



Shire of  
**Narrogin**

## MINUTES


### ORDINARY COUNCIL MEETING

28 July 2020

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

Signed: .....  ..... Date 29 July 2020

These minutes were confirmed at the Ordinary Council Meeting held on 23 June 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 ngiyen 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](http://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

**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	7
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	7
3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA	7
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	8
5. PUBLIC QUESTION TIME	8
6. APPLICATIONS FOR LEAVE OF ABSENCE	10
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	10
8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	10
9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS	10
10. MATTERS WHICH REQUIRE DECISIONS	11
10.1 DEVELOPMENT AND REGULATORY SERVICES	11
10.1.1 FINAL ADOPTION – COLOUR PALETTE AND SIGN GUIDE (CENTRAL BUSINESS PRECINCT) POLICY	11
10.1.2 APPLICATION FOR PLANNING CONSENT – NEW CYCLING TRAIL (PUBLIC RECREATION) – LOT 10463 (NO. 443/363) KILPATRICK ROAD, NOMANS LAKE	47
10.1.3 APPLICATION FOR PLANNING CONSENT – CONSULTING ROOM (EXPANSION OF NARROGIN NATURAL THERAPIES) – LOT 2 (NO. 2/31) FORTUNE STREET, NARROGIN	53
10.1.4 APPLICATION FOR PLANNING CONSENT: TELECOMMUNICATIONS INFRASTRUCTURE AT LOT 11193 WHINBIN ROCK ROAD, HIGHBURY	61
10.2 TECHNICAL AND RURAL SERVICES	69
10.2.1 LOT 103 SMITH STREET - PUBLIC TOILET DEVELOPMENT	69
10.3 CORPORATE AND COMMUNITY SERVICES	73
10.3.1 SCHEDULE OF ACCOUNTS PAID – JUNE 2020	73
10.3.2 MONTHLY FINANCIAL REPORT - JUNE 2020	75
10.3.3 ADOPTION OF FINANCIAL HARDSHIP POLICY	95
10.3.4 CORPORATE BUSINESS PLAN – 2020 REVIEW	101
10.3.5 REQUEST FOR RATES EXEMPTION - KOORAMINNING ABORIGINAL CORPORATION (2-4 HANSARD STREET AND 7 HARTOGE STREET, NARROGIN)	128
10.3.6 RATING POLICY – CHANGE IN PREDOMINANT USE OF RURAL LAND	185

10.3.7	REQUEST FOR CHANGE IN RATING METHOD A414 (PT) LOT 22 WILLIAMS-KONDININ ROAD, HILLSIDE 6312	190
10.3.8	ADOPTION OF 2020/21 DRAFT ANNUAL BUDGET	198
10.4	OFFICE OF THE CHIEF EXECUTIVE OFFICER	261
11.	ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	262
12.	NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING	262
13.	CLOSURE OF MEETING	262

# ORDINARY COUNCIL MEETING

## 28 JULY 2020

---

### 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7:03 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 C Bartron

Cr J Early

Cr B Seale

Cr G Ballard

#### Staff

Mr D Stewart – Chief Executive Officer

Mr A Awang – Executive Manager Development & Regulatory Services

Mr T Evans – Executive Manager Technical & Rural Services

Mr F Ludovico – Executive Manager Corporate & Community Services

Ms C Thompson – Executive Assistant

#### Leave of Absence

Cr G Broad

#### Apologies

Nil

#### Absent

Nil

#### Visitors

There were five (5) members of the public in attendance at the commencement of the meeting.

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

Name	Item No	Interest	Nature
Mr L Ballard	10.3.8	Financial & Proximity	Part owner of a residential lot on Havelock Street (corner of Homer Street), Narrogin, where the Shire is

			proposing to perform bitumen reseal in the 20/21 Budget worth \$7,969.50.
Cr G Ballard	10.3.8	Financial & Proximity	Part owner of a farm abutting Wagin-Wickepin Road, Narrogin, where the Shire is proposing to perform stabilisation works and extension of bitumen seal as approved by the Regional Road Group in the 20/21 Budget worth \$787,500.00.
Cr Early	10.3.8	Financial & Proximity	Part owner of a rural residential lot at 54 Narrakine Road, Narrogin, where the Shire is proposing to perform bitumen reseal in the 20/21 Budget worth \$52,829.70.
Cr Fisher	10.3.6	Financial & Proximity	Owns property affected by the agenda item.
Cr Fisher	10.3.7	Financial & Proximity	Owns property affected by the agenda item.
Mr L Ballard	10.1.4	Financial & Proximity	Is CEO of the Applicant business.
Cr G Ballard	10.1.4	Financial	Owns land upon which a the applicant is seeking to install a transmission tower.

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

Nil

#### 5. PUBLIC QUESTION TIME

##### 5.1 Mr Max Werner – Narrogin Railway Station

The questions below were received from Mr Max Werner 15 July 2020.

*“The Narrogin Station Buildings have been part of my study in architectural (heritage) conservation. The study aims to explore the visual properties of spatial configuration, to identify what informs us of spatial configuration properties of space. How heritage is received, perceived and read in contemporary intercultural context, and thereby conservation and adaptive re-use of the historical building a possible.*

*With great delight did we notice that the timber facing to the east side of the station platform has been replaced as part of the Shire’s ongoing ‘renovation’ work to the heritage listed building complex. Alas, we also noticed newly developed cracking and wall separation in the outer wall space (masonry) of the Station Buildings (Station House), previously not identified in the analysis of integrity.*

*Our inquiry is whether a more recent analysis of integrity has been conducted in view of safe keeping and future ‘renovation’ work on the building.*

*What it will do? When it will do? And to whose purpose?*

*I was told by senior Shire employee that information on structural integrity of the building is not available to the public. This seems rather strange when dealing with a heritage listed building (HCSA 03521). To our understanding the building (heritage asset) is held in trust for the wider community. Shouldn’t it therefore also be appropriately documented and accountable to the public?”*

The Shire of Narrogin has provided the following comments to Mr Werner and as follows in a letter dated 23 July 2019 and provided a copy of the Wood and Grieve engineering inspection report.

*“Thank you for your letter via email dated 14 July 2020, in regards to the Narrogin Railway Station Buildings. In response to your query below, we provide the following comments:*

*“Our inquiry is whether a more recent analysis of integrity has been conducted in view of safe keeping and future “renovation” work on building.*

*What it will do?*

*When it will do?*

*And to whose purpose?”*

*We wish to advise that in August 2017, the Shire had commissioned Wood and Grieve Engineering to prepare a Structural Inspection report of the Old Railway Station Buildings in Narrogin, including the footbridge, the toilet block and the Platforms. Please find attached a copy of the Inspection Report.*

*The report provides an assessment on the observed conditions of the buildings, areas of structural deterioration highlighting the areas of concerns and the recommended actions on each of the buildings and infrastructure which is detailed in the attached report.*

*The report highlighted the footbridge as a priority for remedial works as this is currently in use and the general state of the platforms which is in very poor conditions and requires the removal and replacement of the existing timber edge beams and timber retaining planks. Both these areas have been undertaken and completed as per the recommendations of the report.*

*As the buildings and structures are listed in the State Heritage Register as having significant heritage value, prior to undertaking these works, the Shire has sought written approval from the Department of Planning, Lands and Heritage which was subsequently granted.*

*The Shire is of the opinion that the Railway Station Buildings is much loved by the Community and have agreed to prioritise this project as our “Flag Ship” project.*

*In meeting its commitment to this project, the Shire has also appointed Laura Gray of Heritage Intelligence (WA) to prepare a Conservation Management Plan and Adaptive Reuse Strategy of the Railway Station Buildings and the Goods Shed.*

*The first phase of the project is to undertake a Community Consultation, which included an Open House inviting the Community to attend that were held on Friday 17 July and Monday 20 July 2020. This was well attended by the public. The Community consultation also included a Project Briefing/Walking tour to be held on Thursday 23 July 2020. It is anticipated that these reports will be completed in December 2020 for Council’s consideration.*



*The report is for the benefit of the Shire to preserve, conserve and to protect the structural integrity and heritage of the buildings. Through this process we will ensure that the ultimate beneficiary is the Community and its future generations.*

*I hope that we have answered your queries and in the event that the response is not to your satisfaction, you are welcome to attend the Council meeting on Tuesday 28 July commencing at 7pm (Public question time is at the start of the meeting) and ask any remaining questions that you may have.*

*Should you have any queries, please do not hesitate to contact Azhar Awang, Executive Manager Development Regulatory Services or myself, via email, [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au).”*

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

Nil for the meeting scheduled for 25 August 2020.

## **7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **7.1 Ordinary Council Meeting**

#### **COUNCIL RESOLUTION 0720.001**

Moved: Cr Seale

Seconded: Cr Lushey

That the minutes of the Ordinary Council Meeting held on 23 June 2020 be confirmed as an accurate record of the proceedings.

**CARRIED 8/0**

## **8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

Nil

## **9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS**

### **9.1 Mr Lawrence Riley – representing Kooraminning Aboriginal Corporation**

Mr Riley addressed the Elected Members, prior to the matter being considered in this agenda, item 10.3.5 - Request for Rates Exemption - Kooraminning Aboriginal Corporation (2-4 Hansard Street and 7 Hartoge Street, Narrogin).

### **9.2 Mr John Mearns – presenting a petition and supporting information for fruit fly eradication in the Shire of Narrogin.**

Mr Mearns presented Council with a signed petition seeking the Shire to consider funding the supply of fruit fly traps and monitor their use.

## 10. MATTERS WHICH REQUIRE DECISIONS

### 10.1 DEVELOPMENT AND REGULATORY SERVICES

#### 10.1.1 FINAL ADOPTION – COLOUR PALETTE AND SIGN GUIDE (CENTRAL BUSINESS PRECINCT) POLICY

File Reference	18.6.5
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.1.2 – 28 April 2020 Res. 0420.004
Date	July 2020
Author	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none"><li>1. Policy - Colour Palette and Sign Guide (Central Business Precinct)</li><li>2. H+H Architects Town Centre Colour Palette Guide &amp; Signage Guide</li><li>3. Schedule of Submissions</li></ol>

#### Summary

Council is requested to consider the Shire of Narrogin Colour Palette and Sign Guide Policy for final adoption. The Draft Policy was advertised for public comment and following the closing of the advertising period it was referred to the Narrogin Townscape Advisory Committee for review.

#### Background

H+H Architects was appointed by the Shire of Narrogin to prepare the Shire of Narrogin Town Centre Colour Palette Guide & Signage Guide, which was identified in the 2016 Narrogin Townscape Study Review to be developed in order to improve and preserve the physical and aesthetic quality of the Central Business District.

The Draft Policy was previously considered by the Narrogin Townscape Advisory Committee at its meeting held on 31 March 2020, whereby it resolved as follows:

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

- 1. The Draft Local Planning Policy for the purposes of advertising in accordance with clause 9.9 of the former Town of Narrogin Town Planning Scheme No. 2 for a minimum period of 21 days; and*

*2. After the closing period of public advertising, any submissions received shall be presented to the Council for its further consideration.”*

On 28 April 2020, the Draft Policy was presented at the Council meeting and it resolved as follows:

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

*1. Support the Draft Policy for the purposes of public advertising in accordance with clause 7.9 of the former Town of Narrogin Town Planning Scheme No. 2 for a minimum period of 21 days, including written notification to property owners, lessee and relevant state agencies (Department of Planning, Land and Heritage, Local Chamber of Commerce).*

*2. After the closing period of public advertising, any submissions received shall be presented to the Council for its further consideration.*

*3. Request the Chief Executive Officer to formulate and implement a funding application process including guidelines, selection criteria and application form, consistent with the concepts in this agenda report, for the consideration and approval of the Townscape Advisory Committee, subject to all applications being determined by the Council.*

*4. Consider an allocation of \$15,000 per annum, commencing in the 2020/21 Annual Budget, as contributory funding to assist achieve the objectives of the Policy and Colour Palette and Sign Guide.”*

The Draft Policy was advertised for a period of 21 days on the Shire’s website, Facebook and letters were sent to the Department of Planning, Lands and Heritage, the local Chamber of Commerce, property owners and lessees in the CBD.

At the conclusion of public advertising which expired on 29 May 2020, two written submissions were received, both objecting to the Draft Policy. A copy of their submissions are included in Attachment 3.

A report was presented at the Narrogin Townscape Advisory Committee held on 16 June 2020, whereby the Committee resolved as follows:

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

*1. Adopt the Policy as a Council Policy to guide and encourage Businesses to improve the external building facades within the precinct.*

*2. Request the Chief Executive Officer to formulate and implement a funding application process including guidelines, selection criteria and application form, consistent with the concepts in this agenda report, for the consideration and approval of the Townscape Advisory Committee, subject to all applications being determined by the Council.*

*3. Consider an allocation of \$15,000 per annum, commencing in the 2020/21 Annual Budget, as contributory funding to assist achieve the objectives of the Policy and Colour Palette and Sign Guide.*

4. Advise all respondents that provided submissions on the above outcome.”

## Comment

### Central Business Precinct

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

### Local Planning Policy

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

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

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

#### Colour Palette:

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

#### Sign Guidelines:

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

### Submissions

Two written submissions were received during the submission period objecting to the Policy. Comments arising from the two submissions are summarised as follows:

- “The use of corporate colours gives business an identity that is easily recognisable within town and ensures maximum advertising and branding. Any move away from this would be detrimental financially to the business.”

- “Existing business within our CBD utilising colour on their shop fronts are easily identifiable and we feel well maintained. Premises with a cream or white exterior appear dirty, uninviting, and quite often you have no idea what business is operating within.”
- “Applying the colour policy will prohibit potential new businesses coming into the CBD by limiting their marketing potential.”
- “How does the ghastly colours of the bins and bike racks fit in with the policy?”
- “The existing bins and bike racks do not fit in with the guidelines and only match the Shire logo, and if the policy is adopted will look more ridiculous.”

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

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

It is recommended that in terms of promoting and encouraging the property owners to apply the Colour Palette guide, as an incentive, Council could look at allocating funds in the proposed 2020/21 Budget as a matching fund to a maximum of \$2,500 per applicant.

It is also recommended that the Narrogin Townscape Advisory Committee, take on the responsibility to determine the evaluation process and to prioritise the buildings to be developed and recommended to Council.

## Consultation

Written notification was provided to owners and lessees in the Central Business Precinct, as well as the Department of Planning, Lands and Heritage and the local Chamber of Commerce.

The comments were then referred to the Narrogin Townscape Advisory Committee for consideration.

## Statutory Environment

The former Town of Narrogin Town Planning Scheme No. 2 relates:

- Clause 7.9 – Power to Make Policies

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

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

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



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

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

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

a) Preparation and final adoption of a new Policy pursuant to the Clause, specifically worded to supersede an existing Policy.

b) Publication of a formal notice of rescission by the Council twice in a newspaper circulating in the area.

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

Deemed Provisions for Local Planning Schemes - Planning and Development (Local Planning Schemes) Regulations 2015 - Schedule 2 Part 2 Clause 4 – Procedure for making Local Planning Policy.

### Policy Implications

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

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

### Financial Implications

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

It is noted that the current Draft Budget includes a total of \$15,000 per annum for the purpose of Streetscape Improvement within the CBD precinct. A matching contribution of funds by the property owner/s, to a maximum of \$2,500, can be made available on application, to be assessed by the Narrogin Townscape Advisory Committee and recommended to Council.

### Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1	Growth in revenue opportunities

Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Objective	2	Social Objective (To provide community facilities and promote social interaction)
Outcome	2.4	Cultural and heritage diversity is recognised
	2.4.2	Maintain and enhance heritage assets
Objective	3	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome	3.4	A well maintained built environment
Strategy	3.4.1	Improve and maintain built environment.

### Voting Requirements

Simple Majority

Cr Wiese advised that should the motion be lost he will put an alternate motion.

#### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0720.002**

Moved: Cr Early                      Seconded: Cr Bartron

That, with respect to the Shire of Narrogin Policy - Colour Palette and Sign Guide (Central Business Precinct), Council:

1. Adopt the Policy as a guide and encourage businesses to improve the external building facades within the precinct.
2. Request the Chief Executive Officer to formulate and implement a funding application process including guidelines, selection criteria and application form, consistent with the concepts in this agenda report and Policy, for the consideration and approval of the Townscape Advisory Committee, subject to all applications being determined by the Council.
3. Consider an allocation of \$15,000 per annum, commencing in the 2020/21 Annual Budget, as contributory funding to assist achieve the objectives of the Colour Palette and Sign Guide (Central Business Precinct) Policy.
4. Advise all submitters of the above outcome.

**LOST 3/5**

### **FORESHADOWED MOTION AND COUNCIL RESOLUTION 0720.003**

Moved: Cr Wiese

Seconded: Cr Seale

That, with respect to the Shire of Narrogin Policy - Colour Palette and Sign Guide (Central Business Precinct), Council:

1. Adopt the Policy as a guide and encourage businesses to improve the external building facades within the precinct, subject to replacement of the word 'Require' under Objectives 1.1 to read 'Encourage'.
2. Request the Chief Executive Officer to formulate and implement a funding application process including guidelines, selection criteria and application form, consistent with the concepts in this agenda report and Policy, for the consideration and approval of the Townscape Advisory Committee, subject to all applications being determined by the Council.
3. Consider an allocation of \$15,000 per annum, commencing in the 2020/21 Annual Budget, as contributory funding to assist achieve the objectives of the Colour Palette and Sign Guide (Central Business Precinct) Policy.
4. Advise all submitters of the above outcome.

**CARRIED 5/3**

Cr Early, Cr Bartron and Cr G Ballard voted against the motion.

Reason for change: The Council wished to amend the Policy to make it clear that submission of a Development Application was encouraged, not required.

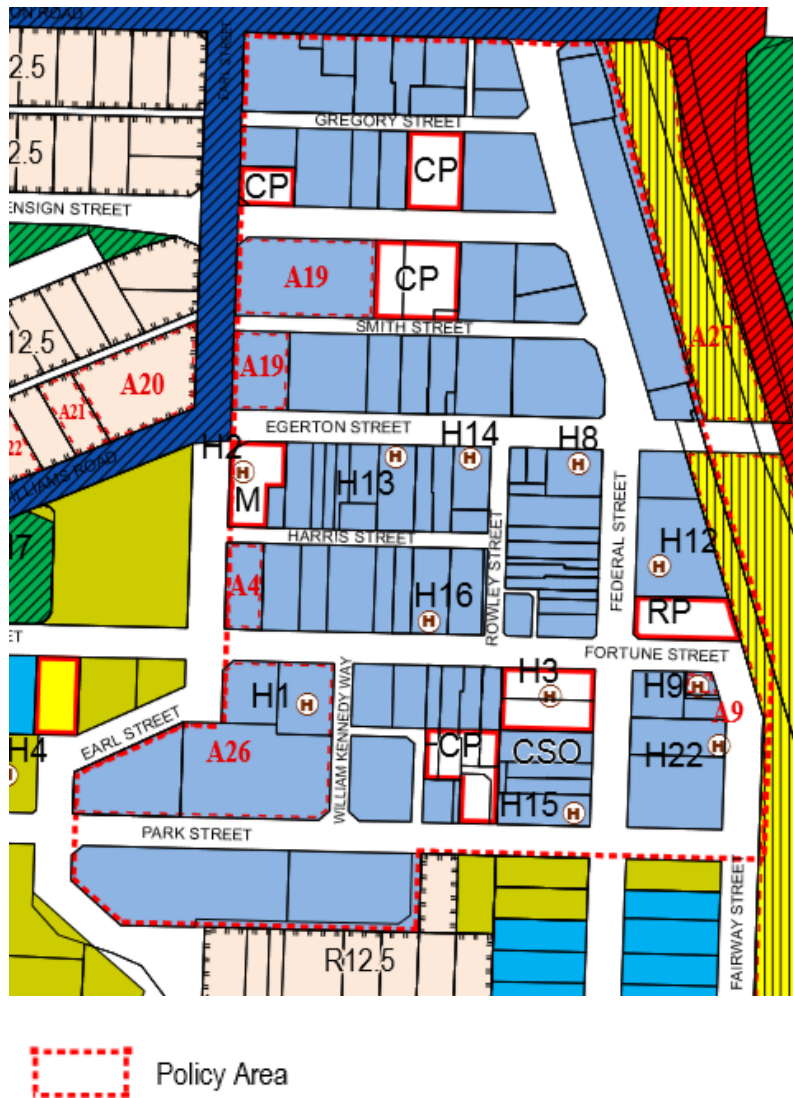
**Colour Palette and Sign Guide (Central Business Precinct)**

Statutory context	Nil
Corporate context	Nil
History	Adopted <span style="background-color: yellow;">dd mmmm yyyy</span>

**Policy Statement**

**The Central Business Precinct**

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



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

## **1.0 COLOUR PALETTE**

### **1.1 Objectives**

The objectives of this policy are to:

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

### **1.2 Policy Statement**

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

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

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

### **1.3 Policy Provisions**

#### **Colours Guidelines**

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



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

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

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

#### **1.4 Face brickwork and Limestone Fabric**

- 1.4.1 Council will not approve the rendering or painting of face brickwork or limestone fabric for buildings of recognised heritage significance unless it can be demonstrated by the applicant that it is not possible to conserve the face brickwork or limestone fabric in its current form, and painting or rendering the face brickwork or limestone fabric is the only suitable conservation treatment in the circumstances.
- 1.4.2 The sealing of exposed face brickwork or limestone fabric of buildings with recognised heritage significance is not considered appropriate and will not be supported.
- 1.4.3 In cases where treatment of face brickwork and limestone fabric is proposed, an application shall be accompanied by a technical report from a suitably qualified expert in support of the methodology to ensure that the treatment will be beneficial for the ongoing conservation of the building.

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

- 1.5.1 Paint colours shall be compatible and complimentary to the heritage character of the existing building.
- 1.5.2 Where the external building is constructed of face brickwork and limestone fabric, treatment of external surfaces shall be in accordance with clause 1.2 of this policy.

#### **1.6. New and Infill Development**

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

## **2.0 Sign Guidelines**

### **2.1 Objectives**

The objectives of this policy are to:

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

## **2.2 Policy Statement**

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

## **2.3 Policy Provisions**

### **Signs above Verandah Level**

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

Only one line of advertising space should be encouraged.

### **Signs on Verandah and Awnings**

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

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

### **Signs Painted onto Display Windows**

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

### **Signs below Verandahs**

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

A sign under the verandah shall:

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

### **Signs on Buildings without Verandahs**

Signs should be restricted to:

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

### **Signs on Building Walls**

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

### **Colour**

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

– End of Policy

Notes

# Shire of Narrogin

Town Centre  
Colour Palette Guide & Signage Guide



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



Shire of  
**Narrogin**  
*Love the life*

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



## Introduction

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

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

## Intent

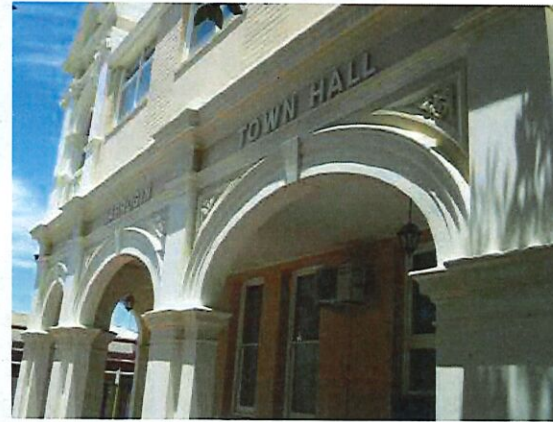
The intention of this document is to provide visual guidance when developing external colour schemes and signage strategies for buildings in the Town Centre of Narrogin to ensure that the individual expression of buildings meets the needs of owners and tenants, whilst also contributing to the creation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

## The Importance of Colour & Materials

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

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

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

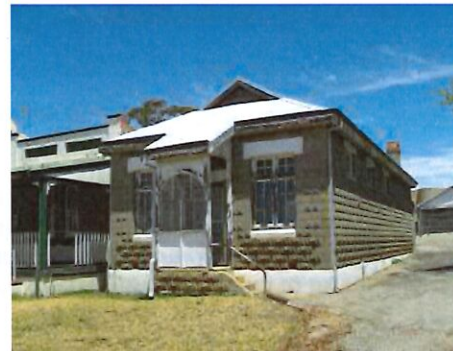
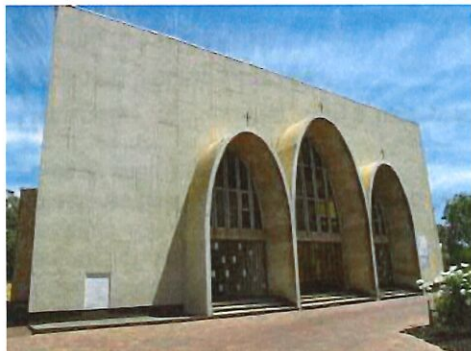
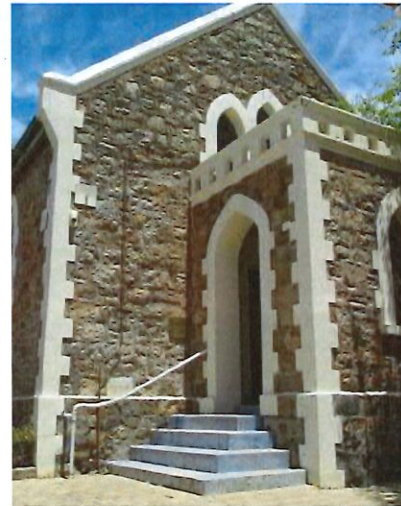
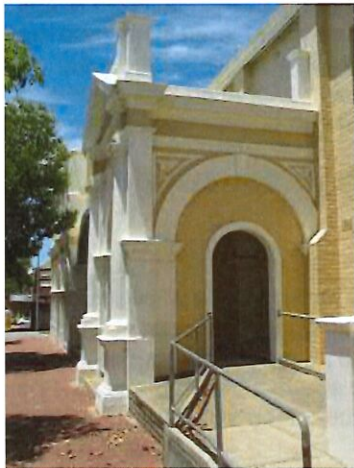




## Town Character – what is the architectural character of Narrogin?

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

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





## Federation Era

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

### Building character

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

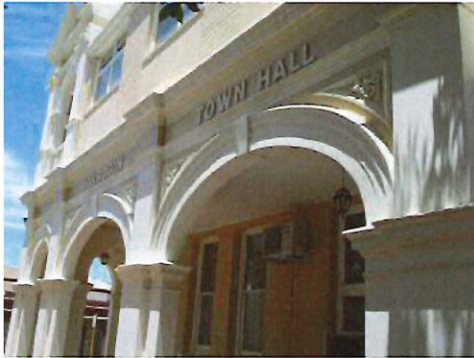
### Notable local examples:

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

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







## Colour Schemes for Federation era Buildings

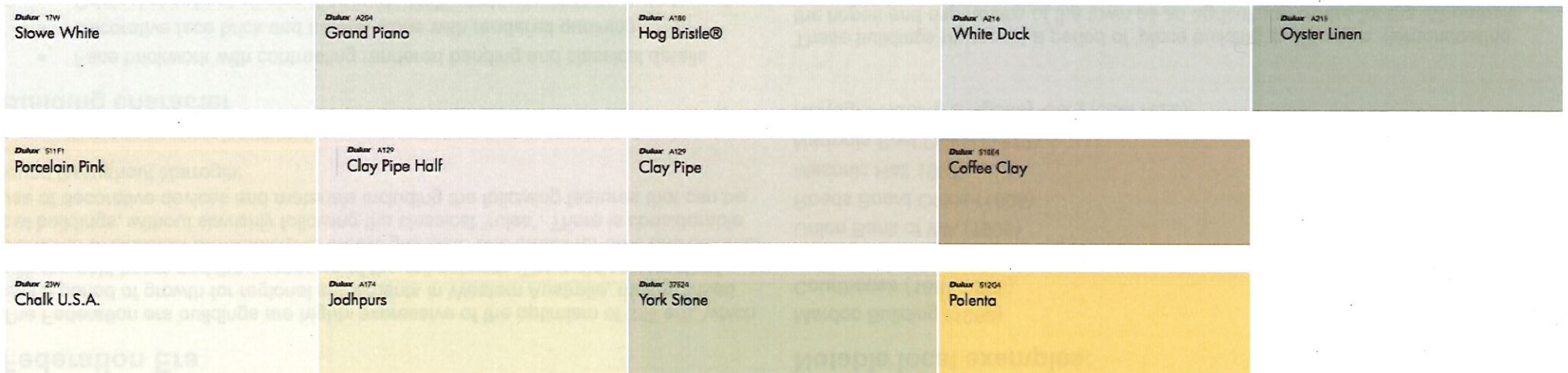
Colour schemes for Federation era buildings can vary, but colours that were popular for exterior colour schemes in this era included dark greens and red oxides, blue greys and charcoals, as well as beige and buff (pale orange-brown) with highlights of cream and white. Tonal contrast was important to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

### External walls:

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



### External wall colours - examples





**External doors:**

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

**Window frames:**

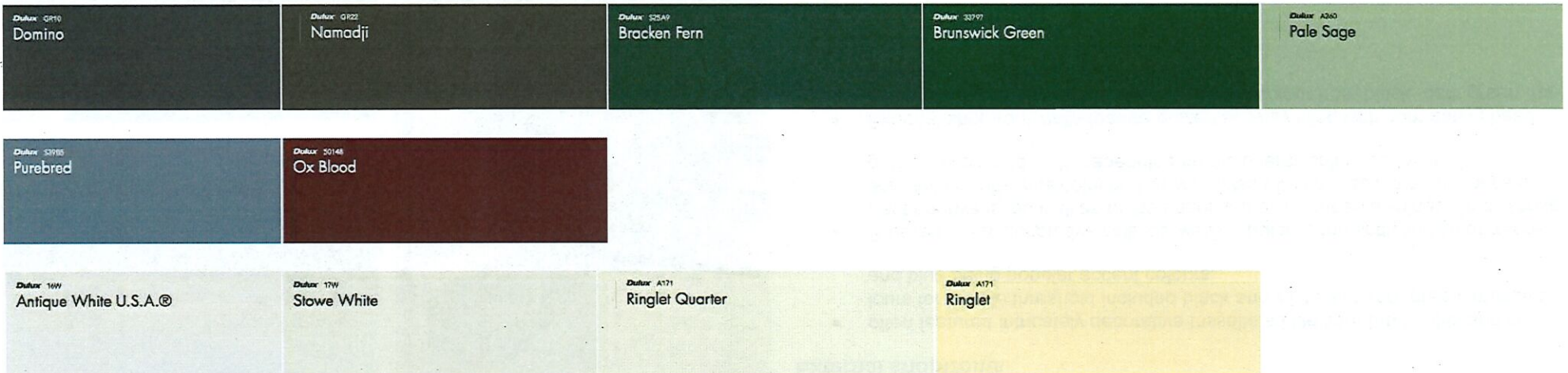
- Often in a dark tone (ie. Venetian red, Indian red, dark burgundy, charcoal, or brown) or a white/cream colour

**Verandahs**

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



**Joinery colours - examples**







## External shopfronts

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

## Setting

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





## Examples of Federation era colour schemes

### Rendered Details Main wall colour

Dulux A204 Grand Piano Quarter	Dulux A204 Grand Piano	Dulux GR10 Domino	Dulux 17W Stowe White
Dulux A174 Jodhpurs	Dulux S1204 Polenta	Dulux 14W Antique White U.S.A.®	Dulux S25A9 Bracken Fern
Dulux S10E4 Coffee Clay	Dulux A12P Clay Pipe	Dulux S0148 Ox Blood	Dulux A171 Ringlet Quarter
Dulux A100 Hog Bristle®	Dulux A100 Hog Bristle® Quarter	Dulux S3797 Brunswick Green	Dulux A240 Pale Sage
Dulux S11F1 Porcelain Pink	Dulux 17W Stowe White	Dulux S0148 Ox Blood	Dulux 23W Chalk U.S.A.
Dulux A174 Jodhpurs Quarter	Dulux A174 Jodhpurs	Dulux 14W Antique White U.S.A.®	Dulux S25A9 Bracken Fern
Dulux A216 Oyster Linen	Dulux A216 White Duck	Dulux S3985 Purebred	Dulux GR22 Namadji

### Joinery



OR

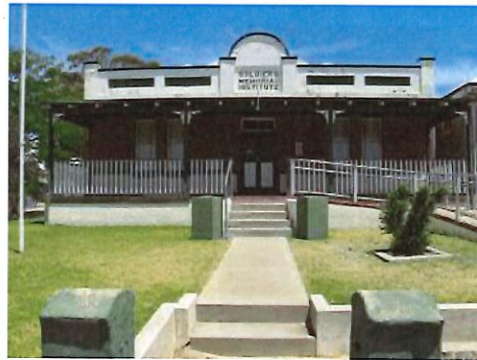






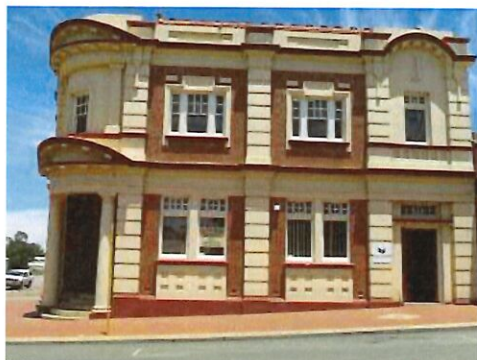
## Inter-War Period

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



## Building character

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



## Notable local examples:

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



## Colour Schemes for Inter War era Buildings

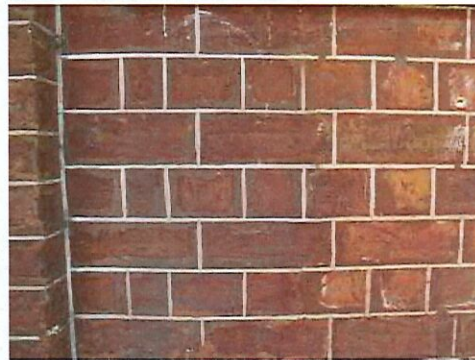
Colour schemes in the Inter War period were influenced by artistic and decorative movements of the era. Some themes of the Federation era persisted, but usually the design elements of this period were more stylised and streamlined than their predecessors. There was still considerable use of face brick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

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

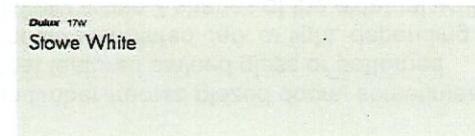
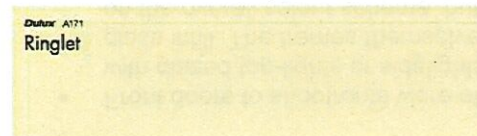
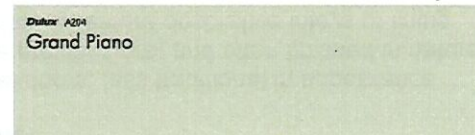
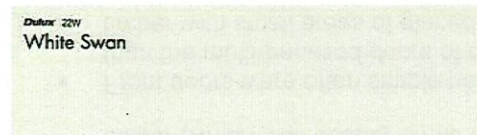
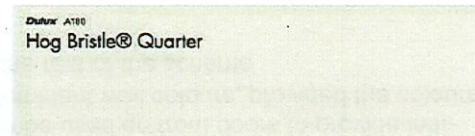
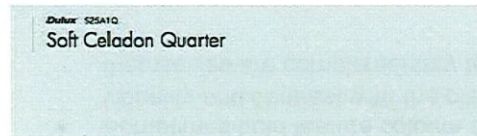
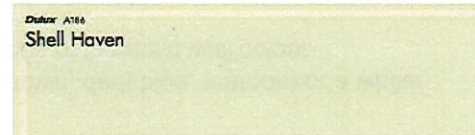
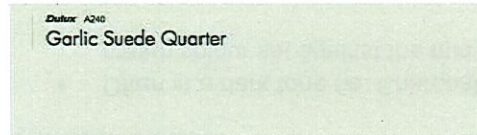
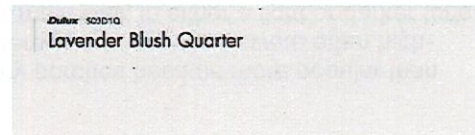
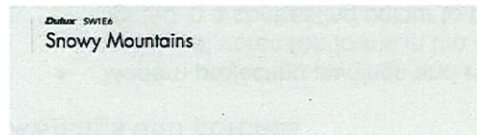
There was new experimentation in modern building materials, including greater use of glass, concrete blocks and feature tiles or masonry elements. Visual interest was achieved using the textures and patterns of the materials themselves (ie. Decorative concrete blocks or bricks), or in creating contrast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

### External walls:

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



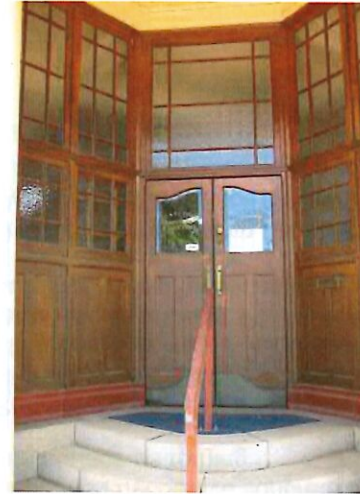
### External wall colours





### External doors:

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

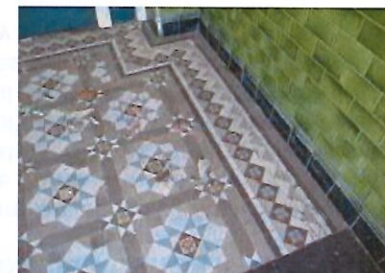


### Window frames:

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

### Awnings and porches

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





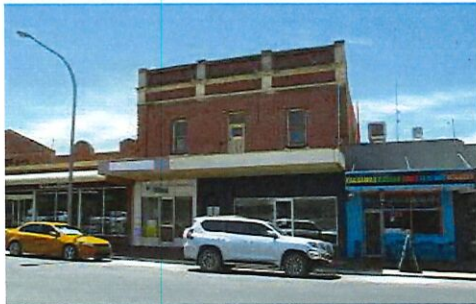
## External shopfronts

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



## Setting

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





## Examples of Inter War era colour schemes

### Graduated colour to wall details & architectural features

### Main wall colour

### Joinery

Dulux S25A1 Sea Palm	Dulux S25A1H Soft Celadon Half	Dulux S25A1Q Soft Celadon Quarter	Dulux 22W White Swan	Dulux 14W Antique White U.S.A.®	Dulux S25A9 Bracken Fern
		Dulux GR12 Silkwort	Dulux SW1E6 Snowy Mountains	Dulux A171 Ringlet	Dulux GR1 Double Bass
Dulux A210 Backyard	Dulux A210 Pale Sage	Dulux A211 French Limestone	Dulux A210 Garlic Suede Quarter	Dulux 17W Stowe White	Dulux A171 Ringlet
Dulux S39B6 Blue Metal	Dulux S39B8 Purebred	Dulux S39B3 Blue Heeler	Dulux A204 Grand Piano	Dulux 14W Antique White U.S.A.®	Dulux GR10 Domino
Dulux 135R9 Mission Brown	Dulux A184 Goldie	Dulux S15F4 Germania	Dulux A196 Shell Haven	Dulux A171 Ringlet Quarter	
Dulux S01D9 Pa Red	Dulux S01D2 Smoked Lavender	Dulux S03D10 Lavender Blush Quarter	Dulux A190 Hog Bristle® Quarter	Dulux GR1 Double Bass	
		Dulux A70 Murray Red	Dulux A171 Ringlet	Dulux 14W Antique White U.S.A.®	



## Post War period

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

## Building character

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

## Notable local examples:

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

Railway Institute Hall (1959)

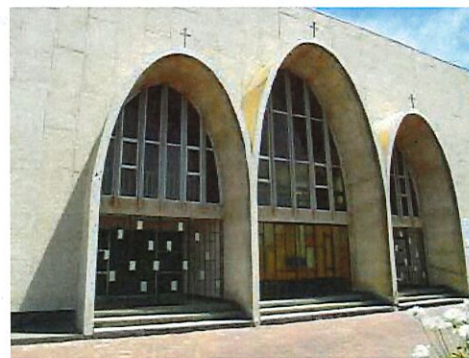
Police Station (1968)

Bankwest

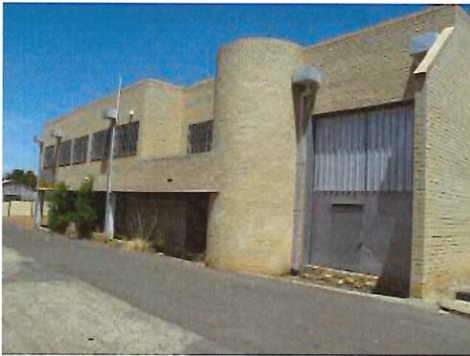
Telecom Building (1972)

St Mathews Church (1964)

Duke of York Hotel (1899; remodelled 1960s)







## Colour Schemes for Post War era Buildings

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

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



### External walls:

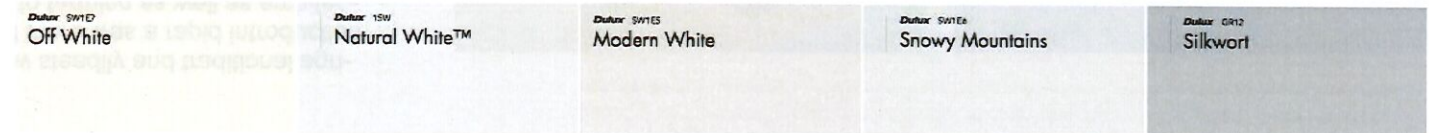
- Large expanses of unpainted brick or blockwork selected for its interesting texture or colour, with contrasting areas of textured render or feature cladding.
- Rendered and painted masonry walls, usually painted in light tones as inspired by Post War international styles.
- The walls often incorporated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



### External doors:

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

Main wall colour





### Window frames:

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

### Awnings and porches

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



### External shopfronts

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



### Setting

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

### Joinery

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

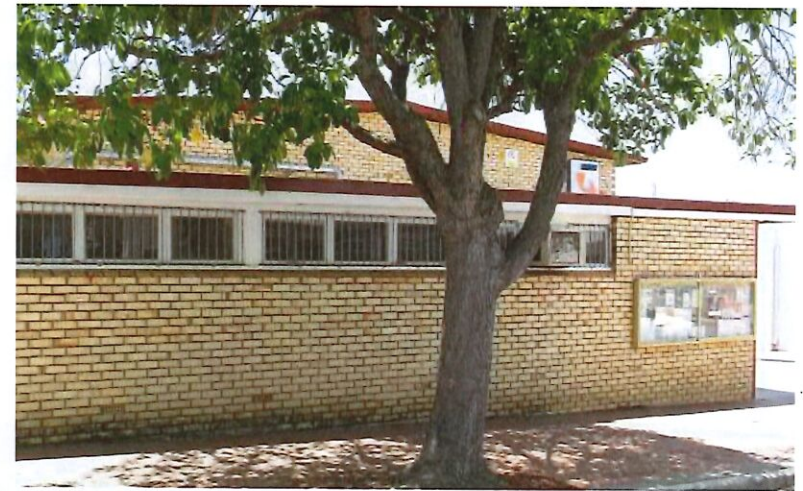
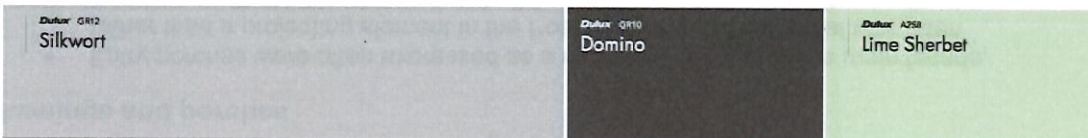
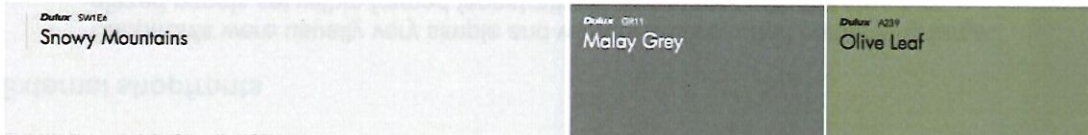
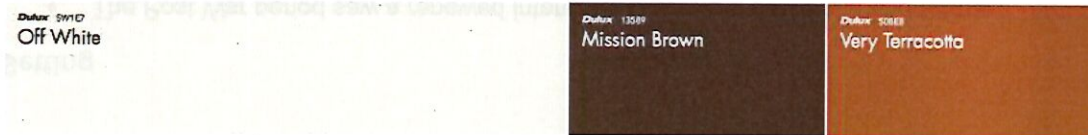
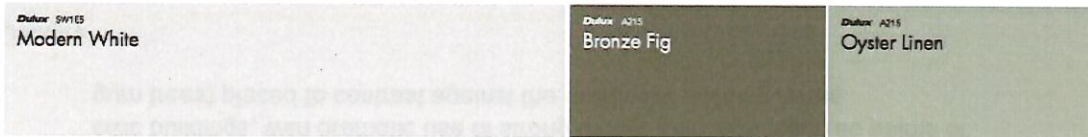


## Examples of Post War era colour schemes

Main wall colour

Joinery

Architectural features





## Signage

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

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

## Intent

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

## Location

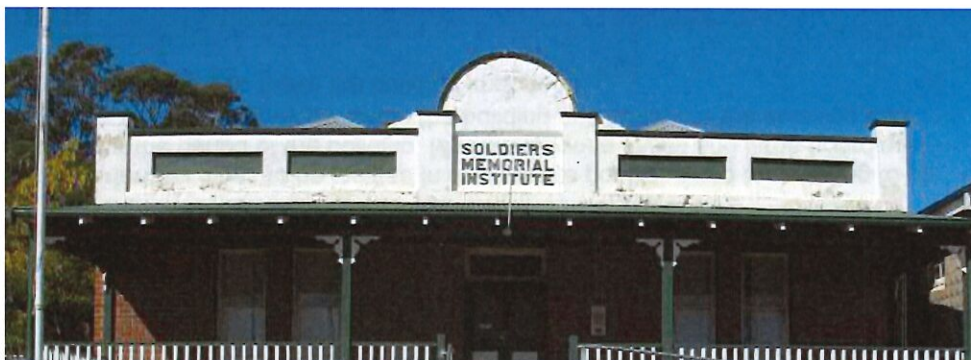
- Signs are to be positioned and design to fit within any spaces created by architectural elements on the proposed buildings. Signage should not cover architectural features or detailing of a building and should be carefully sized in proportion with parapets, panels, windows and wall areas. For example,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

## Proportion and Design

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







## Colour

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

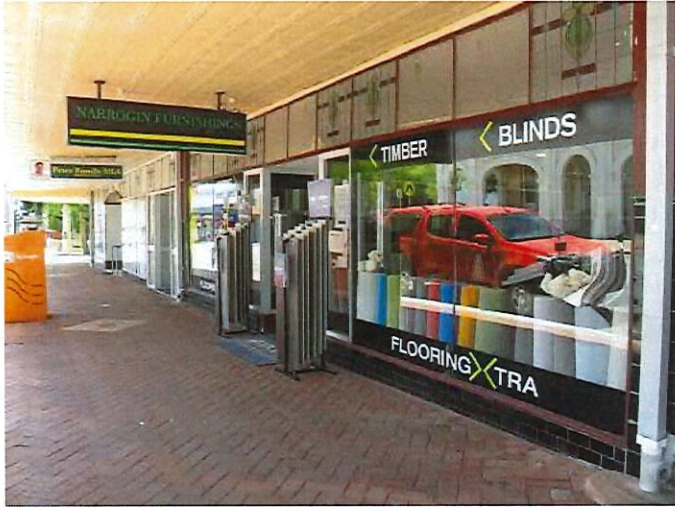
## Illumination

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

## Signs on Verandahs and Awnings

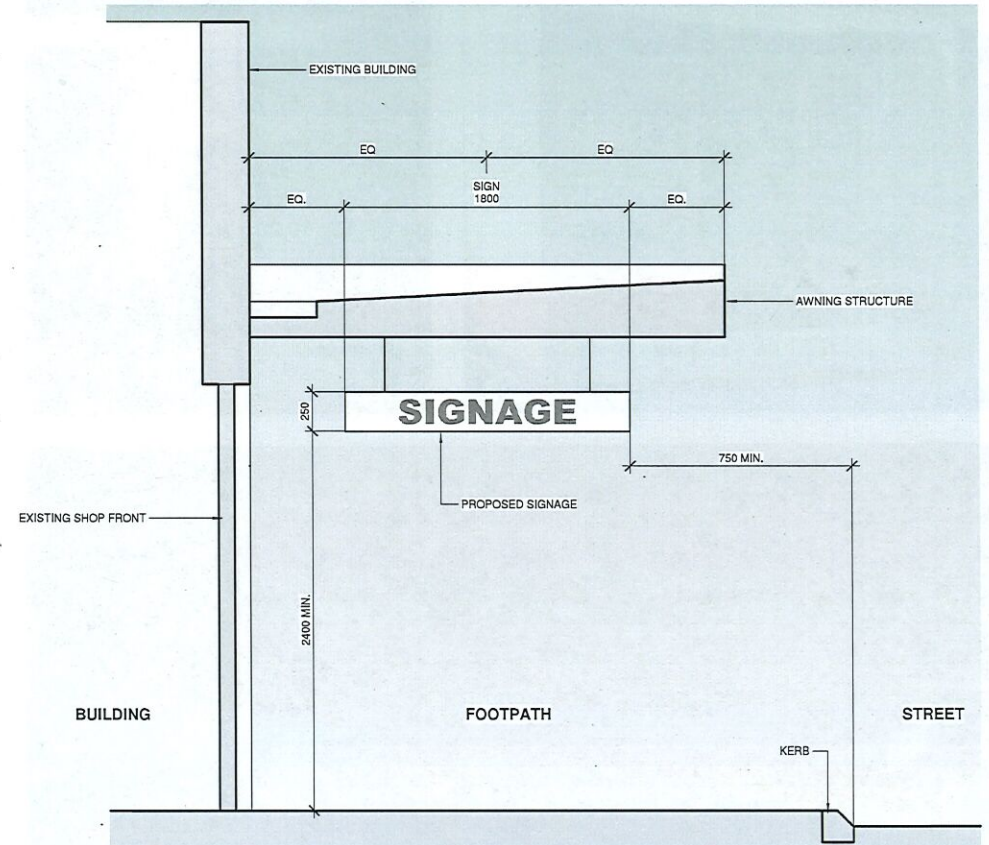
- Awnings and verandah structures to commercial buildings were typically designed with a fascia panel to accommodate signage. Signage fixed to the outer or return (side) fascia of a verandah/awning is appropriate provided it does not project beyond the outer metal frame or the surround of the fascia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





