policy for purchasing less than \$250,000
- Regulation 11 – When tenders have to be invited, including provision for state of emergency and exemptions from the need to call tenders.

Policy Implications

Amendment of Policy 3.1 Purchasing.

Financial Implications

Increase of limits relating to calling of tenders and purchasing less than \$250,000.

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

Voting Requirements

Simple Majority

See over for Officers' Recommendation

OFFICERS' RECOMMENDATION

That with respect to Policy 3.1 Purchasing, Council adopt the amended policy as contained in Attachment 1.

3.2 Purchasing

Statutory context	Local Government (Functions and General) Regulations 1996 – - r.11A – purchasing policy required, and matters to be addressed
Corporate context	Delegation 3.1 – Tenders – power to set specifications, criteria, call, accept, vary Policy Manual – - Policy 3.8 – Transaction Cards Executive Instructions – - 3.1 – Purchasing – Documentation - 3.3 – Credit (Transaction) cards
History	Adopted 26 April 2017 Amended 24 July 2019 <u>Amended</u>

Policy Statement

- The following Council Policy Schedules are adopted, and form part of this Statement –
 - 3.1(a) – Purchasing Principles
 - 3.1(b) – Purchasing Thresholds
 - 3.1(c) – Regulatory Compliance
- Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.
- Proposals for consultancies, works and services etc, to be provided on Shire managed sites are also to be assessed in accordance with –
 - Policy 9.1 OSH – Employees, Volunteers, Contractor and Visitors.
 - Executive Instructions issued by the CEO
 - OSH Contractor Handbook or associated documents.
- A quotation is to be obtained and a purchase order is required to be issued, except for –
 - reimbursement of expenses incurred by a councillor or employee on approved Shire business, where receipts are provided or a statutory declaration is made
 - eg: parking fees, taxi fares etc
 - non-contracted or non-contestable utilities (e.g. electricity, water, telephone),
 - regular or statutory expenses of a periodic nature (e.g. rates & taxes, insurance, licenses, superannuation, etc),
 - employee/elected member allowances.
 - other payments as determined by the CEO in Executive Instruction.

Examples include –

- YMCA WA for payments for employee memberships per Council Policy
- Credit Card purchases below \$1,500
- All freight companies for delivery fees,
- Petty cash purchases
- Store card purchases
- Fuel card purchases
- Regional Risk Coordinator Scheme by Local Government Insurance Services

Deleted: (below \$1,500)

- Security and on-going alarm monitoring services.
5. A procurement is exempt from the need to obtain quotations and issue of a purchase order where a standing account has been established, as determined by the CEO in Executive Instruction.
 6. Insufficient quotations received
Where the required number of quotations have been sought from suppliers capable of meeting the requirements, but an insufficient number of quotations have been received, a quote may nevertheless be accepted if satisfied with all other aspects of the proposed purchase –
 - a) where the purchase is \$15,000 or more – by the CEO.
 - b) where the purchase is less than \$15,000 ex GST – by the CEO or relevant Executive Manager.
 7. Exceptional Circumstances
 - a) Under exceptional circumstances, where goods or services need to be purchased urgently and there is insufficient time to obtain quotations, the CEO may permit the required purchase, notwithstanding the thresholds and requirements of Schedule 3.1(b), subject to the purchase being less than \$250,000 ex GST. Unique value for money circumstances that preclude obtaining quotes must exist, such as –
 - it is opportunistic such as eliminating otherwise applicable costs, in the opinion of the CEO,
 - it enhances operational efficiency,
 - mitigates against risk etc. or
 - it is appropriate in the opinion of the CEO for continuity of previous works, services, or design.
 - b) Procurement under exceptional circumstances must be approved in advance by the CEO.
 - c) Schedule 3.1(b) Purchasing Thresholds and Requirements is suspended during a state of emergency declared in accordance with Emergency Management Act 2005, subject to –
 - (i) purchases are to be for goods or services required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency relates,
 - (ii) purchases of \$50,000 or over are to be approved by the CEO,
 - (iii) purchases of \$7,500 to less than \$50,000 are to be approved by the CEO or relevant Executive Manager.
 8. Purchase of road making materials (fill, rock, gravel, water etc) from a landowner is exempt from the requirement to obtain quotes.
 9. Any variations or extensions of contracts awarded are to be dealt with in accordance with Delegation 3.2 Contracts – Variations.
 10. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

– End of Policy

Notes

Approved purchasing limits assigned to employees are determined by the CEO.

Clause 7(c) is consistent with the Local Government (Functions and General) Regulations 1996 r.11(1A) and (3)(b)

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Policy Schedule 3.1(a) – Purchasing Principles

The object of the Purchasing Framework is to –

- obtain quality goods and services that are judged to deliver the best value-for-money or be the most advantageous,
- provide compliance with the Local Government Act, 1995 and the Functions and General Regulations,
- deliver a best practice approach and procedures to internal purchasing for the Shire,
- ensure consistency for all purchasing activities that integrates within all the Shire operational areas.

1. Ethics & Integrity

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties –

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money,
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and code of conduct,
- purchasing is to be on a competitive basis in which all suppliers are treated impartially, honestly and consistently,
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements,
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed,
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence until such time as the purchase decision is made, and is not be released unless authorised by the supplier or relevant legislation, and
- consideration must be given to any Local Price Preference Policy adopted by Council.

2. Value for Money

Value for money is an overarching principle recognised by the Regulations, that allows the best possible outcome to be achieved for the Shire. Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

What constitutes “value for money” or “most advantageous” considerations are to be itemised and detailed as part of evaluation.

An evaluation of the best value for money outcome for any purchasing should consider –

- all relevant whole-of-life costs and benefits (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal,
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality,
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history),
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable,
- continuity of supply or service, and particularly timeliness of any warranty service, emergency or maintenance/repair response, familiarity with works/conditions etc
- where a new or start up business makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region.

Where a higher priced conforming offer is recommended, there should be clear benefits over lower priced conforming offers.

3. Sustainable Procurement

Sustainable procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services, and considerations must be balanced against value for money outcomes.

– End of Schedule

Policy Schedule 3.1(b) – Purchasing Thresholds and Requirements

1. Purchasing Thresholds

The value of a purchase is not limited to the financial year when the purchase was initiated, but may be over several financial years depending on the procurement or type of contract.

Records – where required or obtained, the following are to be attached to the purchase order –

- Note of verbal specification and submission
- Specification required, assessment criteria set, summary of submissions, evaluation made

General purchasing thresholds –

Exemption from requirement to obtain quotations and issue a purchase order is contained in clause 4 and 5 of the Policy Statement.

Anticipated Value of Purchase Excl. GST	Requirement	Documentation
Less than \$2,000	Quotations not required for items of minor recurrent nature, such as groceries, stationery, hardware, mechanical, reticulation consumables etc Employee must be satisfied that the price is competitive	None
\$2,000 to less than \$7,500	Seek at least two verbal quotations Written quotations recommended but not required	Required – - Note of quotations sought - Note of verbal quotations received Recommended – - Written quotations received
\$7,500 to less than \$15,000	Seek at least two written quotations	Required – - Notes of quotations sought - Written quotations
\$15,000 to less than \$50,000	Seek at least three written quotations	Required – - Notes of quotations sought - Written quotations received Recommended – - Written specifications - Assessment criteria - Evaluation panel
\$50,000 to less than \$250,000	Seek at least three written quotations containing price and specification of goods and services	Required – - Notes of quotations sought - Written specification - Written assessment criteria - Written quotations received - Evaluation panel
\$250,000 and above	Conduct a public tender process or WALGA Preferred Supplier / State Government Common Use Agreement Refer to Council for decision unless prior delegation to CEO	Required – - Written specification - Written assessment criteria - Written quotations received - Evaluation panel

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WALGA Preferred Supplier or State Government Common Use Agreement thresholds –

Less than <u>\$250,000</u>	As per General threshold	As per General Thresholds
<u>\$250,000</u> and above	Seek at least three written quotations containing price and specification of goods and services. Refer to Council for decision unless prior delegation to CEO	Required – <ul style="list-style-type: none">- Notes of quotations sought- Written specification- Written assessment criteria- Written quotations received- Evaluation panel

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Notes –

1. Any work done under warranty / guarantee is not considered to be a purchasing activity, but is a part of the original contract / agreement to purchase. Any purchase order issued for warranty / guarantee work is to note this on the purchase order.
2. Any work done outside of warranty / guarantee, even if it may affect warrant / guarantee, is a purchasing activity. Management of that risk is an administrative task, and may be a factor in a "value for money" consideration.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

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WALGA Preferred Supplier or State Government Common Use Agreement

Policy 3.1 Purchasing Framework adopted by Council stipulates –

Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.

2. Quotations / Submissions

The general principles relating to written quotations / submission are –

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - o written specification
 - o assessment criteria to be applied
 - o price schedule
 - o conditions of responding
 - o validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

If it is not possible to get written quotations, a supplier's verbal "decline to quote" will be sufficient, and is required to be noted with details of date, and name of person who declined.

3. Specifications, Assessment Criteria and Evaluation

Applies to all procurements as determined by the thresholds in clause 1 –

- a) Where a specification is provided or required by clause 1 – What is required to be in the specification may include –
 - Details, format and request to be appropriate to the procurement
 - How many / how much,
 - what size / power etc,
 - how fitted out,

- standard / quality required,
 - type of construction,
 - where the work / product is to be delivered etc
- b) If a written specification has been issued the assessment criteria is to be included in the written specification.
- c) In any event, assessment criteria are to be determined prior to evaluation – How the submission is to be assessed and scored, and may include –
- Details and record to be appropriate to the procurement
 - Local provider or external
 - Standard of work, quality of item
 - Reliability, service, warranty
 - References
 - Price etc
- d) After close of submission period, evaluation is to be made based on the following– How the submission was actually assessed and scored –
- To what extent was each specification met,
 - How does submission measure against each criteria
 - Which score provides best value for money

Where required and prior to submissions being requested, the specifications for the procurement and the assessment criteria for determining the procurement are to be determined in writing –

- for quotations – by the purchasing employee, and approved by the relevant Executive Manager within their approved purchasing limits, otherwise by the CEO
- for tenders – by the purchasing employee, approved by the relevant Executive Manager, and authorised by the CEO under delegated power.

If required or appropriate, any Evaluation Panel is to be established prior to the request for submissions being with a mix of skills and experience relevant to the nature of the purchase. The Panel is to assess the submissions against the specifications set, the assessment criteria, value for money, local price preference and any other relevant matter.

– End of Schedule

Policy Schedule 3.1(c) – Regulatory Compliance

1. Tender Exemption

In some instances public tenders or quotation procedures are not required, regardless of the value of expenditure. The permitted exemptions are stipulated in the Local Government (Functions and General) Regulations 1996 r.11.

2. Sole Source of Supply (Monopoly Suppliers)

- a) Procurement from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that –
 - there must genuinely be only one source of supply
 - every endeavour to find alternative sources has been made,
 - written confirmation of this must be kept on file for later audit.
- b) The application of provision "sole source of supply" should only occur in very few cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.
- c) Purchase orders issued to a sole supplier are to be signed –
 - where the purchase is \$10,000 or more – by the CEO.
 - where the purchase is less than \$10,000 ex GST – by the CEO or relevant Executive Manager.

3. Anti-Avoidance

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000, thereby avoiding the need to publicly tender.

Deleted: 150,000

4. Tender Criteria

- a) The CEO under delegated power shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

5. Receiving and Opening Tenders

- a) All tenders must be clearly marked, sealed and placed in the locked tender box until the official opening.
- b) When lodgement of tenders by email is permitted, the email is to be sent to a separate email inbox that remains unused until the close of the tender period.
- c) When tenders are opened there must be at least two employees present, or one local government employee and at least one person authorised by the CEO.

6. Tender Evaluation

- a) Evaluation is to be recorded against the specifications set and assessment criteria established. Reasons for the decision are to be recorded.
- b) Where required by Schedule 3.1(b) an evaluation panel will be established and include a mix of skills and experience relevant to the nature of the purchase.

7. Tender Acceptance

Unless authorised by Council, and delegation of acceptance has been made to a specific Committee or the CEO, all tenders and procurement over \$250,000 are to be presented to Council for decision.

Deleted: 150,000

8. Records Management

- a) All records associated with the procurement process must be recorded and retained. For a tender process this includes –
 - Tender documentation, including specifications and assessment criteria,
 - Internal documentation,
 - Evaluation documentation,
 - Enquiry and response documentation,
 - Notification and award documentation.
- b) For a direct purchasing process this includes –
 - Quotation documentation, including any specification and assessment criteria
 - Internal documentation, such as evaluation etc
 - Purchase orders issued and requisitions.

- c) Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

– End of Schedule

10.3.5 PROPOSED 2020/21 FEES & CHARGES

File Reference	12.4.1
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	7 April 2020
Author	Karen Oborn – Manager Corporate Services
Authorising Officer	Frank Ludovico – Executive Manager Corporate and Community Services
Attachments 1. Fees and Charges 2020/21 Proposed	

Summary

The Shire's proposed Fees and Charges are presented to Council for consideration for the Financial Year 2020/21. The proposal is required to be advertised for a period of seven (7) days so the new fees and charges will become effective from the start of the 2020/21 financial year (1 July 2020).

It should be noted that because of the COVID19 pandemic and the strongest recommendation from the State Government no fee and charges increases are recommended however some new fees have been recommended to account for new activities.

Background

The proposed Fees and Charges have been collated and compiled in consultation with Executive Management responsible for providing the relevant services to the community and ensuring appropriate levels of income/cost recovery are generated for the Shire.

The Schedule also reflects Council's intent pursuant to its resolution of 28 April 2020 to retain fees and charges at their 2019/20 levels.

Attached is a Schedule of the proposed Fees and Charges for 2020/21. The 2018/19 and 2019/20 Fees and Charges have been included for Council's reference along with percentage change for each fee.

Comment

Due to economic downturn triggered by the restrictions required to contain COVID19 and the strongest recommendation from the State Government Fees and Charges have remained the same as for 2019/20 year, with planning fees being waived for 12 months. No new fees (except for new services eg new accommodation units at the Narrogin Caravan Park) are proposed fees and charges for 2020/21 year.

A complete list of fees and charges (including statutory) have been included in the schedule to provide users with a single point of reference for fees and charges. Please note that Statutory Fees and

Chargers can be altered at any time by relevant Government Departments and if this occurs the Schedule will be updated

Consultation

- Chief Executive Officer
- Executive Manager Corporate and Community Services
- Executive Manager Development and Regulatory Services
- Executive Manager Technical and Rural Services
- Manager Operations
- Manager Community Care Services
- Manager Library Services
- Manager Community Leisure and Culture.

Statutory Environment

Local Government Act 1995, Section 6.16 (Imposition of Fees and charges), 6.17 (Setting level of fees and charges) and 6.19 (Local government to give notice of fees and charges).

Local Government Act 1995, Section 1.7 (Local public notice).

Policy Implications

Nil

Financial Implications

The revenue raised from fees and charges set by Council will underpin to a degree, its ability to provide services and facilities for the 2020/21 financial year and into the future.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That with respect to the proposed 2020/21 Fees & Charges, Council adopt the 2020/21 Fees and Charges Schedule as presented, noting no increases from 2019/20 levels due to the COVID19 Pandemic and advertise them for taking effect from 1 July 2020.

Council Information Only

Shire of Narrogin

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
BUSINESS UNIT: LAW, ORDER & PUBLIC SAFETY							
Ranger Services							
3050302.1301	Seizure impoundment registered dog/cat		S	30.00	0%	30 00	
3050302.1301	Seizure impoundment unregistered dog/cat		S	100.00	0%	100 00	
3050300.1304	Daily impound fee			16.00	0%	16 00	
3050303.1304	Destruction/disposal of dog/cat			160.00	-20%	200 00	the Veterinarian charge the Shire \$130.00per animal. Adding our 20% margin equates \$156.00. Most of the people that surrender animals are low income earners and don't have \$107.00 to surrender their animal. So animals are left to wander streets. This encouragement will assist in removing animals off the streets.
3050300.1304	Surrender of dog/cat			50.00	-53%	107 00	
3050300.1304	Out of hours release fee		S	100.00	0%	100 00	
3050300.1304	Sale of dog/cat (excluding license)	Yes		54.00	0%	54 00	
3050301.1304	Unsterilised dog/cat registration fee 1 year		S	50.00	0%	50 00	
3050301.1304	Unsterilised dog/cat registration pensioner fee 1 year		S	25.00	0%	25 00	
3050301.1304	Unsterilised dog/cat registration fee 3 years		S	120.00	0%	120 00	
3050301.1304	Unsterilised dog/cat registration pensioner fee 3 years		S	60.00	0%	60 00	
3050301.1304	Unsterilised dog/cat registration fee life time		S	250.00	0%	250 00	
3050301.1304	Unsterilised dog/cat registration pensioner fee life time		S	125.00	0%	125 00	
3050301.1304	Sterilised dog/cat registration fee 1 year		S	20.00	0%	20 00	
3050301.1304	Sterilised dog/cat registration pensioner fee 1 year		S	10.00	0%	10 00	
3050301.1304	Sterilised dog/cat registration fee 3 years		S	42.50	0%	42 50	
3050301.1304	Sterilised dog/cat registration pensioner fee 3 years		S	21.25	0%	21 25	
3050301.1304	Sterilised dog/cat registration fee life time		S	100.00	0%	100 00	
3050301.1304	Sterilised dog/cat registration pensioner fee life time		S	50.00	0%	50 00	
3050301.1304	Sterilised Working dog fee 1 year		S	5.00	0%	5 00	
3050301.1304	Sterilised Working dog fee 3 year		S	10.60	0%	10.60	
3050301.1304	Sterilised Working dog fee lifetime		S	25.00	0%	25 00	
3050301.1304	Dangerous dog registration fee 1 year		S	50.00	0%	50 00	
3050301.1304	Annual application for approval or renewal of approval to breed cats (per cat)		S	100.00	0%	100 00	
3050305.1304	Application to keep more than standard number of cats - residential		S	20.00	0%	20 00	
3050305.1304	Application to keep more than standard number of cats - cat management facility		S	500.00	0%	500 00	
3050305.1304	Renewal of permit - cat management facility or cat breeder		S	100.00	0%	100 00	
3050301.1304	Cats registered after 31 May in any year, for that registration year		S	50% of the fee payable	0%	50% of the fee payable	

Schedule of Fees and Charges 2020/2021

						Council Information Only	
GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
3050305.1304	Application for a kennel licence		S	700.00	0%	700 00	
3050305.1304	Issue of a kennel licence or renewal of a kennel licence		S	100.00	0%	100 00	
3050305.1304	Application to transfer a kennel licence		S	100.00	0%	100 00	
3050305.1304	Application to keep more than standard number of dogs		S	50.00	0%	50 00	
3050305.1304	Microchipping of impounded animal			30.00	0%	30 00	
3050305.1304	Impoundment of shopping trolley (per trolley)			25.00	0%	25 00	
3050301.1304	Dogs kept in approved kennel establishment licensed under section 27 of the Act, where not otherwise registered (per establishment)		S	200.00	0%	200 00	
3050301.1304	Penalty: unregistered dog/cat		S	200.00	0%	200 00	
3050301.1304	Penalty: dog in public place without a collar or tags		S	200.00	0%	200 00	
3050301.1304	Penalty: dog not on leash in certain public places		S	200.00	0%	200 00	
3050301.1304	Penalty: dog causing a nuisance		S	200.00	0%	200 00	
3050301.1304	Penalty: failure of alleged offender to give full name and address		S	200.00	0%	200 00	
3050304.1304	Ranger hourly rate (including travel time)	Yes		86.00	0%	86 00	
3050304.1304	Mileage rate per km	Yes		1.50	0%	1 50	
3050305.1304	Removal of trapped animal	Yes		21.00	0%	21 00	
3050305.1304	Hire of small animal trap per week	Yes		21.00	0%	21 00	
3050305.1304	Hire of large animal trap per week	Yes		33.00	0%	33 00	
	Bond for animal trap			59.00	0%	59 00	
3050305.1304	Anti barking device per month	Yes		33.00	0%	33 00	
	Anti barking device bond			59.00	0%	59 00	
	Dangerous dog collar:	Yes			0%		
3050305.1304	- Small	Yes		36.00	0%	36 00	
3050305.1304	- Medium	Yes		55.00	0%	55 00	
3050305.1304	Dangerous dog sign	Yes		32.00	0%	32 00	
	Abandoned / Impounded Vehicles						
3050400.1301	- Towing charge			Cost plus 20%	0%	Cost plus 20%	
3050400.1301	- Storage of impounded vehicle (per month or part thereof)			70.00	0%	70 00	
3050400.1301	- Administration			35.00	0%	35 00	
	Stock Impoundment						
3050400.1301	- As per Section 464 Local Government (Miscellaneous Provisions) Act 1960		S				

Schedule of Fees and Charges 2020/2021

					Council Information Only		
GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
BUSINESS UNIT: HEALTH							
Health Services							
3070300.1300	Application to install waste water treatment system		S	125.00	0%	125 00	
3070300.1300	Permit to use waste water treatment system			125.00	0%	125 00	
3070300.1300	Report to Health Department on waste water system			125.00	0%	125 00	
3070300.1300	Annual itinerant food vendor/stallholder fee new or renewal (pro rata applies)		S	250.00	0%	250 00	
3070300.1300	Itinerant food vendor/stallholder fee per day		S	50.00	0%	50 00	
3070300.1300	Temporary Food Stall – Community group/organisation		S	0.00	New		
3070301.1304	Annual food business (including Schools) registration fee (pro rata applies)		S	110.00	0%	110 00	
3070300.1300	Food business notification fee			50.00	0%	50 00	
3070301.1304	Food business follow up inspection		S	110.00	0%	110 00	
3070300.1300	Public Building Inspection fee (commercial)		S	60.00	New		Don't have a fee at the moment
3070300.1300	Public Building Inspection fee (not for profit)		S	0.00	New		
3070300.1300	Annual caravan park licence		S	220.00	0%	220 00	
3070301.1304	Senior EHO - per hour	Yes		85.00	0%	85 00	
3070301.1304	EHO - per hour	Yes		60.00	0%	60 00	
3070301.1304	Mileage rate per km	Yes		1.50	0%	1 50	
3070301.1304	Liquor Act Certification Section 39 (commercial)			122.00	0%	122 00	
3070301.1304	Liquor Act Certification Section 39 (not for profit)			61.00	0%	61 00	
3070301.1304	Meat inspection fee			EHO Charge Out Rate	0%	EHO Charge Out Rate	
3070301.1304	Settlement inspection fee - upon request			110.00	0%	110 00	
3070301.1304	Re-inspection fee		S	110.00	0%	110 00	
BUSINESS UNIT: EDUCATION & WELFARE							
Homecare							
	HACC as set by Department of Health and Ageing schedule of fees and charges		S				
	CHSP as set by the Department of Health and Ageing schedule of fees and charges		S				
	CHCP (Department of Social Services)						
	Admin fee (client cost)			28%	0%	0 28	
	Co-ordination fee			7%	0%	0 07	
	- Contingency internal 5%			5%	0%	0 05	
	- Contingency external 10%			10%	0%	0.10	
	Support worker (week day) per hour (include Personal Care and Home Maintenance)			55.00	0%	55 00	
	Support worker (week day after 6pm) per hour (include Personal Care and Home Maintenance)			65.00	0%	65 00	
	Support worker (Saturday)			65.00	0%	65 00	
	Support worker (Sunday) per hour			65.00	0%	65 00	
	Support worker (Public Holiday) per hour			115.00	0%	115 00	

Schedule of Fees and Charges 2020/2021

						Council Information Only	
GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
	Social Support Group Weekdays			102.00	0%	102 00	
	Social Support Group (Saturday) per day			122.00	0%	122 00	
	Social Support Group (Sunday and Public Holidays) per day			152.00	0%	152 00	
	Social Support Group transport 10km per trip			22.00	0%	22 00	
	Meals provided per meal - delivered by Meals on Wheels Committee main meal			Set by WACHS	0%	Set by WACHS	
	Meals provided per meal - delivered by Meals on Wheels Committee main meal and dessert			Set by WACHS	0%	Set by WACHS	
	Meals delivered by NHC			20.00	0%	20 00	
	Meals delivered by NHC - Sunday / Public Holiday			25.00	0%	25 00	
	Exit Fee			250.00	0%	250 00	
	Co-ordination - An additional hourly rate may be applied in exceptional circumstance where high levels of Case Management are required.			55.00	0%	55 00	
	Travel per service per one way trip to 10kms (Driver included)			32.00	0%	32 00	
	Travel per service over 10 kms per km: Base Rate of \$32.00 plus 85 c per km			0.85	0%	0 85	
	Note: the applicable Support Worker Charge will also be incurred.						
	Acquired on behalf of the Client						
	Webster Packing and other consumables			At cost	0%	At cost	
	Clinical Nursing Care			At cost	0%	At cost	
	Allied Health			At cost	0%	At cost	
	Other Charges such as Equipment			At cost	0%	At cost	
	Mileage - charge out when Officers use their own vehicle to attend clients.			\$0.85 per km	0%	\$0.85 per km	
	Our core service hours are 7 am to 6 pm. A minimum service duration of 1 hour will apply outside these hours. This may be reduced if another client needs a service around the same time.						
	Late Notice Cancellation Charges- Where a service is cancelled with less than 24 hours' notice a charge equivalent to the hourly charge will apply.						
	General Fees						
	Brokerage (Up to) per hour	Yes		101.00	0%	101 00	
	Rosa bus hire per hour (No dry hire)	Yes		55.00	0%	55 00	
	Rosa bus driver rate per km	Yes		1.10	0%	1.10	
	Hire of Jesse House (as approved by Manager)	Yes		150.00	0%	150 00	
	Nursing Care - Per Hour (Wound care & other products extra cost)			10.00	0%	10 00	
	The Gadabout Club - Lunch at own cost			15.00	0%	15 00	
	Busy Bee Craft Group			5.00	0%	5 00	
	Walk, Talk and Exercise (Includes Transport)			8.00	0%	8 00	
	Men's Shed (Includes Transport)			8.00	0%	8 00	
	Shopping Bus (Return)			5.00	0%	5 00	

