



Shire of
Narrogin

MINUTES

ORDINARY COUNCIL MEETING

23 June 2020

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

Signed:

Date 24 June 2020

These minutes were confirmed at the Ordinary Council Meeting held on 28 July 2020.

Signed:

(Presiding Person at the meeting at which minutes were confirmed)

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.

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

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



Shire of
Narrogin

Love the life

STRATEGIC COMMUNITY PLAN

SNAPSHOT

PLAN
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

DISCLAIMER

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

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

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

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

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

CONTENTS

Agenda Item	Page
1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS	6
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	6
3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA	6
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	7
5. PUBLIC QUESTION TIME	7
6. APPLICATIONS FOR LEAVE OF ABSENCE	7
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	7
8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	7
9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS	7
10. MATTERS WHICH REQUIRE DECISIONS	8
10.1 DEVELOPMENT AND REGULATORY SERVICES	8
10.1.1 PROPOSED AGRICULTURAL MACHINERY DEALERSHIP AND SERVICE CENTRE – LOT 21 GRAHAM ROAD, NARROGIN	8
10.1.2 PROPOSED SCHEME AMENDMENT NO. 37 – LOT 20 AND 21 GRAHAM ROAD, NARROGIN	29
10.1.3 APPOINTMENT OF FIRE CONTROL OFFICERS FOR THE SHIRE OF NARROGIN	46
10.2 TECHNICAL AND RURAL SERVICES	51
10.3 CORPORATE AND COMMUNITY SERVICES	52
10.3.1 SCHEDULE OF ACCOUNTS PAID – MAY 2020	52
10.3.2 MONTHLY FINANCIAL REPORT - MAY 2020	54
10.3.3 SUNDRY DEBTOR WRITE OFFS	76
10.3.4 PROCUREMENT OF CONTESTABLE ENERGY	78
10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER	80
10.4.1 NARROGIN REGIONAL LEISURE CENTRE ANNUAL BUDGET APPROVAL	80
11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	104
12. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING	104
13. CLOSURE OF MEETING	104

ORDINARY COUNCIL MEETING 23 JUNE 2020

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

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

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

Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr T Wiese – Deputy Shire President

Cr 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 J Warburton – Executive Manager Technical & Rural Services (Acting)

Mr F Ludovico – Executive Manager Corporate & Community Services

Ms C Thompson – Executive Assistant

Leave of Absence

Nil

Apologies

Mr T Evans – Executive Manager Technical & Rural Services

Visitors

1 visitor

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

Name	Item No	Interest	Nature
F Ludovico	10.3.4	Financial	Spouse is a shareholder of Kleenheat Gas parent company, Wesfarmers.

7:08 pm – Cr Early declared a Financial Interest in the following items 10.1.1 and 10.1.2 and left the meeting.

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

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

File Reference	A340215
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	AFGRI Equipment Australia Pty Ltd
Previous Item Numbers	Item 10.1.1, 28 April 2020 Res. 0420.002
Date	15 June 2020
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments	<ol style="list-style-type: none">1. Planning Application2. Plans and Elevations3. Aerial Photograph4. Schedule of Submissions5. Strategic Land Use Plan (Narrogin Town and Surrounds).

Summary

Council is requested to consider the proposed Agricultural Machinery Dealership and Service Centre at Lot 21 Graham Road, Narrogin, on the completion of the public advertising period.

Background

The matter was previously considered by Council at its meeting held on 28 April 2020, whereby Council resolved as follows:

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

Council also resolved:

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

- 1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.*
- 2. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.*
- 3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the application or conditions of approval shall be subject to a further development application and consent for that use.*
- 4. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.*
- 5. Support the landscaping variation of 14.9% for the total site for this application subject to the applicant submitting a landscaping plan, detailing the plants selection as recommended in the 'Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018'. The landscaping is to be fully reticulated, established within 60 days after practicable completion of the building, provide screening to adjoining rural properties and is to be maintained at all times to the satisfaction of the Chief Executive Officer.*
- 6. The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.*
- 7. The subject property is subject to a Bushfire Attack Level (BAL) assessment, which will be required to be undertaken by the applicant prior to the issuing of a building permit.*
- 8. All parking associated with the activity approved shall be wholly contained on site through the submission of a car parking plan to the satisfaction of the Chief Executive Officer.*
- 9. Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.*
- 10. A signage application is required to be submitted to the Shire of Narrogin should the applicant seek to erect signage on the above-mentioned property.*
- 11. Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting and not spill into any adjacent residential premises.*
- 12. Areas for the loading and unloading of goods are to be clearly marked and clear of all streets.*
- 13. Cross overs are to comply with Section 3.2.1c) of the Town of Narrogin's Town Planning Scheme.*

Advice Notes:

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

Comment

Zoning

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

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

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

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

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

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

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

- (a) mentioned in the list of use classes in the Development Table; or*
- (b) defined in Clause 1.8; or*
- (c) defined in Appendix D to the Town Planning Regulations, 1967 and determining the zone in which the use may be carried on pursuant to Clause 2.2.6 nor does Clause 2.2.4 prohibit the use of the land in accordance with consent so given.*

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

- (a) mentioned in the list of use classes in the Development Table; or*
- (b) defined in Clause 1.8; or*
- (c) defined in Appendix D to the Town Planning Regulations, 1967 will be permitted and may impose any condition it considers necessary or desirable.*

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

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

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

The proposal for an Agricultural Machinery Dealership and Service Centre is aligned to the Shire's 'General Industry' zoning and has been assessed to comply with the requirements of this zoning. The proposed use is not listed in the rural zoning and thus a Scheme Amendment is required. The requirement for a Scheme Amendment will be included in the conditions of approval if Council approves the development.

In correspondence to the applicant, the Shire proposed that Lot 21 and the adjacent Lot 20 will need to be rezoned to General Industry, consistent with the Shire's recently approved Local Planning Strategy (Attachment 5).

The approval of this application requires an absolute majority in accordance with Clause 6.3.5.

Submissions

The submissions from the public advertising period can be summarised as follow:

- Concern about expected traffic volumes and requests for the developer to upgrade the intersection of Graham Road and Great Southern Highway.
- The boundary fence along Great Southern Highway has potential to obscure sight distances of Great Southern Highway and Graham Road.
- The proposal is remote from wastewater services and would require a septic system.
- Increased storm water volumes from an increase in impermeable surfaces needs to be addressed.
- Potential for hydrocarbons/chemicals entering the Shire's storm water drainage.
- Potential to increase the threat of bushfire.
- A winter site and soil evaluation should take place.

A copy of the detailed submissions is included in the attached Schedule of Submissions (Attachment 4).

The issues raised in the submissions can be addressed through the use of planning conditions to be fulfilled prior to issuing a building permit.

Consultation

The proposal was advertised through the Shire's website, the Narrogin Observer and adjoining property owners were notified in writing of the proposal. External referrals were also sent to Main Roads, Water Corporation, Department of Planning Lands and Heritage, Department of Health, Department of Water and Environmental Regulation and, Department of Fire and Emergency Services. The advertising period closed on 29 May 2020, however, a late submission was received from the Department of Health on 4 June 2020.

At the conclusion of the advertising period, six submissions were received, one submission from the public raised concerns not related to the planning considerations for the development and the remaining five submissions from government agencies suggested including conditions as part of any approval and highlighting concerns that need to be addressed prior to building approval being issued.

Due to the issues raised from external agency referrals, it was deemed that the matter should be presented to Council with amended conditions addressing the issues raised.

The detailed submissions are included in the Schedule of Submissions (Attachment 4).

Statutory Environment

Former Town of Narrogin Town Planning Scheme No. 2:

- Clause 6.3 – Special Approval;
- Clause 6.3.5 – A resolution to grant special approval must be passed by an absolute majority of the Council.

Policy Implications

Nil

Financial Implications

An application for Planning Consent Fee of \$3,499 was paid to the Shire of Narrogin on 24 March 2020.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Strategy:	1.1.2	Promote Narrogin and the Region
Outcome:	1.4	Agriculture opportunities maintained and developed
Strategy:	1.4.1	Support development of agricultural services

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0620.003

Moved: Cr Wiese Seconded: Cr G Ballard

That, with respect to the Application for Planning Consent – Agricultural Machinery Dealership and Service Centre at Lot 21 Graham Road, Narrogin, Council in accordance with Clause 6.3 of the Former Town of Narrogin – Town Planning Scheme No. 2 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 Council.

2. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the Application or Conditions of Approval shall be subject to a further Development Application and consent for that use.
3. The applicant is to undertake a Scheme Amendment prepared by a qualified Planning Consultant to rezone Lot 21 and Lot 20 Graham Road, Narrogin from 'Rural' to 'General Industry' within three (3) months of this approval.
4. A Drainage and Storm Water Management Plan is to be developed and submitted to the Shire, addressing the management of the site, including:
 - a. Stormwater runoff to be contained on site in accordance with the Decision Process for Stormwater Management Manual for Western Australia (DoW 2004-2007) and to the satisfaction of the Chief Executive Officer.
 - b. Washdown area and the potential risk of hydrocarbon and chemical spills/leaks are separated from stormwater and contaminants are to be disposed of to the satisfaction of the Department of Water Environmental Regulation, in accordance with DWER's Water Quality Protection Note 28 'Mechanical Servicing and Workshops' (September 2013)(WQPN 28).
5. Vehicle access shall only be permitted via Graham Road, Narrogin, noting no direct vehicle access is permitted from this property onto Great Southern Highway.
6. Support the landscaping variation of 14.9% for the total site for this application subject to the applicant submitting a landscaping plan, detailing the plant selection. The landscaping is to be fully reticulated, established within 60 days after practicable completion of the building, provide screening to adjoining rural properties and is to be maintained at all times to the satisfaction of the Chief Executive Officer.
7. The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
8. All parking associated with the activity approved shall be wholly contained on site through the submission of a car parking plan to the satisfaction of the Chief Executive Officer.
9. Bins and Storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.
10. A signage application is required to be submitted to the Shire of Narrogin should the applicant seek to erect signage on the abovementioned property.
11. Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting and not spill into any adjacent residential premises.
12. Areas for the loading and unloading of goods are to be clearly marked and clear of all streets.

13. Crossovers are to comply with Section 3.2.1c) of the Former Town of Narrogin's Town Planning Scheme.
14. No boundary fences are to obscure the line of sight at the intersection of Great Southern Highway and Graham Road.
15. Approval from the Water Corporation is required prior to the commencement of any building works.
16. The property is subject to a Bushfire Attack Level (BAL) assessment being prepared by the applicant to determine the Bushfire Hazard Level based on the BAL rating and respond to the policy requirements of State Planning Policy 3.7 prior to the issuing of a Building Permit.
17. 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 Notes:

1. The applicant is advised of the requirement to submit a Building Application.
2. The applicant is advised of the requirement to submit a Septic Application prior to the issuing of a Building Permit.
3. Reticulated water is currently available to the subject area. All water main extensions, if required for the development site, must be laid within the existing and proposed road reserves, on the correct alignment and in accordance with the Utility Providers Code of Practice to the satisfaction of the Water Corporation.
4. The applicant is advised that it is expected to provide all water and sewerage reticulation if required. A contribution for Water, Sewerage and Drainage headworks may also be required. In addition, the applicant may be required to fund new works, or the upgrading of existing works, and protection of all works, and may also require land being ceded free of cost for works to the satisfaction of the Water Corporation.
5. That a site and soil evaluation under Australia New Zealand Standard 1547 is to be prepared and submitted with the Septic Application. Any recommendations contained in the report being implemented to the satisfaction of the Shire's Environmental Health Officer and the Department of Health.
6. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be a right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal within 28 days of the decision.

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

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

Name of Applicant	CRAIG PURSEY
Correspondence Address	[REDACTED], ALBANY WA 6331
Applicant Phone Number	
Applicant email	[REDACTED]

I hereby apply for planning consent to:

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

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

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

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

LOT DIMENSIONS

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

AUTHORITY

Applicant's Signature	<i>C Pursey</i>	Date	21/3/2020
-----------------------	-----------------	------	-----------

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

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

Owner's Signature	<i>MDer</i>	Date	19/3/20
-------------------	-------------	------	---------

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

w:\9 shared\9 all shared\forms and templates\3 dist\tdrs005 appn for planning consent.docx

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

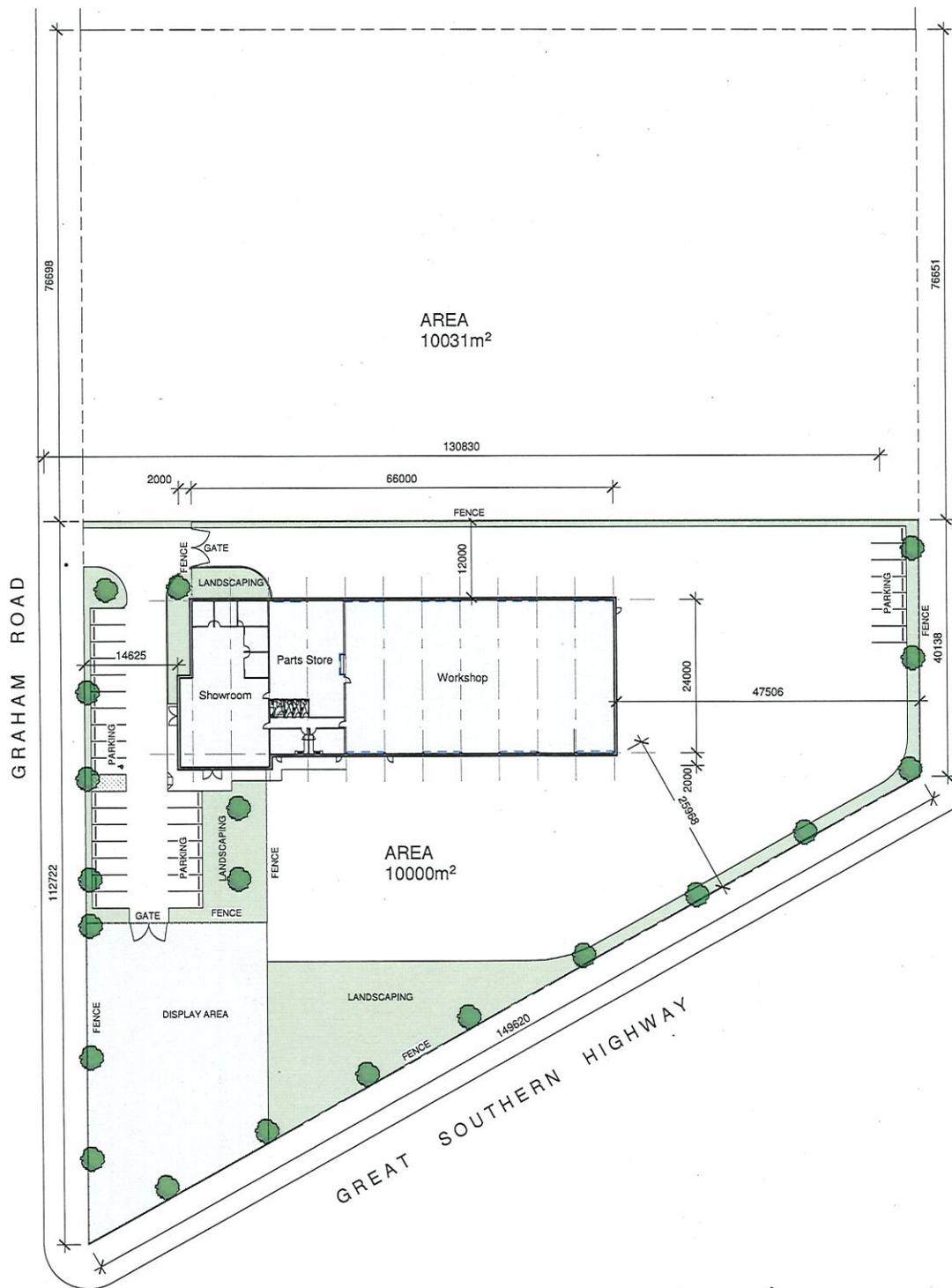
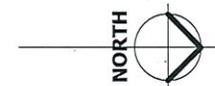
PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