## Suspended Signs under Verandahs and Awnings

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





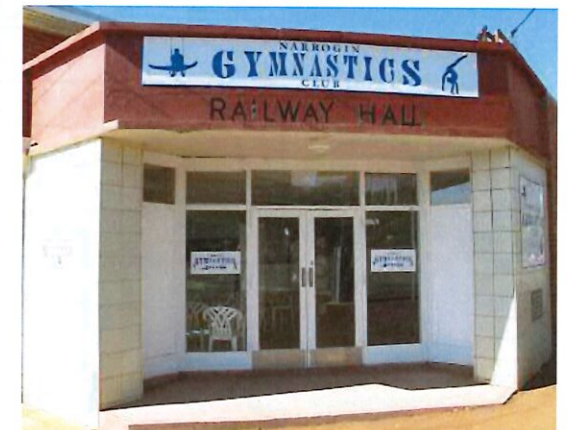
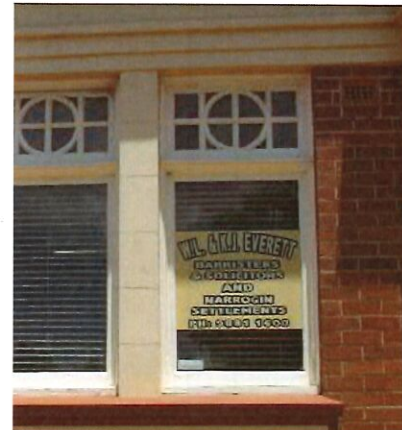
### Signs above Verandah Level (to parapets and roof lines)

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



### Display Window Signage

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



### Signs on Buildings without Verandahs or Awnings

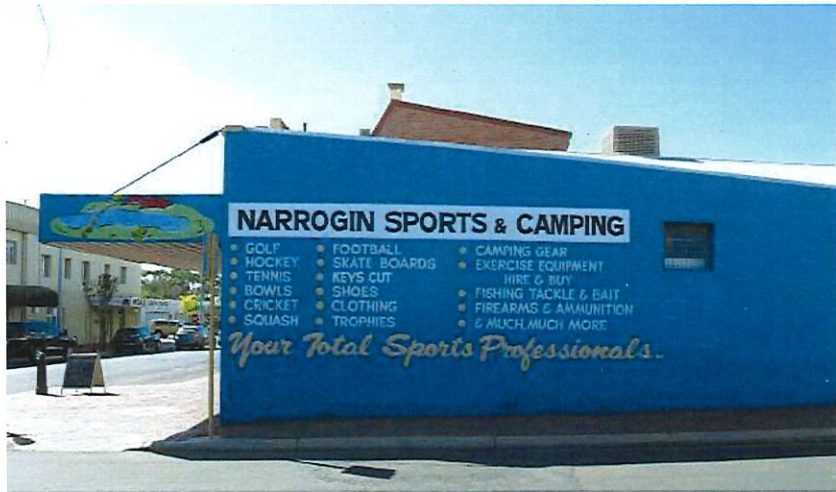
- Buildings without awnings or verandahs can install signs suspended off wall brackets, provided these do not impede clear headway for pedestrians. Typically these should be restricted to a maximum size of 400 x 400mm
- 





## Signs on Building Walls

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



Submissions	Comments	Officer's Comment
Sports Power	<p>We would like to make comment on the draft policy for the Colour Palette &amp; Sign Guidelines.</p> <p>Our business SportsPower has a predominately red base. This would fall outside the draft policy when we go to update our shop frontage in the future. Our group, ARL – SportsPower, have brand policies that guide us in the colours to be used across all SportsPower premises.</p> <p>The use of Corporate colours gives our business an identity that is easily recognisable within town and ensures that we can maximise the advertising and branding that is associated with the SportsPower name. Any move away from this we feel would be detrimental financially to our business.</p> <p>Existing business within our CBD utilising colour on their shop fronts are easily identifiable and we feel well maintained. Premises with a cream or white exterior appear dirty, uninviting, and quite often you have no idea what business is operating within.</p> <p>We also feel that by doing this you will prohibit potential new businesses coming into the CBD by limiting their marketing potential. We would urge the shire to re consider their position on the draft policy and not see it go ahead.</p>	<p>Noted.</p> <p>It is acknowledged that existing businesses have used their branding as their colour scheme to promote their businesses. This policy on implementation will not be retrospective to existing colour scheme and will only apply to new Businesses.</p> <p>It has been accepted that the corporate colours branding provide an identity to the building, however it should not be to the detrimental of adjoining building. Colours to the external façade of the building should be sympathetic or complimentary to adjoining buildings. Corporate colours through signage is as effective as can be seen in around the CBD area, such as the Commonwealth Bank.</p> <p>Refer to above comment.</p> <p>The policy is a guideline to encouraged business owners to help create and improve the overall streetscape of the CBD precinct. The Review of the Townscape Study 2016 highlighted the need to have a Colour Palette to provide visual guidance when developing external colour schemes to create an attractive and harmonise streetscape. Individual creativity and expression is encouraged but not to the detriment of other buildings.</p>

Submissions	Comments	Officer's Comment
Public 1	<p data-bbox="512 237 924 472">Hi, have just been reading the draft policy guidelines for the CBD colour schemes. Noting that this was prepared a year ago how does the ghastly colours of the bins and bike racks fit in with this?</p> <p data-bbox="512 696 924 931">From what i can see they do not fit in with the guidelines and only thing they match with is the shires logo? and if these guidelines are adopted they will look more ridiculous than they already do.</p>	<p data-bbox="956 237 1434 640">The colour of the bike racks and the bins are part of the Narrogin Townscape Committee initiative. As the Shire has no Colour palette in place and in line with the recommendation of the 2016 Narrogin Townscape Study Review, the Colour Palette and Sign Guide has been developed to provide guidance for existing and future development within the Central Business District Precinct.</p> <p data-bbox="956 696 1434 1088">The initial consideration was to reflect the colour scheme on street furniture to the new Shire of Narrogin Logo (as a result of the merger between the former Shire and Town of Narrogin) to create a vibrant Central Business Precinct. The Draft Policy is out for public submissions and closed on 28 May 2020 and all submissions received will be presented to Council for its further consideration.</p>

## 10.1.2 APPLICATION FOR PLANNING CONSENT – NEW CYCLING TRAIL (PUBLIC RECREATION) – LOT 10463 (NO. 443/363) KILPATRICK ROAD, NOMANS LAKE

File Reference	A622
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Wheatbelt Cycling Collective (Cycling Inc)
Previous Item Numbers	Nil
Date	16 July 2020
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development & Regulatory Services
Attachments	<ol style="list-style-type: none"><li>1. Application for Planning Consent</li><li>2. Site Plan</li></ol>

### Summary

Council's consideration is requested in regards to the Application for Planning Consent for a cycling trail (Public Recreation) at Lot 10463 (No. 443/363) Kilpatrick Road, Nomans Lake.

### Background

On 28 May 2020 the Shire of Narrogin received an Application for Planning Consent for the establishment of a cycling and walking trail and other club activities at Lot 10463 (No. 363) Kilpatrick Road, Nomans Lake. The total parcel area is 2,116.1 hectares. The bike trail uses a track circling the western side of the parcel.

The trail will be used by the Wheatbelt Cycling Collective once every two months for events with between two and twenty people participating. The Cycling Club has General and Products Liability Insurance.

On event days, club members will access the trail directly from Yilliminning Road. The Applicant has designated a former quarry, not yet rehabilitated, for car parking. Members will be encouraged not to cycle from Narrogin to the trail site in order to prevent cyclists riding along Yilliminning Road.

Parts of the trail are in place and were previously used for farming activities. New sections and improvements will be added using gravel, earth and other materials already on site.

The applicant will not be utilising megaphones or loud speakers during events. The closest dwelling to the trail is 1.3kms away and therefore it is considered that noise from cycling events will not be a concern.

For larger cycling events, the applicant will hire portable toilet facilities. Events will also have portable bike repair stations.

The trail has been fenced off from existing farm operations.

## Comment

### Zoning

Lot 10463 (No. 443/363) Kilpatrick Road, Nomans Lake is zoned 'Farming' under the Former Shire of Narrogin Local Planning Scheme No. 2 (FS-LPS2). The Objectives statement for the zoning states:

*"The Council intends the predominant form of farming activity in the Farming Zone will continue to be based on large farming units. It will generally be opposed to the fragmentation of farming properties through the process of subdivision."*

The proposed cycling trail falls under the definition of 'Public Recreation', which:

*"Means land used for a public park, public gardens, playground or other grounds for recreation which are normally open to the public without charge."*

Such a use is listed as 'AA' use under the 'Farming Zone', which:

*"means that the use is not permitted unless the Council has granted planning approval."*

Clause 6.3.2 allows Council to advertise applications for 'AA' uses:

*"Where an application is made for planning approval to commence or carry out development which involves an "AA" use, or for any other development which requires the planning approval of the Council, the Council may give notice of the application in accordance with the provisions of this clause."*

## Consultation

The following officers have discussed this proposal with the Applicant:

- Chief Executive Officer
- Executive Manager Development and Regulatory Services
- Environmental Health Officer.

Clause 6.3.2 allows Council to advertise applications for 'AA' use. It is recommended that Council dispense with advertising, due to the low impact of this proposal on the property, low noise impacts and the remoteness of the site.

## Statutory Environment

The former Shire of Narrogin Local Planning Scheme No. 2 relates:

- Clause 3.2 – Zoning Table
- Clause 6.3.2 – Advertising Applications

## Policy Implications

Nil

## Financial Implications

An Application for Planning Consent Fee of \$147 has been donated by the Shire of Narrogin in recognition that this application has been submitted by a not for profit community group promoting physical fitness and wellbeing through cycling initiatives.



## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Strategy:	1.1.2	Promote Narrogin and the Region
Outcome:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.1	Support the provision of community security services and facilities
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.1	Develop and activate Sport and Recreation Master Plan
Strategy:	2.3.2	Engage and support community groups and volunteers
Strategy:	2.3.3	Facilitate and support community events

## Voting Requirements

Simple Majority – Part 1 of 2

Simple Majority – Part 2 of 2

### **OFFICERS' RECOMMENDATIONS AND COUNCIL RESOLUTION EN BLOC 0720.004**

Moved: Cr Fisher

Seconded: Cr Seale

#### Part 1

That, with respect to the New Cycling Trail (Public Recreation) at Lot 10463 (No. 443/363) Kilpatrick Road, Nomans Lake, Council waive the requirement to advertise the Application for Planning Consent in accordance with Clause 6.3 of the former Shire of Narrogin Local Planning Scheme No. 2.

#### Part 2

That, with respect to the New Cycling Trail (Public Recreation) at Lot 10463 (No. 443/363) Kilpatrick Road, Nomans Lake, 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 the Chief Executive Officer.
3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
4. 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.

Advice Note:

1. 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.

**CARRIED 8/0**

# APPLICATION FOR PLANNING CONSENT



(FDRS005)

89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

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

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

## TOWN PLANNING SCHEME NO.2 DISTRICT SCHEME

Name of Applicant	Michael Chin for Wheatbelt Cycling Collective (Cycling, Inc)
Correspondence Address	P.O. Box 6183, EAST PERTH WA 6892
Applicant Phone Number	0487287847
Applicant email	wheatbeltcycling@gmail.com

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of cycling - walking club activities  
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	Farm
Approximate cost of proposed development	\$ —
Estimated time of completion	—
No of persons to be housed / employed after completion	NA

### TITLES OFFICE DESCRIPTION OF LAND

#### LOCALITY PLAN

Lot No	House No	363	Street Name	Kilpatrick Road, Narrogin Lake WA 6302
Location No	Plan or Diag		Certificate of Title	Volume: Folio:

#### LOT DIMENSIONS

Site area	Square metres
Frontage	Metres
Depth	metres

#### AUTHORITY

Applicant's Signature Michael Chin Date 25/05/2020

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

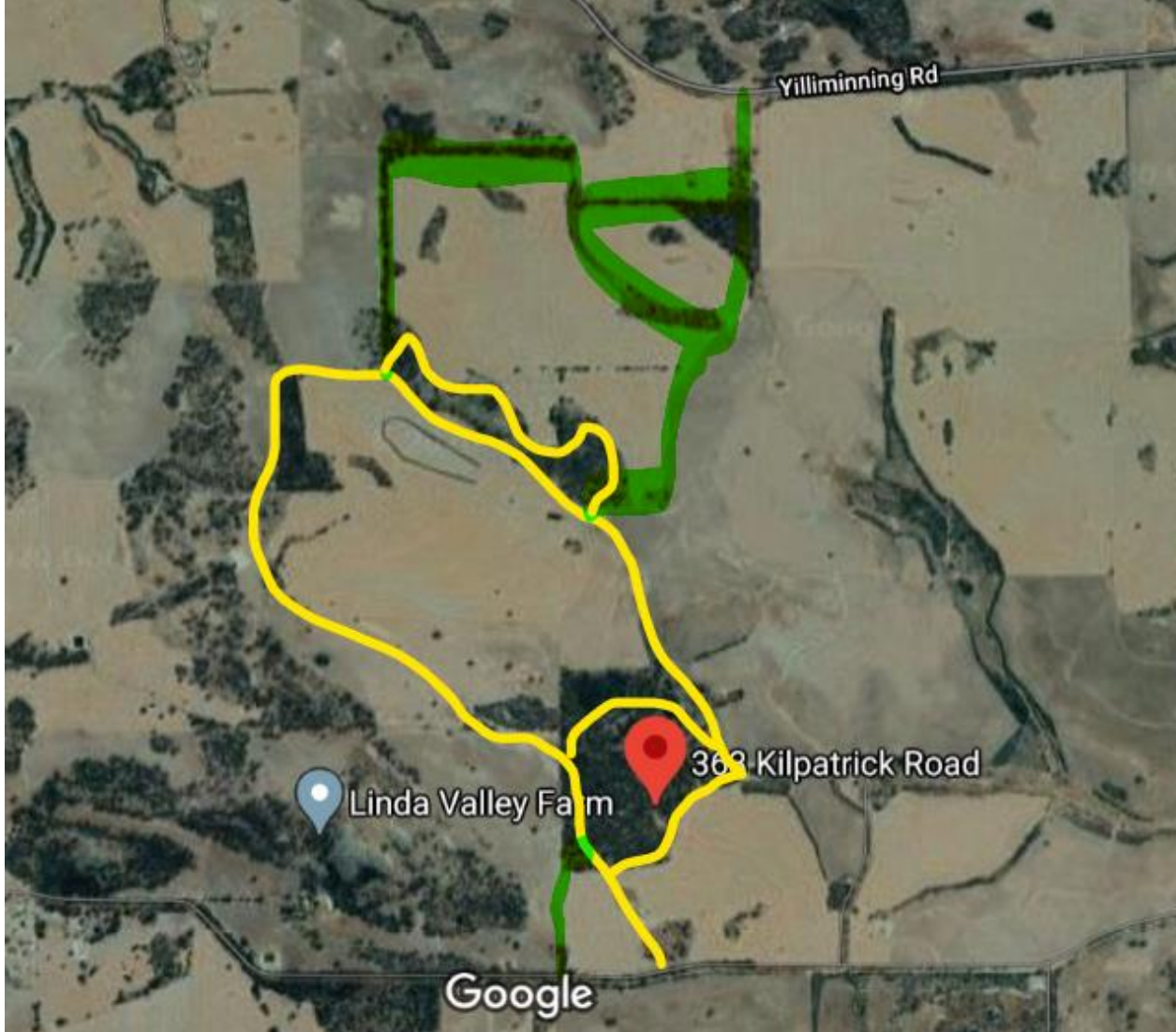
**NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.**

Owner's Signature [Signature] Date 28/5/2020

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



Site Plan - Lot 10463 (No 443/363) Kilpatrick Road, Nomans Lake showing proposed cycling trail



**10.1.3 APPLICATION FOR PLANNING CONSENT – CONSULTING ROOM (EXPANSION OF NARROGIN NATURAL THERAPIES) – LOT 2 (NO. 2/31) FORTUNE STREET, NARROGIN**

File Reference	A165713
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Narrogin Natural Therapies
Previous Item Numbers	Item 10.1.2, 25 February 2020 Res. 0220.004, 0220.005, 0220.006
Date	14 July 2020
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development & Regulatory Services
Attachments	1. Application for Planning Consent 2. Locality Plan

**Summary**

Council’s consideration is requested in regards to the Application for Planning Consent for the expansion of Narrogin Natural Therapies at Lot 2 (No. 2/31) Fortune Street, Narrogin.

**Background**

On 20 December 2019, the Shire received an Application for Planning Consent from Narrogin Natural Therapies to use the premises for Consulting Rooms at Lot 3 (No. 3/31) Fortune Street, Narrogin. This was presented at the 25 February 2020 Council meeting, whereby Council resolved as follows:

*“That, with respect to Consulting Room (Remedial Massage and Salt Therapy) (Retrospective) – Lot 3 (No. 3/31) Fortune Street, Narrogin, Council grant planning approval, subject to the following:*

- 1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.*
- 2. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.*
- 3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.*
- 4. Finishes to the external building shall be sympathetic to existing buildings on site and the surrounding area to the satisfaction of the Chief Executive Officer.*

5. *Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.*
6. *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.*
7. *Landscaping areas are to be maintained at all times to the satisfaction of the Chief Executive Officer.*
8. *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.*

Advice Notes:

1. *If the applicant is 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.*
2. *The applicant is to notify the Shire's Environmental Health Officer, regarding conducting the business from the premises."*

On 28 May 2020, The Shire of Narrogin received an application from Narrogin Natural Therapies for the expansion of that business. The purpose of the new application is to change the use of Lot 2 (No. 2/31) Fortune Street from Café to Consulting Rooms and to approve an expansion of services which will include a new massage room, a spa capsule with sauna and Vichy shower features, and reception area. The existing premise at Lot 3 will be kept separate from Lot 2 with no plans to remove the wall between the two tenancies.

**Comment**

Zoning

Lot 2 (No. 2/31) Fortune Street, Narrogin is zoned 'Central Business Zone' under the Former Town of Narrogin Town Planning Scheme No. 2 (FT-TPS2). The Policy Statement for the zoning states:

*"To provide for the function and development of the town centre primarily for retail shops and offices, Council will control the development of other uses and co-ordinate such uses to ensure that compatible development occurs in like areas."*

The proposed Consulting Room (Expansion of Narrogin Natural Therapies) falls under the definition of 'Consulting Rooms', which:

*"means a building (other than a hospital or medical centre) used by no more than two practitioners who are legally qualified medical practitioners or dentists, physiotherapists, chiropractors, and person(s) ordinarily associated with the treatment of physical or mental injuries or ailments, and the two practitioners may be of the one profession or any combination of professions or practices."*

Such use is listed as a PS use under the 'Central Business Zone', which means:

*"Use not permitted unless special approval given by Council and conditions complied with."*



The Church Square property has a total area of 1,380m<sup>2</sup>. The proposed consulting room is one of nine tenancies within Church Square. The proposed consulting room has a total area of 54m<sup>2</sup>.

Clause 6.3 – Application for Special Approval of the FT-TPS2 states as follows:

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

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

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

Given that there have been a number of Consulting Rooms already established in the ‘Central Business Zone’ with no negative submissions received during those previous public advertising periods, it is recommended that Council waive the requirement for public advertising as the proposal will be unlikely to attract negative feedback based on previous applications. It should also be noted that the existing Narrogin Natural Therapies business at 2/31 Fortune Street, has not attracted negative feedback.

Clause 6.3.5 further states:

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

#### Car Parking

The minimum permitted parking within the ‘Central Business Zone’ for a Consulting Room is four (4) bays per consultant.

Given that Narrogin Natural Therapies at Lot 3 was approved with car parking requirements being dispensed, and given this application for Lot 2 is an expansion of existing services and not a new business, it cannot be expected that there will be a significant increase in traffic. This expansion of services will not result in an increase in the number of consultants. One new employee will be hired for reception duties only. Given these factors, it is recommended that the car parking requirement again be dispensed.

Clause 6.2.1 of FT-TPS2 allows Council to dispense of the car parking requirements where it would be consistent with the orderly and proper planning of the locality.

*“6.2.1 If a development is the subject of an application for planning consent and does not comply with a standard or requirement prescribed by the Scheme, the Council may approve the application unconditionally or subject to such conditions as the Council thinks fit, always provided that the Council is satisfied that:*

- a) *Approval of the proposed development would be consistent with the orderly and proper planning of the locality, the preservation of the amenity of the area and be consistent with the objectives of the Scheme;*
- b) *The non-compliance will not have any adverse effect upon the occupiers or users of the development or inhabitants of the locality or upon the likely future development of the locality; and*
- c) *The spirit and purpose of the requirements or standards will not be unreasonably departed from thereby.”*

### Consultation

The following officers have been consulted:

- Senior Environmental Health Officer
- Building Surveyor

A site visit was undertaken on 14 July 2020 by the Planning Officer.

It is requested that the Council waive the requirement for public advertising as per clause 6.3 on the basis that similar approvals for Consulting Rooms and the existing business at No. 2/31 Fortune Street have not attracted any negative feedback.

### Statutory Environment

Former Town of Narrogin – Town Planning Scheme No. 2 relates:

- Clause 6.3 – Special Approval
- Clause 6.2 – Relaxation of Standards

### Policy Implications

Nil

### Financial Implications

An application for Planning Consent Fee of \$147 has been paid to the Shire of Narrogin.

### Strategic Implications

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

### Voting Requirements

- Part 1 of 3 – Simple Majority
- Part 2 of 3 – Simple Majority
- Part 3 of 3 – Absolute Majority

## **OFFICERS' RECOMMENDATIONS AND COUNCIL RESOLUTION EN BLOC 0720.005**

Moved: Cr Bartron

Seconded: Cr Seale

### Part 1

That, with respect to Consulting Room (Expansion of Narrogin Natural Therapies) – Lot 2 (No. 2/31) Fortune Street, Narrogin, Council waive the requirement to advertise the Application for Planning Consent in accordance with Clause 6.3 of the Former Town of Narrogin Town Planning Scheme No. 2.

### Part 2

That, with respect to Consulting Room (Expansion of Narrogin Natural Therapies) – Lot 2 (No. 2/31) Fortune Street, Narrogin, Council approve the dispensation of the minimum car parking requirements in accordance with Clause 6.2.1 of the Former Town of Narrogin Town Planning Scheme No. 2 due to the provision of existing public car parking within close proximity to the subject property and the low traffic increase expectations.

**CARRIED 8/0**

## **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 2 OF 2 0720.006**

Moved: Cr Fisher

Seconded: Cr Wiese

### Part 3

That, with respect to Consulting Room (Expansion of Narrogin Natural Therapies) – Lot 2 (No. 2/31) Fortune Street, Narrogin, Council grant planning approval, subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
4. Finishes to the external building shall be sympathetic to existing buildings on site and the surrounding area to the satisfaction of the Chief Executive Officer.
5. Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.



6. 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.
7. Landscaping areas are to be maintained at all times to the satisfaction of the Chief Executive Officer.
8. 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.

Advice Notes:

1. If the applicant is 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.

**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) 9880 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

IPA 2020300/A165713

Name of Applicant	MARIA KNOTT
Correspondence Address	PO BOX 154 NARROGIN WA
Applicant Phone Number	[REDACTED]
Applicant email	[REDACTED]

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of ~~Hydrotherapy / Floatation tank / Sauna / Spa therapy~~ *Laundry, Spa Capsule, Massage Room, Reception*
- Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	
Approximate cost of proposed development	\$ 3000
Estimated time of completion	
No of persons to be housed / employed after completion	1-2

## TITLES OFFICE DESCRIPTION OF LAND

### LOCALITY PLAN

Lot No		House No	2/31	Street Name	Fortune Street Narrogin
Location No		Plan or Diagram		Certificate of Title	
				Volume:	
				Folio:	

### LOT DIMENSIONS

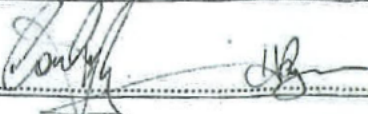
Site area	54 m <sup>2</sup>	Square metres
Frontage		Metres
Depth		metres

### AUTHORITY

Applicant's Signature  Date 22 May 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  Date 25/5/2020

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

w:\9 shared\9 all shared\forms and templates\3 drafted\005 appn for planning consent.docx

Locality Plan - Lot 2 (No 2/31 Fortune Street, Narrogin)





8:28 pm – Shire President Ballard declared a Financial Interest and Cr G Ballard a Financial and Proximity Interest in the following item and left the meeting, Cr Wiese assumed the Chair.

**10.1.4 APPLICATION FOR PLANNING CONSENT: TELECOMMUNICATIONS INFRASTRUCTURE AT LOT 11193 WHINBIN ROCK ROAD, HIGHBURY**

File Reference	A340143
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	CRISP Wireless
Previous Item Numbers	Nil
Date	20 July 2020
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development & Regulatory Services
<b>Attachments</b> 1. Application for Planning Consent 2. Cover Letter (Commercial in Confidence provided under separate cover) 3. Locality Map	

**Summary**

Council’s consideration is requested in regards to the Application for Planning Consent for a proposed 40m communications tower on Lot 11193 Whinbin Rock Road, Highbury.

**Background**

On 9 July 2020, the Shire of Narrogin received an application from CRISP Wireless for the erection of a 40m telecommunications tower and a 6m long sea container to house communications equipment and battery system. The Applicant proposes to use a small unused area on existing farm land for the tower. The farming use will not be affected by the tower. Access to the land will be via Whinbin Rock Road and through existing internal farm tracks.

The purpose of the tower is to provide telecommunications services utilising ‘point to point’ secured wireless connectivity between sites as well as community wireless services and subscriber broadband.’

**Comment**

Zoning

The subject land is zoned for ‘Farming’ under the Former Shire of Narrogin Local Planning Scheme No. 2 (FS-LPS2). The Objectives statement for the zoning states:

*“The Council intends the predominant form of farming activity in the Farming Zone will continue to be based on large farming units. It will generally be opposed to the fragmentation of farming properties through the process of subdivision.”*

The proposed use falls under the definition of telecommunication infrastructure which:

*“means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct hole, pit or other structure related to the network.”*

The proposed use of ‘telecommunication infrastructure’ is not permitted in the farming zone.

Council has discretion to modify development standards as per Clause 4.2.2:

*“Subject to sub-clause 4.2.1, if a development the subject of an application for planning approval does not comply with a standard prescribed by the Scheme with respect to minimum lot sizes, building height, setbacks, site coverage, car parking, landscaping and related matters, the Council may, notwithstanding that non-compliance, approve the application unconditionally or subject to such conditions as the Council thinks fit. The power conferred by this clause may only be exercised if the Council is satisfied that:*

- a) approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality;*
- b) the non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.”*

Clause 6.5 of the FS-LPS states:

#### *“6.5 MATTERS TO BE CONSIDERED BY THE COUNCIL*

*6.5.1 The Council in considering an application for planning approval shall have due regard to the following:*

- a) the provisions of this Scheme and any other relevant town planning scheme operating within the district;*
- b) any relevant proposed new town planning scheme of the Council or amendment insofar as they can be regarded as seriously entertained planning proposals;*
- c) any approved Statement of Planning Policy of the Commission;*
- d) any other policy of the Commission or any planning policy adopted by the Government of the State of Western Australia;*
- e) any planning policy, strategy or plan adopted by the Council under the provisions of sub-clause 8.7 of this Scheme;*
- f) the preservation of any object or place of heritage significance;*
- g) the requirements of orderly and proper planning;*
- h) the preservation of the amenities of the locality*
- i) any other planning considerations which the Council considers relevant;*
- j) any relevant submissions or objectives received on the application.”*

#### Deemed Provisions

Council must also have regard to Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions)*.

Clause 67 states:

*“(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*

*(n) the amenity of the locality including the following —*

- (i) *environmental impacts of the development;*
- (ii) *the character of the locality;*
- (iii) *social impacts of the development;*

(t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;”*

When applying the above parts of Clause 67 against the proposal, it can be found that the proposed telecommunications infrastructure will have a low impact due to its location, the low amount of vehicle traffic created by the development and the benefits it will provide to customers of CRISP Wireless.

In assessing this application, officers have taken into consideration how Council approved two similar applications of recent years, including the Highbury Mobile Phone Base Station in the Farming zone and the CRISP Wireless tower at Dandaloo Park, in a Recreation and Open Space Reserve.

#### State Planning Policy

The State Planning Policy, number 5.2 Telecommunications Infrastructure is to be used in the assessment of telecommunication towers and other infrastructure. The policy creates emphasis that in order to work to the best of their ability, telecommunications towers often need to be located in prominent high points in the landscape. The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area. The proposed location of the tower is far enough away from the Narrogin and Highbury town sites and any dwellings to not create a visual disturbance.

It is recommended that Council determine the application to be consistent with the objectives of the farming zone due to the low community impacts and benefits provided to customers of CRISP Wireless.

#### **Consultation**

Given the location, low impact of the structure and the community benefits, it is recommended that Council dispense the advertising requirements in accordance with Clause of the Application for Planning Consent. Furthermore, the surrounding properties are owned by the same property owner and therefore it would not be considered necessary to notify adjoining land owners.

#### **Statutory Environment**

The following Local Planning schemes relate:

- Former Shire of Narrogin – Local Planning Scheme No. 2
- Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions)
  - Clause 67

#### **Policy Implications**

Nil

#### **Financial Implications**

An Application for Planning Consent Fee of \$320 has been paid to the Shire of Narrogin.



## Strategic Implications

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

## Voting Requirements

Absolute Majority with respect to 1 of 3

Simple Majority with respect to 2 of 3

Simple Majority with respect to 3 of 3

### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1 OF 2 0720.007**

Moved: Cr Seale                      Seconded: Cr Fisher

#### Part 1

That, with respect to Application for Planning Consent: Telecommunications Infrastructure at Lot 11193 Whinbin Rock Road, Highbury, Council determine, by Absolute Majority, that the proposed use is consistent with the objectives and purpose of the Farming zone.

**CARRIED 6/0  
BY ABSOLUTE MAJORITY**

### **OFFICERS' RECOMMENDATIONS AND COUNCIL RESOLUTION EN BLOC 0720.008**

Moved: Cr Seale                      Seconded: Cr Fisher

#### Part 2

That, with respect to Application for Planning Consent: Telecommunications Infrastructure at Lot 11193 Whinbin Rock Road, Highbury, Council dispense advertising requirements.

#### Part 3

That, with respect to Application for Planning Consent: Telecommunications Infrastructure at Lot 11193 Whinbin Rock Road, Highbury, 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 the Chief Executive Officer.
3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
4. 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.
5. All electromagnetic emissions are to comply and be carried out in accordance with Australian Communications and Media Authority requirements.
6. The 1.8m Cyclone Mesh fence or equivalent is to be maintained at all times to the satisfaction of the Chief Executive Officer.

Advice Notes

1. 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 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 this decision.
2. This is not a building permit for which a separate application is required. A completed building permit application must be submitted and approved by the Shire's building surveyor prior to the commencement of any construction on the land including any future proposed fit out work.

**CARRIED 6/0**

8.32 pm – Shire President Ballard and Cr G Ballard returned to the meeting and Shire President Ballard resumed the Chair.

# PLANNING CONSENT



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

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

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

## APPLICATION FOR PLANNING CONSENT

TOWN PLANNING SCHEME NO.2  
DISTRICT SCHEME

Name of Applicant	CRISP Wireless
Correspondence Address	PO Box 1004, Narrogin WA 6312

I hereby apply for planning consent to:

1. Use the land described hereunder for the purpose of  
\_\_\_a telecommunications tower and accompanying hut for solar power and communications equipment\_\_\_
2. Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	General Farming
Approximate cost of proposed development	\$100,000
Estimated time of completion	5 weeks
No of persons to be housed / employed after completion	Nil on site

### TITLES OFFICE DESCRIPTION OF LAND

#### LOCALITY PLAN


Assess N<sup>o</sup> A340143

House No		Lot No	11193	Location No	11193
Plan or Diag		Street Name	WHINBIN ROCK RD, HIGBURY		
Certificate of Title	Volume: _____		Folio: _____		

#### LOT DIMENSIONS

Site area	400 Square metres
Frontage	20 Metres
Depth	20 metres

#### AUTHORITY

Applicant's Signature		Date	01/07/2020
-----------------------	-------------------------------------------------------------------------------------	------	------------



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 .....



Date ..... 01/07/2020

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

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

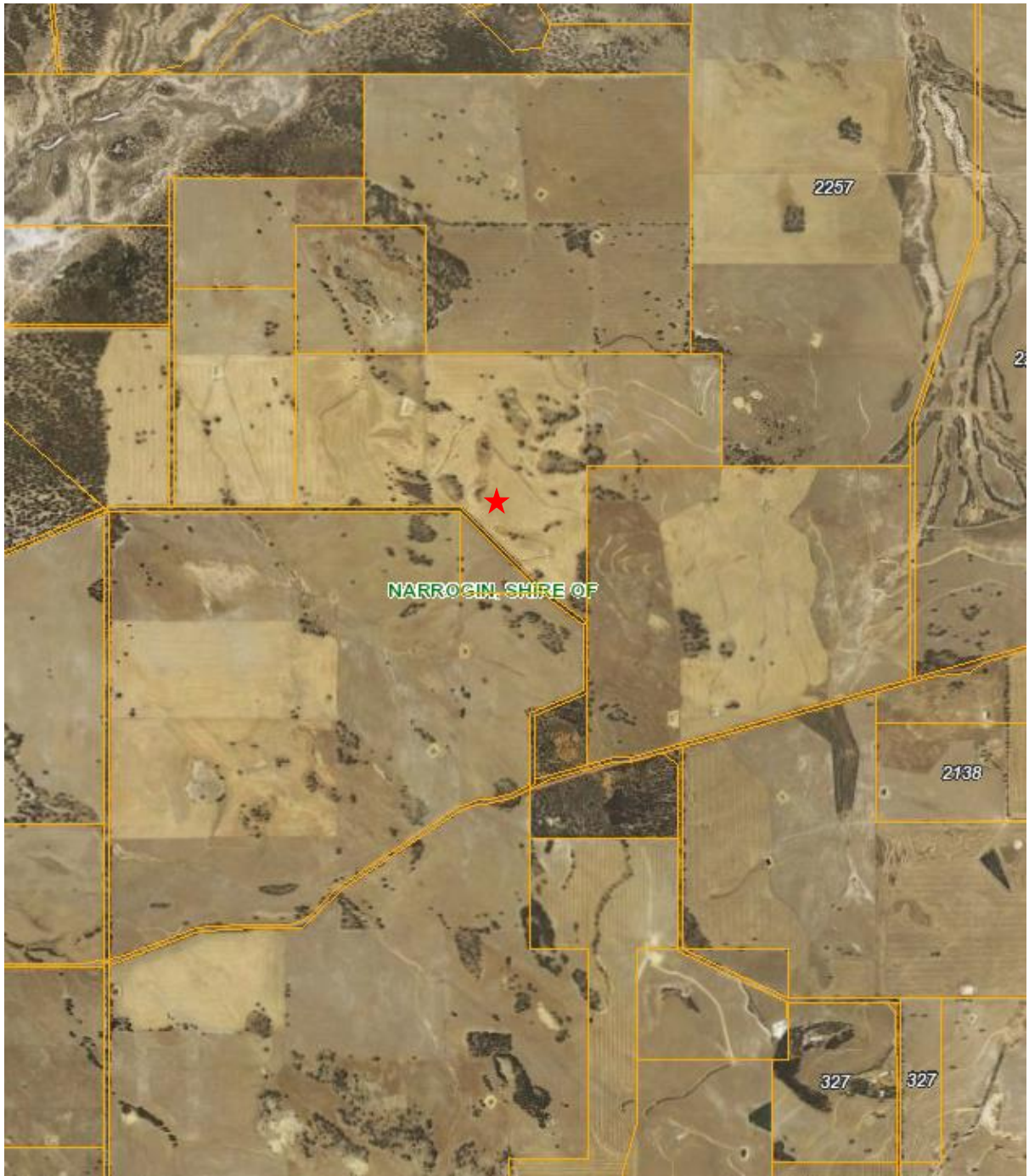
#### **PARTICULARS REQUIRED WITH APPLICATION FOR BUILDING CONSENT**

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

- 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	



## 10.2 TECHNICAL AND RURAL SERVICES

### 10.2.1 LOT 103 SMITH STREET - PUBLIC TOILET DEVELOPMENT

File Reference	5.4.5 Council Properties Maintenance Public Conveniences Assessment A105165
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 10.1.6, 27 November 2019, Res 1119.010 and Item 10.2.2, 24 March 2020, Res 0320.009
Date	8 July 2020
Author	Torre Evans – Executive Manager Technical and Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

#### Summary

With regard to the future development of the Smith Street Toilets, Council is requested to consider the recommendation by the Narrogin Townscape Advisory Committee to approve the following three proposals be advertised for community comment:

1. Refurbish the existing ablutions; or
2. Demolish and replace the existing ablutions; or
3. Demolish the existing Smith Street ablutions and upgrade another ablution facility within the CBD.

Advertising is to be via the following media Shire's web site, Shire's Facebook page and within the local newspaper, the Narrogin Observer, for a period of 30 days after which community responses presented back to the Townscape Committee for further discussion.

#### Background

The matter of the future of Lot 103 Smith Street has been presented at meetings of both the Townscape Advisory Committee and Council, with the item yet to be resolved.

The public toilets at Lot 103 Smith Street were identified for replacement in the 19/20 Budget with an allocation of \$50k. The Administration was working to complete this project within the financial year that it was budgeted. Quotes were received for three different design options of prefabricated buildings which ranged in price from \$31k - \$160k and included tilt up concrete and steel and galvanised metal frames with Colorbond cladding.

Due to the Biennial Local Government Elections in October 2019, and the resulting expiration of Council's Committees, an email invitation was sent to the members of the former Narrogin District Townscape Committee seeking their comment on the Administration's proposed design and cost options, (\$31k - \$37k Galvanised steel frame with Colorbond cladding). However as the proposal was



met with mixed responses and no consensus of support, the matter was referred to Council for its consideration.

On 27 November 2019, Council resolved as follows:

*“That with respect to the redevelopment of the Smith Street Ablution building at Lot 103 Smith Street, Narrogin, Council defer the project from the current financial year and request the Narrogin Townscape Advisory Committee to report back on the various matters listed under the strategic implications before 30 April 2020 and the budget for the project be reviewed at that time”.*

At the Townscape Committee meeting held on 18 February 2020, the Committee was requested to consider a range of strategic implications and key points. They made the following recommendation to Council:

*“That, with respect to the proposed redevelopment of 103 Smith Street as a Shire owned and maintained public ablution facility, the Committee recommend to Council that:*

- 1. The Administration formally contact Coles Pty Ltd and enquire if they are interested in the purchase of the freehold title from the Shire for the purpose of:
  - i. maintaining the existing ablution facility; or*
  - ii. additional parking bays; and*
  - iii. the Administration report back to the Townscape Committee with the outcome.”**

At the Council Meeting held on 24 March 2020, Council endorsed the Committee’s recommendation.

The Administration received written advice from Coles Pty Ltd indicating that they do not wish to purchase the land nor manage the public toilets situated there, however, informal advice was received from Charter Hall, who own the building and the land which Coles occupies, which suggests they may wish to purchase the land for re-use as parking bays for Coles customers. They also indicated that they may be prepared to fund a mural on the existing toilet block.

At the Townscape Committee meeting held 16 June 2020, the Committee recommended to Council as follows:

*“That, with respect to the land and ablutions at Lot 103 Smith Street, the Committee recommend to Council that the following three proposals are advertised for community comment:*

- 1. Refurbish the existing ablutions; or*
- 2. Demolish and replace the existing ablutions; or*
- 3. Demolish the existing Smith St ablutions and upgrade another ablution facility within the CBD.”*

## **Comment**

The author believes that consultation with the community on this potentially sensitive item is an important and necessary step in the decision making process for both the Townscape Committee and Council in ascertaining the future of this much used facility. The Townscape Committee and Council will then be able to make an informed and holistic decision, taking into consideration community opinion.

## Consultation

Consultation has occurred with:

- Council
- Townscape Advisory Committee
- Chief Executive Officer
- Executive Manager Development and Regulatory Services
- Executive Manager Technical and Rural Services
- Coles Pty Ltd - lessee of Lot 1 of 102 Smith Street
- Charter Hall - owner Lot 1 of 102 Smith Street.

## Statutory Environment

The Former Town of Narrogin Town Planning Scheme No.2 relates.

## Policy Implications

Consultation is in accordance with Council's Community Engagement Policy 1.14.

## Financial Implications

A minimal advertising expense of \$250 for an advertisement in the Narrogin Observer will be required.

The current Draft Budget contains a provisional sum of \$90,000 (funded from the Buildings Reserve) for potential implementation, depending upon the final outcome of this item.

## Strategic Implications

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

## Voting Requirements

Simple Majority.

**OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0720.009**

Moved: Cr Early                      Seconded: Cr Bartron

That, with respect to the future development of Lot 103 Smith Street - Public Toilet, Council approve the advertising of the following three proposals for community comment for a period of 30 days, with the community responses referred to the Townscape Advisory Committee for further discussion:

1. Refurbish the existing ablutions; or
2. Demolish and replace the existing ablutions; or
3. Demolish the existing Smith Street ablutions and upgrade another ablution facility within the Central Business District.

**CARRIED 8/0**

It was noted that the Administration would ensure that they placed a notification to the above effect on the toilet block itself in a prominent location to promote submissions.



## 10.3 CORPORATE AND COMMUNITY SERVICES

### 10.3.1 SCHEDULE OF ACCOUNTS PAID – JUNE 2020

File Reference	12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	30 June 2020
Author	Agatha Prior – Senior Finance Officer - Statutory
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – June 2020 (Provided under separate cover).

#### Summary

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

<i>June 2020 Payments</i>		
<i>Payment Type</i>	<i>\$</i>	<i>%</i>
Cheque	19,876.48	1.24
EFT (incl Payroll)	1,484,593.60	92.56
Direct Debit	96,906.28	6.04
Credit Card	2,657.88	0.17
Trust	0.00	0.00
Total Payments	1,604,034.24	100.00

<i>Local Spending</i>	<i>\$</i>	<i>%</i>
Local Suppliers	511,763.58	31.90
Payroll	374,838.75	23.37
Total	886,602.33	55.27

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 0720.010**

Moved: Cr Wiese                      Seconded: Cr Early

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

**CARRIED 8/0**

### 10.3.2 MONTHLY FINANCIAL REPORT - JUNE 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	14 July 2020
Author	Karen Oborn – Manager Corporate Services
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	1. Financial Report for the period ended 30 June 2020 (to be provided under separate cover)

#### Summary

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

#### Comment

The June 2020 Monthly Financial Reports are presented for review.

It should be noted that the reports to 30 June are subject to balance day adjustments and final end of year accruals still to be taken into account and should not be construed as the final year end accounts.

#### Consultation

Executive Manager Corporate and Community Services.

#### Statutory Environment

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

#### Policy Implications

Nil

#### Financial Implications

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



## Strategic Implications

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

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0720.011**

Moved: Cr Lushey                      Seconded: Cr Fisher

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

**CARRIED 8/0**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**FOR THE PERIOD ENDED 30 JUNE 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 -15
Strategic Projects Tracker	16-18

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 JUNE 2020**

**MONTHLY SUMMARY  
INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 June 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**

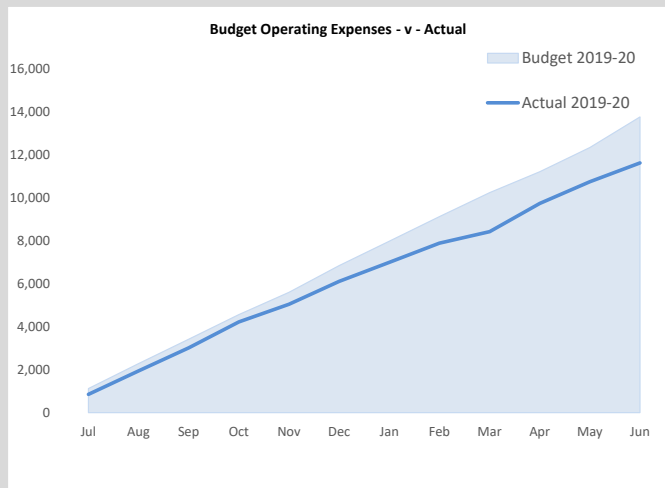
All figures shown in this statement are rounded to the nearest dollar.