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
Other Welfare							
	Veterans as set by the Department of Veterans Affairs	Yes			0%		
	CATS vehicle						
	Perth	Yes		75.00	0%	75 00	
	Busselton	Yes		85.00	0%	85 00	
BUSINESS UNIT: STAFF HOUSING							
Staff Housing							
	Staff will be charged the difference between the housing subsidy and the cost to the Shire of renting the residential building (unless the employment contract states otherwise).	Yes			0%		
BUSINESS UNIT: COMMUNITY AMENITIES							
Sanitation - Household & Other							
Rubbish Charges							
3100100.1304	Domestic refuse services (first service)			231.00	0%	231 00	
3100200.1304	Commercial refuse services (first service)			236.00	0%	236 00	
3100203.1304	Special refuse service (first service)			346.00	0%	346 00	
3100101.1304	Additional service - household			231.00	0%	231 00	
3100207.1304	Additional service - commercial			253.00	0%	253 00	
3100201.1304	Additional pickup - commercial on a per bin per pick up basis			231.00	0%	231 00	
3100203.1304	Additional service - special refuse service			339.00	0%	339 00	
3100105.1304	Domestic recycling service			86.00	0%	86 00	

Schedule of Fees and Charges 2020/2021

						Council Information Only	
GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
<u>Refuse Site Fees</u>							
Free access for rate payers and residents who deliver capacities less than 1m3 to the refuse site, subject to proof of rate payer or residential status in the Shire of Narrogin with proof being demonstrated via an acceptable process such as, Shire of Narrogin registration plates, rate notice or driver's licence							
* NOTE: Quantities are per cubic metre or part thereof							
3100202.1304	Waste per cubic metre			16.00	0%	16 00	
3100202.1304	Demolition waste per cubic metre			79.00	0%	79 00	
3100202.1304	Truck bodies (all fluids, tyres and non-metal parts removed)			214.00	0%	214 00	
3100202.1304	Passenger / Motorcycle tyre			8.25	0%	8 25	
3100202.1304	Light truck tyre			11.00	0%	11 00	
3100202.1304	Truck tyre			15.00	0%	15 00	
3100202.1304	Car/truck battery			3.75	0%	3.75	
3100202.1304	Car bodies (all fluids, tyres and non-metal parts removed)			40.00	0%	40 00	
3100202.1304	Small animal carcasses			27.00	0%	27 00	
3100202.1304	Large animal carcasses			83.00	0%	83 00	
3100202.1304	Liquid waste (mineral oil) recyclable (not cooking oil) non-commercial dollars per litre.			0.20	0%	0 20	
3100202.1304	Liquid waste (mineral oil) recyclable (not cooking oil) commercial dollars per litre.			0.20	0%	0 20	
3100202.1304	Liquid waste (excludes oils) per litre (dollars per litre)			0.10	0%	0.10	
3100202.1304	Green waste less than 1 cubic metre (MUST BE A RESIDENT OR RATEPAYER)			0.00			Formalises existing arrangement
3100202.1304	Green waste greater than 1 cubic metre (including commercial)			7.00	0%	7 00	
3100202.1304	Contaminated/Hazardous waste including asbestos or soil per cubic metre (see *NOTE above)			152.00	0%	152 00	
3100202.1304	Clinical/soiled waste NOT ACCEPTED			0.00	-100%	152 00	EHO Requested
3100202.1304	Power pole butts per linear metre (inc contaminated timber)			148.00	0%	148 00	
<u>General Waste from Outside the Shire of Narrogin</u>							
3100202.1304	General Waste generated outside the Shire of Narrogin (conversion of \$79/m3 to tonne (ie multiply by 3) per tonne - as a deterrent. - Waste from metropolitan areas (ie, Subject to Waste Levy) NOT ACCEPTED.			79/m ³	0%	79/m ³	If we accept Metro waste we are required to pay State Waste Levy on all refuse deposited ~ \$280k
3100202.1304	General waste from the Shire of Cuballing subject to Council consent per tonne			79.00/t	0%	79 00/t	EHO Requested
3100202.1304							EHO Requested
<u>Recycled Water</u>							
310300.1304	Sale of recycled water per kilo litre	Yes		1.50	0%	1 50	
	Narrogin Racing as per lease agreement	Yes			0%		

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
Town Planning							
	Planning Services						
3100600.1304	Home Occupation - initial application fee		S	222.00	0%	222 00	
3100600.1304	Home Occupation - annual renewal fee		S	73.00	0%	73 00	
3100600.1304	Zoning Certificates, Property Settlements & Enquiries (Zoning)		S	73.00	0%	73 00	
3100600.1304	Planning Application fees based on cost of development (as amended)						
3100600.1304	(a) Not more than \$50,000		S	147.00	0%	147 00	
3100600.1304	(b) More than \$50,000 but not more than \$500,000 based on estimated costs		S	0.32%	0%	0 00	
3100600.1304	(c) More than \$500,000 but not more than \$2.5 million		S	\$1,700.00 plus 0.257% for every \$1 in excess of \$500,000	0%	\$1,700.00 plus 0.257% for every \$1 in excess of \$500,000	
3100600.1304	(d) More than \$2.5 million but not more than \$5 million		S	\$7,161.00 plus 0.206% for every \$1 in excess of \$2.5m	0%	\$7,161.00 plus 0.206% for every \$1 in excess of \$2.5m	
3100600.1304	(e) More than \$5 million but not more than \$21.5 million		S	\$12,633.00 plus 0.123% in excess of every \$1 in excess of \$5 million	0%	\$12,633.00 plus 0.123% in excess of every \$1 in excess of \$5 million	
	(f) More than \$21.5 million		S	34,196.00	0%	34,196 00	
3100600.1304	Subdivision/Strata Clearance fees						
3100600.1304	(a) Not more than 5 lots -per lot		S	73.00	0%	73 00	
3100600.1304	(b) More than 5 lots but not more than 195 lots - per lot over 5		S	35.00	0%	35 00	
3100600.1304	(c) More than 195 Lots		S	7,393.00	0%	7,393 00	
3100600.1304	Change of use fee		S	295.00	0%	295 00	
3100600.1304	Fee for use/development already commenced		S	Development fee plus Twice the schedule fee	0%	Development fee plus Twice the schedule fee	
3100600.1304	Provision of Written Planning Advice		S	73.00	0%	73 00	
3100600.1304	Determining an application to amend or cancel development approval		S	295.00	0%	295 00	
3100600.1304	Executive Manager Development & Regulatory Services - per hour		S	130.00	0%	130 00	
3100600.1304	Manager - per hour		S	85.00	0%	85 00	
3100600.1304	Town Planner - per hour		S	60.00	0%	60 00	
3100600.1304	Secretary Administrative Officer - per hour		S	45.00	0%	45 00	
3100600.1304	Vehicles mileage rate	Yes		1.50	0%	1 50	

Schedule of Fees and Charges 2020/2021

						Council Information Only	
GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
	Structure Plan and Local Development Plan						
	Scheme Amendment						
3100600.1304	- Basic			2,800.00	0%	2,800 00	
3100600.1304	- Standard			4,200.00	0%	4,200 00	
3100600.1304	- Complex			5,500.00	0%	5,500 00	
3100600.1304	Sign Application			147.00	0%	147 00	
3100600.1304	Extractive Industry - new			739.00	0%	739 00	
3100600.1304	Extractive Industry - commenced or carried out			1,478.00	0%	1,478 00	
3100600.1304	Liquor Act Certification Section 40		S	122.00	0%	122 00	
Other Community Amenities							
	Cemetery						
	Single Burial Permits:						
3100800.1304	Application	Yes		50.00	0%	50 00	
3100800.1304	Grant of Right of Burial - immediate use only	Yes		250.00	0%	250 00	
3100800.1304	Interment in a grave 2.1 metres deep	Yes		1,500.00	0%	1,500 00	
3100800.1304	Re-opening of an ordinary grave for 2nd or 3rd burial	Yes		1,500.00	0%	1,500 00	
3100800.1304	Reinstatement, if required	Yes		500.00	0%	500 00	
3100800.1304	After hours interment - weekdays	Yes		250.00	0%	250 00	
3100800.1304	After hours interment - weekend/public holidays	Yes		500.00	0%	500 00	
	Exhumation:						
3100800.1304	Exhumation	Yes		2,400.00	0%	2,400 00	
3100800.1304	Exhumation reinstatement in existing grave, if required	Yes		500.00	0%	500 00	
3100800.1304	Interment in a new grave after exhumation	Yes		1,500.00	0%	1,500 00	
	Ashes						
3100801.1304	Single interment permit:						
3100801.1304	Application (single funeral permit & permission to place a plaque)	Yes		50.00	0%	50 00	
3100801.1304	Grant for use of Niche Wall	Yes		250.00	0%	250 00	
3100801.1304	Interment - Niche Wall (temporary blank cover)	Yes		200.00	0%	200 00	
3100801.1304	Interment - garden	Yes		200.00	0%	200 00	
3100800.1304	Interment - grave	Yes		300.00	0%	300 00	
3100800.1304	Interment - scattering	Yes		0.00	0%	0 00	
3100800.1304	After hours interment - weekdays	Yes		100.00	0%	100 00	
3100800.1304	After hours interment - weekend/public holidays	Yes		200.00	0%	200 00	
	Other						
3100800.1304	Permission to erect Memorial - grave, garden	Yes		80.00	0%	80 00	
3100800.1304	Transfer of Right of Burial/Pre-Need Purchase of Certificate	Yes		50.00	0%	50 00	
3100800.1304	Issue of a copy of Grant Right of Burial /Pre-Need Purchase of Certificate	Yes		50.00	0%	50 00	

Schedule of Fees and Charges 2020/2021

Council Information Only

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
3100800.1304	Pre-need services (booking of a site)						
3100800.1304	Pre-need purchase of certificate for burial - 5 years	Yes		300.00	0%	300 00	
3100801.1304	Pre-need purchase of certificate for Niche Wall - 5 years	Yes		300.00	0%	300 00	
3100801.1304	Pre-need of certificate for garden memorial position	Yes		not permitted	0%	not permitted	
3100801.1304	Pre-need purchase of certificate for memorial plaque position	Yes		not permitted	0%	not permitted	
BUSINESS UNIT: RECREATION & CULTURE							
Public Halls & Civic Centres							
Town Hall & Reception Centre (Commercial Usage)							
3110100.1302	Town Hall Complex full day (Includes light & sound equipment if approved by CEO/EMCCS) (Excludes Mayors Parlour and Nexus Gallery)	Yes		614.00	0%	614 00	
3110100.1302	Town Hall Complex (Excludes Mayors Parlour and Nexus Gallery) hourly rate	Yes		89.00	0%	89 00	
3110100.1302	Town Hall full day	Yes		364.00	0%	364 00	
3110100.1302	Town Hall hourly rate	Yes		79.00	0%	79 00	
3110100.1302	Town Hall setting up full day	Yes		119.00	0%	119 00	
3110100.1302	Town Hall rehearsals hourly rate	Yes		27.00	0%	27 00	
3110100.1302	Kitchen only per day	Yes		203.00	0%	203 00	
3110100.1302	Kitchen only per hour	Yes		42.00	0%	42 00	
3110100.1302	Cutlery and crockery hire per person			0.00	0%	0 00	
3110100.1302	Damaged cutlery and crockery will be replaced at a charge of direct replacement cost plus 20%	Yes		Cost plus 20%	0%	Cost plus 20%	
3110100.1302	Administration charge						
3110100.1302	Light & sound equipment Use (not for relocation) (hires to persons deemed by CEO or EMCCS to have the skills to use)	Yes		52.00	0%	52 00	
3110100.1302	Supper room full day	Yes		161.00	0%	161 00	
3110100.1302	Supper room per hour	Yes		32.00	0%	32 00	
3110100.1302	Mayors Parlour full day	Yes		161.00	0%	161 00	
3110100.1302	Mayors Parlour per hour	Yes		32.00	0%	32 00	
3110100.1302	Baby grand piano full day (not to be removed from site)	Yes		104.00	0%	104 00	
3110100.1302	Baby grand piano hourly rate	Yes		15.00	0%	15 00	
3110100.1302	Upright piano hire (internal) (to be retuned on return to Town Hall)	Yes		20.00	0%	20 00	
3110100.1302	Upright piano hire (external) (the Hirer is to fund all relocation costs and retune the piano on return to the Town Hall)	Yes		Cost plus 20%	0%	Cost plus 20%	
3110100.1302	Reception Centre full day	Yes		416.00	0%	416 00	
3110100.1302	Reception Centre hourly rate	Yes		63.00	0%	63 00	
3110100.1302	Cleaning	Yes		Cost plus 20%	0%	Cost plus 20%	
3110100.1302	Setting up hourly rate (per staff member involved) (minimum 1 hour charge)	Yes		92.00	0%	92 00	
3110100.1302	Nexus Gallery full day	Yes		0.00	0%	0 00	
3110100.1302	Nexus Gallery hourly rate	Yes		0.00	0%	0 00	
3110100.1302	Nexus Gallery Art hire per day	Yes		0.00	0%	0 00	

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
	CEO is given authority to negotiate a hire fee for significant functions and conferences at the JHCC and Town Hall	Yes			0%		
	Bond without alcohol			344.00	0%	344 00	
	Bond with alcohol			1,144.00	0%	1,144 00	
	<u>Town Hall & Reception Centre (Not for Profit(*)/Individual Resident or Ratepayer (Not a business))</u>				0%		
3110100.1302	Town Hall Complex full day (Includes Light & Sound Equipment if approved by CEO/EMCCS) (Excludes Mayors Parlour and Nexus Gallery)	Yes		208.00	0%	208 00	
3110100.1302	Town Hall Complex (Excludes Mayors Parlour and Nexus Gallery) hourly rate	Yes		32.00	0%	32 00	
3110100.1302	Town Hall full day	Yes		156.00	0%	156 00	
3110100.1302	Town Hall hourly rate	Yes		27.00	0%	27 00	
3110100.1302	Town Hall setting up full day	Yes		156.00	0%	156 00	
3110100.1302	Town Hall rehearsals hourly rate	Yes		27.00	0%	27 00	
3110100.1302	Kitchen only per day	Yes		104.00	0%	104 00	
3110100.1302	Kitchen only per hour	Yes		21.00	0%	21 00	
3110100.1302	Damaged cutlery and crockery will be replaced at a charge of direct replacement cost plus 20%	Yes		Cost plus 20%	0%	Cost plus 20%	
3110100.1302	Administration charge						
3110100.1302	Light & sound equipment use (not for relocation) (hires to persons deemed by CEO or EMCCS to have the skills to use)	Yes		32.00	0%	32 00	
3110100.1302	Supper Room full day	Yes		79.00	0%	79 00	
3110100.1302	Supper Room per hour	Yes		15.50	0%	15 50	
3110100.1302	Mayors Parlour full day	Yes		79.00	0%	79 00	
3110100.1302	Mayors Parlour per hour	Yes		15.50	0%	15 50	
3110100.1302	Baby grand piano full day (not to be removed from site)	Yes		52.00	0%	52 00	
3110100.1302	Baby grand piano hourly rate (not to be removed from site)	Yes		10.50	0%	10 50	
3110100.1302	Upright piano hire (Internal) (to be retuned on return to Town Hall)	Yes		15.50	0%	15 50	
3110100.1302	Upright piano hire (External) (The Hirer is to fund all relocation costs and retune the piano on return to the Town Hall)	Yes		Cost plus 20%	0%	Cost plus 20%	
3110100.1302	Reception Centre full day	Yes		208.00	0%	208 00	
3110100.1302	Reception Centre hourly rate	Yes		32.00	0%	32 00	
3110100.1302	Setting up hourly rate (per staff member involved) (minimum 1 hour charge)	Yes		92.00	0%	92 00	
3110100.1302	Cleaning	Yes		Cost plus 20%	0%	Cost plus 20%	
	CEO is given authority to negotiate a hire fee for significant functions and conferences at the JHCC and Town Hall	Yes			0%		
	Bond without alcohol			280.00	0%	280 00	
	Bond with alcohol			560.00	0%	560 00	
	(*) Any function or event that is subject to the 'Not for Profit' Fees and Charges rates must acknowledge the Shire sponsorship at the function/event.				0%		

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
<u>John Higgins Community Complex</u>							
3110100.1302	Fees and Charges to be provided by the YMCA.				0%		
3110100.1302	Office standard size per year (if not on a lease agreement)	Yes		1,260.00	0%	1,260 00	
3110100.1302	Office large size per year (if not on a lease agreement)	Yes		1,525.00	0%	1,525 00	
Other Recreation							
<u>Sportsgrounds</u>							
3110301.1302	Half day hire (schools & non sporting organisations)	Yes		76.00	0%	76 00	
3110301.1302	Full day hire (schools & non sporting organisations)	Yes		152.00	0%	152 00	
3110301.1302	Half day hire commercial	Yes		242.00	0%	242 00	
3110301.1302	Full day commercial	Yes		404.00	0%	404 00	
3110301.1302	Narrogin Towns Cricket Club - yearly charge	Yes		1,328.00	0%	1,328 00	
3110301.1302	Narrogin Hawks Football Club - yearly charge	Yes		3,075.00	0%	3,075 00	
	Bond for commercial use	Yes		2,333.00	0%	2,333 00	
	Bond for community use if required by the EMCCS	Yes		581.00	0%	581 00	

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
Narrogin Regional Recreation Centre							
Narrogin Regional Leisure Centre (NRLC)							
Fees and Charges provided by the YMCA.							
Aquatics (Casual)							
	Adult Swim	Y		6.00	0%	6 00	
	Child Swim -U10 (Supervised)	Y		1.00	0%	1 00	
	Concession Swim	Y		5.00	0%	5 00	
	Family Swim	Y		20.00	11%	18 00	
	Concession Family Swim	Y		13.90	0%	13 90	
	Spectator (Over 9 yrs)	Y		1.00	0%	1 00	
Visit Passes (Book of 10)							
	Adult	Y		54.00	-6%	57 50	
	Child	Y		45.00	-5%	47 50	
Lane Hire							
	Lane Hire Swim Club—Peak per hour	Y		8.20	0%	8 20	
	Lane Hire Swim Club—Off Peak per hour	Y		0.00	-100%	8 20	
	Inflatable Hire	Y		82.20	0%	82 20	
Schools							
	Vacation Swimming	Y		3.60	0%	3.60	
	In Term Swimming	Y		2.60	0%	2.60	
Casual Group Fitness							
	Aqua Aerobics	Y		15.00	0%	15 00	
	Aqua Aerobics (Concession)	Y		12.00	0%	12 00	
	Group Fitness	Y		15.00	0%	15 00	
	Group Fitness (Concession)	Y		12.00	0%	12 00	
	Spin	Y		15.00	0%	15 00	
Casual Gym							
	Gym - Casual	Y		13.00	0%	13 00	
	Gym - Concession	Y		10.50	0%	10 50	
Memberships (per fortnight)							
Full membership includes gym, swim & group fitness							
	Full Centre Membership	Y		40.00	0%	40 00	
	Full Centre Membership Joining Fee	Y		45.00	0%	45 00	
	Full Centre Membership (Concession)	Y		33.50	0%	33 50	
	Full Centre Membership Joining Fee (Concession)	Y		18.00	0%	18 00	
	Full Centre Family Membership	Y		80.00	0%	80 00	
	Full Centre Family Membership Joining Fee	Y		90.00	0%	90 00	
	Gym Membership	Y		28.00	0%	28 00	
	Gym Membership Joining Fee	Y		45.00	0%	45 00	
	Gym Membership (Concession)	Y		22.00	0%	22 00	
	Gym Membership Joining Fee (Concession)	Y		18.00	0%	18 00	
	Aquatic Membership	Y		28.00	0%	28 00	
	Aquatic Membership Joining Fee	Y		45.00	0%	45 00	

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
	Aquatic Membership Fee (Child) - Under 10			0.00	0%	0 00	
	Aquatic Membership Joining Fee (Child)			0.00	0%	0 00	
	Aquatic Membership Fee (Concession)	Y		22.00	0%	22 00	
	Aquatic Membership Joining Fee (Concession)	Y		18.00	0%	18 00	
	Group Fitness						
	Group Fitness Membership Fee	Y		\$ 30.00	New		New service
	Group Fitness Membership Joining Fee	Y		\$ 45.00	New		New service
	Group Fitness Membership (Concession)	Y		\$ 24.00	New		New service
	Group Fitness Membership Joining Fee (Concession)	Y		\$ 18.00	New		New service
	Swimming Lessons (10 weeks)	Y					
	Swimming Lessons Per Term	Y		110.00	0%	110 00	
	Swimming Lessons Per Term (Concession)	Y		88.00	0%	88 00	
	Stadium						
	Social Sports Game Fees	Y		58.00	-3%	60 00	
	Social Sports Registration Fee	Y		80.00	0%	80 00	
	Basketball Association Indoor Court Hire (Per Hour)	Y		60.00	0%	60 00	
	Netball Association Indoor Court Hire (Per Hour)	Y		60.00	0%	60 00	
	Netball Association Outdoor Court Hire (Per Hour)	Y		50.00	0%	50 00	
	Spectator (Over 9yrs) (Operational Discretion)	Y		1.00	0%	1 00	
	Forfeit Fee	Y		58.00	0%	58 00	
	Squash						
	Squash Court Hire Per Hour	Y		15.00	0%	15 00	
	Squash Court Hire Per Hour (Concession)	Y		12.00	0%	12 00	
	Synthetic Hockey Pitch						
	Annual UGSHA Charge for lease of Pitch (Agreement Expires 30/6/21)	Y		75,000.00	0%	75,000 00	
	Narrogin Senior High School Hockey Academy			10,000.00	New		Agreement with NSHS
	Full pitch hire per hour			135.00	0%	135 00	
	Full pitch hire per hour (Concession)			100.00	0%	100 00	
	Childcare (per child) \$4.00 per hour						
	Creche one session (1.5hrs) member	Y		6.00	50%	4 00	
	Creche - one session (1.5hrs) non-member	Y		9.00	50%	6 00	
	Creche 10 pass (members)	Y		54.00	35%	40 00	
	Creche 10 pass (Non members)	Y		81.00	New	0 00	new service
	Kindy Gym	Y		4.50	0%	4 50	
	Childterm Program Cost	Y		100.00	0%	100 00	
	School Usage (per child)						
	Hockey Turf	Y		2.60	0%	2.60	
	Squash	Y		2.60	0%	2.60	
	Stadium	Y		2.60	0%	2.60	
	Outdoor Netball	Y		2.60	0%	2.60	
	Gym	Y		5.50	0%	5 50	
	Pool entry	Y		2.60	0%	2.60	

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
	John Higgins Community Complex						
	Hall hire full day	Y		555.00	0%	555 00	
	Hall hire half day	Y		290.00	0%	290 00	
	Half Hall Full day	Y		277.50	0%	277 50	
	Half Hall half day	Y		145.00	0%	145 00	
	Hall Hire per hour	Y		75.00	0%	75 00	
	Half Hall Hire per hour	Y		37.50	0%	37 50	
	Kitchen Hire - additional flat rate per hall booking	Y		50.00	0%	50 00	
	Kitchen Hire per hour	Y		30.00	New		new service
	Out of Hours staffing fee (per hour or part thereof)	Y		50.00	0%	50 00	
	Office Lease - per week						Seperatley identified in 2020/21 Commercially leased in 2019/20
	JHCC - 3m x 3m - Office 1 - WAFC (WA Fotball Commission)	Y		80.00	-68%	250 00	
	JHCC - 3m x 3m - Office 2 - NDNA (Narrogin District Netball Association)	Y		10.00	0%	10 00	
	JHCC - 3m x 3m - Office 3 - NJBA (Narrogin Junior Basket Ball Association)	Y		10.00	0%	10 00	
	JHCC - 3m x 3m - Office 4 - UGSHA (hire included in agreed annual payment) (Upper Great Southern Hockey Association)	Y		0.00	0%	0 00	
	JHCC - 3m x 3m - Office 5 - Parents Next	Y		80.00	-11%	90 00	new lease
	JHCC - 3m x 3m - Office 6 - Ag Society (\$300 pa per agreement expiring 30/6/20)	Y		300pa	0%	300pa	
	Internal - 6m x 3m office (Nb Toy Library free)	Y		0.00	0%	0 00	
	Internal - 8m x 3m office FULL HIRE (Nb DSR (Dept of Sport & Recreation) portion @ \$104 50pw)	Y		104.50	0%	104 50	
	Internal - 8m x 3m office HALF HIRE	Y		120.00	0%	120 00	
	Internal - 10m x 3m office FULL HIRE	Y		#N/A	#N/A	300 00	Now being used as the Spin Room.
	Internal - 10m x 3m office HALF HIRE	Y		#N/A	#N/A	150 00	
	Existing NFP Club Hires (Ag, Netbal, UGSHA) (AG Soc lease \$300pa expires 30/6/20)	Y		10.00	0%	10 00	
	NB: if 3m x 3m offices are rented by commercial tenants	Y		90.00	New	90 00	
	if 8m x 3m (Full) offices are rented by commercial tenants	Y		240.00	New		
	if 8m x 3m (Half) offices are rented by commercial tenants	Y		120.00	New		
	Sports Grounds						
	Thomas Hogg, Clayton Rd & Centre Sports						
	Hourly Rate	Y		17.50	0%	17 50	
	Half Day Hire (4hrs)	Y		70.00	0%	70 00	
	Full Day Hire (8hrs)	Y		140.00	0%	140 00	
	Kiosk all items at weighted average cost plus 100% markup*						
	Whole Facility						
	Agricultural Show or similar whole of facility hire (N.B.Narrogin Agricultural Show payable by the Shire)	Y		5,000.00	New	0 00	