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

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

OFFICE USE ONLY

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



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

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

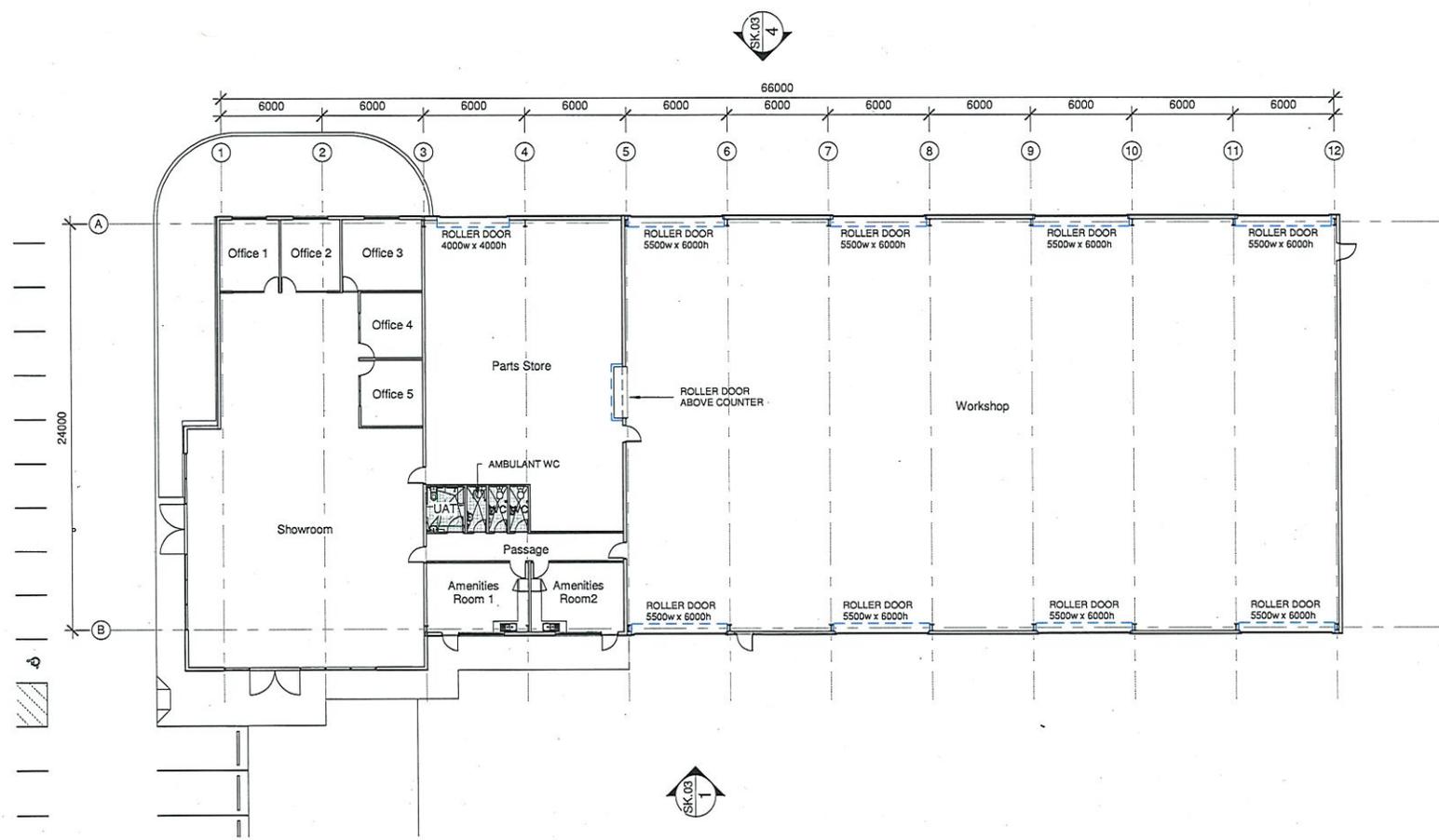
Graham Rd, Narrogin

Proposed Showroom & Workshop

Site Plan

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

SK.01 ISSUE 1



1 00 Floor Plan
1 : 200

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

Graham Rd, Narrogin

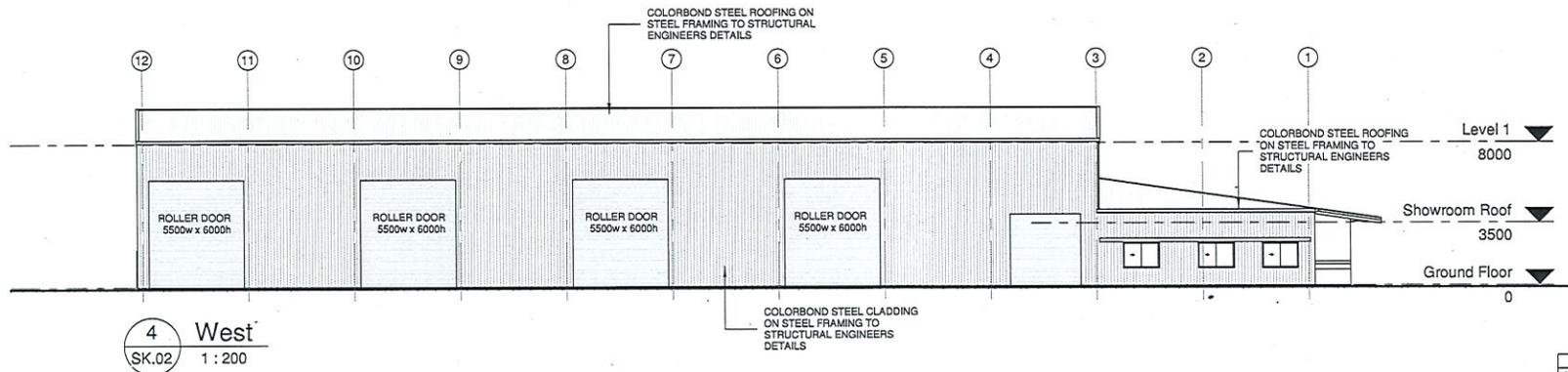
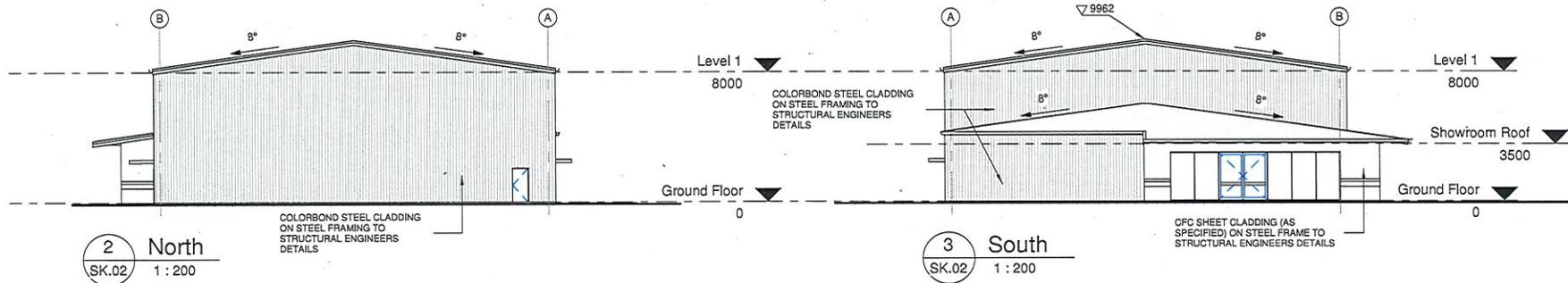
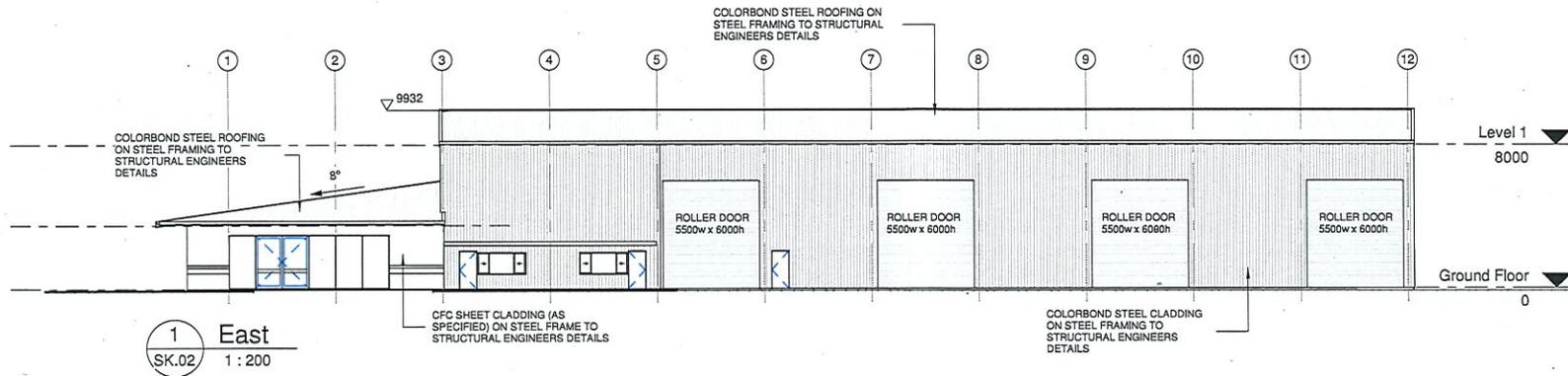
Proposed Showroom & Workshop

Floor Plan

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

SK.02 ISSUE 1

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



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

Graham Rd, Narrogin

Proposed Showroom & Workshop
Elevations

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

SK.03 ISSUE 1



Perspective View 1

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

Graham Rd, Narrogin

Proposed Showroom & Workshop

Perspective View 1

Scale: at A2
Date: Nov, 2019

SK.04 ISSUE 1



Perspective View 2

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

Graham Rd, Narrogin

Proposed Showroom & Workshop

Perspective View 2

Scale: at A2
Date: Nov. 2019

SK.05 ISSUE 1



SCHEDULE OF SUBMISSIONS – PROPOSED AGRICULTURAL MACHINERY DEALERSHIP AND SERVICE CENTRE – LOT 21 GRAHAM ROAD, NARROGIN

Submissions	Comment	Officer Comment	Recommendation
<p>1. Public</p>	<p>Why are you asking for feedback now on the proposed site for Afgri as they have already purchased the land and started preliminary work.</p> <p>Why is it that you ask for feedback After the fact. This should be done well before so as not to waste everyones time.</p> <p>You have already made a decision with this and now just going through the motions not really caring if anyone disagrees. Its not the first time you have done this, it happens with nearly all council decisions.</p>	<p>AFGRI has not yet purchased the property. Settlement is on the condition that Development Approval be granted.</p> <p>A site inspection was undertaken after this comment was received and found that no preliminary work had taken place.</p> <p>Noted.</p> <p>No decision has been made by Council. The schedule of submissions will aid Council in their decision.</p>	
<p>2. Main Roads</p>	<p>Lot 21 Graham Road is on the corner of Graham Road and Great Southern Highway. As part of the subdivision to create Lot 21 a condition was placed on the title preventing access from Lot 21 onto Great Southern Highway. The proposed development only has access from Graham Road.</p> <p>No detail has been provided in the application regarding the expected traffic volumes and type of traffic generated from the development. The development plans also show a boundary fence to be installed along the Graham Road and Great Southern Boundary, but no detail as to the construction of the fence.</p>	<p>Noted.</p> <p>Noted.</p>	<p>Request this information as part of a traffic management plan.</p>

SCHEDULE OF SUBMISSIONS – PROPOSED AGRICULTURAL MACHINERY DEALERSHIP AND SERVICE CENTRE – LOT 21 GRAHAM ROAD, NARROGIN

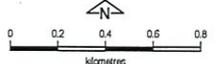
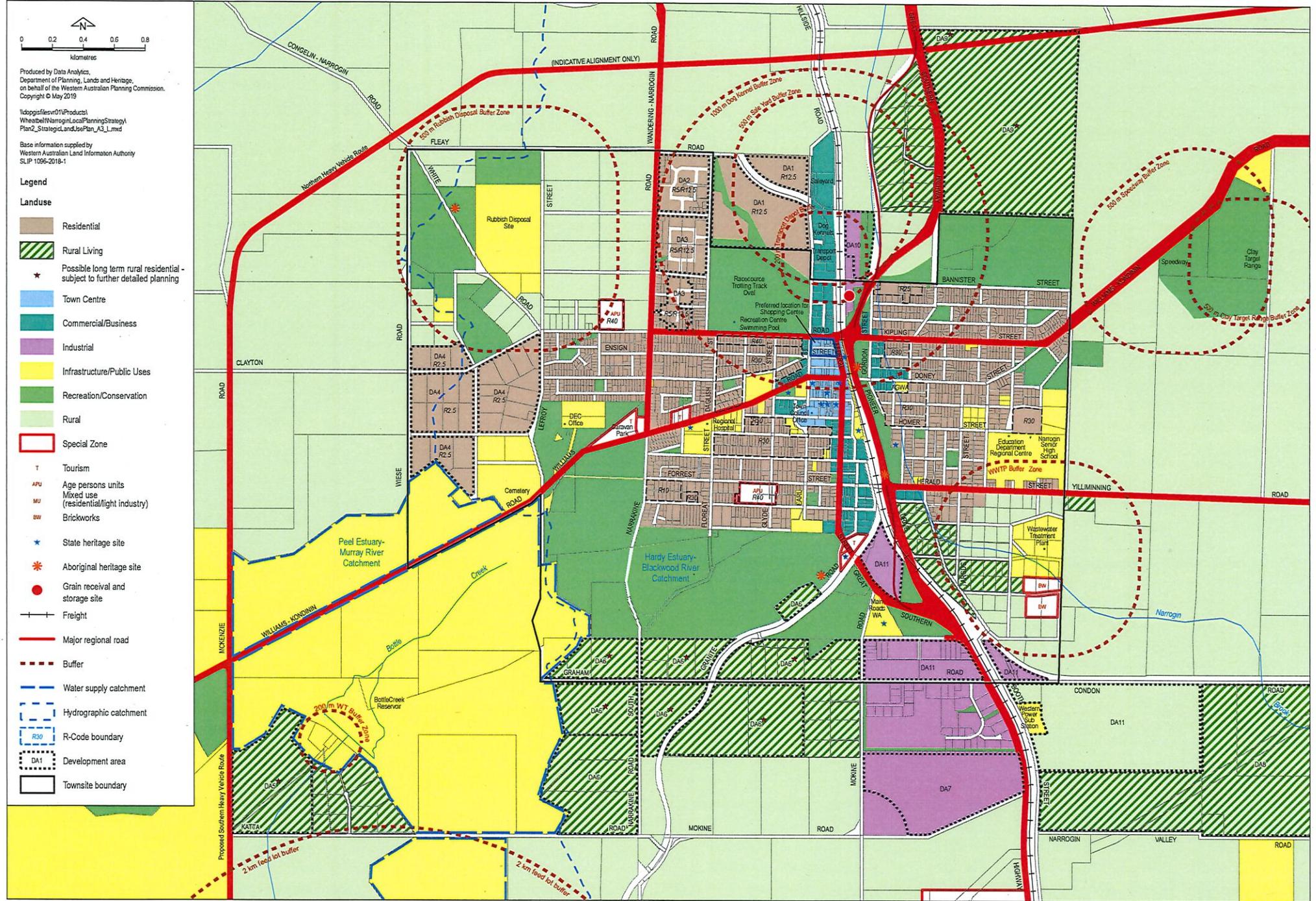
	<p>Main Roads is prepared to support the development application subject to the following conditions being included:</p> <ol style="list-style-type: none"> 1. A traffic Impact Statement being prepared detailing the traffic expected to be generated by the development and including an assessment of improvements (if any) required to the intersection of Graham Road and Great Southern Highway. 2. Improvements (if any) to the intersection of Graham Road and Great Southern Highway being constructed to the satisfaction of Main Roads. 3. The boundary fence does not obscure the sight distances at the intersection of Great Southern Highway and Graham Road. 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>	<p>A Traffic Impact Statement is not required as the movements are substantially those of 'as of right' light vehicles and will not unduly impact volumes to warrant this request.</p>
<p>3. Water Corporation</p>	<p>Water: Reticulated water is currently available to the subject area. All water main extensions, if required for the development site, must be laid within the existing and proposed road reserves, on the correct alignment and in accordance with the Utility Providers Code of Practice.</p> <p>Wastewater: The subject land is remote from wastewater services</p> <p>General Comments: This proposal will require approval by our Building Services section prior to commencement of works. Infrastructure contributions and fees may be required to be paid prior to approval being issued.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>	<p>A Septic Application must be submitted to the Shire of Narrogin prior to the issuing of a building permit.</p> <p>The applicant is required to submit a building application to the Water Corporation.</p>

SCHEDULE OF SUBMISSIONS – PROPOSED AGRICULTURAL MACHINERY DEALERSHIP AND SERVICE CENTRE – LOT 21 GRAHAM ROAD, NARROGIN

	<p>More detail pertaining to the above issues are provided in Attachment XX.</p> <p>In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.</p>	<p>Noted. Attachment is attached to this report.</p> <p>Noted.</p>	
<p>5. Department of Fire and Emergency Services</p>	<p>It should be noted that this advice relates only to State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) and the Guidelines for Planning in Bushfire Prone Areas (Guidelines). It is the responsibility of the proponent to ensure that the proposal complies with all other relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining necessary approvals that may apply to the proposal including planning, building, health or any other approvals required by a relevant authority under other written laws.</p> <p>Recommendation – insufficient information Notwithstanding the showroom/workshop is located outside of the designated bushfire prone area, the proposed development application has the potential to increase the threat of bushfire to people, property and infrastructure. The Shire of Narrogin should ensure that the bushfire risk and bushfire protection measures are established and understood before making a determination.</p> <p>Consequently, the decision maker should require that a BAL Assessment be prepared to determine the Bushfire Hazard Level and, based on the BAL rating respond to the policy requirements of SPP3.7 and the Guidelines to inform decision making. Should the BAL rating be above Low and a Bushfire Management Plan (BMP) then be required, the BMP should be referred to DFES for comment.</p>	<p>Noted.</p> <p>Noted.</p> <p>Supported.</p> <p>Noted.</p>	<p>A BAL Assessment must be submitted to the Shire of Narrogin prior to issuing of a building permit.</p>

SCHEDULE OF SUBMISSIONS – PROPOSED AGRICULTURAL MACHINERY DEALERSHIP AND SERVICE CENTRE – LOT 21 GRAHAM ROAD, NARROGIN

<p>6. Department of Health</p>	<p>The development is required to connect to scheme water and be in accordance with the Government Sewerage Policy (2019). Suitable provision for an adequate on-site effluent disposal area is to be accommodated in any planning and development approval.</p> <p>For on-site wastewater disposal systems to be approved, a winter site and soil evaluation is required and be in accordance with Australian New Zealand Standard 1547. For more details please refer to the attached DOH fact sheet 'Guidance on Site-and-soil evaluation for Onsite Sewage Management'.</p>	<p>Noted.</p> <p>Noted. Comment by Senior Environmental Health Officer. This is a standard requirement for septic systems to manage the waste water loading, particularly in commercial and industrial areas where a known clay content exists in soil. This may require an ATU (Aerobic Treatment Unit) to process waste water with any effluent produced being used to irrigate the on-site landscaped area.</p>	<p>This condition will be included as part of any approval.</p> <p>That a site and soil evaluation under Australia New Zealand Standard 1547 be prepared and submitted with the Septic Tank application. Any recommendations contained in the report being implemented.</p>
---------------------------------------	---	--	---



Produced by Data Analytics,
Department of Planning, Lands and Heritage,
on behalf of the Western Australian Planning Commission.
Copyright © May 2019

\\dppg\files\01\Products\Wheatbelt\Narrogin\LocalPlanningStrategy\Plan2_StrategicLandUsePlan_A3_L.mxd

Base information supplied by
Western Australian Land Information Authority
SLIP 1096-2018-1

- Legend**
- Landuse**
- Residential
 - Rural Living
 - Possible long term rural residential - subject to further detailed planning
 - Town Centre
 - Commercial/Business
 - Industrial
 - Infrastructure/Public Uses
 - Recreation/Conservation
 - Rural
 - Special Zone
- Other Symbols:**
- T Tourism
 - APU Age persons units
 - MU Mixed use (residential/light industry)
 - BW Brickworks
 - ★ State heritage site
 - ★ Aboriginal heritage site
 - Grain receipt and storage site
 - + Freight
 - Major regional road
 - Buffer
 - Water supply catchment
 - Hydrographic catchment
 - R-Code boundary
 - Development area
 - Townsite boundary

10.1.2 PROPOSED SCHEME AMENDMENT NO. 37 – LOT 20 AND 21 GRAHAM ROAD, NARROGIN

File Reference	A340215, A340214
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Rodic Planning and Development
Previous Item Numbers	Item 10.1.1, 23 June 2020
Date	15 June 2020
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Scheme Amendment Documentation No. 37 2. Strategic Land Use Plan	

Summary

Council is requested to consider the initiation and adoption of the proposed Scheme Amendment No. 37 to the Former Town of Narrogin’s Town Planning Scheme (FT-TPS) No. 2, for the purpose of public advertising.

Background

Council has received an application from Rodic Planning and Development, for the rezoning of Lots 20 and 21 Graham Road, Narrogin from ‘Rural’ to ‘General Industry’, in order to accommodate an ‘Agricultural Machinery Dealership and Service Centre’ on Lot 21 Graham Road.

Concurrent to this application, a Development Application had also been previously submitted to the Council for the proposed Agricultural Machinery Dealership and Service Centre on Lot 21 Graham Road, Narrogin at the Council meeting held on 28 April 2020, whereby it resolved to advertise the proposed development for a period of 21 days. The advertising period had closed and a separate report has been presented to Council for its further consideration.

Comment

Scheme Amendment Category

Under the Planning and Development (Local Planning Schemes) Regulations 2015, Council needs to justify the type of amendment being proposed to the Town Planning Scheme. There are three categories of Scheme Amendment as defined under section 34 of the Regulations, which are as follows:

- Basic Amendment - is of a minor nature that amends schemes to correct errors, create consistency with State planning policies and region schemes and to delete provisions that have been superseded by the deemed provisions.
- Standard Amendment - changes a scheme’s zonings and create consistency with local planning strategies. They have little impact on land in the scheme area not effected by the amendment and

have no significant environmental, social, economic or governance impacts on land in the scheme area.