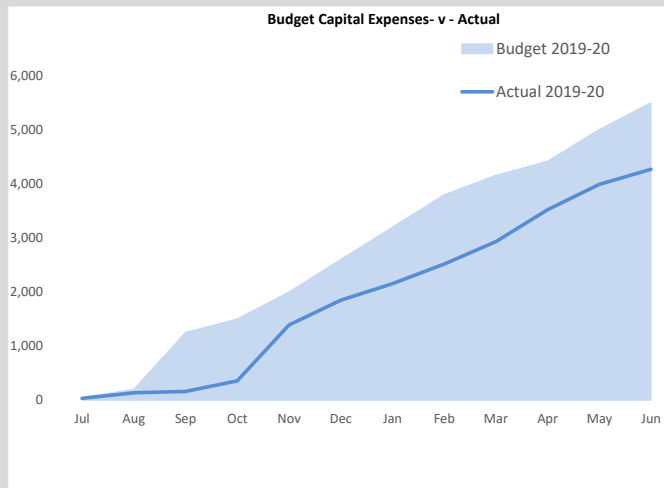
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 JUNE 2020**

**MONTHLY SUMMARY INFORMATION  
GRAPHS**

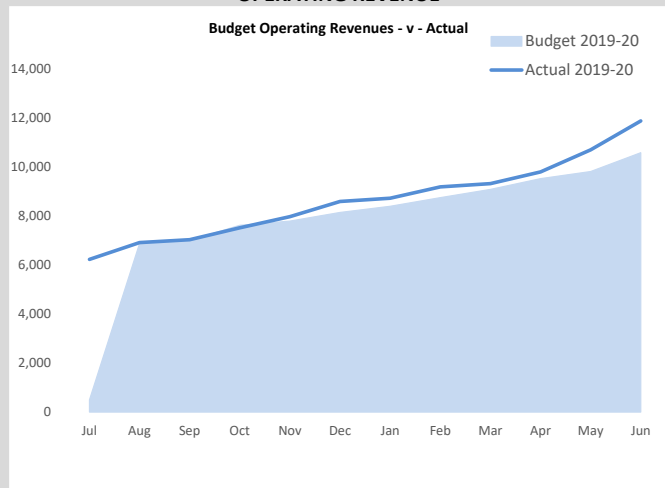
**OPERATING EXPENSES**



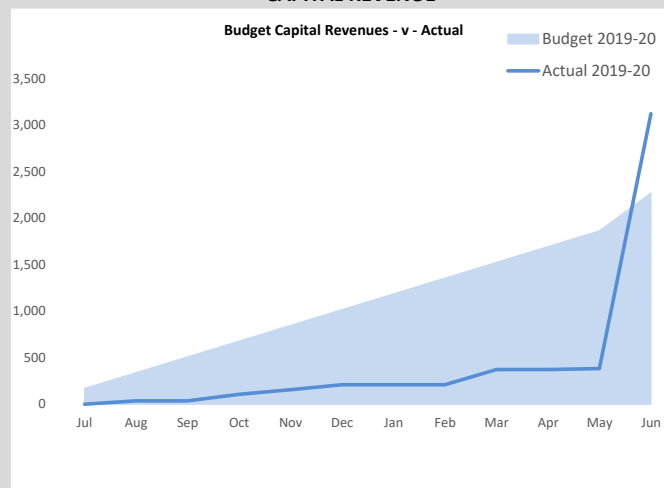
**CAPITAL EXPENSES**



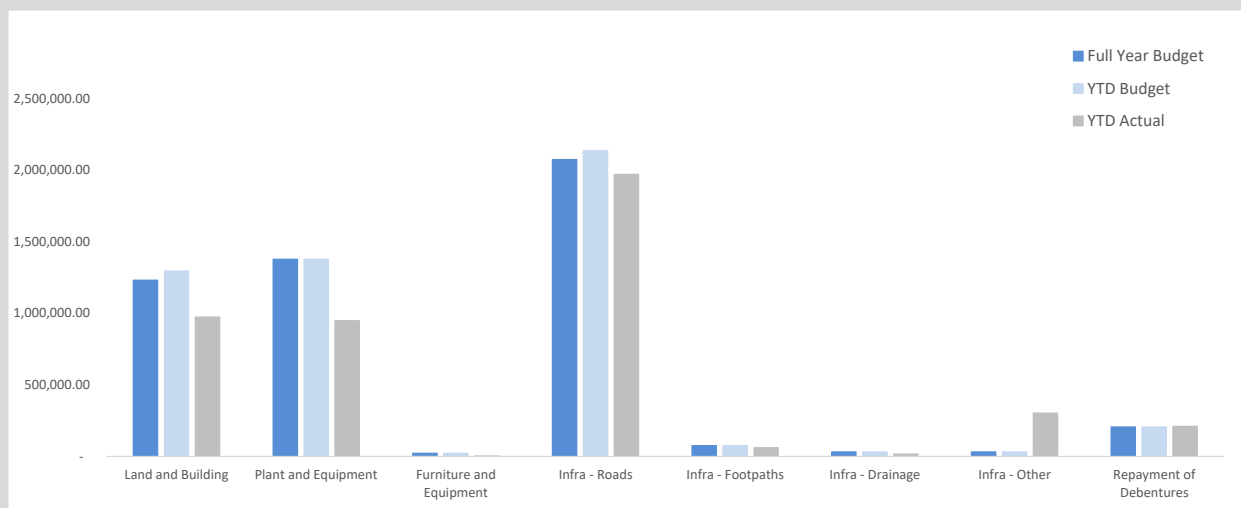
**OPERATING REVENUE**



**CAPITAL REVENUE**



**CAPITAL EXPENSES BY ACTIVITY**



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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus(Deficit)		\$ 4,001,534	\$ 3,943,908	\$ 3,943,908	\$ 3,943,908	\$ 0	% (1%)	
<b>Revenue from operating activities</b>								
General Purpose Funding - Rates		4,934,996	4,943,620	4,943,620	4,812,392	(131,228)	(3%)	
General Purpose Funding - Other		1,363,465	1,358,841	1,358,841	2,511,014	1,152,173	46%	▲
Governance		1,850	1,850	1,850	1,162	(688)	(59%)	
Law, Order and Public Safety		79,900	75,900	75,900	292,528	216,628	74%	▲
Health		23,500	23,500	23,500	21,149	(2,351)	(11%)	
Education and Welfare		1,370,538	1,370,538	1,370,538	1,239,586	(130,953)	(11%)	▼
Housing		8,240	8,240	8,240	8,240	(0)	(0%)	
Community Amenities		1,092,366	1,092,366	1,092,366	1,069,067	(23,299)	(2%)	
Recreation and Culture		138,571	75,254	75,254	55,343	(19,911)	(36%)	▼
Transport		408,915	408,913	408,913	404,444	(4,469)	(1%)	
Economic Services		283,619	283,619	283,619	271,701	(11,918)	(4%)	
Other Property and Services		110,762	110,762	110,762	288,409	177,647	62%	▲
		<b>9,816,722</b>	<b>9,753,404</b>	<b>9,753,404</b>	<b>10,975,035</b>	<b>1,221,631</b>	11%	
<b>Expenditure from operating activities</b>								
General Purpose Funding		(255,567)	(255,567)	(255,567)	(218,881)	36,687	(17%)	▲
Governance		(724,720)	(724,720)	(724,720)	(512,332)	212,388	(41%)	▲
Law, Order and Public Safety		(766,873)	(766,873)	(766,873)	(644,861)	122,011	(19%)	▲
Health		(280,251)	(280,251)	(280,251)	(277,974)	2,276	(1%)	
Education and Welfare		(1,573,105)	(1,573,105)	(1,573,105)	(1,396,709)	176,396	13%	▼
Housing		(34,441)	(34,441)	(34,441)	(28,918)	5,523	19%	
Community Amenities		(1,574,917)	(1,574,917)	(1,574,917)	(1,339,079)	235,842	18%	▲
Recreation and Culture		(3,475,525)	(3,475,525)	(3,475,525)	(2,890,489)	585,035	20%	▲
Transport		(4,086,406)	(4,086,406)	(4,086,406)	(3,569,734)	516,671	14%	▲
Economic Services		(812,368)	(812,368)	(812,368)	(872,719)	(60,351)	(7%)	
Other Property and Services		(38,082)	(38,082)	(38,082)	112,752	150,834	(134%)	▲
		<b>(13,622,255)</b>	<b>(13,622,254)</b>	<b>(13,622,254)</b>	<b>(11,638,942)</b>	<b>1,983,312</b>		
<b>Operating activities excluded from budget</b>								
Add back Depreciation		3,450,264	3,450,264	3,450,264	2,913,001	(537,263)	(18%)	▼
Adjust previous years (16/17) accrual jnls		0	0	0	15,791	15,791	100%	▲
Ajust due to June 2020 posted back to June 2019		0	0	0	214	214	100%	
Adjust (Profit)/Loss on Asset Disposal	12	97,005	97,004	97,004	48,528	(48,476)	(100%)	▼
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	25,720	25,720	100%	▲
Adjust Rounding		0	0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>(258,264)</b>	<b>(321,581)</b>	<b>(321,581)</b>	<b>2,072,953</b>	<b>2,394,534</b>		
<b>Investing Activities</b>								
Non-Operating Grants, Subsidies and Contributions		851,426	1,048,750	1,048,750	908,846	(139,904)	15%	▼
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)	(1,297,306)	(972,850)	324,456	33%	▲
Plant and Equipment	11	(1,376,633)	(1,376,633)	(1,376,633)	(947,081)	429,552	45%	▲
Furniture and Equipment	11	(22,500)	(22,500)	(22,500)	(2,314)	20,186	872%	▲
Infrastructure Assets - Roads	11	(2,072,295)	(2,144,092)	(2,144,092)	(1,969,078)	175,014	9%	▼
Infrastructure Assets - Footpaths	11	(76,000)	(76,000)	(76,000)	(60,884)	15,116	25%	▲
Infrastructure Assets - Road Drainage	11	(32,000)	(32,000)	(32,000)	(16,641)	15,359	92%	▲
Infrastructure Assets - Other	11	(698,942)	(698,942)	(698,942)	(302,208)	396,734	131%	▲
Infrastructure Assets - Parks and Gardens	11	0	0	0	0	0		
Infrastructure Assets - Bridges	11	(31,040)	(31,040)	(31,040)	(18,919)	12,121	64%	
Proceeds from Disposal of Assets	12	667,898	730,282	730,282	410,007	(320,275)	(78%)	▼
Proceeds from Sale of Investments		0	0	0	0	0		
<b>Amount attributable to investing activities</b>		<b>(4,020,422)</b>	<b>(3,899,481)</b>	<b>(3,899,481)</b>	<b>(2,971,121)</b>	<b>928,360</b>		
<b>Financing Activities</b>								
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)	(166,657)	(167,195)	(538)	(0%)	
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	1,413,724	1,413,724	1,413,724	2,711,253	1,297,529	48%	▲
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(969,913)	(969,913)	(969,913)	(2,528,806)	(1,558,893)	(62%)	▼
<b>Amount attributable to financing activities</b>		<b>277,154</b>	<b>277,154</b>	<b>277,154</b>	<b>15,252</b>	<b>(261,902)</b>		
<b>Net Capital</b>		<b>(3,743,268)</b>	<b>(3,622,327)</b>	<b>(3,622,327)</b>	<b>(2,955,869)</b>	<b>666,458</b>		
<b>Total Net Operating + Capital</b>		<b>(4,001,532)</b>	<b>(3,943,908)</b>	<b>(3,943,908)</b>	<b>(882,917)</b>	<b>3,060,992</b>		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>3,060,991</b>	<b>3,060,992</b>		

KEY INFORMATION

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

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

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 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.



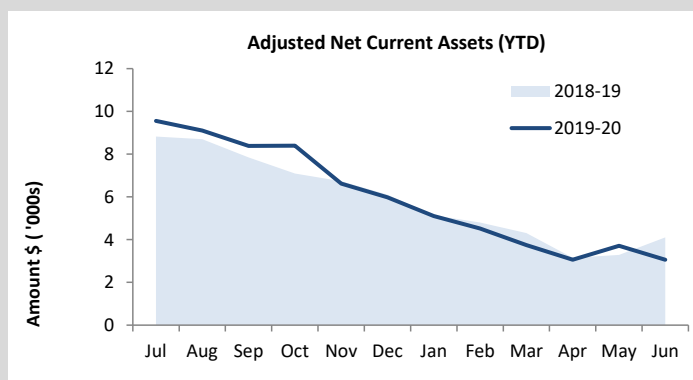
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES  
ADJUSTED NET CURRENT ASSETS

	Previous Month Actual	Year to Date Actual
	31 May 2020	30 Jun 2020
<b>Adjusted Net Current Assets</b>	\$	\$
<b>Current Assets</b>		
Cash Unrestricted	4,194,565	3,169,605
Cash Restricted - Reserves and Bonds/Deposits	4,266,532	4,075,039
Receivables - Rates and Rubbish, ESL, Excess Rates	390,272	312,134
Receivables - Other	85,293	332,391
Inventories	16,723	25,990
	8,953,384	7,915,159
<b>Less: Current Liabilities</b>		
Payables	(752,563)	(598,865)
Loan Liability	(46,124)	537
Provisions	(587,831)	(559,859)
	(1,386,518)	(1,158,187)
<b>Net Current Asset Position</b>	7,566,866	6,756,973
Less: Cash Restricted	(4,226,234)	(4,047,131)
Add Back: Component of Leave Liability not Required to be funded	335,392	360,583
Add Back: Current Loan Liability	46,124	(537)
Adjustment for Trust Transactions Within Muni	(11,269)	(8,895)
<b>Net Current Funding Position</b>	<b>3,710,879</b>	<b>3,060,991</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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



**KEY INFORMATION**

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

**Year YTD Actual**

**Surplus(Deficit)**

**\$3.06 M**

**Last Month Actual**

**Surplus(Deficit)**

**\$3.71 M**

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

<u>Cash Unrestricted</u>	<u>Investment Value \$</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Institution</u>	<u>Investment %</u>
Municipal Fund	1,000,000	30/06/2020	1.35%	Commonwealth	50%
Municipal Fund	1,000,000	30/06/2020	1.37%	Commonwealth	50%
	<u>2,000,000</u>				<u>100%</u>
<u>Cash Restricted (Reserves)</u>					
Reserve Fund	2,000,000	30/06/2020	1.80%	NAB	50%
Reserve Fund	2,000,000	30/06/2020	2.10%	Westpac	50%
	<u>4,000,000</u>				<u>100%</u>
<u>Total Investment Holdings via Entity</u>					
Commonwealth	2,000,000				33%
NAB	2,000,000				33%
Westpac	2,000,000				33%
	<u>6,000,000</u>				<u>100%</u>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**EXPLANATION OF  
MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year. The material variance adopted by Council for the current year is an Actual Variance exceeding 10% and a value greater than \$15,000.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
General Purpose Funding - Other	1,152,173	46%	▲	Permanent	Part of 20/21 FAG's paid in Advance
Recreation and Culture	(19,911)	(36%)	▼	Permanent	Highbury Tennis \$20,000 Grant not approved at fund value, reduced expenditure to compensate.
Other Property and Services	177,647	62%	▲	Permanent	Private Works income much higher than budgeted
<b>Expenditure from operating activities</b>					
Governance	212,388	(41%)	▲	Permanent	Decreased Expenditure over 12 months
General Purpose Funding	36,687	(17%)	▲	Permanent	Decreased Expenditure over 12 months
Law, Order and Public Safety	122,011	(19%)	▲	Permanent	Decreased Expenditure over 12 months
Health	2,276	(1%)	▲	Permanent	Decreased Expenditure over 12 months
Education and Welfare	176,396	13%	▼	Permanent	Increased Expenditure over 12 months
Community Amenities	235,842	18%	▼	Permanent	Increased Expenditure over 12 months
Recreation and Culture	585,035	20%	▲	Permanent	Mainly COVID19 effect at NRLC and Culutral events.
Transport	516,671	14%	▲	Permanent	Decreased Expenditure over 12 months
Economic Services	(60,351)	(7%)	▼	Permanent	Increased Expenditure over 12 months
Other Property and Services	150,834	(134%)	▲	Permanent	Decreased Expenditure over 12 months
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(139,904)	15%	▼	Permanent	Not all grants were received.
Proceeds from Disposal of Assets	(320,275)	(78%)	▼	Permanent	Not all assets have been disposed of as planned.
Capital Acquisitions	1,376,418	1208%	▼	Permanent	Not all asset change overs were undertaken. Not all Capital projects were completed as at 30/06/2020.

**KEY INFORMATION**

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

▲ Favourable variance

▼ Unfavourable variance

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**OPERATING ACTIVITIES  
RECEIVABLES**

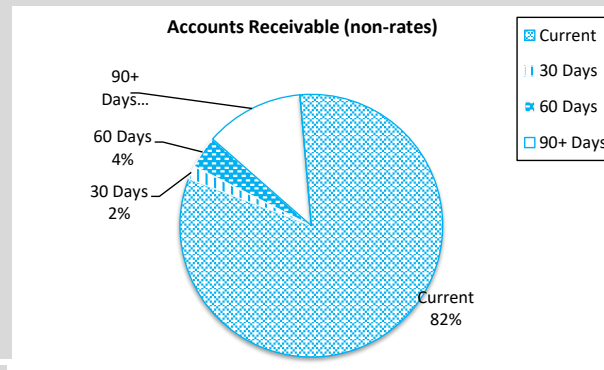
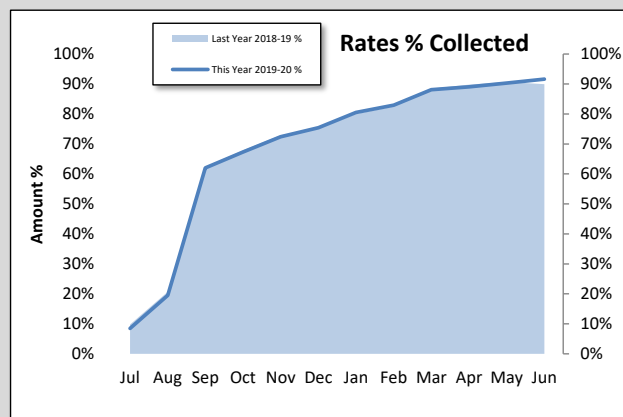
Rates Receivable	30 Jun 19	30 Jun 20	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
<b>Opening Arrears Previous Years</b>	<b>586,296</b>	<b>586,296</b>	Receivables - General	246,889	5,016	11,983	36,461	300,350
Levied this year		3,194,497						
Movement in Excess Rates		(125,996)						
Domestic Refuse Collection Charges		472,846						
Domestic Services (Additional)		3,197						
Commercial Collection Charge		43,689						
Commercial Collection Charge (Additional)		43,793						
Total Rates and Rubbish (YTD)	5,359,227	5,375,916	<b>Balance per Trial Balance</b>					
Less Collections to date	(5,359,227)	(5,463,164)	Rates Pensioner Rebate Claims					5947.95
<b>Net Rates Collectable</b>	<b>586,296</b>	<b>499,049</b>	GST Input					65322.64
% Collected	90.14%	91.63%	Provision For Doubtful Debts					-38019.54
			<b>Total Receivables General Outstanding</b>					<b>333,601</b>
Pensioner Deferred Rates		(178,661)	<b>Amounts shown above include GST (where applicable)</b>					
Pensioner Deferred ESL		(8,254)						
<b>Total Rates and Rubbish, ESL, Excess Rates</b>		<b>312,134</b>						

**KEY INFORMATION**

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

**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.



<b>Debtors Due</b>
<b>\$333,601</b>
<b>Over 30 Days</b>
<b>18%</b>
<b>Over 90 Days</b>
<b>12%</b>

<b>Collected</b>	<b>Rates Due</b>
<b>92%</b>	<b>\$312,134</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

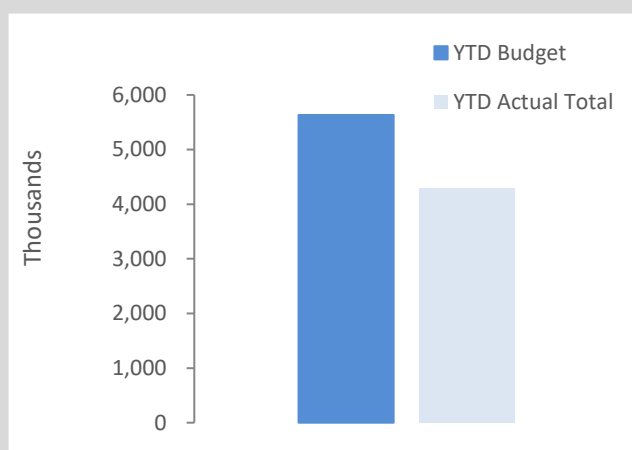
**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land and Buildings	1,294,056	1,294,056	972,850	321,206
Plant & Equipment	1,376,633	1,376,633	947,081	429,552
Furniture & Equipment	22,500	22,500	2,314	20,186
Roads	2,134,092	2,134,092	1,969,078	165,014
Footpaths	76,000	76,000	60,884	15,116
Road Drainage	32,000	32,000	16,641	15,359
Other Infrastructure	668,882	668,882	302,208	366,674
Parks and Gardens	0	0	0	0
Bridges	31,040	31,040	18,919	12,121
<b>Capital Expenditure Totals</b>	<b>5,635,203</b>	<b>5,635,203</b>	<b>4,289,974</b>	<b>1,345,228</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



Acquisitions	Current Budget	YTD Actual	% Spent
	<b>\$5.64 M</b>	<b>\$4.29 M</b>	<b>76%</b>

To be read in conjunction with Strategic Projects Tracker

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**









































% of Completion

	Account Number	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)	
		\$	\$	\$	\$	
<b>Capital Expenditure</b>						
<b>Land and Buildings</b>						
	Building Renovation Administration	4040260	210,000	210,000	197,751	12,249
	SES Training / Meeting Room	4050260	62,210	62,210	0	62,210
	HACC - Building (Capital)	4080360	140,000	140,000	80,423	59,577
	Kitchen Upgrade	4080360	5,986	5,986	4,492	1,494
	Accessibility Access Upgrades	4080850	6,750	6,750	2,580	4,170
	Smith St Public Toilets (Coles Carpark) Capital	4100850	50,000	50,000	0	50,000
	Harris St Public Toilets (Museum) Capital	4100850	10,000	10,000	1,740	8,260
	May Street Public Toilet Upgrade	4100850	70,000	70,000	23,624	46,376
	Thomas Hogg Public Toilet Upgrade	4100850	4,761	4,761	0	4,761
	Memorial Park Public Toilets Capital	4100850	119,719	119,719	136,200	(16,481)
	Town Hall (Federal St) Building Capital	4110160	8,000	8,000	3,874	4,126
	John Higgins Community Complex Building Capital	4110160	22,000	22,000	19,554	2,446
	Nomans Lake Hall Building Capital	4110160	6,500	6,500	5,299	1,201
	NRLC Building (Capital)	4110260	15,000	15,000	5,871	9,129
	NRLC Building Capital 2018-19	4110260	20,000	20,000	16,856	3,144
	Croquet Clubrooms Building Capital	4110355	11,633	11,633	5,088	6,545
	Library Building (Capital)	4110560	7,000	7,000	0	7,000
	Library - Stage 2	4110560	15,000	15,000	471	14,529
	Railway Station Building (Capital)	4110660	52,015	52,015	39,420	12,595
	Caravan Park Campers Kitchen Building Capital	4130260	20,000	20,000	15,697	4,303
	Caravan Park Renovations	4130260	38,862	38,862	7,304	31,558
	Accommodation Units (NCP)	413260	394,000	394,000	406,606	(12,606)
	Visitor Information Bay Upgrade (Williams Road)	4130260	4,620	4,620	0	4,620
			<b>1,294,056</b>	<b>1,294,056</b>	<b>972,850</b>	<b>321,206</b>
<b>Plant and Equipment</b>						
	Fire Shed (Highbury)	4050155	30,000	30,000	0	30,000
	Lifting Ramp - NO05	4050355	5,000	5,000	0	5,000
	CCTV Upgrade	4050455	30,000	30,000	0	30,000
	009NGN 2019 Toyota Camry Altise	4080455	28,000	28,000	0	28,000
	NGN219 CATS Vehicle 2020	4080750	27,000	27,000	25,502	1,498
	NGN00 EMDRS Vehicle 2019(3)	4100655	42,317	42,317	37,239	5,079
	NGN00 EMDRS Vehicle 2020(1)	4100655	42,317	42,317	37,184	5,133
	NGN00 EMDRS Vehicle 2020(2)	4100655	42,317	42,317	0	42,317
	NRLC Fire Extinguisher Upgrades	4110255	15,248	15,248	16,888	(1,639)
	CCTV Installation Old Courthouse Museum	4110655	7,687	7,687	6,988	699
	Diesel Locomotive (Railway Yard)	4110655	5,000	5,000	0	5,000
	ON0 EMTRS Vehicle 2019 (3)	4120350	36,498	36,498	36,498	0
	ON0 EMTRS Vehicle 2019 (4)	4120350	36,498	36,498	36,498	0
	ON0 EMTRS Vehicle 2020 (1)	4120350	36,498	36,498	0	36,498
	ON0 EMTRS Vehicle 2020 (2)	4120350	36,498	36,498	0	36,498
	N001 MO Vehicle 2019(3)	4120350	36,243	36,243	36,722	(479)
	N001 MO Vehicle 2020(1)	4120350	36,243	36,243	0	36,243
	N001 MO Vehicle 2020(2)	4120350	36,243	36,243	0	36,243
	NO3 2019 UD 6 Wheeler Nissan Diesel Tip Truck	4120350	226,000	226,000	211,521	14,479
	NO237 2019 Caterpillar CW34NN Rubber Tyred Roller	4120350	165,000	165,000	164,480	520
	NO1193 2019 JCB 4CX PC Backhoe Loader	4120350	195,000	195,000	194,400	600
	NGN93 Mitsubishi Triton Single Cab 2019 (Leading Hand) (PA018B)	4120350	26,000	26,000	23,411	2,589
	Mobile (trailer Mounted) Visual Display Unit	4120350	25,000	25,000	21,416	3,584
	CCTV Installation NCP	4130255	0	0	0	0
	NGN2 2019 Holden Trax (BC) (PA006B)	4130350	25,000	25,000	17,771	7,229

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion
























	Account Number	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)
 1NGN CEO Vehicle 2019(4)	4140585	56,000	56,000	55,889	111
 ONGN EMCCS Vehicle 2019(2)	4140585	34,676	34,676	0	34,676
 ONGN EMCCS Vehicle 2020(1)	4140585	34,676	34,676	0	34,676
 ONGN EMCCS Vehicle 2020(2)	4140585	34,676	34,676	0	34,676
 002 NGN MF Vehicle 2020	4140585	25,000	25,000	24,675	325
		<b>1,376,633</b>	<b>1,376,633</b>	<b>947,081</b>	<b>429,552</b>
<b>Furniture and Equipment</b>					
 Airconditioner Upgrade - DRS	4040250	20,000	20,000	0	20,000
 Town Hall Airconditioner	4110150	2,500	2,500	2,314	186
		<b>22,500</b>	<b>22,500</b>	<b>2,314</b>	<b>20,186</b>
<b>Infrastructure - Roads</b>					
 Cooramining Road - Renewal (Rural)(Grant Funded)	4120164	144,651	144,651	143,193	1,458
 Earl Street - Renewal (Local)	4120165	30,000	30,000	15,796	14,204
 Ensign Street - Renewal (Local)	4120165	98,158	98,158	61,512	36,646
 Butler Street - Upgrade (Local)	4120165	0	0	0	0
 Lock Street - Upgrade (Local)	4120165	0	0	0	0
 Lock Road - Renewal (Rural)	4120165	70,680	70,680	60,011	10,669
 Whinbin Rock Road - Renewal (Rural)	4120165	87,406	87,406	78,339	9,067
 Dongolocking Road - Upgrade (Rural)	4120165	218,500	218,500	193,975	24,525
 Birdwhistle Road - Renewal (Rural)	4120165	108,133	108,133	72,379	35,754
 Narrogin Valley Road - Renewal (Rural)	4120165	99,149	99,149	64,823	34,326
 Chomley Road - Renewal (Rural)	4120165	100,133	100,133	98,832	1,301
 Lavator Road - Renewal (Rural)	4120165	5,938	5,938	7,135	(1,197)
 Street Tree Capital	4120165	20,000	20,000	21,840	(1,840)
 Northwood Street - Renewal (Local) (R2R)	4120166	30,000	30,000	29,772	228
 Havelock Street - Renewal (Local) (R2R)	4120166	24,600	24,600	24,125	475
 Lock Street - Renewal (Local) (R2R)	4120166	19,000	19,000	18,790	210
 Congelin - Narrogin Road - Renewal (Local) (R2R)	4120166	28,000	28,000	27,972	28
 Tarwonga Road - Renewal (Local) (R2R)	4120166	33,021	33,021	32,873	148
 Highbury West Road - Renewal (Rural) (R2R)	4120166	40,000	40,000	41,174	(1,174)
 Piesseville - Tarwonga Road - Renewal (Local) (R2R)	4120166	146,797	146,797	146,614	183
 Wilson Street - Renewal (Local) (R2R)	4120166	12,474	12,474	12,288	186
 Narrogin-Harrismith Road - Renewal (Local) (R2R)	4120166	41,202	41,202	40,777	424
 Clayton Road - Renewal (Local) (RRG)	4120167	738,027	738,027	738,582	(555)
 Tarwonga Road - Renewal (Rural) (RRG)	4120167	38,223	38,223	38,274	(51)
		<b>2,134,092</b>	<b>2,134,092</b>	<b>1,969,078</b>	<b>165,014</b>
<b>Infrastructure - Footpaths</b>					
 Ensign St Footpath Construction	4120175	22,000	22,000	18,144	3,856
 Argus Street Footpath Construction	4120175	35,000	35,000	28,620	6,380
 Park Street Footpath Construction	4120175	19,000	19,000	14,120	4,880
		<b>76,000</b>	<b>76,000</b>	<b>60,884</b>	<b>15,116</b>
<b>Infrastructure - Drainage</b>					
 Drainage - Butler Street	4120180	32,000	32,000	16,641	15,359
		<b>32,000</b>	<b>32,000</b>	<b>16,641</b>	<b>15,359</b>
<b>Infrastructure - Other</b>					
 White Road Refuse Site	4110165	6,000	6,000	4,860	1,140
 Bin Surrounds	4110165	20,000	20,000	16,444	3,556
 Drainage Engineering consultancy - stormwater diversion	4100450	15,000	15,000	0	15,000
 Cemetery Upgrade	4100860	47,410	47,410	36,065	11,344
 CBD Design - Colour Palette and signage	4100860	1,153	1,153	0	1,153



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

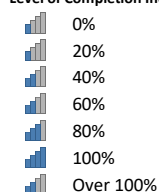
**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

	Account Number	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)
 CBD Design - Heritage Walk Signage (Stage 2)	4100860	38,500	38,500	39,593	(1,093)
 Memorial Park Capital	4100860	31,190	31,190	14,475	16,715
 Gnarojin Park Cultural Heritage Management Plan	4100860	20,000	20,000	10,433	9,567
 Gnarojin Park Electrical Design Work	4100860	30,000	30,000	0	30,000
 Gnarojin Park Landscape Design	4100860	89,720	89,720	0	89,720
 Town Hall Furniture	4110165	8,500	8,500	7,712	788
 NRLC Infrastructure Other (Capital)	4110265	70,068	70,068	39,525	30,542
 Foxes Lair	4110365	4,592	4,592	0	4,592
 McKenzie Park - Playground Equipment	4110365	11,250	11,250	11,231	20
 Highbury Tennis Court	4110365	75,000	75,000	0	75,000
 Yilliminning Rock Camping Area	4110365	18,000	18,000	22,058	(4,058)
 Wilbur Park (Highbury) - Gazebo	4110365	16,000	16,000	14,913	1,087
 Park Furniture	4110365	12,000	12,000	9,359	2,641
 Clayton Road Storm Water Catchment Dam	4110365	19,000	19,000	0	19,000
 Public Art Strategy - Stage 1	4110860	25,000	25,000	0	25,000
 Gnarojin Park Hydrology Report	4100860	16,000	16,000	0	16,000
 Pioneer Drive Fence Plannting	4110265	8,000	8,000	5,611	2,389
 NRLC - Infrastructure Other (Capital - Outside)	4110265	3,500	3,500	58	3,442
 Aerodrome Infrastructure Other (Capital)	4120466	45,000	45,000	39,000	6,000
 Banner Poles	4130265	10,000	10,000	6,449	3,551
 Local Tourism Planning Strategy	4130265	28,000	28,000	24,422	3,578
 Economic Development Strategy	4130660	0	0	0	0
		<b>668,882</b>	<b>668,882</b>	<b>302,208</b>	<b>366,674</b>
<b>Infrastructure - Parks &amp; Gardens</b>					
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Bridges</b>					
 Footbridge Refurbishment	4120181	31,040	31,040	18,919	12,121
		<b>31,040</b>	<b>31,040</b>	<b>18,919</b>	<b>12,121</b>
<b>Grand Total</b>		<b>5,635,203</b>	<b>5,635,203</b>	<b>4,289,974</b>	<b>1,345,228</b>

**Capital Expenditure Total**

**Level of Completion Indicators**



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

Variance is calculated on:  
YTD Budget vs YTD Actual

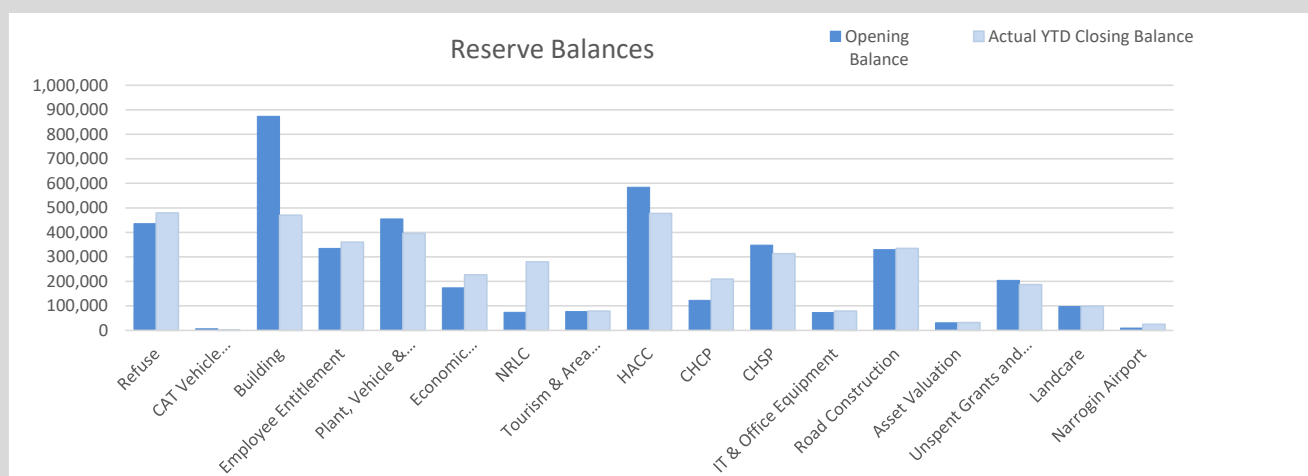
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES  
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Forecast Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$		\$	\$	\$	\$	\$	\$
Refuse	435,109	7,385	7,432	6,330	77,000	77,000	46,000	40,752	473,494	478,789
CAT Vehicle Replacement	6,655	116	114	99	6,000	4,074	12,000	10,048	771	794
Building	873,681	14,828	14,924	12,710	16,685	16,683	550,000	435,140	355,194	470,148
Employee Entitlement	334,863	5,683	5,720	4,871	20,000	20,000	0	0	360,546	360,583
Plant, Vehicle & Equipment	454,959	7,722	7,771	6,619	435,000	435,000	557,300	502,423	340,381	395,308
Economic Development	174,049	2,954	2,973	2,532	50,000	50,000	18,000	0	209,003	227,022
NRLC	73,927	1,255	1,263	1,076	204,246	204,246	0	0	279,428	279,436
Tourism & Area Promotion	77,202	1,310	1,319	1,123	0	0	0	0	78,512	78,521
HACC	584,487	9,463	9,984	8,111	0	90,812	98,240	207,760	495,710	477,523
CHCP	122,909	2,594	2,099	2,223	0	453,413	83,117	369,125	42,386	209,296
CHSP	347,664	7,231	5,967	6,198	205,228	1,085,331	123,249	1,125,345	436,873	313,617
IT & Office Equipment	72,563	1,232	1,239	1,056	5,000	5,000	0	0	78,795	78,802
Road Construction	329,405	5,591	5,599	4,792	0	0	0	0	334,996	335,003
Asset Valuation	31,309	0	535	0	0	0	0	0	31,309	31,844
Unspent Grants and Contributions	203,773	819	3,481	702	0	0	49,067	20,660	155,525	186,594
Landcare	97,024	1,647	1,657	1,412	0	0	0	0	98,671	98,681
Narrogin Airport	10,000	170	171	146	15,000	15,000	0	0	25,170	25,171
	<b>4,229,578</b>	<b>70,000</b>	<b>72,247</b>	<b>60,000</b>	<b>1,034,159</b>	<b>2,456,559</b>	<b>1,536,973</b>	<b>2,711,253</b>	<b>3,796,764</b>	<b>4,047,131</b>

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**BUDGET AMENDMENTS**

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

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
								0
Aug-19	BC265	SES Training / Meeting Room	0819.008	Capital Expenses			(62,210)	(62,210)
Aug-19	130502020	ESL - SES Capital Grant GEN	0819.008	Capital Revenue		62,210		0
Aug-19	120805900	CHSP - Refund of Unspent Grant Funding GEN	0819.008	Operating Expenses			(123,249)	(123,249)
Aug-19	150805520	CHSP - Transfers From Reserve GEN	0819.008	Capital Revenue		123,249		0
Aug-19	8C177	Thomas Hogg Public Toilet Upgrade	0819.008	Operating Expenses			(4,761)	(4,761)
Sep-19	131201010	ROADC - Roads to Recovery Grant GEN	0919.009	Capital Revenue		71,797		67,036
Sep-19	R2R324	Piesseville - Tarwonga Road - Renewal (Local) (R2R)	0919.009	Capital Expenses			(71,797)	(4,761)
Feb-20	ANNUAL AUDIT	Opening Surplus readjusted following the audit	Dec 2019	Opening Surplus(Deficit)		119,647		114,886
Feb-20	130301100	RATES - Interim Rates Levied - GRV GEN	0220.015	Operating Revenue		3,500		118,386
Feb-20	130303000	INVEST - Interest Earned - Reserve Funds GEN	0220.015	Capital Revenue			(10,000)	108,386
Feb-20	140303500	INVEST - Transfer Interest To Reserve GEN	0220.015	Capital Expenses		10,000		118,386
Feb-20	120401120	MEMBERS - Election Expenses GEN	0220.015	Operating Expenses		18,300		136,686
Feb-20	120401130	MEMBERS - Subscriptions & Publications GEN	0220.015	Operating Expenses			(6,800)	129,886
Feb-20	LB011	Building Renovation Administration	0220.015	Operating Expenses			(30,000)	99,886
Feb-20	130402060	OTHGOV - Sundry Income - Other Governance GEN	0220.015	Operating Expenses			(1,500)	98,386
Feb-20	150402600	OTHGOV - Transfer From Reserves GEN	0220.015	Operating Expenses		30,000		128,386
Feb-20	120503000	ANIMAL - Salaries & Wages GEN	0220.015	Operating Expenses			(8,900)	119,486
Feb-20	120807150	AGEDOTHER - Veterans Homecare Salaries & Wages GEN	0220.015	Operating Expenses		4,840		124,326
Feb-20	130807030	AGEDOTHER - Veterans Homecare Fees & Charges GEN	0220.015	Capital Revenue			(14,000)	110,326
Feb-20	130807100	AGEDOTHER - CATS Contributions & Donations (inc GST) GEN	0220.015	Operating Expenses		2,000		112,326
Feb-20	130806000	AGEDSNRS - Fees & Charges GEN	0220.015	Operating Revenue			(3,700)	108,626
Feb-20	121006000	PLAN - Salaries & Wages GEN	0220.015	Operating Expenses			(18,000)	90,626
Feb-20	141103650	REC - Infrastructure Other (Capital) GEN	0220.015	Capital Expenses			(4,250)	86,376
Feb-20	131001000	SAN - Domestic Refuse Collection Charges GEN	0220.015	Operating Revenue		45,990		132,366
Feb-20	IO102	Memorial Park Capital	0220.015	Capital Expenses			(13,190)	119,176
Feb-20	131008000	COM AMEN - Cemetery Fees (Burial) GEN	0220.015	Operating Revenue			(16,000)	103,176
Feb-20	131103050	REC - Reimbursements - Other Recreation GEN	0220.015	Operating Expenses			(10,000)	93,176
Feb-20	IO068	McKenzie Park - Playground Equipment	0220.015	Capital Expenses			(4,250)	88,926
Feb-20	IO161	NRLC - Infrastructure Other (Capital - Outside)	0220.015	Operating Expenses			(8,000)	80,926
Feb-20	IO171	Pioneer Drive Fence Planning	0220.015	Capital Expenses			(3,500)	77,426
Feb-20	131102290	NRLC - Reimbursements GEN	0220.015	Capital Revenue		3,500		80,926
Feb-20	121102430	NRLC - Utility - Water GEN	0220.015	Operating Expenses			(9,000)	71,926
Feb-20	131101020	HALLS - Lease/Rental Income GEN	0220.015	Operating Expenses			(1,000)	70,926
Feb-20	IO080B	Library - Stage 2	0220.015	Operating Expenses		105,000		175,926
Feb-20	151105520	LIB - Transfers From Reserve GEN	0220.015	Operating Expenses			(105,000)	70,926
Feb-20	121108170	OTHCUL - Narrogin Show GEN	0220.015	Operating Expenses			(8,900)	62,026
Feb-20	121108150	OTHCUL - Rev Heads GEN	0220.015	Operating Expenses			(1,600)	60,426
Feb-20	121108050	OTHCUL - Festival & Events GEN	0220.015	Operating Expenses			(1,200)	59,226
Feb-20	121108020	OTHCUL - Christmas Lights GEN	0220.015	Operating Expenses		11,700		70,926
Feb-20	121204000	AERO - Airstrip & Grounds Maintenance/Operations GEN	0220.015	Operating Expenses			(12,000)	58,926
Feb-20	141203550	PLANT - Transfers To Reserve GEN	0220.015	Capital Expenses			(10,000)	48,926
Feb-20	121202080	ROADM - Street Lighting Maintenance/Operations GEN	0220.015	Operating Expenses		15,000		63,926
Feb-20	121401000	PRIVATE - Private Works Expenses GEN	0220.015	Operating Expenses			(33,000)	30,926
Feb-20	131401000	PRIVATE - Private Works Income GEN	0220.015	Operating Revenue		41,500		72,426
Feb-20	141201650	ROADC - Roads (Capital) - Council Funded GEN	0220.015	Capital Expenses		10,000		82,426
Feb-20	131302000	TOUR - Caravan Park Fees GEN	0220.015	Operating Revenue			(10,000)	72,426
Feb-20	131302050	TOUR - Reimbursements (Exc GST) GEN	0220.015	Operating Revenue		5,800		78,226
Feb-20	131405020	ADMIN - LGIS Good Claims Rebate GEN	0220.015	Operating Revenue		39,620		117,846
Feb-20	131405050	ADMIN - Reimbursements GEN	0220.015	Operating Revenue		5,400		123,246
Feb-20	131407000	SAL - Reimbursement - Workers Compensation GEN	0220.015	Operating Revenue		1,000		124,246
Feb-20	141102700	NRLC - Transfers to Reserve GEN	0220.015	Capital Expenses			(124,246)	0
Mar-20	ANNUAL AUDIT	Opening Surplus readjusted post audit review	0320.013	Opening Surplus(Deficit)			(177,273)	(177,273)
Mar-20	190923000	Accrued Expenses GEN	0320.013	Opening Surplus(Deficit)		8,226		(169,047)
Mar-20	190929000	Accrued Interest on Loans GEN	0320.013	Opening Surplus(Deficit)		7,565		(161,482)
Mar-20	121102650	NRLC - Contract Management Expense GEN	0320.013	Operating Expenses		45,000		(116,482)
Mar-20	121108210	OTHCUL - Event/Festival Matching Funding GEN	0320.013	Operating Expenses		30,000		(86,482)
Mar-20	121402390	PWO -Consultants GEN	0320.013	Operating Expenses		6,000		(80,482)
Mar-20	LB235	Caravan Park Renovations	0320.013	Capital Expenses		20,000		(60,482)
Mar-20	130301250	RATES - Penalty Interest Received GEN	0320.013	Operating Revenue		9,000		(51,482)
Mar-20	120402210	OTHGOV - Other Consultancy - Strategic GEN	0320.013	Operating Expenses		15,000		(36,482)
Mar-20	131006060	PLAN - Planning Officer Regional Support Income GEN	0320.013	Operating Revenue		10,000		(26,482)



Mar-20	121405090	ADMIN - Other Employee Expenses GEN	0320.013	Operating Expenses	13,000		(13,482)	
Mar-20	121108130	OTHCUL - ANZAC Day GEN	0320.013	Operating Expenses	3,482		(10,000)	
Mar-20	121306050	ECONOM - Travel & Accommodation GEN GEN	0320.013	Operating Expenses	10,000		0	
Mar-20	8C050	HACC - Building (Capital)	0320.014	Capital Expenses		(140,000)	(140,000)	
Mar-20	150803520	HACC - Transfers From Reserve GEN	0320.014	Capital Revenue	140,000		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	NRLC - Chemicals GEN	0420.010	Operating Expenses	4,000		(30,534)	
Apr-20	121102410	NRLC - Utility - Electricity GEN	0420.010	Operating Expenses	35,000		4,466	
Apr-20	121102420	NRLC - Utility - Gas GEN	0420.010	Operating Expenses	58,000		62,466	
Apr-20	121102430	NRLC - Utility - Water GEN	0420.010	Operating Expenses	14,000		76,466	
Apr-20	121102650	NRLC - Contract Management Expense GEN	0420.010	Operating Expenses		(85,000)	(8,534)	
Apr-20	131102290	NRLC - Reimbursements GEN	0420.010	Operating Revenue		(3,700)	(12,234)	
Apr-20	131102300	NRLC - 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	IO105	Economic Development Strategy	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	8C200	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	121305000	ECONOM DEV - COVID19 Stimulus Package GEN	0420.010	Operating Expenses		(220,000)	0	
					-	1,571,764	- 1,571,764	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	<span style="color: green;">●</span>
On Track	<span style="color: orange;">●</span>
Off Track	<span style="color: red;">●</span>
In Trouble	<span style="color: black;">●</span>

Value of Original Budget of Completed Projects:	\$4,420,430.25
Value of Actuals of Completed Projects:	\$4,153,464.80
\$ Under / (Over) of Completed Projects:	\$266,965.45
Actual's Budget of Completed Projects %:	93.96%

Total projects:	114
Total complete:	79
% complete:	69.30%

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								
<b>Governance</b>																								
1	DRS airconditioner	20,000.00	-	Azhar Awang																				
2	Building renovations administration	210,000.00	197,751.08	Frank Ludovico																				
<b>Law, Order &amp; Public Safety</b>																								
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																				
5	CCTV - additional cameras	30,000.00	-	Frank Ludovico																				
5A	SES Training / Meeting Room	62,210.00	-	Azhar Awang																				
<b>Education &amp; Welfare</b>																								
6	Homecare kitchen upgrade	5,985.67	4,491.73	Frank Ludovico																				
7	Homecare kitchen upgrade	140,000.00	96,992.22	Frank Ludovico																				
8	Purchase & trade in of 009NGN Camry Altise	28,000.00	-	Frank Ludovico																				
9	Purchase & trade in of CATS car	27,000.00	25,502.27	Frank Ludovico																				
10	Accessibility Access upgrades CBD	6,750.00	2,580.00	Azhar Awang																				
<b>Community Amenities</b>																								
11	Remediation works at Highbury landfill post closure management plan	20,000.00	19,447.50	Azhar Awang																				
12	Crib Room for contractor - Landfill site (contract agreement)	6,000.00	4,860.31	Azhar Awang																				
13	Bin surrounds x 20 & installation	20,000.00	16,444.18	Torre Evans																				
14	Railway Dam Storm water erosion and catchment analysis	15,000.00	13,610.00	Torre Evans																				
15	Pioneer Drive Fence Planting	8,000.00	6,033.68	Torre Evans																				
16	NRRC Transplanting Palms	3,500.00	2,977.54	Torre Evans																				
17	Plant acquisition - EMDRS vehicle changeovers 1	42,317.30	37,238.73	Torre Evans																				
18	Plant acquisition - EMDRS vehicle changeovers 2	42,317.30	37,184.18	Torre Evans																				
19	Plant acquisition - EMDRS vehicle changeovers 3	42,317.30	-	Torre Evans																				
20	Smith St Public Toilets Capital	50,000.00	-	Azhar Awang																				
21	Harris St (toilets - repair or replace privacy screen wall	10,000.00	1,740.00	Azhar Awang																				
22	Clayton Road (Hawks) public toilet upgrade	70,000.00	56,613.47	Azhar Awang																				
23	Memorial Park Toilet	119,718.80	136,200.13	Azhar Awang																				
20A	Thomas Hogg Public Toilet Upgrade	4,760.57	-	Azhar Awang																				
24	Cemetery upgrade	47,409.60	37,665.11	Torre Evans																				
	Sealing of roads, kerbing, draining, removal of fencing and landscaping	47,409.60	37,665.11	Torre Evans																				
25	CBD Design - Colour palette & signage	1,153.00	-	Azhar Awang																				
26	CBD Interpretive Signage Project - stage 2	38,500.00	39,592.59	Azhar Awang																				
27	Memorial Park furniture & BBQ bubbler	31,190.00	14,475.00	Torre Evans																				
28	Gnarrojin Park Aboriginal cultural heritage management plan	20,000.00	20,866.96	Azhar Awang																				
29	Gnarrojin Park electrical design	30,000.00	-	Azhar Awang																				
30	Gnarrojin Park landscape design	89,720.00	-	Azhar Awang																				
31	Gnarrojin Park Hydrology report	16,000.00	15,510.00	Torre Evans																				
<b>Recreation &amp; Culture</b>																								
32	Rigging assessment at Town Hall	44,426.40	-	Azhar Awang																				
33	Photography exhibition	-	-	Dale Stewart																				
34	Annual Subsidy Arts Narrogin	48,000.00	48,000.00	Azhar Awang																				
35	Town Hall Airconditioner - Humidifier for Art Collection	2,500.00	2,314.24	Azhar Awang																				
36	Town hall complex - fire alarm system service and repair -upgrade	8,000.00	6,074.00	Azhar Awang																				
37	John Higgins function centre air con	22,000.00	19,553.63	Azhar Awang																				
38	Nomans Hall play equipment	6,500.00	5,298.64	Torre Evans																				
39	Narrogin Town Hall Trestle tables and chairs	8,500.00	7,712.14	Azhar Awang																				
40	Fire hydrant 5yr overhaul, repairs & hose reel replacements -NRLC	15,248.20	16,887.50	Azhar Awang																				







### 10.3.3 ADOPTION OF FINANCIAL HARDSHIP POLICY

File Reference	File No
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 10.4.2, 28 April 2020
Date	17 July 2020
Author	Niel Mitchell - Governance Consultant
Authorising Officer	Frank Ludovico – Executive Manager Corporate and Community Services
Attachments	1. Draft Financial Hardship Policy

#### Summary

To consider the adoption of a Financial Hardship policy for those affected by the Corona Virus pandemic (COVID-19).

#### Background

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

As a response to this situation the Western Australian State Government has implemented a range of measures to assist the community to deal with the impact of the pandemic.

In the Local Government (COVID-19 Response) Order 2020 (Order) published on 8 May 2020, local governments were (amongst other things) to consider the financial hardships of persons within their district. The methodology for doing this, is to develop a Financial Hardship Policy.

#### Comment

A Financial Hardship CEO Directive was presented to Council at its 28 April 2020 Council meeting and this has been formatted into a Council policy in order to comply with the subsequent Order.

#### Consultation

Consultation has been undertaken with:

- Executive Management Team; and
- Elected Members, via the Monthly Briefing Session held on 14 April 2020.

## Statutory Environment

The following statutory provisions apply:

- Local Government Act 1995
- Section 2.7 – role of Council includes determining the local government’s policies.
- Local Government (COVID-19 Response) Order 2020.

## Policy Implications

The policy is to be implemented by the CEO, Executive Manager Corporate & Community Services (EMCCS) and agreements can be entered into under the authority of the CEO, EMCCS or Manager Corporate Services, in accordance with Delegations 3.6 and 3.7 and sub-delegation of power.

## Financial Implications

In overall context of the Shire’s Budget, COVID-19 has had a relatively small negative financial impact on the operations of the local government at the present, however the impact on the community necessitates a review of how the local government can respond to address the financial impacts that the pandemic will have in coming months and the next year in particular. To date, the Shire has not received any formal requests under the Financial Hardship CEO Directive.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community.
Outcome:	4.1	An efficient and effective organisation.
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency

## Voting Requirements

Simple Majority



**OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0720.012**

Moved: Cr Fisher                      Seconded: Cr Bartron

That Council adopt the Financial Hardship Policy, as per Attachment 1.