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
Libraries							
RW (Bob) Farr Memorial Library							
3110500.1304	Email access 30 minutes	Yes		2.00	0%	2 00	
3110501.1301	First overdue notice - book	Yes		0.00	0%	0 00	
3110501.1301	Second overdue notice - book	Yes		0.00	0%	0 00	
3110501.1301	Lost or damaged book/dvd	Yes		cost	0%	cost	
3110500.1304	Handling fee for invoice	Yes		13.51	0%	13 51	
3110500.1304	Laminating A4 size	Yes		2.09	0%	2 09	
3110500.1304	Laminating A3 size	Yes		4.21	0%	4 21	
3110500.1304	Scanning per page	Yes		2.09	0%	2 09	
3110500.1304	Disk repair (CD/DVD)	Yes		5.20	0%	5 20	
3110500.1304	Disk cleaning (CD/DVD)	Yes		2.09	0%	2 09	
3110500.1304	A4 Single sided photocopy per copy	Yes		0.50	0%	0 50	
3110500.1304	A3 & A4 double sided photocopy per copy	Yes		0.60	0%	0.60	
3110500.1304	A3 double sided per copy	Yes		0.81	0%	0 81	
3110500.1304	A4 single sided colour per copy	Yes		2.09	0%	2 09	
3110500.1304	A3 single & A4 double sided colour per copy	Yes		4.21	0%	4 21	
3110500.1304	Coffee / Tea (if provided by the Shire)	Yes		2.09	0%	2 09	
3110500.1304	Restricted wireless internet access	Yes		Free	0%	Free	
3110500.1304	Historical research (Town & Shire of Narrogin residence) e.g. family history per hour	Yes		35.00	0%	35 00	
3110500.1304	Historical research (Non Town or Shire of Narrogin residence)e.g. family history per hour	Yes		60.00	0%	60 00	
Sale of other Items at RRP or cost plus 20% which ever is the higher.							
BUSINESS UNIT: TRANSPORT							
Transport							
Aerodrome							
3120405.1304	Major user charge per year (Note not to be charged to the Narrogin Gliding or Flying Clubs)	Yes		850.00	0%	850 00	
3120405.1304	Minor user charge per year (Note not to be charged to the Narrogin Gliding or Flying Clubs)	Yes		510.00	0%	510 00	
Road Numbering							
3120212.1103	Rural property numbering	Yes		41.00	0%	41 00	

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
BUSINESS UNIT: ECONOMIC SERVICES							
Tourism and Area Promotion							
Narrogin Caravan Park							
3130200.1303	Caravan site fees per day (up to 2 adults and 2 children)	Yes		33.00	0%	33 00	
3130200.1303	Caravan site fees per half day (up to 2 adults and 2 children)	Yes		16.50	0%	16 50	
3130200.1303	Caravan site fees per week (up to 2 adults and 2 children) up to the first four weeks	Yes		165.00	0%	165 00	
3130200.1303	Caravan site fees per week (up to 2 adults and 2 children) after the first four weeks	Yes		155.00	0%	155 00	
3130200.1303	Each additional person caravan site single night	Yes		8.00	0%	8 00	
3130200.1303	Each additional person caravan site weekly	Yes		38.00	0%	38 00	
3130200.1303	Camping site fees (no power) (up to 2 adults and 2 children of the same family) per day	Yes		15.00	0%	15 00	
3130200.1303	Camping site fees (power) (up to 2 adults and 2 children of the same family) per day	Yes		25.00	0%	25 00	
3130200.1303	Additional person camping site (no power)	Yes		6.00	0%	6 00	
3130200.1303	Additional person camping site (power)	Yes		8.00	0%	8 00	
3130200.1303	Caravan park site and camping fees should be paid in advance. However if payment is made in arrears additional fees may apply.				0%		
3130200.1303	Penalty fee for late payment of site or camping fees	Yes		6.00	0%	6 00	
3130200.1303	Washing machines per cycle	Yes		5.00	0%	5 00	
3130200.1303	Driers up to approximately 30 minutes	Yes		4.00	0%	4 00	
3130200.1303	Letter box rental per month	Yes		6.00	0%	6 00	
3130200.1303	Caravan storage (caravan not to be sited at a caravan site and unoccupied) per week	Yes		131.00	0%	131 00	
3130200.1303	Self contained RV (short stay) (not using any of the CP facilities) per night (subject to the official RV site being within the Narrogin caravan site)	Yes		6.00	0%	6 00	
3130200.1303	Use of showers and/or toilet only (persons not stay in caravan park) subject to the approval of the Shire	Yes		6.00	0%	6 00	
3130200.1303	Accommodation units	Yes					
3130200.1303	Accommodation Unit per night (2 People)			120.00	0%	120 00	
3130200.1303	Accommodation Unit per night - Additional Person			20.00	0%	20 00	
3130200.1303	Accommodation Unit per night (2 People) 2-6 Nights			110.00	0%	110 00	
3130200.1303	Accommodation Unit per night - 2-6 Nights Additional Person			20.00	0%	20 00	
3130200.1303	Accommodation Unit per week (2 People) Full Week 7 - 14 Nights			660.00	0%	660 00	
3130200.1303	Accommodation Unit per night - Full Week Additional person			20.00	0%	20 00	
3130200.1303	Accommodation Unit per week (2 People) Long then 2 weeks			600.00	0%	600 00	
3130200.1303	Accommodation Unit per week (2 People) Long then 2 weeks Vacate Clean			250.00	0%	250 00	
3130200.1303	For stays longer than a full week a 10% deposit is required. Cancellation of these bookings less than 24 hours prior to stay will forfeited the deposit.				New		
Other Tourism & Area Promotion							
3130204.1304	Shire number plates (transfer of plates not included)	Yes		Cost plus 20%	0%	Cost plus 20%	
3130200.1303	Sale of other promotional material at RRP or cost plus 20%	Yes			0%		
3130200.1303	RV permit fee (at approved RV sites external to the Caravan Park)	Yes		NIL	0%	NIL	

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
Building Control							
Building Services							
3130300.1304	Building Surveyor hourly rate	Yes		92.50	0%	92 50	
3130300.1304	Trainee Building Surveyor charge hourly rate	Yes		70.00	0%	70 00	
3130300.1304	Vehicles mileage rate	Yes		1.50	0%	1 50	
3130300.1304	Retrieval of building plans		S	50.00	0%	50 00	
3130300.1304	Class 1 & 10 Building Permit fee 0.32% - minimum		S	105.00	0%	105 00	
3130300.1304	Class 2-9 Building Permit fee 0.09% - minimum		S	105.00	0%	105 00	
BUILDING	Building Services Levy fee 0.137% - minimum		S	61.65	0%	61.65	
BUILDING	Building Industry Fund .2% (once work over \$20,000 value)		S	0.00	0%	0 00	
T4	Footpath, kerb and road deposit (per street frontage) 1% of value of proposed works with a minimum of \$1,500		S	1,500.00	0%	1,500 00	
3130300.1304	Certificate of Design Compliance as per staff time (\$340 min) or 0.2%, whichever is greater - minimum		S	340.00	0%	340 00	
3130300.1304	Certificate of Built Compliance - as per staff time (\$340 min) or 0.2%, whichever is greater - minimum		S	340.00	0%	340 00	
3130300.1304	Certificates of Construction Compliance - as per staff time (\$340 min) or 0.2%, whichever is greater - minimum		S	340.00	0%	340 00	
3130300.1304	Certificates of House & Outbuildings Design Compliance - as per staff time (\$95 min) or 0.35%		S	96.00	0%	96 00	
3130300.1304	Other charges as per the Building Act				0%		
3130300.1304	Swimming pool inspection fee (\$57.45/4 years)		S	14.36	0%	14 36	
3130300.1304	Bushfire Attack Level Certification				0%		
3130300.1304	- Single dwelling			150.00	0%	150 00	
3130300.1304	- each additional dwelling			120.00	0%	120 00	
Other Economic Services							
3130607.1304	Commercial Stand pipe per 1,000L			9.70	0%	9.70	
3130607.1304	Commercial Stand pipe access swipe card	Yes		20.00	0%	20 00	
BUSINESS UNIT: OTHER PROPERTY & SERVICES							
Private Works							
Charge Out Rates for Private Works							
With Operator (Labour rates included in price)							
3140100.1304	Grader per hour	Yes		188.00	0%	188 00	
3140100.1304	Loader per hour	Yes		174.00	0%	174 00	
3140100.1304	Backhoe per hour	Yes		134.00	0%	134 00	
3140100.1304	Truck (12 tonne) per hour	Yes		175.00	0%	175 00	

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
3140100.1304	Truck (3 tonne) per hour	Yes		145.00	0%	145 00	
3140100.1304	Truck & float per hour	Yes		225.00	0%	225 00	
3140100.1304	Jet patcher per hour	Yes		167.00	0%	167 00	
3140100.1304	Multi- roller per hour	Yes		167.00	0%	167 00	
3140100.1304	Vib (Hamm) roller per hour	Yes		124.00	0%	124 00	
3140100.1304	Excavator per hour	Yes		175.00	0%	175 00	
3140100.1304	Road sweeper per hour	Yes		167.00	0%	167 00	
3140100.1304	JD tractor per hour	Yes		168.00	0%	168 00	
3140100.1304	Bomag vibrating roller per hour	Yes		145.00	0%	145 00	
3140100.1304	Cat multi terrain loader per hour	Yes		138.00	0%	138 00	
3140100.1304	JD backhoe per hour	Yes		134.00	0%	134 00	
3140100.1304	Trailers (truck dog)	Yes		50.00	0%	50 00	
3140100.1304	Slasher (tractor attachment)	Yes		30.00	0%	30 00	
3140100.1304	Turf Aerator (tractor attachment)	Yes		30.00	0%	30 00	
3140100.1304	New Holland tractor per hour	Yes		168.00	0%	168 00	
3140100.1304	JD ride on mower (with trailer) per hour	Yes		126.00	0%	126 00	
3140100.1304	Toro ride on mower (with trailer) per hour	Yes		126.00	0%	126 00	
3140100.1304	Flail Mower (tractor attachment)	Yes		30.00	New	0 00	
3140100.1304	10 tonne Mitsubishi fuso	Yes		175.00	0%	175 00	
3140100.1304	Tow behind broom per hour	Yes		128.00	0%	128 00	
3140100.1304	Generator hire per day or part there of (commercial)	Yes		510.00	0%	510 00	
3140100.1304	Generator hire per day or part there of (non commercial)	Yes		255.00	0%	255 00	
3140100.1304	Materials, Contracts, Plant & Labour Rates	Yes		Cost plus 20%	0%	Cost plus 20%	
3140100.1304	Labour rate (normal @ normal hours)	Yes					
3140100.1304	Works crew labour per hour	Yes		90.00	0%	90 00	
3140100.1304	Works Foreman per hour	Yes		112.00	0%	112 00	
3140100.1304	Operations Manager	Yes		123.00	0%	123 00	
3140100.1304	Mileage rate per km	Yes		1.50	0%	1 50	
3140100.1304	Gravel per Cubic metre ex pit excluding delivery	Yes		5.00	New		
	* No dry hire of plant. Only experienced ticketed Shire staff to operate plant at discretion of CEO or EMTRS						
	All other charges not separately listed in this schedule that is not set by specific legislation	Yes		Cost plus 20%	0%	Cost plus 20%	

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21	% Increase (19/20 to 20/21)	2019/20 \$	Comments
Administration Overheads							
Administration/Office							
3040203.1304	Photocopy charges - single A4 per copy	Yes		0.50	0%	0 50	
3040203.1304	Photocopy charges - single A3 per copy	Yes		1.00	0%	1 00	
3040203.1304	Photocopy charges - A4 single colour per copy	Yes		2.00	0%	2 00	
3040203.1304	Photocopy charges - A4 double / A3 single colour per copy	Yes		4.00	0%	4 00	
3040204.1304	Minutes or Agendas (free at council meeting)	Yes		25.00	0%	25 00	
3040206.1304	Digital projector per day	Yes		37.00	0%	37 00	
3040206.1304	Portable wireless speaker (individual)	Yes		33.00	0%	33 00	
3040206.1304	Portable wireless speakers (pair)	Yes		55.00	0%	55 00	
3040101.1302	Council chambers full day	Yes		400.00	0%	400 00	
3040101.1302	Council chambers per hour	Yes		52.00	0%	52 00	
3040101.1302	Meeting room full day	Yes		245.00	0%	245 00	
3040101.1302	Meeting room per hour	Yes		42.00	0%	42 00	
3040205.1304	Secretarial support per hour	Yes		72.00	0%	72 00	
3040206.1304	FOI as per statutory fees	Yes		as per Act	0%	as per Act	
3040206.1304	Cleaning	Yes		Cost plus 20%	0%	Cost plus 20%	
3140511.1304	IT Officer charge out income (per hour)	Yes		70.00	0%	70 00	
	Copy of CCTV Footage (fixed Cost) includes first hour. WAPOL exempt	Yes		100.00	0%	100 00	
	Copy of CCTV Footage (Hourly fee or part there of) WAPOL exempt	Yes		70.00	0%	70 00	
3140511.1304	Vehicles mileage rate	Yes		1.50	0%	1 50	
	Security key bond	Yes		260.00	0%	260 00	
	Bonds that have been approved by the CEO or EMCCS to be paid by credit cards will attract a fee equal to that of the bank fees paid by the Shire associated with that particular transaction.						
Additional Items about the Shire's Fees and Charges							

Additional Items about the Shire's Fees and Charges

Rounding	Fees and Charges are to be rounded down to the nearest 5c.
Concession Rate	A person who can prove at the time of purchase they are either under 18 years of age or a holder of a Seniors or Health Care Card.
Bonds	<p>Bonds are to be paid before the hire of facilities, equipment or the supplying of keys.</p> <p>All Bonds are to be paid by Cash or Bank Cheque unless approved by the CEO or EMCCS.</p> <p>If the CEO or EMCCS approve payment of Bond by Credit Card then additional fees will apply and the bond will be increase by 3% to cover the loss of bank fees.</p> <p>The CEO or EMCCS may amend or impose an additional bond for the use of the Shire facilities by any group or individuals where they believe it is in the best</p>
Cleaning Requirements	Unless special arrangements have been agreed to by the Shire, all facilities are to be tidied to the same standard as the facility was originally hired, at the end of the hire.
Other	All above figures are in Australian Dollars (AUD).
Statutory Fees	<p>Any statutory fees imposed by other government agencies are subject to change without warning.</p> <p>Prior to considering change to any of these fees relevant legislation should be read.</p>
GST	All prices with Yes in the GST column include GST
Cost plus 20%	All other charges not separately listed in this schedule that is not set by specific legislation will be charged at cost plus 20%

10.3.6 SHIRE OF NARROGIN DIFFERENTIAL RATING 2020/21

File Reference	12.4.1 and 25.5.6
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	7 May 2020
Author	Karen Oborn – Manager Corporate Services
Authorising Officer	Frank Ludovico – Executive Manager Corporate and Community Services
Attachments 1. Notice of Intention to Levy Differential Rates 2020/21.	

Summary

This agenda item discusses setting of Differential Rates for the 2020/21 Financial Year. Due to the COVID19 Pandemic, it is proposed to keep rating income at 2019/20 levels.

Background

During the merger negotiations between the Town and Shire of Narrogin, it was agreed to have a phasing in period of 10 years to achieve the same Gross Rental Valuation (GRV) rate in the dollar between the Shire and Town ratepayers. It was also agreed that the Shire's Highbury residents GRV Minimum would be set to 75% of the Town's Minimum Payments at year 10. To achieve this outcome, differential rating was introduced in the 2016/17 financial year. The parity rate increase will be in addition to any across-the-board rating increase that will be imposed on all rate payers.

Differential rating is required when a local government wishes to have two or more different rates in the dollar for the same rating category e.g. Unimproved Valuation (UV) and/or GRV. The Local Government Act 1995 sets out which characteristics must be used to determine how individual rating assessments can be grouped together.

Basically, those approved characteristics can be summarised as follows:

- Town planning zone,
- Purpose or land usage,
- Vacant land, and
- Newly amalgamated/merged local governments.

The Local Government Act 1995 (LGA) does place several constraints on the setting of both a differential rate in the dollar and minimum payments as well as advertising and other reporting requirements.

To achieve the agreed 10 year rate parity, Council has adopted Policy 3.6 Rating – Merger Parity Transition. This policy describes the methodology of achieving rating equity between the two former local Governments.

Whilst the policy reflects the Memorandum of Understanding between the former Shire and former Town of Narrogin (MOU), Council should be aware that Local Government (Financial Management) Regulations 1996 Regulation 52A - Characteristics prescribed for differential general rates (Act s. 6.33) limits the use of those characteristics described in the MOU for a maximum of 5 years. After this time the Shire would have the option to use the town planning zone characteristics or purposes, land usage or other mechanisms for the final five years.

Even though an increase in income is not being sought for 2020/21, the differentials remain and need to be advertised (Section 6.36(3A) LGA).

Due to the pandemic, advertising requirements have been altered by the Clause 12 Local Government (COVID19 Response) Order 2020 (Order) published 8 May 2020. This Order indicates that if the rate in the dollar and minimum payment did not exceed those imposed in 2019/20, the Notice of Intention to Levy Differential Rates 2020/21 need only be published on the Council official website, and invitation for public comment is not required (Clause 12(2) Order suspends the requirement to do this under section 6.36(3) LGA).

Comment

During the current paramedic the WA State Government has repeatedly requested local governments for a freeze on rates, fees and charges.

The modelling to effectively achieve a zero increase in rates income is detailed below. The process has reduced the rate in the dollar and suspended the “Parity” increase.

This process was complicated by an overall increase on Unimproved Valuations (UV) of 5.68% on last year’s valuations, with individual valuation changes ranging from (47%) to 22%. So, whilst the overall income will effectively remain the same as last year’s, individual ratepayers may have a variation in their rates bill from last year.

As there were minimal valuation changes in the Gross Rental Valuations (GRV) the rate in the dollar has remained the same.

The minimums used in 2019/20 were again used in the modelling for 2020/21.

Consultation

Consultation occurred with the Chief Executive Officer, Executive Management Group and Manager Corporate Services.

Statutory Environment

Local Government Act 1995

- Section 6.32 Rates and service charges
- Section 6.33 Differential general rate
- Section 6.35 Minimum payment
- Section 6.36 Local government to give notice of certain rates
- Section 5.63 (1)(b) Some interests need not be disclosed

- Local Government (COVID19 Response) Order 2020 (Order) published 8 May 2020.

Local Government (Financial Management) Regulations 1996

- Part 3 - 23 Rates information required
- Part 5 - 52A Characteristics prescribed for differential general rates (Act s. 6.33)
- Part 5 - 56 Rate notice, content of etc. (Act s. 6.41).

Department of Local Government and Communities Rating Policies

- Differential Rates
- Minimum Payments

As the highest rate in the dollar in each rating class is not more than twice the lowest, Ministerial approval is not required.

Policy Implications

Council Policy 3.6 Rating – Merger Parity Transition. This policy describes the methodology of achieving rating equity between the two former local Governments.

Financial Implications

The rate level set by Council will underpin its ability to provide services and facilities for the 2020/21 Financial Year (and into the future).

In accordance with Council practice, annual valuation movements have been factored back to eliminate any increase/decrease in Shire rate revenue from such valuation changes. Rate in the dollar changes are based on the factor back figure.

The table below shows 2019/20 details alongside 2020/21 modelling.

Please note the Differential Rating only applies to the GRV properties, however modelling for the entire ratebook is shown, in order that Council can gain an appreciation of total rates income proposed for 2020/21.

RATING PARAMETERS

Differential Rating Category	2019/20 Properties	2019/20 Rate in Dollar	2019/20 Valuation \$	2019/20 Rates Levied \$	2019/20 Rates Received at 30 April 2020 \$	2020/21 Properties	Proposed 2020/21 Rate / \$ with new Valuations	2020/21 Valuation \$	Proposed 2020/21 Rates \$	% movement in Levy amount
GRV – Urban										
Rate in \$	1,656	11.3035	27,419,349	3,099,346	3,091,080	1,651	11.3035	27,366,339	3,093,354	(0.19%)
Minimum	484	1,105	3,578,615	534,820	535,533	491	1,105	3,602,410	542,555	1.45%
GRV – Rural										
Rate in \$	75	7.0754	1,344,814	95,151	89,578	74	7.075	1,281,934	90,702	(4.68%)
Minimum	16	799	95,642	12,784	13,497	16	799	90,142	12,784	0.00%
Lesser Minimum (Highbury Townsite)	9	713	60,647	6,417	4,991	7	713	59,332	4,991	(22.22%)
TOTAL GRV	2,240		32,499,067	3,748,518	3,734,679	2,239		32,400,157	3,744,386	(0.11%)
UV										
Rate in \$	285	0.6162	168,859,000	1,040,509	1,040,910	278	0.5768	178,487,000	1,010,196	(2.91%)
Minimum	189	799	16,908,800	151,011	151,011	202	799	17,749,300	181,373	20.11%
TOTAL UV	474		185,767,800	1,191,520	1,191,921	480		196,236,300	1,191,569	0.00%
TOTAL	2,714		218,266,867	4,940,038	4,926,600	2,719		228,636,457	4,935,955	(0.08%)

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Shire of Narrogin Differential Rating 2020/21, there be no increases from 2019/20 levels due to the COVID19 Pandemic, and Council:

1. Advertise its intention, in accordance with Clause 12 Local Government (COVID19 Response) Order 2020 (Order) published 8 May 2020, to adopt the following rates in the dollar and minimum rates for the differential rating categories specified for the 2020/21 Financial Year:

Rating Class	Rate in the Dollar	General Minimum Payment \$	Lesser Minimum Payment \$
Urban Gross Rental Value	11.3035c	1,105.00	
Rural Gross Rental Value	7.0754c	799.00	713.00

2. Adopt the Objects and Reasons for proposed Differential Rates as per Attachment 1.



NOTICE OF INTENTION OF LEVY DIFFERENTIAL RATES 2020/21

INCLUDING STATEMENT OF RATING INFORMATION

MAY 2020



NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2020/21

In accordance with section 6.36 of the Local Government Act 1995, the Shire of Narrogin hereby gives notice of its intention to impose the following differential rates and minimum payments.

Rate Code Description	Rate in the \$	Minimum Payment \$	Lesser Minimum Payment \$
GRV Urban	11.3035c	1,105.00	
GRV Rural	7.0754c	799.00	713.00

The figures shown above are estimates and may change as part of Council deliberations after consideration of any submissions and the requirements of meeting the next year's Budget.

Due to the pandemic, advertising requirements have been altered by the Clause 12 Local Government (COVID19 Response) Order 2020 (Order) published 8 May 2020. This Order indicates that if the rate in the dollar and minimum payment did not exceed those imposed in 2019/20, the Notice of Intention to Levy Differential Rates 2020/21 need only be published on the Council official website, and invitation for public comment is not required (Clause 12(2) Order suspends the requirement to do this under section 6.36(3) LGA).

As the differential rates proposed in 2020/21 are identical to the 2019/20 this notice will be published on Council's website.

The document describing the objects and reasons for each proposed rate and the minimum payments can be viewed at the Shire of Narrogin website <https://www.narrogin.wa.gov.au/news/>.

Dale Stewart
Chief Executive Officer
Shire of Narrogin
PO Box 1145 Narrogin WA 6312
enquiries@narrogin.wa.gov.au
www.narrogin.wa.gov.au

SUPPORTING STATEMENT OF RATING INFORMATION 2020/21

(Including Objects and Reasons for the Rating Structure)

This Statement is published by the Shire of Narrogin in accordance with Section 6.36 of the Local Government Act 1995 to advise the public of its objectives and reasons for implementing differential rates.

The purpose of levying property rates is to meet Council's budget requirements in each financial year and in future periods, to deliver services, facilities and community infrastructure to the district as a whole. Property valuations provided by the Valuer General (Landgate) are used as the basis for the calculation of rates each year.

Section 6.36 of the Local Government Act provides the ability to differentially rate properties based on certain characteristics. The application of differential rating maintains equity in the rating of properties across the Shire.

During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be provided a 10-year period to achieve rating parity with the former Town of Narrogin Rate Payers. It is noted that 2020/21 will be the fifth year of this 10-year period.

Powers to Rate Property

There are two property valuation methods available under Section 6.28 of the Act, Gross Rental Value (GRV) and Unimproved Value (UV).