- Complex Amendment - is similar to a standard amendment but has significant impacts, is of a scale that will have a large impact on the locality and is not consistent with a Local Planning Strategy.

The applicant, in their assessment, has recommended that Council consider the proposed Scheme Amendment as a 'Standard Amendment' as defined under section 34 of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:

1. The amendment is consistent with the Local Planning Strategy which allocates the site as 'Industrial'.
2. The amendment would have minimal impact on land in the scheme area that is not subject to the amendment.
3. The amendment does not result in any significant environment, social, economic or governance impacts on land in the scheme area.

It is therefore recommended that Council consider the proposed Scheme Amendment advertising procedures as a Standard Amendment in accordance with regulation 47 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Current Zoning

Currently, Lot 20 and Lot 21 Graham Road, Narrogin are zoned 'Rural' under the FT-TPS No. 2. The policy statement for the 'Rural' zoning states:

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

The surrounding zones are 'General Industry' to the south, 'Light Industry' to the east and 'Rural' to the west and north. Activities include general industry, cleared unused land and rural-residential uses.

Proposed Re-Zoning

The current zoning of the property as 'Rural' does not permit an 'Agricultural Machinery Dealership and Service Centre'. The proposed rezoning is to change Lot 20 and Lot 21 Graham Road to General Industry zoning. This will allow the proposed Dealership and Service Centre as well as other industrial uses on the subject land.

The policy statement for the 'General Industry' zoning states:

"Primarily industry which by reason of its emission, bulk or other features is not classified as light industry, but which is not noxious or hazardous industry. Light industry and other uses including warehousing would be permitted, on the assumption that the proprietors of such uses will be aware of the effects from adjacent general industry."

The re-zoning of the subject property is consistent with the orderly and proper Planning within the current FT-TPS No. 2, the proposed Shire of Narrogin Draft Local Planning Scheme No. 3 and the objectives of the Shire of Narrogin Local Planning Strategy.

It is therefore recommended that Council support the proposal as a Standard Scheme Amendment and to initiate Scheme Amendment No. 37, to rezone Lot 20 and Lot 21, Graham Road, Narrogin from 'Rural' to 'General Industry'.

Consultation

Upon a Local Government resolving to prepare an amendment to a local planning scheme, section 81 of the Planning and Development Act 2005, requires the scheme amendment to be referred to the Environmental Protection Authority (EPA) for consideration as to whether an environmental assessment is necessary under the Environmental Protection Act.

Following advice from the EPA that a standard Scheme Amendment does not require formal environmental assessment, Regulation 47 of the Regulations requires the Local Government to arrange advertising for a period of at least 42 days, by the following means:

- Notice in a newspaper circulating in the scheme area;
- Notice in the offices of the Local Government;
- Notice to each public authority that the Local Government considers is likely to be affected by the amendment;
- Notice on the Local Government's website; and
- As otherwise directed by the WAPC and in any other way considered appropriate by the Local Government.

Statutory Environment

- Planning and Development (Local Planning Schemes) Regulations 2015 – Division 3 – Process for standard amendments to local planning scheme.
- Planning and Development Act 2005 – Section 75 – Amending Scheme.
- Planning and Development Act 2005 – Section 81– Proposed scheme or amendment to be referred to EPA.
- Former Town of Narrogin Town Planning Scheme No.2.

Policy Implications

The Scheme Amendment is consistent with the Shire of Narrogin Local Planning Strategy, awaiting final approval from the WA Planning Commission.

Financial Implications

The costs associated with the advertisement and notices are borne by the applicant as per the Planning and Development (Local Planning Schemes) Regulations 2015 – Section 48. The cost for a Standard Scheme Amendment is \$4,200 in accordance with the Shire's schedule of fees and charges and has been paid in full by the applicant.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business

Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1	A preserved natural environment
Strategy:	3.1.1	Conserve, enhance, promote and rehabilitate the natural environment
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0620.004

Moved: Cr Bartron Seconded: Cr Seale

That with respect to the proposed Scheme Amendment No. 37 at Lot 20 and Lot 21 Graham Road, Narrogin, to rezone the land to 'General Industry', facilitating an Agricultural Machinery Dealership and Service Centre, Council:

1. Pursuant to Section 75 of the Planning and Development Act 2005, adopt the Scheme Amendment as a 'Standard Amendment' to the Former Town of Narrogin Town Planning Scheme No. 2 by Rezoning Lot 20 and Lot 21 Graham Road, Narrogin to 'General Industry'.
2. Prepare a notice to the Western Australian Planning Commission of the proposed Standard Scheme Amendment No. 37 to the Former Town of Narrogin Town Planning Scheme No. 2.
3. Pursuant to Section 81 of the Planning and Development Act 2005, give written notice to the Environmental Protection Authority for the determination of their assessment.
4. Adopt the proposed scheme amendment for the purpose of advertising in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Section 47 (2) for a period of 42 days, subject to the determination of the Environmental Protection Authority's assessment outcome.

CARRIED 8/0

(Former) TOWN OF NARROGIN

**LOCAL
PLANNING
SCHEME No. 2**

Amendment No. 37

Planning and Development Act 2005

RESOLUTION TO ADOPT AMENDMENT TO
LOCAL PLANNING SCHEME

TOWN OF NARROGIN

LOCAL PLANNING SCHEME NO. 2 - AMENDMENT NO. 37

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above local planning scheme by rezoning Lots 20 and 21 Graham Road, Narrogin from Rural to General Industry.

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

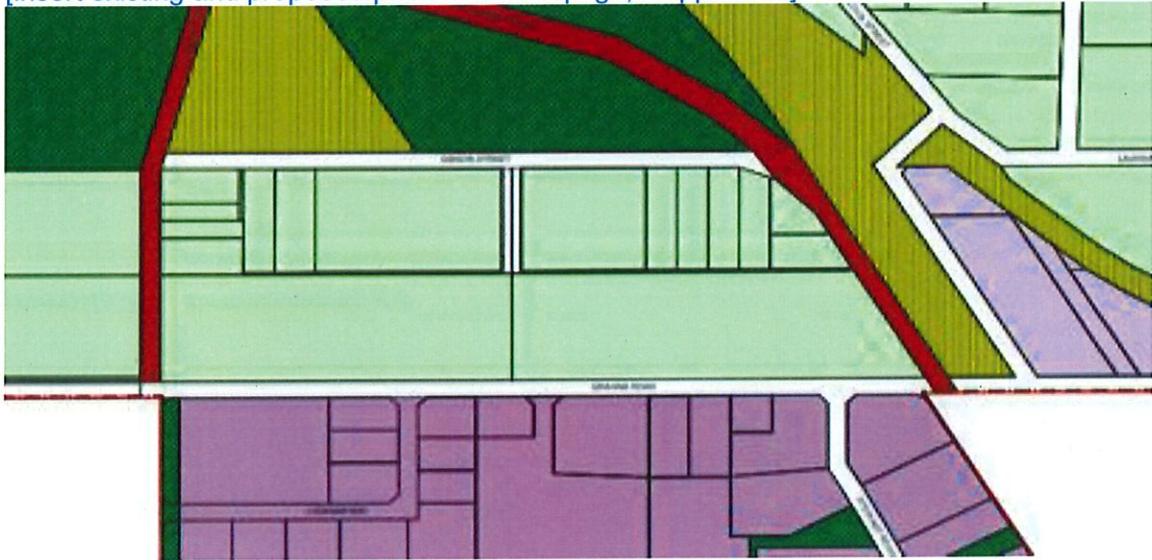
1. The amendment would have minimal impact on land in the scheme that is not the subject of the amendment;
2. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
3. The amendment is not a complex or basic amendment.

Date of Council Resolution.....

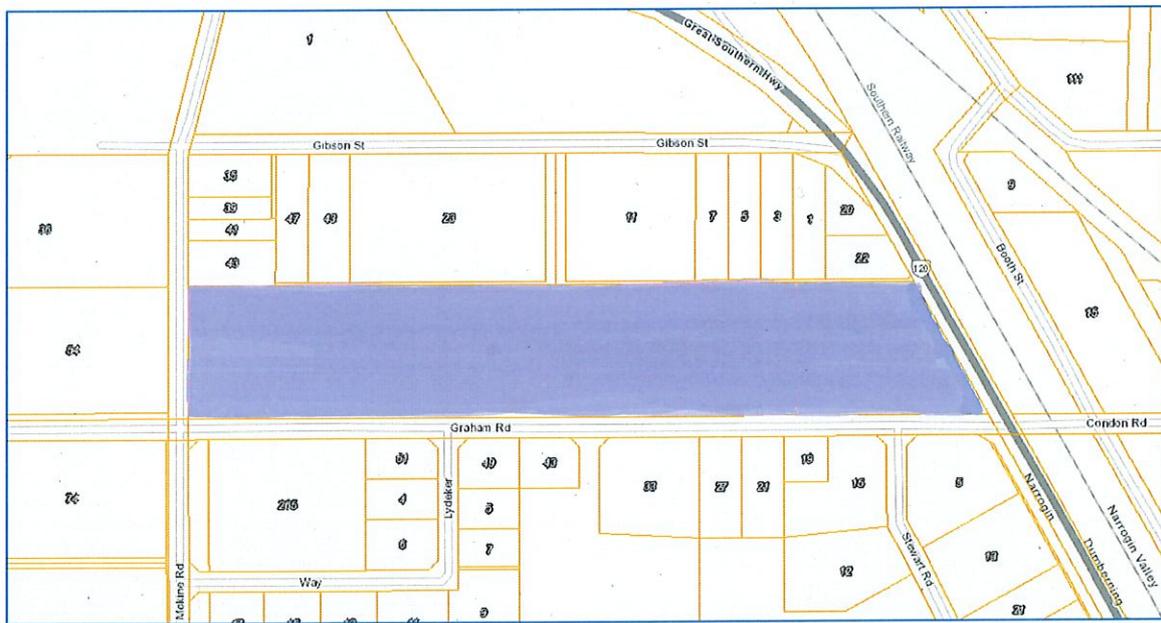
.....
(Chief Executive Officer)

Dated this day of 20.....

[insert existing and proposed plans after this page, if applicable]



Existing Zoning (Town of Narrogin Local Planning Scheme No. 2)



Proposed Zoning (Town of Narrogin Local Planning Scheme No. 2)

LEGEND

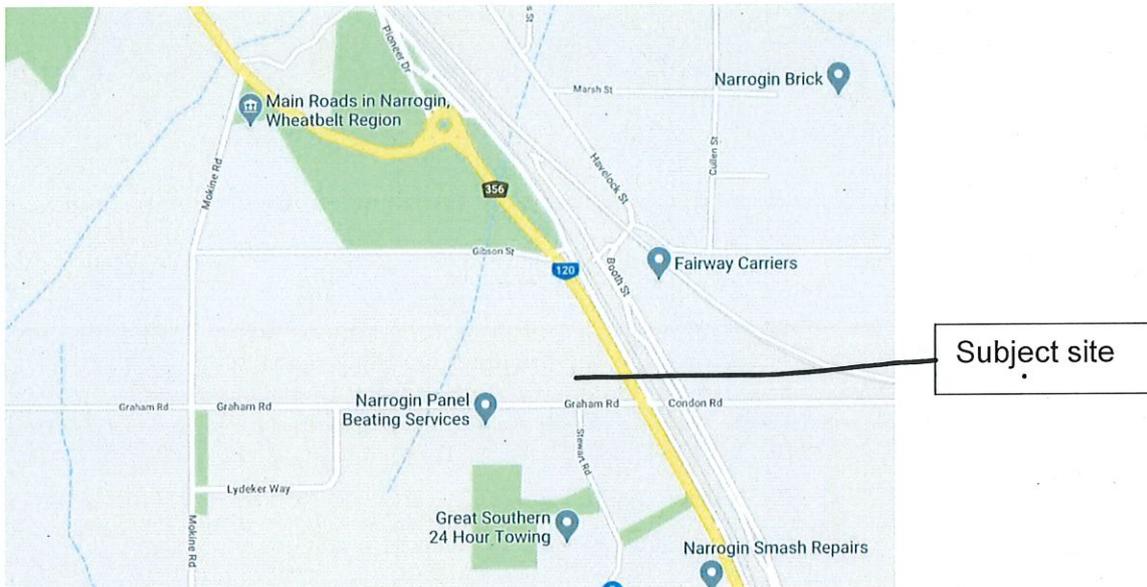
LOCAL SCHEME ZONES

 Arterial Road	 Rural
 Car Park	 Rural Residential
 Central Business	 School
 Community	 Shops and Offices
 General Industry	 Single Residential
 Light Industry	 CP Special Use : Car Park
 No Zone	 CSO Special Use : Civic Buildings, Shops and Offices
 Other Commercial	 CV Special Use : Communal Village
 Other Residential	 M Special Use : Museum
 Public Utilities	 RP Special Use : Recreation Park
 Recreation	 Sub Arterial Road

TOWN OF NARROGIN
LOCAL PLANNING SCHEME NO 2 - AMENDMENT NO.
SCHEME AMENDMENT REPORT

INTRODUCTION

Lots 20 and 21 Graham Road in Narrogin (the subject site) represent a 9.8516ha landholding on the immediate southern periphery of the Narrogin Townsite.



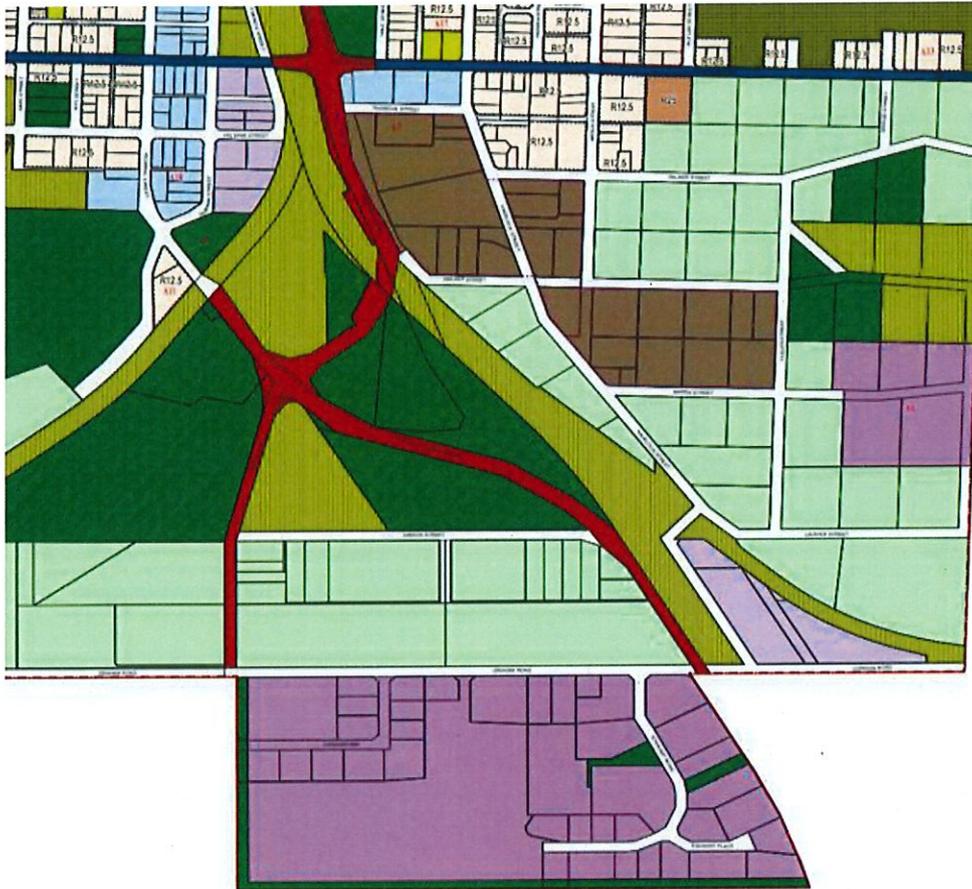
Site location (Google Maps)

The lots are currently zoned Rural and accommodate a single dwelling, some small sheds and a dam.



Aerial Photograph (Google Maps)

They adjoin the Narrogin Industrial Area to the immediate south and the purpose of this amendment is to rezone them to General Industry to form an expansion of that area.

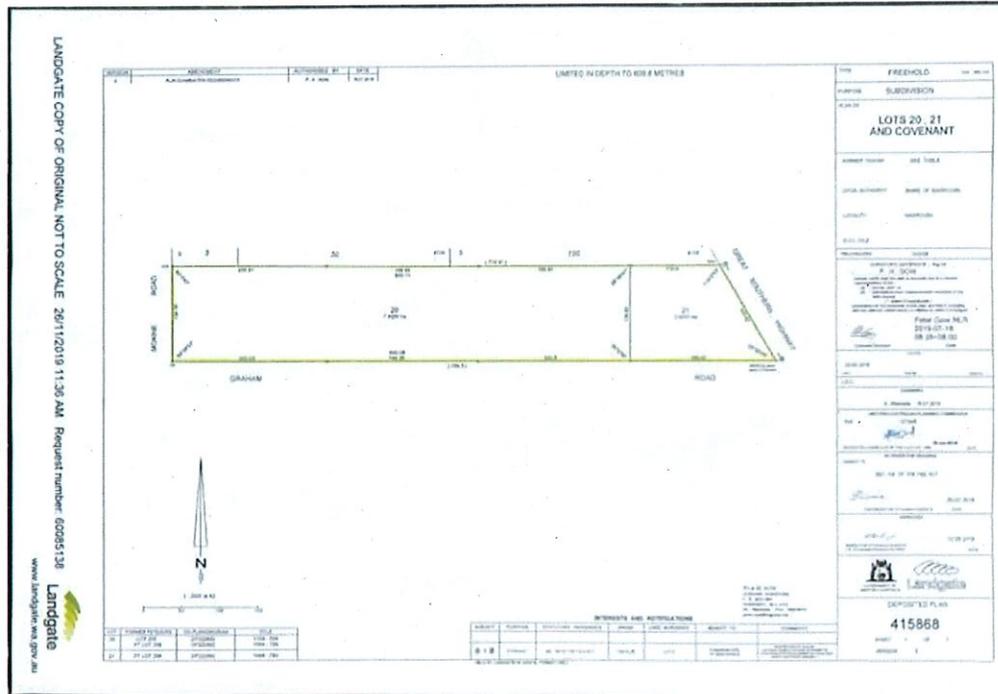


Current Zoning (Department of Planning Lands & Heritage)

The proposed rezoning will facilitate the use of Lot 21 for a proposed agricultural machinery dealership and service centre (current development application with the Shire - out for advertising until 29 May 2020) and is consistent with the recently adopted Narrogin Land Use Strategy.

SITE DETAILS

Lots 20 and 21 Graham Road in Narrogin sit on Deposited Plan 415868.