**CARRIED 8/0**

## XXX COVID 19 Financial hardship

---

<b>Statutory context</b>	<p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996</p> <p>Local Government (COVID19 Response) Order 2020 (SL 2020/57)</p>
<b>Corporate context</b>	<p>Delegations Register –</p> <p>3.6 – Sundry and rates debtors – recovery and agreements</p> <p>3.7 – Write-off of sundry and rates debtors</p> <p>Executive Instructions –</p> <p>3.4 – Debt recovery – Rates debtors</p> <p>3.5 – Debt Recovery – Sundry debtors</p> <p>Strategic Community Plan 2017-27 –</p> <p>Objective 4 – Civic Leadership – Continually enhance the Shire’s organisational capacity to service the needs of a growing community’</p> <p>Strategy 4.1.2 – Continue to enhance communication and transparency</p>
<b>History</b>	Adopted _____

### Policy Statement

1. Purpose
  - a) The Shire recognises the likelihood that COVID-19 will increase the occurrence of financial hardship and vulnerability in our community.
  - b) The purpose of this policy is to ensure that the Shire administration provides fair, equitable, consistent and dignified support to debtors suffering hardship, while treating all members of the community with respect and understanding at what is a difficult time.
  - c) This Policy will remain in place until such time as the COVID19 pandemic order is revoked.
2. Scope
  - a) This policy is intended to apply to all debtors experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner, etc., and is applicable to –
    - i) outstanding rates and service charges as at the date of adoption of this Policy;
    - ii) rates and service charges levied for the 2020/21 financial year; and
    - iii) outstanding debts as at the date of adoption of this policy.
  - b) To avoid any doubt, to the extent of any **inconsistency** existing during the duration of this Policy, it overrides the existing permanent Executive Instructions –
    - i) 3.4 Debt Recovery – Rates Debtors; and
    - ii) 3.5 Debt Recovery – Sundry Debtors.
  - c) This policy is to be interpreted as an extension and clarification of Delegations 3.6 and 3.7.
3. Definitions
 

**Act** means Local Government Act 1995.

**financial hardship** means where a change in a person’s circumstances results in them being unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

**debtor** means a person or entity that is responsible for the payment of rates and service charges and other debts to the Shire.
4. Operation
  - a) Expectation

The Shire recognises that many ratepayers will and / or are already experiencing financial hardship due to the COVID-19 pandemic. The Shire respects and anticipates that –

- i) The probability that additional financial difficulties will arise when rates and service charges and invoices are received by the community.
  - ii) The Shire will seek to support debtors and the community more generally in dealing with financial hardship and other challenges arising from the COVID-19 pandemic.
  - iii) The Shire will write to debtors at the time their account falls in arrears, to advise them of the terms of this policy and encourage eligible debtors to apply for hardship consideration.
  - iv) Where possible and appropriate, the Shire will also provide contact information for a recognised financial counsellor and/or other relevant support services.
- b) Financial Hardship Criteria
- i) While evidence of hardship will be required, the Shire recognises that not all circumstance are alike. The Shire will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:
    - recent unemployment or under-employment
    - sickness or recovery from sickness
    - low income or loss of income
    - unanticipated circumstances such as caring for and supporting extended family.
  - ii) Debtors will be encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment/s and where possible, entering into a payment proposal. The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality, whilst complying with statutory responsibilities.
- c) Payment Arrangements
- i) Payment arrangements will be of an agreed frequency and amount. These arrangements will consider the following –
    - whether a debtor has made genuine effort to meet debt, rate and service charge obligations in the past;
    - whether the payment arrangement will establish a known end date that is realistic and achievable.
  - ii) The debtor will be responsible for informing the Shire of any change in circumstances that may jeopardise the agreed payment schedule.
  - iii) In the case of severe financial hardship, an application may be referred to Council to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).
- d) Interest Charges
- Interest charges will not be raised on a debtor that meets the financial hardship criteria and enters into a payment arrangement.
- e) Debt recovery
- i) The Shire will suspend its debt recovery processes while negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment arrangement and the debtor makes an alternative payment arrangement with the Shire before defaulting on the 3<sup>rd</sup> due payment, the Shire will continue to suspend all debt recovery processes.
  - ii) Where a debtor has not reasonably adhered to the agreed payment plan, the Shire will, for any rates and service charge or debt that remains outstanding on 1 July 2021, offer the debtor one further opportunity to adhere to a payment arrangement that will clear the total debt by the end of the 2021/22 financial year.
  - iii) Rates and service charge or debts that remain outstanding at the end of the 2021/22 financial year, will be subject to the debt recovery procedures prescribed in the Act, Council Policy or Executive Instructions.
- f) Review
- When a debtor is aggrieved by a decision under this policy, the person may seek a review. The Review Officer is the Chief Executive Officer.
- g) Communication and Confidentiality
- i) The Shire will maintain confidential communications at all times and undertake to **communicate** with a nominated support person or other third party at the debtors request.



- ii) The Shire will advise debtors of this policy and its application, when communicating in any format (i.e., verbal or written) with a debtor with an outstanding debt, rate or service charge debt.

h) Implementation

The policy is to be implemented by the CEO, Executive Manager Corporate & Community Services (EMCCS) and agreements can be entered into under the authority of the CEO, EMCCS or Manager Corporate Services, in accordance with Delegations 3.6 and 3.7 and sub-delegation of power.

5. Termination of policy

This policy has no effect following 30 June 2022 or in accord with clause 1(c), if earlier.

**Forms and Templates**

FCCS017 Request for payment arrangement Form

*– End of Policy*

**Notes**

Ombudsman Western Australia publication: 'Local Government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance'

### 10.3.4 CORPORATE BUSINESS PLAN – 2020 REVIEW

File Reference	4.2.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	None
Date	17 July 2020
Author	Niel Mitchell – Governance Consultant
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	1. Corporate Business Plan 2020-2024 – Annual Review 2020 (under separate cover)

#### Summary

To consider the annual review of the Corporate Business Plan as required by the Local Government Act 1995.

#### Background

The Corporate Business Plan (CBP) is one of two core components of planning for the future, together with the Strategic Community Plan.

#### Comment

The current Corporate Business Plan was adopted by Council on 27 June 2019.

The Plan has been updated by:

Forecast Statement of Funding and Capital Program

- Deletion of 2019-20 financial data
- Inclusion of 2023-24 financial data from the current Long Term Financial Plan

Service Delivery

- Deletion of 2019-20 planned actions
- Inclusion of 2023-24 planned actions

The various actions of Service delivery have been amended to take into account projects brought forward or deferred.

In this respect the Council has been able to accommodate most of the proposed activities.

The primary changes from the Corporate Business Plan 2019-2023 include:

- Additions of:
  - Narrogin Railway Station – complete restoration with carparking \$750,000
  - Town Water Irrigation System (TWIS) Effluent re-use upgrade \$180,000

- Roadworks – Manaring Bridge \$270,000
  - Narrogin Regional Leisure Centre
    - HVAC system \$150,000
    - Carparking upgrades \$132,398
  - Upgrades to Public Toilets Responding to public input \$125,000
  - Gnarojin Park (Heritage Plan, Landscape Design, Electrical Design, \$138,440
  - Local Planning Scheme and Local Planning Strategy continuing in Year 1 and 2.
  - Sport and Recreation Master Plan preparation and activation continuing in Year 1 and 2.
- Deferment of:
    - The activation of Tourism Strategy to Year 2,
    - Proposed Storm Water Harvesting Plan to Year 2,
    - The preparation of a Local Biodiversity Strategy and Natural Resource Plan to Year 4,
    - Library Stage 2.
  - Completion
    - Tourism Strategy
    - Municipal Heritage list.
    - Community Engagement Policy.

## Consultation

Consultation with Discussions with Executive Management Team.

## Statutory Environment

The following legislation applies:

Local Government Act 1995 –

- Section 5.56(1) A local government is to plan for the future of the district
- Section 6.2 – Local government to prepare annual budget

Local Government (Administration) Regulations 1996 –

- Regulation 19DA(4) – A local government is to review the current corporate business plan for its district every year.

## Policy Implications

Nil

## Financial Implications

All of the proposed modifications for year 1 of the CBP are reflected in the Draft Annual Budget 2020/21.

## Strategic Implications

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

## Voting Requirements

Absolute Majority

### OFFICERS' RECOMMENDATION

That pursuant to regulation 17DA(4) of the Local Government (Administration) Regulations 1996, Council adopted the Corporate Business Plan 2020-2024 as presented.

### COUNCIL RESOLUTION 0720.013

Moved: Cr Early                      Seconded: Cr Wiese

That pursuant to regulation 17DA(4) of the Local Government (Administration) Regulations 1996, Council adopted the Corporate Business Plan 2020-2024 as presented, noting the addition of the Library Stage 2 & 3 in year 2 to the value of \$700,000.

**CARRIED 8/0  
BY ABSOLUTE MAJORITY**

Reason for change: The Corporate Business Plan provided in the agenda did not include the Library Stages 2 & 3 as a future project.



# **Draft Corporate Business Plan 2020 – 2024**

# Contents

Forward .....	4
Planning Framework.....	5
Forecast Statement of Funding .....	7
Capital Program .....	9
Service Delivery .....	12
Economic Objective .....	14
Social Objective .....	16
Environment Objective.....	19
Civic Leadership Objective.....	20
Measuring Success .....	22
Services and Facilities .....	23

Adopted at Ordinary Meeting of Council held 27 June 2018

Review adopted at Ordinary Meeting of Council held 24 July 2019

Review adopted at Ordinary Meeting of Council held 28 July 2020

## ***Our Vision:***

***“A leading regional economic driver and a socially interactive and inclusive community”***

**Our 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.

# Forward

The Strategic Community Plan outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other Shire plans, information and resourcing capabilities.

This plan, the Corporate Business Plan, provides the internal business planning tool that translates Council priorities into operations within the resources available. It details the services, operations, projects, and the associated cost, the Shire intends to deliver over the next four years.



Leigh Ballard  
Shire President

28 July 2020



Dale Stewart  
Chief Executive Officer

*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.*



# Planning Framework

This Draft Corporate Business Plan 2020-2024, together with the Strategic Community Plan 2017-2027, is the Shire of Narrogin's Plan for the Future and has been prepared to achieve compliance with *the Local Government (Administration) Regulations 1996*.

Under *Local Government (Administration) Regulations 1996* Regulation 19DA (3),

"A Corporate Business Plan for a district is to:

- a) set out, consistently with any relevant priorities in the Strategic Community Plan, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning."

In the preparation of the annual budget the local government is to have regard to the contents of the Plan for the Future as per Section 6.2(2) of the *Local Government Act 1995*.

Development of the Plan has also been influenced by the Department of Local Government, Sport and Cultural Industries Framework and Guidelines for Integrated Planning and Reporting.

## Strategic Community Plan

The Narrogin community had a strong involvement and voice in the development of the Strategic Community Plan. Commencing in January 2017, the community were invited to share their visions and aspirations for the future of Narrogin, and the Plan has subsequently been reviewed and updated to reflect the community aspirations.

The community shared what they considered most special about the district and their aspirations for the future. The sense of community and a country town feel was highly regarded along as was the multicultural community and the history of the district. It was evident the community values their natural environment and the many native reserves. High quality regional sporting and recreation facilities, along with medical and education services available in Narrogin were also very important.

The community strongly identified their desire for further economic development, supporting current local industry whilst pursuing opportunities for economic diversity and growth.

This information provided a valuable insight into the key issues and aspirations, as perceived by the local community. Importantly for the Council, these views have helped establish clear priorities and shaped the visions, values, objectives and strategies contained within the Strategic Community Plan 2017 - 2027.

# Planning Framework (continued)

## Corporate Business Plan

Achieving the community's vision and the Shire's strategic objectives requires the development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required to achieve the outcomes due to the constraints of limited resources. This planning process is formalised by the development of this Corporate Business Plan. The Corporate Business Plan then, in turn, converts the Strategic Community Plan into action via the adoption of an Annual Budget.

The Draft Corporate Business Plan 2020-2024 must be reviewed annually to assess the progress of projects and realign the Plan's actions and priorities based on current information and available funding.

Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability. Along with achieving the community aspirations and objectives the Corporate Business Plan draws on information contained within the following strategic documents.

## Asset Management Plan

The Shire has developed Asset Management Plans for major asset classes in accordance with the Asset Management Policy. The Asset Management Plans form a component of an overall Asset Management Strategy which addresses the Shire's current asset management processes and sets out the steps required to continuously improve the management of Shire controlled assets.

Capital renewal estimates contained within the Asset Management Plans have been considered to the extent the financial and workforce resources are available to enable the renewals to occur.

## Workforce Plan

The Workforce Plan provides the workforce management and resource strategies necessary to deliver the objectives, outcomes and strategies of the Shire's Strategic Community Plan.

Workforce issues have been considered during the development of this Corporate Business Plan and the financial impacts of the Workforce Plan captured within the Long Term Financial Plan. A combination of workforce and financial constraints has influenced the prioritisation of actions within this Plan.

## Long Term Financial Plan

The Shire of Narrogin is planning for a positive and sustainable future. The Shire seeks to maintain, and where possible, improve service levels into the future while maintaining a healthy financial position.

During the development of this Corporate Business Plan, the Long Term Financial Plan was updated to confirm the financial capability to undertake the planned actions and ensure integration with this Plan. The results of this update are reflected within the Forecast Statement of Funding on the following page.

## Review of Plan

In accordance with statutory requirements, the Corporate Business Plan is reviewed and updated annually. The review of this Plan occurred following a major review of the Strategic Community Plan in 2017.

# Forecast Statement of Funding

The following Statement is extracted from the Long Term Financial Plan to provide an indication of the activities proposed in the in the Corporate Business Plan. This forecast underpinned by a number of assumptions that provided a reasonable estimate of activity.

## RATE SETTING STATEMENT

	Proposed Estimates			
	2020-21 \$	2021-22 \$	2022-23 \$	2023-24 \$
<b>OPERATING REVENUE</b>				
Governance	1,850	1,906	1,963	2,022
General Purpose Funding	1,339,991	1,339,991	1,339,991	1,339,991
Law, Order Public Safety	285,505	294,070	302,892	311,979
Health	21,350	21,991	22,650	23,330
Education and Welfare	1,579,357	1,579,357	1,579,357	1,579,357
Housing	8,240	8,487	8,742	9,004
Community Amenities	1,145,512	1,145,512	1,145,512	1,145,512
Recreation and Culture	162,200	162,200	162,200	162,200
Transport	251,970	251,970	251,970	251,970
Economic Services	304,200	304,200	304,200	304,200
Other Property and Services	218,368	224,919	231,667	238,617
<b>TOTAL REVENUE</b>	<b>5,318,543</b>	<b>5,334,602</b>	<b>5,351,144</b>	<b>5,368,181</b>
<b>LESS OPERATING EXPENDITURE</b>				
Governance	(647,946)	(667,384)	(679,646)	(700,035)
General Purpose Funding	(250,012)	(250,012)	(250,012)	(250,012)
Law, Order, Public Safety	(773,425)	(796,628)	(811,264)	(835,602)
Health	(290,379)	(299,090)	(304,585)	(313,723)
Education and Welfare	(1,854,952)	(1,910,601)	(1,945,703)	(2,004,074)
Housing	(33,202)	(34,198)	(34,826)	(35,871)
Community Amenities	(1,537,957)	(1,584,096)	(1,584,096)	(1,584,096)
Recreation and Culture	(3,514,894)	(3,620,341)	(3,686,855)	(3,797,461)
Transport	(3,778,915)	(3,892,282)	(3,963,793)	(4,082,707)
Economic Services	(893,760)	(920,573)	(937,486)	(965,610)
Other Property & Services	(64,343)	(66,273)	(67,491)	(69,516)
<b>TOTAL EXPENSES</b>	<b>(13,639,785)</b>	<b>(14,041,478)</b>	<b>(14,265,756)</b>	<b>(14,638,705)</b>
<i>Increase(Decrease)</i>	<b>(8,321,242)</b>	<b>(8,706,876)</b>	<b>(8,914,612)</b>	<b>(9,270,524)</b>
<b>ADD</b>				
Non-cash amounts excluded from operating activities	3,579,846	3,579,846	3,589,846	3,599,846
<i>Sub Total</i>	<b>3,579,846</b>	<b>3,579,846</b>	<b>3,589,846</b>	<b>3,599,846</b>

**RATE SETTING STATEMENT (Continued)**

	<b>Proposed Estimates</b>			
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-2024</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Purchase Land				
Purchase Buildings	(2,619,757)	(925,000)	(420,000)	(460,000)
Purchase Furniture and Equipment	(94,000)	0	(30,000)	(30,000)
Purchase Plant and Equipment	(1,199,000)	(659,000)	(669,000)	(545,000)
Infrastructure Assets - Roads	(1,944,275)	(1,903,000)	(1,903,000)	(1,903,000)
Infrastructure Assets - Footpaths	(81,360)	(50,000)	(50,000)	(50,000)
Infrastructure Assets - Drainage	(30,000)	(50,000)	(50,000)	(50,000)
Infrastructure Assets - Parks & Ovals	0	(45,000)	(45,000)	(45,000)
Infrastructure Assets - Other	(1,571,397)	(375,000)	(375,000)	(275,000)
Infrastructure Assets - Townscape	0	0	0	0
Infrastructure Assets – Bridges	(270,000)	0	0	0
Infrastructure Assets – Sewerage	0	0	0	0
Infrastructure Assets - Solid Waste	0	0	0	0
Purchase Tools	0	0	0	0
Proceeds from Sale of Assets	592,000	205,000	164,000	60,000
Non Operating Grants, Subsidies and Contributions for the Development of Assets	3,546,581	900,967	900,967	900,967
<b>Financing Activities</b>				
Repayment of Debt - Loan Principal	(173,653)	(173,773)	(180,704)	(182,736)
Proceeds from New Borrowings	180,000	700,000	0	0
Transfer to Reserves	(2,300,170)	(816,436)	(766,970)	(764,737)
<i>Sub Total</i>	<b>(5,965,031)</b>	<b>(3,191,242)</b>	<b>(3,424,707)</b>	<b>(3,344,506)</b>
<b>FUNDED FROM</b>				
Transfers from Reserves	3,067,461	470,000	512,935	912,935
Opening Surplus/ (Deficit)	2,697,514	2,606,401	2,831,882	2,532,157
Closing (Surplus)/Deficit	0	0	0	0
<b>TO BE MADE UP FROM GENERAL RATES</b>	<b>(4,941,452)</b>	<b>(5,245,871)</b>	<b>(5,404,656)</b>	<b>(5,570,092)</b>



# Capital Program

A number of projects are forecast to be undertaken during the life of the Plan which result in capital expenditure. The activities are summarised below along with an indication of the forecast capital expenditure extracted from the Long Term Financial Plan.

Key projects within the Plan are:

Item	2020/21 \$	2021-22 \$	2022-23 \$	2023-24 \$
<b>Other Governance</b>				
Governance Furniture & Equipment Replacements	5,000		15,000	15,000
Governance Furniture & Equipment Replacements	26,297		15,000	15,000
<b>Fire Prevention</b>				
DFES Joint facility (100% DFES funded)	1,562,210			
<b>Home &amp; Community Care (HACC)</b>				
Computer Equipment	10,000		15,000	15,000
HACC - Building CCTV	10,000			
HACC - Building (Completion of Respite facilities)	70,000			
Future Building Renewal Projects			50,000	50,000
Future Building Upgrade Projects		50,000		50,000
<b>Sanitation - Household</b>				
White Road Refuse Site	10,000			
Purchase of Street Bin Surrounds	8,500			
<b>Sewerage General</b>				
Town Water Irrigation Scheme (TWIS) Pipe Replacement	180,000			
Moss St hydrology report	13,610			
<b>Other Community Amenities</b>				
May Street Public Toilet Upgrade	35,000			
CBD Ablution Upgrades	90,000			
Cemetery Upgrade	15,000			
CBD Design - Colour palette and signage annual expenditure	15,000			
Gnarojin Park Cultural Heritage Management Plan	10,440			
Gnarojin Park Electrical Design Work	33,000			
Gnarojin Park Landscape Design	95,000			
Future Building Renewal Projects		50,000	50,000	50,000
Future Building Upgrade Projects				
Future Infrastructure Projects		75,000	75,000	75,000
<b>Public Halls, Civic Centres</b>				
Town Hall Stage Rigging	30,000			
Town Hall Facilities Stage 1	50,000			
Future Building Renewal Projects		50,000	50,000	50,000
<b>Narrogin Regional Recreation Complex</b>				
Floor Scrubber \$10,000, Emergency Lighting Repair \$7,500	17,500			
Air conditioning to Squash courts	30,000			

Item	2020/21 \$	2021-22 \$	2022-23 \$	2023-24 \$
NRLC Carpark Upgrade	132,398			
HVAC (Heating, ventilation, and air conditioning) Renewal/ Replacement	150,000			
Shade Sails	1,000			
Pool Conversion of old pool to grass area	73,000			
Future Building Upgrade Projects				75,000
Future Infrastructure Projects		100,000	100,000	
<b>Other Recreation &amp; Sport</b>				
Park Furniture Park shelters over existing tables - Ashworth, Northwood	35,000			
Solar Lighting Garfield Northwood Yale	10,000			
Railway Dam Improvements - car parking, bin, BBQ, picnic table, RV plan	61,000			
Synthetics Turf Narrogin Bowling Club Shire 1/3, Bowling Club 1/3, Grant 1/3 (subject to Grant approval)	335,109			
Resurface Highbury tennis court (Shire contribution of 33%)	50,000			
Engineering hydrology report	35,000			
Future Building Renewal Projects		25,000	175,000	25,000
Future Building Upgrade Projects				75,000
Future Park Projects		45,000	45,000	45,000
Future Infrastructure Projects		150,000	150,000	150,000
<b>Libraries</b>				
Library Building (Capital)	7,000			
Rechargeable tablets for Public Use - \$15,000 grant	19,000			
Library Building Stage 2 & 3		700,000		
<b>Heritage</b>				
Railway Station Building (Capital)	18,250			
Railway Station Renewal Project	600,000			
Railway Station Renewal Project - carpark	150,000			
<b>Other Culture</b>				
Gnarojin Community Garden Projects	10,000			
Gnarojin Park Hydrology	15,510			
Track Lighting Gallery & Hallway NEXIS	27,630			
Future Building Renewal Projects				
Future Building Upgrade Projects				
Future Infrastructure Projects		50,000	50,000	50,000
<b>Construction Streets, Roads, Bridges, Depots</b>				
Municipal Funded Road Works	751,162	1,000,000	1,000,000	1,000,000
Roads to Recovery Funded Road Works	378,839	378,000	378,000	378,000
Regional Road Group Funded Road Works	787,500	525,000	525,000	525,000
Goods Shed Fencing	15,000			
Street Furniture	8,000			
DEPOT Rainwater Tank 120,000 litre	20,000			
Future Building Renewal Projects				20,000
Future Building Upgrade Projects			30,000	

Item	2020/21 \$	2021-22 \$	2022-23 \$	2023-24 \$
<b>Footpath Construction</b>				
Memorial Park Footpath Construction	6,000			
Argus Street Footpath Construction	48,000			
Park Street Footpath Construction	27,360			
Various Projects		50,000	50,000	50,000
<b>Drainage Construction</b>				
Falcone St	30,000			
Various Projects		50,000	50,000	50,000
<b>Bridge Construction</b>				
Manaring Bridge (R2R) (Capital)	270,000			
<b>Plant Replacement</b>				
Plant replace (net of Trade in)	569,500	659,000	669,000	545,000
<b>Tourism &amp; Area Promotion</b>				
Caravan Park Campers Kitchen	5,000			
Caravan Park Resealing, Line Marking & grassed areas	110,000			
<b>Other Economic Services</b>				
Strata Project - Old Shire Building	20,000			
30 Gray St Building upgrade	30,000			50,000
Future Building Renewal Projects		50,000	50,000	
Future Building Upgrade Projects				
<b>Administration Overheads</b>				
IT New Server	60,000			
Air Conditioning Renewals - Administration Centre	13,000			
<b>TOTAL EXPENDITURE</b>	<b>7,235,815</b>	<b>4,007,000</b>	<b>3,542,000</b>	<b>3,358,000</b>

# Service Delivery

The Shire of Narrogin delivers services to its community in line with its mission, values and four key strategic objectives as set out within the Strategic Community Plan.

Each of the four objectives has several outcomes the Shire seeks to achieve over the 10+ years of the Strategic Community Plan. For each objective, one or more desired outcomes has been defined along with strategies to achieve the outcomes.

The outcomes were developed after considering the community engagement process and other external factors such as the available plans published by other government agencies.

The tables on the following pages detail future actions to be undertaken for each strategy. Prioritisation of the actions is reflected by the square indicating when the action is planned to be undertaken. This prioritisation guides the delivery of services and implementation of the actions.

The table below summarises the desired outcomes under each of the four key themes and strategic objectives.

Objectives		Outcomes	
<b>ECONOMIC</b>	<i>Support growth and progress, locally and regionally</i>	<b>Outcome 1.1</b> <b>Outcome 1.2</b> <b>Outcome 1.3</b> <b>Outcome 1.4</b>	Growth in revenue opportunities Increased tourism An effective well maintained transport network Agriculture opportunities maintained and developed
<b>SOCIAL</b>	<i>To provide community facilities and promote social interaction</i>	<b>Outcome 2.1</b> <b>Outcome 2.2</b> <b>Outcome 2.3</b>  <b>Outcome 2.4</b> <b>Outcome 2.5</b>	Provision of youth services Build a healthier and safer community Existing strong community spirit and pride is fostered, promoted and encouraged Cultural and heritage diversity is recognised A broad range of quality education services and facilities servicing the region
<b>ENVIRONMENT</b>	<i>Conserve, protect and enhance our natural and built environment</i>	<b>Outcome 3.1</b> <b>Outcome 3.2</b> <b>Outcome 3.3</b> <b>Outcome 3.4</b>	A preserved natural environment Effective waste services Efficient use of resources A well maintained built environment
<b>CIVIC LEADERSHIP</b>	<i>Continually enhance the Shire's organisational capacity to service the needs of a growing community</i>	<b>Outcome 4.1</b> <b>Outcome 4.2</b>	An efficient and effective organisation An employer of choice







# Economic Objective

## Support growth and progress, locally and regionally

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business	1.1.1.1	Develop and implement an economic development strategy		■	■	■	■
	1.1.1.2	Development of new industrial area		■	■	■	→
	1.1.1.3	Develop stakeholder relationships for exporting	■	■			
	1.1.1.4	Lobby for improved communication services within the district	■	■	■	■	→
	1.1.1.5	Engage with potential investors	■	■	■	■	→
	1.1.1.6	Advocate for Narrogin to be a centre for provision of Government services	■	■	■	■	→
Promote Narrogin and the Region	1.1.2.1	Review and update the Business Prospectus	■		■		→
	1.1.2.2	Maintain relationships with key stakeholders	■	■	■	■	→
	1.1.2.3	Investigate development of regional industrial hub		■	■		
	1.1.2.4	Engage with regional organisations for the promotion of the Region	■	■	■	■	→
	1.1.2.5	Finalise and activate the Local Planning Scheme and Local Planning Strategy	■	■			
Promote Narrogin's health and aged services including aged housing	1.1.3.1	Advocate for increased provision of health and aged services in the Shire of Narrogin	■	■	■	■	→
	1.1.3.2	Advocate for the provision of specialist surgical services	■	■	■	■	→
	1.1.3.3	Identify and promote the development of further aged housing		■	■		
	1.1.3.4	Continue to support the provision of HACC and aged services	■	■	■	■	→

## Economic Objective (continued)

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Promote, develop tourism and maintain local attractions	1.2.1.1	Develop and activate a Tourism Strategy Adopted 25/5/20			Completed		
	1.2.1.2	Support tourism activities within the district	■	■	■	■	→
	1.2.1.3	Support sport, art and cultural events, recognising the economic benefit they provide	■	■	■	■	→
	1.2.1.4	Review and update the Caravan Park Master Plan	■	■			
	1.2.1.5	Maintain Shire controlled local tourist attractions	■	■	■	■	→
	1.2.1.6	Support and encourage local micro tourism	■	■	■	■	→

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Maintain and improve road network in line with resource capacity	1.3.1.1	Maintain and improve road network in line with Asset Management Plans	■	■	■	■	→
Review and implement the Airport Master Plan	1.3.2.1	Implement Airport Master Plan	■	■	■	■	→
	1.3.2.2	Review Airport Master Plan			■		

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023 -24	2024 Onwards
Support development of agricultural services	1.4.1.1	Continue to engage with stakeholders within agricultural industry to ensure appropriate service provision	■	■	■	■	→
	1.4.1.2	Ensure appropriate consideration of the agricultural industry requirements in the preparation of the Local Planning Scheme and Local Planning Strategy	■	■	■	■	→
	1.4.1.13	Ensure agriculture is an integral element of the proposed Economic Development Strategy	■	■			
	1.4.1.4	Advocate for the interests of agriculture as a critical component of our economy	■	■	■	■	→

# Social Objective

## To provide community facilities and promote social interaction

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Develop and implement a youth strategy	2.1.1.1	Finalise youth strategy and engage with stakeholders.		■			
	2.1.1.2	Provide youth services and facilities in accordance with the youth strategy	■	■	■	■	→
	2.1.1.3	Work with local youth service providers	■	■	■	■	→

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Support the provision of community security services and facilities	2.2.1.1	Develop a community safety and security strategy			■		
	2.2.1.2	Maintain and further develop the CCTV network	■	■	■	■	→
	2.2.1.3	Advocate for increased police and justice services	■	■	■	■	→
Advocate for mental health and social support services	2.2.2.1	Lobby for increased mental health support services	■	■	■	■	→
	2.2.2.2	Lobby for increased social support services	■	■	■	■	→
Continue and improve provision of in-home care services	2.2.3.1	Continue to support the provision of HACC and aged services	■	■	■	■	→
	2.2.3.2	Lobby for increased funding for HACC and in-home care services	■	■	■	■	→



## Social Objective (continued)

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Develop and activate Sport and Recreation Master Plan	2.3.1.1	Finalise Sport and Recreation Master Plan	■				
	2.3.1.2	Activate Sport and Recreation Master Plan	■	■	■	■	■
Engage and support community groups and volunteers	2.3.2.1	Continue to provide the community chest	■	■	■	■	→
	2.3.2.2	Advocate on behalf of volunteer and community groups	■	■	■	■	→
	2.3.2.3	Support emergency services	■	■	■	■	→
Facilitate and support community events	2.3.3.1	Continue to support existing community events	■	■	■	■	→
	2.3.3.2	Investigate opportunities and support for new community events	■	■	■	■	→
Provide improved community facilities (eg library/recreation)	2.3.4.1	Improve and continue to provide community facilities in line with Asset Management Plans	■	■	■	■	→
Encourage and support continued development of arts and culture	2.3.5.1	Continue to support arts and cultural activities within the district	■	■	■	■	→

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Maintain and enhance heritage assets	2.4.1.1	Review Municipal Heritage List Complete adopted 27/11/19			Completed		
	2.4.1.2	Maintain heritage assets in line with AMP's	■	■	■	■	→
	2.4.1.3	Seek and support initiatives for enhancement of heritage assets in the district	■	■	■	■	→
Support our Narrogin cultural and indigenous community	2.4.2.1	Continue to engage with cultural and indigenous community	■	■	■	■	→
	2.4.2.2	Adopt a Community Engagement Strategy. Policy adopted 8/10/19			Completed		
	2.4.2.3	Lobby for long term funding in support of cultural and indigenous initiatives	■	■	■	■	→

## Social Objective (continued)

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Advocate for increased education facilities for the region	2.5.1.1	Continue lobbying for increased education facilities	■	■	■	■	→
Advocate for and support increased education services	2.5.2.1	Continue lobbying for increased education services	■	■	■	■	→

# Environment Objective

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

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Conserve, enhance, promote and rehabilitate the natural environment	3.1.1.1	Develop and implement a Local Biodiversity Strategy				■	
	3.1.1.2	Develop and implement Natural Resource Plans				■	
	3.1.1.3	Continue to implement and support Foxes Lair Management Plan	■	■	■	■	→

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Support the provision of waste services	3.2.1.1	Continue to investigate regional waste facility	■	■	■	■	→
	3.2.1.2	Continue to implement the waste management plan	■	■	■	■	→

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Increase resource usage efficiency	3.3.1.1	Seek funding to improve and expand treated waste water irrigation system	■				
	3.3.1.2	Continue to work with research institutes for alternative energy	■	■	■	■	→
	3.3.1.3	Seek funding to harvest and reutilise storm water	■	■			

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Improve and maintain built environment	3.4.1.1	Maintain and implement Asset Management Plans	■	■	■	■	→
	3.4.1.2	Investigate and implement Shire of Narrogin (incorporating Narrogin and Highbury) Townscape Plan	■	■	■	■	→
	3.4.1.3	Review the Shire of Narrogin Townscape Plan			■		

# Civic Leadership Objective

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

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Continually improve operational efficiencies and provide effective services	4.1.1.1	Provide quality customer service	■	■	■	■	→
	4.1.1.2	Review, update and maintain strategic and operational plans	■	■	■	■	→
	4.1.1.3	Continue to provide quality regulatory services (planning/building /health/ranger services)	■	■	■	■	→
	4.1.1.4	Continue to utilise technological developments to enhance efficiencies	■	■	■	■	→
	4.1.1.5	Continue to develop shared service provision	■	■	■	■	→
	4.1.1.6	Support and provide training and development opportunities for Elected Members and staff	■	■	■	■	→
Continue to enhance communication and transparency	4.1.2.1	Promote participation of community stakeholders	■	■	■	■	→
	4.1.2.2	Utilise diverse communication channels	■	■	■	■	→
	4.1.2.3	Build increased awareness of Shire operations and services	■	■	■	■	→
	4.1.2.4	Encourage community interest in Local Government Elected Member leadership	■	■	■	■	→

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Provide a positive, desirable workplace	4.2.1.1	Provide an attractive and safe work environment	■	■	■	■	→
	4.2.1.2	Maintain a positive work culture and teamwork	■	■	■	■	→



*This event is supported by*



Shire of  
**Narrogin**

*Love the life*



# Measuring Success

The intended outcome of this Plan is to align the community’s visions and aspirations for the future of the Shire of Narrogin to the Shire’s objectives. Success will be measured by both quantifiable and non-quantifiable outcomes.

Key performance measures provide an indication of whether the Shire is meeting the objectives and will be monitored and reported. The measures for each objective are provided in the table below.

Objectives		Key Performance Measures
<b>ECONOMIC</b>	<i>Support growth and progress, locally and regionally</i>	<ul style="list-style-type: none"> <li>Population statistics</li> <li>No. of development approvals</li> <li>Assessed vacancy rates (business and residential)</li> <li>No. of building approvals</li> </ul>
<b>SOCIAL</b>	<i>To provide community facilities and promote social interaction</i>	<ul style="list-style-type: none"> <li>Social media activity</li> <li>Community participation levels in recreation activities and events</li> <li>Recreation Centre usage rates</li> <li>Reduction in anti-social behaviour</li> </ul>
<b>ENVIRONMENT</b>	<i>Conserve, protect and enhance our natural and built environment</i>	<ul style="list-style-type: none"> <li>Statutory asset management ratios</li> <li>Compliance with statutory reviews required by the Local Planning Framework</li> <li>Compliance with statutory requirements for the review of the Municipal Heritage Inventory</li> </ul>
<b>CIVIC LEADERSHIP</b>	<i>Continually enhance the Shire’s organisational capacity to service the needs of a growing community</i>	<ul style="list-style-type: none"> <li>Statutory financial ratios</li> <li>Employee retention rates</li> <li>Volunteer levels</li> </ul>

# Services and Facilities

Services and facilities provided by the Shire are linked with the relevant strategy of the Strategic Community Plan in the following table. The table reflects the strong connection between the services and facilities provided by the Shire and the desired outcomes and community vision.

Services/Facilities	Associated Strategic Reference	Services/Facilities	Associated Strategic Reference
<b>Community Facilities</b>		<b>Shire Services</b>	
Caravan park	1.2.1   3.4.1	Building control	4.1.1
Children's playgrounds	2.3.4   3.4.1	Community consultation & engagement	2.4.2   4.1.2
Gnarojin park	1.2.1   2.3.4   3.4.1	Council's customer service & payments	4.1.1
Library	2.3.4   3.4.1	Economic development	1.1.1   1.1.2   1.1.3   1.2.1   1.4.1   3.1.1
Narrogin Regional Leisure Centre	1.1.2   1.2.1   2.3.1   3.4.1	Environmental initiatives	3.1.1   3.2.1   3.3.1
Outdoor gym	2.3.1   2.3.4	Festival & event management	2.3.3
Parks, gardens & ovals	2.3.4   3.4.1	Financial management	4.1.1
Public toilets	2.3.4   3.4.1	Fire control & emergency management	2.3.2   3.1.1
Reserves & public open spaces	1.2.1   3.1.1	Governance & advocacy	1.1.1   1.1.3   2.2.1   2.2.2   2.2.3   2.3.2   2.4.1   2.4.2   3.1.1   4.1.1   4.1.2   4.2.1
Skate park	2.1.1   2.3.1   2.3.4	Health administration, inspection & education	4.1.1
Sport & recreation facilities	2.3.1   2.3.4	Household waste and recycling	3.2.1
Town hall complex	2.3.4   3.4.1	Litter Control	1.2.1   3.2.1
		Long term planning	4.1.1
		Maintenance - other infrastructure	3.4.1
		Maintenance - roads	1.3.1   3.4.1
		Natural resource management	3.1.1
Community Assisted Transport Service	1.1.3	Parking control	1.1.2
Crime prevention	2.2.1	Pest control	3.1.1   4.1.1
Disability services	1.1.3   2.2.2	Ranger and animal services	4.1.1
Sport & recreation club development	2.3.1   2.3.2   2.3.3   2.3.5	Refuse site	3.2.1
		Regional collaboration	1.1.1   1.1.2   1.4.1
		Streetscape and gardens	1.2.1   2.3.4   3.4.1
<b>Infrastructure</b>		Tourism	1.2.1
Airport	1.3.2	Town planning	1.4.1   3.4.1
CBD infrastructure (footpaths, seating, etc.)	1.2.1   3.4.1	Transport, licensing & coach ticketing	4.1.1
CBD street lighting	3.4.1		
Cemetery	3.4.1		
Drainage & storm water	1.3.1		
Roads, verges & footpaths	1.3.1   3.4.1		

For further details on the Corporate Business Plan please contact

Shire of Narrogin

89 Earl Street

PO Box 1145

Narrogin WA 6312

T: 08 9890 0900

F: 08 9881 3092

E: [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

W: [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)



Shire of  
**Narrogin**  
*Love the life*



### 10.3.5 REQUEST FOR RATES EXEMPTION - KOORAMINNING ABORIGINAL CORPORATION (2-4 HANSARD STREET AND 7 HARTOGE STREET, NARROGIN)

File Reference	A165711, A230400
Disclosure of Interest	Neither the Author nor Authorising Officer has any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.3.8 26 May 2020 Deferment Motion 0520.021
Date	8 July 2020
Author	Thomas Baldwin – Rates Officer
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
<b>Attachments</b> <ol style="list-style-type: none"> <li>1. Extract of the 26 May 2020 Council minutes</li> <li>2. Location plan and aerial photograph of properties</li> <li>3. Building Surveyor’s report on properties</li> </ol>	

#### Summary

In May 2020, Council deferred its decision on the Kooraminning Aboriginal Corporation’s application for rates exemption on two of their properties located in the Shire of Narrogin, pending an investigation by the Administration on how, if at all, the properties are being used for charitable purposes. The Administration has completed this enquiry and the findings have formed the recommendation to Council.

#### Background

Following the Council meeting on 26 May 2020, the Building Surveyor inspected the properties to report on their current use. The report was completed on 14 July 2020. The report, including photographs of the properties, is attached. He stated in his report, *“The buildings remain in a state of disrepair and neglect”*. He concludes *“The starting question was whether the properties are currently being used. They clearly are not and, furthermore, would require work in order to meet habitation requirements before they could be used.”*

Both properties have outstanding debts totalling of \$59,982.14 (as on 8 July 2020). The properties have been the subject of legal action for many years.

#### Comment

The Building Surveyor’s report and photographs confirm the properties being reviewed are not occupied nor used exclusively (or at all) for charitable purposes.

Indeed, 7 Hartoge Street is vacant land and entirely fenced.

The Local Government Act 1995 section 6.26(2)(g) states: *land is not rateable land...[if the]...land [is] used exclusively for charitable purposes.*

Therefore, it is the Administration's contention, that the land must be used for charitable purposes to qualify as non-rateable. The Building Surveyor's report confirms that the properties in question are not in use at all. The Administration is therefore satisfied that the properties are not being used for charitable purposes, and indeed is a combination of derelict, unfit for habitation or vacant land.

Under the former Town of Narrogin Town Planning Scheme No. 2, the zoning of the three properties concerned is zoned "Single Residential". The properties at No 2 and No. 4 Hansard Street, which are currently occupied by the main building and a shed, has an Additional Use (A2) attached to the land for the purposes of Arts and Craft, Aboriginal Centre, Child Day care, Child Minding Centre and Youth Drop in Centre.

Given the supporting information, it is recommended that the resolution first considered in May 2020, now be determined and the Kooraminning Aboriginal Corporation's application for rates exemption be refused. It is further recommended that the outstanding debts on these properties be pursued.

Given the above, in the event that the existing motion is defeated, an alternate Officers' Recommendation, that Council is asked to consider is:

*That, with respect to the request for rates exemption application made by Kooraminning Aboriginal Corporation for the properties at 2-4 Hansard Street and 7 Hartoge Street, Narrogin, Council:*

- 1 *Refuse the exemption of rates on grounds that the properties are not being used for charitable purposes as defined by the Local Government Act 1995.*
- 2 *Authorise the Administration to take action to recover the remaining outstanding rates and charges on the two properties.*

Should Council refuse the application for rates exemption, the Kooraminning Aboriginal Corporation has the option to take this matter to the State Administrative Tribunal (SAT).

### **Consultation**

Consultation has been undertaken with:

- Chief Executive Officer
- Executive Manager Corporate & Community Services
- Manager Corporate Services
- Building Surveyor

### **Statutory Environment**

The following statutory provisions apply:

- Section 6.26 (2)(g) of the Local Government Act 1995
- Section 6.43. Rates and service charges are a charge on land of the Local Government Act 1995
- Section 5 of the Charities Act 2013

### **Policy Implications**

Nil

## Financial Implications

If the application for rates exemption is refused, rates and charges will continue to be levied on the properties. Further, penalty interest will continue to accrue on the outstanding debt (\$59,982.14 as of 8 July 2020).

To repay the outstanding debt an extensive payment arrangement would be required for the ratepayer. If an arrangement cannot be made or met, legal action will need to occur to recover the outstanding debt. Due to the age of the debt on both properties exceeding three years, the likely outcome will be the Shire moving to sell the properties to recover the outstanding rates.

## 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

## Voting Requirements

Absolute Majority for approving the Deferred Motion (due to it approving a rate write-off).

Simple Majority for Officers' Recommendation.

Cr Seale foreshadowed an alternate motion should the deferred motion be lost.

### DEFERRED MOTION

Moved: Cr Seale                      Seconded: Cr Bartron

That, with respect to the request for rates exemption made by Kooramining Aboriginal Corporation (2-4 Hansard Street & 7 Hartoge Street, Narrogin), Council:

1. Approve the exemption of rates from the date of application at 12 February 2020, as they are a registered charitable organisation with the intent of addressing social and economic issues with Aboriginal people within the district;
2. Credit 2019/20 rates from the date of application to the value of \$684.19 for each assessment (A165711 and A230400); and
3. Authorise the Administration to take action to recover the remaining rates on the two properties.

**LOST 0/8**

## **OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION 0720.014**

Moved: Cr Seale

Seconded: Cr G Ballard

That, with respect to the request for rates exemption application made by Kooraminning Aboriginal Corporation for the properties at 2-4 Hansard Street and 7 Hartoge Street, Narrogin, Council:

1. Refuse the exemption of rates on the following grounds:
  - a. The properties are not being used exclusively for charitable purposes as defined by the Local Government Act 1995;
  - b. That 7 Hartoge Street is vacant land;
  - c. That 2-4 Hansard Street is, in the opinion of the Council, derelict and unfit for habitation in its current state; and
  - d. There is no evidence that the properties have been utilised for charitable purposes for a number of years.
2. Request the Administration to take action to recover the remaining outstanding rates and charges on the two properties.
3. Remind the Applicant of the Shire's previous requests to secure the property to minimise further degradation of the buildings.
4. Advise the Applicant of their right of appeal to the State Administrative Tribunal.
5. Advise the Applicant that the Council was encouraged upon hearing the thoughts of the Chairperson of the organisation, of the potential for future uses of the property or organisation, and looks forward to receiving written proposals that the Council can consider in supporting advancing the interests of aboriginal people of the district.

**CARRIED 8/0**



**10.3.8 REQUEST FOR RATES EXEMPTION - KOORAMINNING ABORIGINAL CORPORATION (2-4 HANSARD STREET & 7 HARTOGE STREET, NARROGIN)**

File Reference	A165711, A230400
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	6 May 2020
Author	Joshua Pomykala – Governance Officer
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
<p>Attachments</p> <ol style="list-style-type: none"> <li>1. Letter for application for rates exemption – 2-4 Hansard Street, 7 Hartoge Street, Narrogin</li> <li>2. Australian Charities and Not-for-profits Commission – registration</li> <li>3. Australian Business Register – Current Australian Business Number (ABN) details</li> <li>4. Office of the Register of Indigenous Corporations –             <ol style="list-style-type: none"> <li>(i). Certificate of Registration</li> <li>(ii). Approval Letter</li> </ol> </li> <li>5. Minutes of Special Meeting (21 August 2019) – signed</li> <li>6. Cancellation Approval – Kooraminning Committee (18 December 2019)</li> <li>7. Rule Book of the Kooraminning Aboriginal Corporation</li> <li>8. Town of Narrogin Ordinary Council Meeting Minutes 16 December 2014 (extract) – Report 10.2.384 Rate Exemption Request (Kooraminning Committee of Narrogin)</li> </ol>	

**Summary**

The Kooraminning Aboriginal Corporation have submitted a request to Council to have the rates for two of their properties (both adjoining lots of land) located within the Shire of Narrogin, exempted due to being a charitable organisation addressing the social and economic issues of Aboriginal people throughout the region.

**Background**

In July 2006, Council at its meeting of the former Town of Narrogin, approved a rates exemption on the two properties being 7 Hartoge Street and 2-4 Hansard Street, whilst it was used for exclusive charitable purposes. Council also resolved to take any necessary action to recover all amounts of outstanding debts on the property, totalling \$7,077.30.

Following the 2006 resolution, the former Director of Corporate & Community Services requested via memo to the Rates Officer:

"As the Committee has been recognised as having charitable status under the Local Government Act 1995 the following properties will be non-rateable from 1 July 2004 until further notice:

- Assessment 230400 2/4 Hansard Street, Narrogin
- Assessment 165711 7 Hartoge Street, Narrogin

Please arrange for the arrears relating to charges raised on the above properties, prior to 1 July 2004, to be transferred to non-current assets as they will remain outstanding until such time as the properties are sold or otherwise decided by Council."

Due to an administrative review of the charitable status of the Kooraminning Committee, the Council of the former Town of Narrogin on 16 December 2014, considered another application for rates exemption on the two properties. Information provided to Council showed the building to be in poor condition and not used for the stated purposes.

Council thereby resolved to decline the application on the basis that the organisation was not a registered charitable body at the time of application, and the land was not being used exclusively for charitable purposes.

From 2006 to 2014, the two properties were exempt from rates due to the organisation's charitable status and ongoing use for this purpose on the premises. Shire records show through the rates journals that both properties were not charged rates from the 2006/07 financial year until the end of the 2013/14 financial year – reference to the Valuation Roll for 2014/15 is also noted on the journals, where the properties resumed the accumulation of rates due to exemption status being rescinded by Council.

After a review of the exemption status, and as such Council's resolution to decline that status until further information was to be given by the Kooraminning Committee as being a registered charity, the two properties have accumulated rates owing each financial year. As such, penalty interest has accrued on the outstanding amounts and therefore adds a significant amount of the debt accrual.

On 21 August 2019, a special meeting was held by the Kooraminning Committee of Narrogin to formally transfer the incorporation of the entity from the Associations Incorporation Act 1987 (WA) to the Corporations (Aboriginal and Torres Strait Islander) Act 2006. Once the resolution was passed, all administrative, operational and financial functions and responsibilities of the entity ceased.

On 16 December 2019, a new entity being the Kooraminning Aboriginal Corporation was registered with the Office of the Register of Indigenous Corporations under the Act.

The current outstanding rates on the properties combined total \$58,650.01 (inclusive of penalty interest as at 16 May 2020) with the breakdown as follows:

Description	Current /Arrears	A165711 7 Hartoge Street \$	A230400 2-4 Hansard Stree \$t	Total \$
Rates	C	1,105.00	1,105.00	2,210.00
Rates	A	4,192.00	4,192.00	8,384.00
Interest	C	5,792.91	21,699.15	27,492.06
Legal Charges	C	2,611.05	5,295.00	7,906.05
Conversion Arrears Balances	A	2,490.20		2,490.20

Description	Current /Arrears	A165711 7 Hartoge Street \$	A230400 2-4 Hansard Stree \$t	Total \$
ESL Penalty Interest	C	5.85	26.34	32.19
ESL Penalty Interest	A		44.36	44.36
Rubbish Collection - First Service	C		339.00	339.00
Rubbish Collection - First Service	A		9,510.16	9,510.16
Emergency Services Levy	C	84.00	84.00	168.00
Emergency Services Levy	A		228.00	228.00
*** TOTALS ***		\$16,281.01	\$42,523.01	\$58,804.02

The properties have been subject to legal action for many years, including summons, General Procedure Claims (GPC) and Property Seizure and Sale Order (PSSO) due to the payment of rates not being met and the significant accrual of outstanding amounts on each property. Each action failing because of a variety of events such as, changes in the committee membership, changing of staff and federal government department representation.

#### Comment

The Kooramining Aboriginal Corporation have supplied the Shire with a letter for the application for rates exemption, registration with the Australian Charities and Not-for-profits Commission, current ABN details, certificate of registration and approval letter with the Office of the Register of Indigenous Corporations, signed copy of the Special Meeting Minutes held on 21 August 2019, cancellation approval of the Kooramining Committee and a copy of the Rule Book of the Kooramining Aboriginal Corporation.

Incorporated as a not-for-profit Aboriginal Corporation under the Commonwealth Aboriginal and Torres Strait Islander Act 2006, the corporation's purpose is to provide support for the social and economic wellbeing of Aboriginal individuals throughout the region.

Whilst the objectives for the Kooramining Aboriginal Corporation as outlined in Attachment 7 'The Rule Book of Kooramining Aboriginal Corporation (ICN 9191)' Section 2 Objectives, they do not include any detail as to how the Corporation will achieve these objectives or what funding will assist with the delivery of these objectives.