GRV is 'the gross annual rental that the land might reasonably be expected to realise if let on a tenancy agreement from year to year upon condition that the landlord is liable for all rates, taxes and other charges thereon and the insurance and other outgoings necessary to maintain the value of the land'.

UV land is 'valued as if it has had no improvements (as though) it remains in its original, natural state, any land degradation is taken into account'.

As a default, a local government sets a single general rate in the dollar for each valuation type (GRV and UV). This is termed a uniform general rate in the valuation dollar and applied to all properties within a valuation type regardless of their land use.

Rather than adopting a single uniform general rate, a local government may apply different rates in the dollar within either valuation category (GRV or UV). A differential rate can be applied using the following characteristics, or combination thereof:

- The zoning of the land;
- The predominant use (as determined by the local government);
- If the land is vacant or not.

Location can only be used as a characteristic in setting a differential rate in very limited circumstances (namely a Lesser minimum rate).

Objections and Appeals to a Valuation

Objections to valuations must be lodged with the Valuer General's Office within 60 days after issue of the rates notice. Rates are still required to be paid before the due date if an objection is lodged with a refund paid if the objection is successful. Forms are available from the Shire Office or on the Shire website.

Under the provisions of the Local Government Act 1995, a property owner is able to lodge an objection to rates imposed by a Council on the following grounds:

- There is an error on the rate assessment, either in respect to the owner's or property details; or
- The characteristics of the land differ from that used in the differential rating system.

The objection is to be received within 60 days of the issue of the rate notice. Please contact Shire staff if you would like to discuss this matter further.

Exemptions, Instalments, Concessions and Waivers

The Shire requires organisations seeking exemption from rates in accordance with section 6.26 of the Act to make application to the Council for determination.

The Shire will provide concessions to Pensioners in accordance with the requirements of the Rates and Charges (Rebates and Deferrals) Act 1992.

The Council will offer three rate payment options as follows:

- Payment in full 35 days after the date of service appearing on the rate notice;
- Two instalments; and
- Four Instalments.

Interest on overdue rates not paid in accordance with the three payment options will be subject to an overdue interest rate set by the Council at the time of adoption the annual budget.

Ratepayers with unpaid and overdue rates may be offered a scheme of arrangement for payment, subject to the approval of the Chief Executive Officer.

GROSS RENTAL VALUES (GRV)

The Local Government Act 1995, provides that properties of a non-rural purpose be rated using the Gross Rental Valuation (GRV) as the basis for the calculation of annual rates. Property values are independently assessed for all GRV properties every three years.

The base GRV valuation is effective from 1 July 2014. Interim valuations are provided to the Shire regularly by the Valuer General if changes, such as subdivisions or strata title of property, amalgamations, building constructions, demolition, additions and/or property rezoning occur during the year. In such instances, the Shire amends the valuation on record and recalculates the rates for the affected properties for the purpose of issuing an interim rate notice.

The general rates for the 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

GRV – Differential Rates

The Council intends to adopt differential rating principles for GRV category properties based upon the land use as follows:

GRV Urban

GRV properties that had been located in the former Town of Narrogin.

Objects and Reasons

To allow the Shire to impose a higher rate in the dollar to the Urban Ward ratepayers to allow the phasing in of rate parity with Urban Ward ratepayers.

During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be allowed a 10-year period to achieve rating parity with the former Town of Narrogin Rate Payers.

Differential Rate Category	Rate in the \$	General Minimum Payment
GRV Urban	11.3035c	1,105.00

GRV Rural

GRV Properties that had been located in the former Shire of Narrogin.

Objects and Reasons

To allow the Shire to set a lower rate in the dollar to Rural Ward ratepayers to allow for the phasing in of rating parity over a 10-year period.

During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be allowed a 10-year period to achieve rating parity with the former Town of Narrogin Rate Payers.

Differential Rate Category	Rate in the \$	General Minimum Payment
GRV Rural	7.0754c	799.00

UNIMPROVED VALUES (UV)

The Shire does not intend to differentially rate UV category properties.

Minimum Payments

Applying a minimum payment seeks to ensure all ratepayers contribute to basic services and facilities and Council has determined two levels of General minimums and one Lesser minimum.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

Lesser Minimum Payment

A Lesser minimum of \$713.00 is proposed for assessments in the Highbury Townsite. During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Ratepayers will be allowed a 10-year period to achieve rating parity with the former Town of Narrogin Ratepayers to reflect their smaller impact on services.

End.

10.3.7 REQUEST FOR RATES EXEMPTION - SOUTHERN ABORIGINAL CORPORATION (35 LOCK STREET, 4 SHORT STREET, 33 FALCON STREET, 49 ENSIGN STREET, 91 ENSIGN STREET, 98 CLAYTON ROAD NARROGIN)

File Reference	A116200, A149800, A151700, A158900, A268500, A296900
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	6 May 2020
Author	Joshua Pomykala – Governance Officer
Authorising Officer	Karen Oborn – Manager Corporate Services
Attachments <ol style="list-style-type: none"> 1. Application for Rates Exemption – 35 Lock Street, 4 Short Street, 33 Falcon Street, 49 Ensign Street, 91 Ensign Street, 98 Clayton Road 2. ATO – Endorsement as an income tax exempt charitable entity 3. ATO – Endorsement as a deductible gift recipient 4. Letter to Shire of Narrogin – Request for Reduction in Annual Property Rates 5. Certificate of Incorporation 	

Summary

The Southern Aboriginal Corporation have submitted a request to Council to have the rates for six of their properties located within the Shire of Narrogin, exempted due to being a charitable organisation assisting Aboriginal people with appropriate community housing.

Background

In February 2020, the Southern Aboriginal Corporation submitted six individual rates exemption applications for their properties located in the Narrogin Shire for the 2020/21 financial year. The rates for the 2019/20 year totalled \$10,592.95, with the breakdown as follows:

Assessment Number	2019/20 Rates Levied	House Number	Owner
A116200	\$1,204.95	98 Clayton	Southern Aboriginal Corporation
A149800	\$1,293.12	49 Ensign	Southern Aboriginal Corporation
A151700	\$1,293.12	91 Ensign	Southern Aboriginal Corporation
A158900	\$1,293.12	33 Falcon	Southern Aboriginal Corporation
A268500	\$1,763.35	35 Lock	Southern Aboriginal Corporation
A296900	\$1,381.29	4 Short	Southern Aboriginal Corporation
Total	\$8,228.95		

Note: Refuse and recycling service charges and Emergency Service Levy are still applicable, these total \$2,301.

All rates were paid in full for the financial year, with the Corporation not entering into any payment arrangement(s) or instalments.

Comment

The Southern Aboriginal Corporation have supplied the Shire with a copy of their certification of incorporation, notice of charitable status and notice as a deductible gift fund recipient. Incorporated as a not-for-profit Aboriginal Corporation under the Commonwealth Aboriginal and Torres Strait Islander Act 2006, their purpose is to provide economic relief to Aboriginal groups and individuals through affordable housing.

As a registered Community Housing Organisation, the Southern Aboriginal Corporation manages its housing program in accordance with the national standards that apply to registered non-for-profit community housing organisations. The corporation (housing section) is also registered as a Preferred Provider with the Department of Communities (Housing) WA.

A 'charitable purpose' has a specified legal meaning, which has developed over years by the courts and parliament. The courts have recognised many different charitable purposes, and as society changes new charitable purposes are accepted. Section 5 of the Commonwealth Charities Act 2013 states the definition of a charity as:

5. Definition of *charity*

In any Act:

charitable: an entity is *charitable* if the entity is a charity.

Example: A reference in an Act to a charitable trust is a reference to a trust that is a charity.

charity means an entity:

- (a) that is a not-for-profit entity; and
- (b) all of the purposes of which are:
 - (i) charitable purposes (see Part 3) that are for the public benefit (see Division 2 of this Part); or
 - (ii) purposes that are incidental or ancillary to, and in furtherance or in aid of, purposes of the entity covered by subparagraph (i); and

Section 6.26 of the Local Government Act 1995 provides for rate exemptions based on exclusive charitable uses:

6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.
- (2) The following land is not rateable land –
 - (g) land used exclusively for charitable purposes.

The Corporation assists local Aboriginal individuals in acquiring and maintaining economic ease through provision of low-cost housing in the community. The Southern Aboriginal Corporation have provided all necessary documentation for proof of charitable status and provision of economic services to Aboriginal individuals in the Narrogin Shire.

The Corporation meets all criteria for rates exemptions, and this assessment is based on the WALGA "Rates and Charitable Land use Exemption Applications – Best Practice Guideline" which have been in consultation with the WA Rates Officers' Association.

This issue has been well tested in various courts and SAT jurisdictions and it is highly likely that, if challenged, either a court or SAT would overturn a Council decision to refuse granting charitable rating status based on precedent. For this reason, it is recommended that Council grant charitable rating

status to the application and continue to lobby for the relevant section of the Local Government act to be changed.

Consultation

Consultation has been undertaken with:

- Executive Manager Corporate & Community Services
- Western Australian Local Government Association
- Finance Officer - Rates

Statutory Environment

- Section 6.26 (2)(g) of the Local Government Act 1995
- Section 5 of the Charities Act 2013

Policy Implications

Nil

Financial Implications

As the application is dated 21 February 2020 it is proposed to provide the exemption from that date. If approved, that would require a refund of \$2,930.85 (ie 130 days / 365 days x \$8,228.95).

If rating exemptions were to apply, these properties would remain liable for ESL and service charges.

It is noted that Council at its 27 November 2019 ordinary meeting approved rate exemptions to 10 properties managed by Foundation Housing totalling \$25,309.15 (\$9,255.03 backed dated to the 2018/19 year and \$16,054.12 for the 2019/20 year). If this application is approved, the total amount of rates exempt from payment for 2019/20 will be \$18,984.97.

If the application is approved for rates exemptions for the 2020/21 year, based on a freeze of rates due to the impact of COVID19, the total exemption of rates will be \$24,283.07.

If approved by Council, the Administration will include the properties in the Shire's Register of Exempt Rates and review their status on an annual basis for continuation of exemption.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	2. Social Objective (to provide community facilities and promote social interaction).
Outcome	2.2 Build a healthier and safer community. 2.2.1 Support the provision of community security services and facilities.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the request made by the Southern Aboriginal Corporation for the exemption of rates for the properties of 35 Lock Street, 4 Short Street, 33 Falcon Street, 49 Ensign Street, 91 Ensign Street and 98 Clayton Road, Narrogin, Council approve the exemption from the date of their application (21 February 2020) as they are a registered charity providing low-cost housing for Aboriginal people within the Narrogin Shire.

RATES EXEMPTION APPLICATION

Local Government Act 1995 – Section 6.26 (FCCS016)



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8:30am – 4:30pm
MONDAY- FRIDAY

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. In doing so you are objecting to the rate book under Section 6.76 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course.

Please attach any additional documents requested, as failure to do so may result in the application being refused.

Privacy

The personal information collected on this form will only be used by the Shire of Narrogin for the sole purpose of providing requested and related services. Information will be stored securely by the Shire and will not be disclosed to any third parties without your express written consent.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

PROPERTY DETAILS

Assessment Number	A268500				
Property Address	35 LOCK STREET				
Suburb/Town	NARROGIN	State	WA	Postcode	6312

PROPERTY OWNER DETAILS

Owner's Surname			Owner's Other Names		
Organisation Name	SOUTHERN ABORIGINAL CORPORATION				
Contact Person	NOELEEN DRUMMOND				
Postal Address	PO BOX 5277 ALBANY 6332				
Phone Number	98 42 7777	Mobile Number			
Email Address	noeleen@sacorp.com.au				

APPLICANT DETAILS

Contact Person	NOELEEN DRUMMOND	Position Title	PROPERTY MANAGEMENT OFFICER		
Organisation Name	SOUTHERN ABORIGINAL CORPORATION				
Residential Address	45-47 SERPENTINE ROAD ALBANY 6330				
Postal Address	PO BOX 5277 ALBANY 6332				
Phone Number	98 42 7777	Mobile Number			
Email Address	noeleen@sacorp.com.au				

WHAT IS THE CURRENT USE OF THE PROPERTY?

Please complete the section below, detailing what the property is currently being used for:
For example:-

- S6.26(2)(d) – 'Religious Body'.....a place of residence of a minister of religion, a convent, nunnery.....
- Current use of property – place of residence for Sisters of X, who provide a chaplain service to the local community, local schools and aged care facilities.

1. Please quote what sub-section of s6.26(2) to s6.26(6) of the Local Government Act 1995 are you claiming the rates exemption under?

6.26(2)

2. Briefly describe what the property is used for?

TO PROVIDE AFFORDABLE HOUSING FOR ABORIGINAL FAMILIES IN NEED

ORGANISATION DETAILS

- Is the organisation an incorporated body as per the Association Incorporated Act 1987 (WA)?
If **yes**, please provide a Certificate of Incorporation.

Yes ☒ No ☐

- Is the organisation registered with Australian Charities and Not-for-profits Commission (ACNC)
Please provide an extract of the relevant certificate from the ACNC.

Yes ☒ No ☐

- Has the organisation registered for an ABN number?
If **yes**, please provide the number: 94 436 195 200

Yes ☒ No ☐

- Is the organisation the owner and occupier of the land with the rate notice being issued in the organisation's name?
If **yes**, please provide a copy of Certificate of Title.

Yes ☒ No ☐

- Does the organisation lease and occupy the rateable property?
If **yes** and the lessee is responsible for the payment of the rates, please provide a copy of the lease agreement showing the lessee is responsible for payment of the rates.

Yes ☐ No ☒

- Does the organisation occupy the whole building?
If **no**, please provide a copy of the floor plans showing the areas leased and/or areas claiming rate exemption.

Yes ☐ No ☒

- Has planning approval for the land use of the property been obtained?
A site inspection may be required by Council before the application is processed.

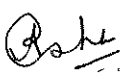
Yes ☐ No ☒

Please provide a copy of the following documents (in addition to those documents already specified in the previous sections).

1. A copy of the organisations Constitution.
2. Written statement outlining the nature of the Organisation's operations: Details to include are:
 - i. Confirm the grounds upon which an objection is being made to the rateage record under Section 6.76 of the Local Government Act 1995;
 - ii. Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995;
 - iii. Use and occupancy of the land, inclusive of date of commencement;
 - iv. Type of service provided (e.g. community service, food, accommodation/rental etc.);
 - v. Frequency of the service provision (e.g. daily, weekly, short-term, long-term etc.);
 - vi. Is payment received for the service;
 - vii. If there is commercial activities conducted on the land, please provide details of the activity and if revenue is raised, where it is disbursed.
3. A plan of the property, showing all buildings and outbuildings;
or,
A Floor plan of the leased property area, if only part of the property is the subject of this application.
4. A copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

Please read through and check the information you have provided before continuing with the Authorisation and Statutory Declaration.

AUTHORISATION

By signing this Application, I hereby certify that the information provided is true and correct to the best of my knowledge.			
Name:	ASHA BHAT		
Position:	CEO		
Organisation:	SOUTHERN ABORIGINAL CORPORATION		
Signature of CEO / Trustee:		Date:	21/2/2020

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

**APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.**

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20__

(1) Christian name or names and
surname of declarant in
full

(1)

I NDELEEN BARBARA DRUMMOND

(2) Address

(2)

of

In the State of Western Australia

(3) Occupation

(3) PROPERTY MANAGEMENT OFFICER

Sincerely declare as follows:-

The property located at	<u>35 LOCK STREET NARROGIN</u>
is used by	<u>SOUTHERN ABORIGINAL CORPORATION</u>
for the purposes of	<u>PROVIDING AFFORDABLE HOUSING FOR ABORIGINAL</u>
	<u>FAMILIES IN NEED</u>
Description of the activities the property is used for	<u>HOUSING FOR ABORIGINAL PERSONS IN NEED.</u>
for the period << ____ to ____ >>	<u>or from 1/7/20 to 31/6/2021 - ONGOING</u>

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at Albany
this 21st day of February 2020

In the presence of G J Mackay
(Signature of authorised witness)
Gregory John Mackay, solicitor
(Name of authorised witness and qualification as such a witness)

(4) Signature of person making the
declaration

(4)

N Drummond

***Important** This Declaration must be made before any of the following persons:-

Academic {post-secondary institution}
Accountant
Architect
Australian Consular Officer
Australian Diplomatic Officer
Bailliff
Bank Manager
Chartered secretary
Chemist
Chiropractor
Company auditor or liquidator
Court officer {Judge, magistrate, registrar or clerk}
Defence Force officer {Commissioned, Warrant or NCO {with 5 years continuous service}}
Dentist
Doctor
Electorate Officer {State – WA only}
Engineer
Industrial organisation secretary
Insurance broker
Justice of the Peace {any State}
Lawyer
Local government CEO or deputy CEO
Local government councilor
Loss adjuster
Marriage Celebrant
Member of Parliament {State or Commonwealth}
Minister of religion
Nurse
Optometrist
Patent Attorney
Physiotherapist
Podiatrist
Police officer
Post Officer manager
Psychologist
Public Notary,
Public Servant {State or Commonwealth}
Real Estate agent
Settlement agent
Sheriff or deputy Sheriff
Surveyor
Teacher
Tribunal officer
Veterinary surgeon

Or,

Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

FOR INFORMATION: Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing {Schedule 2, item 231 of the Commonwealth Statutory Declarations Regulations 1993}.

IMPORTANT INFORMATION:

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA

CONSIDERATIONS			
Approval with Shire's Town Planning Scheme?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the property been inspected?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Recommend for non-rateable status?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section of the Local Government Act 1995 6.26(2):			
Classification:			
Person(s) or Classes of Persons affected by this decision:			
Reason for Non-Rateable status:			
Date of New Application:		Date of Review of Exemption:	
If Approved, amount of rates to be exempted and dates to be applicable from ('Application Date'). The Approval will be for a period of 3 years, unless circumstances change:			
Amount:		Date (From):	
Rubbish Bin charges to be levied and dates to be applicable from:			
Amount:		Date (From):	

DECISION – DELEGATED AUTHORITY 1.2.27	
The person exercised the power or discharged the duty by the CEO's Sub-delegation:	
Renewals less than \$10,000 – Executive Manager Corporate and Community Services	
Applications and renewals less than \$25,000 – Chief Executive Officer	
This application has been: <u>DENIED</u> for Non-ratable Status <input type="checkbox"/> <u>APPROVED</u> for Partial Non-ratable Status <input type="checkbox"/> <u>APPROVED</u> for Non-ratable Status <input type="checkbox"/>	Comments:

Executive Manager Name:	Signature:	Date:
CEO Name:	Signature:	Date:

RATES EXEMPTION APPLICATION

Local Government Act 1995 – Section 6.26

(FCCS016)



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Please attach any additional documents requested, as failure to do so may result in the application being refused.

Privacy

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Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

PROPERTY DETAILS

Assessment Number	A 296900				
Property Address	4 SHORT STREET				
Suburb/Town	NARROGIN	State	WA	Postcode	6312

PROPERTY OWNER DETAILS

Owner's Surname			Owner's Other Names		
Organisation Name	SOUTHERN ABORIGINAL CORPORATION				
Contact Person	NOELEEN DRUMMOND				
Postal Address	PO BOX 5277 ALBANY 6332				
Phone Number	98 42 7777	Mobile Number			
Email Address	noeleen@sacorp.com.au				

APPLICANT DETAILS

Contact Person	NOELEEN DRUMMOND	Position Title	PROPERTY MANAGEMENT OFFICER		
Organisation Name	SOUTHERN ABORIGINAL CORPORATION				
Residential Address	45-47 SERPENTINE ROAD ALBANY 6330				
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Phone Number	98 42 7777	Mobile Number			
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WHAT IS THE CURRENT USE OF THE PROPERTY?

Please complete the section below, detailing what the property is currently being used for:

For example:-

- S6.26(2)(d) – 'Religious Body'.....a place of residence of a minister of religion, a convent, nunnery.....
- Current use of property – place of residence for Sisters of X, who provide a chaplain service to the local community, local schools and aged care facilities.

1. Please quote what sub-section of s6.26(2) to s6.26(6) of the Local Government Act 1995 are you claiming the rates exemption under?

6.26(2)

2. Briefly describe what the property is used for?

TO PROVIDE AFFORDABLE HOUSING FOR ABORIGINAL FAMILIES IN NEED

ORGANISATION DETAILS

- Is the organisation an incorporated body as per the Association Incorporated Act 1987 (WA)?
If **yes**, please provide a Certificate of Incorporation.

Yes ☒ No ☐

- Is the organisation registered with Australian Charities and Not-for-profits Commission (ACNC)?
Please provide an extract of the relevant certificate from the ACNC.

Yes ☒ No ☐

- Has the organisation registered for an ABN number?
If **yes**, please provide the number: 94 436 195 200

Yes ☒ No ☐

- Is the organisation the owner and occupier of the land with the rate notice being issued in the organisation's name?
If **yes**, please provide a copy of Certificate of Title.

Yes ☒ No ☐

- Does the organisation lease and occupy the rateable property?
If **yes** and the lessee is responsible for the payment of the rates, please provide a copy of the lease agreement showing the lessee is responsible for payment of the rates.

Yes ☐ No ☒

- Does the organisation occupy the whole building?
If **no**, please provide a copy of the floor plans showing the areas leased and/or areas claiming rate exemption.

Yes ☐ No ☒

- Has planning approval for the land use of the property been obtained? N/A
A site inspection may be required by Council before the application is processed.


Yes ☐ No ☒

Please provide a copy of the following documents (in addition to those documents already specified in the previous sections).

1. A copy of the organisations Constitution.
2. Written statement outlining the nature of the Organisation's operations: Details to include are:
 - i. Confirm the grounds upon which an objection is being made to the rateage record under Section 6.76 of the Local Government Act 1995;
 - ii. Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995;
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 - iv. Type of service provided (e.g. community service, food, accommodation/rental etc.);
 - v. Frequency of the service provision (e.g. daily, weekly, short-term, long-term etc.);
 - vi. Is payment received for the service;
 - vii. If there is commercial activities conducted on the land, please provide details of the activity and if revenue is raised, where it is disbursed.
3. A plan of the property, showing all buildings and outbuildings;
or,
A Floor plan of the leased property area, if only part of the property is the subject of this application.
4. A copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

Please read through and check the information you have provided before continuing with the Authorisation and Statutory Declaration.

AUTHORISATION

By signing this Application, I hereby certify that the information provided is true and correct to the best of my knowledge.			
Name:	ASHA BHAT		
Position:	CEO		
Organisation:	SOUTHERN ABORIGINAL CORPORATION		
Signature of CEO / Trustee:		Date:	21/2/2020

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

**APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.**

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 2020

(1) Christian name or names and surname of declarant in full (1)
I NOELEEN BARBARA DRUMMOND
(2)
(2) Address of [REDACTED]
In the State of Western Australia
(3) Occupation (3) PROPERTY MANAGEMENT OFFICER

Sincerely declare as follows:-

The property located at	<u>4 SHORT STREET NARROGIN</u>
is used by	<u>SOUTHERN ABORIGINAL CORPORATION</u>
for the purposes of	<u>PROVIDING AFFORDABLE HOUSING FOR ABORIGINAL FAMILIES IN NEED.</u>
Description of the activities the property is used for	<u>HOUSING OF ABORIGINAL PERSONS IN NEED</u>
for the period << ____ to ____ >>	<u>or from 1/7/2020 to 31/6/2021 - ONGOING</u>

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at Albany
this 21st day of February 2020
In the presence of G J Mackay
(Signature of authorised witness)
Gregory John Mackay, solicitor
(Name of authorised witness and qualification as such a witness)

(4) Signature of person making the declaration

(4) N Drummond

***Important** This Declaration must be made before any of the following persons:-

Academic {post-secondary institution}
Accountant
Architect
Australian Consular Officer
Australian Diplomatic Officer
Bailiff
Bank Manager
Chartered secretary
Chemist
Chiropractor
Company auditor or liquidator
Court officer {Judge, magistrate, registrar or clerk}
Defence Force officer {Commissioned, Warrant or NCO {with 5 years continuous service}}
Dentist
Doctor
Electorate Officer {State – WA only}
Engineer
Industrial organisation secretary
Insurance broker
Justice of the Peace {any State}
Lawyer
Local government CEO or deputy CEO
Local government councillor
Loss adjuster
Marriage Celebrant
Member of Parliament {State or Commonwealth}
Minister of religion
Nurse
Optometrist
Patent Attorney
Physiotherapist
Podiatrist
Police officer
Post Officer manager
Psychologist
Public Notary,
Public Servant {State or Commonwealth}
Real Estate agent
Settlement agent
Sheriff or deputy Sheriff
Surveyor
Teacher
Tribunal officer
Veterinary surgeon

Or,

Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

FOR INFORMATION: Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing {Schedule 2, item 231 of the Commonwealth Statutory Declarations Regulations 1993}.