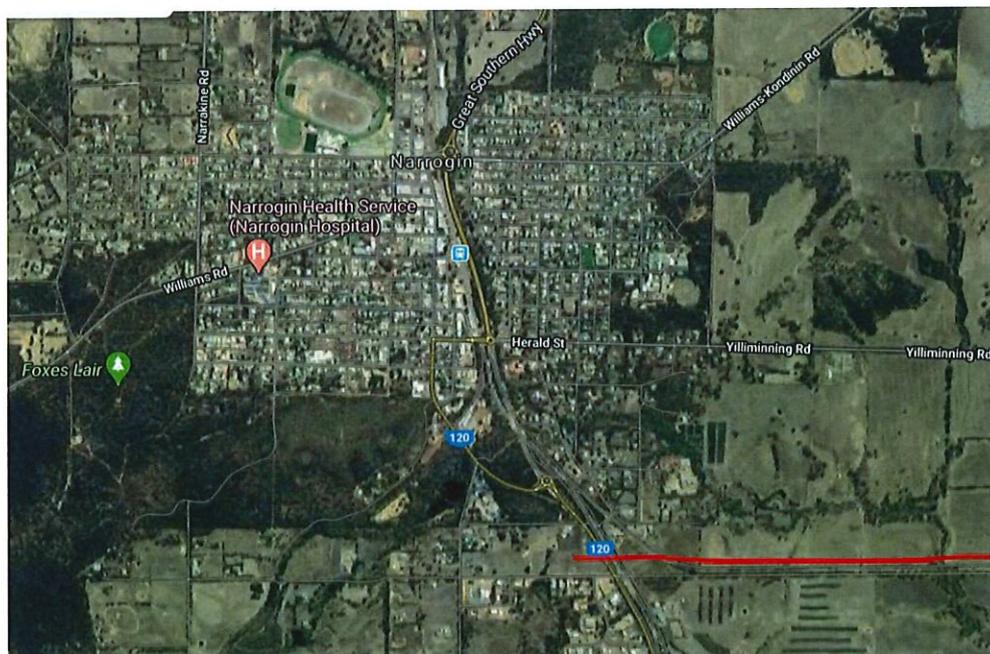
Deposited Plan

They are 7.846ha and 2.0031ha respectively in area, and are currently jointly owned by Margaret Rodic, Lindsay Sims and Sims South Perth Proprietary Limited (but are subject to a contract of sale).

The site slopes gently from south-west to north east, and is largely cleared (refer aerial photograph above).

CONTEXT

The site sits on the immediate southern periphery of the Narrogin Townsite, approximately 1.8km south of the Narrogin Station.



Subject site

[Aerial Context Photograph \(Google Maps\)](#)

The site fronts the Great Southern Highway to the east, Graham Road to the south, and Mokine Road to the west. Great Southern Highway and Mokine Road both provide direct access into Narrogin Townsite. Graham Road currently provides the northern boundary of the Narrogin Industrial Area.

Lots to the north are zoned Rural and adjoin the Railway Dam reserve which buffers the land from the Narrogin Townsite, and residences therein.

Both Mokine Road and Great Southern Highway are Arterial Roads, and provide direct access into Narrogin, as well as out to the surrounding catchment.

Main Roads regional depot is located adjoining the Railway Dam, on the way into Narrogin, off Mokine Road.

PROPOSAL

Rezoning of the site to General Industry is proposed: This will represent a modest expansion of the existing industrial area.

STRATEGIC ALIGNMENT

State Planning Policy 3 - Urban Growth and Settlement

The proposal is consistent with State Planning Policy 3 – Urban Growth and Settlement for the following reasons:

- It contributes to the provision of employment lands on the periphery of an existing townsite as a logical expansion of both the townsite and an existing industrial area.
- It constitutes consolidation and expansion of an existing settlement.
- It is consistent with a current strategic land use plan for the town.

State Planning Policy 4.1 – State Industrial Buffers & Draft SPP 4.1 – Industrial Interface

The proposal is consistent with State Planning Policy 4.1 – State Industrial Buffers and the revised draft of that policy prepared in 2017 for the following reasons:

- It does not propose introducing sensitive uses into proximity with an existing industrial area, rather it proposes the rational expansion of an existing industrial area.
- It is buffered from residential areas by the adjoining rural land (itself identified for future industrial use), the Main Roads depot, Great Southern Highway and the Railway Dam reserve, providing a compatible interface and separation of approximately 1km.
- Land uses proposed on Lot 21 (and anticipated on Lot 20) are light in nature and unlikely to generate any off-site impacts. (This aspect can be further assessed at development application stage).
- It is consistent with the current strategic land use plan for the area.

Shire of Narrogin Strategic Community Plan 2017-2027

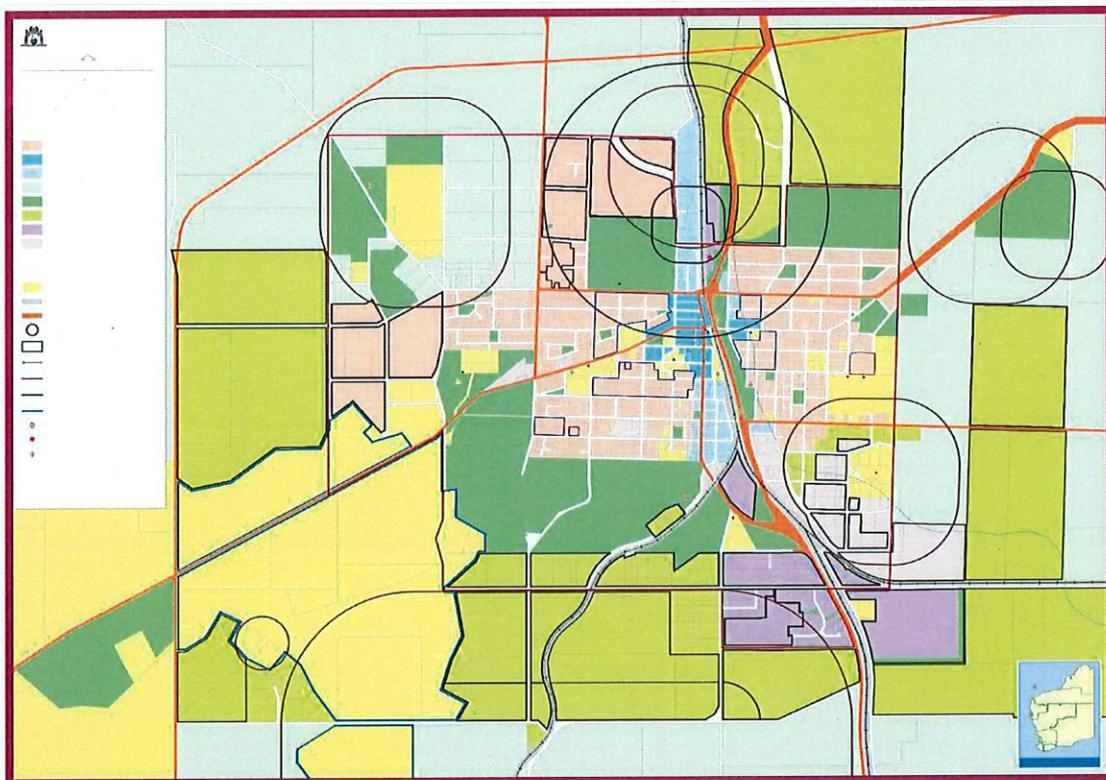
The Strategic Community Plan sets the community's vision for the future and provides strategic direction for the Council over a 10 year horizon. The plan supports growth and progress locally and regionally and indicates that Council wishes to promote Narrogin as a prosperous community, to support existing businesses and to attract new businesses.

Shire of Narrogin Draft Local Planning Strategy and Strategic Land Use Plan (2019)

The draft Local Planning Strategy provides a holistic approach to planning for the Shire of Narrogin. It was adopted by the Shire of Narrogin after public consultation on 18 December 2019 and is currently awaiting assessment by the Western Australian Planning Commission.

The proposal is consistent with the Strategy for the following reasons:

- The proposal aligns with the various strategies for supporting downstream processing of primary produce and diversification of industries (listed under Population, Agriculture and Commerce and Industry).
- The proposal is consistent with the strategy for Commerce and Industry in that it supports:
 - “the creation of new employment opportunities by encouraging the development of a wide range of new commercial and industrial uses in appropriate locations”,
 - the continued promotion of the Narrogin townsite as a sub-regional centre providing an administrative and commercial hub,
 - concentration of new commercial and industrial development to a “designated area(s) within the Narrogin townsite to build upon existing infrastructure and maximise efficiencies of operation and economies of scale”,
 - provision of sufficient amounts of suitable zoned and serviced industrial land in appropriate locations within or adjacent to the Narrogin townsite to accommodate new commercial and industrial activities,
 - the potential development of new agricultural industries which will assist in diversifying the economic base of the shire, through provision of additional appropriate zoned and located land for this purpose.
- The proposal does not conflict with any other stated strategy direction.
- The Strategic Land Use Plan (Narrogin Town and Surrounds) - shown below - designates the subject site (and sites immediately to the north) for industry, providing for a logical expansion of the existing industrial area.



Strategic Land Use Plan (Narrogin Town and Surrounds). (Shire of Narrogin)

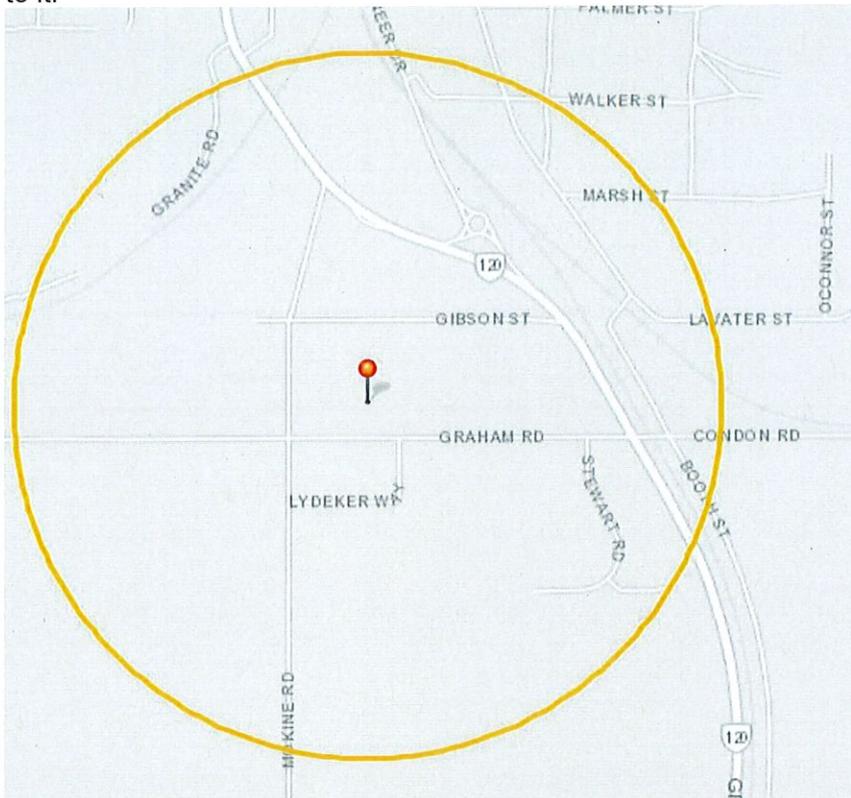
ENVIRONMENTAL CONSIDERATIONS

The site adjoins the existing Industrial Area and represents a minor expansion to this only. It adjoins rural land and government reserves and existing industry, with separation of approximately 1km from the edge of Narrogin's residential area.

It is not expected to accommodate heavy industrial use. Lot 21 is proposed (current Development Application with the Shire) to be used for an agricultural machinery dealership and service centre.

The site is largely cleared of vegetation (refer aerial photograph above) with potential opportunity for some remnant trees to be retained in redevelopment.

A search of the Contaminated Sites Register did not identify the site or any within proximity to it.



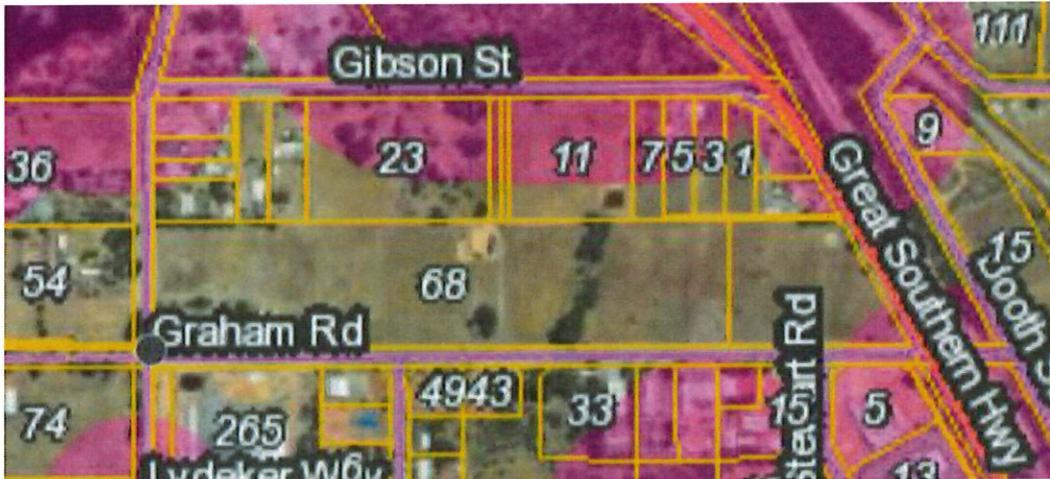
Extract Contaminated Sites Database (Department of Water and Environmental Regulation).

A search of the Aboriginal Heritage Register similarly did not identify it or any adjoining sites as registered.



Extract Aboriginal Heritage Sites Register Mapping (Department of Planning, Lands & Heritage)

The site is not identified as Bushfire Prone on the OBRM mapping with the exception of the very south-eastern tip.



Extract Bushfire Prone Areas Mapping (Office of Bushfire Risk Management)

CONCLUSION

Rezoning of the site to General Industry provides for a modest expansion of the existing Narrogin Industrial Area. The site is well located to accommodate this use, with good access and proximity, and few constraints. The proposal is consistent with the Narrogin Land Use Strategy and supports the continued servicing and operation of the town in a logical consolidation and expansion of it.

TEXT MODIFICATION PAGE

PLANNING AND DEVELOPMENT ACT 2005

TOWN OF NARROGIN

LOCAL PLANNING SCHEME NO. 2 - AMENDMENT NO. 37

The Shire of Narrogin under and by virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005 hereby amends the above local planning scheme by:

Rezoning Lots 20 and 21 Graham Road, Narrogin from Rural to General Industry.

COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the Shire of Narrogin at the Ordinary Meeting of the Council held on the [number] day of [month], 20[year]

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

By resolution of the Council of the Shire of Narrogin at the Ordinary Meeting of the Council held on the [number] day of [month], 20[year], proceed to advertise this amendment.

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for [support with/without modification or not support] by resolution of the Shire of Narrogin at the Ordinary Meeting of the Council held on the [number] day of [month], 20[year], and the Common Seal of the Shire of Narrogin was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDATION FOR APPROVAL

.....
DELEGATED UNDER S.16 OF
PD ACT 2005

DATE

Approval Granted

.....
MINISTER FOR PLANNING, LANDS AND
HERITAGE

DATE

7:20 pm – Cr Early returned to the meeting.

10.1.3 APPOINTMENT OF FIRE CONTROL OFFICERS FOR THE SHIRE OF NARROGIN

File Reference	9.1.1
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 10.1.1, 22 May 2019, Resolution number 0519.002
Date	10 June 2020
Author	Wendy Russell – Executive Support Officer Development and Regulatory Services
Authorising Officer	Azhar Awang– Executive Manager Development and Regulatory Services
Attachments	<ol style="list-style-type: none">1. List of Appointments Fire Control Officers for the Shire of Narrogin2. Correspondence from Shires of Williams and Wagin

Summary

This report is presented to Council to consider the appointment of the Fire Control Officers (FCOs) within the Shire of Narrogin and the consideration of Dual Fire Control Officers between adjoining Local Governments.

Background

The Bush Fires Act 1954 permits the appointment of FCOs to be authorised between adjoining Local Governments. The Shires of Williams and Wagin have nominated their Dual Fire Control Officers (Dual FCO) to the Shire of Narrogin.

Under the Bush Fires Act 1954, a FCO has significant authority in a fire emergency where they may assume responsibility of the situation, which will then override any volunteer on the ground including the Brigade Captain. A Brigade Captain is elected by the Brigade and is subject to Council approval, pursuant to Council Policy '5.2 Bush Fire Brigades – Management'. Their authority as Captain is limited to the Brigade area adopted by Council.

A FCO, including the Chief Bush Fire Control Officer (CBFCO) may have their authority superseded by a Department of Fire and Emergency Services Liaison Officer or a Department of Biodiversity, Conservation and Attractions', Parks and Wildlife Service Officer in certain situations.

As officers of the Shire, exercising statutory authority and powers on behalf of the Shire, there is an obligation on the Shire to consider the suitability of a person prior to appointment as a FCO. In this regard, the Shire should note the requirement of the Bush Fire Brigades Local Law that FCO's are to complete a FCO course or refresher at least once every five years, for their appointment to remain valid.

Comment

At the meeting held on 17 June 2020, the Shire of Narrogin Bush Fire Advisory Committee (BFAC) resolved to rescind all previous appointments and to recommend to Council to make the appointments of CBFCO, Deputy Chief Bush Fire Control Officer's (DCBFCO), FCO's and the Weather Committee as per Attachment 1. At that meeting, it was also recommended that the following Fire Control Officers be appointed as Dual FCO's for the following Shires:

- Shire of Cuballing – Richard Chadwick, Barry Hardie, Tim Shepherd
- Shire of Wagin – Stuart Moyses, Nathan Walker, Murray Saunders
- Shire of West Arthur – Murray Saunders
- Shire of Wickepin – Alistair McDougall, Tim Shepherd
- Shire of Williams – Barry Hardie, Brenton Hardie

Appointments of each FCO are linked to a Bush Fire Brigade (BFB), unless a FCO is appointed by an adjoining Shire to the area adjoining the common boundary. Unless specified, their authority extends throughout the whole of the district. It is proposed that this arrangement continue, without specific limitation.

A FCO is required to act within any restrictions or conditions placed on the role by the Shire. They cannot issue instructions to staff to carry out works, nor do they have the authority to hire plant or contractors.

Nomination by an adjoining Shire does not mean automatic right to the role. Appointment becomes effective only on resolution of Council.

The following Shires have provided the following nominations for the 2020/2021 as Dual FCOs:

- Shire of Wagin – Ross Goldsmith, Chris Piesse;
- Shire of Williams – Nicolas Panizza, Geoff McKeown.

It is recommended that Council endorse the nominated appointment of the Shire of Narrogin Fire Control Officers and Dual FCOs as provided by the Shires of Wagin and Williams.

Consultation

Discussion was held at BFAC meeting held on 17 June 2020.

Correspondence from the Shires of Wagin and Williams was received advising of their recommendations for Dual FCO.

Statutory Environment

- Bush Fires Act 1954 Section 38, 39, 40 and 56 – Appointment of Bush Fire Control Officers.
- Shire of Narrogin Bush Fire Brigades Local Law 2017.

Policy Implications

Council Policy 5.2 Bush Fire Brigades - Management relates.

Financial Implications

The administrative expenditure is wholly contained in the budget and is minor in nature.