A 'charitable purpose' has a specified legal meaning, which has developed over years by the courts and parliament. The courts have recognised many different charitable purposes, and as society changes new charitable purposes are accepted. Section 5 of the Commonwealth Charities Act 2013 states the definition of a charity as:

#### "5. Definition of *charity*

In any Act:

*charitable*: an entity is *charitable* if the entity is a charity.

Example: A reference in an Act to a charitable trust is a reference to a trust that is a charity.

*charity* means an entity:

- (a) that is a not-for-profit entity; and
- (b) all of the purposes of which are:

- (i) charitable purposes (see Part 3) that are for the public benefit (see Division 2 of this Part); or
- (ii) purposes that are incidental or ancillary to, and in furtherance or in aid of, purposes of the entity covered by subparagraph (i).

Section 6.26 of the Local Government Act 1995 (LGA) provides for rate exemptions based on exclusive charitable uses:

**“6.26. Rateable land**

- (1) Except as provided in this section all land within a district is rateable land.
- (2) The following land is not rateable land –
  - (g) land used exclusively for charitable purposes.”

The outstanding rates on each property is a significant amount and will have implications on Shire revenue.

Section 6.43 of the LGA states that rates are a charge on the land and not the individual, group or organisation who may be in ownership of it:

**“6.43. Rates and service charges are a charge on land**

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, rates and service charges imposed under this Act, together with the costs of proceedings, if any, for the recovery of the rates or service charges, are a charge on the land rated in relation to which the service charge is imposed.”

It should also be noted that rates exemptions only apply to the land rates and not to the Emergency Services Levy (ESL) and rubbish charges, where payment will still be required to be met should exemption status be granted.

Shire records show that rates have been outstanding on the two properties since at least 2003, with the former Town of Narrogin resolving on several occasions to recoup the outstanding monies through debt collection and legal action.

Given the supporting information, it is recommended that their application for rates exemption (not refuse charges or ESL) be approved from 12 February 2020. This will amount to a \$1,368.38 credit of rates for 2019/20.

Should the application be declined, Kooramining Committee has the option to take this matter to the State Administrative Tribunal (SAT).

### Consultation

Consultation has been undertaken with:

- Executive Manager Corporate & Community Services
- Manager Corporate Services
- Western Australian Local Government Association

### Statutory Environment

- Section 6.26 (2)(g) of the Local Government Act 1995
- Section 6.43. Rates and service charges are a charge on land of the Local Government Act 1995
- Section 5 of the Charities Act 2013



## Policy Implications

Nil

## Financial Implications

If all debts on both properties were to be removed, this would amount to \$58,650.01.

A number of options are presented for Council to consider. Council may resolve to pursue a complete write-off of all debts on both properties. This would amount to \$58,650.01 (plus any consequential interest that made have accrued from 16 May 2020).

Another option for Council's consideration is to accept the exemption of rates on both properties from the date of application, and resolving to pursue the outstanding debts accumulated on the two properties. The total amount to be purused would amount to \$57,965.82 (\$58,650.01 minus \$684.19 – the calculated rates from the date of application of 12 February 2020 until 30 June 2020).

Council may also consider a write-off of the outstanding rates charges (inclusive of legal charges and interest) on the two properties, while resolving to pursue the outstanding debt of ESL and rubbish charges, and resolving to accept the request for exemption for rates. This figure would amount to a write-off of \$48,482.31, while pursuing \$10,321.71. This would have an impact of \$50,692.31 (\$48,482.31 plus \$2,210.00) for the 2020/21 budget.

A further option would be for Council to resolve to decline the request for rates exemption for the two properties for the 2020/21 financial year, and pursue all outstanding debts on both properties.

Should Council wish to pursue the outstanding debts on the properties, an extensive payment arrangement would be required for the ratepayer – if this arrangement cannot be met, legal action would need to occur to recover the outstanding debt. Due to the age of the debt on both properties, it is likely this will eventuate to the Shire moving to sell the properties to recover the outstanding rates.

It is noted that Council, at its meeting held on 27 November 2019, approved rate exemptions to ten properties managed by Foundation Housing, totalling \$25,309.15 (\$9,255.03 backdated to the 2018/19 year and \$16,054.12 for the 2019/20 year).

In the previous agenda item, the Southern Aboriginal Corporation is also seeking exemption from rates. If that application is approved, the total amount of rates exempt from payment for 2019/20 will be \$18,984.97 (ie \$16,054.12 plus \$2,930.85).

If the application is approved, the total amount of rates exempt from payment for 2019/20 will be \$20,353.35 (ie \$16,054.12 plus \$2,930.85 plus \$1,368.38).

If approved by Council, the Administration will include the properties in the Shire's Register of Exempt Rates and review their status on an annual basis for continuation of exemption.

## Strategic Implications

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

Strategy:	2.2.1 Support the provision of community security services and facilities
-----------	---------------------------------------------------------------------------

### Voting Requirements

Absolute Majority

*Cr Seale foreshadowed that he intended to move a deferment motion so that the Administration could check that the properties were being used for charitable purposes.*

### OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Seale                      Seconded: Cr Bartron

That with respect to the request or rates exemption made by Kooraminning Aboriginal Corporation (2-4 Hansard Street & 7 Hartoge Street, Narrogin), Council:

1. Approve the exemption of rates from the date of application at 12 February 2020, as they are a registered charitable organisation with the intent of addressing social and economic issues with Aboriginal people within the district;
2. Credit 2019/20 rates from the date of application to the value of \$684.19 for each assessment (A165711 and A230400); and
3. Authorise the Administration to take action to recover the remaining outstanding rates on the two properties.

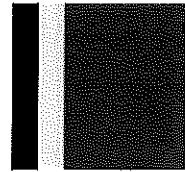
### DEFERMENT MOTION – 0520.021

Moved: Cr Seale                      Seconded: Cr Fisher

That the item be deferred pending the Administration reporting to Council on how, if at all, the properties are being used for charitable purposes.

**CARRIED 9/0**

Kooraminning Aboriginal Corporation ICN 9191  
2 Hansard St, Narrogin Western Australia  
P.O. Box 56 Kelnscott W.A. 6111  
m. 0419 449 983 e.



12 February 2020

Shire of Narrogin Council  
Shire of Narrogin  
89 Earl St, Narrogin W.A. 6312

Dear Council Members,

I seek your consideration for an application under Section 6.26 of the Local Government Act, specifically Section 6.26 (1) (g) which gives precedence for land used exclusively for charitable purposes exemption as rateable land.

Previously the Kooraminning Committee of Narrogin (KCoN) was a registered entity under the Western Australian Association Incorporation Act (IARN: A0760150T) until it was cancelled under Section 99 of the Associations Incorporations Act 2015 on the 16 December 2019 (see attachment 1). This came with approval of members of the then KCoN's members authorisation at a Special General Meeting (see attachment 2). At that point all administrative, operational and financial functions and responsibilities of that entity ceased, inclusive of outstanding debts belonging to the entity which also related to outstanding rates in arrears to the Shire.

Subject to member authorisation a new entity being the Kooraminning Aboriginal Corporation was registered with the Office of the Register of Indigenous Corporations (ORIC) under the Corporations Aboriginal and Torres Strait Islander Act 2006 (CATSI Act) as of the 16 December 2019. The Indigenous Corporation Number (ICN) is 9191 (attachment 3a and 3b) and is fully active as is its new Australia Business Number (ABN) 49 79 472 947 (attachment 4).

Post successful registration of the new entity with ORIC, an application for charitable status was made to the Australian Charities and Not-for-profits Commission (ACNC). Charitable

ABN 49 759 472 947



status was registered and authorised on 30 January 2020 (see attachment 5) and is visible on the ACNC site.

Previously a representative of the former representative of the KCoN attempted to apply to the Council for an exemption of rates at the meeting of Council dated 16 December 2014, p.88 of Council minutes) (attachment 6).

The Rule Book (attachment 7) for the Kooraminning Aboriginal Corporation (KAC) clearly set out its objectives which include all charitable purposes as stated in the ACNC notice. It is the submission of this corporation to seek approval from your Council for exemption of rates from the date of inception of KAC, being 16 December 2019 for 2-4 Hansard St (Lots 401 and 402 on Plan 302647) and 7 Hartoge St (Lot 403 On Plan 302647) for an indefinite period.

The KAC has an active Board of Directors who have met to discuss the way forward, who will soon be holding a General Meeting of Members to consider its future direction and has expanded its scope of operations across the Narrogin district as opposed to formally being a Narrogin based service only. Currently we have 5 Directors, 3 from within the Narrogin District, the Chairperson and Independent Director who reside in Perth for strategic purposes.

The KAC Board look forward to the creation of their Strategic Plan with input of its members and the Narrogin District in the very near future; and are currently in contact with the National Indigenous Australians Agency, Commonwealth Department of Health and the Western Australian Department of Health to formalise funding opportunities and programmes to begin addressing the social and economic conditions of not only Narrogin, but the surrounding communities and district in its entirety. KAC look forward to a progressive and close working relationship with the Shire and the Council, to work in partnership for the betterment of local Aboriginal people and the community of Narrogin in general.

We appreciate the rates outstanding with the former KCoN was a significant amount, though as a new entity we are not responsible for their outstanding debts. As the KCoN no longer exists, what occurs with the prior debt is a matter for the Shire. All property titles are in the process of being changed as authorised by the previous membership of the KCoN to the KAC. Once this has occurred notice will be provided to the Shire.



We are also seeking support from the Shire to maintain and transfer the Lease for the Cuballing Road Reserve which was held by the KCoN to the KAC. Once we have approval, we will apply to the Department of Planning, Lands and Heritage (DPLH) for transfer of the Lease Title Agreement with DPLH and Landgate to be amended.

We appreciate that the old KNoC has left the properties and maintenance in an appalling state, though the new entity, Directorship and Membership hope that we can turn the entity around and make many differences and successes for the community and its neighbouring communities. We also acknowledge the Heritage report that has occurred on the property and the new status of the building so will incorporate those changes into future planning arrangements. If you would like any further information, I can be contacted on 0419449983.

Once again, we thank you for your consideration with this request and look forward to your response in due course.

Sincerely,



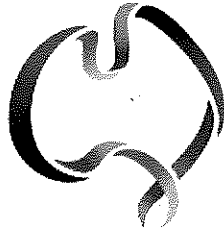
Laurence Riley

Kooraminning Aboriginal Corporation ICN 9191





Australian Government



Australian  
Charities and  
Not-for-profits  
Commission

THIS CERTIFIES THAT

**Kooraminng Aboriginal Corporation**

ABN: 49759472947

HAS BEEN REGISTERED BY THE

**Australian Charities and Not-for-profits Commission**

ON THE DATE OF  
30/01/2020

CERTIFIED BY

**Hon. Dr Gary Johns**

**Commissioner**

Australian Charities and Not-for-profits Commission



## Current details for ABN 49 759 472 947

### ABN details

Entity name: Kooraminning Aboriginal Corporation  
ABN status: Active from 30 Jan 2020  
Entity type: Other Incorporated Entity  
Goods & Services Tax (GST): Not currently registered for GST  
Main business location: WA 6312

### Australian Charities and Not-for-profits Commission (ACNC)

Kooraminning Aboriginal Corporation is registered with the Australian Charities and Not-for-profits Commission (ACNC) as follows:

#### ACNC registration

Registered as a charity view ACNC registration

From

30 Jan 2020

### Deductible gift recipient status

Not entitled to receive tax deductible gifts

COPY

#### Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see disclaimer

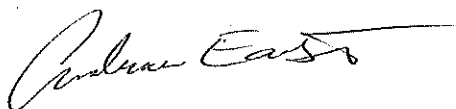
This is to record that

**KOORAMINING ABORIGINAL CORPORATION**

**INDIGENOUS CORPORATION NUMBER: 9191**

is a corporation registered under the  
*Corporations (Aboriginal and Torres Strait Islander) Act 2006.*

The date of registration is 16 December 2019



**Andrew EAST**

Delegate of the Registrar of Aboriginal and Torres Strait Islander  
Corporations



Certificate issued under section 32-1(c)



ORIC ref: ICN9191/1491723  
Contact officer: Andrew East  
Contact phone: 1800 622 431

**13 December 2019**

The Directors  
Kooraminning Aboriginal Corporation (ICN: 9191)  
PO Box 56  
Kelmscott WA 6111

Dear Directors

**Application for registration of an Aboriginal and Torres Strait Islander corporation approved**

I am pleased to tell you we have approved under Division 26 of the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* your application to register an Aboriginal and Torres Strait Islander corporation.

Your Indigenous corporation number (ICN) is **9191**. Please make sure to include your ICN in the letterhead area of all your corporation's letters.

With this letter I am sending your certificate of registration, and some copies of your rule book. You can download a copy of your rule book at any time from [www.oric.gov.au](http://www.oric.gov.au). This rule book tells you about the laws your corporation has to follow.

One of these rules is that you must hold your first general meeting of members within three months after the corporation is registered, that is, **before 13 March 2020**. You will also need to hold an annual general meeting within five months after the end of the corporation's financial year, that is, by **30 November each year**.

A corporation must lodge various reports with the Registrar within six months after the end of the corporation's financial year. A corporation's size and income determines how it has to report every year. A corporation's size also determines its contact and document access arrangements. I've included a fact sheet which explains financial and other reporting requirements for corporations.

If certain changes happen at your corporation, such as the corporation's contact details or who is a director or contact person/secretary, you need to tell us within 28 days of the change. The quickest and easiest way to do this is by lodging forms at <https://online.oric.gov.au>. The online forms use information that has already been given to ORIC—you only need to update the information that has changed.

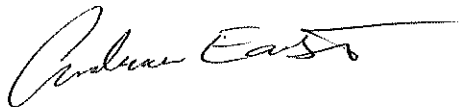
Our freecall number is 1800 622 431 (not free from mobile phones) if you have a question for us.

There is also helpful information available on our website at [www.oric.gov.au](http://www.oric.gov.au).  
This has links to the laws which govern your corporation.

If you would like to discuss this letter please call our freecall number 1800 622 431  
(not free from mobile phones) or email [info@oric.gov.au](mailto:info@oric.gov.au).

I wish you well with your new corporation.

Yours sincerely



Andrew East  
Delegate of the Registrar

COPY

## Minutes of Special General Meeting

### Kooraminning Committee of Narrogin Incorporated

Date: Thursday 21<sup>st</sup> August 2019

Meeting start time: 17:30pm

Meeting chair: Laurence Riley

Attendees: Laurence Riley, Basil Thorne and Charlene Garces

Apologies: Charlene Thorne

**Agenda item 1 – Passing of a special resolution to transfer incorporation of the association from the Associations Incorporation Act 1987 (WA) to the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).**

Chair explained to the members the necessity to change regulating bodies from Associations Incorporations Western Australia to the Office of the Register Indigenous Corporations and described the additional supports that would be available if the organisation were to transition, these supports include governance supports for Directors and the ability to apply for programs funding through the Indigenous Advancement Strategy due to new funding agreement approaches.

The chair further went on to provide members with an overview of where Kooraminning is currently placed and how the new regulating body and rule book would better support the needs of the community, by stabilising future governance processes and procedural fairness, and the strength-based objectives to support the prospective opportunities through new objectives that will benefit not only Narrogin, but the wider district and Noongar Country.

The Chair opened the floor for discussion and offered an opportunity for questions. Members did not indicate that there were any pressing questions at that time. Consequently, the chair too the opportunity to put the motion of special resolution to the floor, that being;

THE MEMBERS RESOLVE for the purposes of section 10B of the Associations Incorporation Act 1987 (WA) to:

- Apply to the Department of Mines, Industry Regulations and Safety Associations Incorporations for transfer to CaTSI Act through the Office of the Registrar for Indigenous Corporations.

- apply for registration of the association as an Aboriginal and Torres Strait Islander corporation under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act). THE MEMBERS RESOLVED for the purposes of the CATSI Act:
- that the Kooraminning Committee of Narrogin Inc is authorised to apply for the registration.
- that the proposed rule book attached to the notice of the meeting be adopted by the association when it becomes registered as an Aboriginal and Torres Strait Islander corporation.
- that the attached list of replaceable rules from the CATSI Act will apply to the association when it becomes registered as an Aboriginal and Torres Strait Islander corporation, except if it is changed or replaced in the proposed rule book.
- that the persons specified in the application will become directors on registration. Laurence Riley, Basil Thorne, Dwayne Riley, Dorinda Cox
- that the person/s specified will become contact persons or secretaries on registration, and
- That the directors of the new corporation have authority to adjust contracts, titles and any other administrative requirements to the name of or on behalf of the new entity.

Moved: Charlene Thorne

Seconded: Basil Thorne

Motion Carried

The chair thanked members for supporting the motion and for understanding the need to put the future of Kooraminning in the best interests of the people.

#### Agenda item 2 – Other business

Nil

Meeting closed: 18:00pm

Chairperson name: Laurence Riley

Signature:



Date: 1 September 2019





Government of Western Australia  
Department of Mines, Industry Regulation and Safety  
Consumer Protection

Our Ref: Job No. 1758251;  
IARN: A0760150T  
Enquiries: Telephone 1300 30 40 74

Mr Laurence Riley  
33 Falcon St  
NARROGIN WA 6312

By email: [lriley83@yahoo.com.au](mailto:lriley83@yahoo.com.au)

23 December 2019

Dear Mr Riley

**ASSOCIATIONS INCORPORATION ACT 2015  
KOORAMINNING COMMITTEE OF NARROGIN INCORPORATED (the Association)**

I refer to your Application for approval to register or incorporate under another law received by the Department of Mines, Industry Regulation and Safety - Consumer Protection Division (Consumer Protection) on 18 October 2019.

Thank you for notifying the Commissioner for Consumer Protection of the registration of Kooraminning Aboriginal Corporation on 16 December 2019.

Section 99 of the *Associations Incorporation Act 2015* states the registration of the prescribed body corporate automatically cancels the incorporation of the Association under this Act.

Therefore, the incorporation of the Association is deemed cancelled as of **16 December 2019**.

Should you require any further information in relation to this matter please contact Associations Registration staff on 1300 30 40 74 or by email to [associations@dmirs.wa.gov.au](mailto:associations@dmirs.wa.gov.au)

Yours sincerely

A handwritten signature in black ink, appearing to read 'D. Minter'.

for  
Commissioner for Consumer Protection

Associations and Charities, Registration Section  
Gordon Stephenson House, 140 William Street, Perth WA 6000 | Locked Bag 100, East Perth WA 6892  
Associations Information Line: 1300 30 40 74 or (08) 6552 9300  
Email: [associations@dmirs.wa.gov.au](mailto:associations@dmirs.wa.gov.au) | Internet: [www.dmirs.wa.gov.au/consumer-protection](http://www.dmirs.wa.gov.au/consumer-protection)

# The rule book of Kooraminning Aboriginal Corporation

**(ICN 9191)**

This rule book complies with the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.

COPY

## The rule book contents

The rule book contents .....	2
1. Name .....	3
2. Objectives .....	3
3. Members .....	5
4. General meetings and AGMs (members' meetings).....	9
5. Directors .....	14
6. Contact person or secretary.....	21
7. Records .....	22
8. Finances .....	22
9. Application of funds .....	23
10. Dispute resolution.....	23
11. Changing the rule book.....	24
12. Gift fund rules.....	24
13. Winding up.....	25
Schedule 1—Application for membership form .....	26
Schedule 2—Consent to become a director form.....	27

## 1. Name

The name of the corporation is: Kooraminning Aboriginal Corporation

## 2. Objectives

The objectives of the corporation are to assist in the relief of poverty, sickness, destitution, helplessness, distress, suffering, and misfortune, among Aboriginal and Torres Strait Islander people, through the process of supporting social and economic development.

The corporation aims to:

- operate community enterprises and build a strong financial base for community development activities and infrastructure.
- Promote, support, sponsor, engage in and facilitate community development by acting as a resource for the community and stakeholders in the areas of education, health, housing, employment and welfare services and provisions to the community.
- act as a clearing house to facilitate the exchange of information and skills, participation and maintenance of community development activities, community services, employment and housing for the community.
- provide accessible and effective preventative health care to Aboriginal people in the region.
- provide coordinated services and opportunities to discuss concerns, needs and matters relating to all social determinants and service provisions within the region.
- negotiate with government department and other essential agencies relating to social impacts and strategic investment opportunities to address local and district need.
- promote, encourage and support reconciliation within the region by building coordinated and collaborated partnerships with all stakeholders.
- foster and enhance the maintenance, restoration, revitalisation and renewal of traditional language and culture.
- incorporate localised economic development strategies and opportunities within the regional setting.
- build a qualified workforce to undertake work and projects within the region.
- address suicide and self-harm through preventative approaches by supporting and developing social policy through coordination of services and programs.
- Promote, encourage and support Aboriginal men through appropriate services and provisions.



- operate a public benevolent, charitable organisation that is not-for-profit and where all funds and revenue are directed toward achieving the objectives of the organisation and applied solely to the Organisation (whereby no part of the property or income may be paid or otherwise distributed by any means, directly or indirectly to the members of the Organisation, except in good faith in the promotion of the objectives of the Organisation).
- receive and effectively spend grants of money from the Commonwealth and State Governments or from other sources.
- Develop and maintain sound management practices that are equitable, honest, accountable, transparent, and consistent with State and National standards and legislation; and
- purchase, lease, or acquire property for the purpose of pursuing the corporation's objects on behalf of the Aboriginal community within the region.
- To operate and maintain a gift fund to be known as 'The Kooraminning Aboriginal Corporation Gift Fund' in accordance with the requirements of the *Income Tax Assessment Act 1997*.

COPY

## 3. Members

### 3.1 *Who is eligible?*

A member must be:

- at least 18 years old;
  - a descendant of the Wilman clan group from the Noongar nation  
“a descendant of the Wilman clan group is automatically eligible for membership through written application”.
- or
- an Aboriginal or Torres Strait Islander person normally and permanently resident within the boundaries of Noongar Country  
“normally and permanently resident” is defined as residing in the region for a period of at least six months continuously, immediately prior to applying for membership, with an intention to reside permanently’.

The Narrogin district is inclusive of Narrogin, Beverley, Brookton, Corrigin, Darkan, Dumbleyung, Hyden, Kulin, Kukerin, Kondinin, Lake Grace, Narrogin, Newdegate, Pingelly, Wagin, Wandering, Wickipin, Yealering and any smaller communities, attached to, or located within the abovementioned outer laying townsites.

### 3.2 *How to become a member*

A person applies in writing.

A person needs to be eligible under rule 3.1.

The directors accept the application by resolution at a directors’ meeting.

The directors must consider all applications for membership within a reasonable period after they are received.

The person’s name, address and date they became a member is put on the register of members.

The directors may refuse to accept a membership application. If they do so, they must write to the applicant about the decision and the reasons for it.

A person does not become a member until their name is entered on the corporation's register of members. This must be done within 14 days after the directors accept the membership application. However, the corporation must not enter the person on the register of members until after the relevant general meeting or annual general meeting (AGM) has been held if:

- a person applies for membership after a notice has been given for a general meeting or AGM, and
- the general meeting or AGM has not been held when the directors consider the person's application.

Note: An application for membership form is at Schedule 1—Application for membership form of this rule book.

### **3.3 Members' rights**

A member can:

- attend, speak and vote at general meetings
- be made a director (if the member is eligible to be a director—see rule 5.3 on eligibility of directors)
- put forward resolutions at general meetings, including under rule 4.6
- ask the directors to call a general meeting under rule 4.3
- look at the members' register free of charge
- look at the minutes of general meetings and AGMs free of charge
- look at the rule book or get a copy (free of charge)
- raise a dispute and have a dispute dealt with using rule 10
- look at the books of the corporation if the directors have authorised it or the members pass a resolution at a members' meeting which approves it.

### **3.4 Members' responsibilities**

A member must:

- follow the corporation's rules
- let the corporation know if they change their address
- treat other members with respect.

Members should also attend general meetings (including AGMs) or give their apologies.

### **3.5 No membership fee**

The members of the corporation are not required to pay fees to join or for ongoing membership of the corporation.

### **3.6 Liability of members**

The members do not have to pay the corporation's debts if the corporation is wound up.

### **3.7 How to stop being a member**

A person stops being a member if:

- they resign in writing
- they pass away
- their membership is cancelled in accordance with rule 3.8 or 3.9.

When a person stops being a member the corporation must put their name, address and the date they stopped being a member on the register of former members.

### **3.8 Cancelling membership**

A person's membership can be cancelled by members passing a special resolution at a general meeting if the member:

- can't be contacted for two years
- misbehaves
- is not an Aboriginal or Torres Strait Islander person (if this is a requirement for membership)

The directors must give the person notice of the cancellation of their membership at the person's last known address as soon as possible after the special resolution is passed.

When a person's membership is cancelled the corporation must put their name, address and the date they stopped being a member on the register of former members.



### **3.9 Directors' limited right to cancel membership**

For grounds not covered by rule 3.8, a person's membership can be cancelled by the directors passing a resolution at a directors' meeting if the member is not or stops being eligible for membership as set out in rule 3.1.

To do this, the directors must:

- write to the member to tell them:
  - the directors are going to cancel their membership
  - the member has 14 days to object to the planned cancellation
  - if the member objects, they must write to the corporation to say so
- allow the member 14 days to object in writing to the intended cancellation.

**If the member does not object**, the directors must cancel the membership by passing a resolution at a directors' meeting. Then give the former member a copy of the resolution.

**If the member objects**, the directors cannot cancel the membership. The membership can only be cancelled by members passing a resolution at a general meeting.

### **3.10 The register/s of members and former members**

The register/s must contain:

- the names and addresses of members and former members
- the date when each person's name was added to the register
- if a person is not an Aboriginal or Torres Strait Islander person (if rule 3.1 allows non-Aboriginal or non-Torres Strait Islander members)
- for former members, the date when they stopped being a member.

The register/s of members and former members must be kept at the corporation's document access address or, if it is a large corporation, its registered office.

The register of members must be made available at the AGM.

## 4. General meetings and AGMs (members' meetings)

### 4.1 AGM timing

An AGM must be held before the end of November each year.

### 4.2 AGM business

AGM business includes:

- checking the register of members
- confirming the minutes of the previous general meeting
- presenting reports: general, financial, directors'
- asking questions about how the corporation is managed
- electing directors (if required)
- choosing an auditor (if required) and agreeing on the fee.

### 4.3 Calling general meetings

The directors can call a general meeting or AGM by passing a resolution in a directors' meeting or by circulating resolution.

The required number of members can request the directors to call a general meeting.

<b>Number of members in corporation</b>	<b>Number of members required to request a general meeting</b>
2 to 10 members	= 1 member
11 to 20 members	= 3 members
21 to 50 members	= 5 members
51 members or more	= 10 per cent of members

The members' request must:

- be in writing
- state any resolutions to be proposed at the meeting
- be signed by the members making the request
- nominate a member to be the contact member on behalf of the members making the request
- be given to the corporation.

Within the 21 days of receiving the request the directors must either call the meeting or apply to the Registrar to deny the request.

### ***Directors agree to the request***

If the directors agree to the request they must call the general meeting within 21 days of receiving the members' request.

### ***Directors apply to the Registrar to deny the request***

If the directors resolve that:

- the request is frivolous or unreasonable or
- complying with the request would be contrary to the interests of the members as a whole

a director, on behalf of all of the directors, may apply to the Registrar for permission to deny the request to call a general meeting.

The directors' application to the Registrar to deny the members' request must:

- be in writing
- set out the reasons why they wish to deny holding the meeting
- be made within 21 days after the members' request for a meeting was made.

The directors must give notice to the contact member that they have applied to the Registrar to deny the request.

## **4.4 General meeting business**

General meetings business includes:

- confirming the minutes of the previous general meeting
- considering the business or resolutions in the notice of meeting.

## **4.5 Notice for general meetings and AGMs**

At least 21 days' notice must be given.

Notice must be given to:

- each member individually
- the directors
- the contact person or secretary
- the auditor (if the corporation has one).

The notice must set out:

- the place, date and time for the meeting
- the business of the meeting
- if a special resolution is being proposed, the exact wording of it
- any technology to be used in the meeting (if required)
- if a member can appoint a proxy.

Notices must be given to each member individually. This can be done by sending by post to their address, by fax, by email or via social media. In addition to individual notice a corporation can also give notice in a manner which follows Aboriginal or Torres Strait Islander custom.

A notice of meeting:

- sent by post is taken to be given three days after it is posted
- sent by fax, or other electronic means, is taken to be given on the business day after it is sent.

#### **4.6 Members' resolutions**

The required number of members can propose a resolution by giving notice of it to the corporation.

<b>Number of members in corporation</b>	<b>Number of members required to propose a resolution</b>
2 to 10 members	= 1 member
11 to 20 members	= 3 members
21 to 50 members	= 5 members
51 members or more	= 10 per cent of members

The notice must set out the resolution in writing and must be signed by the members proposing it.

The corporation must give notice of the resolution to all members in the same way as rule 4.5.

The corporation must consider the resolution at the next general meeting which is being held more than 28 days after the notice from the members has been given to the corporation.



#### **4.7 Quorum at general meetings and AGMs**

<b>Number of members in corporation</b>	<b>Number of members to make a quorum</b>
2 to 30 members	= 2 members
31 to 90 members	= 5 members
91 members or more	= 10 members

The quorum must be present during the whole meeting. If there is no quorum after one hour, the meeting is adjourned until the next week at the same time and at the same place. If there is still no quorum, the meeting is cancelled.

#### **How to count the quorum**

To work out if there is a quorum:

- count each member present at the meeting (if a member also holds a proxy, that member is only counted once)
- if rule 4.12 allows a non-member to hold a proxy for a member, count each non-member present at the meeting holding a proxy (if the non-member proxy holder holds more than one proxy, the non-member is only counted once)
- if rule 4.12 allows proxies and a member has appointed more than one proxy and each of those proxy holders are at the meeting, count only one of them
- if rule 4.12 allows proxies and a member has appointed one or more proxies and the member is also present at the meeting, do not count the member's proxy holders.

#### **4.8 Chairing general meetings and AGMs**

The directors can elect someone to chair the meeting. If they don't, the members must elect someone.

#### **4.9 Using technology at general meetings and AGMs**

General meetings and AGMs can be held at more than one place using any technology that gives members a way of taking part but the type of technology to be used must be set out in the notice of meeting.

#### **4.10 Voting at general meetings and AGMs**

Each member has one vote.

The chairperson has one vote (if he or she is a member) plus a casting vote.

A challenge to a right to vote at a meeting may only be made at the meeting, and must be determined by the chairperson, whose decision is final.

A resolution is decided by majority on a show of hands, unless a poll is demanded under rule 4.11. The chairperson tells the meeting whether they have received any proxy votes and how they are to be cast.

The chairperson declares the results of the vote, on a show of hands, or when a poll is demanded.

#### **4.11 Demanding a formal count (i.e. a poll)**

Either the chairperson or any member entitled to vote on the resolution can demand a poll. A poll is a formal count of votes.

A poll can be held instead of, or immediately after, a vote decided by majority on a show of hands.

A poll demanded on any matter must be taken immediately. The chair of the meeting directs how the poll will be taken.

#### **4.12 Proxies at general meetings and AGMs**

Proxies may not be appointed to attend or vote for members at general meetings.

#### **4.13 Other people at general meetings and AGMs**

A person appointed by a member as their attorney under a power of attorney may not in their capacity as attorney attend general meetings and AGMs or vote for the member.

The chairperson may allow any person (excluding an attorney) other than a corporation director, member or auditor to attend general meetings and AGMs. But the person cannot propose or vote on resolutions.

#### **4.14 Postponing a general meeting or AGM**

After notice has been given for a general meeting or AGM the directors can decide to postpone the meeting (this means, delay or reschedule the meeting for a later date) if there are exceptional reasons for doing so (such as a matter subject to legal determination, the death of a community person or a natural disaster).

The directors postpone the meeting by passing a resolution in a directors' meeting. A postponed meeting must be held within 30 days of the date that the meeting was due to occur.

The directors must give reasonable notice of the postponement and give each member individually a notice of the postponed meeting setting the new date, time and place.

### **5. Directors**

#### **5.1 Role of directors**

The directors oversee the running of the corporation on behalf of all members, make decisions about the affairs of the corporation, and should always be aware of what the corporation and its employees are doing. The directors manage, or set the direction for managing, the business of the corporation.

The directors may exercise all the powers of the corporation except any that the CATSI Act or this rule book requires the corporation to exercise in a general meeting.

#### **5.2 Number of directors**

The maximum number of directors of the corporation is between 4-9. This number includes 7 ordinary Directors and up to 2 independent or specialist non-member directors.

The chairperson will be decided from within the directorship. Independent or specialist non-member directors cannot be the chairperson.

To change the number of directors, members need to pass a special resolution at a general meeting or AGM to change the rule book. Such a resolution needs to be in the notice calling that meeting.

### 5.3 Eligibility of directors

A director (other than a director appointed under rule 5.7) must be:

- at least 18 years old
- a member
- a descendant of the Wilman clan group from the Noongar nation; or
- an Aboriginal or Torres Strait Islander person normally and permanently resident within the boundaries of the Narrogin district.

‘Narrogin district is inclusive of Beverley, Brookton, Corrigin, Darkan, Dumbleyung, Hyden, Kulin, Kukerin, Kondinin, Lake Grace, Narrogin, Newdegate, Pingelly, Wagin, Wandering, Wickepin, Yealering and any smaller communities, attached to, or located within the abovementioned town sites’.

- have consented in writing to be appointed as a director of the corporation.
- prior to appointment have completed, or give an undertaking to complete within a reasonable period after appointment, corporate governance training provided by the Office of the Registrar of Indigenous Corporations or an equivalent approved corporate governance training course.
- comply with any Code of Conduct for directors as implemented by the corporation from time to time, whether it was implemented at the time the director is elected or appointed or whether it is amended or otherwise altered by the corporation after election or appointment.

A person is not eligible to become a director if the person:

- has been disqualified from managing corporations.
- has been convicted of a criminal offence in the last five years and been sentenced to imprisonment for more than 12 months.
- is an employee at the time of appointment or during their appointment as a director.
- Not more than 1 person from an immediate family shall be eligible to be appointed as a director or hold office as a director at the same time.

‘immediate family’ means any living person related in any of the following ways: spouse, defacto spouse, grandfather, grandmother, father, mother, stepfather, stepmother, son, daughter, sister, brother, step children. It is also extends to customary or defacto adoption arrangements.



## **5.4 Majority of director requirements**

A majority of directors of the corporation must:

- be individuals who are Aboriginal or Torres Strait Islander people (only relevant if your rule 5.3 allows non-Indigenous people as directors.)
- usually reside in Australia
- be members of the corporation
- not be employees of the corporation.
- No more than three directors can reside in the Town of Narrogin

The chief executive officer (CEO) may be a director but cannot chair directors' meetings.

## **5.5 How to become a director**

The corporation can appoint a director by the members passing a resolution at a general meeting or AGM.

If there is a casual vacancy in a directorship the other directors can pass a resolution in a directors' meeting to fill the vacancy (see rule 5.8).

Before being appointed as a director, the person must give the corporation their consent in writing to act as a director.

The corporation must notify the Registrar of the director's appointment and personal details within 28 days after they are appointed.

## **5.6 Directors' terms of appointment and rotation**

Directors (other than those appointed under rule 5.7) are appointed for two years. They must retire at the end of the second AGM after they take office. They are eligible to be re-elected.

For directors appointed at the AGM there is a rotation system, so that half the directors must retire at each AGM. They are eligible to be re-elected.

To implement the rotation system:

- Half of the directors of the corporation at the time of these rules are approved will only hold office until the next AGM and must retire. They are eligible to be re-elected.
- The directors will agree on which directors retire at the AGM. If the directors cannot agree, they must decide by lot conducted by the directors.
- At every subsequent AGM those directors that did not retire at the previous AGM must retire. They are eligible to be re-elected.

- Newly elected directors have a term of two years, which at the second AGM after they take office. If a director is replaced during their term, the replacement director holds office of the remainder of the replaced director's term.
- The AGM minutes must record the term for each director appointed.

If, despite the operation of section 246-25(4) of the CATSI Act, the terms of all directors expire so that there are no directors appointed at a particular time, the directors holding office immediately before the expiry will continue to hold office until the members appoint new directors or reappoint the existing directors by resolution at a general meeting.

### **5.7 Independent or specialist non-member directors**

Independent or specialist non-member directors may be selected because they are independent or have skills in financial management, corporate governance, accounting, law or a field relating to the corporation's activities.

The directors may appoint independent or specialist non-member directors by passing a resolution in a directors' meeting.

Before being appointed as an independent or specialist non-member director, the person must give the corporation their written consent to become a director.

Independent or specialist non-member directors are appointed for the term specified by the directors in their appointment. Independent or specialist non-member directors can be appointed for a term of one to two years, and they can be reappointed.

### **5.8 How to fill casual vacancies**

The directors can appoint a person as a director to fill a casual vacancy.

A casual vacancy is where a person stops being a director before their term of appointment expires (see rule 5.9) and so the position of that director is vacant.

The person must meet the director eligibility criteria in rule 5.3 and any criteria that applies to the particular vacancy.

The term of an appointment made to fill a casual vacancy is for the balance of the term remaining on the vacant position.

However, a person's appointment to fill a casual vacancy must be confirmed by members passing a resolution at the next general meeting otherwise the person stops being a director at the end of the general meeting.

## **5.9 How to stop being a director**

A person stops being a director if:

- the director passes away
- the director resigns in writing
- the director's term of appointment expires
- the director is removed as a director by the members or the other directors
- the director is disqualified from managing a corporation
- the director ceases to be a member but was a member when they became a director.

The corporation must send the Registrar a notice within 28 days after a person stops being a director.

## **5.10 How to remove a director**

By resolution of the members in a general meeting:

- A notice for a resolution to remove a director must be given to the corporation at least 21 days before the next general meeting or AGM. (Alternatively, the members can request a meeting (rule 4.3) for the purpose of removing a director.)
- The corporation must give the director concerned a copy of the notice as soon as possible.
- The director can give the corporation a written statement and speak at the meeting. The written statement must be given to everyone entitled to notice of the meeting (see rule 4.5).

By the other directors:

- Directors can only remove a director if the director fails to attend three or more consecutive directors' meetings without a reasonable excuse.
- Directors must give the director a notice in writing and they must give the director 14 days to object in writing.
- If the director objects, they cannot remove the director. The director can only then be removed at a general meeting or AGM by resolution.

### **5.11 Directors' and officers' duties**

The duties are:

- a duty of care and diligence
- a duty of good faith and to act in the best interests of the corporation
- a duty to disclose a conflict of interest
- a duty not to improperly use position or information
- a duty to not trade while insolvent.

### **5.12 Conflict of interest**

A director who has, or thinks they may have, a conflict of interest in a corporation matter must tell the other directors. This includes, but is not limited to, a material personal interest.

The director must give details of what the interest is and how it relates to the corporation. These details must be given at a directors' meeting as soon as possible, and must be recorded in the minutes of the meeting.

A director who has a conflict of interest must not:

- be present at a directors' meeting while the matter in question is being considered
- vote on the matter

unless they have been granted approval by:

- the other directors (those that do not have a conflict of interest) passing a resolution, or
- the Registrar in writing.

### **5.13 Payments to directors**

A director may be paid sitting fees for their work as directors.

The appointed Chief Executive Officer who is a named Director may be paid a salary.

Directors may be paid if they are employed by the corporation, or if they have a contract to provide goods or services to the corporation (so long as the director has fulfilled any duty to disclose a conflict as required by this rule book and the payment is fair and reasonable to the corporation).

The corporation may pay the directors' travelling and other expenses for attending meetings or to do with other corporation business.



### **5.14 Related party benefit**

If a corporation wants to give a financial benefit to a director or other related party (including a spouse, child or parent of a director) it must comply with Part 6.6 of the CATSI Act and, where required, follow the procedure to get the approval of the members.

### **5.15 Delegation of directors' powers**

The directors can pass a resolution to delegate any of their powers to:

- another director
- a committee of directors
- an employee of the corporation
- any other person.

The delegate must follow the directions of the directors when using the delegated powers.

The exercise of the power by the delegate is as effective as if the directors had exercised it themselves. This means the directors are still responsible for what the delegate does with the powers.

Delegates must report to directors on the exercise of their delegated power.

### **5.16 Calling and giving notice of directors' meetings**

Directors must meet at least every three months.

All directors must be given reasonable notice of a directors' meeting.

The directors will usually decide at a meeting when and where the next meeting will be.

A director can call a meeting by giving reasonable notice to all the other directors.

### **5.17 Quorum for directors' meetings**

A majority of ordinary directors must be present at all times during the meeting.

The directors may appoint a person as a director to make up a quorum for a directors' meeting.

## **5.18 Chairing directors' meetings**

There must be a chair elected for each directors' meeting.

If someone has not already been elected to chair the meeting, or the person previously elected as chair is not available, the directors must elect a director present to chair the meeting (other than the CEO).

When electing a chair, the directors must decide how long that director will be the chair (i.e. just for that meeting, or at every meeting over a certain period of time). The directors may also remove a chair (but not their appointment as a director) by a resolution of the directors.

## **5.19 Using technology**

Directors' meetings can be held at more than one place using any technology, as long as all directors agree to it. The type of technology to be used may be set out in the notice for a directors' meeting.

## **5.20 Resolutions by directors**

Directors pass a resolution at a directors' meeting by a majority of the votes.

- Each director (including independent or specialist non-member directors) has one vote.
- The chairperson of the meeting also has a casting vote (if required).

Directors can pass a resolution without a directors' meeting if all directors sign a statement saying that they are in favour of it.

## **6. Contact person or secretary**

Small and medium corporations have a contact person. Large corporations have a secretary.

The directors appoint a contact person/secretary.

The contact person/secretary must be at least 18 years old.

The directors decide the contact person/secretary's pay and terms and conditions of employment, if any.

The contact person/secretary must pass on any correspondence received to at least one of the directors within 14 days.

The contact person/secretary must give the corporation their consent in writing to become a contact person/secretary before being appointed.

The corporation must send the Registrar a contact person's/secretary's details within 28 days after they are appointed.

## 7. Records

The corporation must keep the:

- minutes of meetings (in writing or as an audio or video recording)
- rule book (constitution)
- register of members and former members
- names and addresses of directors, officers and the contact person/secretary
- written financial records.

## 8. Finances

The corporation must keep written financial records that:

- correctly record and explain its transactions, financial position and performance
- would enable true and fair financial reports to be prepared and audited.

When the corporation is a trustee it must also keep written financial records for the trust.

The corporation must follow these procedures.

- The corporation must give receipts for all money it receives.
- All money of the corporation must be deposited into a corporation bank account.
- All accounts must be approved for payment at a directors' meeting or in accordance with valid delegations.
- All cheques, withdrawal forms, electronic funds transfer (EFT) transactions, and other banking documents must be signed by at least two people authorised by the directors.
- All payments made out of the corporation's money must be supported by adequate documents which explain the nature and purpose of the payment.
- The corporation must keep adequate records for all cash withdrawals from the corporation's bank accounts (i.e. records that show the cash was used for a proper purpose and in accordance with the corporation's objectives).

The financial records must be retained for seven years after the transactions covered by the records are completed.

## 9. Application of funds

The corporation is a not-for-profit corporation.

The directors can use the money and property of the corporation to carry out its objectives (see rule 2).

The directors cannot directly or indirectly give any money or property of the corporation to members of the corporation. This rule does not stop the corporation from making:

- a reasonable payment to a member in their capacity as an employee or under a contract for goods or services provided
- payment to a member in carrying out the corporation's objectives.

## 10. Dispute resolution

If a dispute arises, the parties must first try to resolve it themselves.

If the dispute is not resolved within 10 business days, any party may give a dispute notice to the other parties.

The dispute notice must be in writing and must say what the dispute is about. It must be given to the corporation.

The directors must help the parties resolve the dispute within 20 business days after the corporation receives the notice.

If the directors cannot resolve the dispute, it must be put to the members to resolve it at a general meeting.

### ***Seeking assistance from the Registrar***

- If a dispute or any part of a dispute relates to the meaning of any provision of the CATSI Act or the corporation's rule book, the directors or any party to the dispute may seek an opinion from the Registrar about the correct meaning of the relevant provision.
- The Registrar's opinion will not be binding on the parties to a dispute.
- The right to request assistance from the Registrar does not create a right to request a formal mediation. However, in an appropriate case the Registrar may provide assistance in having the matter resolved.

For more information on members' rights see rule 3.3.



## 11. Changing the rule book

The rule book can be changed by the members passing a special resolution at a general meeting or an AGM. The proposed changes must be set out in the notice of the meeting.

Within 28 days after the resolution is passed, the corporation must send the Registrar copies of the:

- rule book changes
- special resolution
- minutes of the meeting.

The changes do not take effect until the new rule book is registered by the Registrar.

## 12. Gift fund rules

The corporation shall maintain for the main purposes of the corporation a gift fund:

- to be named 'The Kooraminning Aboriginal Corporation Gift Fund'
- which must receive gifts of money or property for the purposes (objectives) of the corporation
- which must have credited to it any money received by the corporation because of those gifts.

The gift fund cannot receive any money or property other than that for the purposes (objectives) of the corporation.

The corporation shall use gifts made to the gift fund and any money received because of them only for the purposes (objectives) of the corporation.

Receipts issued for gifts to the gift fund must state:

- the full name of the corporation
- the Australian Business Number (if applicable) and the Indigenous Corporation Number (ICN) of the corporation
- the fact that the receipt is for a gift.

As soon as:

- the gift fund is wound up, or
- the corporation's endorsement as a deductible gift recipient is revoked under section 426-55 of the *Taxation Administration Act 1953*

any surplus assets of the gift fund must be transferred to another fund, authority or institution, which has similar objectives to the corporation. This body must also be able to receive tax deductible gifts under division 30 of the *Income Tax Assessment Act 1997*.

## 13. Winding up

### ***Surplus assets of the corporation***

Where:

- the corporation is wound up, and
- after all debts and liabilities have been taken care of, and costs of winding up have been paid, surplus assets of the corporation exist

the liquidator can decide or the members may pass a special resolution about how the surplus assets of the corporation are to be distributed.

The surplus assets must not be given to any member or to any person to be held on trust for any member and can only be given to a charitable organisation/s with similar charitable purposes.

### ***Surplus assets of gift funds***

If the Australian Tax Office allows the corporation to give tax deductible receipts for donations, and the corporation is wound up, any surplus gift funds must be given to another body with similar objectives and that gives tax deductible receipts for donations.

## Schedule 1—Application for membership form

Kooraminning Aboriginal Corporation

ICN: 9191

### Application for membership

I, \_\_\_\_\_ (first name of applicant)

\_\_\_\_\_ (last name of applicant)

of \_\_\_\_\_ (address of applicant)

apply for membership of the corporation.

I declare that I am eligible for membership.

I am:

18 years of Age

Aboriginal  Torres Strait Islander  neither

Normally and permanently resident within the boundaries of Noongar Country

or

A descendant of the Wilman clan group from the Noongar nation

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

#### Corporation use only

Application received	Date:
Application tabled at directors' meeting	Date:
Directors consider applicant is eligible for membership	Yes / No
Directors approve the application	Yes / No
If approved, new members' details added to register of members	Date:
Applicant notified of directors' decision	Date:

## Schedule 2—Consent to become a director form

Kooraminning Aboriginal Corporation

ICN: 9191

### Consent to become a director

I, \_\_\_\_\_ (full name of person)

of \_\_\_\_\_ (residential address,  
a postal address is not sufficient)

give consent to become a director of the corporation, having verified that I am 18 years old, a member, and a descendant of the Wilman clan group from the Noongar nation; or an Aboriginal or Torres Strait Islander person normally and permanently resident within the boundaries of Narrogin District.

I confirm my date of birth is \_\_\_\_\_ (date of birth)

and my place of birth was \_\_\_\_\_ (place of birth)

I acknowledge I am automatically disqualified from managing corporations if I:

- have been convicted of an offence under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) that is punishable by imprisonment for more than 12 months
- have been convicted of an offence involving dishonesty that is punishable by imprisonment for at least three months
- have been convicted of an offence against the law of a foreign country that is punishable by imprisonment for more than 12 months
- am an undischarged bankrupt
- have signed a personal insolvency agreement and have not kept to the agreement
- have been disqualified under the *Corporations Act 2001* from managing corporations,

and I will notify the corporation if any of the above events occur after my appointment.

Signature of person \_\_\_\_\_

Date \_\_\_\_\_

NOTE: This form should be completed and given to the corporation before the person is appointed as a director—section 246-10(1) of the CATSI Act. The period of automatic disqualification is set out in sections 279-5 and 279-10 of the CATSI Act.



## 10.2.384 RATES EXEMPTION REQUEST – KOORAMINNING COMMITTEE OF NARROGIN INCORPORATED

**File Reference:** A230400 & A165711  
**Disclosure of Interest:** Nil  
**Applicant:** Kooraminning Committee of Narrogin  
**Previous Item:** Incorporated. 10.2.467  
**Nos: Date:** 18 November 2014  
**Author:** Narelle Rowe, Finance Officer - Rates

### Attachments:

Rating Exemption Request Form – 7 Hartoge Street, Narrogin  
 Rating Exemption Request Form – 2-4 Hansard Street, Narrogin  
 Generic Letter Template  
 Photographs of properties

**Summary:** Kooraminning Committee of Narrogin have submitted an application seeking exemption on rates levied on Assessment A230400 (Lots 401 and 402) and A165711 (Lot 403) on the basis that property is being used exclusively for charitable purposes.

### Background:

In July 2006 Council meeting, Council approved rates exemption on properties owned by Kooraminning Committee of Narrogin Incorporated being A230400 (Lots 401 and 402 Hansard Street, Narrogin) and A165711 (Lot 403 Hartoge Street, Narrogin) as from 1 July 2014 whilst it is used exclusively for charitable purposes.