IMPORTANT INFORMATION:

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA

OFFICE USE ONLY

CONSIDERATIONS			
Approval with Shire's Town Planning Scheme?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Has the property been inspected?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Recommend for non-rateable status?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Section of the Local Government Act 1995 6.26(2):			
Classification:			
Person(s) or Classes of Persons affected by this decision:			
Reason for Non-Rateable status:			
Date of New Application:		Date of Review of Exemption:	
If Approved, amount of rates to be exempted and dates to be applicable from ('Application Date'). The Approval will be for a period of 3 years, unless circumstances change:			
Amount:	Date (From):		
Rubbish Bin charges to be levied and dates to be applicable from:			
Amount:	Date (From):		

DECISION – DELEGATED AUTHORITY 1.2.27	
The person exercised the power or discharged the duty by the CEO's Sub-delegation:	
Renewals less than \$10,000 – Executive Manager Corporate and Community Services	
Applications and renewals less than \$25,000 – Chief Executive Officer	
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Executive Manager Name:	Signature:	Date:
CEO Name:	Signature:	Date:

RATES EXEMPTION APPLICATION

Local Government Act 1995 – Section 6.26

(FCCS016)



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PROPERTY DETAILS

Assessment Number	A 158900		
Property Address	33 FALCON STREET		
Suburb/Town	NARROGIN	State	WA
		Postcode	6312

PROPERTY OWNER DETAILS

Owner's Surname			Owner's Other Names	
Organisation Name	SOUTHERN ABORIGINAL CORPORATION			
Contact Person	NOELEEN DRUMMOND			
Postal Address	PO BOX 5277 ALBANY 6332			
Phone Number	98 42 7777	Mobile Number		
Email Address	noeleen@sacorp.com.au			

APPLICANT DETAILS

Contact Person	NOELEEN DRUMMOND	Position Title	PROPERTY MANAGEMENT OFFICER
Organisation Name	SOUTHERN ABORIGINAL CORPORATION		
Residential Address	45-47 SERPENTINE ROAD ALBANY 6330		
Postal Address	PO BOX 5277 ALBANY 6332		
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Email Address	noeleen@sacorp.com.au		

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6.26 (2)

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TO PROVIDE AFFORDABLE HOUSING FOR ABORIGINAL FAMILIES
IN NEED.

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If **yes**, please provide a Certificate of Incorporation.

Yes ☒ No ☐

- Is the organisation registered with Australian Charities and Not-for-profits Commission (ACNC)
Please provide an extract of the relevant certificate from the ACNC.

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Yes ☐ No ☒

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Yes ☐ No ☒

- Has planning approval for the land use of the property been obtained? N/A
A site inspection may be required by Council before the application is processed.


Yes ☐ No ☒

Please provide a copy of the following documents (in addition to those documents already specified in the previous sections).

1. A copy of the organisations Constitution.
2. Written statement outlining the nature of the Organisation's operations: Details to include are:
 - i. Confirm the grounds upon which an objection is being made to the rateage record under Section 6.76 of the Local Government Act 1995;
 - ii. Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995;
 - iii. Use and occupancy of the land, inclusive of date of commencement;
 - iv. Type of service provided (e.g. community service, food, accommodation/rental etc.);
 - v. Frequency of the service provision (e.g. daily, weekly, short-term, long-term etc.);
 - vi. Is payment received for the service;
 - vii. If there is commercial activities conducted on the land, please provide details of the activity and if revenue is raised, where it is disbursed.
3. A plan of the property, showing all buildings and outbuildings;
or,
A Floor plan of the leased property area, if only part of the property is the subject of this application.
4. A copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

Please read through and check the information you have provided before continuing with the Authorisation and Statutory Declaration.

AUTHORISATION

By signing this Application, I hereby certify that the information provided is true and correct to the best of my knowledge.			
Name:	ASHA BHAT		
Position:	CEO		
Organisation:	SOUTHERN ABORIGINAL CORPORATION		
Signature of CEO / Trustee:		Date:	21/2/2020

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

**APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.**

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20__

(1) Christian name or names and
surname of declarant in full (1)
I NDELEEN BARBARA DRUMMOND
(2)
(2) Address of [REDACTED]
In the State of Western Australia
(3) Occupation (3) PROPERTY MANAGEMENT OFFICER

Sincerely declare as follows:-

The property located at	<u>33 FALCON STREET NARROGIN</u>
is used by	<u>SOUTHERN ABORIGINAL CORPORATION</u>
for the purposes of	<u>PROVIDING AFFORDABLE HOUSING FOR ABORIGINAL FAMILIES IN NEED.</u>
Description of the activities the property is used for	<u>HOUSING OF ABORIGINAL PERSONS IN NEED</u>
for the period << ___ to ___ >>	or from <u>1/7/2020</u> to <u>31/6/2021</u> - <u>ONGOING</u>

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at Albany
this 21st day of February 2020
In the presence of [Signature]
(Signature of authorised witness)
Gregory John Mackay, solicitor
(Name of authorised witness and qualification as such a witness)

(4) Signature of person making the declaration

(4) [Signature]

***Important** This Declaration must be made before any of the following persons:-

Academic {post-secondary institution}
Accountant
Architect
Australian Consular Officer
Australian Diplomatic Officer
Bailiff
Bank Manager
Chartered secretary
Chemist
Chiropractor
Company auditor or liquidator
Court officer {Judge, magistrate, registrar or clerk}
Defence Force officer {Commissioned, Warrant or NCO {with 5 years continuous service}}
Dentist
Doctor
Electorate Officer {State – WA only}
Engineer
Industrial organisation secretary
Insurance broker
Justice of the Peace {any State}
Lawyer
Local government CEO or deputy CEO
Local government councilor
Loss adjuster
Marriage Celebrant
Member of Parliament {State or Commonwealth}
Minister of religion
Nurse
Optometrist
Patent Attorney
Physiotherapist
Podiatrist
Police officer
Post Officer manager
Psychologist
Public Notary,
Public Servant {State or Commonwealth}
Real Estate agent
Settlement agent
Sheriff or deputy Sheriff
Surveyor
Teacher
Tribunal officer
Veterinary surgeon

Or,

Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

FOR INFORMATION: Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing {Schedule 2, item 231 of the Commonwealth Statutory Declarations Regulations 1993}.

IMPORTANT INFORMATION:

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA

OFFICE USE ONLY

CONSIDERATIONS			
Approval with Shire's Town Planning Scheme?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Has the property been inspected?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Recommend for non-rateable status?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Section of the Local Government Act 1995 6.26(2):			
Classification:			
Person(s) or Classes of Persons affected by this decision:			
Reason for Non-Rateable status:			
Date of New Application:		Date of Review of Exemption:	
If Approved, amount of rates to be exempted and dates to be applicable from ('Application Date'). The Approval will be for a period of 3 years, unless circumstances change:			
Amount:	Date (From):		
Rubbish Bin charges to be levied and dates to be applicable from:			
Amount:	Date (From):		

DECISION – DELEGATED AUTHORITY 1.2.27	
The person exercised the power or discharged the duty by the CEO's Sub-delegation:	
Renewals less than \$10,000 – Executive Manager Corporate and Community Services	
Applications and renewals less than \$25,000 – Chief Executive Officer	
This application has been: <u>DENIED</u> for Non-rateable Status <input type="checkbox"/> <u>APPROVED</u> for Partial Non-rateable Status <input type="checkbox"/> <u>APPROVED</u> for Non-rateable Status <input type="checkbox"/>	Comments:

Executive Manager Name:	Signature:	Date:
CEO Name:	Signature:	Date:

RATES EXEMPTION APPLICATION

Local Government Act 1995 – Section 6.26

(FCCS016)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. In doing so you are objecting to the rate book under Section 6.76 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course.

Please attach any additional documents requested, as failure to do so may result in the application being refused.

Privacy

The personal information collected on this form will only be used by the Shire of Narrogin for the sole purpose of providing requested and related services. Information will be stored securely by the Shire and will not be disclosed to any third parties without your express written consent.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

PROPERTY DETAILS

Assessment Number	A 149 800				
Property Address	49 ENSIGN STREET				
Suburb/Town	NARROGIN	State	WA	Postcode	6312

PROPERTY OWNER DETAILS

Owner's Surname			Owner's Other Names		
Organisation Name	SOUTHERN ABORIGINAL CORPORATION				
Contact Person	NOELEEN DRUMMOND				
Postal Address	PO BOX 5277 ALBANY 6332				
Phone Number	98 42 7777	Mobile Number			
Email Address	noeleen@sacorp.com.au				

APPLICANT DETAILS

Contact Person	NOELEEN DRUMMOND	Position Title	PROPERTY MANAGEMENT OFFICER
Organisation Name	SOUTHERN ABORIGINAL CORPORATION		
Residential Address	45-47 SERPENTINE ROAD ALBANY 6330		
Postal Address	PO BOX 5277 ALBANY 6332		
Phone Number	98 42 7777	Mobile Number	
Email Address	noeleen@sacorp.com.au		

NON RATEABLE LAND

Council can apply for rates and charges to all land, with the following exceptions as per section 6.26, subsections s6.26(2) to s6.26(6) of the Local Government Act 1995.

6.26 (2) the following land is not rateable land –

- (a) land which is property of the Crown and –
 - (i) is being used or held for a public purpose; or
 - (ii) is unoccupied, except –
 - (I) where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting license held under the Mining Act 1978 in respect of the land the area of which does not exceed 10 ha or a miscellaneous license held under the Act; or
 - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land;
 - (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for the purposes of trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and
 - (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
 - (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and
 - (e) land used exclusively by a religious body as a school for the religious instruction of children; and
 - (f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and
 - (g) land used exclusively for charitable purposes; and
 - (h) land vested in trustees for agricultural or horticultural show purposes; and
 - (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that company and used solely for the storage of grain where that company has agreed in writing to make a contribution to the local government; and
 - (j) land which is exempt from the rates under any other written law; and
 - (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that company or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the Gazette.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

WHAT IS THE CURRENT USE OF THE PROPERTY?

Please complete the section below, detailing what the property is currently being used for:
For example:-

- S6.26(2)(d) – 'Religious Body'.....a place of residence of a minister of religion, a convent, nunnery.....
- Current use of property – place of residence for Sisters of X, who provide a chaplain service to the local community, local schools and aged care facilities.

1. Please quote what sub-section of s6.26(2) to s6.26(6) of the Local Government Act 1995 are you claiming the rates exemption under?

6.26(2)

2. Briefly describe what the property is used for?

TO PROVIDE AFFORDABLE HOUSING FOR ABORIGINAL FAMILIES IN NEED.

ORGANISATION DETAILS

- Is the organisation an incorporated body as per the Association Incorporated Act 1987 (WA)?
If **yes**, please provide a Certificate of Incorporation.

Yes ☒ No ☐

- Is the organisation registered with Australian Charities and Not-for-profits Commission (ACNC)?
Please provide an extract of the relevant certificate from the ACNC.

Yes ☒ No ☐

- Has the organisation registered for an ABN number?
If **yes**, please provide the number: _____

Yes ☒ No ☐

- Is the organisation the owner and occupier of the land with the rate notice being issued in the organisation's name?
If **yes**, please provide a copy of Certificate of Title.

Yes ☒ No ☐

- Does the organisation lease and occupy the rateable property?
If **yes** and the lessee is responsible for the payment of the rates, please provide a copy of the lease agreement showing the lessee is responsible for payment of the rates.

Yes ☐ No ☒

- Does the organisation occupy the whole building?
If **no**, please provide a copy of the floor plans showing the areas leased and/or areas claiming rate exemption.

Yes ☐ No ☒

- Has planning approval for the land use of the property been obtained?
A site inspection may be required by Council before the application is processed.


Yes ☐ No ☒

Please provide a copy of the following documents (in addition to those documents already specified in the previous sections).

1. A copy of the organisations Constitution.
2. Written statement outlining the nature of the Organisation's operations: Details to include are:
 - i. Confirm the grounds upon which an objection is being made to the rateage record under Section 6.76 of the Local Government Act 1995;
 - ii. Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995;
 - iii. Use and occupancy of the land, inclusive of date of commencement;
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 - v. Frequency of the service provision (e.g. daily, weekly, short-term, long-term etc.);
 - vi. Is payment received for the service;
 - vii. If there is commercial activities conducted on the land, please provide details of the activity and if revenue is raised, where it is disbursed.
3. A plan of the property, showing all buildings and outbuildings;
or,
A Floor plan of the leased property area, if only part of the property is the subject of this application.
4. A copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

Please read through and check the information you have provided before continuing with the Authorisation and Statutory Declaration.

AUTHORISATION

By signing this Application, I hereby certify that the information provided is true and correct to the best of my knowledge.			
Name:	ASHA BHAT		
Position:	CEO		
Organisation:	SOUTHERN ABORIGINAL CORPORATION		
Signature of CEO / Trustee:		Date:	21/2/2020

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

**APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.**

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20 ____

(1) Christian name or names and surname of declarant in full (1)
I NDELEEN BARBARA DRUMMOND
(2)
(2) Address **of** [REDACTED]
In the State of Western Australia
(3) Occupation (3) PROPERTY MANAGEMENT OFFICERS

Sincerely declare as follows:-

The property located at	<u>49 ENSIGN STREET NARROGIN</u>
is used by	<u>SOUTHERN ABORIGINAL CORPORATION</u>
for the purposes of	<u>PROVIDING AFFORDABLE HOUSING FOR</u>
	<u>ABORIGINAL FAMILIES IN NEED</u>
Description of the activities the property is used for	<u>HOUSING FOR ABORIGINAL PERSONS IN NEED</u>
for the period << ____ to ____ >>	<u>or from 1/7/2020 to 31/6/2021 ONGOING</u>

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at Albany

this 21st day of February 2020

In the presence of G J Mackay
(Signature of authorised witness)

Gregory John Mackay, solicitor
(Name of authorised witness and qualification as such a witness)

(4) Signature of person making the declaration

(4) N Drummond

CONSIDERATIONS			
Approval with Shire's Town Planning Scheme?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Has the property been inspected?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Recommend for non-rateable status?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Section of the Local Government Act 1995 6.26(2):			
Classification:			
Person(s) or Classes of Persons affected by this decision:			
Reason for Non-Rateable status:			
Date of New Application:		Date of Review of Exemption:	
If Approved, amount of rates to be exempted and dates to be applicable from ('Application Date'). The Approval will be for a period of 3 years, unless circumstances change:			
Amount:	Date (From):		
Rubbish Bin charges to be levied and dates to be applicable from:			
Amount:	Date (From):		

DECISION – DELEGATED AUTHORITY 1.2.27	
The person exercised the power or discharged the duty by the CEO's Sub-delegation:	
Renewals less than \$10,000 – Executive Manager Corporate and Community Services	
Applications and renewals less than \$25,000 – Chief Executive Officer	
This application has been: <u>DENIED</u> for Non-ratable Status <input type="checkbox"/> <u>APPROVED</u> for Partial Non-ratable Status <input type="checkbox"/> <u>APPROVED</u> for Non-ratable Status <input type="checkbox"/>	Comments:

Executive Manager Name:	Signature:	Date:
CEO Name:	Signature:	Date:

RATES EXEMPTION APPLICATION

Local Government Act 1995 – Section 6.26

(FCCS016)



Shire of
Narrogin
Love the life

89 Earl Street
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Narrogin WA 6312

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www.narrogin.wa.gov.au
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CASHIER HOURS:
8:30am – 4:30pm
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Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

PROPERTY DETAILS

Assessment Number	A 151700		
Property Address	91 ENSIAN STREET		
Suburb/Town	NARROGIN	State	WA
		Postcode	6312

PROPERTY OWNER DETAILS

Owner's Surname		Owner's Other Names	
Organisation Name	SOUTHERN ABORIGINAL CORPORATION		
Contact Person	NOELEN DRUMMOND		
Postal Address	PO BOX 5277 ALBANY 6332		
Phone Number	98 42 7777	Mobile Number	
Email Address	noelen@sacorp.com.au		

APPLICANT DETAILS

Contact Person	NOELEN DRUMMOND	Position Title	PROPERTY MANAGEMENT OFFICER
Organisation Name	SOUTHERN ABORIGINAL CORPORATION		
Residential Address	45-47 SERPENTINE ROAD ALBANY 6330		
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 - (ii) is unoccupied, except –
 - (I) where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting license held under the Mining Act 1978 in respect of the land the area of which does not exceed 10 ha or a miscellaneous license held under the Act; or
 - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land;
 - (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for the purposes of trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and
 - (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
 - (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and
 - (e) land used exclusively by a religious body as a school for the religious instruction of children; and
 - (f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and
 - (g) land used exclusively for charitable purposes; and
 - (h) land vested in trustees for agricultural or horticultural show purposes; and
 - (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that company and used solely for the storage of grain where that company has agreed in writing to make a contribution to the local government; and
 - (j) land which is exempt from the rates under any other written law; and
 - (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that company or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
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If **yes**, please provide a Certificate of Incorporation.

Yes ☒ No ☐

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Please provide an extract of the relevant certificate from the ACNC.

Yes ☒ No ☐

- Has the organisation registered for an ABN number?
If **yes**, please provide the number: 94 436 195 200

Yes ☒ No ☐

- Is the organisation the owner and occupier of the land with the rate notice being issued in the organisation's name?
If **yes**, please provide a copy of Certificate of Title.

Yes ☒ No ☐

- Does the organisation lease and occupy the rateable property?
If **yes** and the lessee is responsible for the payment of the rates, please provide a copy of the lease agreement showing the lessee is responsible for payment of the rates.

Yes ☐ No ☒

- Does the organisation occupy the whole building?
If **no**, please provide a copy of the floor plans showing the areas leased and/or areas claiming rate exemption.

Yes ☐ No ☒

- Has planning approval for the land use of the property been obtained?
A site inspection may be required by Council before the application is processed.

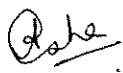
Yes ☐ No ☒

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Please read through and check the information you have provided before continuing with the Authorisation and Statutory Declaration.

AUTHORISATION

By signing this Application, I hereby certify that the information provided is true and correct to the best of my knowledge.			
Name:	ASHA BHAT		
Position:	CEO		
Organisation:	SOUTHERN ABORIGINAL CORPORATION		
Signature of CEO / Trustee:		Date:	21/2/2020

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

**APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.**

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20__

(1) Christian name or names and
surname of declarant in
full (1)
I NDELEEN BARBARA DRUMMOND
(2)
(2) Address of [REDACTED]
In the State of Western Australia
(3) Occupation (3) PROPERTY MANAGEMENT OFFICER

Sincerely declare as follows:-

The property located at	<u>91 ENSIGN STREET NARROGIN</u>
is used by	<u>SOUTHERN ABORIGINAL CORPORATION</u>
for the purposes of	<u>PROVIDING AFFORDABLE HOUSING FOR ABORIGINAL</u>
	<u>FAMILIES IN NEED</u>
Description of the activities the property is used for	<u>HOUSING FOR ABORIGINAL PERSONS IN NEED</u>
for the period << ___ to ___ >>	or from <u>1/7/2020</u> to <u>31/6/2021</u> - <u>ONGOING</u>

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at Albany
this 21st day of February 2020
In the presence of G J Mackay
(Signature of authorised witness)
Gregory John Mackay, Solicitor
(Name of authorised witness and qualification as such a witness)

(4) Signature of person making the
declaration

(4) N Drummond

CONSIDERATIONS			
Approval with Shire's Town Planning Scheme?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Has the property been inspected?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Recommend for non-rateable status?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Section of the Local Government Act 1995 6.26(2):			
Classification:			
Person(s) or Classes of Persons affected by this decision:			
Reason for Non-Rateable status:			
Date of New Application:		Date of Review of Exemption:	
If Approved, amount of rates to be exempted and dates to be applicable from ('Application Date'). The Approval will be for a period of 3 years, unless circumstances change:			
Amount:	Date (From):		
Rubbish Bin charges to be levied and dates to be applicable from:			
Amount:	Date (From):		

DECISION – DELEGATED AUTHORITY 1.2.27	
The person exercised the power or discharged the duty by the CEO's Sub-delegation:	
Renewals less than \$10,000 – Executive Manager Corporate and Community Services	
Applications and renewals less than \$25,000 – Chief Executive Officer	
This application has been: <u>DENIED</u> for Non-ratable Status <input type="checkbox"/> <u>APPROVED</u> for Partial Non-ratable Status <input type="checkbox"/> <u>APPROVED</u> for Non-ratable Status <input type="checkbox"/>	Comments:

Executive Manager Name:	Signature:	Date:
CEO Name:	Signature:	Date:

RATES EXEMPTION APPLICATION

Local Government Act 1995 – Section 6.26

(FCCS016)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. In doing so you are objecting to the rate book under Section 6.76 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach any additional documents requested, as failure to do so may result in the application being refused.

Privacy

The personal information collected on this form will only be used by the Shire of Narrogin for the sole purpose of providing requested and related services. Information will be stored securely by the Shire and will not be disclosed to any third parties without your express written consent.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

PROPERTY DETAILS

Assessment Number	A 116200			
Property Address	98 CLAYTON ROAD			
Suburb/Town	NARROGIN	State	WA	Postcode
				6312

PROPERTY OWNER DETAILS

Owner's Surname			Owner's Other Names	
Organisation Name	SOUTHERN ABORIGINAL CORPORATION			
Contact Person	NOELEN DRUMMOND			
Postal Address	PO BOX 5277 ALBANY 6332			
Phone Number	98 42 7777	Mobile Number		
Email Address	noelen@sacorp.com.au			

APPLICANT DETAILS

Contact Person	NOELEN DRUMMOND	Position Title	PROPERTY MANAGEMENT OFFICER	
Organisation Name	SOUTHERN ABORIGINAL CORPORATION			
Residential Address	45-47 SERPENTINE ROAD ALBANY 6330			
Postal Address	PO BOX 5277 ALBANY 6332			
Phone Number	98 42 7777	Mobile Number		
Email Address	noelen@sacorp.com.au			

NON RATEABLE LAND

Council can apply for rates and charges to all land, with the following exceptions as per section 6.26, subsections s6.26(2) to s6.26(6) of the Local Government Act 1995.

6.26 (2) the following land is not rateable land –

- (a) land which is property of the Crown and –
 - (i) is being used or held for a public purpose; or
 - (ii) is unoccupied, except –
 - (I) where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting license held under the Mining Act 1978 in respect of the land the area of which does not exceed 10 ha or a miscellaneous license held under the Act: or
 - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land:
 - (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for the purposes of trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government: and
 - (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
 - (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood: and
 - (e) land used exclusively by a religious body as a school for the religious instruction of children: and
 - (f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and
 - (g) land used exclusively for charitable purposes: and
 - (h) land vested in trustees for agricultural or horticultural show purposes: and
 - (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that company and used solely for the storage of grain where that company has agreed in writing to make a contribution to the local government; and
 - (j) land which is exempt from the rates under any other written law; and
 - (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that company or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the Gazette.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

WHAT IS THE CURRENT USE OF THE PROPERTY?

Please complete the section below, detailing what the property is currently being used for:
For example:-

- S6.26(2)(d) – 'Religious Body'.....a place of residence of a minister of religion, a convent, nunnery.....
- Current use of property – place of residence for Sisters of X, who provide a chaplain service to the local community, local schools and aged care facilities.

1. Please quote what sub-section of s6.26(2) to s6.26(6) of the Local Government Act 1995 are you claiming the rates exemption under?

6.26(2)

2. Briefly describe what the property is used for?

TO PROVIDE AFFORDABLE HOUSING FOR ABORIGINAL FAMILIES
IN NEED

ORGANISATION DETAILS

- Is the organisation an incorporated body as per the Association Incorporated Act 1987 (WA)?
If **yes**, please provide a Certificate of Incorporation.

Yes ☒ No ☐

- Is the organisation registered with Australian Charities and Not-for-profits Commission (ACNC)?
Please provide an extract of the relevant certificate from the ACNC.

Yes ☒ No ☐

- Has the organisation registered for an ABN number?
If **yes**, please provide the number: 94 436 195 200

Yes ☒ No ☐

- Is the organisation the owner and occupier of the land with the rate notice being issued in the organisation's name?
If **yes**, please provide a copy of Certificate of Title.

Yes ☒ No ☐

- Does the organisation lease and occupy the rateable property?
If **yes** and the lessee is responsible for the payment of the rates, please provide a copy of the lease agreement showing the lessee is responsible for payment of the rates.

Yes ☐ No ☒

- Does the organisation occupy the whole building?
If **no**, please provide a copy of the floor plans showing the areas leased and/or areas claiming rate exemption.

Yes ☐ No ☒

- Has planning approval for the land use of the property been obtained?
A site inspection may be required by Council before the application is processed.

N/A

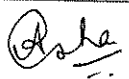
Yes ☐ No ☒

Please provide a copy of the following documents (in addition to those documents already specified in the previous sections).

1. A copy of the organisations Constitution.
2. Written statement outlining the nature of the Organisation's operations: Details to include are:
 - i. Confirm the grounds upon which an objection is being made to the rateage record under Section 6.76 of the Local Government Act 1995;
 - ii. Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995;
 - iii. Use and occupancy of the land, inclusive of date of commencement;
 - iv. Type of service provided (e.g. community service, food, accommodation/rental etc.);
 - v. Frequency of the service provision (e.g. daily, weekly, short-term, long-term etc.);
 - vi. Is payment received for the service;
 - vii. If there is commercial activities conducted on the land, please provide details of the activity and if revenue is raised, where it is disbursed.
3. A plan of the property, showing all buildings and outbuildings;
or,
A Floor plan of the leased property area, if only part of the property is the subject of this application.
4. A copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

Please read through and check the information you have provided before continuing with the Authorisation and Statutory Declaration.