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
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

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0620.005

Moved: Cr Seale Seconded: Cr Broad

That with respect to the appointment of Fire Control Officers for the Shire of Narrogin, Council:

1. Approve the appointment of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers and Bush Fire Brigade Fire Control Officers as listed in Attachment 1.
2. Approve the nominations of the following persons as Dual Fire Control Officers for the following Shires:
 - Shire of Cuballing – Richard Chadwick, Barry Hardie, Tim Shepherd
 - Shire of Wagin – Stuart Moyses, Nathan Walker, Murray Saunders
 - Shire of West Arthur – Murray Saunders
 - Shire of Wickepin – Alistair McDougall, Tim Shepherd
 - Shire of Williams – Barry Hardie, Brenton Hardie.
3. Approve the appointment of the persons listed as Dual Fire Control Officers nominated by the following Shires:
 - Shire of Wagin – Ross Goldsmith & Chris Piesse
 - Shire of Williams – Nicholas Panizza & Geoff McKeown

CARRIED 9/0

Bush Fire Appointments 2020/21 Fire Season

Chief Bush Fire Control Officer	Pip Porter	
First Deputy CBFCO	Vern Gibson	
Second Deputy CBFCO	Stuart Moyses	
Base Radio Operator	Alastair McDougall	
Bush Fire Brigade Fire Control Officer's		
Boundain	Captain	Mark Hoysted
Highbury East	Captain	Pip Porter
	1st Lieutenant	Bernie Rhodes
Highbury South	Captain	Stuart Moyses
	1st Lieutenant	Murray Saunders
	2nd Lieutenant	Bill Warren
Highbury West	Captain	John Eckersley
	1st Lieutenant	Russell Ashley
Minigin	Captain	Brenton Hardie
	1st Lieutenant	Barry Hardie
Narrogin Central	Captain	Richard Chadwick
	1st Lieutenant	Cameron Hayes
Narrogin South	Captain	Vern Gibson
	1st Lieutenant	Jon Rick
Narrogin Valley	Captain	Keiran Quartermaine
Nomans Lake	Captain	Nathan Walker
	1st Lieutenant	Daryl Kilpatrick
Ockley	Captain	Tim Shepherd
	1st Lieutenant	Alastair McDougall
Shire of Narrogin Fire Control Officers		
	Senior Ranger	Guy Maley
	Ranger	Noel White
Weather Committee		Alternative member
	Mark Hoysted	Keiran Quartermaine
	Pip Porter	Stuart Moyses
	Murray Saunders	John Eckersly
	Barry Hardie	Brenton Hardie
	Richard Chadwick	Vern Gibson
	Nathan Walker	Daryl Kilpatrick
	Alastair McDougall	Tim Shepherd
Dual Fire Control Officers		
Cuballing	Richard Chadwick	
	Barry Hardie	
	Tim Shepherd	
Wagin	Nathan Walker	
	Stuart Moyses	
	Murray Saunders	
West Arthur	Murray Saunders	
Wickepin	Alastair McDougall	
	Tim Shepherd	
Williams	Barry Hardie	
	Brenton Hardie	



Fri 12-Jun-20 10:54 AM

Geoff McKeown <ceo@williams.wa.gov.au>

ICR2020535 - FW: Appointment of Dual Fire Control Officers for the 2020/21 season

To Wendy Russel

Hi Wendy,

The Shire of Williams would again like to nominate Nicholas Panizza and Geoff McKeown as dual registered Fire Control Officers for your Shire for the 2020/21 fire season.

Thanks,

Geoff McKeown
Chief Executive Officer | Shire of Williams



SHIRE OF WILLIAMS
M 0429 900 005 | P (08) 9885 1005 | F (08) 9885 1020
9 Brooking Street, Williams WA 6391 | PO Box 96, Williams WA 6391
ceo@williams.wa.gov.au | www.williams.wa.gov.au



Thu 11-Jun-20 3:00 PM

Donna George <admin@wagin.wa.gov.au>

ICR2020536 - RE: Appointment of Dual Fire Control Officers for the 2020/21 season

To Wendy Russel

Hi Wendy,

I have checked up on this one, and we have not nominated any extra duals – just the previously appointed:

- Mr R Goldsmith 101715
- Mr C Piesse 114847

Thanks
Have a lovely day

Donna George

Community Liaison Officer
PO Box 200
Shire of Wagin
Phone (08) 98611177
Fax (08) 98611204



Visit our Website www.wagin.wa.gov.au
Wagin is home of the Giant Ram and Wagin Woolorama.

10.2 TECHNICAL AND RURAL SERVICES

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

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – MAY 2020

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

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – May 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 – May 2020 is presented to Council for notation. Below is a summary of activity.

<i>May 2020 Payments</i>		
<i>Payment Type</i>	<i>\$</i>	<i>%</i>
Cheque	463.50	0.06
EFT (incl Payroll)	724,026.12	90.45
Direct Debit	71,992.48	8.99
Credit Card	4,013.52	0.50
Trust	0.00	0.00
Total Payments	800,495.62	100.00

<i>Local Spending</i>	<i>\$</i>	<i>%</i>
Local Suppliers	98,723.46	12.33
Payroll	374,838.75	46.83
Total	580,926.57	59.16

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 AND COUNCIL RESOLUTION 0620.006

Moved: Cr Seale Seconded: Cr Fisher

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

CARRIED 9/0

10.3.2 MONTHLY FINANCIAL REPORT - MAY 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	8 June 2020
Author	Karen Oborn – Manager Corporate Services
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments 1. Financial Report for the period ended 31 May 2020 2. Fees and Charges for Narrogin Regional Recreation Centre.	

Summary

Council is requested to review the May 2020 Monthly Financial Reports. In accordance with the Local Government Financial Management Regulations (1996), Regulation 34, the Shire is to prepare a monthly Statement of Financial Activity for notation by Council.

Background

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

Comment

The May 2020 Monthly Financial Reports are presented for review.

It should be noted that the effects of COVID-9 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.

Fees & Charges

As the renovations at Jessie House are nearly complete Council will need to determine charges for the use of the Respite rooms. They meet industry averages:

	Commonwealth Home Support Program (CHSP)	Home Care Packages (HCP)
Respite Care Fee / 24 hrs	\$68	\$800
Breakfast	\$5	\$5
Lunch	\$8	\$8
Dinner	\$9	\$9
TOTAL	\$90	\$822

Please note: If the Home Care Package does not have enough surplus funds to cover the daily cost, then CHSP flexible respite funding can be applied for and the cost is \$68.00 plus \$22.00 for meals.

Additionally, minor corrections are required to some Narrogin Regional Recreation Centre Fees. These are highlighted in Attachment 1.

Consultation

Executive Manager Corporate and Community Services.

Statutory Environment

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

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2019/20 Annual Budget or resulting from a Council Motion for a budget amendment.

Strategic Implications

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

Voting Requirements

Simple Majority with respect to Part 1.

Absolute Majority with respect to Part 2.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0620.007 - 1 OF 2

Moved: Cr Seale

Seconded: Cr Early

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

CARRIED 9/0

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0620.008 - 2 OF 2

Moved: Cr Seale

Seconded: Cr Bartron

That with respect to Fees and Charges, Council adopt the Fees and Charges as presented in the report, and the information be advertised for a period of seven (7) days prior to them taking effect.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

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



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

TABLE OF CONTENTS

Monthly Summary Information	2 - 3
Statement of Financial Activity	4
Significant Accounting Policies	5
Adjusted Net Current Assets	6
Material Variances	7
Receivables	8
Capital Acquisitions	9-12
Cash Backed Reserves	13
Budget Amendments	14
Strategic Projects Tracker	15-17

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2020**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 May 2020
 Prepared by: Manager Finance
 Reviewed by: Executive Manager Corporate & Community Services

BASIS OF PREPARATION**REPORT PURPOSE**

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES**GOODS AND SERVICES TAX**

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

CRITICAL ACCOUNTING ESTIMATES

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

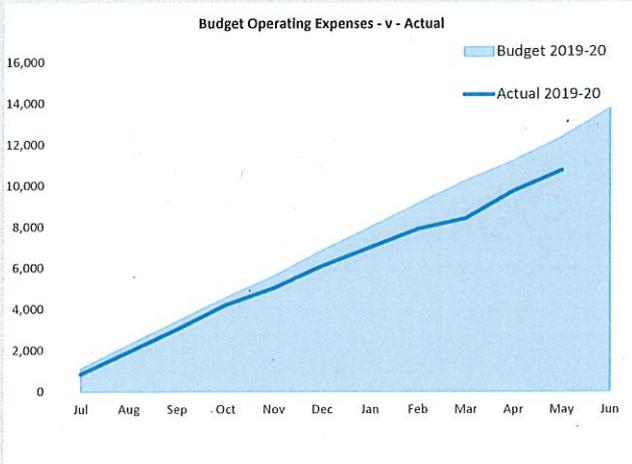
ROUNDING OFF FIGURES

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

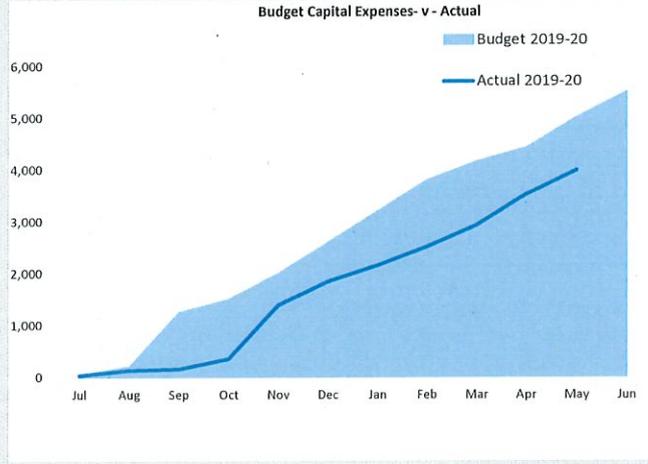
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2020**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

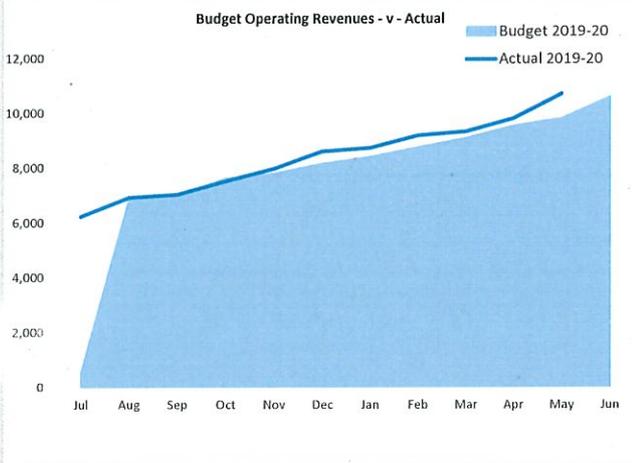
OPERATING EXPENSES



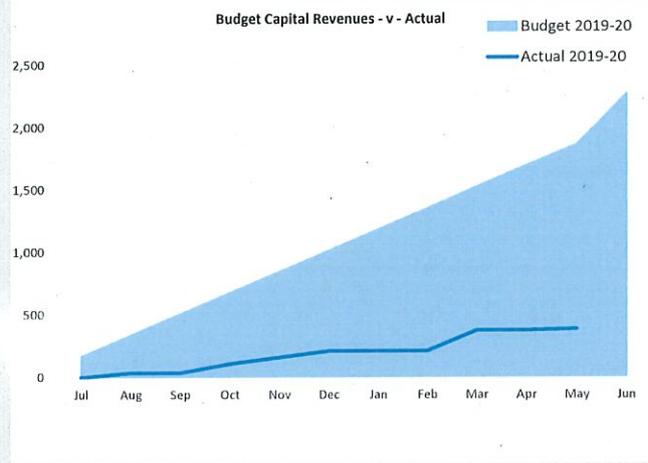
CAPITAL EXPENSES



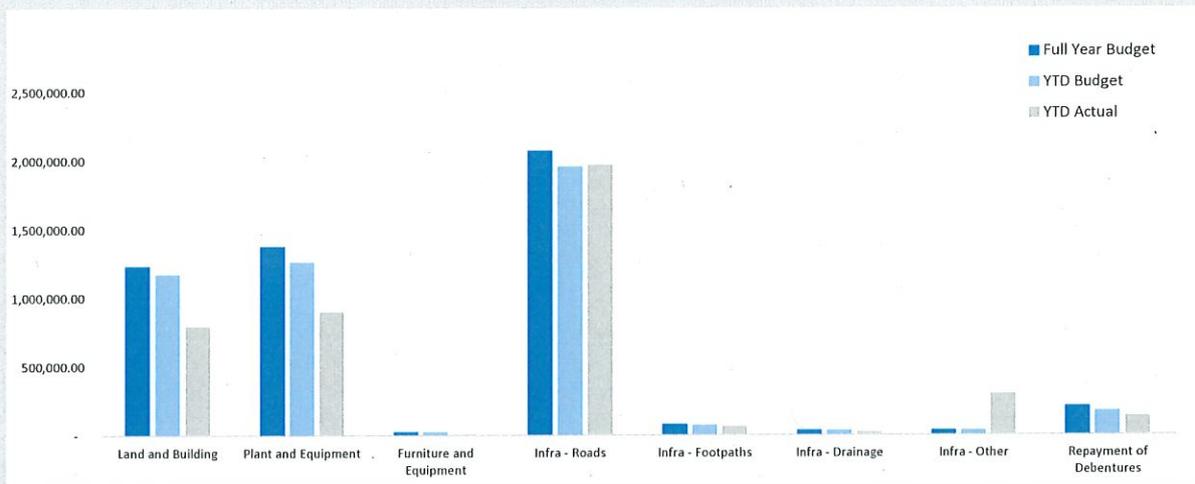
OPERATING REVENUE



CAPITAL REVENUE



CAPITAL EXPENSES BY ACTIVITY



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

STATUTORY REPORTING PROGRAMS

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020

	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		4,934,996	4,943,620	4,536,708	4,815,337	278,629	6%	
General Purpose Funding - Other		1,363,465	1,358,841	1,317,138	1,259,938	(57,200)	(5%)	
Governance		1,850	1,850	308	889	581	65%	
Law, Order and Public Safety		79,900	75,900	69,531	103,960	34,429	33%	▲
Health		23,500	23,500	17,204	14,268	(2,936)	(21%)	
Education and Welfare		1,370,538	1,370,538	1,105,564	1,572,308	466,744	30%	▲
Housing		8,240	8,240	7,546	7,606	60	1%	
Community Amenities		1,092,366	1,092,366	978,769	1,035,773	57,004	6%	
Recreation and Culture		138,571	75,254	67,551	44,458	(23,094)	(52%)	▼
Transport		408,915	408,913	363,749	412,237	48,488	12%	▲
Economic Services		283,619	283,619	227,612	256,125	28,513	11%	▲
Other Property and Services		110,762	110,762	230,747	267,203	36,456	14%	▲
		9,816,722	9,753,404	8,922,427	9,790,102	867,675	9%	
Expenditure from operating activities								
General Purpose Funding		(255,567)	(255,567)	(229,625)	(204,412)	25,213	(12%)	▲
Governance		(724,720)	(724,720)	(603,240)	(455,644)	147,596	(32%)	▲
Law, Order and Public Safety		(766,873)	(766,873)	(710,809)	(678,363)	32,446	(5%)	▲
Health		(280,251)	(280,251)	(276,850)	(247,130)	29,720	(12%)	▲
Education and Welfare		(1,573,105)	(1,573,105)	(1,508,518)	(1,601,215)	(92,697)	(6%)	▼
Housing		(34,441)	(34,441)	(31,504)	(22,860)	8,644	38%	
Community Amenities		(1,574,917)	(1,574,917)	(1,459,612)	(1,167,527)	292,085	25%	▲
Recreation and Culture		(3,475,525)	(3,475,525)	(3,049,156)	(2,651,444)	397,712	15%	▲
Transport		(4,086,406)	(4,086,406)	(3,742,783)	(3,153,429)	589,354	19%	▲
Economic Services		(812,368)	(812,368)	(858,872)	(768,683)	90,189	12%	▲
Other Property and Services		(38,082)	(38,082)	(36,553)	138,641	175,194	(126%)	▲
		(13,622,255)	(13,622,254)	(12,507,522)	(10,812,066)	1,695,456		
Operating activities excluded from budget								
Add back Depreciation		3,450,264	3,450,264	3,162,632	2,674,473	(488,159)	(18%)	▼
Adjust (Profit)/Loss on Asset Disposal	12	97,005	97,004	88,924	35,456	(53,468)	(151%)	▼
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		(258,264)	(321,581)	(333,539)	1,422,100	1,755,639		
Investing Activities								
Non-Operating Grants, Subsidies and Contributions		851,426	1,048,750	897,424	908,846	11,422	(1%)	▼
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)	(1,171,415)	(788,878)	382,537	48%	▲
Plant and Equipment	11	(1,376,633)	(1,376,633)	(1,261,679)	(896,903)	364,776	41%	▲
Furniture and Equipment	11	(22,500)	(22,500)	(20,614)	(2,314)	18,300	791%	▲
Infrastructure Assets - Roads	11	(2,072,295)	(2,144,092)	(1,955,976)	(1,963,947)	(7,971)	(0%)	▼
Infrastructure Assets - Footpaths	11	(76,000)	(76,000)	(69,652)	(57,464)	12,188	21%	
Infrastructure Assets - Road Drainage	11	(32,000)	(32,000)	(29,326)	(16,641)	12,685	76%	
Infrastructure Assets - Other	11	(698,942)	(698,942)	(591,834)	(293,252)	298,582	102%	▲
Infrastructure Assets - Parks and Gardens	11	0	0	0	0	0		
Infrastructure Assets - Bridges	11	(31,040)	(31,040)	(28,435)	(812)	27,623	3402%	▲
Proceeds from Disposal of Assets	12	667,898	730,282	612,095	372,757	(239,338)	(64%)	▼
Proceeds from Sale of Investments		0	0	0	0	0		
Amount attributable to investing activities		(4,020,422)	(3,899,481)	(3,619,412)	(2,738,608)	880,804		
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)	(152,746)	(120,534)	32,212	27%	▲
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	1,413,724	1,413,724	1,250,040	0	(1,250,040)	(100%)	▼
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(969,913)	(969,913)	(945,868)	(6,673)	939,195	14076%	▲
Amount attributable to financing activities		277,154	277,154	151,426	(127,206)	(278,632)		
Net Capital		(3,743,268)	(3,622,327)	(3,467,986)	(2,865,814)	602,172		
Total Net Operating + Capital		(4,001,532)	(3,943,908)	(3,801,525)	(1,443,714)	2,357,811		
Closing Funding Surplus(Deficit)	3	0	(0)	142,383	2,500,194	2,357,811		