2-4 Hansard Street, Narrogin is comprised of two lots being Lots 401 and 402. A building is situated on Lot 402. A shed has been constructed which straddles the common boundary between Lots 402 and Lot 401.

The Committee are requesting exemption on the basis the property continues to be used exclusively for charitable purposes. The application describes the events and activities currently conducted at the premises as follows:

- Learning Place – Building skills. Local Noongar men currently receiving Land Management training one day per week at CY O'Connor College of TAFE are using the premises to provide hands on training from skills learnt at TAFE such as weed killing, gardening, tree lopping and fauna training.
- Healing Place – Caring for community – Mental Health (PHAM's) projects

Discussions with Ms Hayden have revealed future activities and projects planned for the premises are:

- Keeping Place – Restoring and protecting culture. The Committee anticipate aboriginal artefacts and tools will be stored and displayed at the premises.
- Gathering place – Building Noongar Community through CANWA projects and running workshops.

7 Hartoge Street, Narrogin is comprised of Lot 403 and is vacant land.

The Committee is seeking exemption on the basis that the property is still being used exclusively for charitable purposes. A description of the events and activities currently conducted at the premises, has stated land was previously used by local Noongar men as a community garden however due to lack of funding was discontinued. The application received has advised the property is currently used:

- By local Noongar men to provide hands-on training from skills learnt at TAFE such as weed-killing, fencing, propagation and nursery .

The application states the future use of the property as:

- Developing a play area for children.

**Comment:**

Due to the fact that it has been in excess of 8 years since approval for rating exemption was granted by Council, it is recommended that a review of the current use of the property is performed to determine if the premises continues to meet the criteria of 'charitable status'. The Town did not levy any rates during the 2014/15 financial year and the outcome of the review is intended to be effective from 1 July 2015.

The Town had been advised that the Committee disbanded some years ago however it has been reformed in more recent times.

It has been the usual practice in the past for any organisation seeking exemption under Section 6.26 (2)(g) to be a registered Charitable Organisation under the "Charitable Collections Act" to ensure the organisation is conducting activities of a charitable nature.

Currently Kooraminning are not a registered charitable organisation however it is understood this registration is currently being sought.

It is generally accepted that a purpose is charitable if it is for the relief of poverty, the advancement of education, the advancement of religion or for any other purpose beneficial to the community.

If the land is being used for any purpose, other than charitable or religious uses, then the land cannot be deemed to be "used exclusively for" the claimed purpose, so exemption from rates cannot apply.

An on-site inspection for the properties was performed on 9 December 2014 to verify the uses stated within the application submitted by the Committee. The photographic evidence taken during that inspection has shown that weed control maintenance has not been performed on the property for some time due to excessive weed growth and missing and/or broken fence panels surrounding the property. In addition, a conversation with a representative from Kooraminning has also revealed that funding previously available to conduct community workshops has now ceased. As a result of the above, it is the Author's view that the use of the property fails to meet the criteria required to satisfy being used exclusively for charitable purposes.

### Defining Charitable Purpose

The Local Government Act states that land is not rateable if the land is used exclusively for charitable purposes. The words "used", "exclusively" and "charitable purposes" would need further clarification in a court.

Kooraminning Committee have provided a copy of Certificate of Incorporation.

The Constitution of Kooraminning Committee of Narrogin Incorporated states that the objectives are:

- (a) *to promote the overall community development of the Community*
- (b) *To achieve the total self support of the Community by the development of viable economic projects and industries...."*
- "...(d) *to provide support for adequate education, vocational training, health services, employment and housing for the Community..."*
- "...(f) *To assist and encourage the individual members of the Community to preserve and renew their traditional culture.*
- (g) *To foster mutual trust and friendly relationships between the Community and the Community at large..."*
- "...(i) *To provide an appropriate meeting place for the community..."*

Ms Hayden advised during phone conversation on 18 November 2014 she believed there was an Aboriginal Act which stated Aboriginal organisations formed prior to 1976 were given an exemption from rates and was seeking a copy of that Act from Michael Carter from the Office of Prime Minister & Cabinet.

A copy of a generic letter template has been supplied to this office outlining various explanations of charitable purposes and citing past legal cases. A copy has been included with this item. An investigation by the Author into exemptions which fall outside the Local Government Act 1995 providing for land to be exempt under any other Act, has failed to identify an Aboriginal Act that is entitled to exemption from rates.

### **Consultation:**

Local Government Act 1995

Charities Act 2013

Ms Geri Hayden – Community Arts Network WA (CANWA)

Mr Colin Bastow – Director of Corporate and Community Services

### Statutory Environment:

The Local Government Act 1995 6.26 (2) (j) states as follows:

*"6.26 Rateable land*

*(2) The following land is not rateable land*

- (j) land which is exempt from rates under any other written law;*  
*and*
- (k) land which is declared by the Minister to be exempt from rates."*

The Charities Act 2013, Part 2 Division 1 states as follows:

"5 Definition of charity

In any Act:

**Charitable:** an entity is **charitable** if the entity is a charity... **Charity** means an entity:

- (a) that is not-for-profit entity; and
- (b) all of the purposes of which are:
  - (I) charitable purposes (see Part 3) that are for the public benefit (see Division 2 of this Part); or
  - (II) purposes that are incidental or ancillary to, and in furtherance or in aid of, purposes of the entity covered by subparagraph (i); and.."

### Policy Implications:

Nil.

### Financial Implications:

A230400 Non-rateable during the 2014/15 year.

-A165711 Non-rateable during the 2014/15 year.

### Strategic Implications:

Nil.

### Voting Requirements:

Absolute Majority

### OFFICERS RECOMENDATION

That Council:

Rejects Kooraminning Committee of Narrogin Incorporated application for rate exemption for the properties situated at 2-4 Hansard Street and 7 Hartoge Street, Narrogin as the Committee are not a registered charitable institution at the time of applying for exemption and the land is not used exclusively for charitable purposes.

Should circumstances change that the Kooraminning Committee of Narrogin Incorporated be encouraged to re-apply for the exemption status.



**Council Resolution: 1214.192**

**Moved: Cr**

**Seconded: Cr Bartron**

**Schutz That**

**Declined:** Kooraminning Committee of Narrogin Incorporated's application for rate exemption for the properties situated at 2-4 Hansard Street and 7 Hartoge Street, Narrogin as the Committee are not a registered charitable institution at the time of applying for exemption and the land is not used exclusively for charitable purposes.

Should circumstances change that the Kooraminning Committee of Narrogin Incorporated be encouraged to re-apply for the exemption status.

**CARRIED 7/0  
ABSOLUTE MAJORITY**

*Note: Reason for Change: To replace the word "rejects" with "decline".*

**COPY**



**Date:** 14 July 2020  
**To:** Frank Ludovico  
**From:** Gary Bruhn  
Building Surveyor  
**Subject:** PROPERTY INSPECTION OF 2 & 4 HANSARD STREET AND 7 HARTOGE STREET NARROGIN  
**File:**

---

Thank you for the opportunity to inspect the properties at the above address to assess the likelihood or otherwise of habitation.

I have visited the property on 2 occasions. The first time was to follow up on a listing in the Shire's Register of Dilapidated Buildings to establish if any improvements had occurred since the Shire's last visit some 18 months previously.

The Shire's Environmental Health Section had sent several letters in an attempt to secure and tidy the building. Clearly whatever measures that were adopted at the time, if any, were unsuccessful. The buildings remain in a state of disrepair and neglect.

The properties consist of 3 lots and the following is a general overview:

- Lot 403 7 Hartoge Street P302647: is a triangular vacant block, minor garden type maintenance would improve this lot.
- Lot 401 4 Hansard Street P302647: is a lot with a large empty residential shed with the personnel door badly damaged.
- Lot 402 2 Hansard Street P302647: has the main building, which is dangerous with items that could potentially fall on heads. There is broken glass, debris and sharps on the ground making it unsafe. The parts of the building I have seen cannot be used or occupied before they are cleaned up and work carried out.

The starting question was whether the properties are currently being used. They clearly are not and, furthermore, would require work in order to meet habitation requirements before they could be used.

I have attached photographs to support my conclusion.

**GARY BRUHN**  
**BUILDING SURVEYOR**











9:45 pm – Cr Fisher declared a Financial and Proximity interest in items 10.3.6 and 10.3.7 and left the meeting.

### 10.3.6 RATING POLICY – CHANGE IN PREDOMINANT USE OF RURAL LAND

File Reference	13.5.4, Council Policy Manual
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	8 June 2020
Author	Joshua Pomykala – Governance Officer
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	1. Draft Policy - Rating – Change in Predominant Use of Rural Land

#### Summary

Council is requested to consider the adoption of a Rating Policy to reflect any changes to predominant land use of rural land within the Shire.

#### Background

The Policy Manual records the standing instructions of Council to the CEO and other employees, regarding the Administration and management of various matters.

Many policies have their basis in discretionary matters as permitted by the Local Government Act 1995 (LGA), Local Government Regulations or other legislation.

The Shire does not currently have such a rating policy.

#### Comment

The Shire is seeking the adoption of a policy that would reflect the rating method of land in the ‘rural’ area which is predominantly used for non-rural purposes. The policy would direct the Administration in how smaller properties within the rural area that constitute ‘lifestyle blocks’ or ‘hobby farms’ are rated.

The policy seeks to ensure that properties, with an area of 20 hectares or less throughout the Shire, where the predominant use of land is that of non-rural purpose, are rated on the basis of Gross Rental Value (GRV). This will also ensure that land being rated on the basis of Unimproved Value (UV), which is then subdivided into smaller lots that are under 20 hectares, are then rated on the basis of GRV to reflect the non-rural purpose of the land.

The predominant land use is determined as either rural or non-rural. Rural is classified as land which is used for activities such as cropping and/or grazing of livestock, and as such form a declarable source of income for the landowner – being a primary industry. By contrast, non-rural is where the land does

not generate a declarable source of income for taxation purposes, from rural use, for the landowner, thus constituting it as a 'hobby farm' or 'lifestyle block'.

In determining the predominant land use of a property under 20 hectares, the presence of a residential dwelling will also be taken into account in determining the predominant land use. The presence of a residential dwelling on a property under 20 hectares will be taken to indicate the predominant land use is non-rural and the property is a 'hobby farm' or 'lifestyle block'.

An application can be made to Council to appeal this determination, where the landowner can demonstrate the property is being used to generate a declarable source of income for taxation purposes, resulting for the property being used for a rural purpose as defined above.

There are currently 35 properties in the Shire that are 20 hectares or less and rated on a UV basis, with at least one residential dwelling currently on each property. This is contrasted to 55 properties in the Shire which meet the same criteria and are rated on a GRV basis.

As a result, this policy also aims to ensure that the practices of the Administration are based on fairness and equity. Therefore it would seek to ensure that the properties specified under the current UV rating, with at least one dwelling, not being actively used predominantly for agricultural purposes, are rated in accordance with practices of rating properties on a GRV basis.

The table below provides an indication to Council of the total number of properties, which fall under the respective brackets of property sizes, currently rated on the basis of UV.

Number of Properties	Intervals (Hectares)
35	0-20
12	21-30
26	31-40
49	41-50
58	51-65
296	65+

Should Council move to adopt the policy, those properties which are found to be less than 20 hectares, with evidence of a residential dwelling and being used for non-rural purposes will be affected.

The size of 20 hectares is based on a number of factors, including the Shire of Narrogin Local Planning Scheme 'Farming Zone' which states:

*"The Council intends the predominant form of farming activity in the Farming Zone will continue to be based on large farming units. It will generally be opposed to the fragmentation of farming properties through the process of subdivision."*

The Administration has found that the largest property under 20 hectares is 18.01 hectares, and the smallest property above the 20 hectare mark is 21.09 hectares. As such, the administration is confident that the differences between the two properties and the 20 hectare base line, is sufficiently high enough to ensure that the policy can be accurately applied to the affected properties.

Additionally, the policy also states that properties which are zoned 'Special Rural' will be rated on the basis of GRV. As per the Shire of Narrogin Local Planning Scheme No.2, properties zoned as 'Special

Rural', cannot be used for primary production such as industrial use or intensive agriculture, therefore placing the respective property in the category of 'non-rural' purpose.

As such, the policy is extended to those properties who are currently accounted for in this zoning due to the non-rural nature of the property. There are currently 41 properties within the Shire that are zoned 'Special Rural' which are all rated on the basis of GRV.

The policy aims to ensure that there is consistency across the practices of the Shire, thereby addressing this particular zoning and its rating methodology.

Identified below are properties that are adjacent to the Narrogin town site and rated under UV. Their zoning is Industrial / Farming and under the proposed policy the administration would seek to apply for them to be rated GRV, based on fairness and equity of the rating of other like properties.

Assessment	Location	Zoning	Lot Size	Use	Rating
A555	202 Earl Street, Hillside	Industrial	1.8 ha	Shed	UV General
A176	Lot 4 Earl Street, Hillside	Industrial	2.8 ha	Saleyards	UV General
A148	Lot 2 Earl Street, Hillside	Farming	3.1 ha	Grazing for Saleyards	UV General

By Council implementing this policy now, it will ensure that the small number of properties that are currently rated on UV and used for non-rural purposes, can be rated on a GRV basis, rectifying this issue.

If Council is to adopt this policy, the Administration will begin the process of seeking to rate those properties that have sufficient evidence are used for non-rural purposes and 20 hectares or under, on the basis of GRV.

The Department of Local Government, Sporting and Cultural Industries Rating Policy: Valuation of Land, describes the process of changing rating methodologies. This process requires consultation with the landholder. The Shire will ensure that affected landowners are advised of any change in the rating methodology applied to their respective property and their right of appeal.

## Consultation

Consultation has been undertaken with the following officers:

- Chief Executive Officer
- Executive Manager Corporate & Community Services
- Manager Corporate Services
- Rates Officer
- Rates Consultant
- Planning Officer.

## Statutory Environment

The following statutory provisions apply:

- Local Government Act 1995 – Section 6.26 to Section 6.82
- Local Government (Financial Management) Regulations 1996 – Regulation 55 – Rate record, form of etc. (Act s.6.39(1))
- Department of Local Government, Sport and Cultural Industries – Rating Policy: Valuation of land.

## Policy Implications

A new policy is proposed to be adopted.

## Financial Implications

Potentially up to 35 properties will be impacted by this policy, should it be adopted. These properties are currently rated on the basis of UV while being used for non-rural purposes. Therefore the Administration would seek to rate the properties on GRV. This action may or may not, increase the amount of rates payable to the Shire of Narrogin, depending on the GRV valuation determined for the affected properties. One property would be impacted that is currently rated as GRV that is above the UV lot size and would revert to UV if this policy is adopted. This property is subject of a separate report to Council in this agenda.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.4	Agriculture opportunities maintained and developed
Strategy:	1.4.1	Support development of agricultural services
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 0720.015**

Moved: Cr Bartron                      Seconded: Cr Seale

That Council adopt as a policy of Council the draft "Rating Policy – Change in Predominant Use of Rural Land", contained in Attachment 1 and note that the Administration in giving effect to the Policy, will write to impacted owners informing them of the decision and providing them the opportunity to object to the proposal with all objections being referred to the Council for determination.

**CARRIED 7/0**



## 1.1 Rating – Change in Predominant Use of Rural Land

---

<b>Statutory context</b>	Local Government Act 1995 – - s.6.26 to s.6.82 Local Government (Financial Management) Regulations 1996 – - r.55 – Rate record, form of etc. (Act s.6.39(1))
<b>Corporate context</b>	Delegation 3.5 – Rates Record, Extensions and Objections
<b>History</b>	Adopted dd mmmm yyyy

### Policy Statement

Where there is evidence that there has been a change in the predominant use of land, resulting from either the subdivision or amalgamation of rural land, or development of that land, the Shire will:

1. Ensure that any rural property where the valuation method is Unimproved Value (UV) is accurately assessed in the determination of its predominant use as that of rural, or otherwise.
2. Properties where the size is twenty (20) hectares or less, with evidence of a residential dwelling situated on the parcel, and without evidence that it is being used contiguously with a larger parcel of land held by the same landowner, nor being used for a declarable source of income for taxation purposes, resulting from a rural use; will be classified as non-rural purpose and subject to a valuation of Gross Rental Value (GRV).
3. All properties that are zoned Special Rural, which include Rural Residential and Rural Smallholdings, shall be subject to a valuation of GRV.
4. Those properties found where the predominant use of the land is that of non-rural purposes will be referred to the Minister for Local Government. Adequate information will be provided so that a determination can be made on the method of valuation to be applied.
5. Where rural land is subdivided into smaller lots such as that of subsection (2), the Shire will, upon receipt of the Western Australian Planning Commission approval for subdivision of the affected land, apply to the Minister for Local Government for a change in valuation methodology from UV to GRV.
6. Subject to ministerial approval in subsection (4), the Shire is to apply the valuation method of GRV for rural land used predominantly for non-rural purposes.
7. All landowners affected by the change in the valuation method and rating shall be notified and advised of their right of appeal, prior to reporting to the minutes for Council.

– End of Policy

### Notes

*Rural purpose* is defined as land which is used exclusively for farming activities such as cropping, grazing and/or similar intensive use of land for agricultural purposes.

### 10.3.7 REQUEST FOR CHANGE IN RATING METHOD A414 (PT) LOT 22 WILLIAMS-KONDININ ROAD, HILLSIDE 6312

File Reference	A414, A340186
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	
Date	13 July 2020
Author	Karen Oborn – Manager Corporate Services
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	<ol style="list-style-type: none"><li>1. Title DP411882.</li><li>2. Copy of the Gazette 1997</li></ol>

#### Summary

In order to align with the reversal of previous sub-divisions and boundary changes and to align with the current title for Lot 22 Williams-Kondinin Road, Hillside 6312 Plan No: P411882, this report recommends Council apply to the Minister of Local Government, requesting a change to the rating method from GRV, back to the original UV, on the portion of Lot 22, being A414 Plan No: P411882/2 (4.0206 ha).

#### Background

Previously, a subdivision and boundary realignment was undertaken, resulting to the formation of Lot 22 Williams-Kondinin Road, Hillside 6312 Plan No: P411882 (24.3047 ha) in two parts. Being A414 Plan No: P411882 /2 (4.0206 ha) and A340186 Plan No: P411882 /1 (20.2841 ha). Resulting in A414 being rated as GRV, following Ministerial approval and a gazetted change in 1997. This is in addition to A340186, as a 20.2841 ha portion of Lot 22, remaining as UV.

Following that however, the two parts of Lot 22, were then joined, to creating a single title for Lot 22, totalling an area of 24.3047 ha. However, at that time there was no application made to the Minister, to change the rating method back to UV for the portion of Lot 22 being A414 Plan No: P411882/2 of 4.0206 Ha.

As a result, this portion of 4.0206 ha, of Plan No: P411882 /2, is still rated as GRV and the remainder of Lot 22, is being rated as UV being Plan No: P411882 /1 (20.2841 ha.). To accommodate this, Landgate has two VEN (rate assessment valuations) recorded for the one Lot 22 Williams-Kondinin Road, Hillside 6312, that in combination cover an area of 24.3047 ha, shown on the current title for Lot 22.

These are VEN 2076908 for 20.2841 ha of Lot 22, rated as UV. In addition to VEN 2088573 for 4.0206 ha of Lot 22 rated as GRV. Both applying to Lot 22 totalling an area of 24.3047 ha.

As GRV and UV parcels, cannot be group rated, even if they are on the same title (Lot 22), two rates notices were issued for this one Lot 22. Based on the two Landgate VENs and valuations, for the two different portions of Lot 22.

In 2020, the owner contacted the Shire Administration to request an adjustment to the rates billing and for them to be group rated and or merged as one property like it indeed became.

The owner believed there was a double up and that the smaller portion of (A414) Plan No: P411882/2 - VEN 2088573 of 4.0206 ha (GRV) - was also included in the rates valuation, for the larger portion of Lot 22, being VEN 2076908 (20.2841 ha.) rated as UV.

However, an investigation into Landgate records clearly demonstrate the GRV valuation portion, only covers 4.0206 ha. Further, the UV valuation portion only applies to the remaining 20.2841 ha, not the total 24.3047 ha, which is included on the current title for Lot 22 (Attachment 1).

### Comment

As a consequence, to complete the alignment and be reflective of the current title for Lot 22 Williams-Kondinin Road, Hillside 6312 Plan No: P411882, Council will need to authorise the Administration to apply to the Minister of Local Government, to change the rating method from GRV, back to UV, on the portion of Lot 22 being A414 Plan No: P411882/2 (4.0206 ha). This will then allow Council to re-join the two assessments back into one rate notice.

### Consultation

Consultation has been undertaken with:

- The landowner
- Chief Executive Officer
- Executive Manager Corporate & Community Services
- Manager Corporate Services
- Rates Department
- Governance Officer
- Landgate

### Statutory Environment

The following statutory provisions apply:

- Section 6.26 (2)(g) of the Local Government Act 1995
- Section 6.28 of the Local Government Act 1995
- Section 6.43. Rates and service charges are a charge on land of the Local Government Act 1995.

The relevant portion of Section 6.28 of the Act states:

*“(1) The Minister is to —*

*(a) determine the method of valuation of land to be used by a local government as the basis for a rate; and*

*(b) publish a notice of the determination in the Government Gazette.*

*(2) In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —*

- (a) where the land is used predominantly for rural purposes, the unimproved value of the land; and  
(b) where the land is used predominantly for non-rural purposes, the gross rental value of the land”.

### Policy Implications

In a previous agenda item Council considered a policy that assessed the predominant use of land resulting from either a subdivision or an amalgamation of rural land.

That policy (if adopted) indicates if the land property size is less than 20 ha, and there is evidence of a residential dwelling situated on the parcel and there is no evidence that it is being used contiguously with a larger parcel of land held by the same landowner, will be classified as non-rural purpose and subject to a valuation of Gross Rental Value (GRV).

As total area of this property is greater than 20 ha the policy applies and should be rated UV.

### Financial Implications

If the GRV portion of Lot 22, being A414 Plan No: P411882/2 (4.0206 ha), is changed back to UV, there will likely be a credit applied to the rates owing for the 2019/2020 year. This will be determined when a new valuation is received from Landgate.

### Strategic Implications

Nil

### Voting Requirements

Simple Majority

#### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0720.016**


Moved: Cr Wiese                      Seconded: Cr Seale

That with respect to the request of the landowner to revert to the Unimproved Valuation (UV) method of rating, on all of Lot 22 Williams-Kondinin Rd, Hillside, being Assessment A414, Plan No: P411882/2 (4.0206 ha), Council request the Chief Executive Officer to apply to the Minister of Local Government, requesting a change to the rating method from GRV, back to UV, and to give effect to the amendment to the rate book if that approval is forthcoming.

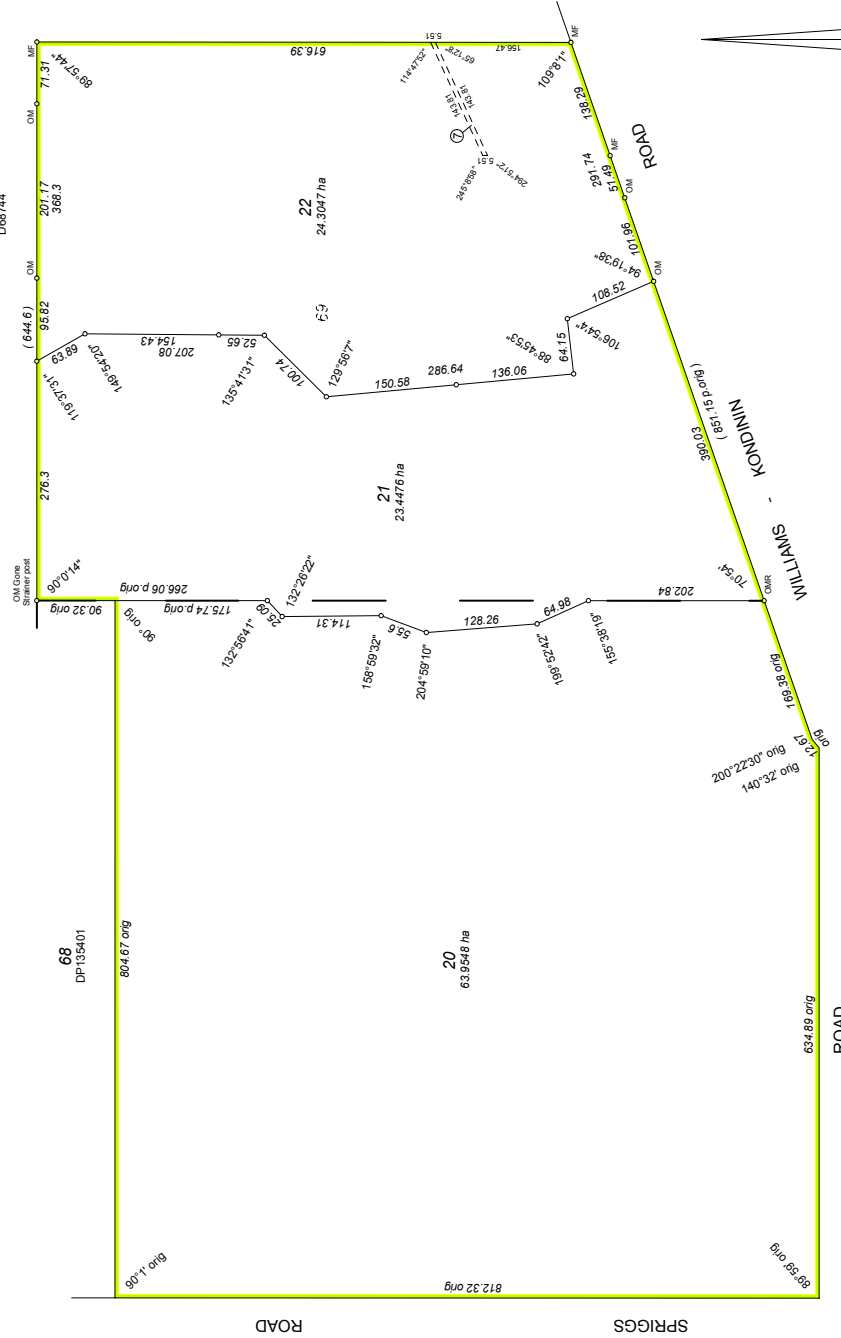
**CARRIED 7/0**

8:22 pm – Cr Fisher returned to the meeting



TYPE	FREEHOLD	SEA WEIR/NO
PURPOSE	SUBDIVISION	
PLAN OF	LOTS 20, 21 AND 22	
FORMER TENURE	SEE TABLE	
LOCAL AUTHORITY	SHIRE OF NARROGIN	
LOCALITY	HILLSIDE	
D.O.L. FILE		
FIELD RECORD	140558	
SURVEYOR'S CERTIFICATE - Reg 54 I, <b>P. H. GOW</b> , hereby certify that this plan is accurate and is a correct representation of the (a) - calculations for (b) - field records undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged. <b>Peter Gow NLR</b> 2017-10-04 20105-08-00 Licensed Surveyor Date		
LOGGED	4-October-2017	291171
DATE	\$489.00	ADDRESS
REF. NO.		
I.S.C.	EXAMINED	01-Nov-17
SG	WESTERN AUSTRALIAN PLANNING COMMISSION	
FILE	155348	
DELEGATED UNDERS. IN ORDER OF THE P & D ACT 2005	06-Nov-2017	DATE
SUBJECT TO	IN ORDER FOR DEALINGS	
Multiple owners		
APPROVED		10-Nov-17
FOR INSPECTOR OF PLANS & SURVEYS	DATE	
REGISTERED PLANNING SURVEYOR (S 18 Licensed Surveyor Act 1993)		
		
DEPOSITED PLAN		
411882		
SHEET 1 OF 1		
VERSION 1.0		

LIMITED IN DEPTH TO 609.6 METRES AS TO LOT 69 ONLY



LOT	FORMER TENURE	ON PLANNING	TITLE
20	PT LOT 38	DP 100211	1600-555
21	PT LOT 1	D68744	2035-900
	PT LOT 38	DP 100211	1600-555
22	LOT 3	D83301	1852-728
	PT LOT 1	D68744	2035-900

INTERESTS AND NOTIFICATIONS						
SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS
①	(MOTORWAY/ELECTRIC)	SECT 27A OF THE TP & D ACT 1957	D83301	LOT 22	SEOWA	

PH & KE GOW  
 LICENSED SURVEYORS  
 110000  
 NARROGIN, W.A. 6312.  
 PH - 98815146, FAX - 98815575  
 peter.gow@landgate.com

HELD BY LANDGATE IN DIGITAL FORMAT ONLY

# G WESTERN AUSTRALIAN GOVERNMENT Gazette



PERTH, FRIDAY, 27 JUNE 1997 No. 99

PUBLISHED BY AUTHORITY JOHN A. STRIJK, GOVERNMENT PRINTER AT 3.30 PM

## PUBLISHING DETAILS

The Western Australian *Government Gazette* is published by State Law Publisher for the State of Western Australia on Tuesday and Friday of each week unless disrupted by Public Holidays or unforeseen circumstances (changes to this arrangement will be advertised beforehand on the inside cover).

Special *Government Gazettes* and Extraordinary *Government Gazettes* are published periodically, all gazettes are included in the subscription price.

The following guidelines should be followed to ensure publication in the *Government Gazette*.

- Material submitted to the Executive Council and which requires gazettal will require a copy of the signed Executive Council Minute Paper and in some cases the Parliamentary Counsel's Certificate.
- Copy should be received by the Manager (Sales and Editorial), State Law Publisher no later than 12 noon on Wednesday (Friday edition) or 12 noon on Friday (Tuesday edition).
- Lengthy or complicated notices should be forwarded several days before advertised closing date for copy. This is to ensure inclusion in current edition. Failure to observe this request could result in the notice being held over until the following edition.
- Proofs will be supplied only when requested.
- No additions or amendments to material for publication will be accepted by telephone.

Send copy to:

The Manager (Sales and Editorial),  
 State Law Publisher  
 Ground Floor, 10 William Street, Perth, 6000  
 Telephone: 9321 7688 Fax: 9321 7536

## ADVERTISERS SHOULD NOTE:

- All Notices should be written in 'plain English'.
- Signatures (in particular) and proper names must be legible.
- All copy should be typed and double spaced.
- If it is necessary through isolation or urgency to communicate by facsimile, confirmation is not required by post. If original copy is forwarded later and published, the cost will be borne by the advertiser.
- Documents not clearly prepared and in the required format for gazettal, will be returned to the sender unpublished.
- Late copy received at State Law Publisher will be placed in the following issue irrespective of any date/s mentioned in the copy.

## IMPORTANT COPYRIGHT NOTICE

© State of Western Australia

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without written permission from the Government Printer, State Law Publisher. Inquiries should be directed to the Manager Sales & Editorial, State Law Publisher, 10 William St, Perth 6000.

## ADVERTISING RATES AND PAYMENTS

INCREASE EFFECTIVE FROM 1 JULY 1997.

Deceased Estate notices, (per estate)—\$17.20

Real Estate and Business Agents and Finance Brokers Licences, (per notice)—\$40.10

Other articles in Public Notices Section—\$40.10 (except items of an exceptionally large nature. In these instances arrangements will be made for pricing the notice at time of lodging).

All other Notices

Per Column Centimetre—\$7.90

Bulk Notices—\$148.00 per page

Clients who have an account will be invoiced for advertising charges.

Clients without an account will need to pay at time of lodging the notice.

## COUNTER SALES 1997-98

(As from 1 July 1997)

	\$
Government Gazette—(General) .....	2.50
Government Gazette—(Special)	
Up to 2 pages .....	2.50
Over 2 pages .....	4.90
Hansard .....	14.10
Industrial Gazette .....	12.50
Bound Volumes of Statutes .....	218.00

## IMPORTANT NOTICE

Periodically notices are published indicating a variation in normal publishing arrangements:

- Easter or Christmas editions etc—these notices appear approximately 4 weeks prior to any change.
- Extraordinary gazettes not circulated to all subscribers—these notices appear in the following general edition of the gazette.

In all cases notices are published on page 2 and readers are urged to check accordingly prior to contacting State Law Publisher.

JOHN A. STRIJK,  
Government Printer.

LG406

**LOCAL GOVERNMENT ACT 1995***Shire of Derby / West Kimberley*

(Basis of Rates)

Department of Local Government,  
Perth 27 June 1997.

LG: DW 5-4

It is hereby notified for public information that in accordance with the provisions of section 6.28 of the Local Government Act, the Minister for Local Government has determined that the method of valuing the land described in the schedule hereunder shall be unimproved values for the purpose of rating with effect from 1 July 1997.

JOHN LYNCH, Executive Director, Department of Local Government.

## Schedule

All that portion of land comprised within the Kulin Island Townsite as promulgated in the *Government Gazettes* dated 23 February 1962 page 523 and 9 September 1988 page 3495.

LG407

**LOCAL GOVERNMENT ACT 1995***Shire of Narrogin*

(Basis of Rates)

Department of Local Government,  
Perth 27 June 1997.

LG: NO 5-4

It is hereby notified for public information that in accordance with the provisions of section 6.28 of the Local Government Act, the Minister for Local Government has determined that the method of valuing the land described in the schedule hereunder shall be gross rental values for the purpose of rating with effect from 1 July 1997.

JOHN LYNCH, Executive Director, Department of Local Government.

## Schedules

## Gross Rental Value Areas

Shire of Narrogin

## Schedule 1

All those portions of land comprised in—

Land Titles	Dumberning Agricultural Area Lot	Land Titles Dia./Plan No.	
Office Lot			
1	151 & 152	Dia 71828	
2	152	Dia 71828	
11 to 13 incl. & 15 to 18 incl.	152	Plan 20538	
14	151 & 152	Plan 20538	
12	76 & 77	Dia 61504	
14	76	Dia 61504	
1	78 & 79	Dia 57550	
1	77	Dia 55826	
1	114	Dia 36320	
	90, 97 & 155		
Land Titles	Narrogin Agricultural Area Lot	Land Titles Dia./Plan No.	
Office Lot			
3	69	Dia 83301	
Land Titles	Williams Location	Land Titles Dia./Plan No.	Cert/Title
Office Lot			
1	335	Dia 27780	
2	335	Dia 35938	
11, 18	153 & 1437	Dia 70375	
12, 13 & 15 to 17 incl.	153	Dia 70375	
4	153	Dia 49201	
1	1136	Plan 7786	
1	3804	Dia 14818	
	Pt 339		2072/494



Public Plans—

- Narrogin Townsite BJ31 (2) 11.34, 11.37, 11.38, 12.36 & 12.37
- Narrogin Regional BJ (10) Pt 2.7, 2.8, 3.7 & 3.8
- Narrogin (SE) 1:25000

Schedule 2

All those portions of land comprised in Highbury Lots 1 to 10 inclusive, 19 to 25 inclusive, 28, 66 to 69 inclusive, 72, 133, 134 and 136 to 141 inclusive.

Public Plans—

- Highbury (2) BJ31 Pt 14.22, 14.23, 15.22 & 15.23

Schedule 3

All those portions of land comprised in Yilliminning Lots 45 & 48.

Public Plans—

- Yilliminning Townsite.

LG408

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1960

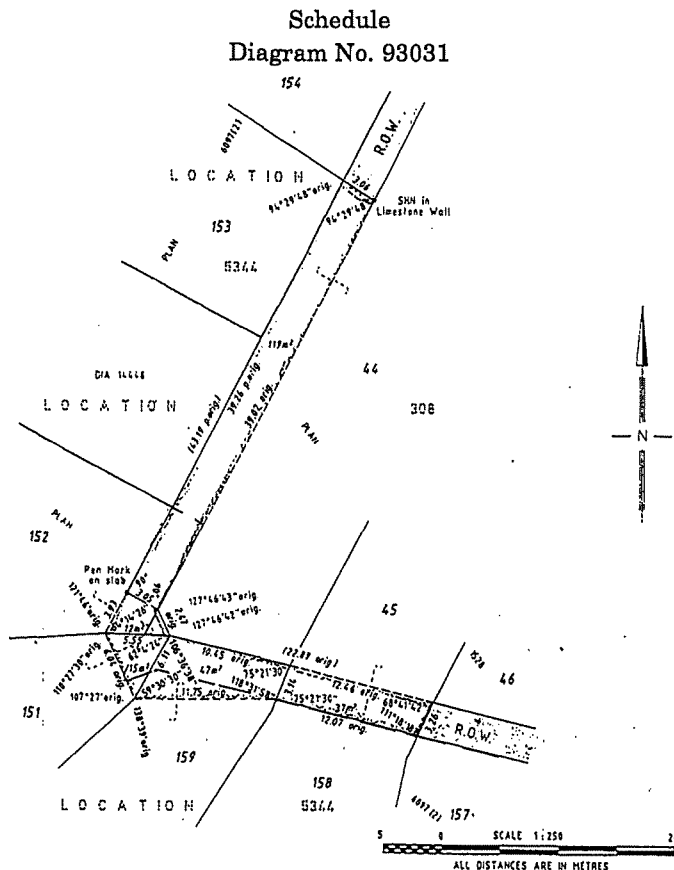
City of South Perth  
CLOSURE OF PRIVATE STREET

Department of Local Government,  
Perth 27 June 1997.

LG: SP4-12

It is hereby notified for public information that His Excellency the Governor has approved under section 297A of the *Local Government (Miscellaneous Provisions) Act, 1960*, the resolution passed by the City of South Perth that portion of the private street which is described as being portion of Swan Location 308 and being the portion of the land coloured brown and marked "ROW" on Plan 6097 and being portion of the land contained in Certificate of Title Volume 1407 Folio 131 be closed, and the land contained therein be amalgamated with the adjoining Lots 44 and 45 Douglas Avenue, Lots 151 and 152 Bland Street and Lot 159 Mabel Street, Kensington, as shown in the Schedule hereunder.

JOHN LYNCH, Executive Director, Department of Local Government.



10:06 pm –Shire President Ballard, Cr G Ballard,& Cr Early declared a Financial and Proximity interest in the following item and left the meeting. Deputy Shire President Cr Wiese assumed the Chair.

### 10.3.8 ADOPTION OF 2020/21 DRAFT ANNUAL BUDGET

File Reference	12.4.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.4.2 28 April 2020 Res 0420.010 and 0420.011 Item 10.3.6, 26 May 2020 Res. 0520.019 Item 10.3.4, 28 June 2020 Res. 0619.009
Date	20 July 2020
Author	Karen Oborn – Manager Corporate Services
Authorising Officer	Frank Ludovico - Executive Manager Corporate & Community Services
Attachments	1. 2020/21 Draft Annual Budget (Under separate cover)

#### Summary

The 2020/21 Draft Annual Budget for the year ending 30 June 2021 is prepared and delivers on many strategies adopted by the Council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure, as well as on renewing and maintaining all assets at sustainable levels.

The document is now submitted to Council for formal consideration and adoption.

#### Background

The 2020/21 Draft Annual Budget is a balanced budget and has been converted into the statutory format since the Council’s Budget workshops held in May, June and 14 July 2020.

The 2020/21 Draft Annual Budget has been prepared in a COVID19 environment. Economic forecasting is challenging and impacts wide ranging and more difficult to predict than usual. Federal and State Governments support and stimulus packages have been announced in order to support economic activity in the community with the Shire of Narrogin benefiting with a specific one off \$411,911 Commonwealth grant, which is being applied to the Railway Station Adaptive Reuse Restoration Project.

From a local point of view, the Shire has already provided \$220,000 in the \$Narrogin stimulus package to support local business including providing rent relief and waiver of fees to several businesses and community and sporting groups worth well over \$40,000.

The Draft Budget has increased the Community Chest grant funding pool from \$41,000 in 2019/20 to \$100,000 in 2020/21 and provided matching funding for community events of \$40,700 to continue to support our district during these unusual circumstances.

Owing to the pandemic, the Council has already determined that rates income should remain at 2019/20 levels and for all fees and charges to also remain at 2019/20 levels.

The Executive and Council have also determined that there will be zero automatic increase for employees who ordinarily earn an annual salary above \$75,000. For those on the minimum wage, any increase will be limited to that approved by the Fair Work Commission and for those earning above minimum wages and less than \$75,000 annual salary, a maximum 1% increase, or the Fair Work Commission's determination, whichever is the lesser.

The Pandemic, nor any of these measures, were contemplated or factored in when the Community Strategic and Corporate Business Plans were adopted.

The Budget has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

The Significant Projects program for 2020/2021 totalling \$8.023 million has been provided for with investment in, for example:

<b>Significant Projects</b>	<b>Value (\$)</b>	<b>Funding</b>
Joint Emergency Services Facility	1,500,000	G
Narrogin Regional Homecare (Respite facilities)	70,000	G
Renovation of the following Toilets: CBD May St Thomas Hogg	125,000	
Gnarrogin Park (Cultural Heritage Plan, Landscape Design, Electrical Design)	138,440	
Railway Dam Improvements including conversion to RV Friendly	61,000	
Highbury Tennis Courts – contribution to resurfacing	50,000	G
Town Water Irrigation System (TWIS) Effluent re-use upgrade	180,000	
Narrogin Bowling Club (synthetic turf)	335,109	G
Narrogin Railway Station – complete restoration with carparking	750,000	PF
Narrogin Regional Leisure Centre Automated Building management system HVAC Replacement Carparking and Tree Planting Improvements Project	452,898	

Shade sails		
Conversion of former outdoor pool to a grassed area		
Subsidies to ArTS Narrogin and Dryandra Country Visitor Centre	115,000	
Roadworks – Manaring Bridge	270,000	G
Roadworks - Roads to Recovery	378,839	G
Roadworks - Regional Road Group (Wagin Wickepin Rd)	787,500	PF
Roadworks – Municipal (Dongolocking Rd 101K, Narrogin Valley Rd 170k)	731,162	
Footpath Construction (Argus St and Park St)	75,360	
Narrogin Caravan Park resealing line marking, grassing areas.	110,000	IP
Plant Purchases	736,00	
Community Chest (increased from \$41k)	100,000	
Landcare Community Projects	25,000	

(In Progress – “IP”, Partially Funded – “PF”, Grant Dependent – “G”). All others are funded by municipal

### Efficiency Gains

An important feature of this Budget is the various ongoing efficiency gains, business and or service improvement changes either made by the Organisation prior to budget adoption and/or planned for the coming year in the following areas:

- Zero increase in Elected Members Allowances;
- Zero increase in Executive Salaries;
- Reviewing the need for and remuneration of each position as vacancies arise;
- Disposal of under-utilised light fleet and plant;
- Disposal of surplus minor plant and equipment;
- Construction of a number of new assets as detailed in the Capital Works Program; and
- Expanding the provision of services to other local governments on a fee-for-service basis.

### Key Operational Changes from 2019/20

The following operational changes are noted in this and upcoming Budgets:

- The need to consider operational costs of the Railway Station, landscaping and carpark once refurbished;
- No increase in Rates from 2018/19 levels;
- No increase in fees and charges from 2018/19 levels;
- No new additional employee numbers from 2018/19 levels;
- Elected Members remuneration and allowances unchanged from 2018/19 levels;
- Introduction of a closed loop funding model for Bridge maintenance and construction and creation of a Bridge Asset Management Reserve;
- Introduction of a closed loop funding model for Treated Waste Water System (TWIS) for maintenance and construction and creation of a Water Reuse Facilities Asset Management Reserve;
- Interest and Principal on a new loan for the TWIS Upgrade Project; and

- No provision for a Biennial Local Government Election this year.

### Rating

Due to the COVID19 pandemic, Rates income has been kept to 2019/20 levels. This in effect has suspended the memorandum of understanding (MOU) between the former Town and Shire of Narrogin, regarding the phase in the additional rate increase to allow the rural ward GRV ratepayers to gradually achieve parity with the urban ward GRV ratepayers. Details of the MOU can be found at <http://www.narrogin.wa.gov.au/live/services/rates.aspx>.

The proposed differential general rates were approved by the Council on 26 May 2020 and advertised for public comment on Council website (in accordance Clause 12 Local Government (COVID19 Response) Order 2020 (Order) published 8 May 2020).

No submissions have been received.

### Employees

No additional employee positions has been included in the Draft Budget:

### Fees and Charges

Since Council adopted the 2020/21 Fees and Charges at its 26 May 2020 and 23 June 2020 Council meetings additional charges are proposed. These are detailed below:

### Rates

Description	Fee or Charge	Comment
Debt collection fee - Landgate title search fee (per search)	At cost	Previously 30.00
Debt collection fee - caveat withdrawal	At cost	Previously 183.00
Debt collection fee - caveat lodgement	At cost	Previously 183.00
Debt collection fee - property seize & sale order	At cost	Previously 183.00

### **Consultation**

Consultation has been undertaken with:

- Elected Members;
- Executive Management Group and;
- Officers from relevant functional areas.

### **Statutory Environment**

Section 6.2 Local Government Act 1995 of requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next following 30 June.

Section 5.63 (1)(b) The Local Government Act 1995 specifically excludes the need for Elected Members to “Declare a Financial Interest” in imposing a rate, charge or fee.

The Section reads as follows:



*“5.63(1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter –*

*(b) an interest arising from the imposition of any rate, charge or fee by the local government;”*

Additionally, the declaration provisions of the Act to not apply to Council business reimbursements or to Members sitting fees. Any other interest, be it Financial, Proximity or Impartiality must be declared.

Divisions 5 and 6 Local Government Act 1995 refer to the setting of budgets and raising of rates and charges. The Local Government (Financial Management) Regulations 1996 details the form and content of the budget. The 2020/21 Draft Annual Budget as presented is considered to meet statutory requirements.

There is no legislative requirement to re-advertise differential rates, even if they are changed from the advertised figures.

Regulation 34(5) Local Government (Financial Management) Regulations 1996 requires each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS (Australian Accounting Standards), to be used in statements of financial activity for reporting material variances.

Local Government (COVID19 Response) Order 2020 gazetted 8 May 2020.

### Policy Implications

The following policies apply:

- Policy 3.6 Rating – Merger Parity Transition. Due to COVID19 the policy has not be used in the 2020/21 Budget.
- Policy 3.7 Investments Policy
- 3.11 Significant Accounting Policies
- Proposed Financial Hardship Policy

### Financial Implications

The financial implications of the budget are based upon the objective of achieving a balanced budget at 30 June 2021 after carrying out normal operational requirements and an extensive capital program.

### 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

Absolute Majority

## OFFICERS' RECOMMENDATION

That with respect to the Budget for the 2020/21 Financial Year, Council:

1. Notes no submissions were received regarding the advertised 2020/21 Differential Rating model.
2. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part 1 above, Council pursuant to the Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 and clause 9 of the Local Government (COVID19 Response) Order 2020 (gazette on 8 May 2020), impose the following differential general and minimum rates on Gross Rental and Unimproved Values.

Differential Rate Category	Rate in the \$	General Minimum Payment \$	Lesser Minimum Payment \$
GRV – Urban	11.3035c	1,105.00	
GRV – Rural	7.0754c	799.00	713.00
UV	0.5768c	799.00	

3. Pursuant to the Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, adopt the following due dates for the payment in full by instalments:

Option 1

Due Date Thursday 10 September 2020

Option 2

1st Instalment Due Thursday 10 September 2020

2nd Instalment Due Thursday, 14 January 2021

Option 3

1st Instalment Due Thursday 10 September 2020

2nd Instalment Due Thursday 12 November 2020

3rd Instalment Due Thursday, 14 January 2021

4th Instalment Due Thursday, 18 March 2021

4. Pursuant to the Section 6.13 of the Local Government Act 1995 and Regulation 19A of the Local Government (Financial Management) Regulations 1996, and clause 8 of the Local Government (COVID19 Response) Ministerial Order 2020 (gazetted on 8 May 2020), adopt an interest rate of 8% pa for any amount of money (other than rates and service charges) owing to the Local Government that remains unpaid after 35 days from the date of issue, subject to:

- a. This interest rate cannot be applied to a person who is considered by the Shire of Narrogin to be suffering financial hardship as a consequence of the COVID19 pandemic.
5. Pursuant to the Section 6.45 of the Local Government Act 1995, Regulation 67 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID19 Response) Ministerial Order 2020 (gazetted on 8 May 2020), adopt an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$52.50 for the four (Statutory) instalment option, subject to:
  - a. This charge cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined by the Shire of Narrogin as suffering financial hardship as a consequence of the COVID-19 pandemic.
6. Pursuant to the Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID19 Response) Order 2020 (gazette on 8 May 2020) adopt an interest rate of 5.5% pa where the owner has elected to pay rates and service charges through an instalment option subject to:
  - a. This interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined by the Shire of Narrogin as suffering financial hardship as a consequence of the COVID-19 pandemic.
7. Pursuant to the Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995, Regulation 70 of the Local Government (Financial Management) Regulations 1996 and clause 14 of the Local Government (COVID19 Response) Order 2020 (gazette on 8 May 2020), adopt an interest rate of 8% pa for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable, subject to:
  - a. This interest rate cannot be applied to a person who is considered by the Shire of Narrogin to be suffering financial hardship as a consequence of the COVID19 pandemic.
8. Pursuant to the Section 6.12 of the Local Government Act 1995, adopt the following rates incentive scheme including a contribution of \$3,000 from municipal funds towards this scheme:
  - 1st Prize - \$1,000 of Chamber of Commerce Vouchers;
  - 2nd Prize - \$500 of Chamber of Commerce Vouchers; and
  - 15 Prizes of \$100 each Chamber of Commerce Vouchers.
9. Elected Member Allowances (payable quarterly, in arrears, pro-rata)

a. Pursuant to the Section 5.99 of the Local Government Act 1995 and Regulation 30 of the Local Government (Administration) Regulations 1996, adopt the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

- President \$20,000 pa
- Councillors (x8) \$ 8,500 each pa

b. Pursuant to the Section 5.99A of the Local Government Act 1995 and Regulation 31 of the Local Government (Administration) Regulations 1996 adopt the following annual local government allowance for elected members:

Information & Communications Technology (ICT) Allowance

- President \$ 1,600 pa
- Councillors (x8) \$ 500 each pa

c. Pursuant to the Section 5.99A of the Local Government Act 1995 and Regulation 31 of the Local Government (Administration) Regulations 1996, adopt the following annual local government allowance for elected members:

- Child Care the actual cost per hour or \$25 per hour, whichever is the lesser amount.

d. Pursuant to the Section 5.99A of the Local Government Act 1995 and Regulation 32 Local Government (Administration) Regulations 1996, adopt the following annual local government allowance for elected members:

- Travelling Expenses rate applicable to the reimbursement of travel and accommodations costs are those applicable at the date of the current determination of the Salaries and Allowances Tribunal for Local Government Elected Council Members.

e. Pursuant to the Section 5.98(5) of the Local Government Act 1995, adopt the following annual local government allowance to be paid in addition to the annual meeting allowance:

- President \$23,500 pa

f. Pursuant to the Section 5.98(5) of the Local Government Act 1995, adopt the following annual local government allowance to be paid in addition of the annual meeting allowance:

- Deputy President \$5,875 pa

10. Pursuant to the Section 6.16 of the Local Government Act 1995, adopt the Fees and Charges included in the 2020/21 Draft Annual Budget ATTACHMENT 1 (under separate cover).