AUTHORISATION

By signing this Application, I hereby certify that the information provided is true and correct to the best of my knowledge.			
Name:	ASHA BHAT		
Position:	CEO		
Organisation:	SOUTHERN ABORIGINAL CORPORATION		
Signature of CEO / Trustee:		Date:	21/2/2020

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

**APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.**

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20__

(1) Christian name or names and
surname of declarant in full (1)
I NOELEEN BARBARA DRUMMOND
(2) Address (2)
of [REDACTED]
In the State of Western Australia
(3) Occupation (3)
PROPERTY MANAGEMENT OFFICER

Sincerely declare as follows:-

The property located at	<u>98 CLAYTON ROAD NARROGIN</u>
is used by	<u>SOUTHERN ABORIGINAL CORPORATION</u>
for the purposes of	<u>PROVIDING AFFORDABLE HOUSING FOR ABORIGINAL FAMILIES IN NEED</u>
Description of the activities the property is used for	<u>HOUSING FOR ABORIGINAL PERSONS IN NEED</u>
for the period << ____ to ____ >>	<u>or from 1/7/2020 to 31/6/2021 ONGOING</u>

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at Albany
this 21st day of February 2020
In the presence of G J Mackay
(Signature of authorised witness)
Gregory John Mackay Solicitor
(Name of authorised witness and qualification as such a witness)

(4) Signature of person making the declaration

(4) N Drummond

OFFICE USE ONLY

CONSIDERATIONS			
Approval with Shire's Town Planning Scheme?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Has the property been inspected?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Recommend for non-rateable status?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Section of the Local Government Act 1995 6.26(2):			
Classification:			
Person(s) or Classes of Persons affected by this decision:			
Reason for Non-Rateable status:			
Date of New Application:		Date of Review of Exemption:	
If Approved, amount of rates to be exempted and dates to be applicable from ('Application Date'). The Approval will be for a period of 3 years, unless circumstances change:			
Amount:	Date (From):		
Rubbish Bin charges to be levied and dates to be applicable from:			
Amount:	Date (From):		

DECISION – DELEGATED AUTHORITY 1.2.27	
The person exercised the power or discharged the duty by the CEO's Sub-delegation:	
Renewals less than \$10,000 – Executive Manager Corporate and Community Services	
Applications and renewals less than \$25,000 – Chief Executive Officer	
This application has been: <u>DENIED</u> for Non-ratable Status <input type="checkbox"/> <u>APPROVED</u> for Partial Non-ratable Status <input type="checkbox"/> <u>APPROVED</u> for Non-ratable Status <input type="checkbox"/>	Comments:

Executive Manager Name:	Signature:	Date:
CEO Name:	Signature:	Date:



Australian Taxation Office

Date of Issue
8 June 2000**Endorsement as an income tax exempt charitable entity**

Endorsement as an income tax exempt charitable entity under Subdivision 50-B of the *Income Tax Assessment Act 1997* is provided as detailed below.

Name	SOUTHERN ABORIGINAL CORP
Australian Business Number	94 436 195 200
Endorsement date of effect	1 July 2000
Item(s) in Subdivision 50-5 of the <i>Income Tax Assessment Act 1997</i>	Item 1.1 - charitable institution

You are required to notify the Commissioner of Taxation should you cease to be entitled to endorsement as an income tax exempt charitable entity. This is a requirement of section 50-145 of the *Income Tax Assessment Act 1997*.

Michael Carmody
Commissioner of Taxation and
Registrar of the Australian Business Register



Australian Taxation Office

Date of Issue
8 June 2000**Endorsement as a deductible gift recipient**

Endorsement as a deductible gift recipient under Subdivision 30-BA of the *Income Tax Assessment Act 1997* is provided as detailed below.

Name	SOUTHERN ABORIGINAL CORP
Australian Business Number	94 436 195 200
Endorsement date of effect	1 July 2000
Provision for gift deductibility	item 1 of the table in section 30-15 of the <i>Income Tax Assessment Act 1997</i>
Item(s) in Subdivision 30-B of the <i>Income Tax Assessment Act 1997</i>	4.1.1 public benevolent institution

The fact that you have been endorsed, together with the date or period of effect, is entered in the public register maintained by the Australian Business Registrar.

Endorsement imposes certain obligations on the endorsed entity. The obligations include the maintenance of a gift fund, advising the ATO when entitlement to endorsement ceases, and inclusion of certain details on receipts. Each of these is explained in the ATO publication *Giftpack*. These obligations are imposed by sections 30-125, 30-160 and 30-228 of the *Income Tax Assessment Act 1997*.

Michael Carmody
Commissioner of Taxation and
Registrar of the Australian Business Register

**SOUTHERN
ABORIGINAL
CORPORATION**

ICN 232 | ABN 94 436 195 200
45-47 Serpentine Road | P O Box 5277 ALBANY WA 6332
Tel (08) 9842-7777 | Fax (08) 9841 7022
nceleen@sacorp.com.au | www.sacorp.com.au

The Rates Officer
Shire of Narrogin
P O Box 1145
Narrogin 6312

Dear Sir/Madam

Request for Reduction in Annual Property Rates for Town of Narrogin

As the Property Management Officer for the Southern Aboriginal Corporation, I wish to request that the property rates for the community housing properties within the city of Narrogin owned by the Southern Aboriginal Corporation be waived.

The Southern Aboriginal Corporation is a charitable organisation, incorporated as a not-for-profit Aboriginal Corporation under the Commonwealth Aboriginal and Torres Strait Islander Act 2006 (please see attached a Certificate of Incorporation and Rule Book of the Corporation) whose objectives are:

3.1 To act as a resource agency for Aboriginal organisations, groups, enterprises and individuals in the region, and in particular to provide as requested: (a) representation to Government and other organisations; (b) support for representation made by others; (c) advice and assistance (d) reviews of functions and operations; and (e) management and financial service.

3.2 To provide social, cultural, economic, political, educational and recreational services to Aboriginal organisations, groups, enterprise and individuals in the regions when those services are not provided by other bodies.

3.3 To provide Aboriginal people in the region with direct relief from poverty, sickness, suffering, destitution, misfortune, distress and helplessness.

3.4 To give effect to the principles of self management and self determination for Aboriginal people by; (a) establishing, owning, investing in, sponsoring, maintaining, managing, leasing and otherwise fostering business enterprises and commercial ventures of any lawful kind; and (b) promoting, supporting and sponsoring the endeavours of Aboriginal organisation, groups, enterprises and individuals in the region towards social, cultural and economic development

3.5 To promote, support, sponsor, engage in facilitate the creation of opportunities for Aboriginal people education, training, employment and private enterprise.

3.6 To promote, support, sponsor, engage in and facilitate the provision to Aboriginal people of health, housing and other services.

3.7 To acquire, hold and manage land, buildings, fixtures, chattels and other property for the benefit of Aboriginal people in the region.

3.8 To help and encourage Aboriginal people in the region, to maintain, restore, revitalise and renew their traditional language and culture.

3.9 To help build trust and friendship between Aboriginal people and the Non-Aboriginal community.

3.10 To join with other Aboriginal associations in undertaking projects of mutual benefit.

3.11 To receive and spend grants of money from Government of the Commonwealth or State or from other sources.

It is our understanding that under Section 6.26 (rateable land) of the Local Government Act 1995, land used exclusively for charitable purposes is exempt from property rates.

The residential properties (please see attached list) are leased by the Southern Aboriginal Corporation to Aboriginal Tenants in the Narrogin area. Prospective tenants must meet set criteria, including the following criterion which establishes need (section 2.1.2 of the Southern Aboriginal Corporation Housing Policy and Procedure Manual)

Gross household income not exceeding the limits set out in Table 1A and 1B of Appendix A- Community Housing; Income and Assets Limits Policy. Refer to the Appendix for further information regarding SACH's obligations as a Preferred Provider of Community Housing.

The Southern Aboriginal Corporation are a registered Community Housing Organisation and manages its housing program in accordance with the national standards that apply to registered not-for-profit community housing organisations.

The Community Housing Coalition WA have published in December 2013 a review (Community Housing Providers and Local Government Rates). This review notes that in Western Australia: in relation to indigenous housing, the Supreme Court has granted a rates exemption because:

- (a) The advancement of Aboriginal people was a charitable purpose;
- (b) The activities conducted upon the land were exclusively charitable.

In this particular case, the land was used by an Aboriginal Corporation to provide low cost rental housing for economically disadvantaged Indigenous people. The proceeds were used by the Corporation to pay bills, cover office costs and generally further the objects of the organisation, but not in order to generate profit. A number of not for profit projects were also undertaken on the land, which aimed to improve living conditions, keep people occupied, discourage excessive alcohol drinking, create self respect and (theoretically) create income to further the Corporations objectives.

This ruling coincides with our purpose as a community Housing organisation, our not for profit status and the objectives of our Corporation.

Our properties are well maintained and our tenants are a credit to their neighborhoods. Tenancies tend to be stable and often continue for many years. We believe that our program supports a positive image of Aboriginal people within the Shire of Narrogin.

Government has progressively reduced funding support for Aboriginal housing organisations. From July 2014 we no longer receive funding support to assist us in providing affordable community housing to Aboriginal people. This places great financial pressure on our organisation to continue to provide quality, affordable housing to our tenants.

We therefore request that approval be granted for the waiver of Property Rates for the Southern Aboriginal Corporation properties attached with the town of Narrogin allowed for under the Local Government Act 1995.

Yours sincerely

SOUTHERN ABORIGINAL CORPORATION



Noeleen Drummond
Property Management Officer
21 February 2020

FORM 7

Sub-regulation 11 (1)

COMMONWEALTH OF AUSTRALIA

Aboriginal Councils and Associations Act 1976

Certificate of Incorporation of an Aboriginal Association

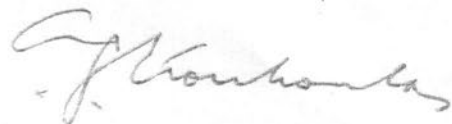
I,

ANTHONY GEORGE KOUKOULAS

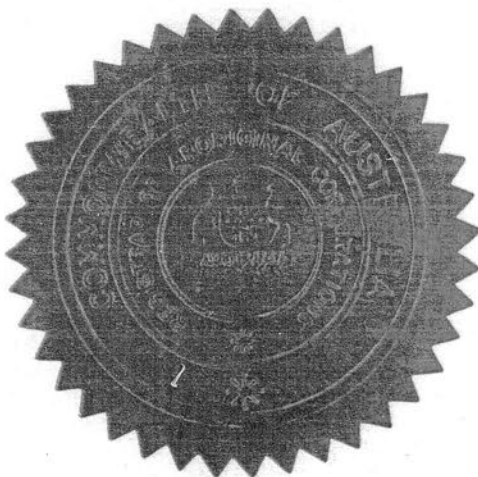
the Registrar of Aboriginal Corporations,

*in pursuance of paragraph 45(1)(a) of the Act,
hereby certify that*

SOUTHERN ABORIGINAL CORPORATION

*has this day been incorporated under the Act.**Dated this* TWENTY THIRD *day of* NOVEMBER , 19 83 .

REGISTRAR



10.3.8 REQUEST FOR RATES EXEMPTION - KOORAMINNING ABORIGINAL CORPORATION (2-4 HANSARD STREET & 7 HARTOGE STREET, NARROGIN)

File Reference	A165711, A230400
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	6 May 2020
Author	Joshua Pomykala – Governance Officer
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments <ol style="list-style-type: none"> 1. Letter for application for rates exemption – 2-4 Hansard Street, 7 Hartoge Street, Narrogin 2. Australian Charities and Not-for-profits Commission – registration 3. Australian Business Register – Current Australian Business Number (ABN) details 4. Office of the Register of Indigenous Corporations – <ol style="list-style-type: none"> (i). Certificate of Registration (ii). Approval Letter 5. Minutes of Special Meeting (21 August 2019) – signed 6. Cancellation Approval – Kooraminning Committee (18 December 2019) 7. Rule Book of the Kooraminning Aboriginal Corporation 8. Town of Narrogin Ordinary Council Meeting Minutes 16 December 2014 (extract) – Report 10.2.384 Rate Exemption Request (Kooraminning Committee of Narrogin) 	

Summary

The Kooraminning Aboriginal Corporation have submitted a request to Council to have the rates for two of their properties (both adjoining lots of land) located within the Shire of Narrogin, exempted due to being a charitable organisation addressing the social and economic issues of Aboriginal people throughout the region.

Background

In July 2006, Council at its meeting of the former Town of Narrogin, approved a rates exemption on the two properties being 7 Hartoge Street and 2-4 Hansard Street, whilst it was used for exclusive charitable purposes. Council also resolved to take any necessary action to recover all amounts of outstanding debts on the property, totalling \$7,077.30.

Following the 2006 resolution, the former Director of Corporate & Community Services requested via memo to the Rates Officer:

“As the Committee has been recognised as having charitable status under the Local Government Act 1995 the following properties will be non-rateable from 1 July 2004 until further notice:

- Assessment 230400 2/4 Hansard Street, Narrogin
- Assessment 165711 7 Hartoge Street, Narrogin

Please arrange for the arrears relating to charges raised on the above properties, prior to 1 July 2004, to be transferred to non-current assets as they will remain outstanding until such time as the properties are sold or otherwise decided by Council."

Due to an administrative review of the charitable status of the Kooraminning Committee, the Council of the former Town of Narrogin on 16 December 2014, considered another application for rates exemption on the two properties. Information provided to Council showed the building to be in poor condition and not used for the stated purposes.

Council thereby resolved to decline the application on the basis that the organisation was not a registered charitable body at the time of application, and the land was not being used exclusively for charitable purposes.

From 2006 to 2014, the two properties were exempt from rates due to the organisation's charitable status and ongoing use for this purpose on the premises. Shire records show through the rates journals that both properties were not charged rates from the 2006/07 financial year until the end of the 2013/14 financial year – reference to the Valuation Roll for 2014/15 is also noted on the journals, where the properties resumed the accumulation of rates due to exemption status being rescinded by Council.

After a review of the exemption status, and as such Council's resolution to decline that status until further information was to be given by the Kooraminning Committee as being a registered charity, the two properties have accumulated rates owing each financial year. As such, penalty interest has accrued on the outstanding amounts and therefore adds a significant amount of the debt accrual.

On 21 August 2019, a special meeting was held by the Kooraminning Committee of Narrogin to formally transfer the incorporation of the entity from the Associations Incorporation Act 1987 (WA) to the Corporations (Aboriginal and Torres Strait Islander) Act 2006. Once the resolution was passed, all administrative, operational and financial functions and responsibilities of the entity ceased.

On 16 December 2019, a new entity being the Kooraminning Aboriginal Corporation was registered with the Office of the Register of Indigenous Corporations under the Act.

The current outstanding rates on the properties combined total \$58,650.01 (inclusive of penalty interest as at 16 May 2020) with the breakdown as follows:

Description	Current /Arrears	A165711 7 Hartoge Street \$	A230400 2-4 Hansard Stree \$t	Total \$
Rates	C	1,105.00	1,105.00	2,210.00
Rates	A	4,192.00	4,192.00	8,384.00
Interest	C	5,792.91	21,699.15	27,492.06
Legal Charges	C	2,611.05	5,295.00	7,906.05
Conversion Arrears Balances	A	2,490.20		2,490.20
ESL Penalty Interest	C	5.85	26.34	32.19
ESL Penalty Interest	A		44.36	44.36

Description	Current /Arrears	A165711 7 Hartoge Street \$	A230400 2-4 Hansard Stree \$t	Total \$
Rubbish Collection - First Service	C		339.00	339.00
Rubbish Collection - First Service	A		9,510.16	9,510.16
Emergency Services Levy	C	84.00	84.00	168.00
Emergency Services Levy	A		228.00	228.00
*** TOTALS ***		\$16,281.01	\$42,523.01	\$58,804.02

The properties have been subject to legal action for many years, including summons, General Procedure Claims (GPC) and Property Seizure and Sale Order (PSSO) due to the payment of rates not being met and the significant accrual of outstanding amounts on each property. Each action failing because of a variety of events such as, changes in the committee membership, changing of staff and federal government department representation.

Comment

The Kooraminning Aboriginal Corporation have supplied the Shire with a letter for the application for rates exemption, registration with the Australian Charities and Not-for-profits Commission, current ABN details, certificate of registration and approval letter with the Office of the Register of Indigenous Corporations, signed copy of the Special Meeting Minutes held on 21 August 2019, cancellation approval of the Kooraminning Committee and a copy of the Rule Book of the Kooraminning Aboriginal Corporation.

Incorporated as a not-for-profit Aboriginal Corporation under the Commonwealth Aboriginal and Torres Strait Islander Act 2006, the corporation's purpose is to provide support for the social and economic wellbeing of Aboriginal individuals throughout the region.

Whilst the objectives for the Kooraminning Aboriginal Corporation as outlined in Attachment 7 'The Rule Book of Kooraminning Aboriginal Corporation (ICN 9191)' Section 2 Objectives, they do not include any detail as to how the Corporation will achieve these objectives or what funding will assist with the delivery of these objectives.

A 'charitable purpose' has a specified legal meaning, which has developed over years by the courts and parliament. The courts have recognised many different charitable purposes, and as society changes new charitable purposes are accepted. Section 5 of the Commonwealth Charities Act 2013 states the definition of a charity as:

"5. Definition of *charity*

In any Act:

charitable: an entity is *charitable* if the entity is a charity.

Example: A reference in an Act to a charitable trust is a reference to a trust that is a charity.

charity means an entity:

- (a) that is a not-for-profit entity; and
- (b) all of the purposes of which are:

- (i) charitable purposes (see Part 3) that are for the public benefit (see Division 2 of this Part); or

- (ii) purposes that are incidental or ancillary to, and in furtherance or in aid of, purposes of the entity covered by subparagraph (i).

Section 6.26 of the Local Government Act 1995 (LGA) provides for rate exemptions based on exclusive charitable uses:

“6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.
- (2) The following land is not rateable land –
 - (g) land used exclusively for charitable purposes.”

The outstanding rates on each property is a significant amount and will have implications on Shire revenue.

Section 6.43 of the LGA states that rates are a charge on the land and not the individual, group or organisation who may be in ownership of it:

“6.43. Rates and service charges are a charge on land

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, rates and service charges imposed under this Act, together with the costs of proceedings, if any, for the recovery of the rates or service charges, are a charge on the land rated in relation to which the service charge is imposed.”

It should also be noted that rates exemptions only apply to the land rates and not to the Emergency Services Levy (ESL) and rubbish charges, where payment will still be required to be met should exemption status be granted.

Shire records show that rates have been outstanding on the two properties since at least 2003, with the former Town of Narrogin resolving on several occasions to recoup the outstanding monies through debt collection and legal action.

Given the supporting information, it is recommended that their application for rates exemption (not refuse charges or ESL) be approved from 12 February 2020. This will amount to a \$1,368.38 credit of rates for 2019/20.

Should the application be declined, Kooraminning Committee has the option to take this matter to the State Administrative Tribunal (SAT).

Consultation

Consultation has been undertaken with:

- Executive Manager Corporate & Community Services
- Manager Corporate Services
- Western Australian Local Government Association

Statutory Environment

- Section 6.26 (2)(g) of the Local Government Act 1995
- Section 6.43. Rates and service charges are a charge on land of the Local Government Act 1995
- Section 5 of the Charities Act 2013

Policy Implications

Nil

Financial Implications

If all debts on both properties were to be removed, this would amount to \$58,650.01.

A number of options are presented for Council to consider. Council may resolve to pursue a complete write-off of all debts on both properties. This would amount to \$58,650.01 (plus any consequential interest that made have accrued from 16 May 2020).

Another option for Council's consideration is to accept the exemption of rates on both properties from the date of application, and resolving to pursue the outstanding debts accumulated on the two properties. The total amount to be purused would amount to \$57,965.82 (\$58,650.01 minus \$684.19 – the calculated rates from the date of application of 12 February 2020 until 30 June 2020).

Council may also consider a write-off of the outstanding rates charges (inclusive of legal charges and interest) on the two properties, while resolving to pursue the outstanding debt of ESL and rubbish charges, and resolving to accept the request for exemption for rates. This figure would amount to a write-off of \$48,482.31, while pursuing \$10,321.71. This would have an impact of \$50,692.31 (\$48,482.31 plus \$2,210.00) for the 2020/21 budget.

A further option would be for Council to resolve to decline the request for rates exemption for the two properties for the 2020/21 financial year, and pursue all outstanding debts on both properties.

Should Council wish to pursue the outstanding debts on the properties, an extensive payment arrangement would be required for the ratepayer – if this arrangement cannot be met, legal action would need to occur to recover the outstanding debt. Due to the age of the debt on both properties, it is likely this will eventuate to the Shire moving to sell the properties to recover the outstanding rates.

It is noted that Council, at its meeting held on 27 November 2019, approved rate exemptions to ten properties managed by Foundation Housing, totalling \$25,309.15 (\$9,255.03 backdated to the 2018/19 year and \$16,054.12 for the 2019/20 year).

In the previous agenda item, the Southern Aboriginal Corporation is also seeking exemption from rates. If that application is approved, the total amount of rates exempt from payment for 2019/20 will be \$18,984.97 (ie \$16,054.12 plus \$2,930.85).

If the application is approved, the total amount of rates exempt from payment for 2019/20 will be \$20,353.35 (ie \$16,054.12 plus \$2,930.85 plus \$1,368.38).

If approved by Council, the Administration will include the properties in the Shire's Register of Exempt Rates and review their status on an annual basis for continuation of exemption.

Strategic Implications

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

Strategy:	2.2.1 Support the provision of community security services and facilities
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Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That with respect to the request or rates exemption made by Kooraminning Aboriginal Corporation (2-4 Hansard Street & 7 Hartoge Street, Narrogin), Council:

1. Approve the exemption of rates from the date of application at 12 February 2020, as they are a registered charitable organisation with the intent of addressing social and economic issues with Aboriginal people within the district;
2. Credit 2019/20 rates from the date of application to the value of \$684.19 for each assessment (A165711 and A230400); and
3. Authorise the Administration to take action to recover the remaining outstanding rates on the two properties.

Kooraminning Aboriginal Corporation ICN 9191

2 Hansard St, Narrogin Western Australia

P.O. Box 56 Kelmscott W.A. 6111

m. 0419 449 983 e.



12 February 2020

Shire of Narrogin Council

Shire of Narrogin

89 Earl St, Narrogin W.A. 6312

Dear Council Members,

I seek your consideration for an application under Section 6.26 of the Local Government Act, specifically Section 6.26 (1) (g) which gives precedence for land used exclusively for charitable purposes exemption as rateable land.

Previously the Kooraminning Committee of Narrogin (KCoN) was a registered entity under the Western Australian Association Incorporation Act (IARN: A0760150T) until it was cancelled under Section 99 of the Associations Incorporations Act 2015 on the 16 December 2019 (see attachment 1). This came with approval of members of the then KCoN's members authorisation at a Special General Meeting (see attachment 2). At that point all administrative, operational and financial functions and responsibilities of that entity ceased, inclusive of outstanding debts belonging to the entity which also related to outstanding rates in arrears to the Shire.

Subject to member authorisation a new entity being the Kooraminning Aboriginal Corporation was registered with the Office of the Register of Indigenous Corporations (ORIC) under the Corporations Aboriginal and Torres Strait Islander Act 2006 (CATSI Act) as of the 16 December 2019. The Indigenous Corporation Number (ICN) is 9191 (attachment 3a and 3b) and is fully active as is its new Australia Business Number (ABN) 49 79 472 947 (attachment 4).

Post successful registration of the new entity with ORIC, an application for charitable status was made to the Australian Charities and Not-for-profits Commission (ACNC). Charitable

ABN 49 759 472 947



status was registered and authorised on 30 January 2020 (see attachment 5) and is visible on the ACNC site.

Previously a representative of the former representative of the KCoN attempted to apply to the Council for an exemption of rates at the meeting of Council dated 16 December 2014, p.88 of Council minutes) (attachment 6).

The Rule Book (attachment 7) for the Kooraminning Aboriginal Corporation (KAC) clearly set out its objectives which include all charitable purposes as stated in the ACNC notice. It is the submission of this corporation to seek approval from your Council for exemption of rates from the date of inception of KAC, being 16 December 2019 for 2-4 Hansard St (Lots 401 and 402 on Plan 302647) and 7 Hartoge St (Lot 403 On Plan 302647) for an indefinite period.

The KAC has an active Board of Directors who have met to discuss the way forward, who will soon be holding a General Meeting of Members to consider its future direction and has expanded its scope of operations across the Narrogin district as opposed to formally being a Narrogin based service only. Currently we have 5 Directors, 3 from within the Narrogin District, the Chairperson and Independent Director who reside in Perth for strategic purposes.

The KAC Board look forward to the creation of their Strategic Plan with input of its members and the Narrogin District in the very near future; and are currently in contact with the National Indigenous Australians Agency, Commonwealth Department of Health and the Western Australian Department of Health to formalise funding opportunities and programmes to begin addressing the social and economic conditions of not only Narrogin, but the surrounding communities and district in its entirety. KAC look forward to a progressive and close working relationship with the Shire and the Council, to work in partnership for the betterment of local Aboriginal people and the community of Narrogin in general.

We appreciate the rates outstanding with the former KCoN was a significant amount, though as a new entity we are not responsible for their outstanding debts. As the KCoN no longer exists, what occurs with the prior debt is a matter for the Shire. All property titles are in the process of being changed as authorised by the previous membership of the KCoN to the KAC. Once this has occurred notice will be provided to the Shire.