KEY INFORMATION

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

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

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

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

OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS

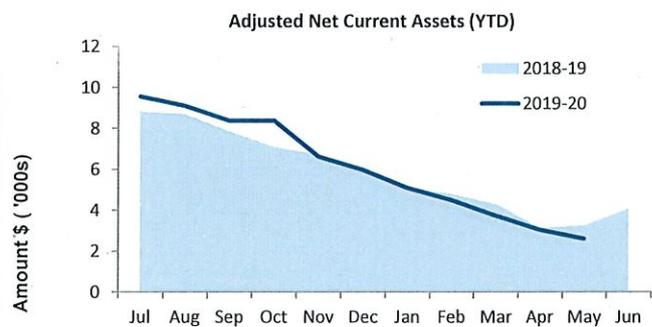
	Previous Month Actual	Year to Date Actual
	30 Apr 2020	31 May 2020
Adjusted Net Current Assets	\$	\$
Current Assets		
Cash Unrestricted	2,781,318	3,005,551
Cash Restricted - Reserves and Bonds/Deposits	4,266,323	4,266,636
Receivables - Rates and Rubbish, ESL, Excess Rates	462,420	389,192
Receivables - Other	71,985	169,352
Inventories	25,426	16,723
	7,607,471	7,847,453
Less: Current Liabilities		
Payables	(198,489)	(847,303)
Loan Liability	(66,538)	(46,124)
Provisions	(587,831)	(587,831)
	(852,858)	(1,481,258)
Net Current Asset Position	6,754,613	6,366,195
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	66,538	46,124
Adjustment for Trust Transactions Within Muni	(10,956)	(11,269)
Net Current Funding Position	2,919,353	2,500,191

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)

\$2.5 M

Last Month Actual

Surplus(Deficit)

\$2.92 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 31 MAY 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 to date. 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					
Law, Order and Public Safety	34,429	33%	▲	Timing	ESL Funding received earlier than anticipated.
Education and Welfare	466,744	30%	▲	Timing	HCP Recurrent Grant funding & CHSP User charges YTD higher than anticipated.
Recreation and Culture	(23,094)	(52%)	▼	Permanent	Highbury Tennis \$20,000 Grant not approved at fund value, reduced expenditure to compensate.
Other Property and Services	36,456	14%	▲	Permanent	LGIS good claims rebate received higher than anticipated.
Expenditure from operating activities					
Governance	147,596	(32%)	▲	Timing	Expenditure estimated evenly over 12 months. This can cause timing variations.
General Purpose Funding	25,213	(12%)	▲	Timing	Expenditure estimated evenly over 12 months. This can cause timing variations.
Law, Order and Public Safety	32,446	(5%)	▲	Timing	Expenditure estimated evenly over 12 months. This can cause timing variations.
Health	29,720	(12%)	▲	Timing	Expenditure estimated evenly over 12 months. This can cause timing variations.
Education and Welfare	(92,697)	(6%)	▼	Timing	Expenditure estimated evenly over 12 months. This can cause timing variations.
Community Amenities	292,085	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	397,712	15%	▲	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Transport	589,354	19%	▲	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Economic Services	90,189	12%	▼	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	175,194	(126%)	▲	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	(239,338)	(64%)	▼	Timing	Actual asset disposals vary to YTD Budget pattern and creates a timing variance. In this case the assets have not yet been disposed of.
Capital Acquisitions	1,081,097	1079%	▼	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	(1,250,040)	(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	32,212	27%	▼	Timing	Dependant on Timing of Payments to Treasury for Loan Repayments.
Transfer to Reserves	939,195	14076%	▲	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case the transfer are anticipated to occur in June 2020.

KEY INFORMATION

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

▲ Favourable variance

▼ Unfavourable variance

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

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

OPERATING ACTIVITIES
RECEIVABLES

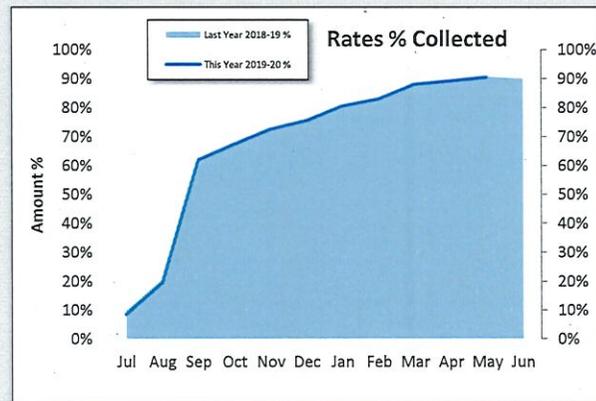
Rates Receivable	30 Jun 19	31 May 20	31 May 19	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	586,195	586,195	492,340	Receivables - General	62,234	15,017	12,674	32,252	122,177
Levied this year		3,194,497	4,789,356	Percentage	51%	12%	10%	26%	
Movement in Excess Rates		(125,996)	(90,732)						
Domestic Refuse Collection Charges		472,846	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					4,902
Total Rates and Rubbish (YTD)	5,359,227	5,378,861	5,277,266	GST Input					80,292
Less Collections to date	(5,359,227)	(5,388,950)	(5,186,187)	Provision For Doubtful Debts					(38,020)
Net Rates Collectable	586,195	576,107	583,420	Total Receivables General Outstanding					169,352
% Collected	90.69%	90.34%	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		389,192	423,103						

KEY INFORMATION -

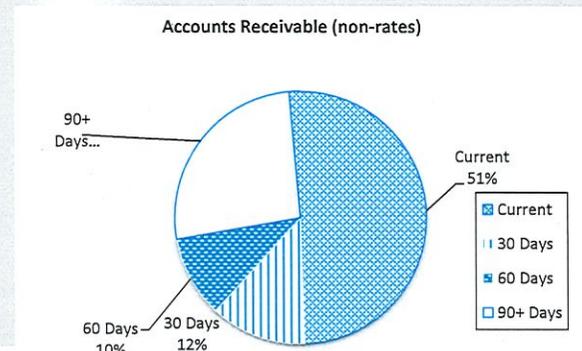
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
90%	\$389,192



Debtors Due
\$169,352
Over 30 Days
49%
Over 90 Days
26%

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

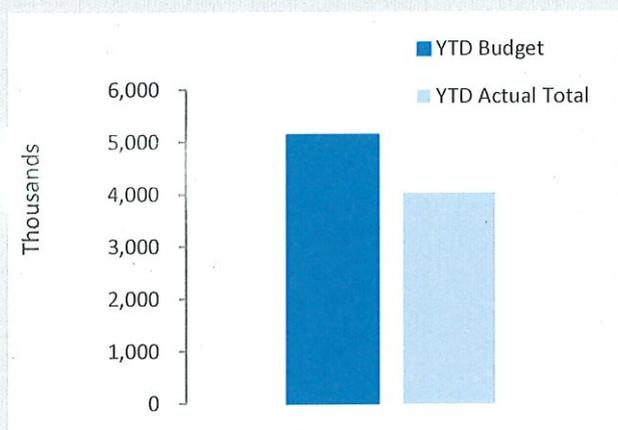
INVESTING ACTIVITIES
CAPITAL ACQUISITIONS

Capital Acquisitions	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land and Buildings	1,265,291	1,171,415	788,878	382,537
Plant & Equipment	1,376,633	1,261,788	896,903	364,885
Furniture & Equipment	22,500	20,614	2,314	18,300
Roads	2,134,092	1,955,976	1,963,947	(7,971)
Footpaths	76,000	69,652	57,464	12,188
Road Drainage	32,000	29,326	16,641	12,685
Other Infrastructure	698,882	591,834	293,252	298,582
Parks and Gardens	0	0	0	0
Bridges	31,040	28,435	812	27,623
Capital Expenditure Totals	5,636,438	5,129,040	4,020,211	1,108,829

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	\$4.02 M	71%

To be read in conjunction with Strategic Projects Tracker

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

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Account Number	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)	
			\$	\$	\$	\$	
Capital Expenditure							
Land and Buildings							
		Building Renovation Administration	4040260	210,000	192,500	109,118	83,382
		SES Training / Meeting Room	4050260	62,210	57,024	0	57,024
		HACC - Building (Capital)	4080360	140,000	140,000	57,876	82,124
		Kitchen Upgrade	4080360	5,986	5,478	4,492	986
		Accessibility Access Upgrades	4080850	50,000	45,826	2,580	43,246
		Smith St Public Toilets (Coles Carpark) Capital	4100850	50,000	45,826	0	45,826
		Harris St Public Toilets (Museum) Capital	4100850	10,000	9,163	1,740	7,423
		May Street Public Toilet Upgrade	4100850	70,000	64,163	23,624	40,539
		Thomas Hogg Public Toilet Upgrade	4100850	4,761	4,356	0	4,356
		Memorial Park Public Toilets Capital	4100850	119,719	109,736	136,200	(26,464)
		Town Hall (Federal St) Building Capital	4110160	8,000	7,326	3,874	3,452
		John Higgins Community Complex Building Capital	4110160	22,000	20,163	19,554	609
		Nomans Lake Hall Building Capital	4110160	6,500	5,951	5,299	652
		NRRC Building (Capital)	4110260	15,000	13,750	5,871	7,879
		NRRC Building Capital 2018-19	4110260	20,000	18,326	0	18,326
		Croquet Clubrooms Building Capital	4110355	11,633	10,659	5,088	5,571
		Library Building (Capital)	4110560	7,000	6,413	0	6,413
		Library - Stage 2	4110560	15,000	13,750	471	13,279
		Railway Station Building (Capital)	4110660	0	0	20,687	(20,687)
		Caravan Park Campers Kitchen Building Capital	4130260	20,000	18,326	0	18,326
		Caravan Park Renovations	4130260	18,862	17,292	7,304	9,988
		Accommodation Units (NCP)	413260	394,000	361,152	385,100	(23,948)
		Visitor Information Bay Upgrade (Williams Road)	4130260	4,620	4,235	0	4,235
			1,265,291	1,171,415	788,878	382,537	
Plant and Equipment							
		Fire Shed (Highbury)	4050155	30,000	27,500	0	27,500
		Lifting Ramp - NO05	4050355	5,000	4,576	0	4,576
		CCTV Upgrade	4050455	30,000	27,500	0	27,500
		009NGN 2019 Toyota Camry Altise	4080455	28,000	25,663	0	25,663
		NGN219 CATS Vehicle 2020	4080750	27,000	24,750	0	24,750
		NGN00 EMDRS Vehicle 2019(3)	4100655	42,317	38,786	37,239	1,547
		NGN00 EMDRS Vehicle 2020(1)	4100655	42,317	38,786	37,184	1,602
		NGN00 EMDRS Vehicle 2020(2)	4100655	42,317	38,786	0	38,786
		NRRC Fire Extinguisher Upgrades	4110255	15,248	13,970	16,888	(2,918)
		CCTV Installation Old Courthouse Museum	4110655	7,687	7,040	6,988	52
		Diesel Locomotive (Railway Yard)	4110655	5,000	4,576	0	4,576
		ONO EMTRS Vehicle 2019 (3)	4120350	36,498	33,451	36,498	(3,047)
		ONO EMTRS Vehicle 2019 (4)	4120350	36,498	33,451	36,498	(3,047)
		ONO EMTRS Vehicle 2020 (1)	4120350	36,498	33,451	0	33,451
		ONO EMTRS Vehicle 2020 (2)	4120350	36,498	33,451	0	33,451
		N001 MO Vehicle 2019(3)	4120350	36,243	33,220	36,722	(3,502)
		N001 MO Vehicle 2020(1)	4120350	36,243	33,220	0	33,220
		N001 MO Vehicle 2020(2)	4120350	36,243	33,220	0	33,220
		NO3 2019 UD 6 Wheeler Nissan Diesel Tip Truck	4120350	226,000	207,163	211,521	(4,358)
		NO237 2019 Caterpillar CW34NN Rubber Tyred Roller	4120350	165,000	151,250	164,480	(13,230)
		NO1193 2019 JCB 4CX PC Backhoe Loader	4120350	195,000	178,750	194,400	(15,650)
		NGN93 Mitsubishi Triton Single Cab 2019 (Leading Hand) (PA018B)	4120350	26,000	23,826	23,411	415
		Mobile (trailer Mounted) Visual Display Unit	4120350	25,000	22,913	21,416	1,497
		CCTV Installation NCP	4130255	0	0	0	0
		NGN2 2019 Holden Trax (BC) (PA006B)	4130350	25,000	22,913	17,771	5,142

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

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion

	Account Number	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)
 INGN CEO Vehicle 2019(4)	4140585	56,000	51,326	55,889	(4,563)
 ONGN EMCCS Vehicle 2019(2)	4140585	34,676	31,779	0	31,779
 ONGN EMCCS Vehicle 2020(1)	4140585	34,676	31,779	0	31,779
 ONGN EMCCS Vehicle 2020(2)	4140585	34,676	31,779	0	31,779
 002 NGN MF Vehicle 2020	4140585	25,000	22,913	0	22,913
		1,376,633	1,261,788	896,903	364,885
Furniture and Equipment					
 Airconditioner Upgrade - DRS	4040250	20,000	18,326	0	18,326
 Town Hall Airconditioner	4110150	2,500	2,288	2,314	(26)
		22,500	20,614	2,314	18,300
Infrastructure - Roads					
 Cooramining Road - Renewal (Rural)(Grant Funded)	4120164	144,651	132,572	143,193	(10,621)
 Earl Street - Renewal (Local)	4120165	30,000	27,500	15,796	11,704
 Ensign Street - Renewal (Local)	4120165	98,158	89,958	61,512	28,446
 Butler Street - Upgrade (Local)	4120165	0	0	0	0
 Lock Street - Upgrade (Local)	4120165	0	0	761	(761)
 Lock Road - Renewal (Rural)	4120165	70,680	64,779	60,011	4,768
 Whinbin Rock Road - Renewal (Rural)	4120165	87,406	80,091	78,339	1,752
 Dongolocking Road - Upgrade (Rural)	4120165	218,500	200,266	193,975	6,291
 Birdwhistle Road - Renewal (Rural)	4120165	108,133	99,088	72,379	26,709
 Narrogin Valley Road - Renewal (Rural)	4120165	99,149	90,871	62,898	27,973
 Chomley Road - Renewal (Rural)	4120165	100,133	91,751	97,137	(5,386)
 Lavator Road - Renewal (Rural)	4120165	5,938	5,423	4,863	560
 Street Tree Capital	4120165	20,000	18,326	21,840	(3,514)
 Northwood Street - Renewal (Local) (R2R)	4120166	30,000	27,500	29,772	(2,272)
 Havelock Street - Renewal (Local) (R2R)	4120166	24,600	22,550	24,125	(1,575)
 Lock Street - Renewal (Local) (R2R)	4120166	19,000	17,413	18,790	(1,377)
 Congelin - Narrogin Road - Renewal (Local) (R2R)	4120166	28,000	25,663	27,972	(2,309)
 Tarwonga Road - Renewal (Local) (R2R)	4120166	33,021	30,261	32,873	(2,612)
 Highbury West Road - Renewal (Rural) (R2R)	4120166	40,000	36,663	41,174	(4,511)
 Piesseville - Tarwonga Road - Renewal (Local) (R2R)	4120166	146,797	134,563	146,614	(12,051)
 Wilson Street - Renewal (Local) (R2R)	4120166	12,474	11,429	12,288	(859)
 Narrogin-Harrismith Road - Renewal (Local) (R2R)	4120166	41,202	37,763	40,777	(3,014)
 Clayton Road - Renewal (Local) (RRG)	4120167	738,027	676,511	738,582	(62,071)
 Tarwonga Road - Renewal (Rural) (RRG)	4120167	38,223	35,035	38,274	(3,239)
		2,134,092	1,955,976	1,963,947	(7,971)
Infrastructure - Footpaths					
 Ensign St Footpath Construction	4120175	22,000	20,163	18,144	2,019
 Argus Street Footpath Construction	4120175	35,000	32,076	25,200	6,876
 Park Street Footpath Construction	4120175	19,000	17,413	14,120	3,293
		76,000	69,652	57,464	12,188
Infrastructure - Drainage					
 Drainage - Butler Street	4120180	32,000	29,326	16,641	12,685
		32,000	29,326	16,641	12,685
Infrastructure - Other					
 White Road Refuse Site	4110165	6,000	5,500	4,860	640
 Bin Surrounds	4110165	20,000	18,326	16,444	1,882
 Drainage Engineering consultancy - stormwater diversion	4100450	15,000	0	0	0
 Cemetery Upgrade	4100860	47,410	43,428	35,645	7,783

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

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion

	Account Number	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)	
	CBD Design - Colour Palette and signage	4100860	1,153	1,056	0	1,056
	CBD Design - Heritage Walk Signage (Stage 2)	4100860	38,500	35,288	35,749	(461)
	Memorial Park Capital	4100860	31,190	28,589	14,475	14,114
	Gnarojin Park Cultural Heritage Management Plan	4100860	20,000	18,326	10,433	7,893
	Gnarojin Park Electrical Design Work	4100860	30,000	27,500	0	27,500
	Gnarojin Park Landscape Design	4100860	89,720	82,236	0	82,236
	Town Hall Furniture	4110165	8,500	7,788	7,712	76
	NRRC Infrastructure Other (Capital)	4110265	70,068	64,218	39,525	24,693
	Foxes Lair	4110365	4,592	4,202	0	4,202
	McKenzie Park - Playground Equipment	4110365	11,250	10,307	11,231	(924)
	Highbury Tennis Court	4110365	75,000	68,750	0	68,750
	Yilliminning Rock Camping Area	4110365	18,000	16,500	21,864	(5,364)
	Wilbur Park (Highbury) - Gazebo	4110365	16,000	14,663	14,695	(32)
	Park Furniture	4110365	12,000	11,000	8,069	2,931
	Clayton Road Storm Water Catchment Dam	4110365	19,000	0	0	0
	Public Art Strategy - Stage 1	4110860	25,000	22,913	0	22,913
	Gnarojin Park Hydrology Report	4100860	16,000	0	0	0
	Pioneer Drive Fence Planning	4110265	3,500	2,334	4,746	(2,412)
	NRRC Transplanting Palms	4110360	8,000	5,334	0	5,334
	Aerodrome Infrastructure Other (Capital)	4120466	45,000	41,250	39,000	2,250
	Banner Poles	4130265	10,000	9,163	4,381	4,782
	Local Tourism Planning Strategy	4130265	28,000	25,663	24,422	1,241
	Economic Development Strategy	4130660	30,000	27,500	0	27,500
			698,882	591,834	293,252	298,582
	Infrastructure - Parks & Gardens		0	0	0	0
	Infrastructure - Bridges					
	Footbridge Refurbishment	4120181	31,040	28,435	812	27,623
			31,040	28,435	812	27,623
	Grand Total		5,636,438	5,129,040	4,020,211	1,108,829