11. Pursuant to section 6.47 of the Local Government Act 1995, provide a 100% waiver on rates (not refuse or ESL) to properties leased to Not for Profit Community groups, subject to it being provided for in their lease or being previously waived / applied in the 2019/20 financial year.
12. In accordance with the Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopt the following materiality reporting thresholds:

<b>Condition</b>	<b>Action</b>
Actual variances to Budget up to 5% of Budget	No reporting required
Actual variances to Budget between 5% and 10% of Budget	Use Management Discretion
Actual Variance exceeding 10% and a greater value greater than \$15,000	Must Report

13. Pursuant to the provisions of the Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopt the Municipal Fund Budget as contained in ATTACHMENT 1 (under separate cover) of this agenda and the minutes, for the Shire of Narrogin for the 2020/21 financial year which includes the following:
  - Statement of Comprehensive Income by Nature and Type;
  - Statement of Comprehensive Income by Program;
  - Statement of Cash Flows;
  - Rate Setting Statement;
  - Notes to and Forming Part of the Budget and;
  - Capital Expenditure Program.

### **COUNCIL RESOLUTION 0720.017**

Moved: Cr Seale                      Seconded: Cr Fisher

That with respect to the Budget for the 2020/21 Financial Year, Council:

1. Notes no submissions were received regarding the advertised 2020/21 Differential Rating model.
2. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part 1 above, Council pursuant to the Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 and clause 9 of the Local Government (COVID19 Response) Order



2020 (gazette on 8 May 2020), impose the following differential general and minimum rates on Gross Rental and Unimproved Values.

Differential Rate Category	Rate in the \$	General Minimum Payment \$	Lesser Minimum Payment \$
GRV – Urban	11.3035c	1,105.00	
GRV – Rural	7.0754c	799.00	713.00
UV	0.5768c	799.00	

3. Pursuant to the Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, adopt the following due dates for the payment in full by instalments:

Option 1

Due Date Thursday 10 September 2020

Option 2

1st Instalment Due Thursday 10 September 2020

2nd Instalment Due Thursday 12 November 2020

3rd Instalment Due Thursday 14 January 2021

4th Instalment Due Thursday 18 March 2021

4. Pursuant to the Section 6.13 of the Local Government Act 1995 and Regulation 19A of the Local Government (Financial Management) Regulations 1996, and clause 8 of the Local Government (COVID19 Response) Ministerial Order 2020 (gazetted on 8 May 2020), adopt an interest rate of 8% pa for any amount of money (other than rates and service charges) owing to the Local Government that remains unpaid after 35 days from the date of issue, subject to:

- a. This interest rate cannot be applied to a person who is considered by the Shire of Narrogin to be suffering financial hardship as a consequence of the COVID19 pandemic.

5. Pursuant to the Section 6.45 of the Local Government Act 1995, Regulation 67 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID19 Response) Ministerial Order 2020 (gazetted on 8 May 2020), adopt an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$52.50 for the four (Statutory) instalment option, subject to:

- a. This charge cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined by the Shire of Narrogin as suffering financial hardship as a consequence of the COVID-19 pandemic.

6. Pursuant to the Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID19 Response) Order 2020 (gazette on 8 May 2020) adopt an interest rate of 5.5% pa where the owner has elected to pay rates and service charges through an instalment option subject :
  - a. This interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined by the Shire of Narrogin as suffering financial hardship as a consequence of the COVID-19 pandemic.
  
7. Pursuant to the Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995, Regulation 70 of the Local Government (Financial Management) Regulations 1996 and clause 14 of the Local Government (COVID19 Response) Order 2020 (gazette on 8 May 2020), adopt an interest rate of 8% pa for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable, subject to:
  - a. This interest rate cannot be applied to a person who is considered by the Shire of Narrogin to be suffering financial hardship as a consequence of the COVID19 pandemic.
  
8. Pursuant to the Section 6.12 of the Local Government Act 1995, adopt the following rates incentive scheme including a contribution of \$3,000 from municipal funds towards this scheme:
  - 1st Prize - \$1,000 of Chamber of Commerce Vouchers;
  - 2nd Prize - \$500 of Chamber of Commerce Vouchers; and
  - 15 Prizes of \$100 each Chamber of Commerce Vouchers.
  
9. Elected Member Allowances (payable quarterly, in arrears, pro-rata)
  - a. Pursuant to the Section 5.99 of the Local Government Act 1995 and Regulation 30 of the Local Government (Administration) Regulations 1996, adopt the following annual fees for payment of elected members in lieu of individual meeting attendance fees:
    - President \$20,000 pa
    - Councillors (x8) \$ 8,500 each pa
  
  - b. Pursuant to the Section 5.99A of the Local Government Act 1995 and Regulation 31 of the Local Government (Administration) Regulations 1996 adopt the following annual local government allowance for elected members:
 

Information & Communications Technology (ICT) Allowance

    - President \$ 1,600 pa
    - Councillors (x8) \$ 500 each pa

- c. Pursuant to the Section 5.99A of the Local Government Act 1995 and Regulation 31 of the Local Government (Administration) Regulations 1996, adopt the following annual local government allowance for elected members:
  - Child Care the actual cost per hour or \$25 per hour, whichever is the lesser amount.
- d. Pursuant to the Section 5.99A of the Local Government Act 1995 and Regulation 32 Local Government (Administration) Regulations 1996, adopt the following annual local government allowance for elected members:
  - Travelling Expenses rate applicable to the reimbursement of travel and accommodations costs are those applicable at the date of the current determination of the Salaries and Allowances Tribunal for Local Government Elected Council Members.
- e. Pursuant to the Section 5.98(5) of the Local Government Act 1995, adopt the following annual local government allowance to be paid in addition to the annual meeting allowance:
  - President \$23,500 pa
- f. Pursuant to the Section 5.98(5) of the Local Government Act 1995, adopt the following annual local government allowance to be paid in addition of the annual meeting allowance:
  - Deputy President \$5,875 pa

10. Pursuant to the Section 6.16 of the Local Government Act 1995, adopt the Fees and Charges included in the 2020/21 Draft Annual Budget ATTACHMENT 1 (as amended) (under separate cover).

11. Pursuant to section 6.47 of the Local Government Act 1995, provide a 100% waiver on rates (not refuse or ESL) to properties leased to Not for Profit Community groups, subject to it being provided for in their lease or being previously waived / applied in the 2019/20 financial year.

12. In accordance with the Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopt the following materiality reporting thresholds:

<b>Condition</b>	<b>Action</b>
Actual variances to Budget up to 5% of Budget	No reporting required
Actual variances to Budget between 5% and 10% of Budget	Use Management Discretion
Actual Variance exceeding 10% and a greater value greater than \$15,000	Must Report

13. Pursuant to the provisions of the Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopt the Municipal Fund Budget as contained in ATTACHMENT 1 (as amended) (under separate cover) of this agenda and the minutes, for the Shire of Narrogin for the 2020/21 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type;
- Statement of Comprehensive Income by Program;
- Statement of Cash Flows;
- Rate Setting Statement;
- Notes to and Forming Part of the Budget and;
- Capital Expenditure Program.

**CARRIED 5/0  
BY ABSOLUTE MAJORITY**

Reason for Change: Attachment 1, Fees and charges, was amended owing to an Administrative error and edited and part 3 was corrected to reflect two payment options.

10:22 pm – Shire President Ballard, Cr G Ballard,& Cr Early returned to the meeting and Shire President Ballard resumed in the Chair.

# SHIRE OF NARROGIN

## BUDGET

### FOR THE YEAR ENDED 30 JUNE 2021

#### LOCAL GOVERNMENT ACT 1995

### TABLE OF CONTENTS

Statement of Comprehensive Income by Nature or Type	2
Basis of Preparation	3
Statement of Comprehensive Income by Program	4
Statement of Cash Flows	6
Rate Setting Statement	7
Index of Notes to the Budget	9



**SHIRE OF NARROGIN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
<b>Revenue</b>				
Rates	1(a)	4,941,453	4,812,392	4,943,620
Operating grants, subsidies and contributions	9(a)	3,163,838	3,907,167	2,809,469
Fees and charges	8	1,854,976	1,739,326	1,646,486
Interest earnings	11(a)	149,500	175,064	177,100
Other revenue	11(b)	150,230	333,372	204,578
		10,259,997	10,967,321	9,781,253
<b>Expenses</b>				
Employee costs		(5,135,262)	(4,992,779)	(5,281,439)
Materials and contracts		(3,373,528)	(2,433,901)	(3,121,662)
Utility charges		(668,064)	(587,899)	(687,072)
Depreciation on non-current assets	5	(3,450,264)	(2,913,001)	(3,450,264)
Interest expenses	11(d)	(31,937)	(43,196)	(39,440)
Insurance expenses		(258,599)	(250,979)	(267,776)
Other expenditure		(592,550)	(360,945)	(642,168)
		(13,510,204)	(11,582,700)	(13,489,821)
<b>Subtotal</b>		(3,250,207)	(615,379)	(3,708,568)
Non-operating grants, subsidies and contributions	9(b)	3,546,581	908,846	851,426
Profit on asset disposals	4(b)	0	10,152	35,472
Loss on asset disposals	4(b)	(129,582)	(58,680)	(132,477)
		3,416,999	860,318	754,421
<b>Net result</b>		<b>166,792</b>	<b>244,939</b>	<b>(2,954,147)</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>166,792</b>	<b>244,939</b>	<b>(2,954,147)</b>

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

# SHIRE OF NARROGIN

## FOR THE YEAR ENDED 30 JUNE 2021

### BASIS OF PREPARATION

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget 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 Shire of Narrogin controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to the budget.

### 2019/20 ACTUAL BALANCES

Balances shown in this budget as 2019/20 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

### CHANGE IN ACCOUNTING POLICIES

On the 1 July 2020 the following new accounting policies are to be adopted and may impact the preparation of the budget:

AASB 1059 Service Concession Arrangements: Grantors

AASB 2018-7 Amendments to Australian Accounting Standards - Materiality

AASB 1059 is not expected to impact the annual budget. Specific impacts of AASB 2018-7 have not been identified.

### KEY TERMS AND DEFINITIONS - NATURE OR TYPE

#### REVENUES RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

#### SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the *Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services.

Excludes rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

### REVENUES (CONTINUED)

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### FEES AND CHARGES

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

### EXPENSES

#### EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expense raised on all classes of assets.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**SHIRE OF NARROGIN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
<b>Revenue</b>	1,8,9(a),11(a),11(b)	\$	\$	\$
Governance		1,850	1,162	1,850
General purpose funding		6,281,444	7,323,406	6,298,461
Law, order, public safety		285,505	292,528	79,900
Health		21,350	21,149	23,500
Education and welfare		1,579,357	1,239,129	1,370,538
Housing		8,240	8,240	8,240
Community amenities		1,145,512	1,064,908	1,073,914
Recreation and culture		162,200	58,238	138,571
Transport		251,970	398,451	393,646
Economic services		304,200	271,701	283,619
Other property and services		218,368	288,409	109,011
		10,259,996	10,967,321	9,781,250
<b>Expenses excluding finance costs</b>	4(a),5,11(c),(e)			
Governance		(640,595)	(504,981)	(716,201)
General purpose funding		(250,012)	(218,881)	(255,567)
Law, order, public safety		(755,830)	(638,072)	(749,221)
Health		(289,031)	(277,974)	(280,251)
Education and welfare		(1,833,458)	(1,399,149)	(1,573,105)
Housing		(33,202)	(28,918)	(34,441)
Community amenities		(1,528,207)	(1,320,737)	(1,568,717)
Recreation and culture		(3,503,604)	(2,879,199)	(3,460,169)
Transport		(3,712,876)	(3,544,329)	(4,003,206)
Economic services		(867,108)	(861,674)	(796,803)
Other property and services		(64,343)	120,897	(12,657)
		(13,478,266)	(11,553,017)	(13,450,338)
<b>Finance costs</b>	6(a),11(d)			
Governance		(7,351)	(7,351)	(8,519)
Community amenities		(2,250)	0	0
Recreation and culture		(11,290)	(11,290)	(15,356)
Economic services		(11,046)	(11,045)	(15,565)
		(31,937)	(29,686)	(39,440)
<b>Subtotal</b>		(3,250,207)	(615,382)	(3,708,528)
Non-operating grants, subsidies and contributions	9(b)	3,546,581	908,846	851,426
Profit on disposal of assets	4(b)	0	10,152	35,472
(Loss) on disposal of assets	4(b)	(129,582)	(58,680)	(132,477)
		3,416,999	860,318	754,421
<b>Net result</b>		<b>166,792</b>	<b>244,936</b>	<b>(2,954,107)</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>166,792</b>	<b>244,939</b>	<b>(2,954,147)</b>

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

# SHIRE OF NARROGIN

## FOR THE YEAR ENDED 30 JUNE 2021

### KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<p><b>GOVERNANCE</b></p> <p>To provide a decision making process for the effective allocation for scarce resources.</p>	<p>Includes the activities of members of council and administration support available to the council for provision for governance of the district.</p> <p>Other costs relate to the task of assisting elected members and electors on matters which do not concern specific Shire services.</p>
<p><b>GENERAL PURPOSE FUNDING</b></p> <p>To collect revenue to allow for the provisions of infrastructure and services</p>	<p>Rates, general purpose government grants and interest revenue.</p>
<p><b>LAW, ORDER, PUBLIC SAFETY</b></p> <p>To provide services to help ensure a safer community</p>	<p>Supervision and enforcement of various local laws, fire prevention, animal control and other aspects of public safety including emergency services.</p>
<p><b>HEALTH</b></p> <p>To provide an operational framework for environmental and community health.</p>	<p>Inspect food outlets and their control, noise control and waste disposal compliance.</p>
<p><b>EDUCATION AND WELFARE</b></p> <p>To provide services to the disadvantaged, the elderly, children and youth.</p>	<p>Preschool and other education, children and youth services, elderly and disadvantaged, senior citizens services.</p>
<p><b>HOUSING</b></p> <p>To provide housing to senior employees.</p>	<p>Provision of staff housing.</p>
<p><b>COMMUNITY AMENITIES</b></p> <p>To provide services required by the community.</p>	<p>Rubbish collection services, operation of refuse disposal site, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning scheme, cemetery and public conveniences.</p>
<p><b>RECREATION AND CULTURE</b></p> <p>To provide recreational and cultural services to the community.</p>	<p>Maintain public halls, civic centres, aquatic centre, recreational centre and various sporting facilities, Provisions and maintenance of parks, gardens and playgrounds. Operations of Library, museum and other cultural facilities.</p>
<p><b>TRANSPORT</b></p> <p>To provide safe, effective and efficient transport services to the community.</p>	<p>Construct and maintenance of roads, streets, footpaths, depots parking facilities. Purchase of plant and equipment.</p>
<p><b>ECONOMIC SERVICES</b></p> <p>To promote the Shire and its economic wellbeing.</p>	<p>Tourism and area promotion including the maintenance and operation of a caravan park.</p> <p>Provision of rural services including weed control, and standpipes.</p> <p>Building Control.</p>
<p><b>OTHER PROPERTY AND SERVICES</b></p> <p>To monitor and control the Shire's overheads operation accounts and town planning scheme.</p>	<p>Private works operation, plant repair and operation costs, administration overheads, community development overheads and gross salary and wages.</p>

**SHIRE OF NARROGIN**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Rates	4,941,453	4,899,639	4,993,620
Operating grants, subsidies and contributions	3,163,838	4,249,712	3,209,466
Fees and charges	1,854,976	1,739,326	1,646,486
Interest earnings	149,500	175,064	177,100
Goods and services tax	355,705	62,888	164,883
Other revenue	150,230	333,372	204,578
	<b>10,615,702</b>	<b>11,460,001</b>	<b>10,396,133</b>
<b>Payments</b>			
Employee costs	(5,135,262)	(5,215,937)	(5,281,439)
Materials and contracts	(3,373,528)	(2,478,734)	(3,094,660)
Utility charges	(668,064)	(587,899)	(687,073)
Interest expenses	(31,937)	(43,196)	(39,440)
Insurance expenses	(258,599)	(250,979)	(267,776)
Goods and services tax	(355,705)	(56,264)	(164,883)
Other expenditure	(592,550)	(360,945)	(642,125)
	<b>(10,415,645)</b>	<b>(8,993,954)</b>	<b>(10,177,396)</b>
<b>Net cash provided by (used in) operating activities</b>	<b>3</b>	<b>200,057</b>	<b>2,466,047</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for purchase of property, plant & equipment	4(a)	(3,912,757)	(1,922,245)
Payments for construction of infrastructure	4(a)	(3,897,032)	(2,367,729)
Non-operating grants, subsidies and contributions		3,546,581	908,846
Proceeds from sale of plant and equipment	4(b)	592,000	410,007
<b>investing activities</b>		<b>(3,671,208)</b>	<b>(2,971,121)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Repayment of borrowings	6(a)	(173,653)	(167,195)
Proceeds from new borrowings	6(b)	180,000	0
<b>Net cash provided by (used in) financing activities</b>		<b>6,347</b>	<b>(167,195)</b>
<b>Net increase (decrease) in cash held</b>		<b>(3,464,804)</b>	<b>(672,268)</b>
Cash at beginning of year		7,216,736	7,889,004
<b>Cash and cash equivalents at the end of the year</b>	<b>3</b>	<b>3,751,932</b>	<b>7,216,736</b>
		<b>3,924,736</b>	<b>3,924,736</b>

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



**SHIRE OF NARROGIN**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
<b>OPERATING ACTIVITIES</b>			
<b>Net current assets at start of financial year - surplus/(deficit)</b>	2,697,512	3,943,908	4,001,532
	2,697,512	3,943,908	4,001,532
<b>Revenue from operating activities (excluding rates)</b>			
Governance	1,850	1,162	1,850
General purpose funding	1,339,991	2,511,014	1,354,841
Law, order, public safety	285,505	292,528	79,900
Health	21,350	21,149	23,500
Education and welfare	1,579,357	1,239,129	1,370,538
Housing	8,240	8,240	8,240
Community amenities	1,145,512	1,069,067	1,092,366
Recreation and culture	162,200	58,238	138,571
Transport	251,970	404,444	408,915
Economic services	304,200	271,701	283,619
Other property and services	218,368	288,409	110,762
	5,318,543	6,165,081	4,873,102
<b>Expenditure from operating activities</b>			
Governance	(647,946)	(512,332)	(724,720)
General purpose funding	(250,012)	(218,881)	(255,567)
Law, order, public safety	(773,425)	(644,861)	(766,913)
Health	(290,379)	(277,974)	(280,251)
Education and welfare	(1,854,952)	(1,399,149)	(1,573,105)
Housing	(33,202)	(28,918)	(34,441)
Community amenities	(1,537,957)	(1,339,076)	(1,574,917)
Recreation and culture	(3,514,894)	(2,890,489)	(3,475,525)
Transport	(3,778,915)	(3,933,211)	(4,086,406)
Economic services	(893,760)	(872,719)	(812,368)
Other property and services	(64,343)	112,753	(38,042)
	(13,639,785)	(12,004,857)	(13,622,255)
Non-cash amounts excluded from operating activities	2 (a)(i) 3,579,846	2,736,857	3,547,269
<b>Amount attributable to operating activities</b>	(2,043,884)	840,989	(1,200,352)
<b>INVESTING ACTIVITIES</b>			
Non-operating grants, subsidies and contributions	9(b) 3,546,581	908,846	851,426
Purchase property, plant and equipment	4(a) (3,912,757)	(1,922,245)	(2,629,468)
Purchase and construction of infrastructure	4(a) (3,897,032)	(2,367,729)	(2,910,277)
Proceeds from disposal of assets	4(b) 592,000	410,007	667,897
<b>Amount attributable to investing activities</b>	(3,671,208)	(2,971,121)	(4,020,423)
<b>FINANCING ACTIVITIES</b>			
Repayment of borrowings	6(a) (173,653)	(167,195)	(166,657)
Proceeds from new borrowings	6(b) 180,000	0	0
Transfers to cash backed reserves (restricted assets)	7(a) (2,300,170)	(2,528,806)	(969,913)
Transfers from cash backed reserves (restricted assets)	7(a) 3,067,461	2,711,253	1,413,724
<b>Amount attributable to financing activities</b>	773,637	15,252	277,154
<b>Budgeted deficiency before general rates</b>	(4,941,455)	(2,114,880)	(4,943,621)
<b>Estimated amount to be raised from general rates</b>	1 4,941,455	4,812,392	4,943,621
<b>Net current assets at end of financial year - surplus/(deficit)</b>	2 (a)(iii) 0	<b>2,697,512</b>	<b>(0)</b>

**SHIRE OF NARROGIN**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
<b>OPERATING ACTIVITIES</b>			
<b>Net current assets at start of financial year - surplus/(deficit)</b>			
	2,697,512	3,943,908	4,001,532
	2,697,512	3,943,908	4,001,532
<b>Revenue from operating activities (excluding rates)</b>			
Specified area rates	1(d) 0	0	0
Operating grants, subsidies and contributions	9(a) 3,163,838	3,907,167	2,809,469
Fees and charges	8 1,854,976	1,739,326	1,646,486
Service charges	1(e) 0	0	0
Interest earnings	11(a) 149,500	175,064	177,100
Other revenue	11(b) 150,230	333,372	204,578
Profit on asset disposals	4(b) 0	10,152	35,472
	5,318,544	6,165,081	4,873,105
<b>Expenditure from operating activities</b>			
Employee costs	(5,135,262)	(4,992,779)	(5,281,439)
Materials and contracts	(3,373,528)	(2,797,378)	(3,121,662)
Utility charges	(668,064)	(587,899)	(687,072)
Depreciation on non-current assets	5 (3,450,264)	(2,913,001)	(3,450,264)
Interest expenses	11(d) (31,937)	(43,196)	(39,440)
Insurance expenses	(258,599)	(250,979)	(267,776)
Other expenditure	(592,550)	(360,945)	(642,168)
Loss on asset disposals	4(b) (129,582)	(58,680)	(132,477)
Loss on revaluation of non current assets	0	0	0
Reversal of prior year loss on revaluation of assets	0	0	0
	(13,639,786)	(12,004,857)	(13,622,298)
<b>Operating activities excluded from budgeted deficiency</b>			
Non-cash amounts excluded from operating activities	2 (a)(i) 3,579,846	2,736,857	3,547,269
<b>Amount attributable to operating activities</b>	(2,043,884)	840,989	(1,200,392)
<b>INVESTING ACTIVITIES</b>			
Non-operating grants, subsidies and contributions	9(b) 3,546,581	908,846	851,426
Purchase land held for resale	4(a) 0	0	0
Purchase investment property	4(a) 0	0	0
Purchase property, plant and equipment	4(a) (3,912,757)	(1,922,245)	(2,629,468)
Purchase and construction of infrastructure	4(a) (3,897,032)	(2,367,729)	(2,910,277)
Purchase of right of use assets	4(a) 0	0	0
Proceeds from disposal of assets	4(b) 592,000	410,007	667,897
Proceeds from self supporting loans	6(a) 0	0	0
Advances of self supporting loans	6(a) 0	0	0
<b>Amount attributable to investing activities</b>	(3,671,208)	(2,971,121)	(4,020,422)
<b>FINANCING ACTIVITIES</b>			
Repayment of borrowings	6(a) (173,653)	(167,195)	(166,657)
Principal elements of finance lease payments	6 0	0	0
Proceeds from new borrowings	6(b) 180,000	0	0
Transfers to cash backed reserves (restricted assets)	7(a) (2,300,170)	(2,528,806)	(969,913)
Transfers from cash backed reserves (restricted assets)	7(a) 3,067,461	2,711,253	1,413,724
<b>Amount attributable to financing activities</b>	773,637	15,252	277,154
<b>Budgeted deficiency before general rates</b>	(4,941,455)	(2,114,880)	(4,943,660)
<b>Estimated amount to be raised from general rates</b>	1(a) 4,941,455	4,812,392	4,943,660
<b>Net current assets at end of financial year - surplus/(deficit)</b>	2 (a)(iii) 0	2,697,512	(0)

**SHIRE OF NARROGIN**  
**INDEX OF NOTES TO THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

Note 1	Rates	10
Note 2	Net Current Assets	14
Note 3	Reconciliation of Cash	17
Note 4(a)	Asset Acquisitions	18
Note 4(b)	Asset Disposals	19
Note 5	Asset Depreciation	20
Note 6	Borrowings	21
Note 7	Reserves	23
Note 8	Fees and Charges	25
Note 9	Grant Revenue	25
Note 10	Revenue Recognition	26
Note 11	Other Information	27
Note 12	Major Land Transactions	28
Note 13	Trading Undertakings and Major Trading Undertakings	29
Note 14	Interests in Joint Arrangements	30
Note 15	Trust	31
Note 16	Significant Accounting Policies - Other Information	32

SHIRE OF NARROGIN  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

1. RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2020/21 Budgeted rate revenue	2020/21 Budgeted interim rates	2020/21 Budgeted back rates	2020/21 Budgeted total revenue	2019/20 Actual total revenue	2019/20 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$
<b>Differential general rate or general rate</b>									
<b>Gross rental valuations</b>									
Urban	0.1130350	1,667	27,392,876	3,096,354	0	0	3,096,490	2,972,976	3,096,476
Rural	0.0707540	47	903,802	63,948	0	0	63,944	63,948	94,415
Rural - Highbury	0.0707540	26	421,772	29,842	0	0	29,840	29,842	0
<b>Unimproved valuations</b>									
General	0.0057680	292	180,334,778	1,040,171	0	0	1,040,171	1,040,509	1,039,073
<b>Sub-Totals</b>		2,032	209,053,228	4,230,315	0	0	4,230,445	4,107,274	4,229,964
<b>Minimum</b>									
<b>Minimum payment</b>									
\$									
<b>Gross rental valuations</b>									
Urban	1,105	485	3,578,615	535,925	(3,620)	0	532,305	535,533	534,820
Rural	799	17	156,289	13,583	0	0	13,583	13,583	12,784
Rural - Highbury	713	7	60,647	4,991	0	0	4,991	4,991	6,417
<b>Unimproved valuations</b>									
General	799	189	16,824,300	151,011	0	0	151,011	151,011	151,011
<b>Sub-Totals</b>		698	20,619,851	705,510	(3,620)	0	701,890	705,118	705,032
		2,730	229,673,079	4,935,825	(3,620)	0	4,932,335	4,812,392	4,934,996
<b>Total amount raised from general rates</b>							4,932,335	4,812,392	4,934,996
Ex-gratia rates							9,118	9,118	8,624
<b>Total rates</b>							4,941,453	4,821,510	4,943,620

All land (other than exempt land) in the Shire of Narrogin is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire of Narrogin.

The general rates detailed for the 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year. In light of COVID19's impact on the economy Council determined not to increase the rate in the dollar nor the minimum rates. As valuations by the State Government lead to an increase in potential rate revenue, Council decreased the rate in the dollar for UV to 0.005768.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

## 1. RATES AND SERVICE CHARGES (CONTINUED)

### (b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
<b>Option one</b>				
One instalment	10/09/2020	0.00	0.0%	8.0%
<b>Option two</b>				
1st instalment	10/09/2020	13.00	5.5%	8.0%
2nd instalment	12/11/2020	13.00	5.5%	8.0%
3rd instalment	14/01/2021	13.25	5.5%	8.0%
4th instalment	18/03/2021	13.25	5.5%	8.0%

	2020/21 Budget revenue	2019/20 Actual revenue	2019/20 Budget revenue
	\$	\$	\$
Instalment plan admin charge revenue	30,000	30,377	30,000
Instalment plan interest earned	15,000	17,771	18,000
Unpaid rates and service charge interest earned	45,000	53,744	44,000
	90,000	101,892	92,000



1. RATES AND SERVICE CHARGES (CONTINUED)

(c) Objectives and Reasons for Differential Rating

To provide equity in the rating of properties across the Shire the following rate categories have been determined for the implementation of differential rating.

Differential general rate

Description	Characteristics	Objects	Reasons
GRV Urban	Properties that had formerly been located in the Town of Narrogin	To allow the Shire to impose a higher rate in the to the Urban Ward ratepayers to all the phasing in of rate parity with Urban Ward ratepayers.	During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be allowed a 10 year period to achieve rating parity with the former Town of Narrogin Rate Payers.
GRV Rural	Properties that had formerly been located in the Shire of Narrogin.	To allow the Shire to set a lower rate in the dollar to Rural Ward ratepayers to allow for the phasing in of rating parity over a 10 year period.	<p>During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be allowed a 10 year period to achieve rating parity with the former Town of Narrogin Rate Payers.</p> <p>The GRV Lesser Minimum is applicable to assessments in the Highbury townsite for the above reason.</p>

SHIRE OF NARROGIN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2021

1. RATES AND SERVICE CHARGES (CONTINUED)

(d) Specified Area Rate

The Shire did not raise specified area rates for the year ended 30 June 2021.

(e) Service Charges

The Shire did not raise service charges for the year ended 30 June 2021.

1. RATES AND SERVICE CHARGES (CONTINUED)

(f) Waivers or concessions

Rate or fee and charge to which the waiver or concession is granted	Type	Discount %	Discount (\$)	2020/21 Budget	2019/20 Actual	2019/20 Budget	Circumstances in which the waiver or concession is granted	Objects and reasons of the waiver or concession
Rates for Not for Profit Leases	Waiver	100.0%		\$ 20,000	\$	\$	Per lease agreement	Support for not for Profit
				20,000	0	0		

## 2 (a). NET CURRENT ASSETS

### Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

Note	2020/21 Budget 30 June 2021	2019/20 Actual 30 June 2020	2019/20 Budget 30 June 2020
	\$	\$	\$
<b>(i) Operating activities excluded from budgeted deficiency</b>			
The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.			
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	4(b) 0	(10,152)	(35,472)
Less: Movements & Adjustments	0	(224,672)	0
Add: Loss on disposal of assets	4(b) 129,582	58,680	132,477
Add: Depreciation on assets	5 3,450,264	2,913,001	3,450,264
<b>Non cash amounts excluded from operating activities</b>	<b>3,579,846</b>	<b>2,736,857</b>	<b>3,547,269</b>
<b>(ii) Current assets and liabilities excluded from budgeted deficiency</b>			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.			
<b>Adjustments to net current assets</b>			
Less: Cash - restricted reserves	3 (3,279,840)	(4,047,131)	(3,709,404)
Add: Current liabilities not expected to be cleared at end of year - Current portion of borrowings	180,375	173,653	166,568
<b>Total adjustments to net current assets</b>	<b>(3,099,465)</b>	<b>(3,873,478)</b>	<b>(3,542,836)</b>

2 (a). NET CURRENT ASSETS (CONTINUED)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	2020/21 Budget 30 June 2021	2019/20 Actual 30 June 2020	2019/20 Budget 30 June 2020
Note	\$	\$	\$
<b>(iii) Composition of estimated net current assets</b>			
<b>Current assets</b>			
Cash and cash equivalents - unrestricted	472,092	3,169,605	372,921
Cash and cash equivalents - restricted			
Cash backed reserves	3,279,840	4,047,131	3,709,404
Receivables	641,091	1,004,569	561,486
Inventories	25,990	25,990	182,583
	4,419,013	8,247,295	4,826,394
<b>Less: current liabilities</b>			
Trade and other payables	(579,315)	(942,792)	(520,680)
Long term borrowings	(180,375)	(173,653)	(166,568)
Provisions	(559,858)	(559,858)	(596,310)
	(1,319,548)	(1,676,303)	(1,283,558)
<b>Net current assets</b>	3,099,465	6,570,992	3,542,836
<b>Less: Total adjustments to net current assets</b>	(3,099,465)	(3,873,478)	(3,542,836)
<b>Closing funding surplus / (deficit)</b>	0	2,697,512	0

2 (b). NET CURRENT ASSETS (CONTINUED)

**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 Shire's operational cycle. In the case of liabilities where the Shire 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 sale where it is held as non-current based on the Shire's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Narrogin becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**CONTRACT ASSETS**

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

**PROVISIONS**

Provisions are recognised when the Shire has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**INVENTORIES**

**General**

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.

**Superannuation**

The Shire of Narrogin contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire of Narrogin contributes are defined contribution plans.

**LEASE LIABILITIES**

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

**TRADE AND OTHER RECEIVABLES**

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.

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

Provision is made for the Shire of Narrogin's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Narrogin's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire of Narrogin's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**LAND HELD FOR RESALE**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.



**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**3. RECONCILIATION OF CASH**

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

Note	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Cash at bank and on hand	3,751,932	7,216,736	3,924,736
	3,751,932	7,216,736	3,924,736
- Unrestricted cash and cash equivalents	472,092	3,169,605	215,332
- Restricted cash and cash equivalents	3,279,840	4,047,131	3,709,404
	3,751,932	7,216,736	3,924,736
The following restrictions have been imposed by regulation or other externally imposed requirements on cash and cash equivalents:			
Building Reserve	318,952	470,148	355,204
Refuse Site Reserve	443,521	478,789	473,498
Community Assist Transport (CATs) Reserve	836	794	(1,530)
NRLC Reserve	193,661	279,436	155,182
Employee Entitle Reserve	366,035	360,583	360,549
Plant Veh & Equip Reserve	286,967	395,308	330,385
Economic Development Reserve	22,395	227,022	209,005
IT & Office Equip Reserve	19,992	78,801	78,795
Tourism & Area Promotion Reserve	79,708	78,521	78,513
Unspent Grants Reserve	189,976	186,594	18
HACC Reserve	312,442	477,523	468,805
CHCP Reserve	507,503	209,296	72,341
CHSP Reserve	19,715	313,617	638,489
Road Construction Reserve	340,068	335,003	334,999
Asset Valuation Reserve	31,844	31,844	31,309
Landcare Reserve	75,173	98,681	98,672
Narrogin Airport Reserve	40,552	25,171	25,170
Bridges Reserve	13,000	0	0
Water Reuse Schemes Reserve	17,500	0	0
	3,279,840	4,047,131	3,709,404
<b>Reconciliation of net cash provided by operating activities to net result</b>			
<b>Net result</b>	166,792	244,939	(2,954,147)
Depreciation	5	3,450,264	2,913,001
(Profit)/loss on sale of asset	4(b)	129,582	48,528
(Increase)/decrease in receivables		0	436,417
(Increase)/decrease in inventories		0	(18,680)
Increase/(decrease) in payables		0	(13,798)
Increase/(decrease) in employee provisions		0	(256,081)
Non-operating grants, subsidies and contributions		(3,546,581)	(908,846)
<b>Net cash from operating activities</b>		200,057	2,445,480
		2,445,480	218,696

**SIGNIFICANT ACCOUNTING POLICES**

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 - Net Current Assets.

**FINANCIAL ASSETS AT AMORTISED COST**

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

SHIRE OF NARROGIN  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

4. FIXED ASSETS

(a) Acquisition of Assets

The following assets are budgeted to be acquired during the year.

Asset class	Reporting program											2020/21 Budget total	2019/20 Actual total	2019/20 Budget total
	Governance	General purpose funding	Law, order, public safety	Health	Education and welfare	Housing	Community amenities	Recreation and culture	Transport	Economic services	Other property and services			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<i>Property, Plant and Equipment</i>														
Buildings - specialised	26,297	0	1,562,210	0	80,000	0	125,000	775,250	0	38,000	13,000	2,619,757	972,850	1,230,335
Furniture and equipment	5,000	0	0	0	10,000	19,000	0	0	0	0	60,000	94,000	2,314	22,500
Plant and equipment	0	0	89,000	30,000	84,000	0	139,500	17,500	736,000	0	103,000	1,199,000	947,081	1,376,633
	31,297	0	1,651,210	30,000	174,000	19,000	264,500	792,750	736,000	38,000	176,000	3,912,757	1,922,245	2,629,468
<i>Infrastructure</i>														
Infrastructure - roads	0	0	0	0	0	0	0	0	1,944,275	0	0	1,944,275	1,969,078	2,072,295
Infrastructure - footpaths	0	0	0	0	0	0	0	0	81,360	0	0	81,360	60,884	76,000
Infrastructure - drainage	0	0	0	0	0	0	0	0	30,000	0	0	30,000	16,640	32,000
Infrastructure - parks and ovals	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Infrastructure - other	0	0	0	0	0	0	366,940	1,034,137	60,320	110,000	0	1,571,397	302,208	698,942
Infrastructure - bridges	0	0	0	0	0	0	0	0	270,000	0	0	270,000	18,919	31,040
	0	0	0	0	0	0	366,940	1,034,137	2,385,955	110,000	0	3,897,032	2,367,729	2,910,277
<b>Total acquisitions</b>	31,297	0	1,651,210	30,000	174,000	19,000	631,440	1,826,887	3,121,955	148,000	176,000	7,809,789	4,289,974	5,539,745

SIGNIFICANT ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

SHIRE OF NARROGIN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2021

4. FIXED ASSETS

(b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

	2020/21 Budget Net Book Value	2020/21 Budget Sale Proceeds	2020/21 Budget Profit	2020/21 Budget Loss	2019/20 Actual Net Book Value	2019/20 Actual Sale Proceeds	2019/20 Actual Profit	2019/20 Actual Loss	2019/20 Budget Net Book Value	2019/20 Budget Sale Proceeds	2019/20 Budget Profit	2019/20 Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>By Program</b>												
Law, order, public safety	43,595	26,000	0	(17,595)	0	0	0	0	0	0	0	0
Health	16,348	15,000	0	(1,348)	0	0	0	0	0	0	0	0
Education and welfare	54,494	33,000	0	(21,494)	16,312	9,521	0	(6,789)	42,652	25,000	0	(17,652)
Community amenities	147,000	139,500	0	(7,500)	384,986	370,806	4,159	(18,339)	105,000	117,252	18,452	(6,200)
Transport	382,283	316,244	0	(66,039)	0	(19,412)	5,993	(25,405)	415,250	347,319	15,269	(83,200)
Economic services	17,256	1,650	0	(15,606)	0	0	0	0	13,200	13,200	0	0
Other property and services	60,606	60,606	0	0	57,237	49,092	0	(8,145)	156,800	133,126	1,751	(25,425)
	721,582	592,000	0	(129,582)	458,535	410,007	10,152	(58,678)	732,902	635,897	35,472	(132,477)
<b>By Class</b>												
<u>Property, Plant and Equipment</u>												
Plant and equipment	721,582	592,000	0	(129,582)	458,535	410,007	10,152	(58,678)	764,902	667,897	35,472	(132,477)
	721,582	592,000	0	(129,582)	458,535	410,007	10,152	(58,678)	764,902	667,897	35,472	(132,477)

**SIGNIFICANT ACCOUNTING POLICIES**

**GAINS AND LOSSES ON DISPOSAL**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

SHIRE OF NARROGIN  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

5. ASSET DEPRECIATION

By Program

Governance
Law, order, public safety
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

By Class

Buildings - non-specialised
Furniture and equipment
Plant and equipment
Infrastructure - roads
Infrastructure - footpaths
Infrastructure - drainage
Infrastructure - parks and ovals
Infrastructure - other
Infrastructure - bridges

2020/21 Budget	2019/20 Actual	2019/20 Budget
\$	\$	\$
42,655	275	42,655
84,261	54,508	84,261
52,363	53,403	52,363
5,297	5,300	5,297
41,688	41,354	41,688
997,468	818,567	997,468
1,769,632	1,486,739	1,769,632
96,264	99,040	96,264
360,636	353,816	360,636
3,450,264	2,913,001	3,450,264
731,343	763,945	731,343
54,492	28,819	54,492
412,358	308,047	412,358
1,529,337	1,126,702	1,529,337
70,761	71,622	70,761
0	139,545	0
531,118	347,071	531,118
22,135	27,329	22,135
98,720	99,921	98,720
3,450,264	2,913,001	3,450,264

SIGNIFICANT ACCOUNTING POLICIES

DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Major depreciation periods used for each class of depreciable asset are:

Buildings	40 to 100 years
Furniture and Equipment	10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years
Sewerage piping	100 years
Water supply piping & drainage systems	50 to 75 years
Other Infrastructure	10 to 50 years
Bridges	75 to 100 years

DEPRECIATION (CONTINUED)

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

SHIRE OF NARROGIN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2021

6. INFORMATION ON BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Budget Principal 1 July 2020	2020/21 Budget New Loans	2020/21 Budget Principal Repayments	Budget Principal outstanding 30 June 2021	2020/21 Budget Interest Repayments	Actual Principal 1 July 2019	2019/20 Actual New Loans	2019/20 Actual Principal Repayments	Actual Principal outstanding 30 June 2020	2019/20 Actual Interest Repayments	Budget Principal 1 July 2019	2019/20 Budget New Loans	2019/20 Budget Principal Repayments	Budget Principal outstanding 30 June 2020	2019/20 Budget Interest Repayments
<b>Governance</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
OTHGOV - loan 128 Admin renovations	284,281	0	44,272	240,009	7,351	327,386	0	43,105	284,281	8,519	327,386	0	43,105	284,281	8,519
<b>Community amenities</b>															
SEW - loan 130 Upgrade TWIS	0	180,000	0	180,000	2,250	0	0	0	0	0	0	0	0	0	0
<b>Recreation and culture</b>															
NRLC - loan 121B	158,675	0	54,447	104,228	7,880	210,158	0	51,483	158,675	10,791	219,202	0	51,481	167,721	10,791
HALLS - loan 126 Renovations	95,970	0	30,775	65,195	3,410	125,591	0	29,621	95,970	4,565	125,591	0	29,621	95,970	4,565
<b>Economic services</b>															
ECONOM - loan 127 Industrial land	108,948	0	11,602	97,346	4,752	120,048	0	11,100	108,948	5,255	120,048	0	11,100	108,948	5,255
TOUR - loan 129 Accommodation Units	318,114	0	32,556	285,558	6,293	350,000	0	31,886	318,114	6,963	350,000	0	31,350	318,650	10,310
	965,988	180,000	173,653	972,335	31,937	1,133,183	0	167,195	965,988	36,093	1,142,227	0	166,657	975,570	39,440
	965,988	180,000	173,653	972,335	31,937	1,133,183	0	167,195	965,988	36,093	1,142,227	0	166,657	975,570	39,440

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.  
 The self supporting loan(s) repayment will be fully reimbursed.



SHIRE OF NARROGIN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2021

6. INFORMATION ON BORROWINGS

(b) New borrowings - 2020/21

Particulars/Purpose	Institution	Loan type	Term (years)	Interest rate	Amount borrowed budget	Total interest & charges	Amount used budget	Balance unspent
Renewal of TWIS	TBA		10	2.5%	\$ 180,000	\$ 204,553	\$ 180,000	\$ 0
					180,000	204,553	180,000	0

(c) Unspent borrowings

The Shire had no unspent borrowing funds as at 30 June 2020 nor is it expected to have unspent borrowing funds as at 30 June 2021.

(d) Credit Facilities

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
<b>Undrawn borrowing facilities credit standby arrangements</b>			
Bank overdraft limit	400,000	400,000	400,000
Bank overdraft at balance date	0	0	0
Credit card limit	15,000	15,000	15,000
Credit card balance at balance date	0	0	0
<b>Total amount of credit unused</b>	<b>415,000</b>	<b>415,000</b>	<b>415,000</b>
<b>Loan facilities</b>			
Loan facilities in use at balance date	972,335	965,988	975,570

**SIGNIFICANT ACCOUNTING POLICIES**

**BORROWING COSTS**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

SHIRE OF NARROGIN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2021

7. CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	2020/21 Budget Opening Balance	2020/21 2020/21 Budget Transfer to	2020/21 Budget Transfer (from)	2020/21 Budget Closing Balance	2019/20 Actual Opening Balance	2019/20 2019/20 Actual Transfer to	2019/20 Actual Transfer (from)	2019/20 Actual Closing Balance	2019/20 Budget Opening Balance	2019/20 2019/20 Budget Transfer to	2019/20 Budget Transfer (from)	2019/20 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Building Reserve	470,148	7,101	(158,297)	318,952	873,681	31,607	(435,140)	470,148	873,682	31,522	(550,000)	355,204
(b) Refuse Site Reserve	478,789	57,452	(92,720)	443,521	435,109	84,432	(40,752)	478,789	435,109	84,389	(46,000)	473,498
(c) Community Assist Transport (CATs) Reserve	794	13,042	(13,000)	836	6,654	4,188	(10,048)	794	4,395	6,075	(12,000)	(1,530)
(d) NRLC Reserve	279,436	129,225	(215,000)	193,661	73,927	205,509	0	279,436	73,927	81,255	0	155,182
(e) Employee Entitle Reserve	360,583	5,452		366,035	334,863	25,720	0	360,583	334,862	25,687	0	360,549
(f) Plant Veh & Equip Reserve	395,308	430,159	(538,500)	286,967	454,960	442,771	(502,423)	395,308	454,959	432,726	(557,300)	330,385
(g) Economic Development Reserve	227,022	3,432	(208,059)	22,395	174,490	52,532	0	227,022	174,049	52,956	(18,000)	209,005
(h) IT & Office Equip Reserve	78,801	1,191	(60,000)	19,992	72,562	6,239	0	78,801	72,563	6,232	0	78,795
(i) Tourism & Area Promotion Reserve	78,521	1,187	0	79,708	77,202	1,319	0	78,521	77,202	1,311	0	78,513
(j) Unspent Grants Reserve	186,594	3,382	0	189,976	203,773	3,481	(20,660)	186,594	48,265	820	(49,067)	18
(k) HACCP Reserve	477,523	48,988	(214,069)	312,442	584,487	100,796	(207,760)	477,523	557,576	9,469	(98,240)	468,805
(l) CHCP Reserve	209,296	760,622	(462,415)	507,503	122,909	455,512	(369,125)	209,296	152,862	2,596	(83,117)	72,341
(m) CHSP Reserve	313,617	751,499	(1,045,401)	19,715	347,224	1,091,738	(1,125,345)	313,617	426,026	212,463	0	638,489
(n) Road Construction Reserve	335,003	5,065	0	340,068	329,404	5,599	0	335,003	329,405	5,594	0	334,999
(o) Asset Valuation Reserve	31,844	0	0	31,844	31,309	535	0	31,844	31,309	0	0	31,309
(p) Landcare Reserve	98,681	1,492	(25,000)	75,173	97,024	1,657	0	98,681	97,024	1,648	0	98,672
(q) Narrogin Airport Reserve	25,171	15,381	0	40,552	10,000	15,171	0	25,171	10,000	15,170	0	25,170
(r) Bridges Reserve	0	48,000	(35,000)	13,000	0	0	0	0	0	0	0	0
(s) Water Reuse Schemes Reserve	0	17,500	0	17,500	0	0	0	0	0	0	0	0
	4,047,131	2,300,170	(3,067,461)	3,279,840	4,229,578	2,528,806	(2,711,253)	4,047,131	4,153,215	969,913	(1,413,724)	3,709,404

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**7. CASH BACKED RESERVES (CONTINUED)**

**(b) Cash Backed Reserves - Purposes**

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

	<b>Anticipated</b>	
<b>Reserve name</b>	<b>date of use</b>	<b>Purpose of the reserve</b>
(a) Building Reserve	ongoing	To support the maintenance, acquisition, upgrade or enhancements of buildings within the district.
(b) Refuse Site Reserve	ongoing	To fund infrastructure development and rehabilitation costs associated with the refuse site as well as the potential purchase and development of a regional waste facility.
(c) Community Assist Transport (CATs) Reserve	ongoing	To fund the replacement /change over of the CATs vehicle.
(d) NRLC Reserve	ongoing	To fund NRLC additional maintenance works as well as acquisitions, upgrades and enhancement of the building, major plant &
(e) Employee Entitle Reserve	ongoing	To fund current and past employee's leave entitlements and redundancy payouts.
(f) Plant Veh & Equip Reserve	ongoing	To support the purchase/replacement of motor vehicles, and heavy plant and equipment.
(g) Economic Development Reserve	ongoing	To fund economic development projects that will benefit the district.
(h) IT & Office Equip Reserve	ongoing	To fund the purchase and upgrade of computer equipment (including data connection equipment), software and office equipment and CCTV.
(i) Tourism & Area Promotion Reserve	ongoing	For the purpose of tourism & district promotion activities, significant events and festivals which includes banner poles, entry statements and outdoor digital screens.
(j) Unspent Grants Reserve	ongoing	To store unspent grants and contributions. Funds can only be expended on items that have been approved by the relevant grant agreement.
(k) HACCC Reserve	ongoing	To store unspent H.A.C.C grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.
(l) CHCP Reserve	ongoing	To store unspent C.H.C.P grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.
(m) CHSP Reserve	ongoing	To store unspent C.H.S.P grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.
(n) Road Construction Reserve	ongoing	To fund roadworks (including Carparks, Drainage, Footpaths, Bridges and Kerbing) and flood emergency responses affecting those
(o) Asset Valuation Reserve	ongoing	To fund asset valuations.
(p) Landcare Reserve	ongoing	To fund future natural resource management activities aligned with the principles established in the former NLDCDC letter dated 6/6/17 (ICR1712270).
(q) Narrogin Airport Reserve	ongoing	For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding to the Narrogin Airport.
(r) Bridges Reserve	ongoing	For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding for Brdiges within the Shire of Narrogin.
(s) Water Reuse Schemes Reserve	ongoing	For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding for infrastrcuture enabling the re-use of water resources.