We are also seeking support from the Shire to maintain and transfer the Lease for the Cuballing Road Reserve which was held by the KCoN to the KAC. Once we have approval, we will apply to the Department of Planning, Lands and Heritage (DPLH) for transfer of the Lease Title Agreement with DPLH and Landgate to be amended.

We appreciate that the old KNoC has left the properties and maintenance in an appalling state, though the new entity, Directorship and Membership hope that we can turn the entity around and make many differences and successes for the community and its neighbouring communities. We also acknowledge the Heritage report that has occurred on the property and the new status of the building so will incorporate those changes into future planning arrangements. If you would like any further information, I can be contacted on 0419449983.

Once again, we thank you for your consideration with this request and look forward to your response in due course.

Sincerely,



Laurence Riley

Kooraminning Aboriginal Corporation ICN 9191





Australian
Charities and
Not-for-profits
Commission



THIS CERTIFIES THAT

Kooraminning Aboriginal Corporation

ABN: 49759472947

HAS BEEN REGISTERED BY THE

Australian Charities and Not-for-profits Commission

ON THE DATE OF
30/01/2020

CERTIFIED BY

A handwritten signature in black ink, appearing to read "Gary Johns".

Hon. Dr Gary Johns

Commissioner

Australian Charities and Not-for-profits Commission



Current details for ABN 49 759 472 947

ABN details

Entity name:	Kooraminning Aboriginal Corporation
ABN status:	Active from 30 Jan 2020
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Not currently registered for GST
Main business location:	WA 6312

Australian Charities and Not-for-profits Commission (ACNC)

Kooraminning Aboriginal Corporation is registered with the [Australian Charities and Not-for-profits Commission \(ACNC\)](#) as follows:

ACNC registration	From
Registered as a charity view ACNC registration	30 Jan 2020

Deductible gift recipient status

Not entitled to receive tax deductible gifts

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#)

This is to record that

KOORAMINNING ABORIGINAL CORPORATION

INDIGENOUS CORPORATION NUMBER: 9191

is a corporation registered under the
Corporations (Aboriginal and Torres Strait Islander) Act 2006.

The date of registration is 16 December 2019



Andrew EAST

Delegate of the Registrar of Aboriginal and Torres Strait Islander
Corporations



Certificate issued under section 32-1(c)

ORIC ref: ICN9191/1491723
Contact officer: Andrew East
Contact phone: 1800 622 431

13 December 2019

The Directors
Kooraminning Aboriginal Corporation (ICN: 9191)
PO Box 56
Kelmscott WA 6111

Dear Directors

Application for registration of an Aboriginal and Torres Strait Islander corporation approved

I am pleased to tell you we have approved under Division 26 of the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* your application to register an Aboriginal and Torres Strait Islander corporation.

Your Indigenous corporation number (ICN) is **9191**. Please make sure to include your ICN in the letterhead area of all your corporation's letters.

With this letter I am sending your certificate of registration, and some copies of your rule book. You can download a copy of your rule book at any time from www.oric.gov.au. This rule book tells you about the laws your corporation has to follow.

One of these rules is that you must hold your first general meeting of members within three months after the corporation is registered, that is, **before 13 March 2020**. You will also need to hold an annual general meeting within five months after the end of the corporation's financial year, that is, by **30 November each year**.

A corporation must lodge various reports with the Registrar within six months after the end of the corporation's financial year. A corporation's size and income determines how it has to report every year. A corporation's size also determines its contact and document access arrangements. I've included a fact sheet which explains financial and other reporting requirements for corporations.

If certain changes happen at your corporation, such as the corporation's contact details or who is a director or contact person/secretary, you need to tell us within 28 days of the change. The quickest and easiest way to do this is by lodging forms at <https://online.oric.gov.au>. The online forms use information that has already been given to ORIC—you only need to update the information that has changed.

Our freecall number is 1800 622 431 (not free from mobile phones) if you have a question for us.

There is also helpful information available on our website at www.oric.gov.au.
This has links to the laws which govern your corporation.

If you would like to discuss this letter please call our freecall number 1800 622 431
(not free from mobile phones) or email info@oric.gov.au.

I wish you well with your new corporation.

Yours sincerely

A handwritten signature in black ink, reading "Andrew East". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Andrew East
Delegate of the Registrar

Minutes of Special General Meeting

Kooraminning Committee of Narrogin Incorporated

Date: Thursday 21st August 2019

Meeting start time: 17:30pm

Meeting chair: Laurence Riley

Attendees: Laurence Riley, Basil Thorne and Charlene Garces

Apologies: Charlene Thorne

Agenda item 1 – Passing of a special resolution to transfer incorporation of the association from the Associations Incorporation Act 1987 (WA) to the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).

Chair explained to the members the necessity to change regulating bodies from Associations Incorporations Western Australia to the Office of the Register Indigenous Corporations and described the additional supports that would be available if the organisation were to transition, these supports include governance supports for Directors and the ability to apply for programs funding through the Indigenous Advancement Strategy due to new funding agreement approaches.

The chair further went on to provide members with an overview of where Kooraminning is currently placed and how the new regulating body and rule book would better support the needs of the community, by stabilising future governance processes and procedural fairness, and the strength-based objectives to support the prospective opportunities through new objectives that will benefit not only Narrogin, but the wider district and Noongar Country.

The Chair opened the floor for discussion and offered an opportunity for questions.

Members did not indicate that there were any pressing questions at that time.

Consequently, the chair took the opportunity to put the motion of special resolution to the floor, that being;

THE MEMBERS RESOLVE for the purposes of section 10B of the Associations Incorporation Act 1987 (WA) to:

- Apply to the Department of Mines, Industry Regulations and Safety Associations Incorporations for transfer to CaTSI Act through the Office of the Registrar for Indigenous Corporations.

- apply for registration of the association as an Aboriginal and Torres Strait Islander corporation under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act). THE MEMBERS RESOLVED for the purposes of the CATSI Act:
- that the Kooraminning Committee of Narrogin Inc is authorised to apply for the registration.
- that the proposed rule book attached to the notice of the meeting be adopted by the association when it becomes registered as an Aboriginal and Torres Strait Islander corporation.
- that the attached list of replaceable rules from the CATSI Act will apply to the association when it becomes registered as an Aboriginal and Torres Strait Islander corporation, except if it is changed or replaced in the proposed rule book.
- that the persons specified in the application will become directors on registration. Laurence Riley, Basil Thorne, Dwayne Riley, Dorinda Cox
- that the person/s specified will become contact persons or secretaries on registration, and
- That the directors of the new corporation have authority to adjust contracts, titles and any other administrative requirements to the name of or on behalf of the new entity.

Moved: Charlene Thorne

Seconded: Basil Thorne

Motion Carried

The chair thanked members for supporting the motion and for understanding the need to put the future of Kooraminning in the best interests of the people.

Agenda item 2 – Other business

Nil

Meeting closed: 18:00pm

Chairperson name: Laurence Riley

Signature: 

Date: 1 September 2019



Government of **Western Australia**
 Department of **Mines, Industry Regulation and Safety**
Consumer Protection

Our Ref: Job No. 1758251;
 IARN: A0760150T
 Enquiries: Telephone 1300 30 40 74

Mr Laurence Riley
 33 Falcon St
 NARROGIN WA 6312

By email: lriley83@yahoo.com.au

23 December 2019

Dear Mr Riley

ASSOCIATIONS INCORPORATION ACT 2015
KOORAMINNING COMMITTEE OF NARROGIN INCORPORATED (the Association)

I refer to your Application for approval to register or incorporate under another law received by the Department of Mines, Industry Regulation and Safety - Consumer Protection Division (Consumer Protection) on 18 October 2019.

Thank you for notifying the Commissioner for Consumer Protection of the registration of Kooraminning Aboriginal Corporation on 16 December 2019.

Section 99 of the *Associations Incorporation Act 2015* states the registration of the prescribed body corporate automatically cancels the incorporation of the Association under this Act.

Therefore, the incorporation of the Association is deemed cancelled as of **16 December 2019**.

Should you require any further information in relation to this matter please contact Associations Registration staff on 1300 30 40 74 or by email to associations@dmirs.wa.gov.au

Yours sincerely

for
 Commissioner for Consumer Protection

The rule book of Kooraminning Aboriginal Corporation (ICN 9191)

This rule book complies with the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.

The rule book contents

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1. Name

The name of the corporation is: Kooraminning Aboriginal Corporation

2. Objectives

The objectives of the corporation are to assist in the relief of poverty, sickness, destitution, helplessness, distress, suffering, and misfortune, among Aboriginal and Torres Strait Islander people, through the process of supporting social and economic development.

The corporation aims to:

- operate community enterprises and build a strong financial base for community development activities and infrastructure.
- Promote, support, sponsor, engage in and facilitate community development by acting as a resource for the community and stakeholders in the areas of education, health, housing, employment and welfare services and provisions to the community.
- act as a clearing house to facilitate the exchange of information and skills, participation and maintenance of community development activities, community services, employment and housing for the community.
- provide accessible and effective preventative health care to Aboriginal people in the region.
- provide coordinated services and opportunities to discuss concerns, needs and matters relating to all social determinants and service provisions within the region.
- negotiate with government department and other essential agencies relating to social impacts and strategic investment opportunities to address local and district need.
- promote, encourage and support reconciliation within the region by building coordinated and collaborated partnerships with all stakeholders.
- foster and enhance the maintenance, restoration, revitalisation and renewal of traditional language and culture.
- incorporate localised economic development strategies and opportunities within the regional setting.
- build a qualified workforce to undertake work and projects within the region.
- address suicide and self-harm through preventative approaches by supporting and developing social policy through coordination of services and programs.
- Promote, encourage and support Aboriginal men through appropriate services and provisions.

- operate a public benevolent, charitable organisation that is not-for-profit and where all funds and revenue are directed toward achieving the objectives of the organisation and applied solely to the Organisation (whereby no part of the property or income may be paid or otherwise distributed by any means, directly or indirectly to the members of the Organisation, except in good faith in the promotion of the objectives of the Organisation).
- receive and effectively spend grants of money from the Commonwealth and State Governments or from other sources.
- Develop and maintain sound management practices that are equitable, honest, accountable, transparent, and consistent with State and National standards and legislation; and
- purchase, lease, or acquire property for the purpose of pursuing the corporation's objects on behalf of the Aboriginal community within the region.
- To operate and maintain a gift fund to be known as 'The Kooraminning Aboriginal Corporation Gift Fund' in accordance with the requirements of the *Income Tax Assessment Act 1997*.

3. Members

3.1 *Who is eligible?*

A member must be:

- at least 18 years old;
- a descendant of the Wilman clan group from the Noongar nation
“a descendant of the Wilman clan group is automatically eligible for membership through written application”.

or

- an Aboriginal or Torres Strait Islander person normally and permanently resident within the boundaries of Noongar Country
“normally and permanently resident” is defined as residing in the region for a period of at least six months continuously, immediately prior to applying for membership, with an intention to reside permanently’.

The Narrogin district is inclusive of Narrogin, Beverley, Brookton, Corrigin, Darkan, Dumbleyung, Hyden, Kulin, Kukerin, Kondinin, Lake Grace, Narrogin, Newdegate, Pingelly, Wagin, Wandering, Wickipin, Yealering and any smaller communities, attached to, or located within the abovementioned outer laying townsites.

3.2 *How to become a member*

A person applies in writing.

A person needs to be eligible under rule 3.1.

The directors accept the application by resolution at a directors’ meeting.

The directors must consider all applications for membership within a reasonable period after they are received.

The person’s name, address and date they became a member is put on the register of members.

The directors may refuse to accept a membership application. If they do so, they must write to the applicant about the decision and the reasons for it.

A person does not become a member until their name is entered on the corporation's register of members. This must be done within 14 days after the directors accept the membership application. However, the corporation must not enter the person on the register of members until after the relevant general meeting or annual general meeting (AGM) has been held if:

- a person applies for membership after a notice has been given for a general meeting or AGM, and
- the general meeting or AGM has not been held when the directors consider the person's application.

Note: An application for membership form is at Schedule 1—Application for membership form of this rule book.

3.3 *Members' rights*

A member can:

- attend, speak and vote at general meetings
- be made a director (if the member is eligible to be a director—see rule 5.3 on eligibility of directors)
- put forward resolutions at general meetings, including under rule 4.6
- ask the directors to call a general meeting under rule 4.3
- look at the members' register free of charge
- look at the minutes of general meetings and AGMs free of charge
- look at the rule book or get a copy (free of charge)
- raise a dispute and have a dispute dealt with using rule 10
- look at the books of the corporation if the directors have authorised it or the members pass a resolution at a members' meeting which approves it.

3.4 *Members' responsibilities*

A member must:

- follow the corporation's rules
- let the corporation know if they change their address
- treat other members with respect.

Members should also attend general meetings (including AGMs) or give their apologies.

3.5 *No membership fee*

The members of the corporation are not required to pay fees to join or for ongoing membership of the corporation.

3.6 *Liability of members*

The members do not have to pay the corporation's debts if the corporation is wound up.

3.7 *How to stop being a member*

A person stops being a member if:

- they resign in writing
- they pass away
- their membership is cancelled in accordance with rule 3.8 or 3.9.

When a person stops being a member the corporation must put their name, address and the date they stopped being a member on the register of former members.

3.8 *Cancelling membership*

A person's membership can be cancelled by members passing a special resolution at a general meeting if the member:

- can't be contacted for two years
- misbehaves
- is not an Aboriginal or Torres Strait Islander person (if this is a requirement for membership)

The directors must give the person notice of the cancellation of their membership at the person's last known address as soon as possible after the special resolution is passed.

When a person's membership is cancelled the corporation must put their name, address and the date they stopped being a member on the register of former members.

3.9 *Directors' limited right to cancel membership*

For grounds not covered by rule 3.8, a person's membership can be cancelled by the directors passing a resolution at a directors' meeting if the member is not or stops being eligible for membership as set out in rule 3.1.

To do this, the directors must:

- write to the member to tell them:
 - the directors are going to cancel their membership
 - the member has 14 days to object to the planned cancellation
 - if the member objects, they must write to the corporation to say so
- allow the member 14 days to object in writing to the intended cancellation.

If the member does not object, the directors must cancel the membership by passing a resolution at a directors' meeting. Then give the former member a copy of the resolution.

If the member objects, the directors cannot cancel the membership. The membership can only be cancelled by members passing a resolution at a general meeting.

3.10 *The register/s of members and former members*

The register/s must contain:

- the names and addresses of members and former members
- the date when each person's name was added to the register
- if a person is not an Aboriginal or Torres Strait Islander person (if rule 3.1 allows non-Aboriginal or non-Torres Strait Islander members)
- for former members, the date when they stopped being a member.

The register/s of members and former members must be kept at the corporation's document access address or, if it is a large corporation, its registered office.

The register of members must be made available at the AGM.

4. General meetings and AGMs (members' meetings)

4.1 AGM timing

An AGM must be held before the end of November each year.

4.2 AGM business

AGM business includes:

- checking the register of members
- confirming the minutes of the previous general meeting
- presenting reports: general, financial, directors'
- asking questions about how the corporation is managed
- electing directors (if required)
- choosing an auditor (if required) and agreeing on the fee.

4.3 Calling general meetings

The directors can call a general meeting or AGM by passing a resolution in a directors' meeting or by circulating resolution.

The required number of members can request the directors to call a general meeting.

Number of members in corporation	Number of members required to request a general meeting
2 to 10 members	= 1 member
11 to 20 members	= 3 members
21 to 50 members	= 5 members
51 members or more	= 10 per cent of members

The members' request must:

- be in writing
- state any resolutions to be proposed at the meeting
- be signed by the members making the request
- nominate a member to be the contact member on behalf of the members making the request
- be given to the corporation.

Within the 21 days of receiving the request the directors must either call the meeting or apply to the Registrar to deny the request.

Directors agree to the request

If the directors agree to the request they must call the general meeting within 21 days of receiving the members' request.

Directors apply to the Registrar to deny the request

If the directors resolve that:

- the request is frivolous or unreasonable or
- complying with the request would be contrary to the interests of the members as a whole

a director, on behalf of all of the directors, may apply to the Registrar for permission to deny the request to call a general meeting.

The directors' application to the Registrar to deny the members' request must:

- be in writing
- set out the reasons why they wish to deny holding the meeting
- be made within 21 days after the members' request for a meeting was made.

The directors must give notice to the contact member that they have applied to the Registrar to deny the request.

4.4 General meeting business

General meetings business includes:

- confirming the minutes of the previous general meeting
- considering the business or resolutions in the notice of meeting.

4.5 Notice for general meetings and AGMs

At least 21 days' notice must be given.

Notice must be given to:

- each member individually
- the directors
- the contact person or secretary
- the auditor (if the corporation has one).

The notice must set out:

- the place, date and time for the meeting
- the business of the meeting
- if a special resolution is being proposed, the exact wording of it
- any technology to be used in the meeting (if required)
- if a member can appoint a proxy.

Notices must be given to each member individually. This can be done by sending by post to their address, by fax, by email or via social media. In addition to individual notice a corporation can also give notice in a manner which follows Aboriginal or Torres Strait Islander custom.

A notice of meeting:

- sent by post is taken to be given three days after it is posted
- sent by fax, or other electronic means, is taken to be given on the business day after it is sent.

4.6 *Members' resolutions*

The required number of members can propose a resolution by giving notice of it to the corporation.

Number of members in corporation	Number of members required to propose a resolution
2 to 10 members	= 1 member
11 to 20 members	= 3 members
21 to 50 members	= 5 members
51 members or more	= 10 per cent of members

The notice must set out the resolution in writing and must be signed by the members proposing it.

The corporation must give notice of the resolution to all members in the same way as rule 4.5.

The corporation must consider the resolution at the next general meeting which is being held more than 28 days after the notice from the members has been given to the corporation.

4.7 Quorum at general meetings and AGMs

Number of members in corporation	Number of members to make a quorum
2 to 30 members	= 2 members
31 to 90 members	= 5 members
91 members or more	= 10 members

The quorum must be present during the whole meeting. If there is no quorum after one hour, the meeting is adjourned until the next week at the same time and at the same place. If there is still no quorum, the meeting is cancelled.

How to count the quorum

To work out if there is a quorum:

- count each member present at the meeting (if a member also holds a proxy, that member is only counted once)
- if rule 4.12 allows a non-member to hold a proxy for a member, count each non-member present at the meeting holding a proxy (if the non-member proxy holder holds more than one proxy, the non-member is only counted once)
- if rule 4.12 allows proxies and a member has appointed more than one proxy and each of those proxy holders are at the meeting, count only one of them
- if rule 4.12 allows proxies and a member has appointed one or more proxies and the member is also present at the meeting, do not count the member's proxy holders.

4.8 Chairing general meetings and AGMs

The directors can elect someone to chair the meeting. If they don't, the members must elect someone.

4.9 Using technology at general meetings and AGMs

General meetings and AGMs can be held at more than one place using any technology that gives members a way of taking part but the type of technology to be used must be set out in the notice of meeting.

4.10 *Voting at general meetings and AGMs*

Each member has one vote.

The chairperson has one vote (if he or she is a member) plus a casting vote.

A challenge to a right to vote at a meeting may only be made at the meeting, and must be determined by the chairperson, whose decision is final.

A resolution is decided by majority on a show of hands, unless a poll is demanded under rule 4.11. The chairperson tells the meeting whether they have received any proxy votes and how they are to be cast.

The chairperson declares the results of the vote, on a show of hands, or when a poll is demanded.

4.11 *Demanding a formal count (i.e. a poll)*

Either the chairperson or any member entitled to vote on the resolution can demand a poll. A poll is a formal count of votes.

A poll can be held instead of, or immediately after, a vote decided by majority on a show of hands.

A poll demanded on any matter must be taken immediately. The chair of the meeting directs how the poll will be taken.

4.12 *Proxies at general meetings and AGMs*

Proxies may not be appointed to attend or vote for members at general meetings.

4.13 *Other people at general meetings and AGMs*

A person appointed by a member as their attorney under a power of attorney may not in their capacity as attorney attend general meetings and AGMs or vote for the member.

The chairperson may allow any person (excluding an attorney) other than a corporation director, member or auditor to attend general meetings and AGMs. But the person cannot propose or vote on resolutions.

4.14 *Postponing a general meeting or AGM*

After notice has been given for a general meeting or AGM the directors can decide to postpone the meeting (this means, delay or reschedule the meeting for a later date) if there are exceptional reasons for doing so (such as a matter subject to legal determination, the death of a community person or a natural disaster).

The directors postpone the meeting by passing a resolution in a directors' meeting. A postponed meeting must be held within 30 days of the date that the meeting was due to occur.

The directors must give reasonable notice of the postponement and give each member individually a notice of the postponed meeting setting the new date, time and place.

5. Directors

5.1 *Role of directors*

The directors oversee the running of the corporation on behalf of all members, make decisions about the affairs of the corporation, and should always be aware of what the corporation and its employees are doing. The directors manage, or set the direction for managing, the business of the corporation.

The directors may exercise all the powers of the corporation except any that the CATSI Act or this rule book requires the corporation to exercise in a general meeting.

5.2 *Number of directors*

The maximum number of directors of the corporation is between 4-9. This number includes 7 ordinary Directors and up to 2 independent or specialist non-member directors.

The chairperson will be decided from within the directorship. Independent or specialist non-member directors cannot be the chairperson.

To change the number of directors, members need to pass a special resolution at a general meeting or AGM to change the rule book. Such a resolution needs to be in the notice calling that meeting.

5.3 Eligibility of directors

A director (other than a director appointed under rule 5.7) must be:

- at least 18 years old
- a member
- a descendant of the Wilman clan group from the Noongar nation; or
- an Aboriginal or Torres Strait Islander person normally and permanently resident within the boundaries of the Narrogin district.

‘Narrogin district is inclusive of Beverley, Brookton, Corrigin, Darkan, Dumbleyung, Hyden, Kulin, Kukerin, Kondinin, Lake Grace, Narrogin, Newdegate, Pingelly, Wagin, Wandering, Wickepin, Yealering and any smaller communities, attached to, or located within the abovementioned town sites’.

- have consented in writing to be appointed as a director of the corporation.
- prior to appointment have completed, or give an undertaking to complete within a reasonable period after appointment, corporate governance training provided by the Office of the Registrar of Indigenous Corporations or an equivalent approved corporate governance training course.
- comply with any Code of Conduct for directors as implemented by the corporation from time to time, whether it was implemented at the time the director is elected or appointed or whether it is amended or otherwise altered by the corporation after election or appointment.

A person is not eligible to become a director if the person:

- has been disqualified from managing corporations.
- has been convicted of a criminal offence in the last five years and been sentenced to imprisonment for more than 12 months.
- is an employee at the time of appointment or during their appointment as a director.
- Not more than 1 person from an immediate family shall be eligible to be appointed as a director or hold office as a director at the same time.

‘immediate family’ means any living person related in any of the following ways: spouse, defacto spouse, grandfather, grandmother, father, mother, stepfather, stepmother, son, daughter, sister, brother, step children. It is also extends to customary or defacto adoption arrangements.

5.4 Majority of director requirements

A majority of directors of the corporation must:

- be individuals who are Aboriginal or Torres Strait Islander people (only relevant if your rule 5.3 allows non-Indigenous people as directors.)
- usually reside in Australia
- be members of the corporation
- not be employees of the corporation.
- No more than three directors can reside in the Town of Narrogin

The chief executive officer (CEO) may be a director but cannot chair directors' meetings.

5.5 How to become a director

The corporation can appoint a director by the members passing a resolution at a general meeting or AGM.

If there is a casual vacancy in a directorship the other directors can pass a resolution in a directors' meeting to fill the vacancy (see rule 5.8).

Before being appointed as a director, the person must give the corporation their consent in writing to act as a director.

The corporation must notify the Registrar of the director's appointment and personal details within 28 days after they are appointed.

5.6 Directors' terms of appointment and rotation

Directors (other than those appointed under rule 5.7) are appointed for two years. They must retire at the end of the second AGM after they take office. They are eligible to be re-elected.

For directors appointed at the AGM there is a rotation system, so that half the directors must retire at each AGM. They are eligible to be re-elected.

To implement the rotation system:

- Half of the directors of the corporation at the time of these rules are approved will only hold office until the next AGM and must retire. They are eligible to be re-elected.
- The directors will agree on which directors retire at the AGM. If the directors cannot agree, they must decide by lot conducted by the directors.
- At every subsequent AGM those directors that did not retire at the previous AGM must retire. They are eligible to be re-elected.

- Newly elected directors have a term of two years, which at the second AGM after they take office. If a director is replaced during their term, the replacement director holds office of the remainder of the replaced director's term.
- The AGM minutes must record the term for each director appointed.

If, despite the operation of section 246-25(4) of the CATSI Act, the terms of all directors expire so that there are no directors appointed at a particular time, the directors holding office immediately before the expiry will continue to hold office until the members appoint new directors or reappoint the existing directors by resolution at a general meeting.

5.7 *Independent or specialist non-member directors*

Independent or specialist non-member directors may be selected because they are independent or have skills in financial management, corporate governance, accounting, law or a field relating to the corporation's activities.

The directors may appoint independent or specialist non-member directors by passing a resolution in a directors' meeting.

Before being appointed as an independent or specialist non-member director, the person must give the corporation their written consent to become a director.

Independent or specialist non-member directors are appointed for the term specified by the directors in their appointment. Independent or specialist non-member directors can be appointed for a term of one to two years, and they can be reappointed.