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 31 MAY 2020

BUDGET AMENDMENTS

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

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment			Amended Budget Running Balance
					\$	Increase in Available Cash	Decrease in Available Cash	
Aug-19	BC265	SES Training / Meeting Room	0819.008	Capital Expenses			0	
Aug-19	130502020	ESL - SES Capital Grant GEN	0819.008	Capital Revenue		62,210	(62,210)	
Aug-19	120805900	CHSP - Refund of Unspent Grant Funding GEN	0819.008	Operating Expenses			0	
Aug-19	150805520	CHSP - Transfers From Reserve GEN	0819.008	Capital Revenue		123,249	(123,249)	
Aug-19	BC177	Thomas Hogg Public Toilet Upgrade	0819.008	Operating Expenses			(4,761)	
Sep-19	131201010	ROADC - Roads to Recovery Grant GEN	0919.009	Capital Revenue		71,797	(4,761)	
Sep-19	R2R324	Plesseville - Tanwonga Road - Renewal (Local) (R2R)	0919.009	Capital Expenses			(71,797)	
Feb-20	ANNUAL AUDIT	Opening Surplus readjusted following the audit	Dec-2019	Operating 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)	
Feb-20	140303500	INVEST - Transfer Interest To Reserve GEN	0220.015	Capital Expenses			108,386	
Feb-20	120401120	MEMBERS - Election Expenses GEN	0220.015	Operating Expenses		18,300	118,386	
Feb-20	130402600	MEMBERS - Subscriptions & Publications GEN	0220.015	Operating Expenses			(6,800)	
Feb-20	140402600	OTHGOV - Capital Administration Building GEN	0220.015	Operating Expenses			(30,000)	
Feb-20	130402600	OTHGOV - Sundry Income - Other Governance GEN	0220.015	Operating Expenses			(1,500)	
Feb-20	150402600	OTHGOV - Transfer From Reserves GEN	0220.015	Operating Expenses		30,000	128,386	
Feb-20	120503000	ANIMAL - Salaries & Wages GEN	0220.015	Operating Expenses			(8,900)	
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)	
Feb-20	130806600	AGEDOTHER - Veterans Homecare Fees & Charges GEN	0220.015	Operating Expenses			(3,700)	
Feb-20	130806600	AGEDOTHER - Veterans Homecare Fees & Charges GEN	0220.015	Operating Revenue			(18,000)	
Feb-20	141103650	REC - Infrastructure Other (Capital) GEN	0220.015	Capital Expenses			(4,250)	
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)	
Feb-20	131008000	COM AMEN - Cemetery Fees (Burial) GEN	0220.015	Operating Revenue			(16,000)	
Feb-20	131030050	REC - Reimbursements - Other Recreation GEN	0220.015	Operating Expenses			(10,000)	
Feb-20	10068	McKenzie Park - Playground Equipment	0220.015	Capital Expenses			(4,250)	
Feb-20	10161	NRRC Transplanting Palms	0220.015	Operating Expenses			(3,500)	
Feb-20	10171	Pioneer Drive Fence Planting	0220.015	Capital Expenses			(8,000)	
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)	
Feb-20	131101020	HALLS - Lease/Rental Income GEN	0220.015	Operating Expenses			(1,000)	
Feb-20	141106500	LIB - Building (Capital) GEN	0220.015	Operating Expenses			(105,000)	
Feb-20	151106520	LIB - Transfers From Reserve GEN	0220.015	Operating Expenses		105,000	175,926	
Feb-20	121108170	OTHQUL - Narrogin Show GEN	0220.015	Operating Expenses			(8,900)	
Feb-20	121108150	OTHQUL - Rev Heads GEN	0220.015	Operating Expenses			(1,600)	
Feb-20	121108050	OTHQUL - Festival & Events GEN	0220.015	Operating Expenses			(1,200)	
Feb-20	121108020	OTHQUL - Christmas Lights GEN	0220.015	Operating Expenses		11,700	70,926	
Feb-20	121204000	AERO - Airship & Grounds Maintenance/Operations GEN	0220.015	Operating Expenses			(12,000)	
Feb-20	121203550	PLANT - Transfers To Reserve GEN	0220.015	Capital Expenses			(10,000)	
Feb-20	121202080	ROADM - Street Lighting Maintenance/Operations GEN	0220.015	Operating Expenses		15,000	48,926	
Feb-20	121401000	PRIVATE - Private Works Expenses GEN	0220.015	Operating Expenses			(33,000)	
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	(10,000)	
Feb-20	131302000	TOUR - Caravan Park Fees GEN	0220.015	Operating Revenue		5,800	72,426	
Feb-20	131302050	TOUR - Reimbursements (Exc GST) GEN	0220.015	Operating Revenue		39,620	117,846	
Feb-20	131405020	ADMIN - LGIS Good Claims Rebate GEN	0220.015	Operating Revenue		5,400	123,246	
Feb-20	131405050	ADMIN - Reimbursements GEN	0220.015	Operating Revenue		1,000	124,246	
Feb-20	131407000	SAL - Reimbursement - Workers Compensation GEN	0220.015	Operating Revenue			(124,246)	
Feb-20	141102700	NRRC - Transfers to Reserve GEN	0220.015	Capital Expenses			(124,246)	
Mar-20	ANNUAL AUDIT	Opening Surplus readjusted post audit review	0320.013	Operating Surplus(Deficit)		8,226	(177,273)	
Mar-20	190923000	Accrued Expenses GEN	0320.013	Operating Surplus(Deficit)			(169,047)	
Mar-20	190929000	Accrued Interest on Loans GEN	0320.013	Operating 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	OTHQUL - 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	10235	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	BUILD - Building License Fees GEN	0420.010	Operating Revenue	(15,000)	(7,446)	
Apr-20	131303030	BUILD - 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	FIRE - 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 - *** do not use *** 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.

Project Progress	
Complete	🟢
On Track	🟡
Off Track	🔴
In Trouble	🟠

Value of Original Budget of Completed Projects:	\$3,064,711.45
Value of Actuals of Completed Projects:	\$4,187,006.57
\$ Under / (Over) of Completed Projects:	(\$22,295.12)
Actual v's Budget of Completed Projects %:	105.61%

Total projects:	114
Total complete:	70
% complete:	61.40%

Item #	Project Description	2019/20 Current Budget	Total Committed Expenditure	Responsible Officer	2019												2020						Comment
					July	August	September	October	November	December	January	February	March	April	May	June							
Governance																							
1	DRS airconditioner	20,000.00	-	Azhar Awang																			Pending completion of the Front Counter refurbishment. Carry over to 20/21.
2	Building renovations administration	210,000.00	290,982.40	Frank Ludovico																			Nearing Completion
Law, Order & Public Safety																							
3	Fire shed (Highbury)	30,000.00	-	Dale Stewart																			
4	Lifting ramp, Ranger vehicle (for animals up to 50kg, average 8-10 per week)	5,000.00	4,985.00	Azhar Awang																			Purchased Order issued to local contractor to design and installed.
5	CCTV - additional cameras	30,000.00	-	Frank Ludovico																			C/FWD
5A	SES Training / Meeting Room	62,210.00	-	Azhar Awang																			DFES request that the money be carried over to 20/21 budget
Education & Welfare																							
6	Homecare kitchen upgrade	5,985.67	4,491.73	Frank Ludovico																			
7	Homecare kitchen upgrade	140,000.00	91,517.71	Frank Ludovico																			Below threshold kilometers C/FWD
8	Purchase & trade in of 009NGN Camry Altise	28,000.00	-	Frank Ludovico																			Below threshold kilometers C/FWD
9	Purchase & trade in of CATS car	27,000.00	-	Frank Ludovico																			works completed.
10	Accessibility Access upgrades CBD	50,000.00	5,160.00	Azhar Awang																			
Community Amenities																							
11	Remediation works at Highbury landfill post closure management plan	20,000.00	-	Azhar Awang																			PO issued to NEC. Shire's Operation Manager overseeing this project. To be completed by end of June 2020
12	Crib Room for contractor - landfill site (contract agreement)	6,000.00	5,568.31	Azhar Awang																			Complete.
13	Bin surrounds x 20 & installation	20,000.00	16,444.18	Torre Evans																			RFQ awarded, purchase order issued.
14	Railway Dam Storm water erosion and catchment analysis	15,000.00	13,610.00	Torre Evans																			Complete.
15	Pioneer Drive Fence Planting	3,500.00	4,745.78	Torre Evans																			Complete.
16	NRRC Transplanting Palms	8,000.00	-	Torre Evans																			Hold. Holden have ceased the quick change over deal. In 20/21 draft budget.
17	Plant acquisition - EMDRS vehicle changeovers 1	42,317.30	37,238.73	Torre Evans																			Copy of plan presented to Townscape committee. Majority not in support of the professionals. Will require the committee to consider. This will delay the project. Deferred to 20/21 budget as per council meeting 27/11/19. With TSC at present.
18	Plant acquisition - EMDRS vehicle changeovers 2	42,317.30	37,184.18	Torre Evans																			Complete.
19	Plant acquisition - EMDRS vehicle changeovers 3	42,317.30	-	Torre Evans																			Complete.
20	Smith St Public Toilets Capital	50,000.00	-	Azhar Awang																			Complete.
21	Harris St (toilets - repair or replace privacy screen wall	10,000.00	3,480.00	Azhar Awang																			Complete.
22	Clayton Road (Hawks) public toilet upgrade	70,000.00	87,011.39	Azhar Awang																			Complete.
23	Memorial Park Toilet	119,718.80	136,200.13	Azhar Awang																			Complete.
20A	Thomas Hogg Public Toilet Upgrade	4,760.57	-	Azhar Awang																			Complete.
24	Cemetery upgrade	47,409.60	57,730.95	Torre Evans																			Complete.
25	Sealing of roads, kerbing, draining, removal of fencing and landscaping	1,153.00	-	Azhar Awang																			Draft Policy out for public advertising and will be referred to Townscape and Council for further consideration based on submissions received
26	CBD Design - Colour palette & signage	38,500.00	35,749.29	Azhar Awang																			Pending installation of signage by Works crew.
27	CBD Interpretive Signage Project - stage 2	31,190.00	15,350.00	Torre Evans																			Complete.
28	Memorial Park furniture & BBQ bubbler	20,000.00	10,433.48	Azhar Awang																			PO issued.
29	Gnarrojn Park Aboriginal cultural heritage management plan	30,000.00	-	Azhar Awang																			Pending outcome to Aboriginal Cultural Heritage Management Plan.
30	Gnarrojn Park electrical design	89,720.00	-	Azhar Awang																			Pending outcome to Aboriginal Cultural Heritage Management Plan.
31	Gnarrojn Park Hydrology report	16,000.00	15,510.00	Torre Evans																			RFQ Closes 6/12/19 - P/O issued.
Recreation & Culture																							
32	Rigging assessment at Town Hall	44,426.40	-	Azhar Awang																			On site meeting held with Dan Turner on 9/3/2020. Structural report to be provided as to structural works required for rigging support to stage area.
33	Photography exhibition	-	-	Dale Stewart																			Advised not proceeding by applicant. Reallocation available mid year Budget Review.
34	Annual Subsidy Arts Narrogin	48,000.00	48,000.00	Azhar Awang																			Complete. Payment made.
35	Town Hall Airconditioner - Humidifier for Art Collection	2,500.00	2,314.24	Azhar Awang																			Complete.
36	Town hall complex - fire alarm system service and repair - upgrade	8,000.00	6,074.00	Azhar Awang																			90% complete, sms chip a few months away.
37	John Higgins function centre air con	22,000.00	19,553.63	Azhar Awang																			Aircon Purchased and installed.
38	Nomans Hall play equipment	6,500.00	5,298.64	Torre Evans																			Complete including new white washed soft fall sand.
39	Narrogin Town Hall Trestle tables and chairs	8,500.00	7,712.14	Azhar Awang																			Purchase orders sent to Steeles for trestle tables and Sebel for 130 chairs. Anticipated delivery date 17 January 2020.
40	Fire hydrant 5yr overhaul, repairs & hose reel replacements -NRLC	15,248.20	33,775.00	Azhar Awang																			Complete.

Schedule of Fees and Charges 2020/2021

DESCRIPTION	GST	Statutory fee "S"	2020/21
Narrogin Regional Leisure Centre (NRLC)			
Fees and Charges provided by the YMCA.			
Aquatics (Casual)			
Adult Swim	Y		6.00
Child Swim -U10 (Supervised)	Y		1.00
Concession Swim	Y		5.00
Family Swim	Y		20.00
Concession Family Swim	Y		13.90
Spectator (Over 9 yrs)	Y		1.00
Visit Passes (Book of 10)			
Adult	Y		54.00
Child	Y		45.00
Lane Hire			
Lane Hire	Y		8.20
Inflatable Hire	Y		82.20
Schools			
Vacation Swimming	Y		3.60
In Term Swimming	Y		2.60
Casual Group Fitness			
Aqua Aerobics	Y		15.00
Aqua Aerobics (Concession)	Y		12.00
Group Fitness	Y		15.00
Group Fitness (Concession)	Y		12.00
Spin	Y		15.00
Casual Gym			
Gym - Casual	Y		13.00
Gym - Concession	Y		10.50
Memberships (per fortnight)			
Full membership includes gym, swim & group fitness			
Full Centre Membership	Y		40.00
Full Centre Membership Joining Fee	Y		45.00
Full Centre Membership (Concession)	Y		33.50
Full Centre Membership Joining Fee (Concession)	Y		18.00
Full Centre Family Membership	Y		80.00
Full Centre Family Membership Joining Fee	Y		90.00
Gym Membership	Y		28.00
Gym Membership Joining Fee	Y		45.00
Gym Membership (Concession)	Y		22.00
Gym Membership Joining Fee (Concession)	Y		18.00
Aquatic Membership	Y		28.00
Aquatic Membership Joining Fee	Y		45.00
Aquatic Membership Fee (Child) - Under 10			0.00
Aquatic Membership Joining Fee (Child)			0.00
Aquatic Membership Fee (Concession)	Y		22.00
Aquatic Membership Joining Fee (Concession)	Y		18.00

Schedule of Fees and Charges 2020/2021

DESCRIPTION	GST	Statutory fee "S"	2020/21
Group Fitness			
Group Fitness Membership Fee	Y		\$ 30.00
Group Fitness Membership Joining Fee	Y		\$ 45.00
Group Fitness Membership (Concession)	Y		\$ 24.00
Group Fitness Membership Joining Fee (Concession)	Y		\$ 18.00
Swimming Lessons (10 weeks)			
Swimming Lessons Per Term	Y		110.00
Swimming Lessons Per Term (Concession)	Y		88.00
Stadium			
Social Sports Game Fees	Y		60.00
Social Sports Registration Fee	Y		80.00
Adult Sports Court Entry	Y		6.00
Concession Sports Court Entry	Y		4.80
Basketball Association Indoor Court Hire (Per Hour)	Y		60.00
Netball Association Indoor Court Hire (Per Hour)	Y		60.00
Netball Association Outdoor Court Hire (Per Hour)	Y		50.00
Spectator (Over 9yrs) (Operational Discretion)	Y		1.00
Forfeit Fee	Y		58.00
Squash			
Squash Court Hire Per Hour	Y		15.00
Squash Court Hire Per Hour (Concession)	Y		12.00
Adult Squash Per Hour	Y		7.50
Concession Squash Per Hour	Y		6.00
Synthetic Hockey Pitch			
Annual UGSHA Charge for lease of Pitch (Agreement Expires 30/6/21)	Y		75,000.00
Annual Narrogin Senior High School Hockey Academy Facilities Charge			10,000.00
Full pitch hire per hour			135.00
Full pitch hire per hour (Concession)			100.00
Childcare (per child) \$4.00 per hour			
Creche one session (1.5hrs) member	Y		6.00
Creche - one session (1.5hrs) non-member	Y		9.00
Creche 10 pass (members)	Y		54.00
Creche 10 pass (Non members)	Y		81.00
Kindy Gym	Y		4.50
Childterm Program Cost	Y		100.00
School Usage (per child)			
Hockey Turf	Y		2.60
Squash	Y		2.60
Stadium	Y		2.60
Outdoor Netball	Y		2.60
Gym	Y		5.50
Pool entry	Y		2.60
John Higgins Community Complex			
Hall hire full day	Y		555.00
Hall hire half day	Y		290.00
Half Hall Full day	Y		277.50
Half Hall half day	Y		145.00

10.3.3 SUNDRY DEBTOR WRITE OFFS

File Reference	12.7.1
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	3 June 2020
Author	Cassey Klomp – Senior Finance Officer - Operational
Authorising Officer	Karen Oborn – Manager Corporate Services
Attachments	1. Debtor Write Offs – Confidential Attachment

Summary

The following information is presented to Council for authorisation to write off non-rate outstanding debts.

Background

As part of the preparation of the Shire's end of year financial accounts, a review of the Shire's outstanding sundry and rates debtors has been undertaken.

All outstanding invoices followed our debt recovery process (including an offer to make contact with us should they be experiencing any difficulty in making payment). Eventually these invoices were passed onto our debt collectors where a Seven Day Demand letter was sent out. No further action was taken as it would cost the Shire more than the outstanding amounts.

Comment

The debts requested to be written off in this report are deemed irrecoverable.

Ranger Service charges can be difficult to claim as the customer is generally receiving this charge alongside an infringement. Outstanding infringements are passed to Fines Enforcement Registry (FER), but the costs to deal with the issue eg cleaning up after illegal dumping cannot be referred to FER and are billed directly to the client.

It is disappointing when Council is requested to make such write offs, however, following a thorough reconciliation of outstanding debts, these have been identified as highly likely to remain unpaid.

In addition, the debts are relatively small in nature and any further effort to recover them would cost the Shire of Narrogin more than the income received.

Consultation

Executive Manager Corporate and Community Services
Manager Corporate Services

Statutory Environment

Section 6.12 (1) (c) of the Local Government Act 1995 states that "a local government may write off any amount of money, which is owed to the local government".

Unrecoverable debts up to the individual value of \$100 may be written off under Council Delegation 3.7, however those over \$100 are to be brought to Council for write off on at least an annual basis.

Policy Implications

Nil

Financial Implications

Details of the proposed write offs are shown in the Confidential Attachment.

This will reduce the budgeted revenue expected in 2019/2020 by \$2,133.89.

Strategic Implications

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

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0620.009

Moved: Cr Fisher Seconded: Cr Lushey

That Council approve the write off of the outstanding invoices totalling \$2,133.89, as per the confidential attachment.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

10.3.4 PROCUREMENT OF CONTESTABLE ENERGY

File Reference	1.2.2
Disclosure of Interest	The Author has a Financial interest due to his wife owning shares in Wesfarmers, the parent company of Kleenheat.
Applicant	Shire of Narrogin.
Previous Item Numbers	Item 10.3.059, 22 August 2018 Res. 0817.079.
Date	12 June 2020
Author	Frank Ludovico – Executive Manager Corporate and Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Confidential Evaluation RFQ 1920 - 14

Summary

Council is requested to appoint a supplier of electricity under the State's Contestable Energy Program.

Background

At Council's Ordinary Council Meeting held 22 August 2018, Perth Energy was appointed to supply contestable power to the Administration Centre, Narrogin Caravan Park and Narrogin Regional Leisure Centre for a two (2) year period concluding on 31 August 2020.

Local Governments are able to procure contestable electricity from suppliers when the threshold of 50 MWh per annum for each meter is exceeded. Streetlights are non-metered and are not a contestable supply.

A request for submissions (pricing) was loaded into the WALGA preferred supplier system, 'Equotes', on Tuesday 28 April 2020, with a closing date of Friday 15 May 2020.

Comment

Most suppliers submitted a gross price for the supply of contestable energy. As a cross-check, their unit rates were evaluated against average consumption.

The first-ranked supplier is estimated to provide a 25% saving on energy costs over two years.

All suppliers indicated that variations in statutory charges will be passed on.

Based on our relatively stable electricity consumption, acknowledging factors such as weather can affect our usage, it is concluded, our first-ranked supplier offers greater positives with an acceptable level of risk.

Consultation

Discussion and consultation was undertaken by the Executive Manager Corporate and Community Services with the Chief Executive Officer.