The reserves are not expected to be fully utilised within a set period. It is the Shire's intention to utilise the Funds held in the above mentioned Reserves for the purposes of not utilising external overdraft facilities for short periods from time to time during the financial year. The benefit to the Shire is that financing cost are reduced by minimising the use of overdraft facilities.

This advice is provided in the budget pursuant to section 6.11(3) of the Local Government Act 1995.

## 8. FEES & CHARGES REVENUE

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Governance	1,600	0	1,600
General purpose funding	47,850	37,193	39,100
Law, order, public safety	32,500	32,279	23,400
Health	21,350	21,149	23,500
Education and welfare	178,516	146,173	156,612
Housing	8,240	8,240	8,240
Community amenities	1,142,512	1,062,159	1,070,914
Recreation and culture	12,100	12,107	17,100
Transport	0	1,057	0
Economic services	285,600	252,957	266,020
Other property and services	124,708	163,117	40,000
	1,854,976	1,736,431	1,646,486

## 9. GRANT REVENUE

	Grants, subsidies and contributions revenue		
	2020/21 Budget	2019/20 Actual	2019/20 Budget
By Program:	\$	\$	\$
<b>(a) Operating grants, subsidies and contributions</b>			
Governance	250	734	250
General purpose funding	1,139,641	2,249,853	1,139,641
Law, order, public safety	248,005	258,351	51,500
Education and welfare	1,400,841	1,089,853	1,209,926
Community amenities	3,000	0	3,000
Recreation and culture	150,100	11,837	58,154
Transport	150,020	296,540	292,395
Economic services	59,300	0	17,100
Other property and services	12,681	0	37,500
	3,163,838	3,907,167	2,809,466
<b>(b) Non-operating grants, subsidies and contributions</b>			
Law, order, public safety	1,562,210	0	0
Recreation and culture	810,532	7,551	83,317
Transport	1,173,839	901,295	768,109
	3,546,581	908,846	851,426
<b>Total</b>	<b>6,710,419</b>	<b>4,816,013</b>	<b>3,660,892</b>

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**10. REVENUE RECOGNITION**

**SIGNIFICANT ACCOUNTING POLICIES**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed



## 11. OTHER INFORMATION

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
<b>The net result includes as revenues</b>			
<b>(a) Interest earnings</b>			
Investments			
- Reserve funds	60,000	72,247	70,000
- Other funds	25,000	29,980	50,000
Late payment of fees and charges *	2,000	1,322	4,100
Other interest revenue (refer note 1b)	60,000	71,515	62,000
	147,000	175,064	186,100
* The Shire has resolved to charge interest under section 6.13 for the late payment of any amount of money other than rates at 5.5%.			
<b>(b) Other revenue</b>			
Reimbursements and recoveries	150,230	333,372	204,578
	150,230	333,372	204,578
<b>The net result includes as expenses</b>			
<b>(c) Auditors remuneration</b>			
Audit services	49,875	46,200	49,875
	49,875	46,200	49,875
<b>(d) Interest expenses (finance costs)</b>			
Borrowings (refer Note 6(a))	(31,937)	(36,093)	(39,440)
	(31,937)	(36,093)	(39,440)
<b>(e) Elected members remuneration</b>			
Meeting fees	88,000	88,000	88,000
Mayor/President's allowance	24,000	24,000	24,000
Deputy Mayor/President's allowance	6,000	6,000	6,000
Travelling expenses	1,000	0	1,000
Telecommunications allowance	5,600	5,136	5,600
	124,600	123,136	124,600

## 12. MAJOR LAND TRANSACTIONS

It is not anticipated any land transactions or major land transactions will occur in 2020/21.

### 13. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

It is not anticipated any trading undertakings or major trading undertakings will occur in 2020/21.

### 13. INTERESTS IN JOINT ARRANGEMENTS

It is not anticipated the Shire will be party to any joint venture arrangements during 2020/21.

#### **SIGNIFICANT ACCOUNTING POLICIES**

##### **INTERESTS IN JOINT ARRANGEMENTS**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire of Narrogin's interests in the assets liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

## 15 TRUST FUNDS

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

<b>Detail</b>	<b>Balance 30 June 2020</b>	<b>Estimated amounts received</b>	<b>Estimated amounts paid</b>	<b>Estimated balance 30 June 2021</b>
	\$	\$	\$	\$
Public Open Space Bonds	73,144	0	(73,000)	144
	73,144	0	(73,000)	144



## 16 SIGNIFICANT ACCOUNTING POLICIES - OTHER INFORMATION

### GOODS AND SERVICES TAX (GST)

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 budget 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.

### COMPARATIVE FIGURES

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

### BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
<b>\$</b>				
<b>BUSINESS UNIT: GENERAL PURPOSE FUNDING</b>				
<b>Rates</b>				
3030125.1502	Penalty interest Section 6.51 LGA)			8.00%
3030125.1502	Penalty Interest for those ratepayment who have Financial Hardship as per the FINANCIAL HARDSHIP Policy			0.00%
3030128.1304	Installment Interest (Sect 6.45 LGA)			5.50%
3030128.1304	Instalment charge (statutory 4 instalments) (Sect 6.45 LGA)			52.50
3030128.1304	Instalment charge (statutory 4 instalments) for those ratepayment who have Financial Hardship as per the FINANCIAL HARDSHIP Policy			0.00
<b>Ad hoc payment arrangements</b>				
3030132.1304	1 to 2 payments			0.00
3030132.1304	2 to 5 payments			18.50
3030132.1304	Greater than 5			52.50
3030132.1304	Payment arrangement - dishonour fee			11.00
3040204.1304	Electoral roll copy			15.30
3040204.1304	Rate Book (Paper copy)	Yes		102.00
3040204.1304	Rate Book (Electronic copy)	Yes		76.50
3030129.1304	Rate enquiries			76.50
3100605.1304	Orders & Requisitions			137.70
3030129.1304	Request for additional copies of a Rate Notice			15.30
3030131.1103	Debt collection fee - Landgate title search fee (per search)			At Cost
3030131.1103	Debt collection fee - caveat withdrawal			At Cost
3030131.1103	Debt collection fee - caveat lodgement			At Cost
3030131.1103	Debt collection fee - property seize & sale order			At Cost
<b>Other General Purpose Funding</b>				
	Outstanding sundry debtors ( Section 6.13 LGA)			5.50%
	Interest for outstanding sundry debtors who have Financial Hardship as per the FINANCIAL HARDSHIP Policy			0.00%
3030404.1304	1 to 2 payments			0.00
3030404.1304	3 to 5 payments			18.50
3030404.1304	Greater than 5			52.50
3030404.1304	Payment arrangement - dishonour fee			11.00
<b>Office of CEO</b>				
	Giant Dominos (Per Day)	Yes		50.00
	Giant Checkers (Per Day)	Yes		50.00
	Giant Pick Up Sticks (Per Day)	Yes		50.00
	Giant Yahtzee (Per Day)	Yes		50.00
	Giants Os & Xs (Per Day)	Yes		50.00
	Giant Jenga (Per Day)	Yes		50.00
	Bocce (Per Day)	Yes		50.00

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
<b>BUSINESS UNIT: LAW, ORDER &amp; PUBLIC SAFETY</b>				
<b>Ranger Services</b>				
3050302.1301	Seizure impoundment registered dog/cat		S	30.00
3050302.1301	Seizure impoundment unregistered dog/cat		S	100.00
3050300.1304	Daily impound fee			16.00
3050303.1304	Destruction/disposal of dog/cat			160.00
3050300.1304	Surrender of dog/cat			50.00
3050300.1304	Out of hours release fee		S	100.00
3050300.1304	Sale of dog/cat (excluding license)	Yes		53.00
3050301.1304	Unsterilised dog/cat registration fee 1 year		S	50.00
3050301.1304	Unsterilised dog/cat registration pensioner fee 1 year		S	25.00
3050301.1304	Unsterilised dog/cat registration fee 3 years		S	120.00
3050301.1304	Unsterilised dog/cat registration pensioner fee 3 years		S	60.00
3050301.1304	Unsterilised dog/cat registration fee life time		S	250.00
3050301.1304	Unsterilised dog/cat registration pensioner fee life time		S	125.00
3050301.1304	Sterilised dog/cat registration fee 1 year		S	20.00
3050301.1304	Sterilised dog/cat registration pensioner fee 1 year		S	10.00
3050301.1304	Sterilised dog/cat registration fee 3 years		S	42.50
3050301.1304	Sterilised dog/cat registration pensioner fee 3 years		S	21.25
3050301.1304	Sterilised dog/cat registration fee life time		S	100.00
3050301.1304	Sterilised dog/cat registration pensioner fee life time		S	50.00
3050301.1304	Sterilised Working dog fee 1 year		S	5.00
3050301.1304	Sterilised Working dog fee 3 year		S	10.60
3050301.1304	Sterilised Working dog fee lifetime		S	25.00
3050301.1304	Dangerous dog registration fee 1 year		S	50.00
3050301.1304	Annual application for approval or renewal of approval to breed cats (per cat)		S	100.00
3050305.1304	Application to keep more than standard number of cats - residential		S	20.00
3050305.1304	Application to keep more than standard number of cats - cat management facility		S	500.00
3050305.1304	Renewal of permit - cat management facility or cat breeder		S	100.00
3050301.1304	Cats registered after 31 May in any year, for that registration year		S	50% of the fee payable
3050305.1304	Application for a kennel licence		S	700.00
3050305.1304	Issue of a kennel licence or renewal of a kennel licence		S	100.00
3050305.1304	Application to transfer a kennel licence		S	100.00
3050305.1304	Application to keep more than standard number of dogs		S	50.00
3050305.1304	Microchipping of impounded animal			30.00
3050305.1304	Impoundment of shopping trolley (per trolley)			25.00
3050301.1304	Dogs kept in approved kennel establishment licensed under section 27 of the Act, where not otherwise registered (per establishment)		S	200.00
3050301.1304	Penalty: unregistered dog/cat		S	200.00
3050301.1304	Penalty: dog in public place without a collar or tags		S	200.00
3050301.1304	Penalty: dog not on leash in certain public places		S	200.00
3050301.1304	Penalty: dog causing a nuisance		S	200.00
3050301.1304	Penalty: failure of alleged offender to give full name and address		S	200.00
3050304.1304	Ranger hourly rate (including travel time)	Yes		84.00
3050304.1304	Mileage rate per km	Yes		1.50

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
3050305.1304	Removal of trapped animal	Yes		21.00
3050305.1304	Hire of small animal trap per week	Yes		21.00
3050305.1304	Hire of large animal trap per week	Yes		32.00
	Bond for animal trap			58.00
3050305.1304	Anti barking device per month	Yes		32.00
	Anti barking device bond			58.00
	Dangerous dog collar:	Yes		
3050305.1304	- Small	Yes		35.00
3050305.1304	- Medium	Yes		55.00
3050305.1304	Dangerous dog sign	Yes		32.00
	Abandoned / Impounded Vehicles			
3050400.1301	- Towing charge			Cost plus 20%
3050400.1301	- Storage of impounded vehicle (per month or part thereof)			70.00
3050400.1301	- Administration			35.00
	Stock Impoundment			
3050400.1301	- As per Section 464 Local Government (Miscellaneous Provisions) Act 1960		S	

### BUSINESS UNIT: HEALTH

Health Services				
GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
3070300.1300	Application to install waste water treatment system		S	118.00
3070300.1300	Permit to use waste water treatment system		S	118.00
	Inspection fee of Waste Water treatment System	Yes		125.00
3070300.1300	Local Government Report Fee	Yes		125.00
3070300.1300	Annual itinerant food vendor/stallholder fee new or renewal (pro rata applies)		S	250.00
3070300.1300	Itinerant food vendor/stallholder fee per day		S	50.00
3070300.1300	Temporary Food Stall – Community group/organisation		S	0.00
3070301.1304	Annual food business (including Schools) registration fee (pro rata applies)		S	110.00
3070300.1300	Food business notification fee			50.00
3070301.1304	Food business follow up inspection		S	110.00
3070300.1300	Public Building Inspection fee (commercial)		S	60.00
3070300.1300	Public Building Inspection fee (not for profit)		S	0.00
3070300.1300	Annual caravan park licence		S	220.00
3070301.1304	Senior EHO - per hour	Yes		85.00
3070301.1304	EHO - per hour	Yes		60.00
3070301.1304	Mileage rate per km	Yes		1.50
3070301.1304	Liquor Act Certification Section 39 (commercial)			122.00
3070301.1304	Liquor Act Certification Section 39 (not for profit)			61.00
3070301.1304	Meat inspection fee			EHO Charge Out Rate
3070301.1304	Settlement inspection fee - upon request			110.00
3070301.1304	Re-inspection fee		S	110.00

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
<b>BUSINESS UNIT: EDUCATION &amp; WELFARE</b>				
<b>Homecare</b>				
	HACC as set by Department of Health and Ageing schedule of fees and charges		S	
	CHSP as set by the Department of Health and Ageing schedule of fees and charges		S	
	CHCP (Department of Social Services)			
	Admin fee (client cost)			20%
	Co-ordination fee			5%
	- Contingency internal 5%			5%
	- Contingency external 10%			10%
	Support worker (week day) per hour (include Personal Care and Home Maintenance)			60.50
	Support worker (week day after 6pm) per hour (include Personal Care and Home Maintenance)			71.50
	Support worker (Saturday)			71.50
	Support worker (Sunday) per hour			71.50
	Support worker (Public Holiday) per hour			126.50
	Social Support Group Weekdays (per day)			112.20
	Social Support Group (Saturday) per day			134.20
	Social Support Group (Sunday and Public Holidays) per day			167.20
	Social Support Group transport 10km per trip			22.00
	Meals provided per meal - delivered by Meals on Wheels Committee main meal			Set by WACHS
	Meals provided per meal - delivered by Meals on Wheels Committee main meal and dessert			Set by WACHS
	Meals delivered by NHC			22.00
	Meals delivered by NHC - Sunday / Public Holiday			27.50
	Entry Fee			250.00
	Exit Fee			250.00
	Co-ordination - An additional hourly rate may be applied in exceptional circumstance where high levels of Case Management are required.			60.50
	Travel per service per one way trip to 10kms (Driver included)			35.20
	Travel per service over 10 kms per km: Base Rate of \$35.20 plus 94 c per km			\$0.94 per km
	<b>Note:</b> the applicable Support Worker Charge will also be incurred.			
	Acquired on behalf of the Client			
	Webster Packing and other consumables			At cost
	Clinical Nursing Care			At cost
	Allied Health			At cost
	Other Charges such as Equipment			At cost
	Mileage - charge out when Officers use their own vehicle to attend clients.			\$0.94 per km
	<b>Our core service hours are 7 am to 6 pm. A minimum service duration of 1 hour will apply outside these hours. This may be reduced if another client needs a service around the same time.</b>			
	<b>Late Notice Cancellation Charges-</b> Where a service is cancelled with less than 24 hours' notice a charge equivalent to the hourly charge will apply.			
	<b>Flexible Respite Fees – per 24 hour period</b>			
	<b>COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)</b>			
	<i>Includes Eligible Home Care Package Clients</i>			
	Respite Care Fee (per 24 hour period)			68.00
	Breakfast			5.00
	Lunch			8.00
	Dinner			9.00



## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
	<b>HOME CARE PACKAGES (HCP)</b>			
	Respite Care Fee (per 24 hour period)			800.00
	Breakfast			5.00
	Lunch			8.00
	Dinner			9.00
	<b>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.</b>			
	<b>General Fees</b>			
	Brokerage (Up to) per hour	Yes		101.00
	Rosa bus hire per hour (No dry hire)	Yes		60.50
	Rosa bus driver rate per km	Yes		1.10
	Hire of Jesse House (as approved by Manager)	Yes		150.00
	Nursing Care - Per Hour (Wound care & other products extra cost)			10.00
	The Gadabout Club - Lunch at own cost			15.00
	Busy Bee Craft Group			5.00
	Walk, Talk and Exercise (Includes Transport)			8.00
	Men's Shed (Includes Transport)			8.00
	Shopping Bus (transport to and from CBD) each way			2.00
	Transport (including volunteer transport) one way			5.00
<b>Other Welfare</b>				
	Veterans as set by the Department of Veterans Affairs	Yes		
	CATS vehicle			
	Perth	Yes		75.00
	Busselton	Yes		85.00
<b>BUSINESS UNIT: STAFF HOUSING</b>				
<b>Staff Housing</b>				
	Staff will be charged the difference between the housing subsidy and the cost to the Shire of renting the residential building (unless the employment contract states otherwise).	Yes		

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
<b>BUSINESS UNIT: COMMUNITY AMENITIES</b>				
<b>Sanitation - Household &amp; Other</b>				
<u>Rubbish Charges</u>				
3100100.1304	Domestic refuse services (first service)			226.00
3100200.1304	Commercial refuse services (first service)			231.00
3100203.1304	Special refuse service (first service)			339.00
3100101.1304	Additional service - household			226.00
3100207.1304	Additional service - commercial			253.00
3100201.1304	Additional pickup - commercial on a per bin per pick up basis			231.00
3100203.1304	Additional service - special refuse service			339.00
3100105.1304	Domestic recycling service			84.00
<u>Refuse Site Fees</u>				
Free access for rate payers and residents who deliver capacities less than 1m <sup>3</sup> to the refuse site, subject to proof of rate payer or residential status in the Shire of Narrogin with proof being demonstrated via an acceptable process such as, Shire of Narrogin registration plates, rate notice or driver's licence				
<b>* NOTE: Quantities are per cubic metre or part thereof</b>				
3100202.1304	Waste per cubic metre			16.00
3100202.1304	Demolition waste per cubic metre			77.00
3100202.1304	Truck bodies (all fluids, tyres and non-metal parts removed)			210.00
3100202.1304	Passenger / Motorcycle tyre			8.25
3100202.1304	Light truck tyre			11.00
3100202.1304	Truck tyre			15.00
3100202.1304	Car/truck battery			3.75
3100202.1304	Car bodies (all fluids, tyres and non-metal parts removed)			39.00
3100202.1304	Small animal carcasses			27.00
3100202.1304	Large animal carcasses			81.00
3100202.1304	Liquid waste (mineral oil) recyclable (not cooking oil) non-commercial dollars per litre.			0.20
3100202.1304	Liquid waste (mineral oil) recyclable (not cooking oil) commercial dollars per litre.			0.20
3100202.1304	Liquid waste (excludes oils) per litre (dollars per litre)			0.10
3100202.1304	Green waste less than 1 cubic metre (MUST BE A RESIDENT OR RATEPAYER)			0.00
3100202.1304	Green waste greater than 1 cubic metre (including commercial)			7.00
3100202.1304	Contaminated/Hazardous waste including asbestos or soil per cubic metre (see *NOTE above)			152.00
3100202.1304	Clinical/soiled waste NOT ACCEPTED			0.00
3100202.1304	Power pole butts per linear metre (inc contaminated timber)			148.00
<u>General Waste from Outside the Shire of Narrogin</u>				
3100202.1304	General Waste generated outside the Shire of Narrogin (conversion of \$79/m <sup>3</sup> to tonne (ie multiply by 3) per tonne - as a deterrent. - Waste from metropolitan areas (ie, Subject to Waste Levy) NOT ACCEPTED.			79/m <sup>3</sup>
3100202.1304	General waste from the Shire of Cuballing subject to Council consent per tonne			79.00/t
3100202.1304				
<u>Recycled Water</u>				
310300.1304	Sale of recycled water per kilo litre	Yes		1.50
	Narrogin Racing as per lease agreement	Yes		

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
<b>Town Planning</b>				
<u>Planning Services</u>				
3100600.1304	Home Occupation - initial application fee		S	222.00
3100600.1304	Home Occupation - annual renewal fee		S	73.00
3100600.1304	Zoning Certificates, Property Settlements & Enquiries (Zoning)		S	73.00
3100600.1304	Planning Application fees based on cost of development (as amended)			
3100600.1304	(a) Not more than \$50,000		S	147.00
3100600.1304	(b) More than \$50,000 but not more than \$500,000 based on estimated costs		S	0.32%
3100600.1304	(c) More than \$500,000 but not more than \$2.5 million		S	\$1,700.00 plus 0.257% for every \$1 in excess of \$500,000
3100600.1304	(d) More than \$2.5 million but not more than \$5 million		S	\$7,161.00 plus 0.206% for every \$1 in excess of \$2.5m
3100600.1304	(e) More than \$5 million but not more than \$21.5 million		S	\$12,633.00 plus 0.123% in excess of every \$1 in excess of \$5 million
3100600.1304	(f) More than \$21.5 million		S	34,196.00
3100600.1304	Subdivision/Strata Clearance fees			
3100600.1304	(a) Not more than 5 lots -per lot		S	73.00
3100600.1304	(b) More than 5 lots but not more than 195 lots - per lot over 5		S	35.00
3100600.1304	(c) More than 195 Lots		S	7,393.00
3100600.1304	Change of use fee		S	295.00
3100600.1304	Fee for use/development already commenced		S	Development fee plus Twice the schedule fee
3100600.1304	Provision of Written Planning Advice	Yes		73.00
3100600.1304	Determining an application to amend or cancel development approval	Yes		295.00
3100600.1304	Executive Manager Development & Regulatory Services - per hour	Yes		130.00
3100600.1304	Manager - per hour	Yes		85.00
3100600.1304	Town Planner - per hour	Yes		60.00
3100600.1304	Secretary Administrative Officer - per hour	Yes		45.00
3100600.1304	Vehicles mileage rate	Yes		1.50
Structure Plan and Local Development Plan				
Scheme Amendment				
3100600.1304	- Basic			2,800.00
3100600.1304	- Standard			4,200.00
3100600.1304	- Complex			5,500.00
3100600.1304	Sign Application			147.00
3100600.1304	Extractive Industry - new			739.00
3100600.1304	Extractive Industry - commenced or carried out			1,478.00
3100600.1304	Liquor Act Certification Section 40		S	122.00
3100601.1304	Landgate title search fee (per search)			30.00

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
<b>Other Community Amenities</b>				
<u>Cemetery</u>				
<b>Single Burial Permits:</b>				
3100800.1304	Application	Yes		50.00
3100800.1304	Grant of Right of Burial - immediate use only	Yes		250.00
3100800.1304	Interment in a grave 2.1 metres deep	Yes		1,500.00
3100800.1304	Re-opening of an ordinary grave for 2nd or 3rd burial	Yes		1,500.00
3100800.1304	Reinstatement, if required	Yes		500.00
3100800.1304	After hours interment - weekdays	Yes		250.00
3100800.1304	After hours interment - weekend/public holidays	Yes		500.00
<b>Exhumation:</b>				
3100800.1304	Exhumation	Yes		2,400.00
3100800.1304	Exhumation reinstatement in existing grave, if required	Yes		500.00
3100800.1304	Interment in a new grave after exhumation	Yes		1,500.00
<b>Ashes</b>				
Single interment permit:				
3100801.1304	Application (single funeral permit & permission to place a plaque)	Yes		50.00
3100801.1304	Grant for use of Niche Wall	Yes		250.00
3100801.1304	Interment - Niche Wall (temporary blank cover)	Yes		200.00
3100801.1304	Interment - garden	Yes		200.00
3100800.1304	Interment - grave	Yes		300.00
3100800.1304	Interment - scattering	Yes		0.00
3100800.1304	After hours interment - weekdays	Yes		100.00
3100800.1304	After hours interment - weekend/public holidays	Yes		200.00
<b>Other</b>				
3100800.1304	Permission to erect Memorial - grave, garden	Yes		80.00
3100800.1304	Transfer of Right of Burial/Pre-Need Purchase of Certificate	Yes		50.00
3100800.1304	Issue of a copy of Grant Right of Burial /Pre-Need Purchase of Certificate	Yes		50.00
3100800.1304	Pre-need services (booking of a site)			
3100800.1304	Pre-need purchase of certificate for burial - 5 years	Yes		300.00
3100801.1304	Pre-need purchase of certificate for Niche Wall - 5 years	Yes		300.00
3100801.1304	Pre-need of certificate for garden memorial position	Yes		not permitted
3100801.1304	Pre-need purchase of certificate for memorial plaque position	Yes		not permitted

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
<b>BUSINESS UNIT: RECREATION &amp; CULTURE</b>				
<b>Public Halls &amp; Civic Centres</b>				
<b>Town Hall &amp; Reception Centre (Commercial Usage)</b>				
3110100.1302	Town Hall Complex full day (Includes light & sound equipment if approved by CEO/EMCCS) (Excludes Mayors Parlour and Nexus Gallery)	Yes		602.00
3110100.1302	Town Hall Complex (Excludes Mayors Parlour and Nexus Gallery) hourly rate	Yes		87.00
3110100.1302	Town Hall full day	Yes		357.00
3110100.1302	Town Hall hourly rate	Yes		77.00
3110100.1302	Town Hall setting up full day	Yes		117.00
3110100.1302	Town Hall rehearsals hourly rate	Yes		26.00
3110100.1302	Kitchen only per day	Yes		199.00
3110100.1302	Kitchen only per hour	Yes		41.00
3110100.1302	Cutlery and crockery hire per person			0.00
3110100.1302	Damaged cutlery and crockery will be replaced at a charge of direct replacement cost plus 20% Administration charge	Yes		Cost plus 20%
3110100.1302	Light & sound equipment Use (not for relocation) (hires to persons deemed by CEO or EMCCS to have the skills to use)	Yes		51.00
3110100.1302	Supper room full day	Yes		158.00
3110100.1302	Supper room per hour	Yes		31.00
3110100.1302	Mayors Parlour full day	Yes		158.00
3110100.1302	Mayors Parlour per hour	Yes		31.00
3110100.1302	Baby grand piano full day (not to be removed from site)	Yes		102.00
3110100.1302	Baby grand piano hourly rate	Yes		15.00
3110100.1302	Upright piano hire (internal) (to be returned on return to Town Hall)	Yes		20.00
3110100.1302	Upright piano hire (external) (the Hirer is to fund all relocation costs and retune the piano on return to the Town Hall)	Yes		Cost plus 20%
3110100.1302	Reception Centre full day	Yes		408.00
3110100.1302	Reception Centre hourly rate	Yes		62.00
3110100.1302	Cleaning	Yes		Cost plus 20%
3110100.1302	Setting up hourly rate (per staff member involved) (minimum 1 hour charge)	Yes		90.00
3110100.1302	Nexus Gallery full day	Yes		0.00
3110100.1302	Nexus Gallery hourly rate	Yes		0.00
3110100.1302	Nexus Gallery Art hire per day	Yes		0.00
	CEO is given authority to negotiate a hire fee for significant functions and conferences at the JHCC and Town Hall	Yes		
	Bond without alcohol			337.00
	Bond with alcohol			1,122.00
<b>Town Hall &amp; Reception Centre (Not for Profit*)/Individual Resident or Ratepayer (Not a business)</b>				
3110100.1302	Town Hall Complex full day (Includes Light & Sound Equipment if approved by CEO/EMCCS) (Excludes Mayors Parlour and Nexus Gallery)	Yes		204.00
3110100.1302	Town Hall Complex (Excludes Mayors Parlour and Nexus Gallery) hourly rate	Yes		31.00
3110100.1302	Town Hall full day	Yes		153.00
3110100.1302	Town Hall hourly rate	Yes		26.00
3110100.1302	Town Hall setting up full day	Yes		153.00
3110100.1302	Town Hall rehearsals hourly rate	Yes		26.00
3110100.1302	Kitchen only per day	Yes		102.00
3110100.1302	Kitchen only per hour	Yes		21.00
3110100.1302	Damaged cutlery and crockery will be replaced at a charge of direct replacement cost plus 20% Administration charge	Yes		Cost plus 20%
3110100.1302	Light & sound equipment use (not for relocation) (hires to persons deemed by CEO or EMCCS to have the skills to use)	Yes		31.00
3110100.1302	Supper Room full day	Yes		77.00
3110100.1302	Supper Room per hour	Yes		15.50



## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
3110100.1302	Mayors Parlour full day	Yes		77.00
3110100.1302	Mayors Parlour per hour	Yes		15.50
3110100.1302	Baby grand piano full day (not to be removed from site)	Yes		51.00
3110100.1302	Baby grand piano hourly rate (not to be removed from site)	Yes		10.50
3110100.1302	Upright piano hire (Internal) (to be returned on return to Town Hall)	Yes		15.50
3110100.1302	Upright piano hire (External) (The Hirer is to fund all relocation costs and retune the piano on return to the Town Hall)	Yes		Cost plus 20%
3110100.1302	Reception Centre full day	Yes		204.00
3110100.1302	Reception Centre hourly rate	Yes		31.00
3110100.1302	Setting up hourly rate (per staff member involved) (minimum 1 hour charge)	Yes		90.00
3110100.1302	Cleaning	Yes		Cost plus 20%
	CEO is given authority to negotiate a hire fee for significant functions and conferences at the JHCC and Town Hall	Yes		
	Bond without alcohol			280.00
	Bond with alcohol			560.00
	(*) Any function or event that is subject to the 'Not for Profit' Fees and Charges rates must acknowledge the Shire sponsorship at the function/event.			
	<b>John Higgins Community Complex</b>			
3110100.1302	Fees and Charges to be provided by the YMCA.			
3110100.1302	Office standard size per year (if not on a lease agreement)	Yes		1,260.00
3110100.1302	Office large size per year (if not on a lease agreement)	Yes		1,525.00
<b>Other Recreation</b>				
	<b>Sportsgrounds</b>			
3110301.1302	Half day hire (schools & non sporting organisations)	Yes		76.00
3110301.1302	Full day hire (schools & non sporting organisations)	Yes		152.00
3110301.1302	Half day hire commercial	Yes		242.00
3110301.1302	Full day commercial	Yes		404.00
3110301.1302	Narrogin Towns Cricket Club - yearly charge	Yes		1,328.00
3110301.1302	Narrogin Hawks Football Club - yearly charge	Yes		3,075.00
	Bond for commercial use	Yes		2,333.00
	Bond for community use if required by the EMCCS	Yes		581.00

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
<b>Narrogin Regional Recreation Centre</b>				
<b>Narrogin Regional Leisure Centre (NRLC)</b>				
	Fees and Charges provided by the YMCA.			
	<b>Aquatics (Casual)</b>			
	Adult Swim	Yes		6.00
	Child Swim -U10 (Supervised)	Yes		1.00
	Concession Swim	Yes		5.00
	Family Swim	Yes		20.00
	Concession Family Swim	Yes		13.90
	Spectator (Over 9 yrs)	Yes		1.00
	<b>Visit Passes (Book of 10)</b>			
	Adult	Yes		54.00
	Child	Yes		45.00
	<b>Lane Hire</b>			
	Lane Hire	Yes		8.20
	Inflatable Hire	Yes		82.20
	<b>Schools</b>			
	Vacation Swimming	Yes		3.60
	In Term Swimming	Yes		2.60
	<b>Casual Group Fitness</b>			
	Aqua Aerobics	Yes		15.00
	Aqua Aerobics (Concession)	Yes		12.00
	Group Fitness	Yes		15.00
	Group Fitness (Concession)	Yes		12.00
	Spin	Yes		15.00
	<b>Casual Gym</b>			
	Gym - Casual	Yes		13.00
	Gym - Concession	Yes		10.50
	<b>Memberships (per fortnight)</b>			
	<b>Full membership includes gym, swim &amp; group fitness</b>			
	Full Centre Membership	Yes		40.00
	Full Centre Membership Joining Fee	Yes		45.00
	Full Centre Membership (Concession)	Yes		33.50
	Full Centre Membership Joining Fee (Concession)	Yes		18.00
	Full Centre Family Membership	Yes		80.00
	Full Centre Family Membership Joining Fee	Yes		90.00
	Gym Membership	Yes		28.00
	Gym Membership Joining Fee	Yes		45.00
	Gym Membership (Concession)	Yes		22.00
	Gym Membership Joining Fee (Concession)	Yes		18.00
	Aquatic Membership	Yes		28.00
	Aquatic Membership Joining Fee	Yes		45.00
	Aquatic Membership Fee (Child) - Under 10			0.00
	Aquatic Membership Joining Fee (Child)			0.00
	Aquatic Membership Fee (Concession)	Yes		22.00
	Aquatic Membership Joining Fee (Concession)	Yes		18.00
	<b>Group Fitness</b>			
	Group Fitness Membership Fee	Yes		\$ 30.00
	Group Fitness Membership Joining Fee	Yes		\$ 45.00
	Group Fitness Membership (Concession)	Yes		\$ 24.00
	Group Fitness Membership Joining Fee (Concession)	Yes		\$ 18.00

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
	<b>Swimming Lessons (10 weeks)</b>	Yes		
	Swimming Lessons Per Term	Yes		110.00
	Swimming Lessons Per Term (Concession)	Yes		88.00
	<b>Stadium</b>			
	Social Sports Game Fees	Yes		60.00
	Social Sports Registration Fee	Yes		80.00
	Adult Sports Court Entry	Yes		6.00
	Concession Sports Court Entry	Yes		4.80
	Basketball Association Indoor Court Hire (Per Hour)	Yes		60.00
	Netball Association Indoor Court Hire (Per Hour)	Yes		60.00
	Netball Association Outdoor Court Hire (Per Hour)	Yes		50.00
	Spectator (Over 9yrs) (Operational Discretion)	Yes		1.00
	Forfeit Fee	Yes		58.00
	<b>Squash</b>			
	Squash Court Hire Per Hour	Yes		15.00
	Squash Court Hire Per Hour (Concession)	Yes		12.00
	Adult Squash Per Hour	Yes		7.50
	Concession Squash Per Hour	Yes		6.00
	<b>Synthetic Hockey Pitch</b>			
	Annual UGSHA Charge for lease of Pitch (Agreement Expires 30/6/21)	Yes		75,000.00
	Annual Narrogin Senior High School Facilities Charge			10,000.00
	Full pitch hire per hour			135.00
	Full pitch hire per hour (Concession)			100.00
	<b>Childcare (per child) \$4.00 per hour</b>			
	Creche one session (1.5hrs) member	Yes		6.00
	Creche - one session (1.5hrs) non-member	Yes		9.00
	Creche 10 pass (members)	Yes		54.00
	Creche 10 pass (Non members)	Yes		81.00
	Kindy Gym	Yes		4.50
	Childterm Program Cost	Yes		100.00
	<b>School Usage (per child)</b>			
	Hockey Turf	Yes		2.60
	Squash	Yes		2.60
	Stadium	Yes		2.60
	Outdoor Netball	Yes		2.60
	Gym	Yes		5.50
	Pool entry	Yes		2.60
	<b>John Higgins Community Complex</b>			
	Hall hire full day	Yes		555.00
	Hall hire half day	Yes		290.00
	Half Hall Full day	Yes		277.50
	Half Hall half day	Yes		145.00
	Hall Hire per hour	Yes		75.00
	Half Hall Hire per hour	Yes		37.50
	Kitchen Hire - additional flat rate per hall booking	Yes		50.00
	Kitchen Hire per hour	Yes		30.00
	Out of Hours staffing fee (per hour or part thereof)	Yes		50.00

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
	<b>Office Lease - per week</b>			
	JHCC - 3m x 3m - Office 1 - WAFC (WA Football Commission)	Yes		80.00
	JHCC - 3m x 3m - Office 2 - NDNA (Narrogin District Netball Association)	Yes		10.00
	JHCC - 3m x 3m - Office 3 - NJBA (Narrogin Junior Basket Ball Association)	Yes		10.00
	JHCC - 3m x 3m - Office 4 - UGSHA (hire included in agreed annual payment) (Upper Great Southern Hockey Association)	Yes		0.00
	JHCC - 3m x 3m - Office 5 - Parents Next	Yes		80.00
	JHCC - 3m x 3m - Office 6 - Ag Society (\$300 pa per agreement expiring 30/6/20)	Yes		300pa
	Internal - 6m x 3m office (Nb Toy Library free)	Yes		0.00
	Internal - 8m x 3m office FULL HIRE (Nb DSR (Dept of Sport & Recreation) portion @ \$104.50pw)	Yes		104.50
	Internal - 10m x 3m office FULL HIRE	Yes		#N/A
	Internal - 10m x 3m office HALF HIRE	Yes		#N/A
	Existing NFP Club Hires (Ag, Netbal, UGSHA) (AG Soc lease \$300pa expires 30/6/20)	Yes		10.00
	NB: if 3m x 3m offices are rented by commercial tenants	Yes		90.00
	if 8m x 3m (Full) offices are rented by commercial tenants	Yes		240.00
	if 8m x 3m (Half) offices are rented by commercial tenants	Yes		120.00
	<b>Sports Grounds</b>			
	Thomas Hogg, Clayton Rd & Centre Sports			
	Hourly Rate	Yes		17.50
	Half Day Hire (4hrs)	Yes		70.00
	Full Day Hire (8hrs)	Yes		140.00
	<b>Kiosk all items at weighted average cost plus 100% markup*</b>			
	<b>Whole Facility</b>			
	Agricultural Show or similar whole of facility hire	Yes		5,000.00
	(N.B.Narrogin Agricultural Show payable by the Shire)			

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
<b>Libraries</b>				
<u>RW (Bob) Farr Memorial Library</u>				
3110500.1304	Email access 30 minutes	Yes		2.00
3110501.1301	First overdue notice - book	Yes		0.00
3110501.1301	Second overdue notice - book	Yes		0.00
3110501.1301	Lost or damaged book/dvd	Yes		cost
3110500.1304	Handling fee for invoice	Yes		13.25
3110500.1304	Laminating A4 size	Yes		2.05
3110500.1304	Laminating A3 size	Yes		4.10
3110500.1304	Scanning per page	Yes		2.05
3110500.1304	Disk repair (CD/DVD)	Yes		5.10
3110500.1304	Disk cleaning (CD/DVD)	Yes		2.05
3110500.1304	A4 Single sided photocopy per copy	Yes		0.45
3110500.1304	A3 & A4 double sided photocopy per copy	Yes		0.60
3110500.1304	A3 double sided per copy	Yes		0.80
3110500.1304	A4 single sided colour per copy	Yes		2.05
3110500.1304	A3 single & A4 double sided colour per copy	Yes		4.10
3110500.1304	Coffee / Tea (if provided by the Shire)	Yes		2.05
3110500.1304	Restricted wireless internet access	Yes		Free
3110500.1304	Historical research (Town & Shire of Narrogin residence) e.g. family history per hour	Yes		35.00
3110500.1304	Historical research (Non Town or Shire of Narrogin residence)e.g. family history per hour	Yes		60.00
	Sale of other Items at RRP or cost plus 20% which ever is the higher.			

### BUSINESS UNIT: TRANSPORT

<b>Transport</b>				
<u>Aerodrome</u>				
3120405.1304	Major user charge per year (Note not to be charged to the Narrogin Gliding or Flying Clubs)	Yes		850.00
3120405.1304	Minor user charge per year (Note not to be charged to the Narrogin Gliding or Flying Clubs)	Yes		510.00
<u>Road Numbering</u>				
3120212.1103	Rural property numbering	Yes		41.00



## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
<b>BUSINESS UNIT: ECONOMIC SERVICES</b>				
<b>Tourism and Area Promotion</b>				
<u>Narrogin Caravan Park</u>				
3130200.1303	Caravan site fees per day (up to 2 adults and 2 children)	Yes		33.00
3130200.1303	Caravan site fees per half day (up to 2 adults and 2 children)	Yes		16.50
3130200.1303	Caravan site fees per week (up to 2 adults and 2 children) up to the first four weeks	Yes		165.00
3130200.1303	Caravan site fees per week (up to 2 adults and 2 children) after the first four weeks	Yes		155.00
3130200.1303	Each additional person caravan site single night	Yes		8.00
3130200.1303	Each additional person caravan site weekly	Yes		48.00
3130200.1303	Camping site fees (no power) (up to 2 adults and 2 children of the same family) per day	Yes		15.00
3130200.1303	Camping site fees (power) (up to 2 adults and 2 children of the same family) per day	Yes		25.00
3130200.1303	Additional person camping site (no power)	Yes		6.00
3130200.1303	Additional person camping site (power)	Yes		8.00
3130200.1303	Caravan park site and camping fees should be paid in advance. However if payment is made in arrears additional fees may apply.			
3130200.1303	Penalty fee for late payment of site or camping fees	Yes		6.00
3130200.1303	Washing machines per cycle	Yes		5.00
3130200.1303	Driers up to approximately 30 minutes	Yes		4.00
3130200.1303	Letter box rental per month	Yes		6.00
3130200.1303	Caravan storage (caravan not to be sited at a caravan site and unoccupied) per week	Yes		128.00
3130200.1303	Self contained RV (short stay) (not using any of the CP facilities) per night (subject to the official RV site being within the Narrogin caravan site)	Yes		6.00
3130200.1303	Use of showers and/or toilet only (persons not stay in caravan park) subject to the approval of the Shire	Yes		6.00
<b>Accommodation units</b>				
3130200.1303	Accommodation Unit per night ( 2 People)	Yes		120.00
3130200.1303	Accommodation Unit per night - Additional Person	Yes		20.00
3130200.1303	Accommodation Unit per night ( 2 People) 2-6 Nights	Yes		110.00
3130200.1303	Accommodation Unit per night - 2-6 Nights Additional Person	Yes		20.00
3130200.1303	Accommodation Unit per week ( 2 People) Full Week 7 - 14 Nights	Yes		660.00
3130200.1303	Accommodation Unit per night - Full Week Additional person	Yes		20.00
3130200.1303	Accommodation Unit per week ( 2 People) Long than 2 weeks	Yes		600.00
3130200.1303	Accommodation Unit per week ( 2 People) Long than 2 weeks Vacate Clean	Yes		250.00
3130200.1303	For stays longer than a full week a 10% deposit is required. Cancellation of these bookings less than 24 hours prior to stay will forfeited the deposit.			
<u>Other Tourism &amp; Area Promotion</u>				
3130204.1304	Shire number plates (transfer of plates not included)	Yes		Cost plus 20%
3130200.1303	Sale of other promotional material at RRP or cost plus 20%	Yes		
3130200.1303	RV permit fee (at approved RV sites external to the Caravan Park)	Yes		NIL

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
<b>Building Control</b>				
<b>Building Services</b>				
3130300.1304	Building Surveyor hourly rate	Yes		92.50
3130300.1304	Trainee Building Surveyor charge hourly rate	Yes		70.00
3130300.1304	Vehicles mileage rate	Yes		1.50
3130300.1304	Retrieval of building plans		S	50.00
3130300.1304	Class 1 & 10 Building Permit fee 0.32% - minimum		S	105.00
3130300.1304	Class 2-9 Building Permit fee 0.09% - minimum		S	105.00
BUILDING	Building Services Levy fee 0.137% - minimum		S	61.65
BUILDING	Building Industry Fund .2% (once work over \$20,000 value)		S	0.00
T4	Footpath, kerb and road deposit (per street frontage) 1% of value of proposed works with a minimum of \$1,500		S	1,500.00
3130300.1304	Certificate of Design Compliance as per staff time (\$340 min) or 0.2%, whichever is greater - minimum		S	340.00
3130300.1304	Certificate of Built Compliance - as per staff time (\$340 min) or 0.2%, whichever is greater - minimum		S	340.00
3130300.1304	Certificates of Construction Compliance - as per staff time (\$340 min) or 0.2%, whichever is greater - minimum		S	340.00
3130300.1304	Other charges as per the Building Act			
3130300.1304	Swimming pool inspection fee (\$58.45/4 years) Reg 53 Building Regulations 2012		S	14.61
3130300.1304	Bushfire Attack Level Certification			
3130300.1304	- Single dwelling			150.00
3130300.1304	- each additional dwelling			120.00
<b>Other Economic Services</b>				
3130607.1304	Commercial Stand pipe per 1,000L			6.54
3130607.1304	Commercial Stand pipe access swipe card	Yes		20.00

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
<b>BUSINESS UNIT: OTHER PROPERTY &amp; SERVICES</b>				
<b>Private Works</b>				
<u>Charge Out Rates for Private Works</u>				
<u>With Operator (Labour rates included in price)</u>				
3140100.1304	Grader per hour	Yes		188.00
3140100.1304	Loader per hour	Yes		174.00
3140100.1304	Backhoe per hour	Yes		134.00
3140100.1304	Truck (12 tonne) per hour	Yes		175.00
3140100.1304	Truck (3 tonne) per hour	Yes		145.00
3140100.1304	Truck & float per hour	Yes		225.00
3140100.1304	Jet patcher per hour	Yes		167.00
3140100.1304	Multi- roller per hour	Yes		167.00
3140100.1304	Vib (Hamm) roller per hour	Yes		124.00
3140100.1304	Excavator per hour	Yes		175.00
3140100.1304	Road sweeper per hour	Yes		167.00
3140100.1304	JD tractor per hour	Yes		168.00
3140100.1304	Bomag vibrating roller per hour	Yes		145.00
3140100.1304	Cat multi terrain loader per hour	Yes		138.00
3140100.1304	JD backhoe per hour	Yes		134.00
3140100.1304	Trailers (truck dog)	Yes		50.00
3140100.1304	Slasher (tractor attachment)	Yes		30.00
3140100.1304	Turf Aerator (tractor attachment)	Yes		30.00
3140100.1304	New Holland tractor per hour	Yes		168.00
3140100.1304	JD ride on mower (with trailer) per hour	Yes		126.00
3140100.1304	Toro ride on mower (with trailer) per hour	Yes		126.00
3140100.1304	Flail Mower (tractor attachment)	Yes		30.00
3140100.1304	10 tonne Mitsubishi fuso	Yes		175.00
3140100.1304	Tow behind broom per hour	Yes		128.00
3140100.1304	Generator hire per day or part there of (commercial)	Yes		510.00
3140100.1304	Generator hire per day or part there of (non commercial)	Yes		255.00
3140100.1304	Materials, Contracts, Plant & Labour Rates	Yes		Cost plus 20%
3140100.1304	Labour rate (normal @ normal hours)	Yes		
3140100.1304	Works crew labour per hour	Yes		90.00
3140100.1304	Works Foreman per hour	Yes		112.00
3140100.1304	Operations Manager	Yes		123.00
3140100.1304	Mileage rate per km	Yes		1.50
3140100.1304	Gravel per Cubic metre ex pit excluding delivery	Yes		5.00
	* No dry hire of plant. Only experienced ticketed Shire staff to operate plant at discretion of CEO or EMTRS			
	All other charges not separately listed in this schedule that is not set by specific legislation	Yes		Cost plus 20%

## Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "S"	2020/21
<b>Administration</b>				
<u>Administration/Office</u>				
3040203.1304	Photocopy charges - single A4 per copy	Yes		0.50
3040203.1304	Photocopy charges - single A3 per copy	Yes		1.00
3040203.1304	Photocopy charges - A4 single colour per copy	Yes		2.00
3040203.1304	Photocopy charges - A4 double / A3 single colour per copy	Yes		4.00
3040204.1304	Minutes or Agendas (free at council meeting)	Yes		25.00
3040206.1304	Digital projector per day	Yes		36.00
3040206.1304	Portable wireless speaker (individual)	Yes		33.00
3040206.1304	Portable wireless speakers (pair)	Yes		55.00
3040101.1302	Council chambers full day	Yes		400.00
3040101.1302	Council chambers per hour	Yes		51.00
3040101.1302	Meeting room full day	Yes		240.00
3040101.1302	Meeting room per hour	Yes		41.00
3040205.1304	Secretarial support per hour	Yes		71.00
3040206.1304	FOI as per statutory fees	Yes		as per Act
3040206.1304	Cleaning	Yes		Cost plus 20%
3140511.1304	IT Officer charge out income (per hour)	Yes		70.00
	Copy of CCTV Footage (fixed Cost) includes first hour. WAPOL exempt	Yes		100.00
	Copy of CCTV Footage (Hourly fee or part there of) WAPOL exempt	Yes		70.00
3140511.1304	Vehicles mileage rate	Yes		1.50
	Security key bond	Yes		255.00
	Bonds that have been approved by the CEO or EMCCS to be paid by credit cards will attract a fee equal to that of the bank fees paid by the Shire associated with that particular transaction.			

### Additional Items about the Shire's Fees and Charges

<b>Rounding</b>	Fees and Charges are to be rounded down to the nearest 5c.
<b>Concession Rate</b>	A person who can prove at the time of purchase they are either under 18 years of age or a holder of a Seniors or Health Care Card.
<b>Bonds</b>	<p>Bonds are to be paid before the hire of facilities, equipment or the supplying of keys.</p> <p>All Bonds are to be paid by Cash or Bank Cheque unless approved by the CEO or EMCCS.</p> <p>If the CEO or EMCCS approve payment of Bond by Credit Card then additional fees will apply and the bond will be increase by 3% to cover the loss of bank fees.</p> <p>The CEO or EMCCS may amend or impose an additional bond for the use of the Shire facilities by any group or individuals where they believe it is in the best interest of the Shire to do so.</p>
<b>Cleaning Requirements</b>	Unless special arrangements have been agreed to by the Shire, all facilities are to be cleaned to the same standard as the facility was originally hired, at the end of the hire.
<b>Other</b>	All above figures are in Australian Dollars (AUD).
<b>Statutory Fees</b>	<p>Any statutory fees imposed by other government agencies are subject to change without warning.</p> <p>Prior to considering change to any of these fees relevant legislation should be read.</p>
<b>GST</b>	All prices with Yes in the GST column include GST.
<b>Cost plus 20%</b>	All other charges not separately listed in this schedule that is not set by specific legislation will be charged at cost plus 20%.

#### **10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER**

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



**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 10:13 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 25 August 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](mailto:enquiries@narrogin.wa.gov.au)  
W [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)