5.8 *How to fill casual vacancies*

The directors can appoint a person as a director to fill a casual vacancy.

A casual vacancy is where a person stops being a director before their term of appointment expires (see rule 5.9) and so the position of that director is vacant.

The person must meet the director eligibility criteria in rule 5.3 and any criteria that applies to the particular vacancy.

The term of an appointment made to fill a casual vacancy is for the balance of the term remaining on the vacant position.

However, a person's appointment to fill a casual vacancy must be confirmed by members passing a resolution at the next general meeting otherwise the person stops being a director at the end of the general meeting.

5.9 *How to stop being a director*

A person stops being a director if:

- the director passes away
- the director resigns in writing
- the director's term of appointment expires
- the director is removed as a director by the members or the other directors
- the director is disqualified from managing a corporation
- the director ceases to be a member but was a member when they became a director.

The corporation must send the Registrar a notice within 28 days after a person stops being a director.

5.10 *How to remove a director*

By resolution of the members in a general meeting:

- A notice for a resolution to remove a director must be given to the corporation at least 21 days before the next general meeting or AGM. (Alternatively, the members can request a meeting (rule 4.3) for the purpose of removing a director.)
- The corporation must give the director concerned a copy of the notice as soon as possible.
- The director can give the corporation a written statement and speak at the meeting. The written statement must be given to everyone entitled to notice of the meeting (see rule 4.5).

By the other directors:

- Directors can only remove a director if the director fails to attend three or more consecutive directors' meetings without a reasonable excuse.
- Directors must give the director a notice in writing and they must give the director 14 days to object in writing.
- If the director objects, they cannot remove the director. The director can only then be removed at a general meeting or AGM by resolution.

5.11 Directors' and officers' duties

The duties are:

- a duty of care and diligence
- a duty of good faith and to act in the best interests of the corporation
- a duty to disclose a conflict of interest
- a duty not to improperly use position or information
- a duty to not trade while insolvent.

5.12 Conflict of interest

A director who has, or thinks they may have, a conflict of interest in a corporation matter must tell the other directors. This includes, but is not limited to, a material personal interest.

The director must give details of what the interest is and how it relates to the corporation. These details must be given at a directors' meeting as soon as possible, and must be recorded in the minutes of the meeting.

A director who has a conflict of interest must not:

- be present at a directors' meeting while the matter in question is being considered
- vote on the matter

unless they have been granted approval by:

- the other directors (those that do not have a conflict of interest) passing a resolution, or
- the Registrar in writing.

5.13 Payments to directors

A director may be paid sitting fees for their work as directors.

The appointed Chief Executive Officer who is a named Director may be paid a salary.

Directors may be paid if they are employed by the corporation, or if they have a contract to provide goods or services to the corporation (so long as the director has fulfilled any duty to disclose a conflict as required by this rule book and the payment is fair and reasonable to the corporation).

The corporation may pay the directors' travelling and other expenses for attending meetings or to do with other corporation business.

5.14 *Related party benefit*

If a corporation wants to give a financial benefit to a director or other related party (including a spouse, child or parent of a director) it must comply with Part 6.6 of the CATSI Act and, where required, follow the procedure to get the approval of the members.

5.15 *Delegation of directors' powers*

The directors can pass a resolution to delegate any of their powers to:

- another director
- a committee of directors
- an employee of the corporation
- any other person.

The delegate must follow the directions of the directors when using the delegated powers.

The exercise of the power by the delegate is as effective as if the directors had exercised it themselves. This means the directors are still responsible for what the delegate does with the powers.

Delegates must report to directors on the exercise of their delegated power.

5.16 *Calling and giving notice of directors' meetings*

Directors must meet at least every three months.

All directors must be given reasonable notice of a directors' meeting.

The directors will usually decide at a meeting when and where the next meeting will be.

A director can call a meeting by giving reasonable notice to all the other directors.

5.17 *Quorum for directors' meetings*

A majority of ordinary directors must be present at all times during the meeting.

The directors may appoint a person as a director to make up a quorum for a directors' meeting.

5.18 Chairing directors' meetings

There must be a chair elected for each directors' meeting.

If someone has not already been elected to chair the meeting, or the person previously elected as chair is not available, the directors must elect a director present to chair the meeting (other than the CEO).

When electing a chair, the directors must decide how long that director will be the chair (i.e. just for that meeting, or at every meeting over a certain period of time). The directors may also remove a chair (but not their appointment as a director) by a resolution of the directors.

5.19 Using technology

Directors' meetings can be held at more than one place using any technology, as long as all directors agree to it. The type of technology to be used may be set out in the notice for a directors' meeting.

5.20 Resolutions by directors

Directors pass a resolution at a directors' meeting by a majority of the votes.

- Each director (including independent or specialist non-member directors) has one vote.
- The chairperson of the meeting also has a casting vote (if required).

Directors can pass a resolution without a directors' meeting if all directors sign a statement saying that they are in favour of it.

6. Contact person or secretary

Small and medium corporations have a contact person. Large corporations have a secretary.

The directors appoint a contact person/secretary.

The contact person/secretary must be at least 18 years old.

The directors decide the contact person/secretary's pay and terms and conditions of employment, if any.

The contact person/secretary must pass on any correspondence received to at least one of the directors within 14 days.

The contact person/secretary must give the corporation their consent in writing to become a contact person/secretary before being appointed.

The corporation must send the Registrar a contact person's/secretary's details within 28 days after they are appointed.

7. Records

The corporation must keep the:

- minutes of meetings (in writing or as an audio or video recording)
- rule book (constitution)
- register of members and former members
- names and addresses of directors, officers and the contact person/secretary
- written financial records.

8. Finances

The corporation must keep written financial records that:

- correctly record and explain its transactions, financial position and performance
- would enable true and fair financial reports to be prepared and audited.

When the corporation is a trustee it must also keep written financial records for the trust.

The corporation must follow these procedures.

- The corporation must give receipts for all money it receives.
- All money of the corporation must be deposited into a corporation bank account.
- All accounts must be approved for payment at a directors' meeting or in accordance with valid delegations.
- All cheques, withdrawal forms, electronic funds transfer (EFT) transactions, and other banking documents must be signed by at least two people authorised by the directors.
- All payments made out of the corporation's money must be supported by adequate documents which explain the nature and purpose of the payment.
- The corporation must keep adequate records for all cash withdrawals from the corporation's bank accounts (i.e. records that show the cash was used for a proper purpose and in accordance with the corporation's objectives).

The financial records must be retained for seven years after the transactions covered by the records are completed.

9. Application of funds

The corporation is a not-for-profit corporation.

The directors can use the money and property of the corporation to carry out its objectives (see rule 2).

The directors cannot directly or indirectly give any money or property of the corporation to members of the corporation. This rule does not stop the corporation from making:

- a reasonable payment to a member in their capacity as an employee or under a contract for goods or services provided
- payment to a member in carrying out the corporation's objectives.

10. Dispute resolution

If a dispute arises, the parties must first try to resolve it themselves.

If the dispute is not resolved within 10 business days, any party may give a dispute notice to the other parties.

The dispute notice must be in writing and must say what the dispute is about. It must be given to the corporation.

The directors must help the parties resolve the dispute within 20 business days after the corporation receives the notice.

If the directors cannot resolve the dispute, it must be put to the members to resolve it at a general meeting.

Seeking assistance from the Registrar

- If a dispute or any part of a dispute relates to the meaning of any provision of the CATSI Act or the corporation's rule book, the directors or any party to the dispute may seek an opinion from the Registrar about the correct meaning of the relevant provision.
- The Registrar's opinion will not be binding on the parties to a dispute.
- The right to request assistance from the Registrar does not create a right to request a formal mediation. However, in an appropriate case the Registrar may provide assistance in having the matter resolved.

For more information on members' rights see rule 3.3.

11. Changing the rule book

The rule book can be changed by the members passing a special resolution at a general meeting or an AGM. The proposed changes must be set out in the notice of the meeting.

Within 28 days after the resolution is passed, the corporation must send the Registrar copies of the:

- rule book changes
- special resolution
- minutes of the meeting.

The changes do not take effect until the new rule book is registered by the Registrar.

12. Gift fund rules

The corporation shall maintain for the main purposes of the corporation a gift fund:

- to be named ‘The Kooraminning Aboriginal Corporation Gift Fund’
- which must receive gifts of money or property for the purposes (objectives) of the corporation
- which must have credited to it any money received by the corporation because of those gifts.

The gift fund cannot receive any money or property other than that for the purposes (objectives) of the corporation.

The corporation shall use gifts made to the gift fund and any money received because of them only for the purposes (objectives) of the corporation.

Receipts issued for gifts to the gift fund must state:

- the full name of the corporation
- the Australian Business Number (if applicable) and the Indigenous Corporation Number (ICN) of the corporation
- the fact that the receipt is for a gift.

As soon as:

- the gift fund is wound up, or
- the corporation’s endorsement as a deductible gift recipient is revoked under section 426-55 of the *Taxation Administration Act 1953*

any surplus assets of the gift fund must be transferred to another fund, authority or institution, which has similar objectives to the corporation. This body must also be able to receive tax deductible gifts under division 30 of the *Income Tax Assessment Act 1997*.

13. Winding up

Surplus assets of the corporation

Where:

- the corporation is wound up, and
- after all debts and liabilities have been taken care of, and costs of winding up have been paid, surplus assets of the corporation exist

the liquidator can decide or the members may pass a special resolution about how the surplus assets of the corporation are to be distributed.

The surplus assets must not be given to any member or to any person to be held on trust for any member and can only be given to a charitable organisation/s with similar charitable purposes.

Surplus assets of gift funds

If the Australian Tax Office allows the corporation to give tax deductible receipts for donations, and the corporation is wound up, any surplus gift funds must be given to another body with similar objectives and that gives tax deductible receipts for donations.

Schedule 1—Application for membership form

Kooraminning Aboriginal Corporation

ICN: 9191

Application for membership

I, _____ (first name of applicant)

_____ (last name of applicant)

of _____ (address of applicant)

apply for membership of the corporation.

I declare that I am eligible for membership.

I am:

☐ 18 years of Age

☐ Aboriginal ☐ Torres Strait Islander ☐ neither

☐ Normally and permanently resident within the boundaries of Noongar Country

or

☐ A descendant of the Wilman clan group from the Noongar nation

Signature of applicant _____

Date _____

Corporation use only

Application received	Date:
Application tabled at directors' meeting	Date:
Directors consider applicant is eligible for membership	Yes / No
Directors approve the application	Yes / No
If approved, new members' details added to register of members	Date:
Applicant notified of directors' decision	Date:

Schedule 2—Consent to become a director form

Kooraminning Aboriginal Corporation

ICN: 9191

Consent to become a director

I, _____ (full name of person)

_____ (residential address,
of a postal address is
not sufficient)

give consent to become a director of the corporation, having verified that I am 18 years old, a member, and a descendant of the Wilman clan group from the Noongar nation; or an Aboriginal or Torres Strait Islander person normally and permanently resident within the boundaries of Narrogin District.

I confirm my date of birth is _____ (date of birth)

and my place of birth was _____ (place of birth)

I acknowledge I am automatically disqualified from managing corporations if I:

- have been convicted of an offence under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) that is punishable by imprisonment for more than 12 months
- have been convicted of an offence involving dishonesty that is punishable by imprisonment for at least three months
- have been convicted of an offence against the law of a foreign country that is punishable by imprisonment for more than 12 months
- am an undischarged bankrupt
- have signed a personal insolvency agreement and have not kept to the agreement
- have been disqualified under the *Corporations Act 2001* from managing corporations,

and I will notify the corporation if any of the above events occur after my appointment.

Signature of person _____

Date _____

NOTE: This form should be completed and given to the corporation before the person is appointed as a director—section 246-10(1) of the CATSI Act. The period of automatic disqualification is set out in sections 279-5 and 279-10 of the CATSI Act.

10.2.384 RATES EXEMPTION REQUEST – KOORAMINNING COMMITTEE OF NARROGIN INCORPORATED

File Reference: A230400 & A165711
Disclosure of Interest: Nil
Applicant: Kooraminning Committee of Narrogin
Previous Item Incorporated. 10.2.467
Nos: Date: 18 November 2014
Author: Narelle Rowe, Finance Officer - Rates

Attachments:

Rating Exemption Request Form – 7 Hartoge Street, Narrogin
 Rating Exemption Request Form – 2-4 Hansard Street, Narrogin
 Generic Letter Template
 Photographs of properties

Summary: Kooraminning Committee of Narrogin have submitted an application seeking exemption on rates levied on Assessment A230400 (Lots 401 and 402) and A165711 (Lot 403) on the basis that property is being used exclusively for charitable purposes.

Background:

In July 2006 Council meeting, Council approved rates exemption on properties owned by Kooraminning Committee of Narrogin Incorporated being A230400 (Lots 401 and 402 Hansard Street, Narrogin) and A165711 (Lot 403 Hartoge Street, Narrogin) as from 1 July 2014 whilst it is used exclusively for charitable purposes.

2-4 Hansard Street, Narrogin is comprised of two lots being Lots 401 and 402. A building is situated on Lot 402. A shed has been constructed which straddles the common boundary between Lots 402 and Lot 401.

The Committee are requesting exemption on the basis the property continues to be used exclusively for charitable purposes. The application describes the events and activities currently conducted at the premises as follows:

- Learning Place – Building skills. Local Noongar men currently receiving Land Management training one day per week at CY O'Connor College of TAFE are using the premises to provide hands on training from skills learnt at TAFE such as weed killing, gardening, tree lopping and fauna training.
- Healing Place – Caring for community – Mental Health (PHAM's) projects

Discussions with Ms Hayden have revealed future activities and projects planned for the premises are:

- Keeping Place – Restoring and protecting culture. The Committee anticipate aboriginal artefacts and tools will be stored and displayed at the premises.
- Gathering place – Building Noongar Community through CANWA projects and running workshops.

7 Hartoge Street, Narrogin is comprised of Lot 403 and is vacant land.

The Committee is seeking exemption on the basis that the property is still being used exclusively for charitable purposes. A description of the events and activities currently conducted at the premises has stated land was previously used by local Noongar men as a community garden however due to lack of funding was discontinued. The application received has advised the property is currently used:

- By local Noongar men to provide hands-on training from skills learnt at TAFE such as weed-killing, fencing, propagation and nursery .

The application states the future use of the property as:

- Developing a play area for children.

Comment:

Due to the fact that it has been in excess of 8 years since approval for rating exemption was granted by Council, it is recommended that a review of the current use of the property is performed to determine if the premises continues to meet the criteria of 'charitable status'. The Town did not levy any rates during the 2014/15 financial year and the outcome of the review is intended to be effective from 1 July 2015.

The Town had been advised that the Committee disbanded some years ago however it has been reformed in more recent times.

It has been the usual practice in the past for any organisation seeking exemption under Section 6.26 (2)(g) to be a registered Charitable Organisation under the "Charitable Collections Act" to ensure the organisation is conducting activities of a charitable nature.

Currently Kooraminning are not a registered charitable organisation however it is understood this registration is currently being sought.

It is generally accepted that a purpose is charitable if it is for the relief of poverty, the advancement of education, the advancement of religion or for any other purpose beneficial to the community.

If the land is being used for any purpose, other than charitable or religious uses, then the land cannot be deemed to be "used exclusively for" the claimed purpose, so exemption from rates cannot apply.

An on-site inspection for the properties was performed on 9 December 2014 to verify the uses stated within the application submitted by the Committee. The photographic evidence taken during that inspection has shown that weed control maintenance has not been performed on the property for some time due to excessive weed growth and missing and/or broken fence panels surrounding the property. In addition, a conversation with a representative from Kooraminning has also revealed that funding previously available to conduct community workshops has now ceased. As a result of the above, it is the Author's view that the use of the property fails to meet the criteria required to satisfy being used exclusively for charitable purposes.

Defining Charitable Purpose

The Local Government Act states that land is not rateable if the land is used exclusively for charitable purposes. The words “used”, “exclusively” and “charitable purposes” would need further clarification in a court.

Kooraminning Committee have provided a copy of Certificate of Incorporation.

The Constitution of Kooraminning Committee of Narrogin Incorporated states that the objectives are:

- (a) to promote the overall community development of the Community*
- (b) To achieve the total self support of the Community by the development of viable economic projects and industries....”*
- “(d) to provide support for adequate education, vocational training, health services, employment and housing for the Community...”*
- “(f) To assist and encourage the individual members of the Community to preserve and renew their traditional culture.*
- (g) To foster mutual trust and friendly relationships between the Community and the Community at large...”*
- “(i) To provide an appropriate meeting place for the community...”*

Ms Hayden advised during phone conversation on 18 November 2014 she believed there was an Aboriginal Act which stated Aboriginal organisations formed prior to 1976 were given an exemption from rates and was seeking a copy of that Act from Michael Carter from the Office of Prime Minister & Cabinet.

A copy of a generic letter template has been supplied to this office outlining various explanations of charitable purposes and citing past legal cases. A copy has been included with this item. An investigation by the Author into exemptions which fall outside the Local Government Act 1995 providing for land to be exempt under any other Act, has failed to identify an Aboriginal Act that is entitled to exemption from rates.

Consultation:

Local Government Act 1995

Charities Act 2013

Ms Geri Hayden – Community Arts Network WA (CANWA)

Mr Colin Bastow – Director of Corporate and Community Services

Statutory Environment:

The Local Government Act 1995 6.26 (2) (j) states as follows:

“6.26 Rateable land

(2) The following land is not rateable land

- (j) land which is exempt from rates under any other written law;*
and
- (k) land which is declared by the Minister to be exempt from rates.”*

The Charities Act 2013, Part 2 Division 1 states as follows:

“5 Definition of charity

In any Act:

Charitable: an entity is **charitable** if the entity is a charity...**Charity** means an entity:

- (a) that is not-for-profit entity; and
- (b) all of the purposes of which are:
 - (I) charitable purposes (see Part 3) that are for the public benefit (see Division 2 of this Part); or
 - (II) purposes that are incidental or ancillary to, and in furtherance or in aid of, purposes of the entity covered by subparagraph (i); and..”

Policy Implications:

Nil.

Financial Implications:

A230400 Non-rateable during the 2014/15 year.

-A165711 Non-rateable during the 2014/15 year.

Strategic Implications:

Nil.

Voting Requirements:

Absolute Majority

OFFICERS RECOMENDATION

That Council:

Rejects Kooraminning Committee of Narrogin Incorporated application for rate exemption for the properties situated at 2-4 Hansard Street and 7 Hartoge Street, Narrogin as the Committee are not a registered charitable institution at the time of applying for exemption and the land is not used exclusively for charitable purposes.

Should circumstances change that the Kooraminning Committee of Narrogin Incorporated be encouraged to re-apply for the exemption status.

Council Resolution: 1214.192

Moved: Cr

Seconded: Cr Bartron

Schutz That

Decline: Kooraminning Committee of Narrogin Incorporated's application for rate exemption for the properties situated at 2-4 Hansard Street and 7 Hartoge Street, Narrogin as the Committee are not a registered charitable institution at the time of applying for exemption and the land is not used exclusively for charitable purposes.

Should circumstances change that the Kooraminning Committee of Narrogin Incorporated be encouraged to re-apply for the exemption status.

**CARRIED 7/0
ABSOLUTE MAJORITY**

Note: Reason for Change: To replace the word "rejects" with "decline".

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 CROPPING RIGHTS - PORTION OF SHIRE LAND AT PART LOT 8 CLAYTON ROAD AND LOT 205 MOKINE ROAD, NARROGIN

File Reference	A340183 and A47
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	18 May 2020
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Submission letter from Narrogin Hawks Football Club	

Summary

Council is asked to consider granting approval to the by the Narrogin Hawks Football Club to the rights for cropping for part of Lot 8 Clayton Road and part of Lot 205 Mokine Road, to raise money for their Club's continued activities.

Background

In April 2020 the Shire of Narrogin advertised, calling for expressions of interest to the rights to crop portions of the two parcels of land, located at Lot 8 Clayton Road (Part of the Lot) and Lot 205 Mokine Road. The advertising period closed on 8 May 2020. The Narrogin Hawks Football Club was the sole Expression of Interest (EOI) received. The advert offered the rights for cropping for the cropping seasons 2021 and 2022.

Comment

The rights to crop that has been proposed, is for both parcels of land, each of which is currently utilised by the Narrogin Hawks Football Club (the Club) for the same purpose.

During the periods of the former and continuing current rights, the Club are believed to have cleaned up both blocks to make them more suitable for cropping pursuits, by removing all the rocks, trees stumps and improving the soil. As a result, they were able to produce crops to provide the Club, with a crop of barley or oats from the Mokine Road block and hay bales from the Clayton Road block. With funds generated from the cropping program, they were able to pay players from the metropolitan area to make up team numbers who are relied upon to make up for dwindling club member as well as pay for overheads to the clubrooms and facilities.

As such, and being the only applicant, it is proposed to award the Narrogin Hawks Football Club the cropping rights for the abovementioned parcels of land for 2 years as advertised.

The rights also include the ability for Council to reduce the land leased for other permanent uses as required for the betterment of the Shire (if required). Examples include if the Gliding Club wish to expand and to ensure that industrial land development on the Mokine Road industrial could also be also be facilitated without the issue of compensation of loss of land or income being paid to the beneficiary under the cropping rights.

The submitter is a not for profit community / sporting group and stated that all funds received will be utilised to upgrade community sporting facilities, on Shire land. As such, it is proposed to not require a return on investment of any sort and that all funds be allocated to the upgrade of the building and that the new Shire of Narrogin be recognised as contributing or being a sponsor to this fundraising.

It is noted that a portion of the Mokine Road land is currently still being utilised by a person who has horses on the land (and has for many years). A letter of clarification has been issued to individual without reply at the date of writing of this report. This will be followed up.

Consultation

- Shire of Narrogin
- Narrogin Hawks Football Club

Statutory Environment

The Local Government Act 1995, Section 3.58 Disposing of property and Local Government (Functions and General) Regulations 1996, Part 6 Section 30, relates.

Dispositions of property (rights for cropping for example) to not for profit community or sporting groups (whether incorporated or not) are excluded from the requirements of the Act to advertise or the need to seek a valuation.

Policy Implications

Nil

Financial Implications

There are no known meaningful financial implications relative to this matter in excess of officer time in establishing the rights agreement, the cost of the advertisement, and minor administrative costs.

Strategic Implications

The utilisation of both parcels of land will enable this community group to facilitate fund raising through the generous contributions of several families and all funds raised by the Hawks is planned on being spent on attraction of players to Narrogin and maintenance and improvements to club facilities.

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Strategy:	2.3.2	Engage and support community groups and volunteers

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to Expression of Interest (EOI) to cropping rights on Shire land on portions of Lot 8 Clayton Road and Lot 205 Mokine Road Narrogin, Council:

1. Approve the EOI from the Hawks Football Club for a period of two years ending 2022; and
2. Authorise the Chief Executive Officer to prepare and sign an appropriate nonexclusive use license or agreement.



Thursday May 7th, 2020

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

Dear Dale,

Re : Submission to Lease Shire Land at Part Lot 8 Clayton Rd & Lot 205 Mokine Rd, Narrogin

Narrogin Hawks FC lease of the 2 aforementioned parcels of land came about in the following manner. Richard Chadwick was the Shire President at the time and was a member of the football club. He spoke with Mark Farleigh and Craig Andrew, both committee members, as they were looking for parcels of land to crop as a fundraiser for the club.

Richard mentioned that these two parcels of land were going to waste, as in their present condition, they were unsuitable for cropping or development. The football club struck a deal, offering to clean up both blocks, removing all the rocks and tree stumps and improving the soil so that both blocks were then suitable for cropping. This was quite an undertaking and involved a great many club members and their families. They were also required to put aside a portion of any profit from cropping, to be used for maintaining the clubrooms and amenities. With this agreed to by both parties, the club was given a five year lease with no annual cost to the club.

As a result, we found some willing farmers in The Hardie Family and The Quartermaine Family, who have cropped both parcels of land every season since. We usually get a crop of barley or oats from the Mokine Rd block, and hay bales from the Clayton Rd block.

As a non-profit organisation, we rely heavily on our cropping programme every year to fund the payment of Perth players who would not come out to the country otherwise. With dwindling member numbers, we rely on our Perth players to field two teams every week, whilst remaining competitive in our League. All of the 8 clubs in the Upper Great Southern are in the same situation.

Because of our cropping programme and the income it provides, we have been able to maintain our building and amenities with no assistance from the Shire. We pay for any repairs to electrical appliances, toilets, hot water systems, roof leaks, etc. We have renovated the interior of the clubrooms, building an office and storeroom. We regularly get the carpets professionally cleaned, the building treated for pests and vermin and are planning to replace the ceiling and carpets this season.

We are the cheapest team sport in Narrogin, keeping our fees low to attract players and offer our sport to families of all financial backgrounds. Our only other income comes from our bar and canteen. This income falls far short of the amount we require to stay financially solvent. Without our cropping programme, it would make it almost impossible to survive as a club.

With all of this in mind, we wish to formally apply to renew our current lease for the next 2 years, under the same current conditions. You have made mention that the Shire requires a section of the leased land to be developed. We would be willing to enter into discussions around what this development may look like.

We thank you for your consideration and look forward to hearing from you when you have reached a decision.

Best regards

Karen Fazey
President
Narrogin Hawks Football Club

[REDACTED]
[REDACTED]

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 23 June 2020, at this same venue.



Shire of
Narrogin
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