Statutory Environment

Local Government Act 1995, Section 3.57 Tenders for providing goods or services and Local Government (Functions and General) regulations 1996 Regulation 11 When tenders have to be publicly invited, are applicable to this procurement.

In particular, Local Government (Functions and General) regulations 1996 Regulation 11(2)(b) where procurement through the WALGA Preferred Supplier Program is exempt from a public invitation to tender.

Policy Implications

Policy 3.1 Purchasing – Framework is applicable.

Financial Implications

The energy cost for the three premises for 2017/18 amounted to \$159,719 and in 2018/19 \$142,392 totalling \$303,111. The estimate of cost, using the first rank supplier over a two year period, is \$226,936 a potential saving of over \$76,000.

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.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0620.010

Moved: Cr Wiese Seconded: Cr Early

That with respect to the procurement of Contestable Electricity, Council:

1. Award the electricity supply contract to Kleenheat Gas as specified in their submission for a two (2) year period concluding on 31 August 2022 for the following locations:
 - Administration Centre;
 - Narrogin Caravan Park; and
 - Narrogin Regional Leisure Centre.
2. Authorise the CEO to finalise the proposed contract (including minor amendments).

CARRIED 9/0

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 NARROGIN REGIONAL LEISURE CENTRE ANNUAL BUDGET APPROVAL

File Reference	20.1.3
Disclosure of Interest	The Author/Authorising Officer has no any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.4.3, 26 June 2019, Resolution number 0619.014
Date	18 June 2020
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Power Point Presentation - Narrogin Regional Leisure Centre -The COVID-19 Crisis: Implications 2019 to 2021 and the Road to Recovery.2. Variation to FY20 NRLC Budget & Consideration for FY21 NRLC Budget.

Summary

The Council is required to advise the YMCA of whether it is prepared to accept the proposed deficit budget for the contract with respect to management of the Narrogin Regional Leisure Centre (NRLC) for the financial year to 30 June 2021, and also to note the likely shortfall on the previously agreed Deficit Budget for the financial year ending 30 June 2020, both due to the unforeseen impacts of the COVID-19 Pandemic.

Background

Council entered into a management contract with the YMCA in 2014 for a five (5) year period with a five (5) year option at the Council's discretion (June 2014). This contract was extended in June 2019 for another five (5) year term to 30 June 2024.

Council approved a Deficit Budget for contract for the 2017/18 Financial year of \$262,281 (24 May 2017).

Council approved a Deficit Budget for the contract for the 2018/19 Financial Year of \$284,706.

Council approved a Deficit Budget (subsidy) for the 2019/20 Financial Year of \$306,333, noting that, the Centre would remain open on Sundays (12 noon to 5pm).

Comment

Deficit Budget 2020/21 Financial Year

The YMCA has provided a Deficit Budget, inclusive of Management Fee, for the next financial year of \$464,000, significantly more than that approved in 2019/20 of \$306,333. This is due to uncertainty around the COVID-19 Pandemic restrictions on sporting activity, and the behaviours of patrons in the

next 12 months (refer Attachment 1). The key change proposed is that it be based on an actuals 'open books' budget (refer Attachment 2).

The Administration is proposing that the Council endorse this Budget request, however the Chief Executive Officer be requested to report monthly to the Elected Members on the progress of the YMCA WA to reduce this deficit through tight fiscal management, constraining costs and maximising revenues and patronage where able to do so.

Budget Variation Request

The YMCA has submitted a variance to the current approved Budget Deficit, requesting an additional sum of \$25,000. Refer Attachment 2.

The Administration supports this request but has limited the exposure to a maximum of \$20,000 at the Chief Executive Officer's discretion, with anything above this amount to be referred to the Council for determination and assessment. At the end of May 2020, indications are that the year to date (11/12th through the year) is approximately \$4,000 down on Budget due to tight fiscal management of the operations by the YMCA management, combined with the benefit of the organisation receiving the Commonwealth Government's 'Job Keeper' stimulus payments for most eligible employees.

Consultation

- Power Point Presentation to Elected Members on 12 May 2020 by Mark Furr from the YMCA.
- Senior management of the YMCA WA.
- Azhar Awang, Executive Manager Development & Regulatory Services.

Statutory Environment

There are no relevant statutory matters that relate, other than those contained within the contract.

Policy Implications

There are no relevant Council Policies that relate nor proposed policies required or proposed.

Financial Implications

Consideration of the request of the YMCA to vary the 2019/20 Budget to the extent of up to \$331,333 (an additional \$25,000) could be accommodated within the current Budget, if it was deemed justified as 'unforeseen' and caused through the impacts of COVID-19 and of no fault of the contractor. The existing Management Fee Budget can cater for this request within the recently amended Budget.

Clause 8.2 of the Contract provides that the contractor may submit a variation request to the Principal (the Shire) for consideration, if events beyond their control have negatively impacted upon their expenses and revenues.

Rationale for the reasons for the request are outlined in the decision making paper at Attachment 2. This rationale and the conclusions reached are supported by the Administration.

Strategic Implications

Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2 Build a healthier and safer community

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0620.011

Moved: Cr Lushey Seconded: Cr Broad

That with respect to management of the Narrogin Regional Leisure Centre, and the impact that the unforeseen COVID-19 Pandemic has had on operations and likely reduced patronage and revenues since March 2020, Council:

1. Note that the previously agreed Budget Subsidy for the Financial Year 2019/20 of \$306,333 (plus GST) may not be realised and authorise the Chief Executive Officer to agree to an additional deficit variation of up to \$20,000 (plus GST) if deemed appropriate and reasonable by the Officer, upon assessing the end of year financial acquittal, with any amount requested over that sum, to be assessed and considered by the Council.
2. Approve the Budget Subsidy for the Financial Year 2020/21 as an actuals 'open book' Budget with a worst case scenario of \$464,000 (plus GST) and there being no profit share if the actuals are better than the worst case scenario, with any savings on this sum to be retained by the Shire of Narrogin and the Chief Executive Officer be required to report monthly to the Elected Members on progress of the YMCA WA to reduce this deficit through tight fiscal management, constraining costs and maximising revenues and patronage where able to do so.

CARRIED 9/0

**YMCA WA / SHIRE OF NARROGIN
DECISION PAPER
FOR SHIRE CEO AND COUNCIL CONSIDERATION**

TO: Chief Executive Officer, Dale Stewart

FROM: Mark Furr - General Manager, Youth Community & Leisure, YMCA WA

SUBJECT: Variation to FY20 NRLC Budget & Consideration for FY21 NRLC Budget.

DATE: 12th May 2020

A. INTRODUCTION

This paper is provided for the Shire of Narrogin to consider the following:

- In accordance with Section 8 of the contract between the Shire of Narrogin and the YMCA WA, specifically section 8.2, para.(1), sub para (b), a variation to current Narrogin Regional Leisure Centre (NRLC), budget for FY20.
- Adopt recommendations made by the YMCA WA for next year's budget (FY21).

B. BACKGROUND FOR VARIATION TO FY20 BUDGET REQUEST

The current COVID-19 pandemic crisis has created an unprecedented situation in our communities which has subsequently led to incremental safety directives from Federal and State Governments which resulted in the eventual closure of the Narrogin Regional Leisure Centre (NRLC), on the 23 Mar 20. Prior to the full closure of the centre, directives from Government had led to a significant reduction in participation at the NRLC from the 06 Mar 20.

More than 20 local staff had to be stood down from their roles due to the lack of meaningful work resulting from the centres directed closure. The Federal Government's Jobkeeper initiative has enabled most staff, that are eligible, to receive a wage, but not all. The health and well-being of our local staff has been a priority and management has kept in close contact with affected staff to ensure they remain up to date with the current situation, as well as providing assurances regarding their value and eventual return to work.

YMCA management has ensured essential administration and maintenance has been undertaken throughout this period and continued to proactively engage the Shire Executive and advise and liaise on relevant matters pertaining to contract and a staged transition back to normal operations.

The WA Roadmap now outlines a 3-4 phase process back to business as usual which enables the reopening of the centre, albeit in a staged and controlled process, with strict limitations associated to facility usage and patronage.

C. CONTRACTUAL IMPACT

The YMCA is managing the financial budget extremely well and has been performing to or above targets throughout the year; however, the NRLC has not generated revenue since Mar 20.

Management has regularly scrutinised all necessary expenditure to minimise the impacts of the Centre's hibernation and ensure that the variation to the original agreed deficit is minimised.

Our local staff are a priority and the YMCA is determined to maintain all staff through this crisis and JobKeeper eligibility has provided a welcome offset to the overall staff costs per month during this period of closure.

This wage subsidy does not cover all of the overall costs being incurred at the NRLC and with no revenue since March, the YMCA has been using its own reserves whilst awaiting first JobKeeper payments in arrears.

It is currently anticipated that in the current climate of no revenue and incurring and ongoing costs, the NRLC will exceed the original agreed deficit funding by approximately \$25k.

This figure may vary dependant on future directives by Government and does not take into consideration any variation caused by any operational changes due to the introduction of Phase 2 or 3 of the WA Government's Road Map.

D. FY21 BUDGET

The current COVID-19 pandemic crisis will inevitably impact the NRLC in 2020/21. A budget for FY21 was compiled for distribution prior to the COVID crisis. This has now become a baseline budget that represents BAU and utilized as part of a revised COVID budget.

The budget for FY21 is a worst-case scenario. A deficit of (\$464k), including management fee and is based on Phase 1 closure directives and industry speculation that Recreation Centres will not fully recover for up to 12-18 months. The move towards Phase 3 directives means that it is probable that the worst case scenario figure will now be much less than originally presented in Chambers in May 20, however there is still possibility that a second wave, the loss of JobKeeper monies or members not returning, all create variables that cannot be accurately represented within a fixed budget.

These assumptions can be revised and amended, and the budget template can be used as an ongoing actual forecast which can more accurately reflect end of year position. At this time, it is currently not possible to accurately predict how the COVID-19 pandemic crisis will play out over the next 12 months and so the provision to Council of a fixed annual deficit budget figure would not be accurate. For example:

- Recreation Centre memberships are considered a secondary spend in most households. The impact of COVID related closures may inform differing behaviours by community that include:
 - Cancellation of memberships.
 - Adoption of preferred online fitness activities.
 - Utilisation of purchased equipment for use at home.
 - Residual fear of infection and resumption of normal social integration.

The assumptions currently applied in the FY21 worst case scenario budget reflect the following:

- Average user participation is 46%, from 10% utilisation in Jul 20, to 80% utilisation in Jun 21.
- 30% decrease in revenue as a result of reduced participation.
- Inclusion of JobKeeper subsidy until Sep 20.
- 5% decrease in expenditure. This figure is hindered by aquatic standards and compliance resulting in maintained costs for 2020/21.
- 50% reduction in facility rental.
- Management fee is maintained at \$117k (back office function)

These assumptions can be easily challenged due to the unprecedented situation in which we find ourselves operating in. The Shire could assume participation is higher than the assumed 46%, or that facility rental or recreational swimming will be higher than currently predicted, however it is difficult to provide an accurate rationale that supports either; hence the subsequent recommendations that are made below reference the budget for FY21.

RECOMMENDATION 1 – FY20 VARIATION

The YMCA WA is seeking a variant to the FY20 budget due to the unprecedented COVID-19 crisis and the subsequent impact on NRLC revenue during the forced closure.

In accordance with Section 8 of the contract between the Shire of Narrogin and the YMCA WA, specifically section 8.2, para.(1),sub para (b), a variation of approximately \$25k is requested.

The YMCA requests, that the Shire pays the requested variation in 2 instalments in addition to the usual monthly invoiced amounts in May and June, with an understanding that the confirmed final variation amount will be reconciled accordingly at the end of the financial year.

RECOMMENDATION 2 – FY21 BUDGET

Due to the unpredictability of the current COVID crisis, the YMCA recommends the following for the FY21 budget:

- That the Shire varies the contract for 2020/21 and agrees to adopt an “actuals” budget due to the unpredictability of the current pandemic crisis and subsequent inability to accurately predict a final position.
- No profit share arrangements between the Shire and YMCA WA. If the actual position is better than budget, this positive variance goes back to the Shire and its rate payers.

Prepared by:



Mark Furr
General Manager - Youth Community & Leisure
YMCA WA

E: mark.furr@ymcawa.org.au

M: 0448 252 010



Narrogin Regional Leisure Centre

The COVID-19 Crisis:
Implications 2019 to 2021
and the Road to Recovery

26 May 2020

Shire of Narrogin

Minutes Ordinary Council Meeting 23/6/2020



The Shire of Narrogin & the Y WA



Narrogin Regional Leisure Centre 01 Mar 2020

- Centre facility operating well, very good patronage.
- Good local leadership.
- A positive and invested team with good culture.
- Increased community engagement.
- Financial performance on track.
- Focused on future centre opportunities.



March 2020

- 6th March - Reduced participation and significant bookings cancelled as restrictions take effect.
- 23rd March - NRLC closure, 30+ staff stood down from roles.
- Approximately 50% were entitled to JobKeepers.
- The COVID crisis enacts a clause in the current contract Section 8.2 para 1, sub-para (b).



The Impact of Closure

No revenue being generated.

Impacting the Y WA cashflow.

- 100% in Recreation Services

- 50% in Children's Services

- Hardship payments to ineligible staff

Financial expectations in FY20 compromised.

Staff stood down.

JobKeeper eligibility, legislation and workload.

Business Continuity Plan - 4 phases:

- Build Up

- Hibernation

- Innovation & Connection

- Reactivation & Recovery

Administration and maintenance ongoing, to maintain the asset and remain connected to our community.



The Shire's Response to COVID-19

- Continued dialogue and support.
- Continued maintenance and capital works.
- Centre enhancements.
- Shire's COVID initiative, "Narrogin Dollars"
- Phase 2 proactivity – The first Y WA centre to re-open.

Support services – Human Resources

- Advice on Leave requests
- Advice on Further Stand downs (beyond 23/2/20)
- Formal communication with Staff
- Q&A sessions
- Staff Wellbeing sessions
- Payroll activity BAU/JobKeeper
- Adjustment to JobKeeper Legislation
- Re-instatement of employee advice
- Staff information on Government announcements
- Learning and Development
- Payroll/Riteq support including JobKeeper
- Updates on Jobseeker/Jobkeeper Allowance
- Ongoing BAU activities
- Reports and Data requested by SD
- Health and Safety Support
- COVID-19 directive Support and Implementation
- Staff workplace orientations Phase 2 &3
- Staff Meeting Support
- Support to close out of Jobseeker/Jobkeeper programs
- Workforce engagement and planning for stand down/ stand up

Support services – Finance

- Support to reactive License and Subscriptions.
- Instructions/guide for re-opening in relation to Finance (e.g. Floats, Petty Cash).
- Process refunds as required.
- End of month BAU.
- Support to reactive License and Subscriptions.
- Instructions/guide for re-opening in relation to Finance (e.g. Floats, Petty Cash)
- Forecasts of financial impact and other required data
- Financial information as required to funders.
- AR/ AP invoicing and follow up
- Reports and Data requested by Service Delivery.
- Budget sign off/agreed outcomes on variations to budget with contract funders



Support services – Marketing

- Media Releases for Re-opening
- Marketing and communication support
- Creation of re-opening promotional/signage content
- Ongoing Marketing Support/Content Creation
- National marketing of COVID initiatives within the Y
- Development of signage and other materials relating to COVID compliance to enable COVID Safe Re-Opening.
- Website Management
- Weekly communications to membership and wider community.
- “We are still here” campaign.
- Y Not campaign
- Publication design and production
- Support Centres with regular updates to community
- Support centre management to promote new membership initiatives
- Centre and service updates
- Consumer surveys and feedbacks mechanisms
- Local media campaign to promote Centres – ABC and others.
- Merchandise promotion and development
- Centre content creation related to Centres
- Youth Community Campaign – Youth Isolation during COVID-19



Shared Services

.....back office support to the Y management and staff in Narrogin during the COVID-19 crisis, has exceeded business as usual arrangements.



2019/2020 Budget

- Feb 20 P&L showed budget at break even.
- Lost revenue since March has impacted the Y WA cashflow.
- Request to vary the agreed budget by approximately \$25K.
 - (Phase 2 & 3 impacts)
- Therefore the Y WA is seeking to invoice this varied amount for cash flow purposes and reconcile (+/-), at end of year final results.

Reactivation and Recovery

- **Phase 2** Centre has reopened with limited services.
 - Creche closure still impacts on current patronage
- Not all staff have returned to work.
- Some Y staff are assisting with the Shire's COVID response initiative.
- On the advice of the Shire, no fees are being charged to members.
- **Phase 3** expected in June 20 and should result in return to near normal service offerings.
- The recovery of the Centre and the retention of members is a priority.
 - Implementation of member attraction, retention and recovery plan 2020/21.
 - Marketing and Communication plan .
Weekly comms, Social Media, Timetables, Flyers and Campaigns.

Current Activities

Phase 2 - (Now)

- Providing support to associations to return to normal – hockey, netball.
- No equipment Group Fitness, Swimming, Squash and Sports courts.
- Free to members, fees for casual members.
- Schools programs

Phase 3 - (Mid June)

- Creche, Gym, Facility Hire, Hockey, Football, Netball has stated 17th July return.
- Full Group Fitness timetable
- Seniors Programs - Living Longer Living Stronger
- Swimming lessons will commence Term 3

Phase 4 - (July?)

- Basketball competitions in Summer Term alongside other Term competitions.
- Community events

Note: each transition to the next phase requires significant work to return staff to work and prepare the Centre in accordance with COVID Safe requirements.



Budget for 2020/2021

- Locking in a fixed budget is difficult under current circumstances.
- Recovery of the Centre will take time.
- Participation levels are not expected to be achieved in the next 12 months.
- Revised budget process undertaken with assumptions applied
- Original BAU budget figures for FY21 predicted a deficit of (\$303k)
- Reduced participation at 46% results in a worst case (\$464k) deficit to budget.
- Expectations are that the deficit could be much lower than worst case now that we have emerged from Phase 1.



Budget for 2020/2021

- The Centre will benefit from JobKeeper payments which remain in place until Sep 20.
- If the Government changes or ceases payment, similar to Child Care, this will have an adverse effect
- However it is difficult to be precise.
- **The Y WA recommends an actuals budget for FY21 and would provide live forecast based on EOFY position.**
- No profit share arrangements.



Opportunities for FY21

- The Y WA is keen to undertake a greater role in supporting young people within the Shire.
- The Y WA has ideas with regards to the Shire's Strategic Masterplan that can optimise space and reduce costs to rate payers.



Summary

- A variant budget of approximately \$25k for FY20.
- Invoiced for the remaining months to aid cash flow.
- An “actuals” budget for FY21.
- No profit share arrangements.
- The Y WA will be very proactive in Centre recovery and attraction and retention of members.
- Work with the Shire to pursue strategic opportunities.



Thank you

Any questions?

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

Nil

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

Nil

13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 8:18 pm and pursuant to Resolution 1219.010 of 18 December 2019, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Tuesday 28 July 2020, at this same venue.



Shire of
Narrogin

Love the life

89 Earl Street, Narrogin
Correspondence to:
PO Box 1145, Narrogin WA 6312
T (08) 9890 0900
E enquiries@narrogin.wa.gov.au
W www.narrogin.wa.gov.au